

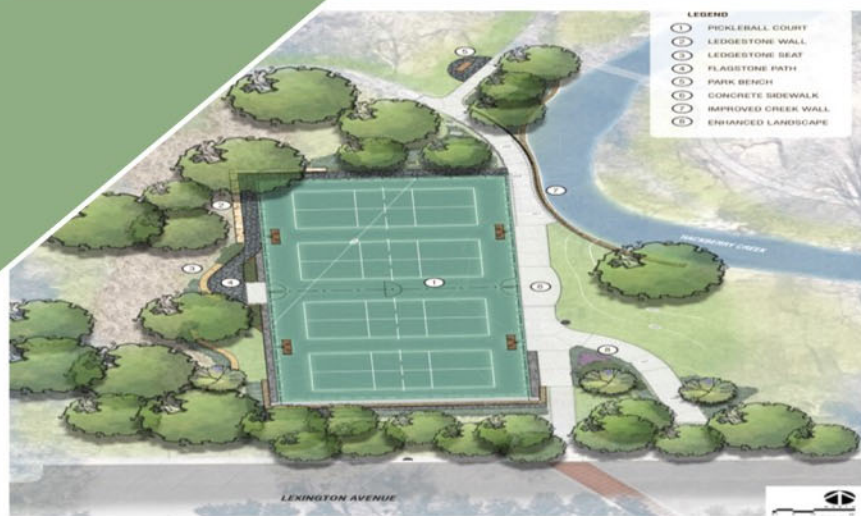
Town of Highland Park, Texas



THE TOWN OF

Highland Park
TEXAS

An American Community Making a Difference



Fiscal Year 2024-25 Proposed Budget and Plan of Municipal Services

Town of Highland Park

Proposed Budget and Plan of Municipal Services

For the Fiscal Year 2024-2025

This budget will raise more revenue from property taxes than last year's budget by an amount of \$898,068 which is a 4.8 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 \$270,253.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Tax Rate:	Proposed 2024-25*	Adopted 2023-24
Property Tax Rate:	\$0.207681/100	\$0.220530/100
No-New-Revenue Tax Rate:	\$0.200658/100	\$0.203305/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.200658/100	\$0.203885/100
Voter-Approval Tax Rate:	\$0.207681/100	\$0.220530/100
Debt Rate:	\$0.000000/100	\$0.000000/100

***Estimated and will change. Calculation made prior to tax rolls being certified.**

Total debt obligation for Town of Highland Park secured by property taxes: \$0.00



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Highland Park
Texas**

For the Fiscal Year Beginning

October 01, 2023

Christopher P. Morrell

Executive Director

Town of Highland Park, Texas

Proposed Budget and Plan of Municipal Services

October 1, 2024, through September 30, 2025

Mayor & Town Council

Will C. Beecherl, Mayor

Don Snell, Mayor Pro Tem

Alan Friedman, Council Member

Marc Myers, Council Member

Lydia Novakov, Council Member

Leland White, Council Member

Town Staff

Tobin E. Maples, AICP, Town Administrator

Steven J. Alexander, Assistant Town Administrator

Patricia Albrecht, Acting Director of Finance

Lori Chapin, Director of Engineering

Chelsey Gordon, Acting Director of Community Development

Chuck McGinnis, Director of Public Safety

Kortney Nelson, Town Librarian

Joanna Mekeal, Town Secretary

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MAYOR
Will C. Beecherl
TOWN ADMINISTRATOR
Tobin E. Maples, AICP



TOWN COUNCIL
MEMBERS
Alan Friedman
Marc Myers
Lydia Novakov
Don Snell
Leland White

July 12, 2024

Honorable Mayor Beecherl and Members of the Town Council:

In accordance with Texas Statutes and the Town of Highland Park Charter, it is my honor to present to you the Proposed Budget and Plan of Municipal Services (Proposed Budget) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (FY 2024-25). The Town Administrator's Proposed Budget incorporates a property tax rate of 20.7681 cents per \$100 of taxable assessed value which is a reduction from the current tax rate of 22.0530 cents. The Proposed Budget was carefully developed through the collective efforts of all departments and is charged with tying citizen-driven service expectations, risk management strategies, and capital investment initiatives with available resources. Accordingly, the Proposed Budget is balanced and preserves the Town's rich history of financial stewardship, strength, and resiliency and serves as:

- ❖ The fiduciary policy position establishing service delivery expectations and accountability for the citizenry and staff.
- ❖ A plan of financial operations estimating expenditures for the fiscal year and the means of financing; and
- ❖ An operational plan for the programming and mobilization of human, material, and capital project resources during the fiscal year.

In essence, the Proposed Budget represents the single most important management tool of the governing body and staff.

As a proposal, the final budget ultimately adopted by the Town Council may be different from what is presented herein. Over the next month, changes may be made to the Proposed Budget based on Council deliberations and directives, recommendations from the Town's Finance and Audit Advisory Committee, new information coming to light, or unintentional inaccuracies that may be identified throughout the process.

On behalf of the entire Town staff, I express our deep appreciation for your leadership, insight, and guidance. Your selfless dedication and volunteerism allow us to make great strides in honoring the visionaries who came before us and to continue their rich legacy through our commitment to public service.

Budget Brief

The annual budget is the Town's primary policy document. It represents the culmination of a financial process that couples the values of the community with the expertise of its public servants, inclusive of a fiduciary duty projected over a ten-year planning horizon. General highlights of the Proposed Budget are as follows:

Key dates to keep in mind going forward include the following:

Date	Item of Significance
July 12	FY 2024-25 Proposed Budget delivered to the Town Council and the Town Secretary
July 16	Present the Proposed Budget for FY 2024-25 to the Town Council.
July 17	Meet with the Finance & Audit Advisory Committee to discuss the Proposed Budget
July 25	Receive Certified Appraisal Roll from Dallas Central Appraisal District
August 6	Public Hearing on FY 2024-25 Proposed Budget Town Council sets preliminary ad valorem tax rate
August 13	Public Hearing on Tax Increase (if necessary) Town Council considers for approval: <ul style="list-style-type: none"> • Adoption of FY 2024-25 Proposed Budget and 2025-2034 Capital Improvement Plan • Adoption of tax rate • Adoption of the Master Fee Schedule • Call election on tax rate if necessary

Budget Revenue Components

General fund revenue sources for the Town total \$33,835,386 including inter-fund transfers. Honoring the predominate citizen directive to preserve and protect the characteristics of a “bedroom community by design,” Highland Park does not budget with a diversified revenue portfolio like most cities in Texas. Making up approximately 92.7% of total revenues, key revenue sources for the Town include property taxes, sales taxes, building inspection and permit fees, user fees associated with specific services (e.g., water, wastewater and solid waste), interest earnings and intergovernmental revenue.

Property Taxes - For Texas cities, the total ad valorem tax rate is comprised of a Maintenance and Operating (M&O) rate and an Interest and Sinking (I&S) rate. Each of these has separate sets of taxation rules as established by the State Legislature and when combined, equals the total ad valorem rate assessed.

The M&O rate pays for services like public safety (police, fire, & EMS), library, parks, and town administration. The Town Council sets the M&O rate annually based on a cost build-up to deliver desired town services. The I&S rate is set to pay debt service on obligation bonds typically issued to fund major capital investments like reconstructing streets. If obligation bonds are issued, the I&S rates moves up or down each year depending on the amortization schedule and total taxable property values as determined by Dallas Central Appraisal District.

The Town of Highland Park does not carry any debt, so the I&S portion of the proposed tax rate is \$0.00. The Town only assesses and collects the M&O portion of the combined tax rate.

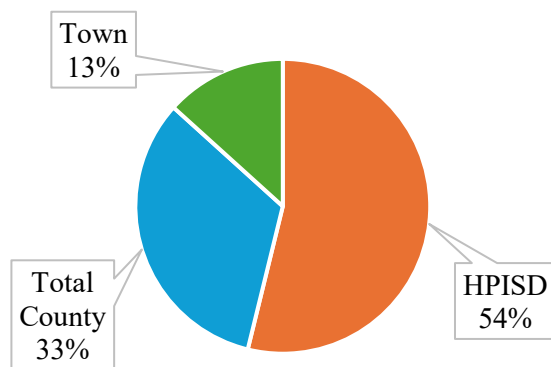
Proposed Tax Rate

At 29.2% the M&O ad valorem tax is the largest and most stable revenue source for the Town. The Town’s proposed M&O property tax rate for Fiscal Year 2024-25 is 20.7681 cents per \$100 of valuation, which is 5.8% lower than last year’s property tax rate of 22.0530 cents.

Estimated taxable property values are growing at approximately 11.4% for FY 2024-25, or \$968M over the certified values provided in July of 2023. Most of this increase results from reassessments; however, \$130M is related to new construction.

The proposed tax rate of 20.7681 cents allows the Town to generate additional property tax revenue (due to higher assessed values) without exceeding the Voter Approval Rate as set out in State law. The Voter Approval Rate (VAR) is equal to the No New Revenue (NNR) Rate plus 3.5% and any unused tax increment over the last three years. The NNR Rate is the tax rate that would generate the same amount of revenue as the prior year tax rate on those properties that existed on the tax rolls in the prior year. New construction is not included in the calculation. Unused increment is the difference between the No New Revenue Rate and the Voter Approval Rate that has not been used in the last three years. Any tax rate adjustment higher than the Voter Approval Rate requires an election of voters.

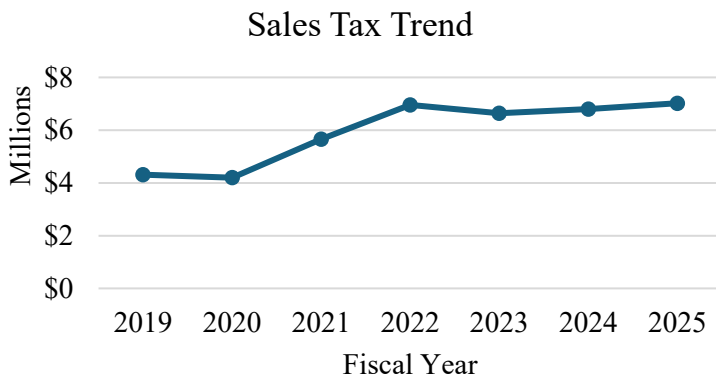
It cannot be stressed enough that revenue constraints imposed by the State on local jurisdictions make it more and more difficult to fund needed projects (particularly capital) and initiatives. It is interesting to note that the Town has, by far, the lowest tax rate of the other two taxing jurisdictions in the Town. Currently, the average Highland Park homeowner pays approximately \$5,713 (13.3%) in taxes for Town services, while the remainder of their tax bill, \$37,257, goes to Dallas County (32.9%) and HPISD (53.8%). This distinction is afforded in large part by the Town’s robust average taxable home value for single family homes. For example, in 2023, Dallas Central Appraisal District reports the Town’s average taxable value at \$2,591,026, which is \$619,516 more than HPISD and \$2,299,179 more than Dallas County.



Prior to FY 2022, the Town was able to adjust its tax rate above the No New Revenue Rate (“Effective Rate” at that time) up to 8%. SB 2 approved by the Texas Legislature in 2019 changed that to 3.5%. For illustrative purposes, this change for FY 2025 results in the Town forgoing nearly \$900K in annual revenue that could be set aside for capital improvements. Extended over a 10-year planning horizon, this change in tax law has a significant impact on the resources the Town can raise to fund projects without holding a Town-wide election or issuing debt as an alternative funding mechanism.

Sales Taxes – Built on sustaining the current mix of retail outlets, sales tax revenue accounts for 10.6% of total

revenue and is proposed to increase by 4% when compared to the year-end projection for FY 2024. The Town has been fortunate over the last few years, experiencing a significant climb in sales tax revenue directly related to increased retail activity throughout the Town, but particularly at the Highland Park Shopping Village. It is anticipated that the Town will continue to see some growth in the future and the Town’s 10-year financial plan applies a conservative outlook for planning purposes projecting sales taxes to grow at 2.5% per year. This revenue source may grow at a faster pace than currently projected, and the



Town’s 10-year financial model will be updated for any new trends.

Building Inspection/Permit Fees – Revenue from building activity accounts for approximately 2.3% of total revenue. In 2019 the structure of permit fees, based on State law, changed from an assessment based on construction

value to a per square foot fee for residential construction. This fee has not been adjusted since that time. Permit revenues are relatively constant and construction activity in Town has remained strong. As discussed under the New Programs and Services header below, the Town is adding an additional senior building inspector and new permitting software to enhance the Town's capacity to manage existing demand and to improve the permitting process from a customer service perspective. Accordingly, the Proposed Budget recommends a 10% increase in the permit fee currently charged to fund the added costs.

Inclusive of the 10% increase mentioned above, revenues related to building activity in Town are projected to be \$1.8M for FY 2024-25. It is anticipated that construction activity within the Town will continue at a pace similar to FY 2023-24.

Water, Sewer, Solid Waste Fees

The fees assessed to Town customers for the purchase and distribution of treated water and the collection and treatment of wastewater comprise 18.7% of total revenue at \$12.4M for FY 2024-25.

The Town's FY 2024-25 financial model is predicated on a certain level of annual water consumption. The five-year rolling average of water consumption is approximately 943 million gallons. Consumption patterns in the current fiscal year suggest that the Town will generate more revenue than what was anticipated in the annual revenue budget for FY 2023-24.

The cost to purchase water and treat wastewater is only one component of the retail rate. Other components include the cost of capital improvements, salaries, and repair and maintenance cost. Consistent with the current CIP, the Proposed Budget provides for an adjustment to water and sewer rates in FY 2024-25; however, with the addition of personnel within the Utility Fund compounded by a 4.7% increase in the Town's cost to purchase water from the Dallas County Park Cities Municipal Utility District (District) and a 16.4% increase in the cost of wastewater treatment provided by the City of Dallas (City), the recommended increase to water and sewer rates for FY 2024-25 is 6.5%. Moreover, the financial plan for the Utility Fund now reflects an annual 3.9% rate adjustment to water rates and a 3% adjustment to sewer rates over the following 9 years. The prior year financial plan reflected a 3% adjustment through FY 2030-31. The adjustment to rates will result in an increase in the monthly bill for a household using 10,000 gallons of approximately \$10.81 and an annual increase in revenue to the Town totaling an estimated \$751,803 when compared to the prior year budget. A rate design study completed in FY 2020-21 recommended annual rate adjustments of 3%; however, at the time the rate study was completed, the increases in water costs from the District were anticipated to be around 3% per year and not the larger increases experienced in recent years. Moreover, the Proposed Budget recommends the addition of staffing which was not considered at the time of the study. As presented in the CIP, the rate adjustment allows the Town to continue the pay-as-you-go program of funding capital and maintains reserves at a level that funds future planned projects. The last rate adjustment was approved by the Town Council in FY 2023-24. During the FY 2022 budget process, when the last rate study was completed, the Town Council requested that, to the extent possible, smaller annual adjustments be projected for planning purposes rather than periodic larger rate adjustments.

Rates charged by the Town for the collection and disposal of solid waste make up 2.7% of total revenues. Contracts outsourced to provide these services stipulate annual rate increases, based on different Consumer Price Indices (CPI). As a result of these contract provisions, rates charged to customers are growing by 4%, adjusting the average resident's monthly billing by \$1.42 for alley service and \$2.67 for pack-out service.

To address future capital needs, storm water fees are anticipated to increase by 17%. For a lot size between 10,001 and 21,800 square feet, this equates to an increase of \$2.51/month.

The table below shows the estimated impact to a resident's monthly utility bill based on a set of assumptions.

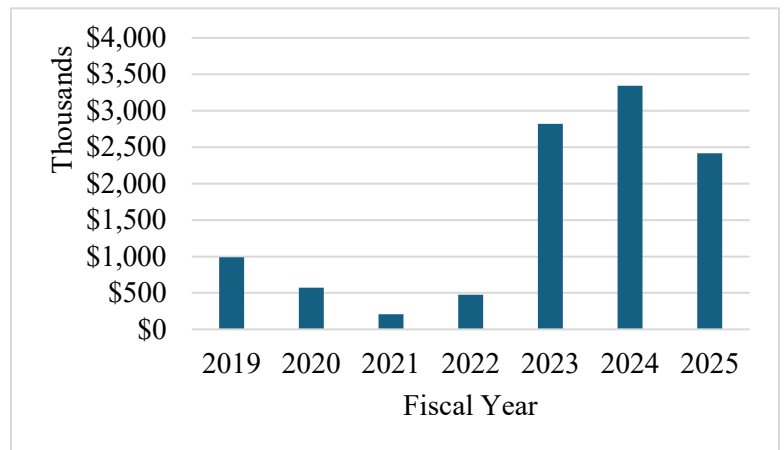
Type of Service	FY 2023-24	Proposed FY 2024-25	Change	% Change
Stormwater	\$ 14.78	\$ 17.29	\$ 2.51	16.98%
Water	85.54	91.08	5.54	6.48%
Sewer	81.00	86.27	5.27	6.51%
Solid Waste Collection	35.63	37.05	1.42	3.99%
Total	\$ 216.95	\$ 231.69	\$ 14.74	6.79%

Assumptions:

Stormwater - Lot Size in Square Feet	10,000-21,800
Water Domestic Gallons Per Month	10,000
Water Irrigation Gallons Per Month	0
Sewer Gallons Per Month	10,000
Solid Waste Service	Alley Service

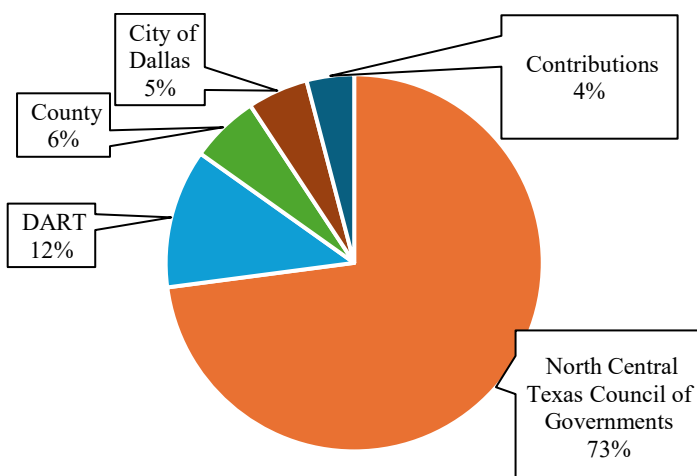
Interest Revenue

Interest revenue has grown dramatically over the last two years and for FY 2024-25, the Proposed Budget anticipates that this revenue source will make up 3.6%, or \$2.4M, of the Town's operating revenue. This amount represents a decline when compared to the FY 2023-24 Adopted Budget and year-end projections. The decline is due in part to an expectation that the Federal Reserve will begin lowering interest rates in November of 2024 and throughout the next fiscal year. It is unknown as to how much, if any, interest rates will decline next year. Further, the Proposed Budget for FY 2024-25 accounts for lower interest earnings due to projected fund balance reductions associated with high dollar capital projects currently underway or in the planning phase. While the growth in interest revenue has been positive for the Town and is currently providing another significant revenue source, the 10-year financial model projects an average annual yield of 2.5% rather than the approximately 5% currently being earned.



Intergovernmental Revenue & Contributions

There are significant resources expected to be provided from other governmental entities and contributors in support of the proposed capital expenditures proposed for next year. These resources make up 25.6%, or \$17M, of all revenues for FY 2024-25. Most of these resources are planned to be used toward the Wycliff Bridge capital improvement project. The itemization of anticipated external resources can be seen in the adjacent pie chart.



It is important to note that the agreement with DART that provides funding through the Transit Related Improvement Program (TRIP) is set to expire in FY 2024-25 with a residual payment expected to be made in FY 2025-26. While efforts are currently underway to secure funding in future years, the 10-year CIP does not contemplate additional funding beyond FY 2025-26 from this program.

Budget Expenditures

Overall, FY 2024-25 expenditures are increasing by 25.8% when compared to the FY 2023-24 Adopted Budget and by 26.0% when compared to FY 2023-24 year-end projections. A significant share (85.7%) of the increase is a direct result of contracts related to purchasing treated water, treatment of wastewater, collection of solid waste, and capital improvements. Approximately 4.8% of the increase stems from additional personnel being recommended while 4.9% of the increase is related to compensation adjustments for employees.

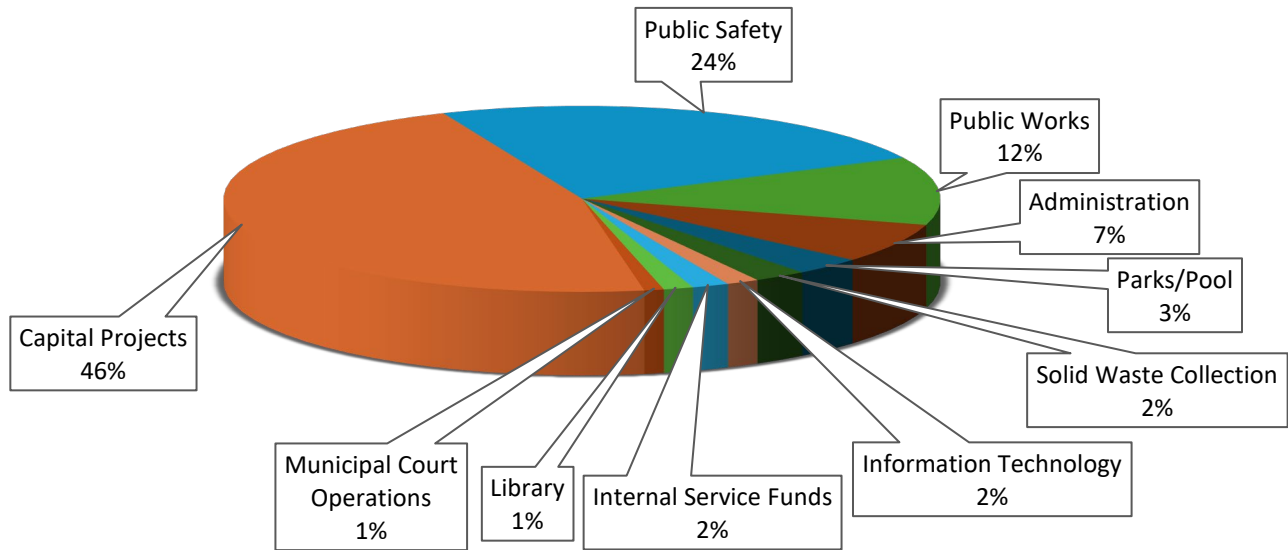
While maintenance, operational, and capital improvement costs are growing by approximately 25.8%, I am particularly pleased the Proposed Budget programs needed staff in the Building Inspections, Information Technology, Engineering, and Public Works departments, addresses the effects of a stubborn inflationary environment, and incorporates funding to care for the Town's employees while maintaining the Town Council's 10-year financial model.

As it pertains to inflation, it is important to note that the inflation rate published by the Bureau of Labor Statistics (CPI for All Urban Consumers, All Items) for the Dallas-Fort Worth Metropolitan area remains stubbornly high at 5% as of May 2024. The table below provides a summary of expenditures, by type, for FY 2022-23, FY 2023-24 (budget & projected year-end) and proposed for FY 2024-25.

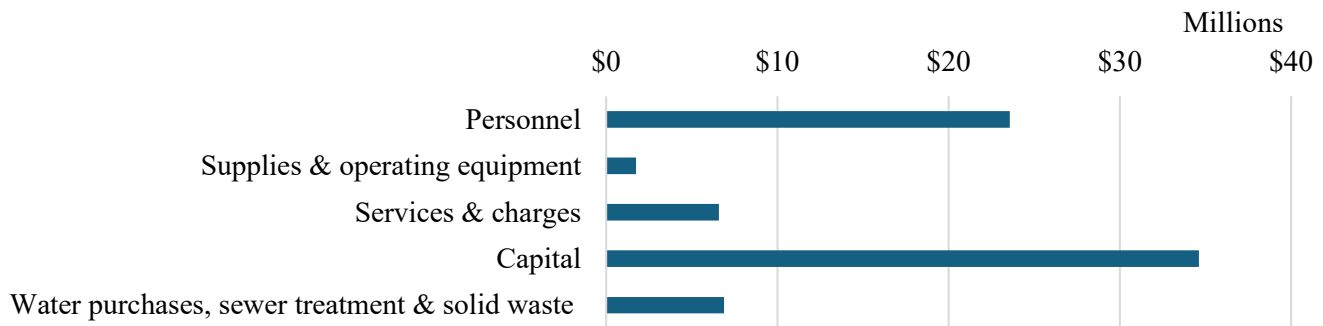
COMBINED BUDGET SUMMARY FOR ALL FUNDS SUBJECT TO APPROPRIATION

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
Personnel Services				
Payroll	\$ 15,302,553	\$ 16,926,622	\$ 16,568,933	\$ 17,878,271
Payroll Taxes	1,061,007	1,195,839	1,204,589	1,304,919
Retirement	1,763,835	2,177,966	2,147,905	2,247,384
Insurance	1,944,210	2,119,531	1,966,862	2,134,293
Total Personnel	\$ 20,071,605	\$ 22,419,958	\$ 21,888,289	\$ 23,564,867
Supplies & Equipment	4,971,556	5,524,129	5,850,200	5,756,193
Services & Charges	7,590,604	8,216,605	8,523,418	9,451,286
Capital Outlay	12,919,797	22,175,406	21,967,865	34,605,636
TOTAL EXPENDITURES	\$ 45,553,562	\$ 58,336,098	\$ 58,229,772	\$ 73,377,982

The Proposed Budget is made up of a variety of functions and it is helpful to understand where the Town's resources are focused. To that end the following graphic provides a breakdown of expenditures for FY 2024-25 by service area. As can be seen, when reviewing the use of resources by function or service area, public safety, public works (e.g., engineering, water, sewer and storm water) and capital projects make up the lion's share of costs incurred by the Town.



The second graphic below demonstrates how resources are allocated based on type of expenditure (e.g., personnel cost, capital, supplies, service agreements and water, sewer & solid waste contracts).



New Programs & Services

The Proposed Budget provides the resources necessary to continue the high level of service that residents and business owners expect and makes recommendations that enhance those services. Recommendations made include additional staffing and reclassification of current positions, software modifications and additions, and enhanced consulting services focused on specific challenges within the community. These recommendations include the following:

The Proposed Budget includes five new positions and one position reclassification programmed to address areas that lack departmental resiliency and where demand for core services exceed existing capacity.

Information Systems Analyst – New FTE - \$172,030

The Town has one full-time position dedicated to the management, implementation and maintenance of technology. While the Town does contract with a managed service provider to address day-to-day technology issues, there are significant matters pertaining to security, planning, and governance of technology that must be managed regularly. To be more responsive to departmental needs, maintain a greater focus on cyber security issues and create an in-house position that serves as back-up (departmental resiliency) to the information technology manager, this position has been added to the Proposed Budget.

Senior Building Inspector - New FTE - \$140,271

The Town has two full-time building inspectors dedicated to the building and code enforcement function. To address the high demand for services, the Town supplements this function with third-party services. It is anticipated that the volume of construction activity within Town will continue for the foreseeable future. The addition of a senior building inspector will enhance quality control efforts relative to departmental deliverables, provide an opportunity to reduce departmental reliance on outsourced services, and ensure a personal and proactive approach to both building inspections and code enforcement matters. The cost of the senior building inspector proposed is partially offset through the reduction of contract services by \$50,000.

Construction (Infrastructure) Inspector – New FTE - \$127,768

The Town has one full-time construction inspector, responsible for inspecting private construction work being conducted in the Town's rights-of-way as well as all of the Town's CIP projects. Based on the volume of construction activity and the Town's robust CIP, the level of effort required to successfully perform the necessary inspections exceeds current staffing capacity. Based on current calculations, the work hours required to address the inspection of private work being completed to public infrastructure is 1,375 leaving only 513 hours (considering holidays/vacation) left, or 10 hours per week, to provide inspections of Town related infrastructure projects.

Civil Engineer - New FTE - \$145,963

Prior to FY 2017, the Town had two professional engineers on staff. Through staff attrition and a targeted effort to outsource much of the engineering work, one of the positions was eliminated. While the Town does contract with third-party professional service firms to design the Town's civil engineering works and perform other day-to-day engineering functions, there are significant matters that warrant regular attention. To be more responsive to departmental needs, maintain a greater focus on the size and complexity of the Town's CIP, and create an in-house position that serves as a back-up (departmental resiliency) to the Town Engineer, this position has been added to the Proposed Budget. The cost of the civil engineer proposed is partially offset through the reduction of contract services by \$20,000 related to engineering consulting services.

Public Works Operations Supervisor – New FTE - \$137,775

Public works has identified through tracking their work efforts that additional staff capacity is needed to address programmed work. While the assessment completed justifies a greater need, the Proposed Budget is recommending one full-time employee be added to oversee work crews and assist in the field where needed. This addition will allow the public works superintendent to dedicate more time to managing resources in an effective manner and enhance departmental resiliency.

Parks Supervisor - Reclassification - \$5,360

Currently the Parks Department has a Superintendent, an Irrigation & Mosquito Inspector, (1) Parks Maintenance Worker III, (3) Parks Maintenance Worker II, and (1) Parks Maintenance Worker I. The irrigation and mosquito inspector primarily works independently but has evolved over the years to work on more than just irrigation and mosquito inspections. Work includes all levels of park maintenance and serving as lead on special projects. With the increase in park capital projects each year, the Parks Superintendent is diverted from overseeing daily work of staff. This reclassification will support the superintendent (departmental resiliency) in overseeing work in the field and serve as the lead worker in day-to-day park maintenance.

The following table provides a list of other new items incorporated into the Proposed Budget and a brief description of the purpose and cost of each.

Department	Description	Fiscal Expenditure	Purpose	Fund
Administration	Parking and transportation consulting fees	\$ 150,000	Develop solutions and regulations related to parking and transporation issues	General Fund
DPS	S and A Exam Consulting	6,865	Improve recruitment exam quality	General Fund
DPS	FLOCK Safety Program	66,700	Enhance public safety throughout Town	General Fund
DPS	ERAD CID Software	6,450	Focus on financial crimes investigations	General Fund
Parks	GIS Assest Coding	50,000	Digitize and track park assets through GIS	General Fund
Library	People Counter	2,950	Enhance data gathering efforts on library use	General Fund
Library	Funds to produce a three-panel retractable banner display	1,375	Improved marketing of the Town's library	General Fund
Building Inspections	Digitization of files	5,000	Improve access and preservation of Town records	General Fund
Non-Departmental	Permitting & Asset Management Software	177,000	Improve permitting processes and enhance management of Town Assets	General Fund
TOTAL GENERAL FUND		\$ 466,340		
Engineering	GIS	150,000	Enhance the Town's digital inventory and management of assets	Utility Fund
TOTAL UTILITY FUND		\$ 150,000		

Compensation & Benefits

Personnel costs make up 32.1% of the operations and capital budget of the Town and are increasing by 5.1% compared to the prior year adopted budget and 7.7% compared to FY 2023-24 year-end projections. Year-end projections are expected to be lower than the Adopted Budget primarily due to salary savings resulting from new and vacant positions being filled during the year rather than at the beginning of the year.

In addition to the new full-time positions being added, the Proposed Budget incorporates a merit adjustment of up to 6% for first responders and 3.5% for civilian personnel. While all employees will be eligible for a merit adjustment, pay adjustments are limited to the top of each pay range assigned to each position within the Town's pay plan. As such, employees currently at the top of the respective pay scale, will receive a merit adjustment only to the extent that the structure of the pay plan is adjusted. In total, the pay adjustments being proposed increase personnel costs by \$737,891. This cost is partially offset by staffing turnover and reorganizations that occurred during FY 2023-24.

The Town maintains three separate pay plans covering sworn officers, hourly employees that are not sworn officers and salaried positions. These pay plans set out pay ranges (minimum to maximum) establishing the amount the Town is willing to pay for a specific position. Each year the Town compares these pay plans to a group of comparison cities previously established by a compensation committee created by the Mayor during the FY 2023-24 budget process. These cities include:

Addison
Frisco
Richardson
Southlake
University Park

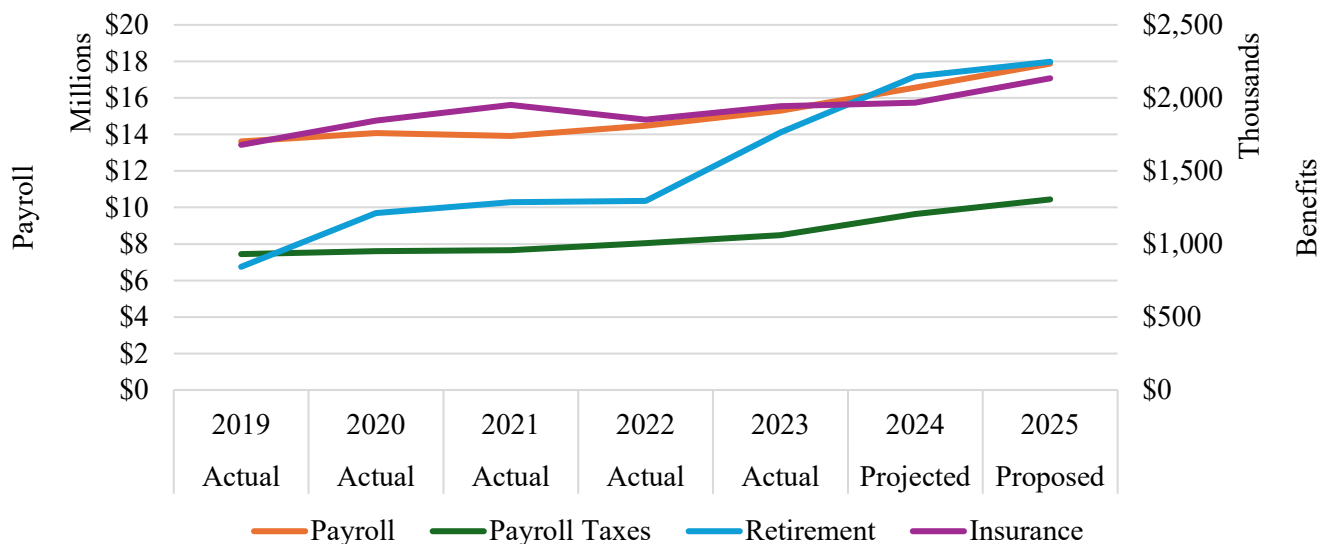
Based on the most recent survey work completed by the Town's compensation consultant, the Proposed Budget incorporates a 3% structural increase in each of the three pay plans. This allows the Town to retain its market position and accommodates merit adjustments incorporated into the budget.

Payroll taxes are made up of the Town's required contributions for Social Security and Medicare. These costs are increasing primarily due to the change in the social security threshold that limits the amount of an employee's gross wages that is subject to Social Security taxes. Naturally, both Social Security and Medicare contributions are impacted by pay adjustments and new personnel additions.

While the rate the Town pays towards the Texas Municipal Retirement System (TMRS) is dropping from 13.2% of payroll to 12.56%, this category is increasing primarily due to compensation adjustments and the addition of personnel. The Town's pension obligation represents the single largest liability presented in the Town's financial statements totaling \$96,861,195 but is currently funded at 92.9% according to TMRS. Additional contributions to TMRS included in the Proposed Budget for FY 2024-25 total \$250,000. The additional contributions are intended to bring down the Town's unfunded portion of this liability sooner than would otherwise be achieved by paying the required annual contribution determined by TMRS.

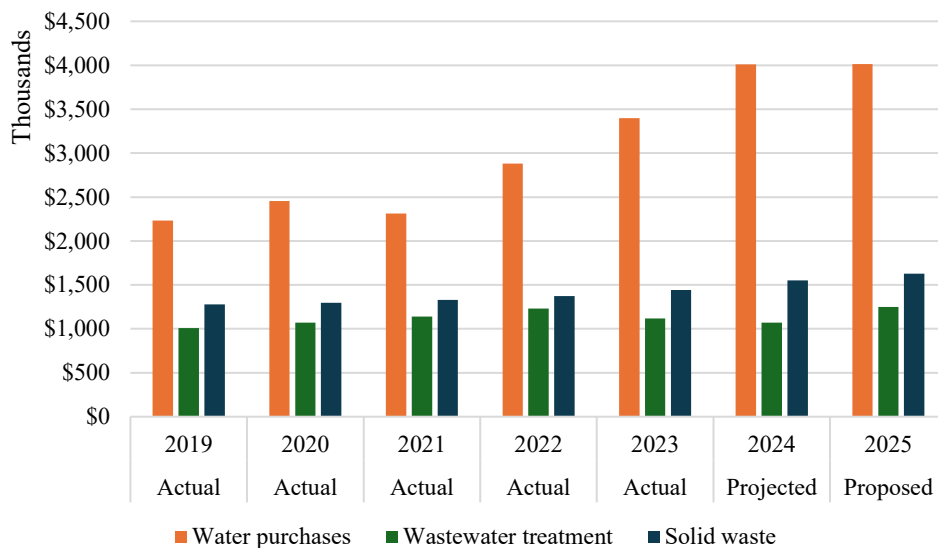
Town staff recently worked with Lockton-Dunning to competitively bid out health insurance (medical, dental & vision). Based on lower utilization of the health insurance plan by Town employees, premiums bid by carriers that participated in the process came in lower than the current rates paid for health insurance. Staff is currently assessing bids and the Proposed Budget incorporates a 5% reduction in premium costs for the medical portion of health insurance. The rates for dental and vision are remaining relatively the same as in FY 2023-24. The increase presented in this category is primarily related to the addition of personnel.

As for trends in personnel costs, the chart below provides actual expenditures for the last five years, projected year-end for FY 2023-24 and what is being proposed for FY 2024-25. Payroll costs have, on average, trended at 4.8%. This average increase includes the 9 additional staff members for DPS in FY 2023-24 and the five new full-time positions proposed for FY 2024-25. The retirement cost through TMRS has increased the most at an average 17.4% predominantly due to the updated service credits for active employees and cost of living adjustments periodically provided by the Town over the last five years. Health insurance has trended the lowest at an average of 3.38% due to the Town's loss ratio being low for the last few years.



Water, Wastewater & Solid Waste Contracts

Contracts for the purchase of treated water, the treatment of wastewater, and the collection and disposal of solid waste represent 9.4% of the total operating budget. As can be seen in the chart below these costs have grown over the last several years due to various reasons such as inflation, rate adjustments from providers through contract provisions and, in the case of water purchases, increase in consumption.



The Town purchases treated water from the Dallas County Park Cities Municipal Utility District (District). The rate charged by the District grew significantly by 10% in FY 2022-23, 26.75% in FY 2023-24 and is proposed to increase 4.7% in FY 2024-25. These increases have been implemented by the District in an effort to build reserves to adequately fund capital needs as well as address increases in operational costs. The 4.7% adjustment for FY 2024-25 is increasing the Proposed Budget by \$213,740.

The cost for the treatment of wastewater contracted through the City of Dallas (City) is increasing 16.4% or \$175,884 over FY 2023-24. There are a few factors impacting this cost for the next fiscal year. First, the City is increasing the volumetric rate charged for this service by 5.1%. Second, the Town’s calculated winter average consumption between FY 2022-23 and FY 2023-24 grew by 4.8%. This is important to know because the volume of wastewater used to assess the rate is determined by calculating the Town’s winter average consumption of water. Water consumption that is captured through irrigation meters is not considered in this calculation. Finally, once the winter average water consumption is calculated, the City adds a factor for inflow and infiltration, which is increasing by 5.6%. It is important to note that the City conducts a Wholesale Cost of Service Study each year in justifying the rate they are charging for the treatment of wastewater. On average, this expense has been growing 3.25% per year.

The collection of solid waste and recyclable materials is contracted through Republic, a private solid waste provider. The current contract expires in 2027 and provides for an adjustment in rates charged by Republic each year based on the Consumer Price Index U.S. City Average for All Urban Consumers, Garbage and Trash Collection, Not Seasonally Adjusted. This index currently shows an increase of 4% over the last year. Additionally, the solid waste collected in Town is disposed of at a landfill in Ferris, Texas operated by Waste Management. The contract that the Town has with Waste Management is set to expire when the landfill ceases to be active. Current estimates, provided by TCEQ, indicate the landfill has 15 years of life remaining. Increases in rates charged under this contract are based on the Consumer Price Index for All Urban Consumers which, as of May, was approximately 3%. Overall, the Proposed Budget anticipates an increase in costs for the collection and disposal of solid waste of approximately 4%, or \$77,560, for FY 2024-25. This cost has been trending at an average 5.01% per year

Capital Improvement Plan

The Town’s Capital Improvement Plan (CIP) makes up 46.0% of the overall operating and capital budget proposed for FY 2024-25. As shown below, the overall 10-year plan is proposed to grow by \$10.6M.

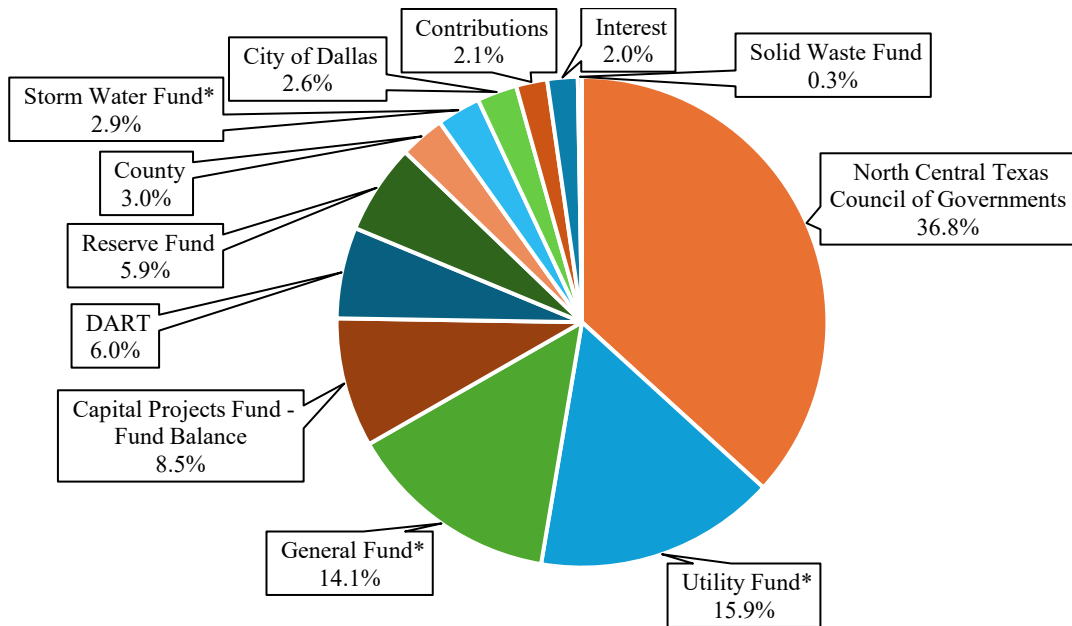
	FY 2025-2034 Proposed CIP		FY 2024-2033 CIP ⁽¹⁾
	FY 2025	10-Year	10-Year
<i>Capital Project Fund:</i>			
Roads & Bridges	\$ 23,134,820	\$ 88,108,817	\$ 73,641,790
Parks & Recreation	259,509	3,002,521	4,909,420
Facilities	77,400	77,400	180,000
Public Safety	975,000	975,000	-
Contingency	900,000	4,100,000	4,050,000
Sub-total*	\$ 25,346,729	\$ 96,263,738	\$ 82,781,210
<i>Utility Fund:</i>			
Water & Sewer Improvements	\$ 2,573,216	\$ 16,446,964	\$ 16,446,914
30" Interceptor - Transportation Project	385,000	2,519,159	3,070,519
Water Tank Replacement	600,000	600,000	7,850,000
Utility Portion of Road Projects	1,862,500	9,397,113	7,693,889
Sub-total*	\$ 5,420,716	\$ 28,963,236	\$ 35,061,322
<i>Storm Water Drainage Fund:</i>			
Drainage Facility Improvements & Studies	\$ 1,325,000	\$ 1,325,000	\$ 450,000
Storm Water Portion of Road Projects	150,000	9,435,905	9,682,605
Exall & Connor Lakes Dredging	1,000,000	4,000,000	1,000,000
Hackberry Creek	500,000	5,600,000	6,000,000
Sub-total*	\$ 2,975,000	\$ 20,360,905	\$ 17,132,605
Total CIP	\$ 33,742,445	\$ 145,587,878	\$ 134,975,137

***Excludes transfers-out.**

⁽¹⁾ Amounts based on CIP approved in the FY 2024 Adopted Budget

The increase presented in the FY 2024-25 Proposed Budget as compared to the FY 2023-24 Adopted Budget is primarily driven by the addition of storm water projects, such as dredging of Exall and Connor lakes (\$3.0M), an increase in the anticipated cost of the Wycliff Bridge project (\$6.7M) and the addition of approximately \$1.0M to move the DPS communication system from the old elevated water tank to the new tank.

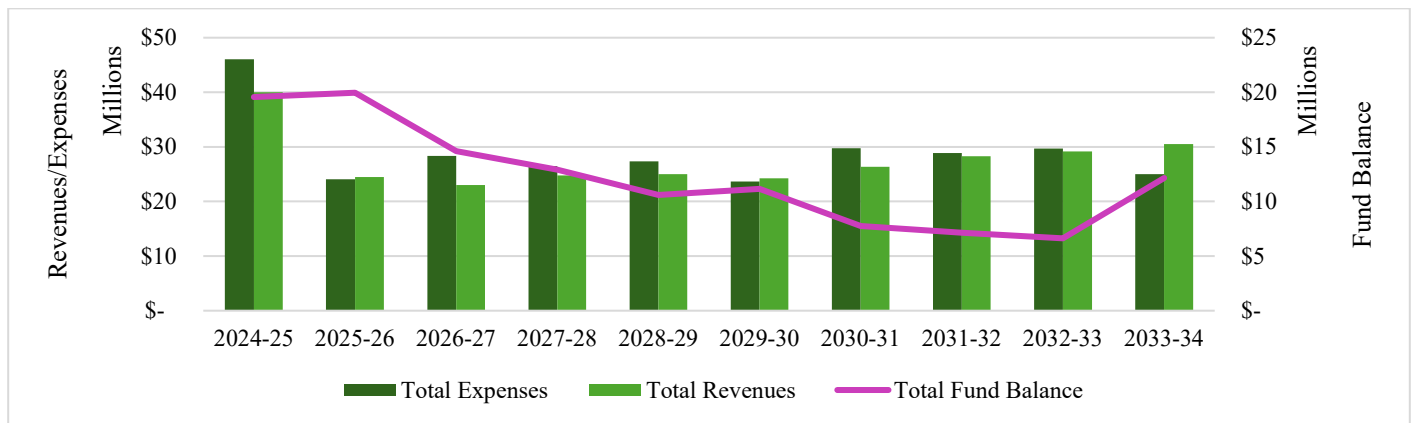
The CIP is funded through a variety of sources such as water rates, sewer rates, storm water fees, grants, contributions, etc. Below is a graph that shows where the resources are derived to fund capital expenditures proposed for FY 2024-25. This does not include the capital expenditures funded within the internal services funds, but rather focuses on those presented within the CIP.



*Current Revenue & Fund Balance

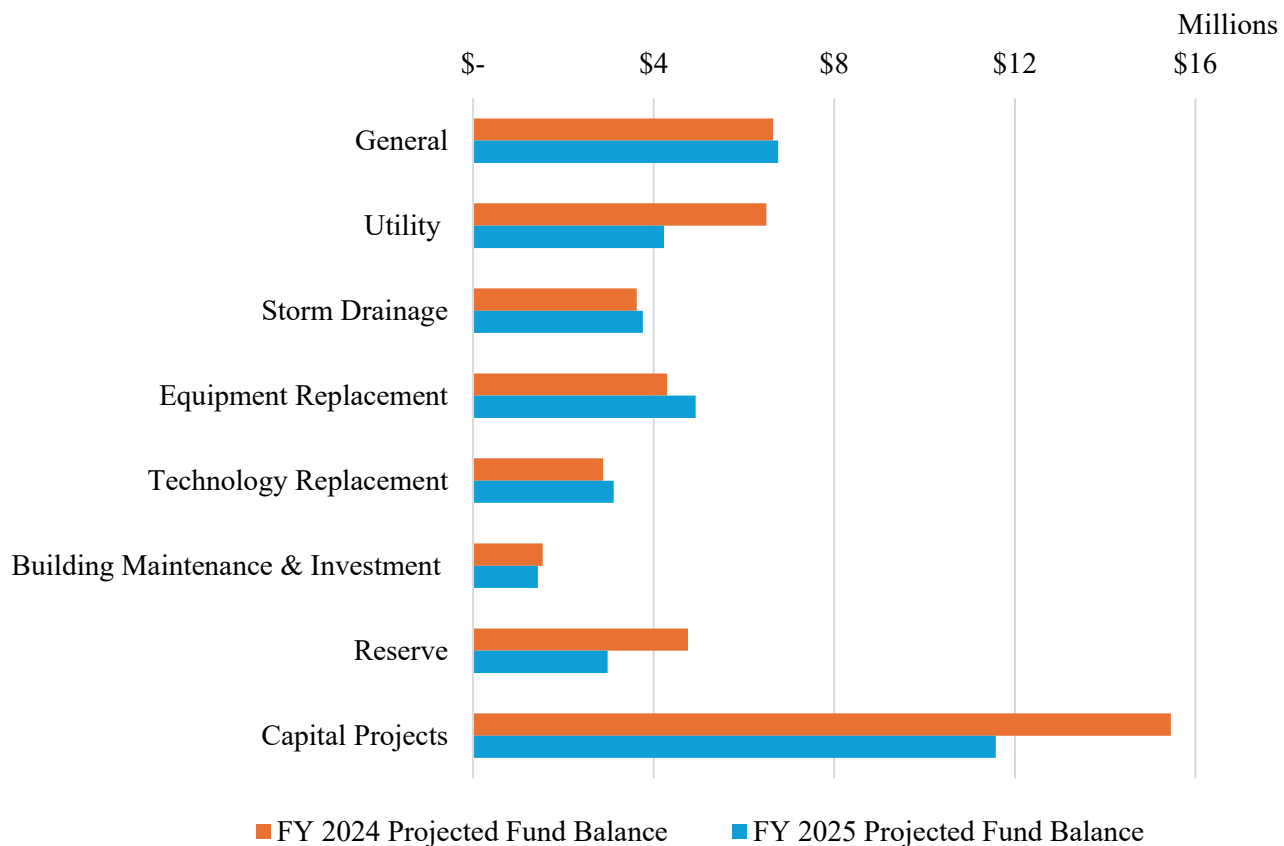
It is important to note that the amount of funds the Town annually strives to transfer from the Town's General Fund in support of the CIP, that is not considered excess fund balance, is equivalent to approximately 4 cents of the property tax rate. However, for FY 2024-25 this transfer is closer to 5 cents of the Town's property tax rate resulting from an additional sustained transfer of \$1.2M made possible by the Town maintaining its tax rate at 23 cents in FY 2023. This annual transfer is programed similarly throughout the 10-year CIP.

Looking at the 10-year CIP for each fund, (the Capital Projects Fund, the Utility Fund and the Storm Water Fund) based on a variety of growth assumptions for revenues and operating expenditures, the plan is sustainable. Naturally, the actual costs of projects and results of operations may require adjustments to the plan.



Fund Balances

Each fund maintained by the Town has a fund balance representing the accumulation of revenues over expenses from one year to the next. The Town's financial policies require the General Fund, Utility Fund and the Capital Projects Fund to maintain a minimum fund balance. The Proposed Budget achieves this requirement for these three funds. Overall, Fund Balance for the Town is proposed to decline from \$46.7M to \$39.9M for FY 2024-25 as a direct result of capital improvements planned during the year. The graph below shows the change in fund balance for funds with balances over \$500k for FY 2024-25.



In closing, I would like to reiterate the staff’s appreciation to the Town Council for your volunteerism, leadership, and direction. Knowing successful local governance is relationship driven, it is essential that we formulate and administer policies that reflect the values of the community, maintain the integrity of premier service delivery functions, ensure the Town is prepared to meet the many challenges associated with aging infrastructure, and provide for the recruitment and retention of vital team members who move our Town every day.

Because we are a people organization, I am confident that the Town’s one hundred eleven (111) year history as an organization that cares about the community and its members will continue to be an asset. Our purpose is only accomplished thanks to the talents and dedication of my colleagues. Accordingly, I would like to thank all of our town employees for the outstanding service they provide to the citizenry on a daily basis and give credit to department heads and managers for their effective contributions of time and energy toward the preparation of the FY 2024-25 budget. These are the people we trust with life and death decisions, with maintenance and operation of essential systems, and with helping make Highland Park a “haven for home and fireside.”

Mayor and Council, thank you again for your leadership. Please know your Team of dedicated public servants is energized to preserve and protect the unique quality of life that makes Highland Park special. To the operational Team, I applaud your continued success. Please maintain your commitment to making a difference and always remember, it is our honor and privilege to serve in Highland Park.

Respectfully,

Tobin E. Maples
 Tobin Maples, AICP
 Town Administrator

Steven J. Alexander
 Steven J. Alexander
 Assistant Town Administrator

ORDINANCE NO. xxxx

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025, AND AUTHORIZING EXPENDITURES AS SET OUT IN SAID BUDGET.

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS (“TOWN”):

That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

That, the Town Administrator, as budget officer, has caused to be prepared a proposed budget totaling \$85,205,463, including \$11,827,481 for inter-fund transfers, of the Town of Highland Park, Texas, for the fiscal year beginning October 1, 2024, and ending September 30, 2025, in accordance with the provisions of the Town Charter, Section 4.02 (d) and Section 9.05; and

That, a copy of said proposed budget was filed in the office of the Town Secretary on July 12, 2024, and more than thirty (30) days prior to the end of the fiscal year 2024, in accordance with the provisions of Section 4.02 (d), (4) and Section 9.05 of the Town Charter, and not less than thirty (30) days prior to October 1, 2024, in accordance with Section 102.005 of the Local Government Code, Texas Codes Annotated; and

That, notice of public hearings on the proposed budget on August 6, 2024, and August 13, 2024, was duly advertised by the Town Secretary, in accordance with Section 102.006 of the Local Government Code, Texas Codes Annotated; and

That, the official budget, including amendments, was approved by the Town Council of the Town of Highland Park, Texas, on August 13, 2024, following the public hearing, and a copy of said official budget is made a part hereof by reference as though copied fully herein.

PASSED AND APPROVED this 13th day of August 2024.

APPROVED AS TO FORM:

Susan Thomas
Town Attorney

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

ORDINANCE NO. XXXX

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE TAX YEAR 2024 ON ALL PROPERTY SITUATED IN THE TOWN OF HIGHLAND PARK, TEXAS.

WHEREAS, the Town is authorized by law to adopt the provisions contained herein, and has complied with all the prerequisites necessary for the passage of this ordinance; and

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act; and

WHEREAS, the purpose of this ordinance is to promote the public health, safety, and general welfare of the citizens of the Town of Highland Park.

NOW THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

That, the statements contained in the preamble to this ordinance are hereby adopted as findings of fact and as a part of the operative provisions hereof.

That, for the tax year 2024, there is hereby levied an ad valorem tax of \$0.207681 on each \$100.00 of assessed valuation of all taxable property, real, personal or mixed, located in the Town of Highland Park on the 1st day of January 2024, and not exempted from taxation by the constitution and laws of the State of Texas.

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

THAT, THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-12.85.

That said tax shall be for the purpose of defraying current expense of the municipal government of the Town of Highland Park, Texas, for the fiscal year 2024.

That said tax shall be due and payable October 1, 2024.

That all constitutional provisions and laws of the State of Texas that pertain to delinquencies and collection procedures are applicable to this 2024 levy.

PASSED AND APPROVED this 13th day of August 2024.
APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

**COMBINED BUDGET SUMMARY
FOR ALL FUNDS SUBJECT TO APPROPRIATION**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 45,299,055	\$ 49,621,867	\$ 51,258,772	\$ 46,731,606
REVENUES/SOURCES OF FUNDS				
Property Taxes	\$ 16,985,988	\$ 18,515,422	\$ 18,442,898	\$ 19,408,610
Water Sales	8,782,118	8,508,723	9,424,917	9,176,886
Sewer Charges	2,965,416	3,064,870	3,057,631	3,265,533
Sales Taxes	6,641,364	6,502,058	6,800,193	7,020,752
Sanitation/Recycling Charges	1,670,811	1,754,793	1,782,354	1,824,985
Franchise Fees	1,001,560	975,542	1,006,175	995,600
Building Inspection Fees/Permits	1,615,468	1,625,567	1,573,656	1,779,900
Municipal Court Fines/Fees	445,188	519,747	406,694	482,229
Interest Earnings	2,822,423	2,669,351	3,344,487	2,417,993
Storm Water Fees	470,650	543,324	564,780	635,689
Other Revenues	8,112,293	5,767,810	7,298,821	19,492,059
TOTAL REVENUES	\$ 51,513,279	\$ 50,447,207	\$ 53,702,606	\$ 66,500,236
OTHER SOURCES				
Transfers In	\$ 16,549,969	\$ 11,920,415	\$ 11,910,187	\$ 11,827,481
TOTAL OTHER SOURCES	\$ 16,549,969	\$ 11,920,415	\$ 11,910,187	\$ 11,827,481
TOTAL REVENUES/SOURCES	\$ 68,063,248	\$ 62,367,622	\$ 65,612,793	\$ 78,327,717
EXPENDITURES				
Personnel Services				
Payroll	\$ 15,302,553	\$ 16,926,622	\$ 16,568,933	\$ 17,878,271
Payroll Taxes	1,061,007	1,195,839	1,204,589	1,304,919
Retirement	1,763,835	2,177,966	2,147,905	2,247,384
Insurance	1,944,210	2,119,531	1,966,862	2,134,293
Total Personnel	\$ 20,071,605	\$ 22,419,958	\$ 21,888,289	\$ 23,564,867
Supplies & Equipment	4,971,556	5,524,129	5,850,200	5,756,193
Services & Charges	7,590,604	8,216,605	8,523,418	9,451,286
Capital Outlay	12,919,797	22,175,406	21,967,865	34,605,636
TOTAL EXPENDITURES	\$ 45,553,562	\$ 58,336,098	\$ 58,229,772	\$ 73,377,982
OTHER USES				
Transfers Out	16,549,969	11,920,415	11,910,187	11,827,481
TOTAL OTHER USES	\$ 16,549,969	\$ 11,920,415	\$ 11,910,187	\$ 11,827,481
TOTAL USES	\$ 62,103,531	\$ 70,256,513	\$ 70,139,959	\$ 85,205,463
ENDING FUND BALANCE	\$ 51,258,772	\$ 41,732,976	\$ 46,731,606	\$ 39,853,860

**COMBINED SUMMARY OF REVENUES AND EXPENDITURES
AND CHANGES TO FUND BALANCE
ALL FUNDS SUBJECT TO APPROPRIATION**

	General	Utility	Solid Waste	Storm Drainage	Equipment Replacement	Technology Replacement	Building Maintenance & Investment
BEGINNING FUND BALANCE	\$ 6,643,008	\$ 6,497,650	\$ 356,399	\$3,624,734	\$ 4,301,255	\$ 2,884,565	\$ 1,542,450
REVENUES:							
Property Taxes	\$ 19,408,610	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Sales	-	9,176,886	-	-	-	-	-
Sewer Charges	-	3,265,533	-	-	-	-	-
Sales Taxes	7,020,752	-	-	-	-	-	-
Sanitation/Recycling Charges	-	-	1,824,985	-	-	-	-
Franchise Fees	995,600	-	-	-	-	-	-
Building Inspection Fees/Permits	1,717,900	62,000	-	-	-	-	-
Municipal Court Fines/Fees	419,829	-	-	-	-	-	-
Interest Earnings	601,000	286,000	26,015	137,000	222,567	148,000	70,000
Storm Water Drainage Fees	-	-	-	635,689	-	-	-
All Other	2,096,595	792,750	-	-	10,000	210,000	-
TOTAL REVENUES	\$ 32,260,286	\$ 13,583,169	\$ 1,851,000	\$ 772,689	\$ 232,567	\$ 358,000	\$ 70,000
Transfers from Other Funds	1,575,100	503,800	30,500	2,700,000	551,650	321,785	689,600
TOTAL REVENUES & TRANSFERS	\$ 33,835,386	\$ 14,086,969	\$ 1,881,500	\$ 3,472,689	\$ 784,217	\$ 679,785	\$ 759,600
TOTAL AVAILABLE RESOURCES	\$ 40,478,394	\$ 20,584,619	\$ 2,237,899	\$ 7,097,423	\$ 5,085,472	\$ 3,564,350	\$ 2,302,050
EXPENDITURES:							
Personnel Services:							
Payroll	\$ 15,959,538	\$ 1,827,613	\$ -	\$ -	\$ -	\$ -	\$ 91,120
Taxes	1,162,234	135,715	-	-	-	-	6,970
Retirement (TMRS)	2,003,323	232,471	-	-	-	-	11,590
Insurance	1,882,095	237,353	-	-	-	-	14,845
Total Personnel	\$ 21,007,190	\$ 2,433,152	\$ -	\$ -	\$ -	\$ -	\$ 124,525
Supplies & Equipment	\$ 1,311,571	\$ 4,321,271	\$ 25,000	\$ 7,600	\$ -	\$ -	\$ 44,060
Services & Charges	5,215,097	1,855,557	1,714,254	198,685	-	-	445,050
Capital Outlay	10,000	5,420,716	-	2,975,000	154,332	446,859	252,000
TOTAL EXPENDITURES	\$ 27,543,858	\$ 14,030,696	\$ 1,739,254	\$ 3,181,285	\$ 154,332	\$ 446,859	\$ 865,635
Transfers to Other Funds	6,179,125	2,327,556	154,800	155,400	-	-	-
TOTAL EXPENDITURES & TRANSFERS	\$ 33,722,983	\$ 16,358,252	\$ 1,894,054	\$ 3,336,685	\$ 154,332	\$ 446,859	\$ 865,635
ENDING FUND BALANCE	\$ 6,755,411	\$ 4,226,367	\$ 343,845	\$ 3,760,738	\$ 4,931,140	\$ 3,117,491	\$ 1,436,415
FUND BALANCE MINIMUM	\$ 4,925,318	\$ 2,578,854	\$ -	\$ -	\$ -	\$ -	\$ -
FUND BALANCE SURPLUS	\$ 1,830,093	\$ 1,647,513	\$ 343,845	\$ 3,760,738	\$ 4,931,140	\$ 3,117,491	\$ 1,436,415

All funds listed are present in the Town's Annual Comprehensive Financial Report, except the Solid Waste Fund, which is combined with the Utility Fund.

Explanation of Significant Changes in Fund Balances

Utility Fund - Fund balance within the Utility Fund is declining by approximately \$2.3M predominately due to capital projects proposed for FY 2025.

Internal Service Funds - The fund balances within the Technology Replacement Fund, Equipment Replacement Fund and the Building Maintenance Fund are intended for capital equipment purchases. Between the three funds, fund balances are growing by approximately \$750K.

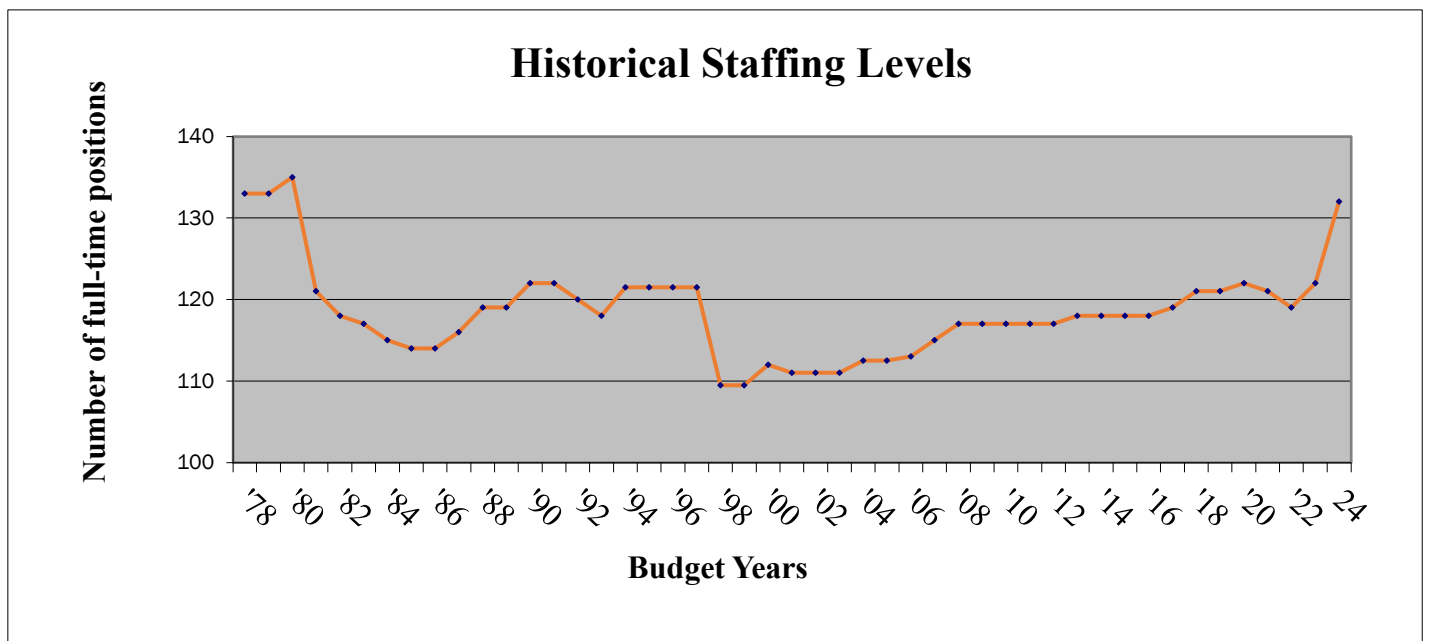
Reserve Fund - Fund balance in the Reserve Fund is dropping approximately \$2.0M. The reduction is a result of transferring funds to the Storm Water Fund as an internal loan for the Hackberry Creek project.

Capital Projects Fund - Fund balance within the Capital Projects Fund is declining by approximately \$4.0M as a result of the capital projects proposed for FY 2025.

Forfeited Property	Truancy Prevention	Municipal Jury	Court Technology	Court Security	Library Fund	Reserve	Capital Projects	Proposed FY 2025	Budget FY 2024
\$ 44,106	\$ 88,591	\$ 1,772	\$ 111,621	\$ 31,786	\$ 388,292	\$ 4,762,219	\$ 15,453,158	\$ 46,731,606	\$ 49,621,867
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19,408,610	18,515,422
-	-	-	-	-	-	-	-	9,176,886	8,508,723
-	-	-	-	-	-	-	-	3,265,533	3,064,870
-	-	-	-	-	-	-	-	7,020,752	6,502,058
-	-	-	-	-	-	-	-	1,824,985	1,754,793
-	-	-	-	-	-	-	-	995,600	975,542
-	-	-	-	-	-	-	-	1,779,900	1,625,567
-	15,100	300	23,700	23,300	-	-	-	482,229	519,747
6,877	3,773	75	5,753	1,478	18,200	216,255	675,000	2,417,993	2,687,727
-	-	-	-	-	-	-	-	635,689	543,324
2,500	-	-	-	-	53,800	-	16,326,414	19,492,059	5,749,434
\$ 9,377	\$ 18,873	\$ 375	\$ 29,453	\$ 24,778	\$ 72,000	\$ 216,255	\$ 17,001,414	\$ 66,500,236	\$ 50,447,207
-	-	-	-	-	-	-	5,455,046	11,827,481	11,920,415
\$ 9,377	\$ 18,873	\$ 375	\$ 29,453	\$ 24,778	\$ 72,000	\$ 216,255	\$ 22,456,460	\$ 78,327,717	\$ 62,367,622
\$ 53,483	\$ 107,464	\$ 2,147	\$ 141,074	\$ 56,564	\$ 460,292	\$ 4,978,474	\$ 37,909,618	\$ 125,059,323	\$ 111,989,489
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,878,271	16,926,622
-	-	-	-	-	-	-	-	1,304,919	1,195,839
-	-	-	-	-	-	-	-	2,247,384	2,177,966
-	-	-	-	-	-	-	-	2,134,293	2,119,531
\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	\$ 23,564,867	\$ 22,419,958
\$ -	\$ -	\$ -	\$ 3,504	\$ -	\$ 43,187	\$ -	\$ -	\$ 5,756,193	\$ 5,524,129
-	-	-	21,423	-	1,220	-	-	9,451,286	8,216,605
-	-	-	-	-	-	-	25,346,729	34,605,636	22,175,406
\$ -	\$ -	\$ -	\$ 24,927	\$ -	\$ 44,407	\$ -	\$ 25,346,729	\$ 73,377,982	\$ 58,336,098
-	-	-	-	24,600	-	2,000,000	986,000	\$ 11,827,481	11,920,415
\$ -	\$ -	\$ -	\$ 24,927	\$ 24,600	\$ 44,407	\$ 2,000,000	\$ 26,332,729	\$ 85,205,463	\$ 70,256,513
\$ 53,483	\$ 107,464	\$ 2,147	\$ 116,147	\$ 31,964	\$ 415,885	\$ 2,978,474	\$ 11,576,889	\$ 39,853,860	\$ 41,732,976
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 9,504,172	\$ 6,737,092
\$ 53,483	\$ 107,464	\$ 2,147	\$ 116,147	\$ 31,964	\$ 415,885	\$ 2,978,474	\$ 9,576,889	\$ 30,349,688	\$ 34,995,884

Town of Highland Park Authorized Personnel
By Fund and By Department
(Expressed in Full-Time Equivalent)

	Budget FY 2023		Budget FY 2024		Proposed FY 2025	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
General Fund						
Administration	2.0	0.0	2.0	0.0	2.0	0.0
Public Safety	73.0	0.0	82.0	0.0	82.0	0.0
Community Services	2.0	0.0	2.0	0.0	2.0	0.0
Street	3.0	0.0	3.0	0.0	3.0	0.0
Library	6.0	0.5	6.0	0.5	6.0	0.5
Parks & Recreation	7.0	0.0	7.0	0.0	7.0	0.0
Swimming Pool	0.0	4.1	0.0	4.1	0.0	4.1
Municipal Court	2.0	2.1	3.0	1.3	3.0	1.3
Finance	6.0	0.0	6.0	0.0	6.0	0.0
Building Inspection	5.0	0.0	5.0	0.0	6.0	0.0
Information Technology	1.0	0.0	1.0	0.0	2.0	0.0
Sub-Total General Fund	107.0	6.7	117.0	5.9	119.0	5.9
Utility Fund						
Customer Service	3.0	0.0	3.0	0.0	3.0	0.0
Water	5.0	0.0	5.0	0.0	6.0	0.0
Sewer	2.0	0.0	2.0	0.0	2.0	0.0
Engineering	4.0	0.0	4.0	0.0	6.0	0.0
Sub-Total Utility Fund	14.0	0.0	14.0	0.0	17.0	0.0
Building Maintenance Fund						
Facilities	1.0	0.0	1.0	0.0	1.0	0.0
Sub-Total Maintenance Fund	1.0	0.0	1.0	0.0	1.0	0.0
Total	122.0	6.7	132.0	5.9	137.0	5.9



GENERAL FUND

The General Fund is the financial structure used for the accounting of receipt of resources (revenues) and uses of resources (expenditures) for what are generally recognized as governmental services and/or functions. These governmental services and/or functions include Public Safety (Police, Fire and Emergency Medical Services), Street Maintenance, Parks, Pool, Library, and General Governmental (Administrative Services, Finance, Municipal Court, Community Services and Building Inspections). The basis of accounting for the General Fund for both financial reporting and budgeting is the modified accrual basis.

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GENERAL FUND
STATEMENT OF REVENUES & EXPENDITURES BY DEPARTMENT

	FY 2023	FY 2024	FY 2024	FY 2025
	Actual	Budget	Projected	Proposed
BEGINNING FUND BALANCE	\$ 8,759,335	\$ 5,203,309	\$ 6,388,614	\$ 6,643,008
REVENUES/SOURCES OF FUNDS				
Taxes	\$ 24,155,554	\$ 25,549,222	\$ 25,771,653	\$ 26,969,362
Franchise Fees	1,001,560	975,542	1,006,175	995,600
Licenses & Permits	1,583,832	1,581,300	1,522,032	1,726,725
Charges for Services	1,292,754	1,323,912	1,265,222	1,351,898
Fines & Forfeits	240,976	232,054	233,300	233,500
Miscellaneous	3,592,610	1,090,043	1,078,772	983,201
Total Revenues	\$ 31,867,286	\$ 30,752,073	\$ 30,877,154	\$ 32,260,286
Other Sources:				
Transfers In	\$ 1,359,300	\$ 1,448,200	\$ 1,448,200	\$ 1,575,100
Total Other Sources	\$ 1,359,300	\$ 1,448,200	\$ 1,448,200	\$ 1,575,100
Total Revenues/Sources	\$ 33,226,586	\$ 32,200,273	\$ 32,325,354	\$ 33,835,386
EXPENDITURES/USES OF FUNDS				
Administration Department	\$ 799,143	\$ 806,977	\$ 790,521	\$ 1,012,412
Community Services	297,258	333,225	292,388	316,782
Department of Public Safety	15,195,363	17,151,158	16,809,811	17,610,897
Street Department	433,097	499,970	450,774	487,082
Library Department	880,517	911,196	882,746	935,905
Parks Department	1,747,795	1,833,533	1,904,770	1,977,360
Pool Department	234,993	277,184	280,096	278,100
Municipal Court Department	514,846	608,984	597,335	623,176
Finance Department	1,103,658	1,195,999	1,205,162	1,214,775
Building Inspection Department	923,336	917,500	884,637	1,003,168
Information Technology Department	693,956	816,763	838,542	1,073,170
Non-Departmental	615,809	678,876	976,628	1,011,032
Total Expenditures	\$ 23,439,771	\$ 26,031,365	\$ 25,913,410	\$ 27,543,859
Other Uses:				
Transfers to Other Funds	\$ 12,157,536	\$ 6,168,878	\$ 6,157,550	\$ 6,179,125
Total Other Uses	\$ 12,157,536	\$ 6,168,878	\$ 6,157,550	\$ 6,179,125
Total Expenditures/Uses	\$ 35,597,307	\$ 32,200,243	\$ 32,070,960	\$ 33,722,984
Excess (Deficiency) of Revenues/Sources over Expenditures/Uses	\$ (2,370,721)	\$ 30	\$ 254,394	\$ 112,402
Fund Balance	\$ 6,388,614	\$ 5,203,339	\$ 6,643,008	\$ 6,755,410
Ideal Fund Balance	\$ 4,627,929	\$ 4,670,575	\$ 4,648,290	\$ 4,925,318
Fund Balance in Excess of Minimum	\$ 1,760,685	\$ 532,764	\$ 1,994,718	\$ 1,830,092

GENERAL FUND
STATEMENT OF REVENUES & EXPENDITURES BY TYPE

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 8,759,335	\$ 5,203,309	\$ 6,388,614	\$ 6,643,008
REVENUES/SOURCES OF FUNDS				
Taxes	\$24,155,554	\$ 25,549,222	\$ 25,771,653	\$ 26,969,362
Franchise Fees	1,001,560	975,542	1,006,175	995,600
Licenses & Permits	1,583,832	1,581,300	1,522,032	1,726,725
Charges for Services	1,292,754	1,323,912	1,265,222	1,351,898
Fines & Forfeits	240,976	232,054	233,300	233,500
Miscellaneous	3,592,610	1,090,043	1,078,772	983,201
Total Revenues	\$31,867,286	\$ 30,752,073	\$ 30,877,154	\$ 32,260,286
Other Sources:				
Transfers In	\$ 1,359,300	\$ 1,448,200	\$ 1,448,200	\$ 1,575,100
Total Other Sources	\$ 1,359,300	\$ 1,448,200	\$ 1,448,200	\$ 1,575,100
Total Revenues/Sources	\$33,226,586	\$ 32,200,273	\$ 32,325,354	\$ 33,835,386
EXPENDITURES/USES OF FUNDS				
Personnel Services				
Payroll	\$13,857,964	\$ 15,377,815	\$ 15,077,721	\$ 15,959,538
Payroll Taxes	959,255	1,082,594	1,098,100	1,162,234
Retirement	1,590,813	1,976,428	1,952,077	2,003,323
Insurance	1,740,643	1,901,481	1,773,481	1,882,095
Total Personnel	\$18,148,675	\$ 20,338,318	\$ 19,901,379	\$ 21,007,190
Supplies & Equipment	1,200,454	1,317,984	1,278,858	1,311,571
Services & Charges	4,028,016	4,360,869	4,717,173	5,215,097
Capital Outlay	62,625	14,194	16,000	10,000
Total Expenditures	\$23,439,770	\$ 26,031,365	\$ 25,913,410	\$ 27,543,858
Other Uses:				
Transfers Out	\$12,157,536	\$ 6,168,878	\$ 6,157,550	\$ 6,179,125
Total Other Uses	\$12,157,536	\$ 6,168,878	\$ 6,157,550	\$ 6,179,125
Total Expenditures/Uses	\$35,597,306	\$ 32,200,243	\$ 32,070,960	\$ 33,722,983
Excess (Deficiency) of Revenues/Sources over Expenditures/Uses	\$ (2,370,720)	\$ 30	\$ 254,394	\$ 112,403
Fund Balance	\$ 6,388,614	\$ 5,203,339	\$ 6,643,008	\$ 6,755,411
Ideal Fund Balance	\$ 4,627,929	\$ 4,670,575	\$ 4,648,290	\$ 4,925,318
Fund Balance in Excess of Minimum	\$ 1,760,685	\$ 532,764	\$ 1,994,718	\$ 1,830,093

**GENERAL FUND
STATEMENT OF REVENUES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
Taxes				
Ad Valorem Taxes	\$ 16,980,399	\$ 18,464,505	\$ 18,399,454	\$ 19,353,592
Delinquent Ad Valorem Taxes	5,589	50,917	43,444	55,018
City Sales Tax	6,641,364	6,502,058	6,800,193	7,020,752
Mixed Beverage Tax	528,201	531,742	528,562	540,000
<i>Subtotal</i>	\$ 24,155,553	\$ 25,549,222	\$ 25,771,653	\$ 26,969,362
Franchise Fees				
Electric Utility Franchise Fees	\$ 471,641	\$ 479,552	\$ 478,144	\$ 480,145
CATV / PEG Franchise Fees	15,912	17,705	15,005	15,455
Natural Gas Utility Franchise Fees	333,645	261,357	306,290	307,000
Telecom Franchise Fees	38,417	43,261	35,425	35,000
CATV Franchise Fees	51,360	48,217	50,809	50,000
Solid Waste	51,225	83,155	60,540	61,000
Carriages	39,361	42,295	59,962	47,000
<i>Subtotal</i>	\$ 1,001,561	\$ 975,542	\$ 1,006,175	\$ 995,600
Licenses & Permits				
Beverage Licenses	\$ 7,980	\$ 6,140	\$ 6,140	\$ 6,100
Health Permits	8,450	6,825	6,800	6,900
Alarm Permits	97,170	96,420	97,931	96,500
Electrical Licenses	-	-	-	-
Building Permits	1,402,129	1,408,210	1,350,206	1,552,855
Electrical Permits	59,652	53,585	53,585	56,800
Excavation Permits	180	245	245	245
Carriage Licenses	5,400	5,163	5,325	5,325
Animal Licenses	2,871	4,712	1,800	2,000
<i>Subtotal</i>	\$ 1,583,832	\$ 1,581,300	\$ 1,522,032	\$ 1,726,725
Charges For Services				
E911 Users' Fee	\$ 104,130	\$ 109,611	\$ 105,440	\$ 109,790
Alarm Monitoring Fees	531,494	539,982	539,772	554,208
Emergency Medical Fees	221,513	171,880	216,024	205,000
Board Hearing Fee	2,800	3,450	1,700	1,700
Swimming Pool Concessions	15,177	15,507	15,452	15,732
Swimming Pool Daily Fees	44,737	41,238	44,492	44,625
Swimming Pool Annual Fees	83,596	79,441	81,166	81,175
Tennis Court Use Fees	27,080	23,693	27,800	28,539
Animal Pound Fees	630	690	690	700
Child Safety Fees	9,646	9,626	9,382	9,000
Library Non-resident Fees	4,300	3,912	3,580	3,600
Court Administration Fees	7,107	9,812	7,237	7,371
Warrant Fees	24,237	25,649	21,575	21,000
Court Fees	46,772	71,066	57,776	60,030
Building Registration Fees	74,750	75,104	75,000	75,000

**GENERAL FUND
STATEMENT OF REVENUES**

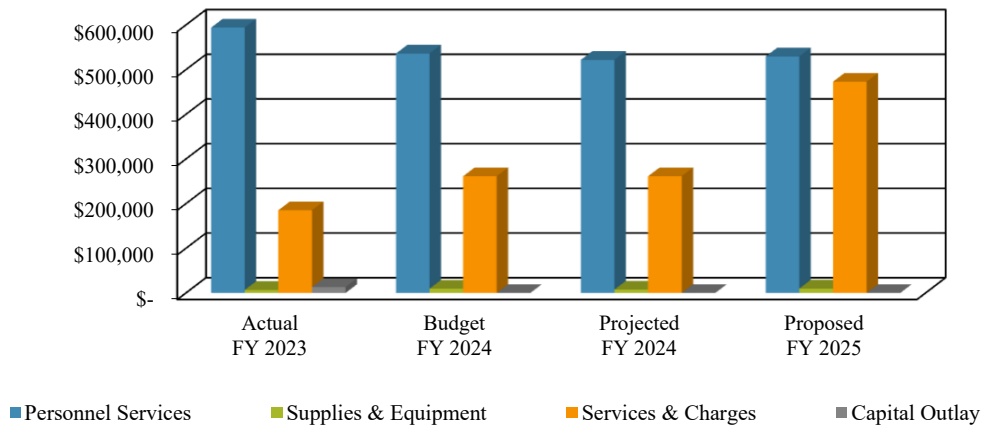
	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
Plan Review Fees	24,000	25,417	32,500	33,000
Deferred Adjudication Fees	70,786	117,834	25,636	101,428
<i>Subtotal</i>	\$ 1,292,755	\$ 1,323,912	\$ 1,265,222	\$ 1,351,898
Fines & Forfeits				
Municipal Court Fines	\$ 237,033	\$ 227,305	\$ 230,000	\$ 230,000
Library Fines	1,571	1,356	1,500	1,500
Lost Book Charges	1,272	1,026	700	1,000
Invalid Alarm Fines	1,100	2,367	1,100	1,000
<i>Subtotal</i>	\$ 240,976	\$ 232,054	\$ 233,300	\$ 233,500
Miscellaneous				
Interest	\$ 766,357	\$ 710,178	\$ 628,417	\$ 600,000
Interest-Dallas County	4,992	1,000	1,000	1,000
Penalty & Interest - Tax Collection	73,706	83,346	96,000	90,000
Sale of Assets	-	1,000	-	-
Rental-Town Property	332,753	224,406	285,905	230,451
Library Donations	6,925	4,000	4,000	3,000
Contributions	18,539	17,200	17,200	17,500
Intergovernmental Revenue	2,311,343	-	-	-
Town Property Damage Refund	23,654	15,000	-	-
Miscellaneous	54,342	33,913	46,250	41,250
<i>Subtotal</i>	\$ 3,592,611	\$ 1,090,043	\$ 1,078,772	\$ 983,201
Total Revenues	\$ 31,867,288	\$ 30,752,073	\$ 30,877,154	\$ 32,260,286



Administrative Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 594,056	\$ 536,047	\$ 521,691	\$ 529,584	-1.21%
Supplies & Equipment	6,823	9,644	7,544	9,937	3.04%
Services & Charges	185,137	261,286	261,286	472,891	80.99%
Capital Outlay	13,127	-	-	-	0.00%
Total Department	\$ 799,143	\$ 806,977	\$ 790,521	\$ 1,012,412	25.46%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

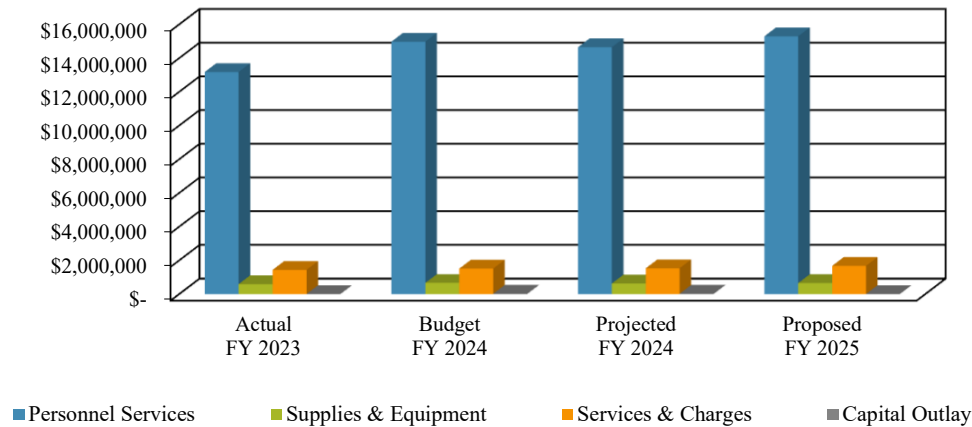
- 1 Personnel Services includes the salaries of the Town Administrator and the Town Secretary (two full-time positions).
- 2 Supplies & Equipment includes \$2,000 for the IMPACT program and \$2,000 for the Leadership Highland Park program.
- 3 Services & Charges includes \$260,000 in legal expenses. This category also includes \$150,000 for consulting services in connection with the study of parking/transportation issues and the development of regulations.



Department of Public Safety

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 13,173,917	\$ 14,972,049	\$ 14,641,588	\$ 15,291,365	2.13%
Supplies & Equipment	588,364	657,832	625,045	649,956	-1.20%
Services & Charges	1,433,082	1,507,083	1,527,178	1,669,576	10.78%
Capital Outlay	-	14,194	16,000	-	0.00%
Total Department	\$ 15,195,363	\$ 17,151,158	\$ 16,809,811	\$ 17,610,897	2.68%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

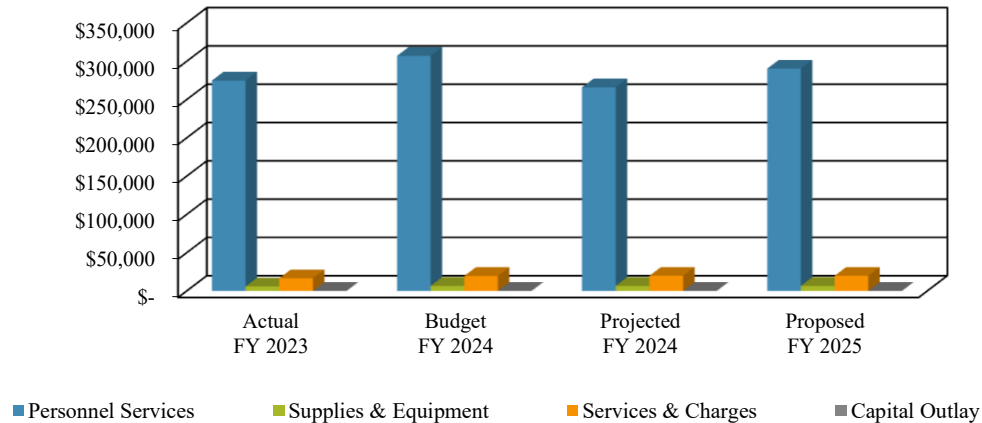
- 1 The FY 2025 Personnel Services budget includes 82 full-time employees. All but four (4) positions in this department are considered first responders. This department includes 67 sworn officer positions.
- 2 The increase in Services & Charges is in part attributed to the addition of the Flock Safety Platform at a cost of \$66,700, financial crimes solution software for CID budgeted at \$6,450 and exam consulting services totaling \$6,865.



Community Services Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 274,840	\$ 307,009	\$ 265,948	\$ 290,372	-5.42%
Supplies & Equipment	5,875	6,670	6,670	6,670	0.00%
Services & Charges	16,543	19,546	19,770	19,740	0.99%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 297,258	\$ 333,225	\$ 292,388	\$ 316,782	-4.93%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

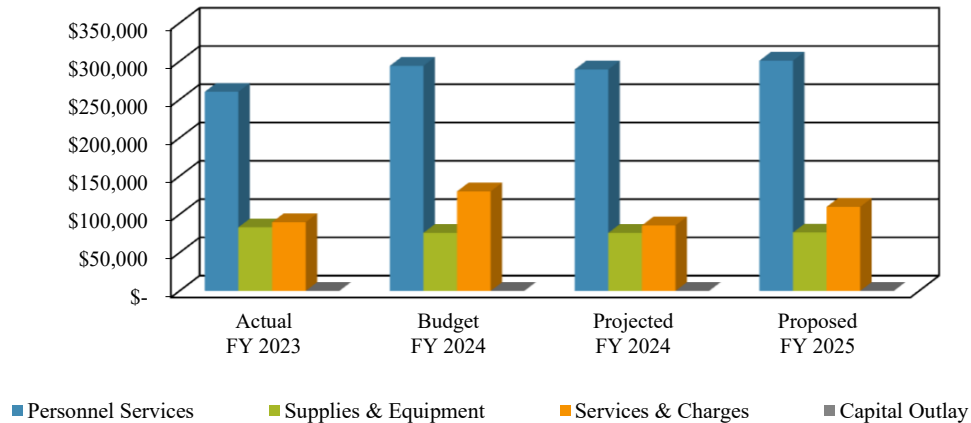
- 1 Personnel Services includes the salaries of two full-time employees and is declining due to a prior position being reclassified from a management assistant to an administrative assistant. This reclassification, partially offset by the proposed compensation adjustments for FY 2025, reduced Personnel Services by approximately \$17,600.
- 2 This department oversees a variety of support functions, parks & recreation, facilities management, coordinates with engineering and public works, and provides administrative support to building inspections.



Street Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 260,223	\$ 294,056	\$ 289,360	\$ 300,884	2.32%
Supplies & Equipment	83,115	75,829	75,829	76,329	0.66%
Services & Charges	89,759	130,085	85,585	109,869	-15.54%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 433,097	\$ 499,970	\$ 450,774	\$ 487,082	-2.58%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

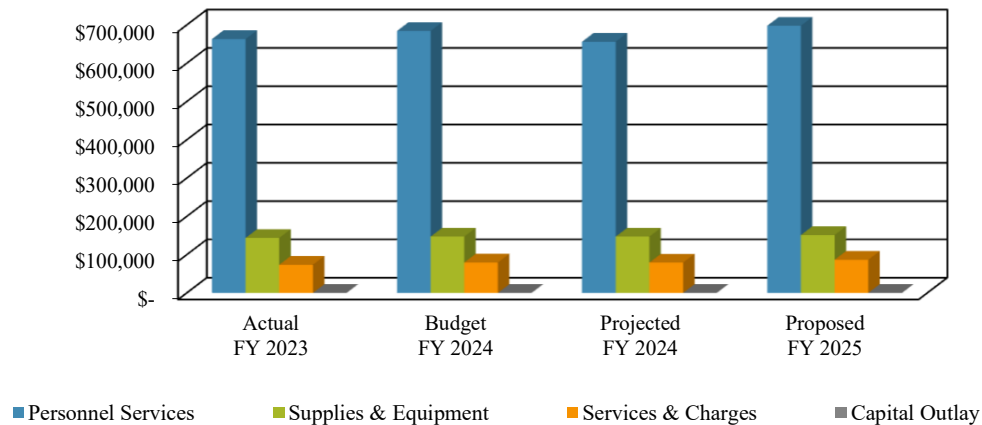
- 1 Personnel Services includes three full-time employees.
- 2 The reduction in Services & Charges is related to less funds being budgeted in FY 2025 for consulting fees and on-call third party services used in connection with traffic control operations.



Library Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 663,188	\$ 684,400	\$ 656,264	\$ 698,010	1.99%
Supplies & Equipment	143,688	147,235	147,235	151,266	2.74%
Services & Charges	73,641	79,561	79,247	86,629	8.88%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 880,517	\$ 911,196	\$ 882,746	\$ 935,905	2.71%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

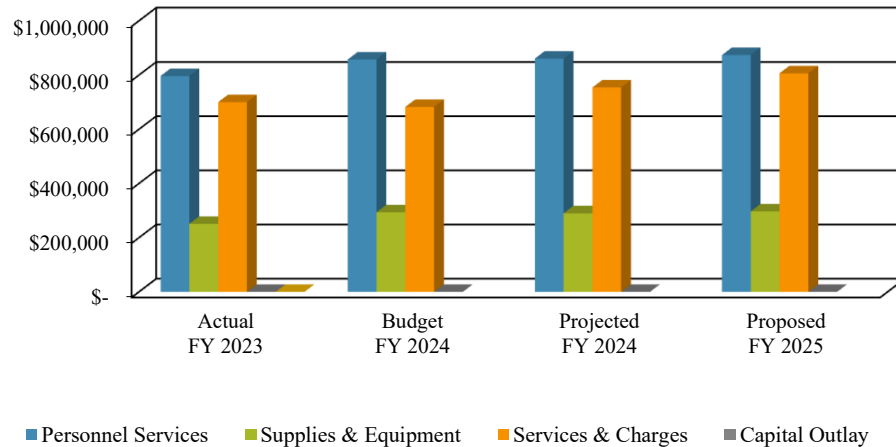
- 1 Personnel Services includes six full-time employees and one part-time employee.
- 2 Supplies and Equipment includes the amounts budgeted to fund books, e-books and e-audio.
- 3 Services & Charges is growing, in part, to fund people counters at the library. Currently, keeping count of visitors is done manually by staff. Using people counting equipment at the entrances and software for analysis will save staff time for other projects, as well as increase the accuracy of visitor numbers for reporting purposes. The cost of this program is \$2,950. An ongoing software subscription fee of \$640 will be budgeted in future years.



Parks Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 796,575	\$ 857,374	\$ 860,751	\$ 873,759	1.91%
Supplies & Equipment	251,198	293,878	289,878	296,953	1.05%
Services & Charges	700,022	682,281	754,141	806,648	18.23%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 1,747,795	\$ 1,833,533	\$ 1,904,770	\$ 1,977,360	7.84%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

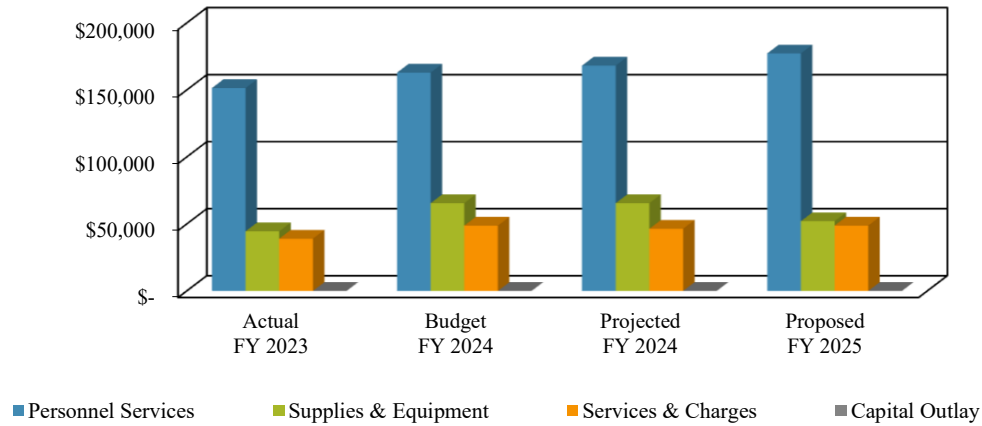
- 1 Personnel Services provides funding for seven full-time employees and includes proposed adjustments to compensation for FY 2025.
- 2 Services & Charges is increasing to accommodate funding (\$50,000) for geographical information systems (GIS) services and an increase to fund water costs associated with landscape watering (75,000).



Pool Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 151,456	\$ 162,926	\$ 168,180	\$ 177,272	8.81%
Supplies & Equipment	44,525	65,515	65,515	52,050	-20.55%
Services & Charges	39,012	48,743	46,401	48,778	0.07%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 234,993	\$ 277,184	\$ 280,096	\$ 278,100	0.33%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

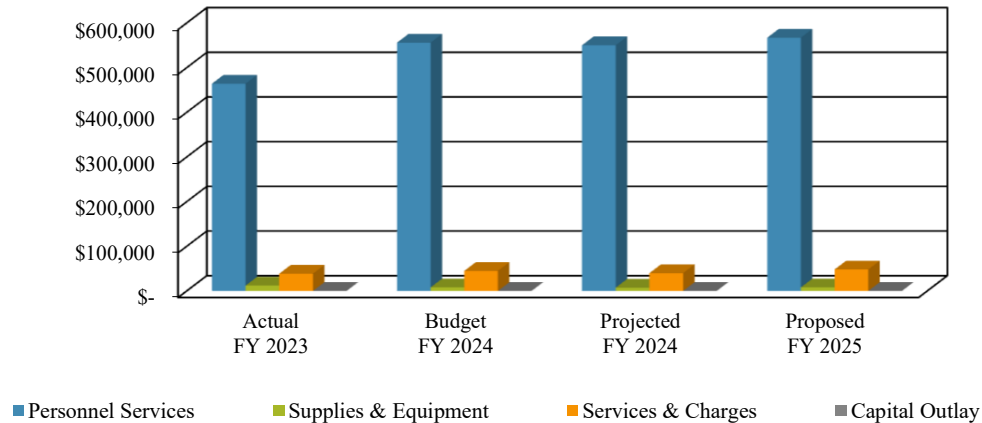
- 1 Personnel Services includes funding for 36 temporary seasonal employees needed to operate the pool.
- 2 Supplies & Equipment is declining due to the FY 2024 Adopted Budget including (\$14,700) for the purchase of small equipment for the pool.
- 3 Services & Charges includes the cost of utilities at the pool.



Municipal Court Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 464,158	\$ 556,007	\$ 550,126	\$ 567,109	2.00%
Supplies & Equipment	12,008	8,040	7,331	8,000	-0.50%
Services & Charges	38,680	44,937	39,878	48,067	6.97%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 514,846	\$ 608,984	\$ 597,335	\$ 623,176	2.33%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

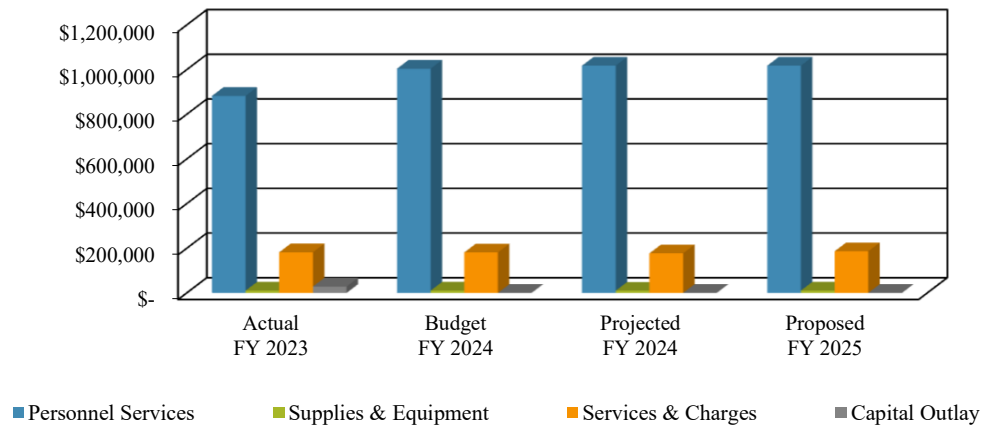
- 1 Personnel Services includes funding for three full-time employees, the Municipal Judge, a part-time bailiff, and three part time court security officers.
- 2 Services & Charges includes costs associated with prosecution services, as well as, associate judges.



Finance Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 882,398	\$ 1,004,141	\$ 1,017,818	\$ 1,017,773	1.36%
Supplies & Equipment	10,484	10,422	10,092	10,592	1.63%
Services & Charges	182,138	181,436	177,252	186,410	2.74%
Capital Outlay	28,638	-	-	-	0.00%
Total Department	\$ 1,103,658	\$ 1,195,999	\$ 1,205,162	\$ 1,214,775	1.57%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

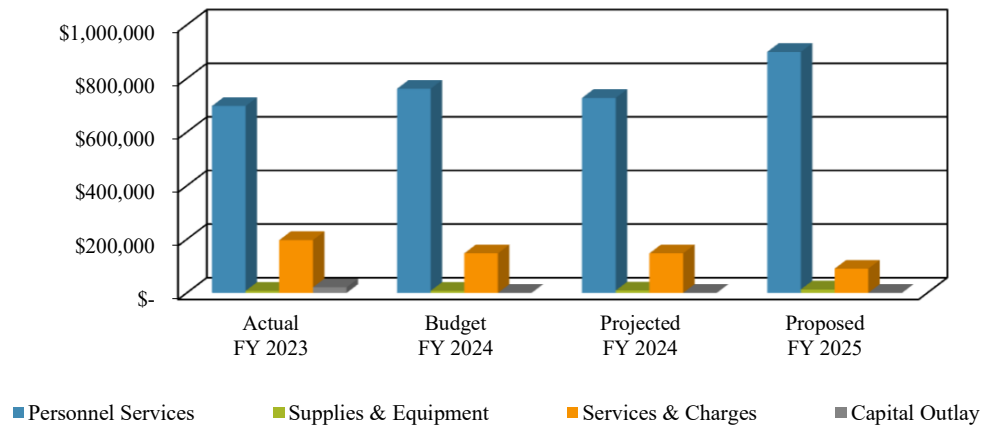
- 1 Personnel Services includes six full-time employees and is increasing due to the proposed compensation adjustments for FY 2025.
- 2 While staying relatively constant, significant components of Services & Charges include the annual audit (\$48,700), maintenance for the Town's financial accounting software (\$35,289), contract services for EMS billing (\$14,200), treasury management consulting (\$25,000), and health insurance concierge service (\$7,688).



Building Inspection Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 697,532	\$ 761,939	\$ 727,826	\$ 899,590	18.07%
Supplies & Equipment	7,789	7,806	9,056	13,181	68.86%
Services & Charges	197,154	147,755	147,755	90,397	-38.82%
Capital Outlay	20,861	-	-	-	0.00%
Total Department	\$ 923,336	\$ 917,500	\$ 884,637	\$ 1,003,168	9.34%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

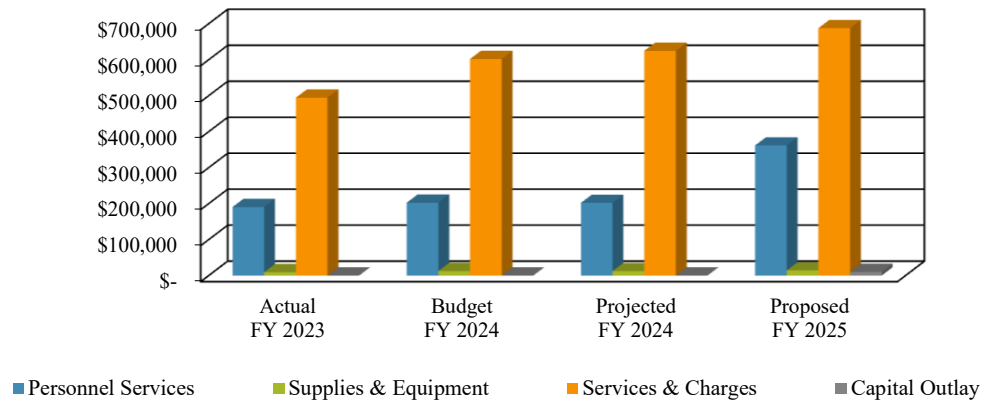
- 1 Personnel Services provides funding for six full-time employees and is growing by the proposed compensation adjustments for FY 2025. The Proposed Budget includes an additional full-time building inspector position at a total cost of approximately \$140,271, which includes supplies & equipment for the new position.
- 2 Supplies & Equipment is increasing to accommodate the new senior building inspector position.
- 3 Adding a new senior building inspector position allows the Town to be less reliant on third-party inspection services. As such, Services & Charges is being reduced by \$50,000.



Information Technology Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 190,332	\$ 202,370	\$ 201,827	\$ 361,472	78.62%
Supplies & Equipment	9,313	12,650	12,200	14,150	11.86%
Services & Charges	494,311	601,743	624,515	687,548	14.26%
Capital Outlay	-	-	-	10,000	0.00%
Total Department	\$ 693,956	\$ 816,763	\$ 838,542	\$ 1,073,170	31.39%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

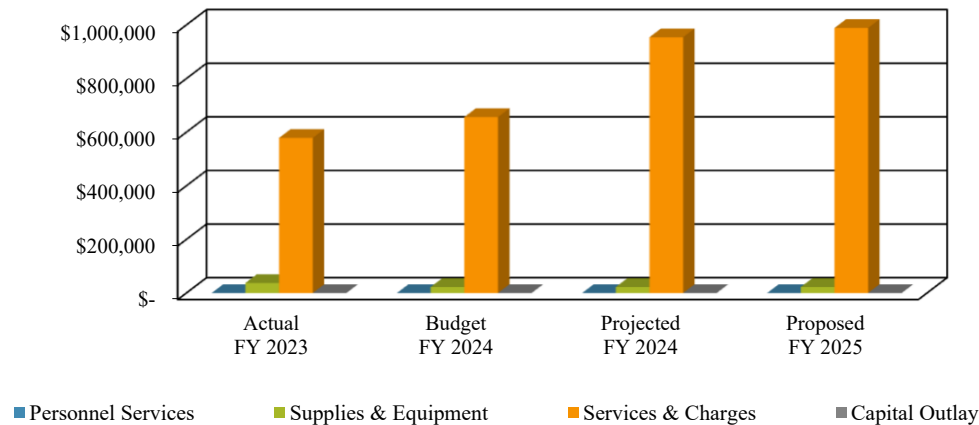
- Personnel Services provides funding for two full-time employee and is increasing in part due to the proposed compensation adjustments for FY 2025. The Proposed Budget includes funding for an additional full-time network analyst position at a total cost of \$172,030, which includes the cost of supplies, training & equipment.
- Supplies & Equipment is increasing primarily due to the addition of the network analyst.
- Services & Charges includes funding for the Town's third-party managed services contract totaling \$244,800, representing an increase of approximately \$24,000 over the prior year budget. Additionally, this category includes the cost of conducting an annual security assessment (\$34,560). To address additional licensing that may arise during the year, this category includes \$8,748. This category of expenditures is also increasing to address training for the new network analyst (\$5,000) and to accomodate increases in the cost of software of approximately \$34,000.
- Capital Outlay includes furniture and equipment for the added full-time position.



Non- Departmental

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies & Equipment	37,273	22,463	22,463	22,488	0.11%
Services & Charges	578,536	656,413	954,165	988,544	50.60%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 615,809	\$ 678,876	\$ 976,628	\$ 1,011,032	48.93%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

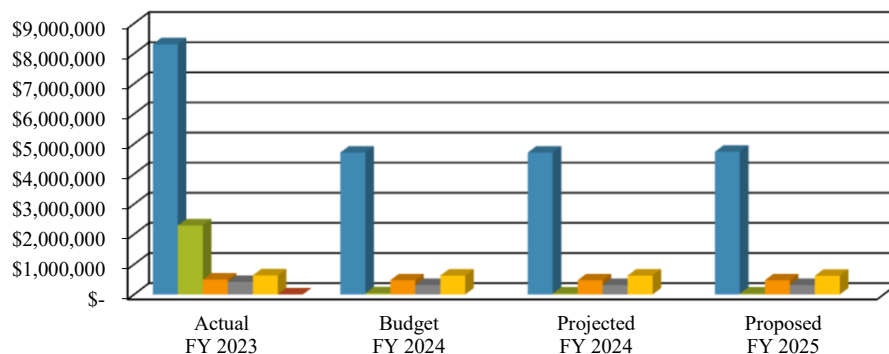
- Supplies & Equipment provides \$17,063 as a contingency in the event fuel costs exceed the amount budgeted in each department.
- Included in Services & Charges is \$205,000 to continue reducing the Town's unfunded pension liability with the Texas Municipal Retirement System and \$220,752 to repay the State for sales tax inadvertently paid to the Town. Other items in this category include Dallas Central Appraisal District (\$79,667), racial profiling reporting and municipal court data monitoring (\$39,500), benefits management (\$30,000) and website management (\$30,240). This category also includes \$177,000 for the acquisition of new permitting and asset management software. Election expense totaling \$25,000 is included in the event an election is needed during the year.



Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Capital Projects Fund	\$ 8,311,570	\$ 4,712,080	\$ 4,712,080	\$ 4,740,525	0.60%
Utility & Solid Waste Funds	2,293,939	41,600	30,272	30,500	-26.68%
Equip. Replacement Fund	497,000	472,000	472,000	472,000	0.00%
Tech. Replacement Fund	418,781	315,598	315,598	316,000	0.13%
Bldg. Maintenance Fund	636,246	627,600	627,600	620,100	-1.20%
Total Department	\$ 12,157,536	\$ 6,168,878	\$ 6,157,550	\$ 6,179,125	0.17%



■ Capital Projects Fund ■ Utility & Solid Waste Funds ■ Equip. Replacement Fund ■ Tech. Replacement Fund ■ Bldg. Maintenance Fund

SIGNIFICANT BUDGETARY ITEMS/CHANGES

- 1 The FY2025 Proposed Budget includes a transfer to the Capital Projects Fund equivalent to 5.07 cents of the Town's property tax rate. This amount includes an added \$1.2M made possible by the Town maintaining its tax rate at 23 cents in FY 2023.
- 2 The transfer of \$30,500 to the Solid Waste Fund is derived from franchise fees charged to companies providing roll-off trash container service in Town.
- 3 Transfers to the Equipment Replacement Fund and Technology Replacement Fund are based on the annual depreciation of assets within those funds and anticipated depreciation of assets to be acquired during the current fiscal year.
- 4 The transfer to the Building Maintenance Fund is based on the overall budget of the Building Maintenance Fund and includes a maintenance component and a fund balance component. The General Fund's proportionate share is based on the number of employees that use the Town Hall and Service Center. The Utility Fund makes a similar transfer based on the number of employees in the Utility Fund that use the Town Hall and Service Center.

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UTILITY FUND

The Utility Fund is the financial structure used for the accounting of providing water and sanitary sewer service to the residents of the Town and the billing and collection of charges to customers to pay for said services. The basis of accounting for the Utility Fund is the accrual basis with the budgetary basis being modified accrual. As part of the budgetary basis, capital purchases are reported as expenditures and depreciation and bad debt expenses are not included in budgeted expenditures.

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UTILITY FUND
STATEMENT OF REVENUES & EXPENSES BY DEPARTMENT

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 5,723,150	\$ 10,099,572	\$ 10,547,693	\$ 6,497,650
REVENUES/SOURCES OF FUNDS				
Licenses & Permits	\$ 54,757	\$ 63,006	\$ 62,120	\$ 62,000
Charges for Services	11,773,524	11,611,453	12,527,698	12,480,419
Fines & Forfeits	78,044	63,482	79,480	75,000
Miscellaneous	826,142	506,723	749,224	965,750
Total Revenues	\$12,732,467	\$ 12,244,664	\$ 13,418,522	\$ 13,583,169
Other Sources:				
Transfers In	\$ 2,624,472	\$ 474,500	\$ 475,600	\$ 503,800
Total Other Sources	\$ 2,624,472	\$ 474,500	\$ 475,600	\$ 503,800
Total Revenues/Sources	\$15,356,939	\$ 12,719,164	\$ 13,894,122	\$ 14,086,969
EXPENSES - BY DEPARTMENT				
Utility Customer Service Department	\$ 416,434	\$ 461,735	\$ 449,236	\$ 470,110
Water Department	5,234,812	12,624,338	12,982,522	7,589,861
Sanitary Sewer Department	2,034,858	1,576,598	1,498,343	4,678,655
Engineering Department	828,162	864,949	845,627	1,292,070
Total Expenses	\$ 8,514,266	\$ 15,527,620	\$ 15,775,728	\$ 14,030,696
Other Uses:				
Transfers Out	\$ 2,018,130	\$ 2,168,437	\$ 2,168,437	\$ 2,327,556
Total Other Uses	\$ 2,018,130	\$ 2,168,437	\$ 2,168,437	\$ 2,327,556
Total Expenses/Uses	\$10,532,396	\$ 17,696,057	\$ 17,944,165	\$ 16,358,252
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 4,824,543	\$ (4,976,893)	\$ (4,050,043)	\$ (2,271,283)
ENDING FUND BALANCE	\$10,547,693	\$ 5,122,679	\$ 6,497,650	\$ 4,226,367
Ideal Fund Balance	\$ 2,129,707	\$ 2,291,889	\$ 2,342,509	\$ 2,578,854
Fund Balance in Excess of Minimum	\$ 8,417,986	\$ 2,830,790	\$ 4,155,141	\$ 1,647,513

UTILITY FUND
STATEMENT OF REVENUES & EXPENSES BY TYPE

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 5,723,150	\$ 10,099,572	\$ 10,547,693	\$ 6,497,650
REVENUES/SOURCES OF FUNDS				
Licenses & Permits	\$ 54,757	\$ 63,006	\$ 62,120	\$ 62,000
Charges for Services	11,773,524	11,611,453	12,527,698	12,480,419
Fines & Forfeits	78,044	63,482	79,480	75,000
Miscellaneous	826,142	506,723	749,224	965,750
Total Revenues	\$12,732,467	\$ 12,244,664	\$ 13,418,522	\$ 13,583,169
Other Sources:				
Transfers In	\$ 2,624,472	\$ 474,500	\$ 475,600	\$ 503,800
Total Other Sources	\$ 2,624,472	\$ 474,500	\$ 475,600	\$ 503,800
Total Revenues/Sources	\$15,356,939	\$ 12,719,164	\$ 13,894,122	\$ 14,086,969
EXPENSES - BY TYPE				
Personnel Services				
Payroll	\$ 1,381,626	\$ 1,457,615	\$ 1,405,968	\$ 1,827,613
Payroll Taxes	97,008	106,269	100,452	135,715
Retirement	165,232	189,672	184,956	232,471
Insurance	192,644	206,446	177,959	237,353
Total Personnel	\$ 1,836,510	\$ 1,960,002	\$ 1,869,335	\$ 2,433,152
Supplies & Equipment	3,661,700	4,083,218	4,450,160	4,321,271
Services & Charges	1,536,143	1,534,400	1,506,233	1,855,557
Capital Outlay	1,479,913	7,950,000	7,950,000	5,420,716
Total Expenses	\$ 8,514,266	\$ 15,527,620	\$ 15,775,728	\$ 14,030,696
Other Uses:				
Transfers Out	\$ 2,018,130	\$ 2,168,437	\$ 2,168,437	\$ 2,327,556
Total Other Uses	\$ 2,018,130	\$ 2,168,437	\$ 2,168,437	\$ 2,327,556
Total Expenses/Uses	\$10,532,396	\$ 17,696,057	\$ 17,944,165	\$ 16,358,252
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 4,824,543	\$ (4,976,893)	\$ (4,050,043)	\$ (2,271,283)
ENDING FUND BALANCE	\$10,547,693	\$ 5,122,679	\$ 6,497,650	\$ 4,226,367
Ideal Fund Balance	\$ 2,129,707	\$ 2,291,889	\$ 2,342,509	\$ 2,578,854
Fund Balance in Excess of Minimum	\$ 8,417,986	\$ 2,830,790	\$ 4,155,141	\$ 1,647,513

**UTILITY FUND
STATEMENT OF REVENUES**

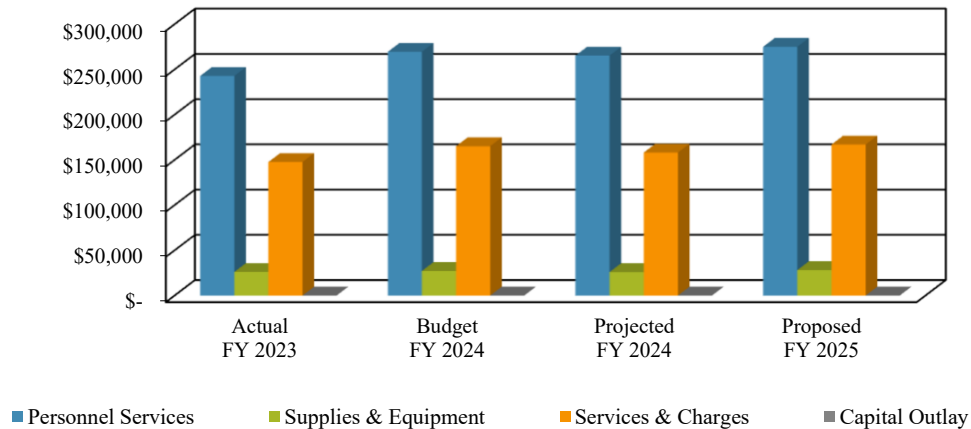
	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
Licenses & Permits				
Plumbing Permits	\$ 54,757	\$ 63,006	\$ 62,120	\$ 62,000
<i>Subtotal</i>	\$ 54,757	\$ 63,006	\$ 62,120	\$ 62,000
Charges For Services				
Water Sales	\$ 8,556,586	\$ 8,397,746	\$ 9,171,354	\$ 8,948,886
Inter-Dept Water Sales	225,532	110,977	253,563	228,000
Sewer Charges	2,965,416	3,064,870	3,057,631	3,265,533
Meter Installation	20,450	31,856	39,150	32,000
Other Charges	5,540	6,004	6,000	6,000
<i>Subtotal</i>	\$ 11,773,524	\$ 11,611,453	\$ 12,527,698	\$ 12,480,419
Fines & Forfeits				
Late Payment Penalties	\$ 78,044	\$ 63,482	\$ 79,480	\$ 75,000
<i>Subtotal</i>	\$ 78,044	\$ 63,482	\$ 79,480	\$ 75,000
Miscellaneous				
Interest	\$ 537,902	\$ 503,713	\$ 748,224	\$ 286,000
Sale of Assets	-	-	-	-
Contributions	278,999	-	-	-
Miscellaneous	9,241	3,010	1,000	679,750
<i>Subtotal</i>	\$ 826,142	\$ 506,723	\$ 749,224	\$ 965,750
Total Revenues	\$ 12,732,467	\$ 12,244,664	\$ 13,418,522	\$ 13,583,169



Utility Customer Service Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 242,769	\$ 269,466	\$ 265,258	\$ 275,055	2.07%
Supplies & Equipment	\$ 26,066	\$ 27,184	\$ 25,945	\$ 28,122	3.45%
Services & Charges	\$ 147,599	\$ 165,085	\$ 158,033	\$ 166,933	1.12%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	-
Total Department	\$ 416,434	\$ 461,735	\$ 449,236	\$ 470,110	1.81%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

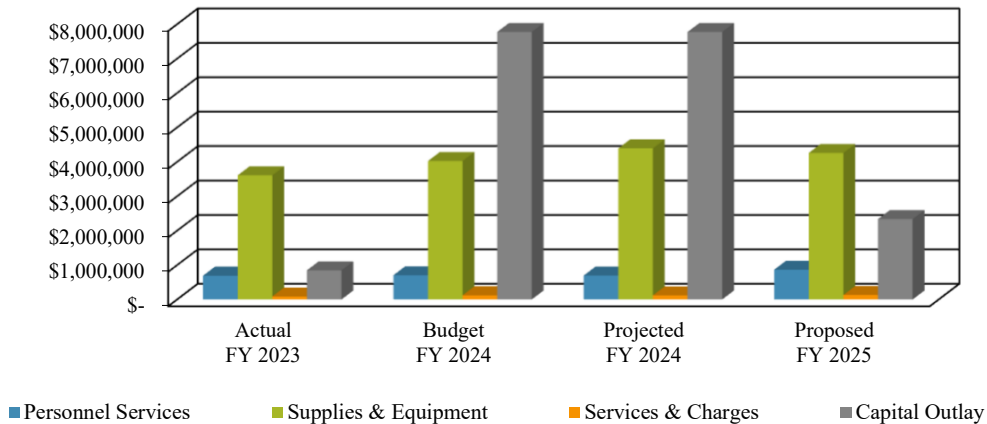
- 1 Personnel Services provides funding for three full-time employees. The increase in Personnel Services is reflective of the compensation adjustments proposed for FY 2025.
- 2 Services & Charges category provides, among other items, \$15,632 for the Water Smart customer portal, approximately \$42,000 for Itron analytics and software as it relates to the Town's automated metering infrastructure (AMI), and \$45,000 to reduce the Town's net pension liability with TMRS.



Water Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 692,339	\$ 703,925	\$ 695,043	\$ 864,379	22.79%
Supplies & Equipment	3,607,743	4,024,137	4,392,318	4,259,252	5.84%
Services & Charges	87,952	121,276	120,161	129,597	6.86%
Capital Outlay	846,778	7,775,000	7,775,000	2,336,633	-69.95%
Total Department	\$ 5,234,812	\$12,624,338	\$12,982,522	\$ 7,589,861	-39.88%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

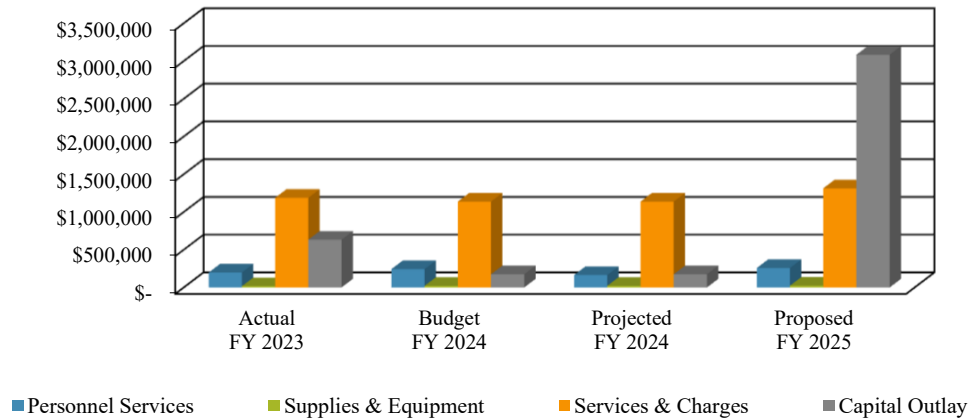
- 1 Personnel Services provides funding for six full-time employees. The Proposed Budget includes the addition of an operations supervisor at a total cost of \$137,775.
- 2 The increase in Supplies & Equipment reflects higher water purchase costs due to a rate increase. Water purchases cost is based on a projected consumption of 942,833,600 gallons, the average of the last five years, at a rate of \$3.98 per 1,000 gallons (a rate increase of 4.7%). This estimates water purchases for FY 2025 at \$4,013,740.
- 3 The increase in Services & Charges is partially attributed to the inclusion of \$10,000 for the purpose of additional maintenance at the Gillon water tank.
- 4 Capital Outlay is declining in large part to the FY 2024 Adopted Budget including the replacement of the elevated water tank at Holland. The budget for that project was \$7,600,000. The FY 2025 Capital Outlay category includes funding for the annual water infrastructure replacement program, demolition of the old elevated water tank, and utility improvements to road reconstruction projects.



Sanitary Sewer Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 197,907	\$ 242,574	\$ 164,319	\$ 257,660	6.22%
Supplies & Equipment	16,452	21,685	21,685	23,685	9.22%
Services & Charges	1,187,364	1,137,339	1,137,339	1,313,227	15.46%
Capital Outlay	633,135	175,000	175,000	3,084,083	1662.33%
Total Department	\$ 2,034,858	\$ 1,576,598	\$ 1,498,343	\$ 4,678,655	196.76%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

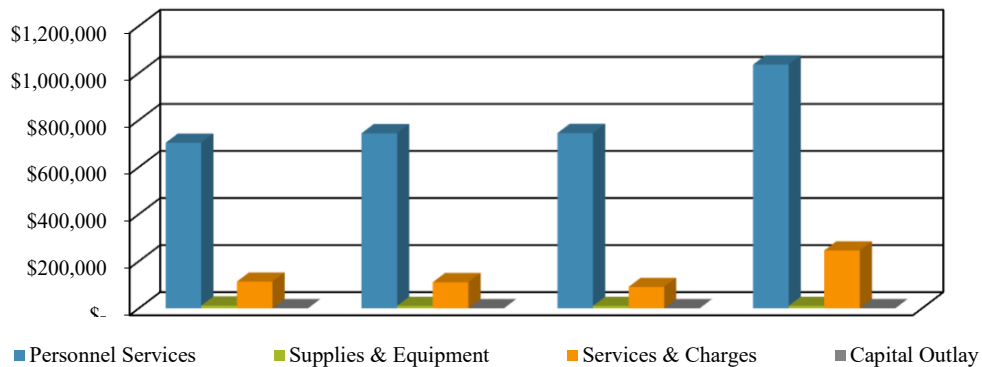
- 1 Personnel Services provides funding for two full-time employees and reflects compensation adjustments proposed for FY 2025.
- 2 The increase in Supplies & Equipment is attributed to the FY 2024 Adopted Budget for supplies being adjusted during the year to address unanticipated repairs.
- 3 In Services & Charges, wastewater treatment expense, a service provided by the City of Dallas, has increased to \$1,247,836. Based on this year's cost of service analysis conducted by the City of Dallas, the overall increase in wastewater treatment is increasing by 16.4%. This is a result of the wastewater treatment rate charged by Dallas increasing 5.1%, the Town's average winter consumption increasing by 4.8% and the inflow and infiltration factor applied to that consumption by Dallas increasing by 5.6%.
- 4 Capital Outlay includes \$1,797,500 for improvements to the Town's 30" sewer interceptor as well as funding for the Town's sanitary sewer infrastructure rehabilitation program.



Engineering Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 703,495	\$ 744,037	\$ 744,715	\$ 1,036,058	39.25%
Supplies & Equipment	11,439	10,212	10,212	10,212	0.00%
Services & Charges	113,228	110,700	90,700	245,800	122.04%
Capital Outlay	-	-	-	-	-
Total Department	\$ 828,162	\$ 864,949	\$ 845,627	\$ 1,292,070	49.38%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

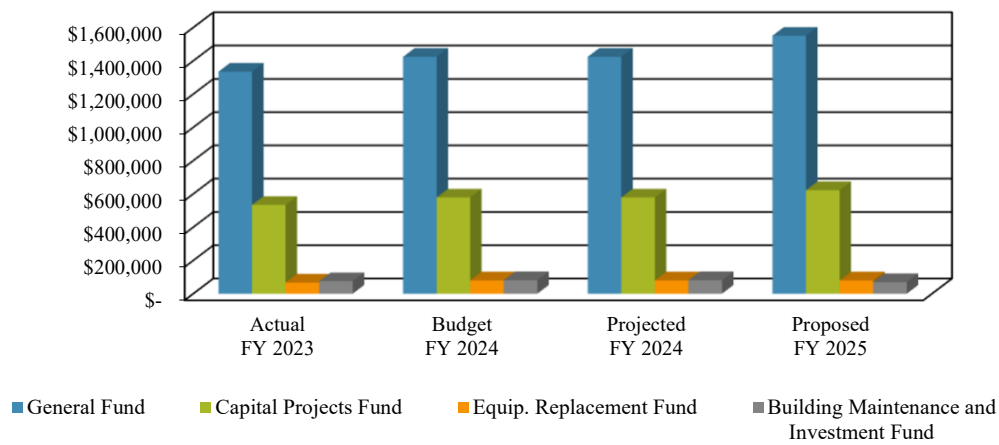
- 1 Personnel Services provides funding for six full-time employees. The Proposed Budget includes the addition of two full-time positions. These positions include a construction inspector (\$127,768) and a civil engineer (\$145,963).
- 2 Changes related to Services & Charges includes additional fees (\$150,000) related to developing the Town's geographical information system (GIS).



Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
General Fund	\$ 1,334,700	\$ 1,423,600	\$ 1,423,600	\$ 1,550,500	8.91%
Capital Projects Fund	533,654	578,502	578,502	622,121	7.54%
Equip. Replacement Fund	66,900	79,650	79,650	79,650	0.00%
Tech. Replacement Fund	7,676	5,785	5,785	5,785	0.00%
Building Maintenance and Investment Fund	75,200	80,900	80,900	69,500	-14.09%
Total Department	\$ 2,018,130	\$ 2,168,437	\$ 2,168,437	\$ 2,327,556	7.34%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

- 1 The transfer to the General Fund represents a reimbursement for General & Administrative services.
- 2 The transfer to the Capital Projects Fund represents a right-of-way use fee based on 5% of water and sanitary sewer revenues.
- 3 Transfers to the Equipment Replacement Fund and Technology Replacement Fund are based on the annual depreciation of assets within those funds and anticipated depreciation of assets to be acquired during the current fiscal year.
- 4 The transfer to the Building Maintenance & Investment Fund is based on the overall budget of the that fund and includes a maintenance component and a fund balance component. The Utility Fund's proportionate share is based on the number of employees that use the Town Hall and Service Center.

SOLID WASTE FUND

The Solid Waste Fund is the financial structure used for the accounting of providing sanitation collection services to the residents of the Town and the billing and collection of charges to customers to pay for said services. The basis of accounting for the Solid Waste Fund is the accrual basis with the budgetary basis being modified accrual. As part of the budgetary basis, capital purchases are reported as expenditures and depreciation and bad debt expenses are not included in budgeted expenditures.

SOLID WASTE FUND
STATEMENT OF REVENUES & EXPENSES BY DEPARTMENT

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ -	\$ 352,313	\$ 317,370	\$ 356,399
REVENUES/SOURCES OF FUNDS				
Charges for Services	1,670,811	1,754,793	1,782,354	1,824,985
Miscellaneous	22,407	19,490	28,495	26,015
Total Revenues	\$ 1,693,218	\$ 1,774,283	\$ 1,810,849	\$ 1,851,000
Other Sources:				
Transfers In	\$ 43,300	\$ 41,600	\$ 30,272	\$ 30,500
Total Other Sources	\$ 43,300	\$ 41,600	\$ 30,272	\$ 30,500
Total Revenues/Sources	\$ 1,736,518	\$ 1,815,883	\$ 1,841,121	\$ 1,881,500
EXPENSES - BY DEPARTMENT				
Sanitation Department	\$ 1,515,274	\$ 1,655,692	\$ 1,655,692	\$ 1,739,254
Total Expenses	\$ 1,515,274	\$ 1,655,692	\$ 1,655,692	\$ 1,739,254
Other Uses:				
Transfers Out	\$ 152,800	\$ 145,300	\$ 146,400	\$ 154,800
Total Other Uses	\$ 152,800	\$ 145,300	\$ 146,400	\$ 154,800
Total Expenses/Uses	\$ 1,668,074	\$ 1,800,992	\$ 1,802,092	\$ 1,894,054
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 68,444	\$ 14,891	\$ 39,029	\$ (12,554)
ENDING FUND BALANCE	\$ 317,370	\$ 367,204	\$ 356,399	\$ 343,845
Ideal Fund Balance	\$ -	\$ -	\$ -	\$ -
Fund Balance in Excess of Minimum	\$ 317,370	\$ 367,204	\$ 356,399	\$ 343,845

SOLID WASTE FUND
STATEMENT OF REVENUES & EXPENSES BY TYPE

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ -	\$ 352,313	\$ 317,370	\$ 356,399
REVENUES/SOURCES OF FUNDS				
Charges for Services	1,670,811	1,754,793	1,782,354	1,824,985
Miscellaneous	22,407	19,490	28,495	26,015
Total Revenues	\$ 1,693,218	\$ 1,774,283	\$ 1,810,849	\$ 1,851,000
Other Sources:				
Transfers In	\$ 43,300	\$ 41,600	\$ 30,272	\$ 30,500
Total Other Sources	\$ 43,300	\$ 41,600	\$ 30,272	\$ 30,500
Total Revenues/Sources	\$ 1,736,518	\$ 1,815,883	\$ 1,841,121	\$ 1,881,500
EXPENSES - BY TYPE				
Supplies & Equipment	\$ 23,335	\$ 25,000	\$ 25,000	\$ 25,000
Services & Charges	1,491,939	1,630,692	1,630,692	1,714,254
Capital Outlay	-	-	-	-
Total Expenses	\$ 1,515,274	\$ 1,655,692	\$ 1,655,692	\$ 1,739,254
Other Uses:				
Transfers Out	\$ 152,800	\$ 145,300	\$ 146,400	\$ 154,800
Total Other Uses	\$ 152,800	\$ 145,300	\$ 146,400	\$ 154,800
Total Expenses/Uses	\$ 1,668,074	\$ 1,800,992	\$ 1,802,092	\$ 1,894,054
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 68,444	\$ 14,891	\$ 39,029	\$ (12,554)
ENDING FUND BALANCE	\$ 317,370	\$ 367,204	\$ 356,399	\$ 343,845

**SOLID WASTE FUND
STATEMENT OF REVENUES**

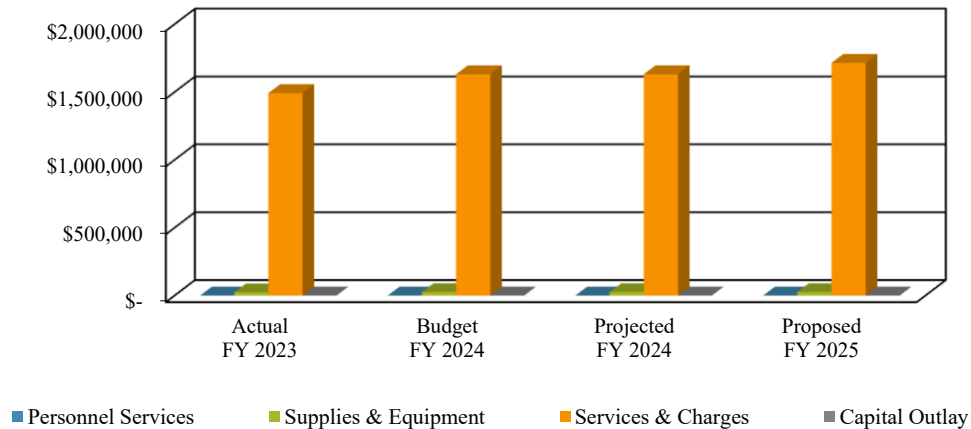
	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
Charges For Services				
Sanitation Collection Charges	\$ 1,527,938	\$ 1,604,727	\$ 1,628,256	\$ 1,668,916
Recycling Charges	142,873	150,066	154,098	156,069
Other Charges	-	-	-	-
<i>Subtotal</i>	\$ 1,670,811	\$ 1,754,793	\$ 1,782,354	\$ 1,824,985
Miscellaneous				
Interest	\$ 22,407	\$ 19,490	\$ 28,495	\$ 26,015
Miscellaneous	-	-	-	-
<i>Subtotal</i>	\$ 22,407	\$ 19,490	\$ 28,495	\$ 26,015
Total Revenues	\$ 1,693,218	\$ 1,774,283	\$ 1,810,849	\$ 1,851,000



Sanitation Department

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Supplies & Equipment	\$ 23,335	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Services & Charges	\$ 1,491,939	\$ 1,630,692	\$ 1,630,692	\$ 1,714,254	5.12%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Total Department	\$ 1,515,274	\$ 1,655,692	\$ 1,655,692	\$ 1,739,254	5.05%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

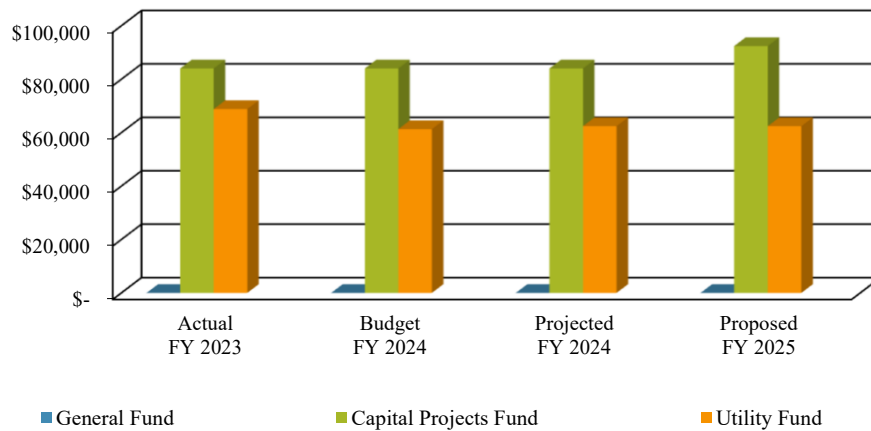
- 1 Supplies & Equipment includes the purchase of replacement rollout containers for solid waste and recycling collection.
- 2 Services & Charges provides for the cost of solid waste and recycling collection, as well as disposal costs at the landfill, and tree trimming for alleys and easements. The increase in collection cost reflects the contractual increases from the Town's third-party solid waste collector.



Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
General Fund	\$ -	\$ -	\$ -	\$ -	
Capital Projects Fund	84,000	84,000	84,000	92,400	10.00%
Utility Fund	68,800	61,300	62,400	62,400	1.79%
Total Department	\$ 152,800	\$ 145,300	\$ 146,400	\$ 154,800	6.54%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

- 1 The transfer to the Capital Projects Fund represents a 5% franchise fee based on solid waste and recycling revenue.
- 2 The transfer to the Utility Fund represents administrative costs for billing and collection of solid waste services.

OTHER FUNDS

Storm Water Utility Fund – This special revenue fund accounts for the collection of fees to protect the public health and safety from loss of life and property caused by surface water overflows, surface water stagnation and pollution arising from non-point source runoff within the Town.

Equipment Replacement Fund – This internal service fund is used to account for the accumulation of resources for the future replacement of equipment owned and operated by the Town.

Technology Replacement Fund – The purpose of this internal service fund is to account for accumulated resources ultimately used for the future replacement of the Town's computer information systems hardware and software.

Building Maintenance & Investment Fund – As an internal service fund, this fund accounts for resources provided by other operational funds for the maintenance and future improvements to Town facilities.

Truancy Prevention Fund – This special revenue fund accounts for the Local Consolidated Fee charged to defendants as specified by state law as related to juvenile case managers.

Municipal Jury Fund – This special revenue fund accounts for the Local Consolidated Fee charged to defendants as specified by state law as related to juror reimbursements.

Forfeited Property Fund – This special revenue fund accounts for the forfeited assets as a result of criminal activities and the funding of crime prevention programs and equipment.

Court Technology Fund – This special revenue fund accounts for the Local Consolidated Fee charged to defendants as specified by state law as related to technological enhancements for Municipal Court.

Court Security Fund – This special revenue fund accounts for the Local Consolidated Fee charged to defendants as specified by state law as related to security for Municipal Court.

Library Fund – Accounts for the receipt of royalty revenues restricted to the Library.

DPS Technology Fund – This fund accounts for the receipt and expenditure of resources allocated to technology acquisitions and upgrades for the Department of Public Safety.

Debt Service Fund – The purpose of a debt service fund is to account for and report resources that are restricted, committed, or assigned to expenditure for principal and interest (GASB Statement No. 54). The Town of Highland Park, as of September 30, 2021, does not have any outstanding debt. The Town funds capital projects on a pay-as-you-go basis and does not maintain a debt service fund.

Reserve Fund – The purpose of the Reserve Fund is to account for proceeds from land sales. Resources are Committed for Capital Projects.

Capital Projects Fund – The purpose of the Capital Projects Fund is to account for large dollar capital projects and infrastructure maintenance projects that have a governmental purpose (e.g., roads, bridges, sidewalks, parks, etc.).

**STORM WATER DRAINAGE UTILITY FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 2,391,657	\$ 2,409,850	\$ 2,561,438	\$ 3,624,734
REVENUES/SOURCES OF FUNDS				
Charges for Services	\$ 470,650	\$ 543,324	\$ 564,780	\$ 635,689
Interest	134,831	112,947	162,741	137,000
Total Revenues	\$ 605,481	\$ 656,271	\$ 727,521	\$ 772,689
Other Sources:				
Transfers In	\$ 1,600,000	\$ 3,000,000	\$ 3,000,000	\$ 2,700,000
Total Other Sources:	1,600,000	3,000,000	3,000,000	2,700,000
Total Revenues/Sources:	\$ 2,205,481	\$ 3,656,271	\$ 3,727,521	\$ 3,472,689
EXPENSES/USES OF FUNDS				
Supplies & Equipment	5,825	7,600	7,600	7,600
Services & Charges	145,373	186,385	186,125	198,685
Capital Outlay	1,777,294	3,070,000	2,325,000	2,975,000
Total Expenditures	\$ 1,928,492	\$ 3,263,985	\$ 2,518,725	\$ 3,181,285
Transfers	107,208	145,500	145,500	155,400
Total Expenditures/Uses of Funds	\$ 2,035,700	\$ 3,409,485	\$ 2,664,225	\$ 3,336,685
Excess of Revenues/Sources Over Expenses/Uses	\$ 169,781	\$ 246,786	\$ 1,063,296	\$ 136,004
ENDING FUND BALANCE	\$2,561,438	\$ 2,656,636	\$ 3,624,734	\$ 3,760,738

**EQUIPMENT REPLACEMENT FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 3,769,029	\$ 4,264,238	\$ 4,078,848	\$ 4,301,255
REVENUES/SOURCES OF FUNDS				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest	167,490	160,615	224,912	222,567
Sale of Assets	45,256	10,000	10,000	10,000
Contributions	-	-	-	-
Total Revenues	\$ 212,746	\$ 170,615	\$ 234,912	\$ 232,567
Transfers	563,900	551,650	551,650	551,650
Total Revenues/Sources	\$ 776,646	\$ 722,265	\$ 786,562	\$ 784,217
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Vehicle Disposal	3,394	1,250	1,250	-
Rolling Stock Acquisition	463,433	493,002	493,002	73,670
Equipment Acquisition	-	69,903	69,903	80,662
Total Expenditures	\$ 466,827	\$ 564,155	\$ 564,155	\$ 154,332
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 466,827	\$ 564,155	\$ 564,155	\$ 154,332
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 309,819	\$ 158,110	\$ 222,407	\$ 629,885
ENDING FUND BALANCE	\$ 4,078,848	\$ 4,422,348	\$ 4,301,255	\$ 4,931,140

EQUIPMENT INVENTORY AND REPLACEMENT SCHEDULE

Department/ Equipment Type	VIN (Last 4)	Equipment Make	Equipment Model	Year Purchased	Scheduled Replacement
PUBLIC SAFETY					
Administration	4941	Chevrolet Tahoe	2015	2015	2026
Administration	6495	Chevrolet Tahoe	2021	2021	2026
Administration	4483	Chevrolet Tahoe	2021	2021	2026
CID	5037	Chevrolet Tahoe	2022	2022	2027
CID	7716	Chevrolet Tahoe	2022	2022	2027
CID	9448	Chevrolet Tahoe	2022	2022	2027
Fire Apparatus	2082	Pierce	2011	2011	2031
Fire Apparatus	8465	Pierce	2017	2017	2037
Fire Apparatus	3538	Pierce	2021	2021	2041
MICU	6639	International	2010	2010	2026
MICU	2794	International	2018	2017	2032
MICU	7129	International	2022	2022	2037
Animal Services	1769	Dodge	2013	2013	2026
Police	7888	Chevrolet Tahoe	2019	2019	2024
Police	8694	Chevrolet Tahoe	2019	2019	2024
Police	8004	Chevrolet Tahoe	2019	2019	2024
Police	9427	Chevrolet Tahoe	2019	2019	2024
Police	8074	Chevrolet Tahoe	2019	2019	2024
Police	2825	Chevrolet Tahoe	2022	2022	2027
Police	2815	Chevrolet Tahoe	2022	2022	2027
Police	2820	Chevrolet Tahoe	2022	2022	2027
STREET					
Dump Truck	4906	Ford	2019	2019	2029
Pickup	3663	Chevrolet	2018	2018	2028
Pickup	9414	Chevrolet	2018	2018	2028
Asphalt Roller	1008	Bomag	2015	2015	2025
Snow Plow	5953	Ford	2010	2010	2025
Truck w/ Arial lift	7821	Ford	2019	2020	2030
Pickup	1837	Chevrolet	2012	2012	2024
PARKS					
Truck w/ Arial lift	8247	Chevrolet	2008	2008	2026
Pickup	1319	Chevrolet	2018	2018	2026
Truck w/ Landscape body	3818	Chevrolet	2018	2018	2026
Loader/Backhoe	0257	John Deere	2012	2012	2026
Pickup	5690	Chevrolet	2018	2018	2026
Pickup	9275	Chevrolet	2021	2021	2027
Pickup	5664	Chevrolet	2022	2023	2028
SERVICE CENTER					
Front-End Loader	758	Case	2011	2011	2030
Pickup	9970	Chevrolet	2013	2013	2026
WATER					
Pickup	9427	Chevrolet	2022	2021	2032
Pickup	9155	Chevrolet	2013	2013	2024
Pickup	6902	Chevrolet	2018	2018	2028
Pickup	6245	Chevrolet	2018	2018	2028
Mini Excavator	3927	Case	2023	2023	2033
Backhoe	5019	Case	2023	2023	2033
SEWER					
Truck-4 ½ Ton w/ Flusher	8644	Ford	2019	2019	2029
Dump Truck	1795	Ford	2019	2020	2029
Pickup	0486	Chevrolet	2018	2018	2028

**TECHNOLOGY REPLACEMENT FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 3,315,336	\$ 3,251,289	\$ 3,231,256	\$ 2,884,565
REVENUES/SOURCES OF FUNDS				
Interest	\$ 185,373	\$ 152,203	\$ 194,289	\$ 148,000
Sale of Assets	-	-	-	-
Contributions	96,344	104,976	157,464	210,000
Total Revenues	\$ 281,717	\$ 257,179	\$ 351,753	\$ 358,000
Transfers	426,457	321,383	321,383	321,785
Total Revenues/Sources	\$ 708,174	\$ 578,562	\$ 673,136	\$ 679,785
EXPENDITURES/USES OF FUNDS				
Services & Charges	\$ -	\$ 33,000	\$ 33,000	\$ -
Technology Equipment Acquisition	792,254	986,827	986,827	446,859
Total Expenditures	\$ 792,254	\$ 1,019,827	\$ 1,019,827	\$ 446,859
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 792,254	\$ 1,019,827	\$ 1,019,827	\$ 446,859
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (84,080)	\$ (441,265)	\$ (346,691)	\$ 232,926
ENDING FUND BALANCE	\$ 3,231,256	\$ 2,810,024	\$ 2,884,565	\$ 3,117,491

Town of Highland Park
Technology Asset Replacement Schedule
For the Fiscal Year Ending September 30, 2025

Fund	Dept	Department	Description	Estimated Cost
1	2	DPS	Watch Guard Body Camera System Equipment & Maintenance	\$ 187,539
1	17	IT	Replace Firewalls	\$ 27,320
1	17	IT	Replacement Computers & Deployment Services	\$ 160,000
1	17	IT	Avigilon Access Controls	\$ 72,000
Total				\$ 446,859

The purchase of Body Cameras, including body worn cameras for individual officers, in-car and motorcycle mounted cameras, cameras for the DPS interview room, and related hardware and software to integrate, transfer, and redact images was completed in FY 2021. Ongoing software maintenance and cloud storage will be required through FY 2027.

The Town will be replacing 48 laptop and desktop computers in FY 2025. The current inventory for desktop and laptop computers is 144 units.

**BUILDING MAINTENANCE & INVESTMENT FUND
STATEMENT OF REVENUES & EXPENDITURES**

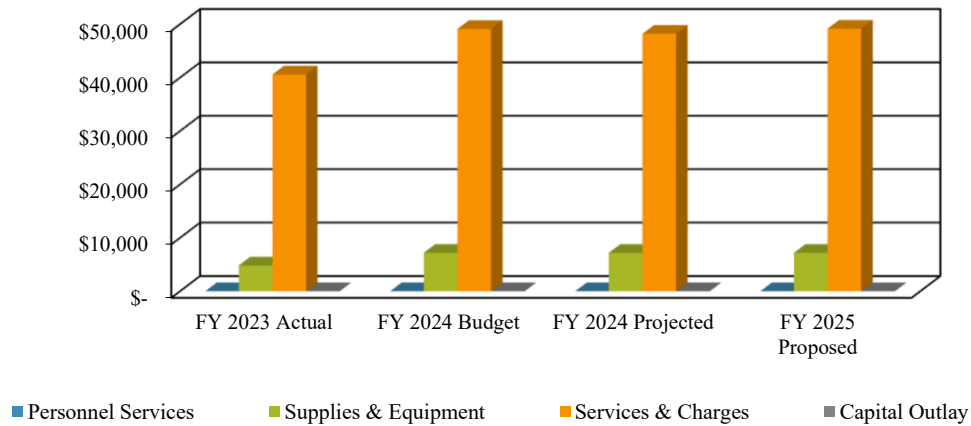
	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 1,212,568	\$ 1,416,491	\$ 1,498,415	\$ 1,542,450
REVENUES/SOURCES OF FUNDS				
Interest	\$ 74,009	\$ 71,528	\$ 93,830	\$ 70,000
Miscellaneous	20,784	18,516	-	-
Total Revenues	\$ 94,793	\$ 90,044	\$ 93,830	\$ 70,000
Transfers	711,446	708,500	708,500	689,600
Total Revenues/Sources	\$ 806,239	\$ 798,544	\$ 802,330	\$ 759,600
EXPENDITURES/USES OF FUNDS				
Personnel Services	\$ 86,420	\$ 121,638	\$ 117,575	\$ 124,525
Supplies & Equipment	41,715	42,700	43,440	44,060
Services & Charges	363,713	452,213	421,002	445,050
Capital Outlay	28,544	176,278	176,278	252,000
Total Expenditures	\$ 520,392	\$ 792,829	\$ 758,295	\$ 865,635
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 520,392	\$ 792,829	\$ 758,295	\$ 865,635
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 285,847	\$ 5,715	\$ 44,035	\$ (106,035)
ENDING FUND BALANCE	\$ 1,498,415	\$ 1,422,206	\$ 1,542,450	\$ 1,436,415



Service Center

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ -	\$ -	\$ -	\$ -	-
Supplies & Equipment	4,834	7,200	7,200	7,200	0.00%
Services & Charges	40,589	49,128	48,217	49,179	0.10%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 45,423	\$ 56,328	\$ 55,417	\$ 56,379	0.09%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

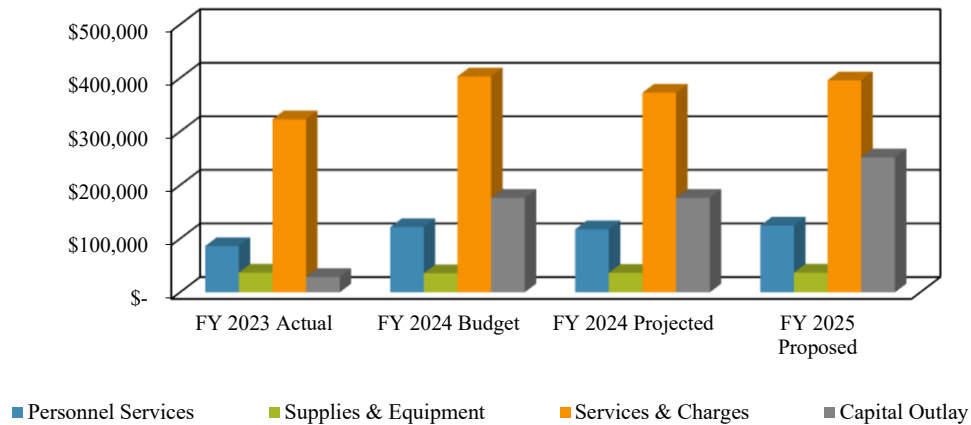
- 1 Supplies & Equipment includes custodial items and supplies for the employee breakroom. These costs are remaining constant.
- 2 Services & Charges is remaining relatively flat and includes utilities for the service center and funds for minor repairs to the building.



Municipal Building

EXPENDITURE SUMMARY

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed	% Change 2024 to 2025
Personnel Services	\$ 86,420	\$ 121,638	\$ 117,575	\$ 124,525	2.37%
Supplies & Equipment	36,881	35,500	36,240	36,860	3.83%
Services & Charges	323,124	403,085	372,785	395,871	-1.79%
Capital Outlay	28,544	176,278	176,278	252,000	-
Total Department	\$ 474,969	\$ 736,501	\$ 702,878	\$ 809,256	9.88%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

- 1 Personnel Services includes one full time employee and reflects compensation adjustments proposed for FY 2025.
- 2 Supplies & Equipment includes supply items for Town Hall such as seasonal decorations and special projects (\$10,500), custodial supplies (\$7,000), bulbs, ceiling tiles, and funding for general maintenance within DPS and Town Hall throughout the year (\$15,800).
- 3 Services & Charges includes the cost of janitorial services (\$22,560), preventative maintenance for the HVAC system (\$55,000) DPS bay door maintenance (\$11,200), building utility services (\$153,969) and funding for repairs and maintenance.
- 4 Capital items identified within this fund include the replacement of the fire panel at Town Hall (\$50,000), roof repair (\$40,000), recarpeting at the Library (\$95,000), replacement of an air handler unit (\$17,000), plant controls (\$30,000) and bathroom updates at the pool (\$20,000).

**TRUANCY PREVENTION
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 52,591	\$ 68,585	\$ 69,526	\$ 88,591
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 13,832	\$ 15,000	\$ 15,068	\$ 15,100
Interest	3,103	2,498	3,997	3,773
Total Revenues	\$ 16,935	\$ 17,498	\$ 19,065	\$ 18,873
Transfers	-	-	-	-
Total Revenues/Sources	\$ 16,935	\$ 17,498	\$ 19,065	\$ 18,873
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Service & Charges	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-
Total Expenditures/Uses	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 16,935	\$ 17,498	\$ 19,065	\$ 18,873
ENDING FUND BALANCE	\$ 69,526	\$ 86,083	\$ 88,591	\$ 107,464

MUNICIPAL JURY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 1,052	\$ 1,370	\$ 1,391	\$ 1,772
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 277	\$ 300	\$ 301	\$ 300
Interest	62	50	80	75
Total Revenues	\$ 339	\$ 350	\$ 381	\$ 375
Transfers	-	-	-	-
Total Revenues/Sources	\$ 339	\$ 350	\$ 381	\$ 375
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Service & Charges	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 339	\$ 350	\$ 381	\$ 375
ENDING FUND BALANCE	\$ 1,391	\$ 1,720	\$ 1,772	\$ 2,147

FORFEITED PROPERTY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 31,213	\$ 34,374	\$ 32,581	\$ 44,106
REVENUES/SOURCES OF FUNDS				
Forfeitures	\$ -	\$ 2,500	\$ 4,025	\$ 2,500
Interest	1,368	2,746	7,500	6,877
Total Revenues	\$ 1,368	\$ 5,246	\$ 11,525	\$ 9,377
Transfers	-	-	-	-
Total Revenues/Sources	\$ 1,368	\$ 5,246	\$ 11,525	\$ 9,377
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Service & Charges	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 1,368	\$ 5,246	\$ 11,525	\$ 9,377
ENDING FUND BALANCE	\$ 32,581	\$ 39,620	\$ 44,106	\$ 53,483

COURT TECHNOLOGY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 106,053	\$ 110,554	\$ 111,328	\$ 111,621
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 22,793	\$ 26,657	\$ 24,765	\$ 23,700
Interest	5,641	4,637	6,175	5,753
Total Revenues	\$ 28,434	\$ 31,294	\$ 30,940	\$ 29,453
Transfers	-	-	-	-
Total Revenues/Sources	\$ 28,434	\$ 31,294	\$ 30,940	\$ 29,453
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ 2,304	\$ 2,804	\$ 3,604	\$ 3,504
Service & Charges	20,855	20,181	27,043	21,423
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ 23,159	\$ 22,985	\$ 30,647	\$ 24,927
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 5,275	\$ 8,309	\$ 293	\$ 4,526
ENDING FUND BALANCE	\$ 111,328	\$ 118,863	\$ 111,621	\$ 116,147

COURT SECURITY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 31,013	\$ 29,382	\$ 30,350	\$ 31,786
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 22,351	\$ 26,124	\$ 24,336	\$ 23,300
Interest	1,586	1,293	1,700	1,478
Total Revenues	\$ 23,937	\$ 27,417	\$ 26,036	\$ 24,778
Transfers	-	-	-	-
Total Revenues/Sources	\$ 23,937	\$ 27,417	\$ 26,036	\$ 24,778
EXPENDITURES/USES OF FUNDS				
Services & Charges	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	24,600	24,600	24,600	24,600
Total Expenditures/Uses	\$ 24,600	\$ 24,600	\$ 24,600	\$ 24,600
Excess Revenues/Sources Over Expenditures/Uses	\$ (663)	\$ 2,817	\$ 1,436	\$ 178
ENDING FUND BALANCE	\$ 30,350	\$ 32,199	\$ 31,786	\$ 31,964

LIBRARY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 326,377	\$ 366,459	\$ 359,319	\$ 388,292
REVENUES/SOURCES OF FUNDS				
Interest	\$ 17,466	\$ 14,630	\$ 19,755	\$ 18,200
Library Donations	52,870	56,538	51,656	53,800
Total Revenues	\$ 70,336	\$ 71,168	\$ 71,411	\$ 72,000
Transfers	-	-	-	-
Total Revenues/Sources	\$ 70,336	\$ 71,168	\$ 71,411	\$ 72,000
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ 36,223	\$ 41,538	\$ 41,538	\$ 43,187
Services & Charges	1,171	900	900	1,220
Total Expenditures	\$ 37,394	\$ 42,438	\$ 42,438	\$ 44,407
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 37,394	\$ 42,438	\$ 42,438	\$ 44,407
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 32,942	\$ 28,730	\$ 28,973	\$ 27,593
ENDING FUND BALANCE	\$ 359,319	\$ 395,189	\$ 388,292	\$ 415,885

DPS TECHNOLOGY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 291,870	\$ -	\$ -	\$ -
REVENUES/SOURCES OF FUNDS				
Interest	\$ -	\$ -	\$ -	\$ -
Fiber Line Lease Receipts	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -
Transfers	-	-	-	-
Total Revenues/Sources	\$ -	\$ -	\$ -	\$ -
EXPENDITURES/USES OF FUNDS				
Services & Charges	\$ -	\$ -	\$ -	\$ -
Technology Equipment Acquisition	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	291,870	-	-	-
Total Expenditures/Uses	\$ 291,870	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (291,870)	\$ -	\$ -	\$ -
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -

**RESERVE FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 10,219,403	\$ 10,023,488	\$ 9,964,946	\$ 4,762,219
REVENUES/SOURCES OF FUNDS				
Interest	\$ 345,543	\$ 417,013	\$ 401,214	\$ 216,255
Total Revenues	\$ 345,543	\$ 417,013	\$ 401,214	\$ 216,255
Transfers	-	-	-	-
Total Revenues/Sources	\$ 345,543	\$ 417,013	\$ 401,214	\$ 216,255
EXPENDITURES/USES OF FUNDS				
Capital Outlay	\$ -	\$ 3,700,000	\$ 3,603,941	\$ -
Total Expenditures	\$ -	\$ 3,700,000	\$ 3,603,941	\$ -
Transfers	\$ 600,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Total Expenditures/Uses	\$ 600,000	\$ 5,700,000	\$ 5,603,941	\$ 2,000,000
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (254,457)	\$ (5,282,987)	\$ (5,202,727)	\$ (1,783,745)
ENDING FUND BALANCE	\$ 9,964,946	\$ 4,740,501	\$ 4,762,219	\$ 2,978,474

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Capital Projects Fund

The purpose of the Capital Projects Fund is to account for large dollar capital projects and infrastructure maintenance projects that have a governmental purpose (e.g., roads, bridges, sidewalks, parks, etc.).

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CAPITAL PROJECTS FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2023 Actual	FY 2024 Budget	FY 2024 Projected	FY 2025 Proposed
BEGINNING FUND BALANCE	\$ 8,219,484	\$ 11,990,593	\$ 12,065,697	\$ 15,453,158
REVENUES/SOURCES OF FUNDS				
Interest	\$ 554,296	\$ 513,186	\$ 822,158	\$ 675,000
Contributions	3,584,383	3,418,906	4,805,335	16,326,414
Total Revenues	\$ 4,138,679	\$ 3,932,092	\$ 5,627,493	\$ 17,001,414
Transfers	9,221,094	5,374,582	5,374,582	5,455,046
Total Revenues/Sources	\$ 13,359,773	\$ 9,306,674	\$ 11,002,075	\$ 22,456,460
EXPENDITURES/USES OF FUNDS				
Capital Projects	\$ 8,315,735	\$ 5,715,202	\$ 6,346,914	\$ 25,346,729
Total Expenditures	\$ 8,315,735	\$ 5,715,202	\$ 6,346,914	\$ 25,346,729
Transfers	1,197,825	1,267,700	1,267,700	986,000
Total Expenditures/Uses	\$ 9,513,560	\$ 6,982,902	\$ 7,614,614	\$ 26,332,729
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 3,846,213	\$ 2,323,772	\$ 3,387,461	\$ (3,876,269)
ENDING FUND BALANCE	\$12,065,697	\$ 14,314,365	\$ 15,453,158	\$ 11,576,889

TOWN OF HIGHLAND PARK, TEXAS

CAPITAL PROJECTS FUND

FISCAL YEARS 2025-2034

Project/Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
Beginning Balance	\$ 12,065,697	\$ 15,453,158	\$ 11,576,889	\$ 11,178,091	\$ 10,760,663
Annual Project Funding					
General Fund CIP Transfer	\$ 1,267,856	\$ 1,294,481	\$ 1,321,665	\$ 1,349,420	\$ 1,377,758
Solid Waste Fund 5% Transfer	84,000	92,400	93,324	94,257	95,200
Utility Fund 5% W&S Transfer	578,502	622,121	644,443	668,067	692,567
Supplemental General Fund Transfer	2,035,944	2,037,764	2,490,218	1,746,254	2,510,806
Increased CIP Revenue from Growth in Property Values - 2014	342,651	342,651	342,651	342,651	342,651
Increased CIP Revenue from Growth in Property Values - 2015	705,188	705,188	705,188	705,188	705,188
Increased CIP Revenue from Growth in Property Values - 2016	360,441	360,441	360,441	360,441	360,441
Contributions - DART	3,463,604	2,026,414	600,000	-	-
Intergovernmental Revenue					
TCEQ	461,000	-	-	-	-
NCTCOG	-	12,400,000	-	-	-
City of Dallas	-	400,000	-	-	-
External Funding	-	500,000	-	-	-
Dallas County MCIP	880,731	1,000,000	500,000	1,000,000	2,400,000
Dallas County Road and Bridge	-	-	-	-	-
Interest Revenue	822,158	675,000	289,422	279,452	269,017
Total Annual Project Funding	\$ 11,002,075	\$ 22,456,460	\$ 7,347,351	\$ 6,545,730	\$ 8,753,627
Expenditures					
Park Renovation/Rehabilitation Program	\$ 251,462	\$ 259,509	\$ 267,813	\$ 276,383	\$ 285,227
Lakeside Park Phase I Improvements	1,500,000	-	-	-	-
Lakeside Park Phase II Improvements	500,000	-	-	-	-
DPS Needs Assessment	125,000	-	-	-	-
DPS Radio Equipment	-	975,000	-	-	-
Street Light Program	154,800	159,754	164,866	170,142	175,587
Sidewalk Rehabilitation Program	200,000	206,400	213,005	219,821	226,855
Street Resurfacing & Miscellaneous Concrete	1,178,940	1,216,666	1,255,599	1,295,778	1,337,243
Traffic Signal Upgrades	202,588	200,000	-	-	-
Pavement Asset Management Plan Update (5-year)	89,500	-	-	-	-
Bridge Rehabilitation (Mockingbird and Beverly)	-	-	500,000	-	-
Transportation Improvement Program	564,624	17,300,000	-	-	-
Transportation Improvement Project - Administration	-	500,000	-	-	-
Potomac Reconstruction	1,500,000	-	-	-	-
Swimming Pool Improvements	-	77,400	-	-	-
Service Center Generator	80,000	-	-	-	-
Beverly Drive/Miramar Avenue HB Creek Roadway Crossings	-	1,822,000	-	-	-
Holland Avenue - Town limits to Westside	-	700,000	-	-	-
Beverly Drive Reconstruction - Westside Drive to Eastern	-	1,030,000	-	-	-
Eastern Avenue Reconstruction - Westside Dr to Mockingbird Ln	-	-	2,314,890	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady	-	-	1,836,826	-	-
Westside Drive Reconstruction - Lemmon to Bordeaux	-	-	-	1,337,122	-
Hillcrest Avenue Reconstruction - Princeton to Drexel	-	-	-	1,464,467	-
Preston Road/Armstrong/Lakeside Drive Intersection Reconstruction	-	-	-	848,966	5,953,377
Lomo Alto Drive Reconstruction - Lemmon to Westway	-	-	-	-	1,796,837
Douglas Avenue Reconstruction - Beverly to North Town Limits	-	-	-	-	-
Abbott Avenue Reconstruction - Armstrong to Harvard	-	-	-	-	-
Beverly Drive Reconstruction - Drexel to East Town Limits	-	-	-	-	-
Westside Drive Reconstruction - Bordeaux to Beverly	-	-	-	-	-
Westside Drive Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Roland Avenue Reconstruction - Bordeaux Av to Mockingbird	-	-	-	-	-
Hillcrest Avenue Reconstruction - Abbott to Princeton	-	-	-	-	-
Armstrong Parkway Reconstruction - Arcady to Beverly	-	-	-	-	-
Lomo Alto Drive Reconstruction - Westway to Arcady	-	-	-	-	-
Lomo Alto Drive Reconstruction - Arcady to Beverly	-	-	-	-	-
Beverly Drive Reconstruction - Preston to Drexel	-	-	-	-	-
Lomo Alto Drive Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Armstrong Parkway Reconstruction - Douglas to Arcady	-	-	-	-	-
Armstrong Parkway Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Mockingbird Lane Rehabilitation - DNT to Hillcrest	-	-	-	-	-
Contingency	-	900,000	300,000	650,000	350,000
Total Expenditures	\$ 6,346,914	\$ 25,346,729	\$ 6,852,999	\$ 6,262,680	\$ 10,125,126
Transfers-Out					
Storm Water Fund	\$ 1,000,000	\$ 700,000	\$ 600,000	\$ 400,000	\$ 350,000
Utility Fund	267,700	286,000	293,150	300,479	307,991
Total Transfers-Out	\$ 1,267,700	\$ 986,000	\$ 893,150	\$ 700,479	\$ 657,991
Total Expenditures & Transfers Out	\$ 7,614,614	\$ 26,332,729	\$ 7,746,149	\$ 6,963,159	\$ 10,783,117
Ending Balance*	\$ 15,453,158	\$ 11,576,889	\$ 11,178,091	\$ 10,760,663	\$ 8,731,173
Construction Contingency	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Over(Under) Contingency	\$ 13,453,158	\$ 9,576,889	\$ 9,178,091	\$ 8,760,663	\$ 6,731,173

**Excludes FY 2023-24.



2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	Total**
\$ 8,731,173	\$ 9,059,760	\$ 7,204,594	\$ 6,291,696	\$ 5,337,298	\$ 5,777,143	\$ 15,453,158
\$ 1,406,691	\$ 1,436,232	\$ 1,466,393	\$ 1,497,187	\$ 1,528,628	\$ 1,560,729	\$ 14,239,184
96,152	97,114	98,085	99,066	100,057	101,058	966,713
717,975	744,327	771,657	800,002	829,400	859,579	7,350,137
3,884,312	2,867,231	3,058,190	3,663,245	3,977,401	4,203,028	30,438,449
342,651	342,651	342,651	342,651	342,651	342,651	3,426,510
705,188	705,188	705,188	705,188	705,188	705,188	7,051,880
360,441	360,441	360,441	360,441	360,441	360,441	3,604,410
-	-	-	-	-	-	2,626,414
-	-	-	-	-	-	-
-	-	-	-	-	-	12,400,000
-	-	-	-	-	-	400,000
-	-	-	-	-	-	500,000
500,000	-	1,000,000	1,500,000	1,000,000	1,000,000	9,900,000
-	-	-	-	-	250,000	250,000
218,279	226,494	180,115	157,292	133,432	144,429	2,572,933
\$ 8,231,690	\$ 6,779,679	\$ 7,982,720	\$ 9,125,072	\$ 8,977,198	\$ 9,527,102	\$ 95,726,631
\$ 294,354	\$ 303,773	\$ 313,494	\$ 323,526	\$ 333,879	\$ 344,563	\$ 3,002,521
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	975,000
181,206	187,005	192,989	199,165	205,538	212,115	1,848,367
234,114	241,606	249,337	257,316	265,550	274,048	2,388,052
1,380,035	1,424,196	1,469,770	1,516,803	1,565,341	1,615,432	14,076,863
-	-	-	-	-	-	200,000
-	-	-	-	-	-	-
-	-	-	-	-	-	500,000
-	-	-	-	-	-	17,300,000
-	-	-	-	-	-	500,000
-	-	-	-	-	-	-
-	-	-	-	-	-	77,400
-	-	-	-	-	-	-
-	-	-	-	-	-	1,822,000
-	-	-	-	-	-	700,000
-	-	-	-	-	-	1,030,000
-	-	-	-	-	-	2,314,890
-	-	-	-	-	-	1,836,826
-	-	-	-	-	-	1,337,122
-	-	-	-	-	-	1,464,467
-	-	-	-	-	-	6,802,343
-	-	-	-	-	-	1,796,837
2,181,664	-	-	-	-	-	2,181,664
2,716,039	-	-	-	-	-	2,716,039
-	3,381,866	-	-	-	-	3,381,866
-	2,122,816	-	-	-	-	2,122,816
-	-	1,470,318	-	-	-	1,470,318
-	-	1,585,186	-	-	-	1,585,186
-	-	936,179	-	-	-	936,179
-	-	1,596,673	-	-	-	1,596,673
-	-	-	1,675,473	-	-	1,675,473
-	-	-	1,786,781	-	-	1,786,781
-	-	-	3,330,442	-	-	3,330,442
-	-	-	-	1,595,449	-	1,595,449
-	-	-	-	3,523,133	-	3,523,133
-	-	-	-	-	1,497,535	1,497,535
-	-	-	-	-	2,791,497	2,791,497
250,000	300,000	400,000	300,000	350,000	300,000	4,100,000
\$ 7,237,411	\$ 7,961,262	\$ 8,213,946	\$ 9,389,505	\$ 7,838,889	\$ 7,035,190	\$ 96,263,738
\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ -	\$ 3,800,000
315,691	323,583	331,673	339,965	348,464	357,176	3,204,172
\$ 665,691	\$ 673,583	\$ 681,673	\$ 689,965	\$ 698,464	\$ 357,176	\$ 7,004,172
\$ 7,903,102	\$ 8,634,845	\$ 8,895,619	\$ 10,079,470	\$ 8,537,353	\$ 7,392,366	\$ 103,267,910
\$ 9,059,760	\$ 7,204,594	\$ 6,291,696	\$ 5,337,298	\$ 5,777,143	\$ 7,911,879	\$ 7,911,879
\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
\$ 7,059,760	\$ 5,204,594	\$ 4,291,696	\$ 3,337,298	\$ 3,777,143	\$ 5,911,879	\$ 5,911,879

TOWN OF HIGHLAND PARK, TEXAS

STORM WATER FUND

FISCAL YEARS 2025-2034

Project/Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
Beginning Balance	\$ 2,561,438	\$ 3,624,734	\$ 3,760,738	\$ 3,120,149	\$ (160,639)
Revenues					
Storm Water Charges	\$ 564,780	\$ 635,689	\$ 743,756	\$ 870,195	\$ 1,018,128
Interest Earnings	\$ 162,741	\$ 137,000	94,018	78,004	-
Total Revenues	\$ 727,521	\$ 772,689	\$ 837,775	\$ 948,198	\$ 1,018,128
Transfer-In as Advance from Reserve Fund	\$ 2,000,000	\$ 2,000,000	2,000,000	-	-
Transfer-In from Capital Projects Fund	1,000,000	700,000	600,000	400,000	350,000
Total Transfers-In	3,000,000	2,700,000	2,600,000	400,000	350,000
Total Revenues & Transfers - In	\$ 3,727,521	\$ 3,472,689	\$ 3,437,775	\$ 1,348,198	\$ 1,368,128
Expenditures					
Supplies & Equipment	\$ 7,600	\$ 7,600	\$ 7,767	\$ 7,938	\$ 8,113
Services & Charges	186,125	198,685	203,056	207,523	212,089
Total Operating Expenditures	\$ 193,725	\$ 206,285	\$ 210,823	\$ 215,461	\$ 220,202
Capital Outlay:					
Master Plan & Improvements for Hackberry Creek	\$ 1,300,000	\$ 500,000	\$ 3,000,000	\$ 2,100,000	\$ -
Drainage Easement Projects	250,000	1,200,000	-	-	-
Exall and Connor Lake Bathymetry Studies	-	50,000	-	-	-
Stormwater Analysis - Master Plan	-	75,000	-	-	-
Exall & Conner Lakes Dredging	250,000	1,000,000	-	750,000	-
Holland Ave - Town limits to Westside	-	150,000	-	-	-
Potomac & Auburndale Reconstruction	525,000	-	-	-	-
Eastern Avenue Reconstruction - Westside Dr to Mockingbird Ln	-	-	52,020	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady	-	-	56,702	-	-
Westside Drive Reconstruction - Lemmon to Bordeaux	-	-	-	764,070	-
Hillcrest Avenue Reconstruction - Princeton to Drexel	-	-	-	37,142	-
Lomo Alto Drive Reconstruction - Lemmon to Westway	-	-	-	-	1,780,601
Douglas Avenue Reconstruction - Beverly to North Town Limits	-	-	-	-	-
Abbott Avenue Reconstruction - Armstrong to Harvard	-	-	-	-	-
Westside Drive Reconstruction - Bordeaux to Beverly	-	-	-	-	-
Westside Drive Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Hillcrest Avenue Reconstruction - Abbott to Princeton	-	-	-	-	-
Armstrong Parkway Reconstruction - Arcady to Beverly	-	-	-	-	-
Lomo Alto Drive Reconstruction - Westway to Arcady	-	-	-	-	-
Lomo Alto Drive Reconstruction - Arcady to Beverly	-	-	-	-	-
Beverly Drive Reconstruction - Preston to Drexel	-	-	-	-	-
Lomo Alto Drive Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Armstrong Parkway Reconstruction - Douglas to Arcady	-	-	-	-	-
Armstrong Parkway Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Total Capital Outlay	\$ 2,325,000	\$ 2,975,000	\$ 3,108,722	\$ 3,651,212	\$ 1,780,601
Total Expenditures	\$ 2,518,725	\$ 3,181,285	\$ 3,319,545	\$ 3,866,673	\$ 2,000,803
Transfer to Reserve Fund for Repayment of Advance	-	-	600,000	600,000	600,000
Transfers Out to Utility Fund	145,500	155,400	158,819	162,313	165,884
Total Transfers-In	145,500	155,400	758,819	762,313	765,884
Total Expenditures & Transfers-Out	\$ 2,664,225	\$ 3,336,685	\$ 4,078,364	\$ 4,628,986	\$ 2,766,687
Ending Balance	\$ 3,624,734	\$ 3,760,738	\$ 3,120,149	\$ (160,639)	\$ (1,559,198)

Note: Revenues reflect a 17% increase in rates in each year.

* *Excludes FY 2023-24.

2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	Total**
\$ (1,559,198)	\$ (2,642,520)	\$ (2,628,440)	\$ (3,199,646)	\$ (5,023,363)	\$ (4,932,716)	\$ 3,624,734
\$ 1,191,209	\$ 1,393,715	\$ 1,630,647	\$ 1,907,857	\$ 2,232,192	\$ 2,611,665	\$ 14,235,053
-	-	-	-	-	-	309,022
\$ 1,191,209	\$ 1,393,715	\$ 1,630,647	\$ 1,907,857	\$ 2,232,192	\$ 2,611,665	\$ 14,544,075
-	-	-	-	-	-	4,000,000
350,000	350,000	350,000	350,000	350,000	-	\$ 3,800,000
350,000	350,000	350,000	350,000	350,000	-	7,800,000
\$ 1,541,209	\$ 1,743,715	\$ 1,980,647	\$ 2,257,857	\$ 2,582,192	\$ 2,611,665	\$ 22,344,075
\$ 8,291	\$ 8,473	\$ 8,659	\$ 8,849	\$ 9,044	\$ 9,243	\$ 83,977
216,755	221,524	226,398	231,379	236,469	241,671	2,195,549
\$ 225,046	\$ 229,997	\$ 235,057	\$ 240,228	\$ 245,513	\$ 250,914	\$ 2,279,526
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600,000
-	-	-	-	-	-	1,200,000
-	-	-	-	-	-	50,000
-	-	-	-	-	-	75,000
750,000	-	750,000	-	750,000	-	4,000,000
-	-	-	-	-	-	150,000
-	-	-	-	-	-	-
-	-	-	-	-	-	52,020
-	-	-	-	-	-	56,702
-	-	-	-	-	-	764,070
-	-	-	-	-	-	37,142
-	-	-	-	-	-	1,780,601
835,789	-	-	-	-	-	835,789
44,163	-	-	-	-	-	44,163
-	726,375	-	-	-	-	726,375
-	-	287,171	-	-	-	287,171
-	-	45,947	-	-	-	45,947
-	-	456,603	-	-	-	456,603
-	-	-	1,581,740	-	-	1,581,740
-	-	-	1,095,502	-	-	1,095,502
-	-	-	383,133	-	-	383,133
-	-	-	-	609,497	-	609,497
-	-	-	-	101,583	-	101,583
-	-	-	-	-	427,867	427,867
\$ 1,629,952	\$ 726,375	\$ 1,539,721	\$ 3,060,374	\$ 1,461,080	\$ 427,867	\$ 20,360,905
\$ 1,854,998	\$ 956,372	\$ 1,774,778	\$ 3,300,602	\$ 1,706,593	\$ 678,781	\$ 22,640,431
600,000	600,000	600,000	600,000	600,000	600,000	5,400,000
169,533	173,263	177,075	180,971	184,952	189,021	1,717,231
769,533	773,263	777,075	780,971	784,952	789,021	7,117,231
\$ 2,624,531	\$ 1,729,635	\$ 2,551,853	\$ 4,081,573	\$ 2,491,545	\$ 1,467,802	\$ 29,757,662
\$ (2,642,520)	\$ (2,628,440)	\$ (3,199,646)	\$ (5,023,363)	\$ (4,932,716)	\$ (3,788,853)	\$ (3,788,853)

TOWN OF HIGHLAND PARK, TEXAS

UTILITY FUND

FISCAL YEARS 2025-2034

Project/Funding Source	*	*	*	*	*
	2023-24	2024-25	2025-26	2026-27	2027-28
Beginning Balance	\$ 10,547,693	\$ 6,497,650	\$ 4,226,367	\$ 5,662,124	\$ 4,018,623
Revenues					
Water Sales	\$ 9,424,917	\$ 9,176,886	\$ 9,534,785	\$ 9,906,642	\$ 10,293,001
Sewer Charges	3,057,631	3,265,533	3,354,068	3,454,690	3,558,331
Permit Revenue	62,120	62,000	64,000	64,000	64,000
Interest Earnings	748,224	286,000	105,659	141,553	100,466
Intergovernmental Revenue	-	192,500	-	865,946	-
City of Dallas	-	486,250	-	-	-
Other Revenues	125,630	114,000	105,659	141,553	100,466
Total Revenues	\$ 13,418,522	\$ 13,583,169	\$ 13,164,171	\$ 14,574,384	\$ 14,116,263
Transfers-In	475,600	503,800	514,884	526,211	537,788
Total Revenues & Transfers-In	\$ 13,894,122	\$ 14,086,969	\$ 13,679,055	\$ 15,100,595	\$ 14,654,051
Expenditures					
Personnel Services	\$ 1,869,335	\$ 2,433,152	\$ 2,524,395	\$ 2,619,060	\$ 2,717,275
Supplies & Equipment	261,979	307,531	316,757	326,260	336,048
Water Purchases	4,188,181	4,013,740	4,214,427	4,425,148	4,646,406
Services & Charges	1,506,233	1,855,557	1,761,224	1,814,061	1,868,483
Total Operating Expenditures	\$ 7,825,728	\$ 8,609,980	\$ 8,816,803	\$ 9,184,529	\$ 9,568,212
Capital Outlay:					
Water & Sanitary Sewer Infrastructure Replace./Rehab.	\$ 350,000	\$ 2,573,216	\$ 350,000	\$ 2,740,483	\$ 350,000
30" Interceptor - Transportation Project	-	385,000	-	-	-
30" Interceptor - Wycliffe to Armstrong	-	-	-	1,731,891	-
30" Interceptor - Beverly to Mockingbird	-	-	-	-	-
Transportation Project - Water and Sewer	-	1,412,500	-	-	-
Holland Elevated Storage Tank Replacement	7,600,000	300,000	-	-	-
Decommission Holland EST	-	300,000	-	-	-
Holland Ave - Town limits to Westside	-	450,000	-	-	-
Eastern Avenue Reconstruction - Westside Dr to Mockingbird Ln	-	-	567,018	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady	-	-	281,948	-	-
Westside Drive Reconstruction - Lemmon to Bordeaux	-	-	-	397,953	-
Hillcrest Avenue Reconstruction - Princeton to Drexel	-	-	-	403,259	-
Lomo Alto Drive Reconstruction - Lemmon to Westway	-	-	-	-	654,871
Douglas Avenue Reconstruction - Beverly to North Town Limits	-	-	-	-	-
Abbott Avenue Reconstruction - Armstrong to Harvard	-	-	-	-	-
Westside Drive Reconstruction - Bordeaux to Beverly	-	-	-	-	-
Roland Avenue Reconstruction - Mockingbird Ln to Bordeaux Av	-	-	-	-	-
Hillcrest Avenue Reconstruction - Abbott to Princeton	-	-	-	-	-
Armstrong Parkway Rehabilitation - Arcady to Beverly	-	-	-	-	-
Lomo Alto Drive Reconstruction - Westway to Arcady	-	-	-	-	-
Lomo Alto Drive Reconstruction - Arcady to Beverly	-	-	-	-	-
Armstrong Parkway Reconstruction - Douglas to Arcady	-	-	-	-	-
Armstrong Parkway Reconstruction - Beverly to Mockingbird	-	-	-	-	-
Total Capital Expenditures	\$ 7,950,000	\$ 5,420,716	\$ 1,198,966	\$ 5,273,586	\$ 1,004,871
Total Expenditures	\$ 15,775,728	\$ 14,030,696	\$ 10,015,769	\$ 14,458,115	\$ 10,573,083
Transfers-Out	\$ 2,168,437	\$ 2,327,556	2,227,529	2,285,980	2,346,075
Total Expenditures & Transfer-Out	\$ 17,944,165	\$ 16,358,252	\$ 12,243,298	\$ 16,744,096	\$ 12,919,158
Operating Reserve	\$ 2,340,639	\$ 2,578,854	\$ 2,599,973	\$ 2,700,611	\$ 2,805,430
Capital & Rate Stabilization Reserve	4,157,011	1,647,513	3,062,151	1,318,012	2,948,086
Ending Balance	6,497,650	4,226,367	5,662,124	4,018,623	5,753,516
Ideal Fund Balance (25% of Operating Expenses)	\$ 2,340,639	\$ 2,578,854	\$ 2,599,973	\$ 2,700,611	\$ 2,805,430
Over(Under) Ideal Fund Balance	\$ 4,157,011	\$ 1,647,513	\$ 3,062,151	\$ 1,318,012	\$ 2,948,086

* Includes a 6.5% adjustment water and sewer rates for FY 2025, and then a 3.9% adjustment to water rates and a 3% adjustment to sewer rates each year beyond FY 2025.

* *Excludes FY 2023-24

*	*	*	*	*	*	
2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	Total**
\$ 5,753,516	\$ 4,186,199	\$ 6,593,048	\$ 4,662,506	\$ 6,828,918	\$ 5,781,573	\$ 6,497,650
\$ 10,694,428	\$ 11,111,511	\$ 11,544,859	\$ 11,995,109	\$ 12,462,919	\$ 12,942,741	\$ 109,662,880
3,665,081	3,775,033	3,888,284	4,004,933	4,125,081	4,248,833	37,339,867
64,000	64,000	64,000	64,000	64,000	64,000	638,000
143,838	104,655	164,826	116,563	170,723	144,539	1,478,822
-	-	-	-	-	201,134	1,259,580
						486,250
143,838	104,655	164,826	116,563	170,723	144,539	1,306,822
\$ 14,711,185	\$ 15,159,854	\$ 15,826,796	\$ 16,297,167	\$ 16,993,445	\$ 17,745,786	\$ 152,172,221
549,619	561,711	574,069	586,699	599,606	612,797	5,567,184
\$ 15,260,804	\$ 15,721,565	\$ 16,400,865	\$ 16,883,866	\$ 17,593,051	\$ 18,358,583	\$ 157,739,405
\$ 2,819,173	\$ 2,924,892	\$ 3,034,575	\$ 3,148,372	\$ 3,266,436	\$ 3,388,927	\$ 28,876,257
346,129	356,513	367,208	378,224	389,571	401,258	3,525,499
4,878,726	5,122,662	5,378,795	5,647,735	5,930,122	6,226,628	50,484,390
1,924,537	1,982,273	2,041,741	2,102,993	2,166,083	2,231,065	19,748,017
\$ 9,968,565	\$ 10,386,340	\$ 10,822,319	\$ 11,277,324	\$ 11,752,212	\$ 12,247,878	\$ 102,634,163
\$ 2,918,680	\$ 350,000	\$ 3,122,988	\$ 350,000	\$ 3,341,597	\$ 350,000	\$ 16,446,964
-	-	-	-	-	-	385,000
-	-	-	-	-	-	1,731,891
-	-	-	-	-	402,268	402,268
-	-	-	-	-	-	1,412,500
-	-	-	-	-	-	300,000
-	-	-	-	-	-	300,000
-	-	-	-	-	-	450,000
-	-	-	-	-	-	567,018
-	-	-	-	-	-	281,948
-	-	-	-	-	-	397,953
-	-	-	-	-	-	403,259
-	-	-	-	-	-	654,871
412,374	-	-	-	-	-	412,374
1,120,642	-	-	-	-	-	1,120,642
-	106,985	-	-	-	-	106,985
-	-	769,619	-	-	-	769,619
-	-	218,250	-	-	-	218,250
-	-	861,514	-	-	-	861,514
-	-	-	398,364	-	-	398,364
-	-	-	87,874	-	-	87,874
-	-	-	-	873,613	-	873,613
-	-	-	-	-	380,326	380,326
\$ 4,451,696	\$ 456,985	\$ 4,972,372	\$ 836,239	\$ 4,215,210	\$ 1,132,594	\$ 28,963,236
\$ 14,420,261	\$ 10,843,326	\$ 15,794,691	\$ 12,113,563	\$ 15,967,422	\$ 13,380,473	\$ 131,597,399
2,407,861	2,471,390	2,536,715	2,603,891	2,672,975	2,743,712	24,623,684
\$ 16,828,122	\$ 13,314,716	\$ 18,331,406	\$ 14,717,454	\$ 18,640,396	\$ 16,124,185	\$ 156,221,083
\$ 2,914,612	\$ 3,028,351	\$ 3,146,845	\$ 3,270,303	\$ 3,398,947	\$ 3,533,003	\$ 3,533,003
1,271,587	3,564,697	1,515,661	3,558,615	2,382,626	4,482,969	4,482,969
4,186,199	6,593,048	4,662,506	6,828,918	5,781,573	8,015,972	8,015,972
\$ 2,914,612	\$ 3,028,351	\$ 3,146,845	\$ 3,270,303	\$ 3,398,947	\$ 3,533,003	\$ 3,533,003
\$ 1,271,587	\$ 3,564,697	\$ 1,515,661	\$ 3,558,615	\$ 2,382,626	\$ 4,482,969	\$ 4,482,969

10-YEAR FINANCIAL FORECAST BASIC ASSUMPTIONS

General Fund

Revenues:

- Property tax revenue is based on estimated taxable assessed values (T.A.V.) and the tax rate projected for each fiscal year. The Town's taxable assessed value is projected to grow at a rate of 4.5% per year. The tax rate is projected at the voter approval rate each year and anticipates 1.014% of annual growth in T.A.V. related to new construction.
- Building and permits revenue is indexed at 3.0% per year.
- Sales tax is indexed at 2.5% which is more conservative than historical trends.
- Interest revenue is based on 2.5% of fund balance for years after FY 2026.
- Transfers-in is indexed at 2.2% per year.
- Other operational revenues are indexed based on five-year trends ranging from 1.0% to 4.0% based on the revenue category.

Expenditures:

- Payroll expense is indexed at 3.75% each year. This amount is up from prior years reflecting the return to annual merit increases of up to 6% for first responders in the Department of Public Safety.
- Payroll taxes (FICA) and retirement contributions are projected at a factor of payroll expense based on the percentage of payroll budgeted for each category in the Adopted Budget. Health Insurance is projected to increase at a rate of 5% per year.
- "Supplies & Equipment" and "Services and Charges" are projected to grow at 3.0% per year.
- Most capital/equipment is funded from the Capital Projects Fund, Equipment Replacement Fund and Technology Replacement Fund; however, \$10,000 per year has been allocated in fiscal year 2025-26 and thereafter to address unanticipated capital needs in the General Fund.
- "Transfers to Other Funds" represents the General Fund's portion of funding for future replacement of equipment, technology and building maintenance. This expense is indexed at 2.2% per year.
- Transfers to the Capital Projects Fund is a function of the difference between operating revenues and expenses, while maintaining ideal fund balance (17% of operating expenses) within the General Fund.
- Project costs have been updated to reflect current costs and are adjusted for future inflation at 2% per year. A construction contingency was added beginning in fiscal year 2022 – 2023.

Storm Water Drainage Utility Fund

Revenues:

- The financial forecast reflects storm water revenues being indexed each year by 17%. This change from the prior strategy of adjusting each year by the rate of inflation is to address future capital needs within this fund.
- A transfer from the Capital Improvement Fund of \$700,000 for fiscal year 2024-25 and transfers ranging between \$350,000 and \$600,000 per year for the remaining nine years is anticipated.
- The Storm Water Drainage Utility Fund also anticipates an internal loan from the Reserve Fund to facilitate improvements to Hackberry Creek. The internal loan will be repaid over 10 years from the year that all the funds are provided.

Expenditures:

- "Supplies & Equipment" and "Services & Charges" are indexed at 2.2% each year.
- Transfers-out is indexed at 2.2% per year.

Utility Fund

Utility rates are set to meet the annual revenue requirement within the Utility Fund. This fund includes the cost of capital expenditures, and the Utility Fund uses a Pay-as-You-Go funding strategy. It should be noted, however, that it is not uncommon for cities to use debt to fund relatively large capital improvements to utility systems. The ten-year financial model includes an annual water and sewer rate adjustment. For FY 2024-25, an increase of 6.5% for water and sewer rates is proposed to address increasing operating costs. These increases are attributed to additional personnel, a 4.7% increase in the cost of treated water purchased from the Dallas County Park Cities Municipal Utility District and a 16.4% increase in the cost of sewer treatment provided by the City of Dallas.

TOWN OF HIGHLAND PARK, TEXAS
10- YEAR FINANCIAL MODEL - PAY AS YOU GO
GENERAL FUND & CAPITAL PROJECTS FUND

GENERAL FUND

Estimated Tax Rate Per \$100 T.A.V.

	2023-24	2024-25	2025-26	2026-27	2027-28
BEGINNING FUND BALANCE	\$ 6,388,614	\$ 6,643,008	\$ 6,755,412	\$ 6,396,353	\$ 7,079,292
REVENUES:					
Property Taxes	\$ 18,442,898	\$ 19,408,610	\$ 20,372,319	\$ 21,378,797	\$ 22,435,099
Sales Taxes	6,800,193	7,020,752	7,196,271	7,376,178	7,560,582
Franchise Fees	1,006,175	995,600	1,005,556	1,015,612	1,025,768
Building Inspection Fees/Permits	1,513,236	1,719,600	1,771,188	1,824,324	1,879,054
Municipal Court Fines/Fees	351,606	428,829	433,117	437,448	441,822
Interest Earnings	629,417	601,000	350,000	378,081	403,930
All Other	2,133,629	2,085,895	2,169,331	2,256,104	2,346,348
TOTAL REVENUES	\$ 30,877,154	\$ 32,260,286	\$ 33,297,782	\$ 34,666,544	\$ 36,092,603
Transfers from Other Funds	1,448,200	1,575,100	1,609,752	1,645,167	1,681,361
TOTAL REVENUES & TRANSFERS-IN	\$ 32,325,354	\$ 33,835,386	\$ 34,907,534	\$ 36,311,711	\$ 37,773,964
EXPENDITURES:					
Personnel Services:					
Payroll	15,077,721	15,959,538	\$ 16,558,021	\$ 17,178,947	\$ 17,823,158
Taxes	1,098,100	1,162,234	1,193,833	1,238,602	1,285,050
Retirement (TMRS)	1,952,077	2,003,323	2,185,659	2,267,621	2,352,657
Insurance	1,773,481	1,882,095	1,976,200	2,075,010	2,178,760
Total Personnel	\$ 19,901,379	\$ 21,007,190	\$ 21,913,713	\$ 22,760,180	\$ 23,639,625
Supplies & Equipment	1,278,858	1,311,571	\$ 1,350,918	\$ 1,391,446	\$ 1,433,189
Services & Charges	4,717,173	5,215,097	5,301,550	5,460,597	5,624,415
Capital Outlay:					
Equipment	16,000	10,000	10,000	10,000	10,000
CIP	-	-	-	-	-
TOTAL EXPENDITURES	\$ 25,913,410	\$ 27,543,858	\$ 28,576,181	\$ 29,622,223	\$ 30,707,229
Transfers to Capital Projects Fund	4,712,080	4,740,525	5,220,163	4,503,954	5,296,844
Transfers to Other Funds	1,445,470	1,438,600	1,470,249	1,502,595	1,535,652
TOTAL EXPENDITURES & TRANSFERS-OUT	\$ 32,070,960	\$ 33,722,983	\$ 35,266,593	\$ 35,628,772	\$ 37,539,725
ENDING FUND BALANCE	\$ 6,643,008	\$ 6,755,412	\$ 6,396,353	\$ 7,079,292	\$ 7,313,532
FUND BALANCE MINIMUM	\$ 4,648,290	\$ 4,925,318	\$ 5,106,193	\$ 5,289,519	\$ 5,479,590
FUND BALANCE SURPLUS	\$ 1,994,718	\$ 1,830,094	\$ 1,290,160	\$ 1,789,773	\$ 1,833,942

CAPITAL PROJECTS FUND

Beginning Balance	\$ 12,065,697	\$ 15,453,158	\$ 11,576,889	\$ 11,173,098	\$ 10,749,949
Total Annual Project Funding (1)	11,002,075	22,456,460	7,342,359	6,540,009	8,747,112
Total Expenditures	7,614,614	26,332,729	7,746,149	6,963,159	10,783,117
Ending Balance*	\$ 15,453,158	\$ 11,576,889	\$ 11,173,098	\$ 10,749,949	\$ 8,713,943
Construction Contingency	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Over(Under) Contingency	\$ 13,453,158	\$ 9,576,889	\$ 9,173,098	\$ 8,749,949	\$ 6,713,943

PROPERTY TAX ASSUMPTIONS

Property Tax Revenue	\$ 18,442,898	\$ 19,408,610	\$ 20,372,319	\$ 21,378,797	\$ 22,435,099
Property Values (2)	\$ 8,457,359,481	\$ 9,425,060,294	\$ 9,849,188,007	\$ 10,292,401,468	\$ 10,755,559,534
Tax Rate	0.220530	0.207681	0.208573	0.209469	0.210369

(1) Includes funding from other funds and external sources.

(2) Growth in taxable assessed value (T.A.V.) projected at 4.5% per year after FY 2024-25.

2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
\$ 7,313,532	\$ 6,500,597	\$ 7,027,899	\$ 7,735,096	\$ 8,259,005	\$ 8,903,728
\$ 23,543,693	\$ 24,707,166	\$ 25,918,061	\$ 27,209,613	\$ 28,554,549	\$ 29,965,916
7,749,597	7,943,337	8,141,920	8,345,468	8,554,105	8,767,958
1,036,026	1,046,386	1,056,850	1,067,419	1,078,093	1,088,874
1,935,426	1,993,489	2,053,294	2,114,893	2,178,340	2,243,690
446,240	450,702	455,209	459,761	464,359	469,003
418,926	408,068	430,967	458,942	482,946	510,354
2,440,202	2,537,810	2,639,322	2,744,895	2,854,691	2,968,879
\$ 37,570,110	\$ 39,086,958	\$ 40,695,623	\$ 42,400,991	\$ 44,167,083	\$ 46,014,674
1,718,351	1,756,155	1,794,790	1,834,275	1,874,629	1,915,871
\$ 39,288,461	\$ 40,843,113	\$ 42,490,413	\$ 44,235,266	\$ 46,041,712	\$ 47,930,545
\$ 18,491,526	\$ 19,184,958	\$ 19,904,394	\$ 20,650,809	\$ 21,425,214	\$ 22,228,660
1,333,239	1,383,235	1,435,107	1,488,923	1,544,758	1,602,686
2,440,881	2,532,414	2,627,380	2,725,907	2,828,128	2,934,183
2,287,698	2,402,083	2,522,187	2,648,297	2,780,712	2,919,747
\$ 24,553,345	\$ 25,502,691	\$ 26,489,068	\$ 27,513,936	\$ 28,578,812	\$ 29,685,277
\$ 1,476,185	\$ 1,520,471	\$ 1,566,085	\$ 1,613,068	\$ 1,661,460	\$ 1,711,304
5,793,147	5,966,941	6,145,949	6,330,327	6,520,237	6,715,844
10,000	10,000	10,000	10,000	10,000	10,000
-	-	-	-	-	-
\$ 31,832,677	\$ 33,000,103	\$ 34,211,102	\$ 35,467,331	\$ 36,770,509	\$ 38,122,425
6,699,283	5,711,743	5,932,863	6,568,712	6,914,309	7,172,037
1,569,436	1,603,964	1,639,251	1,675,314	1,712,171	1,749,839
\$ 40,101,396	\$ 40,315,810	\$ 41,783,216	\$ 43,711,357	\$ 45,396,989	\$ 47,044,301
\$ 6,500,597	\$ 7,027,899	\$ 7,735,096	\$ 8,259,005	\$ 8,903,728	\$ 9,789,972
\$ 5,676,659	\$ 5,880,991	\$ 6,092,860	\$ 6,312,550	\$ 6,540,356	\$ 6,776,585
\$ 823,938	\$ 1,146,908	\$ 1,642,236	\$ 1,946,455	\$ 2,363,372	\$ 3,013,387
\$ 8,713,943	\$ 9,035,151	\$ 7,171,666	\$ 6,249,429	\$ 5,284,587	\$ 5,712,792
8,224,310	6,771,360	7,973,382	9,114,629	8,965,558	9,514,479
7,903,102	8,634,845	8,895,619	10,079,470	8,537,353	7,392,366
\$ 9,035,151	\$ 7,171,666	\$ 6,249,429	\$ 5,284,587	\$ 5,712,792	\$ 7,834,904
\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
\$ 7,035,151	\$ 5,171,666	\$ 4,249,429	\$ 3,284,587	\$ 3,712,792	\$ 5,834,904
\$ 23,543,693	\$ 24,707,166	\$ 25,918,061	\$ 27,209,613	\$ 28,554,549	\$ 29,965,916
\$ 11,239,559,713	\$ 11,745,339,900	\$ 12,273,880,195	\$ 12,826,204,804	\$ 13,403,384,020	\$ 14,006,536,301
0.211273	0.212181	0.213009	0.214008	0.214928	0.215851

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PAY PLAN

For FY 2025, the Proposed Budget provides for an annual merit adjustment for first responders (Public Safety Officers and Dispatchers) up to 6%. All other full-time non-exempt employees and civilian exempt employees will be eligible for up to a 3.5% merit adjustment in FY 2025. This adjustment will be based on the score they receive on their annual performance evaluations to be provided at the end of the current fiscal year.

Any pay adjustment for FY 2025 will be limited by the maximum of the pay range for each employee. Employees may not receive base pay above the Maximum of the Pay Plan.

In FY 2024 a compensation survey was completed. The Pay Plans incorporated in the Town's FY 2025 Proposed Budget are designed to maintain equity in the Town's designated public-sector market and reflect an increase over the pay plans approved for FY 2024 of 3%. The market cities the Town benchmarks against include the following:

Addison
Frisco
Richardson
Southlake
University Park

The pay grades for Public Safety positions (all non-exempt) are structured based on market data for relative duties and responsibilities of the blended police and fire functions. The Public Safety Officer ("PSO") position is the anchor of the pay plan on which all other public safety positions and grades are determined. The target midpoint of the pay range for the PSO position is set at 20% above the average of the police officer position in our target market. The differential of 20% is to recognize the dual discipline duties of police and fire required by the PSO position and public safety supervisors.

Full-time employees (exempt and non-exempt) may earn up to \$2,100 per year for participation in the Town's Wellness Program, designed to promote a healthy lifestyle. This program appears to be effective in that the Town continues to see reductions in its cost for health care.

TOWN OF HIGHLAND PARK GRADED PAY PLAN
NON-EXEMPT EMPLOYEES
FISCAL YEAR 2025

Grade	Position	Hourly Base Pay Range	
		Minimum	Maximum
8	Communications Manager Superintendent Town Secretary	\$47.592	\$73.202
7	-	\$41.375	\$63.654
6	Accounting Supervisor Accreditation Manager Building Inspector Communications Supervisor Court Administrator Customer Service Supervisor Development Services Coordinator Facilities Maintenance Manager Town Services Coordinator	\$35.975	\$55.337
5	Alarm Specialist Construction Inspector Librarian Management Assistant Project Coordinator	\$31.275	\$48.133
4	Communications Specialist DPS Administrative Secretary Human Resources Coordinator Irrigation/Mosquito Inspector Parks Maintenance Worker III Plans Examiner Public Works Maintenance Worker III Secretary to the Director Senior Accounting Technician	\$27.201	\$41.842
3	Building Permit Technician Customer Service Specialist II Senior Court Clerk Finance & HR Administrative Assistant Library Administrative Assistant Parks Maintenance Worker II Public Works Maintenance Worker II	\$23.658	\$36.389
2	Court Clerk Library Associate/Assistant Public Works Maintenance Worker I	\$20.571	\$31.646
1	Parks Maintenance Worker I	\$17.887	\$27.509

Court Security Guards start at \$50.00/hour with 4 hours per week.

Base Minimum and Base Maximum reflect the range within each grade. These amounts do not reflect pay related to incentives or assignment pay.

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
PUBLIC SAFETY PERSONNEL
FISCAL YEAR 2025**

		Hourly Base Pay Range Shift Duty*			Hourly Base Pay Range Administration**	
Grade	Position	Minimum	Maximum		Minimum	Maximum
G	Captain	\$49.067	\$60.058		\$76.667	\$93.840
F	Lieutenant	\$42.659	\$52.239		\$66.654	\$81.623
E	Sergeant	\$37.089	\$45.417		\$57.952	\$70.964
D	Unassigned	-	-		-	-
C	Public Safety Officer	\$28.793	\$38.458		\$44.989	\$60.090
B	Fire Fighter or Police Officer	\$23.998	\$29.366		\$37.496	\$45.884
A	Public Safety Apprentice	\$22.905	\$25.494		\$35.789	\$39.834

Base Minimum and Base Maximum reflect the range within each grade. These amounts do not reflect pay related to incentives or assignment pay.

***Shift Duty is based on 3,250 hours in one year.**

****Administration is based on 2,080 hours in one year.**

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
EXEMPT POSITION
FISCAL YEAR 2025**

Grade	Position	Minimum	Maximum
E-4	Assistant Town Administrator Director of Public Safety	\$181,977	\$263,775
E-3	Assistant Director of Public Safety Director of Engineering	\$165,433	\$239,793
E-2	Deputy Chief Director of Finance	\$157,180	\$227,834
E-1	Development Services Director	\$145,272	\$210,156
E-0	Assistant Development Services Director Assistant Director of Engineering IT Manager Town Librarian	\$126,324	\$182,747

Exempt positions are not eligible for incentives or assignment pay.

INCENTIVE & ASSIGNMENT PAY

Additional training and responsibilities are required of numerous Town job positions. The Pay Plan includes the following incentives and assignments that the Town recognizes through additional pay. These pay types are not included in the pay ranges shown above, but rather are additions to base pay.

Incentive pay is provided in connection with a particular certification attained by the employee in connection with their specific job function. Assignment pay is provided in connection with a specific duty required by the Town.

Incentives are not cumulative. The Town will pay the incentive in connection with the highest certification attained. Multiple incentives will only be paid to an employee at the expressed approval of the Town Administrator.

Incentive and/or assignment pay must be approved by the department director and must be job appropriate for the position receiving the pay type.

Incentive Pay

Emergency Medical Technician	+2%
Paramedic	+8%
Crew Chief/Section Supervisor/Utility System Certification	+5%
Licensed Irrigator	+5%
Court Certification Level I	+2%
Court Certification Level II	+5%

Assignment Pay

Public Safety Investigator Assignment	+7.5%
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Budget Calendar Fiscal Year 2024 - 2025

March 11	Budget kick-off memo to departments.
March 25	Departments submit initial projection of FY 2023-24 revenues and expenditures to the Finance Department.
April 1	Departments submit base budget requests to the Finance Department. This includes any requests for non-capitalized and capitalized fixed assets.
April 5	Departments submit any new programs to the Finance Department. Departments submit proposed updates, changes, or revisions to the Town's Capital Improvement Plan.
April 8	Meet and discuss the Town's 10-year Capital Improvement Plan with Department Directors.
April 22 - May 3	Finance Department review of Departmental Budget Requests and updates, changes, or revisions to the Town's Capital Improvement Plan with Department Directors.
<u>May 7</u>	Departments submit revised projection of FY 2023-24 revenues and expenditures to the Finance Department.
May 10	Departments submit updated program descriptions, accomplishments, objectives, and key performance indicators to the Finance Department.
May 13	Receive preliminary taxable assessed values from Dallas Central Appraisal District (DCAD).
May 6 - 17	Departmental meetings with Town Administrator on Budget Requests.
June 14	Departments submit final projection of FY 2023-24 revenues and expenditures to the Finance Department.
June 18	Review and discuss with the Town Council the progress of the FY 2024-25 budget process and the Council's priorities and expectations of the FY 2024-25 Budget.
July 7	Deliver notice of the August 6 Public Hearing on the FY 2024-25 Proposed Budget to the newspaper. Provide notice to Town Secretary for publishing on website.
July 12	FY 2024-25 Proposed Budget delivered to the Town Council and the Town Secretary.
July 16	Review and discuss the Proposed Budget with Town Council. Council sets date to call Public Hearing on the FY 2024-25 Proposed Budget [Town Charter 9.05(A)] for August 6.

Budget Calendar Fiscal Year 2024 - 2025

July 17	Finance & Audit Advisory Committee meet to discuss proposed Capital Improvement Plan and Operational Budget for FY 2024-25.
July 25	Receive Certified Appraisal Roll from DCAD. Publication of the notice for the August 6 Public Hearing on the FY 2024-25 Proposed Budget in the newspaper.
<u>August 6</u>	Public Hearing on FY 2024-25 Proposed Budget.
August 6	Review and discuss a proposal to set a preliminary property tax rate for Fiscal Year 2024-25 and schedule one public hearing on the proposal. Town Council sets preliminary ad valorem tax rate. <i>NOTE: If a tax rate is proposed that exceeds the 'No-New-Revenue Tax Rate', take a record vote, publish the required notices, and schedule the required public meeting.</i> Call Public Hearing on Tax Increase for August 13. Deliver notice of Public Hearing on Tax Increase to the newspaper. Provide notice to Town Secretary for publishing on website. Announce date and time of Public Hearing to adopt the tax rate for August 13.
August 7	Publication of notice for the August 13 Public Hearing and Meeting to Vote on Tax Rate in the newspaper.
<u>August 13</u>	Public Hearing on the Tax Rate Town Council considers approval of: <ul style="list-style-type: none">○ FY 2024-25 Proposed Budget.○ Adoption of a tax rate.○ Master Fee Schedule.○ FY 2024-25 Pay Plan○ Call election on tax rate if necessary. Provide approved property tax ordinance and property tax rate to Dallas County Tax Office and the Dallas Central Appraisal District.

NOTE: Dates in bold indicate a Town Council study session; Dates in bold and underlined indicate a Town Council meeting; Dates in bold with an asterisk (*) indicate a special called meeting.

CHARTER OF THE TOWN OF HIGHLAND PARK, TEXAS

Chapter 9 Financial Administration

9.01 Director of Finance; Appointment. There shall be a Department of Finance, the director of which shall be appointed by the Town Administrator. The Director of Finance can be ex-officio Town Treasurer. The Director of Finance shall provide a bond with such surety and in such amount as the Council may require and the premiums on such bond shall be paid by the Town.

9.02 Director of Finance; Qualifications. The Director of Finance shall have knowledge of municipal accounting and taxation and shall have experience in budgeting and financial control.

9.03 Jurisdiction. The Director of Finance shall have custody of all public monies, funds, notes and bonds and other securities belonging to the Town. The Director of Finance shall make payments out of Town funds upon orders signed by the Town officers as herein provided. The Director of Finance shall render a full and accurate statement to the Town Administrator and the Council of receipts and payments at such times as the Town Administrator or Council may require, such statements to be made in such form as the Town Administrator may prescribe. The Director of Finance shall perform such other acts and duties as the Council may prescribe.

9.04 Fiscal Year. The fiscal year of the Town shall begin on the first day of October and end on the following September 30th, but the fiscal year may be changed by the Council by ordinance provided that no change shall be effective until six (6) months after final passage of such ordinance.

9.05 Annual Budget.

A. Preparation of Budget: The Department Heads of the Town shall prepare annual departmental budget requests for the ensuing fiscal year as directed by the Town Administrator and submit said requests to the Town Administrator for review. It shall be the duty of the Town Administrator to submit an annual budget not later than thirty (30) days prior to the end of the current fiscal year to the Council for its review, consideration and revision if desired. The Council shall call a public hearing or hearings on the budget. The Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

B. Adoption: The budget as adopted must set forth the appropriations for services, functions and activities of the various Town departments and agencies, and shall meet all fund requirements provided by law and required by bond covenants.

C. Failure to Adopt: If the Council fails to adopt the budget by the 15th day of September, the amounts appropriated for the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month to month basis with all items in it prorated accordingly until such time as the Council adopts a budget for the ensuing fiscal year. The levy of property tax will be set to equal the total current fiscal year tax receipts, unless the ensuing fiscal year budget is approved by September 15th of the current fiscal year.

9.06 Public Record. Copies of the budget as adopted shall be public records and shall be made available to the public upon request.

9.07 Appropriations. During the fiscal year the Council shall have the power to transfer funds allocated by the budget to one activity, function or department, to another activity, function or department, and to re-estimate revenues and expenditures.

9.08 Emergency Appropriations. At any time in the fiscal year the Council may make emergency appropriations to meet a pressing need for public expenditures in order to protect the public health, safety or welfare.

9.09 Borrowing. The Council shall have the power, except as prohibited by law, to borrow money by whatever method it may deem to be in the public interest.

9.10 General Obligation Bonds and Other Evidence of Indebtednesses. The Town shall have the power to borrow money on the credit of the Town and to issue general obligation bonds and other evidence of indebtednesses for permanent public improvements or for any other public purpose not prohibited by the Constitution and laws of the State of Texas, and to issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the Town previously issued. All such bonds shall be issued in conformity with the laws of the State of Texas.

9.11 Revenue Bonds. The Town shall have the power to borrow money for the purpose of constructing, acquiring, improving, extending or repairing of public utilities, recreational facilities or any other self-liquidating municipal function not prohibited by the Constitution and laws of the State of Texas, and to issue revenue bonds to evidence the obligation created thereby. Such bonds shall be a charge upon and payable from the properties, or interest therein pledged, or the income therefrom, or both. The holders of the revenue bonds shall never have the right to demand payment thereof out of monies raised or to be raised by taxation. All such bonds shall be issued in conformity with the laws of the State of Texas.

9.12 Bonds Incontestable. All bonds and evidences of indebtedness of the Town having been issued and sold and having been delivered to the purchaser thereof or delivered to the claimant thereof shall thereafter be incontestable and all bonds issued to refund outstanding bonds or other evidence of indebtednesses previously issued shall and after said issuance be incontestable.

9.13 Lapse of Appropriations. Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

9.14 Administration of Budget. Payments and Obligations Prohibited: No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the Town Administrator or the Town Administrator's designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriations and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable.

9.15 Financial Reports. The Town Administrator shall submit to the Council each month the financial condition of the Town by budget item, budget estimate versus accruals for the preceding month and for the fiscal year to date. The financial records of the Town will be maintained on an accrual basis to support this type of financial management.

9.16 Independent Audit. At the close of each fiscal year, and at such times as it may be deemed necessary, the Council shall cause an independent audit to be made of all accounts of the Town by a certified public accountant. The certified public accountant so selected shall have no personal interest, directly or indirectly, in the financial affairs of the Town or any of its officers. Upon completion of the audit, the results thereof in a summary form shall be placed on file in the Town Secretary's office as a public record for the public's information.

9.17 Purchasing. All purchases made and contracts executed by the Town shall be made in accordance with the requirements of the Constitution and Statutes of the State of Texas.

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FINANCIAL MANAGEMENT POLICIES

I. PURPOSE STATEMENT

The purpose of this Statement of Financial Management Policies is to provide guidelines, in accordance with the applicable Texas Statutes and the Town of Highland Park Charter, Ordinances and Resolutions, for the Director of Finance, hereinafter called Director, in planning and directing the Town of Highland Park, hereinafter called Town, in its day-to-day financial affairs and in developing recommendations to the Town Administrator and Town Council, hereinafter called Administrator and Council, respectively.

The scope of these policies generally spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash and investment management, expenditure control and debt management, all to make it possible both: (a) to present fairly and with full disclosure the financial position and results of financial operations of the Town in conformity to generally accepted accounting principles (GAAP), and (b) to determine and demonstrate compliance with finance-related legal and contractual provisions.

It is the goal of the Statement of Financial Management Policies to enable the Town to adhere to the principles of sound municipal finance and to continue its long-term stable and positive financial condition. The watchwords of the management of the Town's financial affairs shall, at all times, include integrity, prudent stewardship, planning, accountability, and full disclosure.

II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

- A. ACCOUNTING** - The Director shall be responsible for establishing and maintaining a chart of accounts and for the proper recording of financial transactions in accordance with GAAP. Additionally, the Town is solely responsible for its reporting of its financial affairs, both internally and externally.
- B. AUDITING** - The Town's Charter, in accordance with Chapter 103 of the Local Government Code of Texas, as amended, requires that its financial affairs be audited annually by outside independent accountants (auditors), selected and appointed by the Council under contract. The auditor selected shall be a CPA firm, registered as a partnership or corporation of certified public accountants, holding a license under Article 41a-1, Section 9, of the Civil Statutes of Texas, capable of demonstrating that it has sufficient staff which will enable it to conduct the Town's audit in accordance with generally accepted auditing standards as required by Town Charter and applicable state and federal laws. The auditor's written report of the Town's financial affairs shall be completed by no later than January 15th following the Town's fiscal year-end. The auditor's report, together with its management letter shall be presented to the Administrator, the Director and Council within the aforesaid 120 day period. Thereafter, the Administrator, the Director and auditor shall jointly review the auditor's report and management letter with the Council's Administrative Committee within 30 calendar days after their receipt by the Town.

Within fifteen (15) days of this joint review, the Director shall respond in writing to the Administrator and Administrative Committee regarding the auditor's management letter, addressing the issues contained therein. The Council shall schedule its formal acceptance of the auditor's report upon the resolution of any issues resulting from the joint review.

- C. AUDITORS RESPONSIBLE TO THE COUNCIL** -Auditors for the Town shall be responsible

to the Council and shall have access to direct communication with the Mayor and Council at such times as the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

- D. SELECTION/AUDITOR ROTATION** - The Council shall select the auditors for the Town each fiscal year. The selection may be by means of approving an engagement proposal from the incumbent firm or the Council may direct the Administrator and Director to obtain proposals from qualified CPA firms. As a benchmark, the Council may award a three (3) year engagement to the selected firm with two (2) one (1) year extensions. The Council shall however retain authority to review audit performance annually and act accordingly in regards to replacement and extensions.
- E. EXTERNAL FINANCIAL REPORTING** - Upon the completion and acceptance of the annual audit by the Town's auditors, the Town shall prepare a written comprehensive annual financial report (CAFR) which shall be presented to the Council within 180 calendar days after the Town's fiscal year end. The CAFR shall be prepared in accordance with generally accepted accounting principles (GAAP) and shall be presented annually to the Government Finance Officers Association (GFOA) for evaluation and consideration for the Certificate of Achievement for Excellence in Financial Reporting. If this time requirement cannot be met, the Director shall report to the Administrator and the Council of the delay and the reasons for same.
- F. INTERNAL FINANCIAL REPORTING** - The Director shall prepare monthly, a written summary of the Town's financial affairs and submit same to the Administrator and Council within thirty (30) calendar days following the end of each calendar month. Each such report shall accurately reflect the Town's current cash position, revenue and expenditure/expense performance as well as any additional information that reflects the Town's fiscal position.

III. OPERATING BUDGET

- A. PREPARATION** - Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The Town's annual operating budget, hereinafter called budget, is the Town's annual financial operating plan. It is comprised of governmental, capital projects, proprietary, internal service and special revenue funds. Budgets for the General Fund, Capital Projects Funds and Special Revenue Funds are prepared on the modified accrual basis of accounting. The budgets for the Utility (Proprietary) Fund and Internal Service Funds are prepared on a basis consistent with GAAP, except that capital purchases and depreciation are not considered until year-end when adjustments are made for financial reporting purposes.

- 1. **Proposed Budget** - A proposed budget shall be prepared by the Administrator and the Director with the participation of all of the Town's Department Directors/Heads, covering the operational and capital expenditures of the Town in accordance with the provisions of the Town Charter.

The budget shall include four (4) basic segments for review and evaluation. These segments are: 1) personnel costs, 2) operations and maintenance costs, 3) capital and (non-capital) project maintenance costs, and 4) revenues. Capital project costs shall reflect the approved Capital Improvement Plan ("CIP") which shall be updated and approved in conjunction with the adoption of the annual budget.

The budget review process shall include Council participation in the development of each of

the four (4) segments of the proposed budget and a called Public Hearing to allow for citizen participation in the budget preparation.

The budget process shall span sufficient time to allow for ample time to address policy and fiscal issues by the Council and shall include a designated time and place for soliciting citizen input.

A copy of the proposed budget shall be filed with the Town Secretary not less than thirty (30) days prior to the end of the fiscal year in accordance with the provisions of the Town Charter.

2. Adoption - Upon the presentation of both a proposed operating budget and a CIP acceptable to the Council, the Council shall call and publicize a public hearing and adopt, by Ordinance, said budget as the Town's Official Budget effective for the fiscal year beginning October 1st.
3. Amending the Official Budget - Amendments to the Official Budget shall be made at regularly scheduled Council meetings with a notice of the proposed amendment posted and publicized at least three (3) days prior to the meeting.

The Official Budget shall be submitted to the GFOA annually for evaluation and consideration for the Award for Distinguished Budget Presentation.

The Town's Utility (Proprietary) Fund, as set forth in the Town's budget, shall bear the applicable personnel and operating costs of the Town's general administration, information technology services, non-departmental specific expenditures, municipal building office space and other related costs plus the Town's Service Center operation based upon annual reviews of actual staff time allocation and facility use.

In addition to the aforesaid, the service rates for the sale of water, sanitary sewer services, solid waste collection/disposal services and recycling services shall include an amount equal to 5% of revenues for each respective service as street rental fees. These collected funds shall be transferred to the Capital Projects Fund toward funding of the Town's annual street resurfacing program.

All other direct expenses associated with the provision of utility services by the Town shall be expensed directly to the appropriate Department.

- B. BALANCED BUDGET** - It is desirable that the budget provide sufficient current revenues to fund that year's budgeted non-capital expenditures/expenses. Regardless of this objective, the budget shall be balanced with sources of working capital (revenues, cash surplus) equal to or greater than uses of working capital (expenditures/ expenses, capital outlays).
- C. BUDGET MANAGEMENT & PERFORMANCE** - The Director shall prepare and distribute monthly financial reports to enable the Department Directors to best manage their department budgets and to enable the Director to monitor and control the budget as authorized by the Administrator. Written summaries of the monthly financial reports shall be presented to the Council in accordance with Section II, Paragraph F, of this policy statement. Such reports shall be in a form which will enable the Council to be fully informed of the overall budget performance of

the Town.

- D. END OF YEAR APPROPRIATIONS** – For all Town funds for which a budget is required and/or prepared, excluding the Capital Projects Fund, unencumbered appropriations expire at the close of each fiscal year. Budgets for operating funds are prepared on a fiscal year basis. Capital projects, on the other hand, may span two or more years. Accordingly, individual projects are budgeted in the Capital Projects Fund and appropriations expire at project closure.
- E. PERFORMANCE MEASURES AND PRODUCTIVITY INDICATORS** Where appropriate, performance measures and productivity indicators shall be included in the annual budget. This information shall also be reported by the Administrator to the Council on a quarterly basis.

IV. REVENUE MANAGEMENT

- A. SIMPLICITY** - The Town, where possible and without sacrificing accuracy, shall strive to keep the Town's revenue system uncomplicated so as to reduce compliance costs for the taxpayer or service recipient and a corresponding decrease in the Town's costs of collection.

The criteria shall always be that the benefits of a revenue collected exceed the cost of producing that revenue.

- B. CERTAINTY** – An understanding of the revenue source increases the reliability of the Town's revenue system. The Director shall make every effort to determine its revenue sources and enact consistent collection policies in order that the revenues will occur to support the budget.
- C. EQUITY** - The Town shall make every effort to maintain equity in its revenue system structure; i.e., the Town shall endeavor, wherever possible, to minimize or eliminate all forms of subsidization between entities, funds, services, utilities and the Town's customers.
- D. REVENUE ADEQUACY** - The Town shall require that there be a balance in the its revenue system; i.e., the revenue base shall be fair as it applies to cost of service and ability to pay.
- E. DIVERSIFICATION AND STABILITY** - Wherever possible, the Town shall make every effort to maintain a diversified revenue system which provides a stable source of income to the Town which will protect it against fluctuations in the economy and variations in weather (related to the sale of treated water and sanitary sewer services).
- F. NON-RECURRING REVENUES** - It is desirable that non- recurring revenues not be used to finance the Town's current operations. Non-recurring Town revenues should be used only for one-time Town expenditures such as long-lived capital needs and not for budget balancing purposes.
- G. PROPERTY TAX REVENUES** - All real and business personal property located within the Town shall be valued at 100% of the fair market value for any given year based on the current appraisal supplied to the Town by the Dallas Central Appraisal District. A 99% collection rate shall serve each year as a goal for tax collections. The Town Council shall determine whether the Town collects its levied property taxes or contract with another governmental agency for same. The Town Council shall further decide upon a property tax attorney or firm for the collection of delinquent property taxes in accordance with the Texas Property Tax Code, as amended.

- H. USER-BASED FEE** - As a part of the Town's budget process, the Council shall review and adopt, where possible, service fees sufficient to offset the cost of services rendered by the Town. User charges shall be classified by the Council as "Full Cost Recovery" and "Partial Cost Recovery".
- I. UTILITY RATES** - As a part of the Town's budget process, the Council shall review and adopt utility service rates annually that, where possible, will generate revenues to fully cover the Town's operating expenses and to provide the Town with an adequate level of working capital.
- J. INTEREST INCOME** - The Director shall ensure, at all times, that the interest earned from the investment of Town money shall be distributed to the appropriate fund in accordance to the equity balance of the particular fund from which the money was provided for investment.
- K. REVENUE MONITORING** - All revenues actually received by the Town shall be regularly compared to budgeted revenues by the Director and where variances exist, these shall be audited by the Director. The results of such audits shall be summarized by the Director in the monthly financial report provided to the Council.

V. EXPENDITURE/EXPENSE CONTROL

- A. APPROPRIATIONS** - The Town's budget shall be a line- item budget. Overall budgetary control shall be the responsibility of the Administrator with each respective Department Director being responsible for the administration of his or her departmental budget.
- B. AMENDMENTS TO THE BUDGET** - In accordance with Town Charter, all budget amendments shall be approved by the Council.
- C. CENTRAL CONTROL** - No recognized salary or capital budgetary savings in any Department shall be spent by the Department Director without the prior authorization of the Administrator.
- D. PURCHASING** - All Town purchases and contracts over \$3,000 shall conform to Chapter 252, Subchapter B of the Local Government Code of Texas, as amended. Purchases of goods or services subject to the competitive bid process and purchases of goods or services by contract, in excess of the threshold established for competitive bidding within Chapter 252 of the Local Government Code, shall be submitted to the Council by the Administrator for Council approval. The adoption of the annual budget gives the Administrator the authority to approve all other purchases for goods or services in accordance with each department's approved budget. Contracts entered into by the Town for the purchase of goods or services will be reviewed by the Town Attorney prior to execution.

The purchase of goods or services at a total cost of \$1,000 or more must be made through the Town's purchase order system. Written purchase orders shall also be used for vendors requiring formal Town authorization regardless of the dollar amount.

Any payment for the purchase of goods or services by the Town at a total cost of less than \$1,000 may be made via a written Accounts Payable Voucher, signed and submitted by the applicable Department Director to the Town's Finance Department.

All documentation for the disbursement of funds by the Town's Finance Department shall require the signature of the Director in addition to the respective Department Director prior to processing.

In accordance with Section 252.0415 of the Texas Local Government Code, the Town is authorized to receive sealed bids or proposals electronically. To ensure the identification, security and confidentiality and prevent opening of submittals prior to the advertised opening date and time, these submittals shall be received in a password protected digital account only accessible at the date and time advertised for the opening. The information technology department, or third party used to collect the submittals, will certify that the submittals were not opened until the advertised date and time. Any bids submitted after the advertised date and time will not be considered. If any submitted bids are opened prior to the advertised opening date and time, all bids will be considered rejected and the process will be redone.

- E. PROMPT PAYMENT** - All invoices approved for payment by the proper Town authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt in accordance with the provisions of Article 601f, Section 2 of the State of Texas Civil Statutes.

The Director shall establish and maintain proper procedures which will enable the Town to take advantage of all purchase discounts, when possible, except in the instance where payments can be reasonably and legally delayed in order to maximize the amount of cash available for investing.

- F. EQUIPMENT FINANCING** - The applicable Town Department Director, the Administrator and the Director, when possible, shall evaluate the Town's option of equipment leasing in instances of Town equipment acquisitions of \$10,000 or more or in instances when the equipment has a useful life of five (5) or more years as an alternative for Council consideration in the acquisition of assets.

VI. ASSET MANAGEMENT

- A. INVESTMENTS** - The Director shall promptly invest all Town funds in accordance with the Town's Statement of Investment Policies as adopted by the Town Council.

- B. CASH MANAGEMENT** - The Town's cash flow shall be managed by the Director to maximize the cash available for investment. The Finance Department shall, as authorized by Council, affix, via mechanical or electronic means, a facsimile, bearing the joint signatures of the Town's Administrator and the Director, for the disbursement of Town issued checks for:

1. Payroll;
2. Federal income tax and social security tax transfers;
3. Texas Municipal Retirement System deposits;
4. Unemployment compensation claim reimbursements;
5. Payments of money held in trust where the Town acts as a collecting agent;
6. Utility services;
7. Employee benefits programs;
8. Installment payments approved by Council on contracts or projects;
9. Payments for expenditures/expenses for which the Council has specifically authorized payment;
10. Disbursements less than \$1,000

All other Town issued checks not meeting the above criteria shall be signed, in original, by two (2) authorized signatories. Payment authorization shall be in accordance with the pay authorization criteria as defined in the current Bank Depository Agreement, approved by Council, stipulating the

conditions and control procedures on such activity.

The Director may transfer funds, via electronic transfer, through verbal instructions to the Town's Depository only for payment of any obligation of the Town under the conditions applicable to the use of the facsimile machine under Paragraph B, this Section.

- C. FIXED ASSETS ACCOUNTING AND INVENTORY** - The Town's fixed assets shall be reasonably safeguarded and properly accounted for and sufficiently insured. Responsibility for the safeguarding of the Town's fixed assets lies with the Department Director in whose department the fixed asset is assigned. The Finance Department shall supervise the marking of fixed assets with numbered Town property tags and shall maintain the permanent records of the Town's fixed assets including description, cost, department of responsibility, date of acquisition, depreciation, and expected useful life.

The recording of the cost or value of capitalized fixed assets into the Town's financial records and fixed asset database shall be consistent with the definition of capitalized fixed assets with two (2) exceptions: 1) accessioned Library materials shall be capitalized annually on a lump-sum basis rather than on a per-item basis and 2) an asset accounted for in the Town's Equipment Replacement Fund (Internal Service Fund) shall be recorded regardless of cost or value and marked with numbered Town property tags to allow for inventory tracking.

Non-capitalized fixed assets shall be recorded in the Town's fixed asset data base at a financial reporting cost or value of \$0.

The Finance Department shall also perform an annual inventory of assets using random sampling at the department level. Such inventory shall be performed by the Director or his or her designated agent in the presence of designated department personnel from the department of responsibility.

- D. COMPUTER SYSTEM/DATA SECURITY** - The Town shall provide security of its computer system and data files through:

Physical security - computer systems infrastructure shall be in a location inaccessible to unauthorized personnel. Only authorized external access to the system via telephone, microwave or radio frequency shall be installed.

Password security - All users of the Town's financial management system shall be assigned his/her personal password for access into the system. Each user shall be given access permissions to only those data files and functions necessary to perform assigned duties. The Town Administrator shall designate the Information Technology Manager as the Master Security Officer on the Town's computer networks. The Master Security Officer may appoint other Town employees to serve as Security Officers. The Town shall take all precautions necessary to protect the integrity and safety of its information technology.

VII. FINANCIAL CONDITION

- A. NO OPERATING DEFICITS** - It is desirable that the Town's current expenditures/expenses be paid with current revenues of the Town. Deferrals, short-term loans or use of one-time sources should be avoided as budget balancing techniques. The Town's cash reserves should be used only for emergencies or for the payment of non-recurring expenditures as approved by the Council,

except when balances can be reduced due to their levels exceeding guideline minimums as stated in Section VII, Paragraph B., hereof.

B. FUND BALANCE - GOVERNMENTAL FUNDS

1. *Committed Fund Balance* - The Town Council is the Town's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is by Council action. The Council action must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period. The Council action may take the form of the Annual Budget or a separate ordinance or resolution. Examples of Committed Fund Balance include the Storm Water Drainage Utility Fund and the Employees' Christmas Fund (contributions committed for employee distribution).

The Town shall maintain a committed fund balance in the Capital Projects Fund of \$2,000,000.00 as conditions warrant. The Town Council shall have sole authority for the use of any portion, or all of, the committed fund balance in the Capital Projects Funds. Such decision to use the Capital Projects Fund's committed fund balance should include a plan for replenishing the committed fund balance of the Capital Projects Fund to its desired level.

2. *Assigned Fund Balance* - The Town Council has authorized the Town's Director of Fiscal and Human Resources to assign fund balance to a specific purpose in accordance to Generally Accepted Accounting Principles and in the normal conduct of business. An example is resources to be used to liquidate encumbrances related to purchase orders payable from assigned resources and any fund balance to be used in a subsequent fiscal year to "balance" the budget.

3. Minimum Unassigned Fund Balance

The Town shall maintain an unassigned fund balance in the General Fund equal to 17% of non-capital expenditures as approved by the Town Council in current Annual Budget.

If Unassigned Fund Balance exceeds the target set by policy, the Town may use surpluses for onetime expenditures. If unassigned fund balance falls below the target, the Town will reduce recurring expenditures to eliminate any structural deficit for such period as necessary until the unassigned fund balance meets the minimum balance as required by this policy.

4. Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Town Council, and Unassigned Fund Balance), the Town will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

At the close of each fiscal year, any operating surplus (revenues less expenditures less encumbrances) shall be transferred, by Council action, from the General Fund to the Capital Projects Fund.

C. NET WORKING CAPITAL - UTILITY FUND - The Town shall maintain Net Working Capital

at an amount equal to not less than twenty-five percent (25%) of non-capital expenditures as approved by the Town Council in the Annual Budget.

- D. RISK MANAGEMENT** - The Town shall provide, where possible, for the safety of the public and the Town's employees in order to minimize the Town's risk of loss of resources through liability claims.
- E. RISK FINANCING** - All reasonable options shall be investigated by the Director to finance risks. Such options may include risk transfer, insurance and risk retention.

VIII. INTERNAL CONTROLS

- A. WRITTEN PROCEDURES** - Wherever possible, written procedures shall be established and maintained by the Director for all activities involving cash handling and/or accounting throughout the Town. These procedures shall embrace the general concepts of fiscal responsibility outlined in this statement.
- B. DEPARTMENT DIRECTORS RESPONSIBLE** - Each Department Director shall be responsible to ensure that good internal controls are followed at all times throughout his or her department, that all approved, written Finance Department directives on internal controls are implemented and that all independent auditor internal control recommendations, as embraced by the Council and furnished by the Finance Department, are met.

IX. DEBT MANAGEMENT

- A. LONG-TERM DEBT** - Long-term debt shall not be used for operating purposes and the life of any Town issued debt shall not exceed the useful life of the asset or project financed with same.
- B. FINANCING ALTERNATIVES** - The Director shall be responsible for the evaluation, from time to time, of all financing alternatives permitted by State law in addition to long-term debt including leasing, current revenues and available reserves.
- C. RATINGS** - The Director shall make full disclosure of the Town's operations to both nationally recognized rating agencies, Standard & Poors and Moody's.

X. ANNUAL REVIEW OF POLICIES

The Town's Financial Management Policies shall be reviewed by the Director and Administrator at least annually and any proposed revisions shall be presented to the Council for approval.

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GLOSSARY

GLOSSARY

ADA Americans with Disabilities Act

Accrual Basis of Accounting The basis of accounting whereby revenue projections are developed recognizing revenues expected to be earned in the period, and expenditure estimates are developed for all expenses anticipated to be incurred during the last fiscal year.

Appropriation A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in the amount and as to the time when it may be expended.

Assessed Valuation A valuation set upon real estate and certain personal property by the appraisal district as a basis for levying property taxes.

Assets Resources owned or held by a government which has monetary value.

Automated Service Request (ASR) The electronic capturing of requests for service, both externally and internally generated, as a means of quantifying department/employee activity and response to service requests.

Bank Depository Agreement The Council approved current contract, pursuant to the provisions of Section 105 of the Local Government Code of Texas providing for banking

Balanced Budget A budget that is resources (revenues, fund balance) that equals, or is greater than, uses (expenditures/expenses, capital outlay).

Basis of Accounting The timing method used in the recognition of revenues and expenditures for financial reporting purposes.

Bond A written promise to pay a specified sum of money at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Bonded Debt The amount of debt of a government, represented by outstanding bonds.

Budget A plan, approved by the Council, of financial operation embodying an estimate of proposed expenditures/expenses for the fiscal year and the proposed means of financing them (revenue estimates).

Budget Document The official written statement prepared by the Town's staff and approved by the Town Council to serve as a financial and operation guide for the fiscal year end in which it was adopted.

Budget Message A general discussion of the proposed budget presented in writing as a part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the chief executive and budget officer (if not the chief executive)

Budgetary Control The control or management of government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

Capital Assets Resources acquired prior to October 1, 2000, having an acquisition cost or value of \$1,000 or more or resources acquired after September 30, 2000 having an acquisition cost or value of \$5,000 or more and a useful life of more than one year. Capital assets are also called fixed assets.

Capital/Major Project Expenditure/Expense An expenditure/expense which results in the acquisition or addition of a fixed asset or the improvement to an existing fixed asset.

GLOSSARY

Capital/Major Project Program A schedule of current and future capital replacement and major project expenditures identifying the expected beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures.

Capital Outlays Expenditures which result in the acquisition of or addition of fixed assets.

Capital Projects Funds Funds created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Capitalized Fixed Asset A fixed asset acquired prior to October 1, 2000, having an acquisition cost or value of \$1,000 or more or a fixed asset acquired after September 30, 2000, having an acquisition cost or value of \$5,000 or more.

Cash Includes currency on hand and demand deposits with banks or other financial institutions.

Cash Basis of Accounting The method of accounting under which revenues are recorded when received and expenditures are recorded when paid.

Capital Improvement Plan (CIP) A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital need arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Chart of Accounts A chart detailing the system of numbering or otherwise designating general ledger accounts.

CIP Capital Improvement Plan

Combined Budget The combination and presentation of the Operating Budget and the Capital Projects Fund budget.

Competitive Bidding Process The process following State law requiring that on purchases of \$25,000 and more, the Town must advertise, solicit, and publicly open sealed bids from prospective vendors. After a review period the Council then awards the bid to the successful bidder.

CPI The Consumer Price Index published by the Bureau of Labor Statistics for the Dallas/Ft. Worth metropolitan area.

Current Assets Cash and other assets or reserves which are reasonably expected to be realized in cash or consumed within one (1) year.

Current Expense An obligation of the Town as a result of an incurred expenditure/expense that is due for payment within a twelve (12) month period.

Current Liabilities Obligations of the Town that will require satisfaction within a twelve (12) month period.

Current Revenue Town revenues or resources convertible to cash within a twelve (12) months.

DCC – Dallas Country Club.

DCPCMUD Dallas County Park Cities Municipal Utility District.

GLOSSARY

Debt Service Payment of interest and repayment of principle to holders of a government's debt instruments.

Debt Service Fund A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Town has no debt; therefore, no debt service fund budget is presented.

Demand Deposit Accounts with financial institutions or cash management pools where cash may be deposited or withdrawn at any time without prior notice or penalty.

Depreciation A non-cash expense that reduces the value of an asset over a predetermined period based on the useful life of the asset.

Director of Administrative Services & Chief Financial Officer- That person appointed by the Town Administrator who is responsible for the recording and reporting of the financial activities of the Town.

DWU Dallas Water Utilities.

Electronic signature Electronically imprinted signature facsimiles generated through the Town's computer equipment upon Town issued checks, rendering them as negotiable instruments.

Emergency An unexpected occurrence, i.e. damaging weather conditions, that requires the unplanned use of Town funds.

Encumbrances Commitments related to unperformed (executory) contracts for goods and services.

Equity See Fund Balance and Retained Earnings.

ERF Equipment Replacement Fund.

Expenditure/Expense Decreases in net financial resources for the purpose of acquiring goods or services. The General Fund recognizes expenditures and the Utility (Proprietary) Fund recognizes expenses.

Facsimile Signature Machine A mechanical device used to imprint signature facsimiles upon Town vouchers rendering them as negotiable instruments.

FASB – Financial Accounting Standards Board.

Fiscal Year (FY) The period of October 1st through the following September 30th. (e.g. – FY 2019 refers to the fiscal year from October 1, 2018 through September 30, 2019)

Fixed Assets Purchased or otherwise acquired piece of equipment, vehicle, furniture, fixture, capital improvement, addition to existing capital investments, land, buildings or accessioned Library materials with a useful life greater than one (1) year.

Full-Time Equivalent (FTE) The ratio of total hours paid during a period by the total hours in that pay period.

Fund An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance An accounting distinction is made between the portions of fund equity that spendable and non-spendable. These are broken up into five categories:

1. **Non-spendable fund balance** – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are resources in the form of inventory or permanent funds.
2. **Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include resources from grants and child safety fees.
3. **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the Town Council. Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally.
4. **Assigned fund balance** – comprises amounts *intended* to be used by the Town for specific purposes. Intent can be expressed by Town Council or by an official or body to which the Town Council has delegated 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. Examples include resources to be used to liquidate encumbrances related to purchase orders payable from assigned resources and any fund balance to be used in a subsequent fiscal year to “balance” the budget.
5. **Unassigned fund balance** – is the residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Fund Equity The excess of fund assets over liabilities in a governmental fund.

GAAP - see Generally Accepted Accounting Principles

G&A An abbreviation used to describe costs for general governmental operations.

GASB Governmental Accounting Standards Board.

General Administrative Costs - Costs associated with the administration of Town services; costs incurred by the Town that relate to the Town's general operations rather than to the providing of specific services.

General Fund - The Town fund used to account for all financial resources and expenditures of the Town except those required to be accounted for in another fund.

General Ledger - The collection of accounts reflecting the financial position and results of operations for the Town.

Generally Accepted Accounting Principles (GAAP) Uniform minimum standards of and guidelines to financial accounting and reporting as set forth by the Governmental Accounting Standards Board (GASB).

General Fund General Operating Fund of the Town, accounting for the resources and expenditures related to the generally recognized governmental services provided.

General Obligation Bonds Account grouping for the payment of which the full faith and credit of the issuing government are pledged.

General Obligation Bonds Debt and Interest Account Group Account grouping for general obligation bonds issued by the Town and outstanding.

Generally Accepted Accounting Principles (GAAP) Uniform standards and guidelines for financial accounting and reporting. GAAP provide a standard by which to measure financial presentations.

GLOSSARY

GFOA Government Finance Officers Association of the United States and Canada

Governmental Accounting Standards Board The authoritative accounting and financial reporting standard-setting body for government agencies.

Governmental Funds Funds generally used to account for tax-supported activities. There are five (5) types of governmental funds; the general fund, special revenue funds, debt services funds, capital projects funds and permanent funds.

GTOT Government Treasurers' Organization of Texas.

HPDPS Highland Park Department of Public Safety.

HPISD Highland Park Independent School District.

HPSV Highland Park Shopping Village.

HSA Health Savings Account.

Infrastructure Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

Inter-fund Transfer See **Transfer**

Internal Service Fund A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost-reimbursement basis. The Town's Equipment Replacement, Technology Replacement and Building Maintenance & Investment Funds are internal service funds.

Investments Securities held for the production of revenues in the form of interest.

Liabilities Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Line-Item Budget The presentation of the Town's adopted Budget in a format presenting each Department's approved expenditure/expense by specific account.

Long-Term Debt Obligations of the Town with a maturity of more than one (1) year.

Major Fund The General, Utility and Capital Projects Funds.

Management Letter A written report from the independent auditors to the Council reflecting observations and suggestions as a result of the audit process.

Modified Accrual Basis of Accounting Under the basis of accounting, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period.

Net Assets The difference between fund assets and fund liabilities reported in the Town's proprietary funds.

Net Working Capital The excess of current assets over current liabilities.

Non-Capitalized Fixed Asset A fixed asset acquired prior to October 1, 2000, having an acquisition cost or value of \$1,000 or less or a fixed asset acquired after September 30, 2000, having an acquisition cost or value of \$1,000 or more but less than \$5,000.

Non-Recurring Revenues Resources recognized by the Town that are unique and occur one time.

Official Budget The budget as adopted by the Council.

One-Time Revenues See Non-Recurring Revenues.

OPEB – Other Post-Employment Benefits.

Operating Budget A plan, approved by the Council, of financial operation embodying an estimate of proposed expenditures/expenses for the fiscal year and the proposed means of financing them (revenue estimates) for all funds excluding the Capital Projects Fund.

Operational Capital Capital outlays of less than \$100,000 included in the operating budget.

Operational Surplus The excess of revenues over expenditures, less encumbered funds (encumbrances).

Operating Budget A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

Ordinance A formal legislative enactment by the governing body of municipality.

Pay for Performance A component of the Town's pay plan that recognizes and financially rewards employees in the performance of assigned job duties and departmental goals and objectives.

Performance Indicator Departmental units of measurement in performance, measurable functions, i.e. worker days, number of call answered, flower planted, etc.

Proprietary Fund See Utility Fund and Internal Service Fund.

Purchase Order System The Town's system of using documents authorizing the delivery of specified merchandise or services and making a charge for them.

Retained Earnings An equity account reflecting the accumulated earnings of the Town's Utility Fund (proprietary).

Revenues The term designates an increase to a fund's assets which:
DOES NOT increase a liability (e.g. proceeds from a loan);
DOES NOT represent a repayment of an expenditure already made;
DOES NOT represent a cancellation of certain liabilities; and
DOES NOT represent an increase in contributed capital.

Risk The liability, either realized or potential, related to the Town's daily operations.

SSO Sanitary Sewer Overflow.

Special Assessment A compulsory levy made against certain properties to defray part of all the cost of a specific improvement of service deemed to primarily benefit those properties.

GLOSSARY

Special Revenue Fund A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specific purposes. GAAP only require the use of special revenue funds when legally mandated. These include the Court Technology and Court Security Funds.

Street Revenue Fund A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

Street Rental Fees A fee paid to the General Fund by the Utility Fund equal to 4% of gross sales (water sales, sanitary sewer services, garbage collection services and recycling charges) for use and access to Town rights-of-way.

Surplus When used in this document refers to the Net Working Capital of any Fund.

Tax Levy The total amount of taxes imposed by the Town on taxable property, as determined by the Dallas Central Appraisal District, within the Town's corporate limits.

Tax Rate The dollar rate for taxes levied for each \$100 of assessed valuation.

TCEQ Texas Commission on Environmental Quality.

Town Council The current elected officials of the Town as set forth in the Town's Charter.

Town Administrator That individual appointed by the Town Council who is responsible for the administration of the affairs of the Town.

TMRS The Texas Municipal Retirement System

Transfer The movement of monies from one fund, activity, department, or account to another. This includes budgetary funds and/or movement of assets.

TWDB Texas Water Development Board.

Undesignated Unreserved Fund Balance Available expendable financial resources in the Town's governmental funds.

Unrestricted Net Assets That portion of net assets that is neither restricted nor invested in capital assets as recorded in the Town's proprietary funds.

User Based Fee/Charge A monetary fee or charge placed upon the user of services by the Town.

Utility Fund The fund used to account for operations and improvements related to the Town's water and sanitary sewer system.

Utility Sales -Sales of treated water and sanitary sewer service.

Worker Days A unit of measure of work for evaluating performance/activity. Equal to one (1) employee times eight (8) hours per day.

Working Capital See Net Working Capital