



Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA

8:00 AM
September 1, 2026

4700 Drexel Drive, Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. PROCLAMATION

- A. Recognition of John Caspar Curry for the design, creation, and painting of a beautiful garden-themed mural in the Highland Park Library's Young Adult area and the Curry Family for the donation of supplies and time for the mural project.

V. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Take action to approve an ordinance to (1) establish an all-way stop at Armstrong Parkway and Lorraine Avenue, and (2) add a section on temporary traffic control devices.
- B. Take action authorizing the Town Administrator to execute an Interlocal Agreement with the City of Garland to provide maintenance and repair services for radio systems and radio devices in order to provide dependable, mission-critical radio coverage for the Town.
- C. Take action authorizing the Town Administrator to execute an Interlocal Agreement with the Texas Department of Public Safety for Conviction Reporting.
- D. Take action on the minutes of the Town Council meeting held on August 11, 2026.
- E. Take action on the minutes of the Town Council study session held on August 11, 2026.

VI. PUBLIC HEARING

- A. Conduct a public hearing, review, discuss, and take action on an amendment to an ordinance to establish Resident-Only Parking in the 3100 and 3200 Blocks of Drexel Drive and the 5400 Block of Sewanee Avenue.
- B. Conduct a public hearing to receive comments regarding the proposed ad valorem tax rate for all taxable property for the 2026 Tax Year.

VII. MAIN AGENDA

- A. Review, discuss, and take action on an ordinance to adopt the Fiscal Year 2026-27 Proposed Budget, with revisions, in the amount of \$80,564,916, including interfund transfers of \$11,240,205.
- B. Review, discuss, and take action on an ordinance setting the Town's ad valorem tax rate at \$0.192042 per \$100 of taxable assessed valuation of all taxable property for the 2026 Tax Year, as determined by the Dallas Central Appraisal District.
- C. Review, discuss, and take action ratifying a property tax increase of \$928,303, which is an increase of 4.54 percent over last year's adjusted levy and includes \$211,900 in revenues generated from new property added to the tax roll.
- D. Review, discuss, and take action on a resolution establishing the Town's compensation program and related pay plan, effective October 1, 2026.

VIII. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.



Town of Highland Park, Texas Taxpayer Impact Statement

This Taxpayer Impact Statement is required under Texas Government Code 551.043, as amended by HB 1522, effective September 1, 2025. In accordance with the statute, the Town is required to post a Taxpayer Impact Statement with the agenda for any meeting at which the Town Council will discuss or adopt a budget, to include budget amendments. The information required to be included in the statement is dictated by the statute.

Fiscal Year (Tax Year)	Median Valued Homestead*	Tax Rate Per \$100 of Value	Estimated Property Tax Bill
FY 2025-2026 (TY 2025)	\$2,026,462	Adopted 2025 Tax Rate: \$0.199296	\$4,038.66
FY 2026-2027 (TY 2026)	\$2,203,310	2026 No New Revenue Tax Rate: \$0.184828	\$4,072.33
FY 2026-2027 (TY 2026)	\$2,203,310	Proposed 2026 Tax Rate Approved by Town Council: \$0.192042**	\$4,231.28

Your taxes owed under any of the rates mentioned above can be calculated as follows:

$$\text{Property Tax Amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

* Median Homestead Residence Taxable Value as reported by the Dallas Central Appraisal District. Individual results may vary due to applicable exemptions or tax limitations.

** Proposed rate as approved by Town Council on August 11, 2026. A public hearing on the tax rate is scheduled to occur on September 1, 2026.



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Recognition of John Caspar Curry for the design, creation, and painting of a beautiful garden-themed mural in the Highland Park Library's Young Adult area and the Curry Family for the donation of supplies and time for the mural project.

PRESENTED BY: Kortney Nelson, Town Librarian

BACKGROUND:

The Highland Park Harvey R. "Bum" Bright Library ("Library") is honored to showcase a new garden-themed mural designed and created by John Caspar Curry, a talented local teen. Mr. Curry painted the mural over the summer, dedicating 138 hours to completing the artwork within the Library space.

Inspired by the beauty of nature and the joy of reading, the mural brings vibrant color and creativity to the Young Adult area on the second floor. The artist's family generously donated all the materials required for the project, making this collaborative effort a meaningful and enduring contribution to the community.

Now serving as a welcoming visual centerpiece for readers of all ages, the mural adds a bright and uplifting element to the Library's atmosphere.

The Highland Park Library serves as the community's connection to lifelong learning.

RECOMMENDATION

This item is for discussion purposes.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Recognition - LIBRARY YOUNG ADULT AREA MURAL_Sept 2026



Proclamation

Town of Highland Park, Texas

WHEREAS, the Town of Highland Park is proud to recognize the positive impact young people can make through their talents, initiative, and service to the community; and

WHEREAS, the Town extends its sincere appreciation to John Caspar Curry, a student at Highland Park High School, who generously shared his time, talent, creativity, dedication, and commitment to the enrichment of the Town by designing and painting a mural for the Highland Park Harvey R. “Bum” Bright Library; and

WHEREAS, the Town gratefully acknowledges the generous support of the Curry family, who contributed both materials and personal time toward the mural project, further exemplifying the spirit of community partnership and service; and

WHEREAS, this mural contributes to the welcoming and inspiring environment of the Library and provides a meaningful artistic enhancement for children, families, and residents of Highland Park;

NOW THEREFORE, I, Will C. Beecherl, Mayor, on behalf of the Town Council of the Town of Highland Park, Texas, do hereby recognize John Caspar Curry and the Curry Family for outstanding artistic achievement and for their generous contribution to the Library and Highland Park.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Highland Park, Texas to be affixed hereto on this 1st day of September 2026.

Will C. Beecherl
Mayor



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Take action to approve an ordinance to (1) establish an all-way stop at Armstrong Parkway and Lorraine Avenue, and (2) add a section on temporary traffic control devices.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

All-way Stop – Armstrong Parkway at Lorraine Avenue

Lorraine Avenue provides a stop sign for both east- and west-bound traffic at its intersection with Armstrong Parkway. The Town has received several requests to evaluate this intersection for the installation of an all-way stop. Residents' concerns focused on vehicle volume, speed, and site-distance visibility.

A traffic survey was conducted in March 2026 along Armstrong Parkway to obtain traffic counts and vehicular speed. The volumes are relatively high, exceeding 200 vehicles per hour during an 11-hour period. Additional considerations for the all-way stop include speed and site distance.

The speed for the 85th percentile is higher on average when compared with other collector-type roadways (i.e., Douglas Avenue, Lomo Alto Avenue). Mature trees in the parkway and the ability to park on Armstrong Parkway reduce site distance when turning onto Armstrong Parkway from Lorraine Avenue. The curbs are painted to discourage motorists from parking too close to the intersection, and an all-way stop would help address site distance concerns.

Stop signs are currently located at Douglas Avenue, Beverly Drive, and Southern Avenue along Armstrong Parkway. The Lorraine Avenue intersection with Armstrong Parkway is situated approximately midway between Douglas Avenue to the south and Beverly Drive to the north, making this intersection an ideal candidate for an all-way stop.

Staff recommends installing an all-way stop at Armstrong Parkway and Lorraine Avenue for the following reasons:

- Volume of vehicles per hour over an 11-hour period
- Site distance concerns due to mature trees and street parking
- Lorraine Avenue is approximately midway between Douglas Avenue and Beverly Drive
- Provides additional traffic-calming
- Potential for speeding, as Armstrong Parkway is a wider roadway

Temporary Traffic Control Devices

Public Works currently places temporary stop signs and other traffic control devices for construction, maintenance, and utility work, but the Town's Code of Ordinances does not explicitly authorize this practice or establish enforceability. Citations issued for violations of temporarily placed signs may be challenged and dismissed absent clear ordinance authority.

Staff recommends adding a section to the Code of Ordinances, authorizing the Director of Engineering (or designee) to place temporary traffic control devices and establishing that violations of properly placed devices carry the same enforceability as permanent signage. The ordinance ties enforceability to compliance with the Texas Manual on Uniform Traffic Control Devices ("TMUTCD"), which reflects Public Works' current and ongoing practices.

RECOMMENDATION

Staff recommend approval of the ordinance to add an all-way stop at the Armstrong Parkway and Lorraine Avenue intersection and add a section on temporary stop signs.

FINANCIAL IMPACT

Nominal costs associated with the purchase and installation of signs and striping, which will be funded within the approved FY 2026 Annual Budget.

ATTACHMENTS

Armstrong at Lorraine Map, Proposed Ordinance - Armstrong-Lorraine Stop



THE TOWN OF
Highland Park
TEXAS



ORDINANCE NO. 2176

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.04 OPERATION OF VEHICLES GENERALLY, BY AMENDING SECTION 12.04.006, STOP INTERSECTIONS, FOR THE PURPOSE OF ADDING ADDITIONAL STOP INTERSECTIONS ON ARMSTRONG AVENUE; AND BY CREATING SECTION 12.04.015, TEMPORARY TRAFFIC CONTROL SIGNS AND DEVICES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the “Town”), is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, Section 311.001 of the Texas Transportation Code provides that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, the Texas Transportation Code, Section 542.202(a)(8), authorizes the Town to designate an intersection as a stop intersection and require each vehicle to stop at one or more entrances to the intersection; and

WHEREAS, the failure of a motorist to stop at a stop intersection is proscribed by the Texas Transportation Code; and

WHEREAS, temporary traffic control devices, including, but not limited to, temporary stop signs, yield signs, lane closures, barricades, warning signs, detour signs, and other traffic control devices, are routinely installed by the Town or its authorized contractors to safely regulate traffic during construction, maintenance, utility, emergency, and other authorized activities within public rights-of-way; and

WHEREAS, the Town Council finds that expressly authorizing the placement and enforcement of temporary traffic control devices is necessary to ensure such devices are enforceable in the same manner as permanent traffic control devices; and

WHEREAS, the Town desires to implement those rules and regulations that protect health, life, and property and that preserve good government, order, and security of the Town and its inhabitants; and

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:

SECTION 1. 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.

SECTION 2. That, the Code of Ordinances of the Town of Highland Park, CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.04 OPERATION OF VEHICLES GENERALLY, is amended as follows, with all other provisions of Chapter 12 remaining unchanged and in full force and effect except as expressly amended herein.

2.1 Section 12.04.006, STOP INTERSECTIONS, is amended to add the following stop intersections:

Armstrong Avenue	At its intersection with Douglas Avenue, Lorraine Avenue, Beverly Drive, Southern Avenue.
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2.2 Section 12.04.015 is created to read as follows:

12.04.015 Temporary Traffic Control Devices

(a) The Director of Engineering, or the Director's authorized designee, is authorized to cause the installation, maintenance, relocation, and removal of temporary traffic control devices on any public street, alley, highway, easement, or other public right-of-way within the Town whenever reasonably necessary to facilitate construction, maintenance, utility work, emergency operations, special events, or other activities affecting the safe and orderly movement of traffic.

(b) For purposes of this section, "temporary traffic control device" includes any temporary stop sign, yield sign, speed limit sign, lane control device, barricade, cone, warning sign, detour sign, pavement marking, message board, or other traffic control device or channelizing device used to regulate, warn, or guide traffic. The type, design, placement, maintenance, and removal of temporary traffic control devices shall be as provided by the Texas Manual on Uniform Traffic Control Devices (TMUTCD), as amended, and other applicable law.

(c) Temporary traffic control devices placed pursuant to this section shall constitute official traffic control devices for the duration of their placement.

(d) Every operator of a vehicle shall obey the instructions of any temporary traffic control device lawfully placed pursuant to this section in the same manner as an official permanent traffic control device.

(e) A violation of a temporary traffic control device lawfully placed pursuant to this section

constitutes a violation of this Code and is subject to the same enforcement and penalties applicable to violations of permanent official traffic control devices.

SECTION 3. That, all ordinances or any parts thereof in conflict with the terms of this ordinance shall be and hereby are deemed repealed and of no force or effect.

SECTION 4. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid, and the same shall not affect the validity of the Code of Ordinances of the Town of Highland Park as a whole.

SECTION 5. That, this ordinance shall take effect immediately following its passage, approval, and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED the 11th day of August, 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Take action authorizing the Town Administrator to execute an Interlocal Agreement with the City of Garland to provide maintenance and repair services for radio systems and radio devices in order to provide dependable, mission-critical radio coverage for the Town.

PRESENTED BY: Chuck McGinnis, Director of the Department of Public Safety/Chief

BACKGROUND:

The Town of Highland Park owns and operates a P25-compliant public safety radio system, including portable and mobile radio equipment, which was installed by Motorola in 2021. The Town's radio system operates as part of the Garland, Mesquite, Rowlett, and Sachse ("GMRS") regional communications system. To ensure the continued reliability, functionality, and performance of the radio system and associated equipment, periodic repairs, upgrades, and preventative maintenance are required.

When the Town implemented the system, it entered into a 10-year maintenance agreement with Motorola. Motorola currently subcontracts the associated maintenance and repair services to Mobile Communications America ("MCA"). The Town will enter the sixth year of the 10-year agreement on October 1, 2026. Since the implementation of the GMRS system, the City of Garland has established and operates a dedicated radio shop specifically designed to provide service, repair, and maintenance for equipment operating on the GMRS platform. The Garland Radio Shop currently provides these services to multiple municipalities through Interlocal Agreements and has demonstrated the capability to provide service that meets or exceeds the Town's operational requirements at a substantially lower cost.

The Highland Park Department of Public Safety recommends entering into an Interlocal Agreement with the City of Garland for radio system maintenance and repair services. This agreement would allow the Town to transition these services from the remaining maintenance portion of the existing Motorola contract to the City of Garland. Based on the proposed agreement and associated Work Order, the Town anticipates savings of more than \$165,000 over the remaining five years of the Motorola maintenance agreement, while receiving dedicated access to the City of Garland's radio shop and associated technical expertise.

The proposed Work Order includes routine maintenance, repairs, and other services necessary to support the Town's radio system and equipment. The only anticipated variable expense is associated with "Special Projects," which includes services or work outside the standard scope of the Work Order. Based on discussions with the City of Garland Radio Shop and the Town's

radio system consultant, these expenses are estimated at approximately \$8,000 to \$10,000 annually, depending on the nature and extent of the work required.

Attached for the Town Council's consideration are the proposed Master Interlocal Radio System Service Agreement with the City of Garland and the associated Work Order for radio system maintenance and repair services.

If approved, the Town will provide written notice to Motorola requesting removal of the applicable radio system service and maintenance component from the existing 10-year agreement, consistent with its terms.

RECOMMENDATION

Staff recommends approval authorizing the Town Administrator to execute an Interlocal Agreement ("ILA") with the City of Garland. The ILA has been reviewed and approved by the Department of Public Safety staff as well.

FINANCIAL IMPACT

YEAR	Motorola Agreement	City of Garland ILA	Garland "special project"	Difference
1	\$84,967.39	\$46,627.35	< \$10,000	\$28,340.04
2	\$87,321.18	\$46,627.35	< \$10,000	\$30,693.83
3	\$89,745.33	\$46,627.35	< \$10,000	\$33,117.98
4	\$92,242.02	\$46,627.35	< \$10,000	\$35,614.67
5	\$94,720.73	\$46,627.35	< \$10,000	\$38,093.38

Total Town savings is approximately \$165,860 over five years.

ATTACHMENTS

Highland Park - Master ILA Radio Service Agreement, Highland Park - ILA Service Work Order FY 2026-2027

MASTER INTERLOCAL RADIO SYSTEM SERVICE AGREEMENT

This Master Interlocal Radio System Service Agreement (the “Master Agreement”) is entered into between the City of Garland, Texas (“Garland”) and the Town of Highland Park, Texas, (“Highland Park”) (individually, Garland and Highland Park are also referred to as a “Party,” collectively, referred to herein as the “Cities” or “Parties”).

Recitals:

WHEREAS, Garland and Highland Park are political subdivisions within the State of Texas, and each is engaged in the provision of governmental services for the benefit of its citizens; and

WHEREAS, both Garland and Highland Park are home rule municipalities as allowed by **Tex. Const. Art. 5**; and

WHEREAS, the Interlocal Cooperation Act, **Tex. Gov’t Code Ann. 791.001 et seq.** (the “Act”), provides authority for local governments of the State of Texas to enter into interlocal agreements with each other for the purpose of performing governmental functions and services as set forth in the Act; and

WHEREAS, Garland and Highland Park are local governments as that term is defined in the Act and this Master Agreement is being entered into pursuant to and under the authority of the Act; and

WHEREAS, municipalities own and operate radio systems and other public safety communication devices for the purpose of providing radio communications in support of their governmental operations; and

WHEREAS, the municipal radio systems and public safety communications devices periodically need repairs, upgrades, and routine maintenance; and

WHEREAS, in order to provide dependable/mission-critical radio service for use by each of the Cities and their respective users, Garland and Highland Park desire to enter into this Master Agreement to provide maintenance and repair services for said radio systems and public safety devices used by the Cities and their respective users, as such radio system coverage is essential and a necessary component of providing certain vital government services by each respective City, including, without limitation, police, fire, emergency medical and public works protection provided by each City to ensure safe, effective and efficient communications, and to benefit the greatest number of citizens both now and in the future; and

WHEREAS, this Master Agreement memorializes the agreement between the Cities regarding the maintenance and repair of the radio system and other public safety devices;

NOW, THEREFORE, for and in consideration of the mutual benefits and obligations set forth in this Master Agreement, the Cities agree as follows:

Article 1 Definitions.

Unless context clearly indicates a different meaning, the words and phrases set forth in this Article I shall have the following meanings when used in this Master Agreement and any Work Orders issued hereunder:

“Business Day” shall mean any day other than a Saturday, Sunday, or official City holiday in which either Garland’s or Highland Park’s City Hall offices are closed for business.

“Consumables” shall mean supplies or other materials other than specific parts or equipment which are used in the course of maintaining and/or repairing Covered Equipment. Examples include solvents, solder, wires, fuses, antennae, light bulbs, etc.

“Covered Equipment” shall mean the communications system equipment obtained through the Highland Park and Motorola contract in 2024:

- a)** Infrastructure equipment consisting of twelve (12) Motorola Comparators and eighteen (18) GTR 8000 base stations, and three (3) site controllers, and four (4) LAN router/switch and three (3) Motorola Aux IO Servers;
- b)** Dispatch equipment, consisting of four (4) MCC7500e consoles, and two (2) LAN router/switch, and two (2) Conventional Channel Gateways, and one (1) Conventional Site Controller, and one (1) Aux IO alarming system;

The term “Covered Equipment” shall not be interpreted to include Subscriber Radios.

“Covered Services” shall mean those services described in Article 3 herein below, subject to changes set forth in any active Work Order. The term “Covered Services” applies only to the labor necessary to troubleshoot and repair the Covered Equipment, and specifically excludes parts, equipment, and consumables necessary for repairs and maintenance provided under the Master Agreement or any active Work Order.

“Effective Date” shall mean the later of the dates this Agreement is approved by the governing bodies of both Cities and signed by the authorized representatives of each City.

“Governance Board” means the administrative governing body tasked with the operation and administration of the System.

“Special Projects” shall mean IT services other than Covered Services that Garland may agree to perform for Highland Park on a case-by-case basis and which are ancillary to the Covered Services. The Cities retain the right to refuse to reach any agreement for Special Projects.

“Subscriber Radios” shall mean the APX4000, APX4500, APX6000, APX6500, APX7500, and APX8000 model radios that make up one component of the System.

“System” means the wide area, multi-site (“simulcast”) digital trunked radio system compliant with P-25 interoperability standards as more expressly defined in the CSA.

“Work Order” shall mean an annual agreement between Garland and Highland Park that is executed in accordance with and governed by this Master Agreement and which incorporates the terms of this Master Agreement therein by reference.

Article 2 Agreement to Perform Services.

2.01 Work performed. Once a mutually agreed Work Order takes effect, Garland agrees to provide the Covered Services to Highland Park under the terms and conditions set forth herein, and any Special Projects to which the Parties may agree. Garland shall provide all necessary facilities, personnel, service documentation, transportation and software to maintain, install, program, and/or modify the Covered Equipment.

2.02 Drive-in facility. Garland will operate a drive-in maintenance facility for Highland Park to bring Subscriber Radios and other portable Covered Equipment for maintenance and repair. The facility shall be open on all Business Days.

2.03 Service calls and response times. Garland agrees to the following response times and conditions:

a) **Normal.** Garland shall provide field service for non-public safety fixed equipment during such dates and times as Garland City Hall may be open for business. Garland will respond to normal service calls within four (4) hours after Highland Park notifies Garland of the need for such services. Service notifications received after 1:00 p.m. may not be addressed until the following Business Day, depending on Garland’s volume of work and availability.

b) **Emergency.** Garland shall provide emergency field service within two (2) hours of notification, regardless of date or time, for Fire Station Alerting (FSA) equipment, public safety repeaters, base/control stations, consoles, voting equipment, and remotes.

2.04 Customer support line. Garland shall maintain a twenty-four (24) hour customer support telephone line for Highland Park to report any outages. Garland shall ensure the customer support line is available each day of the year, including weekends and holidays.

2.05 Notice by email. For purposes of this Article 2, Highland Park may notify Garland by emailing the head of Garland's IT department or his designated proxy. Highland Park may also notify Garland by telephone by calling the customer support line.

Article 3 Covered Services.

3.01 Subscriber Radios. Garland shall provide labor to perform technical troubleshooting of any Subscriber Radio.

a) Maintenance issues, other.

(1) During the troubleshooting process, if Garland determines the power cable, remote cables, power sources, antennas, or other peripheral equipment is the result of the radio failure, Garland shall notify Highland Park of the issue so that Highland Park may either provide Garland the appropriate equipment necessary to effect the repairs, or notify Garland, in writing, to obtain the necessary replacement equipment and invoice Highland Park for the necessary expense to purchase and obtain said equipment. Garland may, at its sole option, refuse to obtain any necessary replacement equipment and require Highland Park to do so at Highland Park's sole expense.

(2) If Garland determines that the Subscriber Radio failure resulted from any electrical malfunction of vehicle wiring and/or power sources, Garland will notify Highland Park. Repair of any damage caused by electrical malfunction shall be considered a Special Project. If the Cities do not agree to the Special Project, Garland shall return the damaged equipment to Highland Park at Highland Park's expense.

b) Subscriber Radio service fees.

(1) Garland shall charge Highland Park a monthly fee for making its technical troubleshooting services for each Subscriber Radio available to Highland Park as outlined herein below (the "Radio Fee").

(2) The Radio Fee shall be set forth in the Work Order.

(3) The total monthly Radio Fee for all Subscriber Radios combined shall be calculated by multiplying the total number of Subscriber Radios Highland Park

possesses by the Radio Fee set forth in the Work Order ("Total Monthly Radio Fee"). The amount due for the entire year shall be determined by multiplying the Total Monthly Radio Fee by twelve (12) ("Total Annual Radio Fee").

(4) In the event Highland Park obtains additional Subscriber Radios during the pendency of a Work Order, it shall, within five (5) business days of taking possession of said Subscriber Radios, notify Garland, in writing, that it obtained additional Subscriber Radios and provide all necessary identifying information (model, serial numbers, etc.).

(5) Highland Park shall pay the Radio Fee for any new Subscriber Radio(s) at the time it notifies Garland of its acquisition as set forth in Section 3.01(b)(3), *supra*, beginning in the calendar month Highland Park notifies Garland of its acquisition of said Subscriber Radio. The total amount due for any new Subscriber Radio shall be calculated by multiplying the number of months remaining under the active Work Order, including the month in which Highland Park notified Garland of the acquisition, by the monthly Radio Fee set forth in the active Work Order.

(6) In the event Highland Park decreases the number of Subscriber Radios it possesses, it shall notify Garland within five (5) business days. Highland Park shall be entitled to a prorated refund of the Radio Fee for said Subscriber Radios, to be calculated by multiplying the amount of the Radio Fee by the remaining number of months the Work Order shall be in effect. The month in which Highland Park notifies Garland of the decrease in the number of Subscriber Radios shall not be included in this calculation.

3.02 Manufacturer repairs. In the event a Subscriber Radio needs to be sent to the manufacturer for repair, the following protocols shall apply.

a) **Shipping.** Garland shall send the Subscriber Radio to the manufacturer for repairs. Garland shall invoice Highland Park for any shipping and handling expenses Garland incurs in this process.

b) **Estimates; authorization.** Garland shall request the manufacturer provide an estimate for the cost of repairs and for the length of time the manufacturer estimates it will take to complete the repairs. Garland will forward this information, once provided by the manufacturer, to Highland Park prior to authorizing the repairs. Highland Park shall, upon receiving the manufacturer's estimate, notify Garland whether or not the manufacturer should proceed with the recommended repairs. The Parties mutually acknowledge that Garland shall not be held responsible in the event the manufacturer's final bill exceeds the preliminary estimate.

c) **Repair costs.** Garland shall bill Highland Park for any manufacturer depot repairs at the manufacturer's invoice amount, including any shipping and handling charges or other fees and costs the manufacturer may have invoiced.

d) **Reprogramming; installation.** Garland shall reprogram a Subscriber Radio returned from the manufacturer to the radio's specifications at the time Highland Park presented the Subscriber Radio to Garland for repairs. Garland shall then reinstall the Subscriber Radio into the Highland Park vehicle (if necessary), and ensure that the Subscriber Radio is activated on the radio System servers.

3.03 Spare radios. At times, the Parties recognize that Highland Park may periodically need a temporary replacement radio for use while a Subscriber Radio is being serviced, maintained, or repaired. Upon Highland Park's request, Garland shall program a spare radio and, if requested, install the spare radio into Highland Park's vehicle. Highland Park shall be solely responsible for obtaining and providing the spare radio at its own expense.

3.04 Covered Services. In addition to the foregoing services for Subscriber Radios, the following shall be considered "Covered Services":

a) **Covered equipment.** Garland shall provide labor to troubleshoot the Covered Equipment.

b) **On-site equipment.** Garland shall provide on-site troubleshooting and repair services for the Covered Equipment.

c) **Call management services.** Garland shall provide call management services for any issues with the infrastructure equipment, dispatch equipment, or Subscriber Radios.

3.05 Annual preventative maintenance. Garland shall provide annual preventative maintenance measures for the Covered Equipment.

3.06 Replacement parts. Garland shall bill Highland Park for any necessary replacement parts at Garland's cost.

3.07 Consumables. Garland shall bill Highland Park any Consumables necessary to repair the Covered Equipment at Garland's cost.

3.08 Exclusions. The following items are explicitly excluded from Covered Services: tower, generator, and power systems.

3.09 Notice by email. For purposes of this Article 3, Highland Park may satisfy any notice requirements contained herein by emailing the head of Garland's IT department or his designated proxy. Highland Park may also notify Garland by telephone by calling the customer support

line. Likewise, Garland may satisfy any notice requirements by emailing the head of Highland Park's IT department or his designated proxy.

Article 4 Special Projects.

4.01 The Parties recognize that Highland Park may, from time to time, request Garland provide services related to Highland Park's communications system, which are not covered by the terms of this Master Agreement or the active Work Order. These services, referred to herein as "Special Projects", may require Garland to perform electronic, electrical, and mechanical design, installation and/or modification of various equipment and sub-systems to achieve the outcome Highland Park desires. Upon Highland Park's written request, Garland may, at its sole discretion, prepare a written proposal for Highland Park's review and approval for any such Special Project. The Parties agree that the proposal is only an estimate of the cost to perform the Special Project. If the actual cost to perform the Special Project has or will exceed the estimated amount of the proposal by more than ten percent (10%), then Garland will stop work and notify Highland Park prior to proceeding with the services. Highland Park shall decide whether Garland should continue the Project, and shall notify Garland of its decision. In the event the final invoice reflecting Garland's actual costs for parts, equipment, consumables and time varies from the written proposal and Highland Park was notified and agreed to the increased cost, the final invoice shall control.

4.02 Programming. Any programming, alignment, tuning, or firmware updates other than those set forth in Sections 3.02(c) and 3.03 above shall be considered a Special Project.

4.03 Cost. For any Special Projects, Garland shall invoice Highland Park as follows:

- a) **Parts and equipment.** Garland shall invoice Highland Park for parts and equipment at Garland's actual cost, including any applicable shipping and handling fees Garland incurs.
- b) **Consumables.** Garland shall invoice Highland Park for consumables used in any Special Projects at Garland's actual cost, including any applicable shipping and handling fees Garland may incur.
- c) **Labor.** Garland shall invoice Highland Park for labor on an hourly rate. The Special Project's rate shall be that set forth in the current Work Order. In the event a given Special Project spans multiple Work Orders, the hourly rate shall be the rate designated in the Work Order in effect at the time Highland Park approves Garland's proposal. A minimum of one hour of labor shall be charged for any Special Project.

Article 5 Work Orders.

5.01 Negotiation of Work Orders. The Parties shall begin negotiations for a new Work

Order in sufficient time for the Work Order and any associated fees and expenses to be accounted for in each City's budgeting process.

5.02 Subject to Master Agreement. Each Work Order shall state that it is subject to the terms and conditions of this Master Agreement. In the event of a conflict between the terms of a particular Work Order and this Agreement, the Work Order terms shall apply.

5.03 Work Order Fees. Each Work Order shall indicate the following:

- a) The annual fee Garland will charge Highland Park to provide the Covered Services;
- b) The hourly rate Garland will charge Highland Park for any Special Project;
- c) The amount of the Radio Fee for each of the Subscriber Radios; and
- d) Whether any additional equipment beyond that described in this Master Agreement shall, for the duration of that particular Work Order, be considered Covered Equipment.

5.04 Term of Work Orders. Unless the terms of an individual Work Order state to the contrary, each Work Order shall begin at midnight on October 1 of a given calendar year and shall continue through 11:59 p.m. on September 30 of the following calendar year.

Article 6 Payment

6.01 Annual Covered Services Fee. Highland Park shall pay Garland the annual fee for Covered Services no later than ten (10) business days after each Work Order takes effect.

6.02 Radio Fees. Highland Park shall pay Garland the Total Annual Radio Fee at the same time it pays the annual Covered Services fee described in Section 6.01, *supra*.

6.03 Invoices. Garland shall periodically invoice Highland Park for any parts, consumables, labor or other charges not included in the Covered Services. Payment for these periodic invoices is due thirty (30) days after issuance. To the extent any invoice includes pass-through charges for equipment or manufacturer repairs not covered by warranty, Garland shall provide documentation of the expense for Highland Park's records. If Highland Park fails to pay an invoice within ninety (90) days after issuance, the failure to pay shall be considered a breach of this Master Agreement.

6.04 Interest. Garland shall not charge Highland Park interest for the first thirty (30) days after Garland issues and sends Highland Park an invoice. Beginning on the thirty-first (31st) day, Highland Park shall pay Garland interest on any outstanding invoice(s) at the rate authorized

pursuant to Chapter 2251 of the Texas Government Code.

Article 7 Term

7.01 Term of Master Agreement. This Master Agreement shall commence on the Effective Date and shall continue until and including September 30, 2026 (the “Initial Term”), unless terminated earlier as provided herein. Unless terminated earlier as provided herein, following the Initial Term, this Master Agreement shall automatically renew for successive terms of three (3) years each beginning October 1, 2026 and continuing on October 1st of each third calendar year thereafter (each a “Renewal Term” and collectively the “Renewal Terms”) unless either Party elects not to renew this Master Agreement. A Party shall provide written notice to the other Party that it does not wish to renew this Master Agreement at least five hundred and forty (540) days prior to the end of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and all Renewal Terms shall collectively be referred to herein as the “Term”.

7.02 Termination in Event of Non-Appropriation of Funds. As home rule municipalities in the State of Texas, both Parties are subject to **Tex. Const. art. III, § 52-a** prohibiting unfunded debt. All expenditures to be made by each City under the terms of this Master Agreement and any associated Work Order shall be subject to such City's appropriation of funds for such purpose to be paid in the fiscal year for which such expenditure is to be made and shall be paid only from funds of such City authorized by Article III, Section 52a of the Texas Constitution. Each Party agrees to give the other Party at least ninety (90) days prior written notice if such Party anticipates that funds may not be appropriated to meet its obligations under the terms of either this Master Agreement or any associated Work Order for the City's next fiscal year. In the event the City Council of either City fails to appropriate funds in any fiscal year during the Term of this Master Agreement and any associated Work Order for the payment of all obligations of such City under the terms of this Master Agreement and any associated Work Order for such fiscal year, such Party shall have the right to terminate this Master Agreement and any associated Work Order by giving the other Party written notice of the non-appropriation of funds within five (5) days after such City fails to appropriate the necessary funds. The termination of this Master Agreement and/or any associated Work Order as a result of either Party's failure to obtain necessary appropriations or funding shall be effective as of the last day for which funds were appropriated.

7.03 Early Termination. Notwithstanding anything to the contrary herein, either Party may terminate this Master Agreement without cause prior to the end of the Initial Term subject to the following:

- a) The Party desiring to terminate this Master Agreement must give the other Party at least two hundred and ten (210) days prior written notice of termination; and
- b) The termination date shall be at 11:59 p.m. on the first September 30th after passage of the two hundred and ten (210) day notice period.

7.04 Effect of Termination of Master Agreement Pursuant to Sections 7.02 or 7.03. In the event either Party terminates this Master Agreement pursuant to Section 7.02 or 7.03 above, the following provisions shall apply:

a) Prior to the date of termination, the terminating Party must pay any remaining financial obligations related to the active Work Order which were incurred or accrued prior to the date of the termination; and

b) The provisions of this Section 7.04 shall expressly survive the termination of this Master Agreement.

7.05 Notice of termination. No Notice of Termination shall be effective unless given in accordance with the provisions of Article 10.18 below.

7.06 Effect of termination. Any Work Order in effect at the time this Master Agreement terminates is likewise terminated. Any amounts due and owing pursuant to such Work Order, less any agreed offsets, shall be paid within thirty (30) days.

Article 8 Performance

8.01 Priority and order of work. Garland shall have the right to determine the time, order, and priority in which its obligations under this Master Agreement shall be performed under each Work Order, as well as any other matters relative to the timely and orderly conduct of Garland's work.

8.02 Clean up. For repairs and maintenance performed within the corporate limits of Highland Park, Garland agrees to clean up all debris, trash, and refuse generated by its work at the end of each work day, and shall otherwise leave its work area clean and free of debris.

Article 9 Dispute Resolution

9.01 In the event of a dispute between the Parties regarding the terms, performance, or any other aspect of this agreement, the Parties shall attempt to resolve the dispute as set forth in this Section.

9.02 Opportunity to cure. If a Party asserts that the other Party has breached any provision of this Master Agreement or any active Work Order, the non-breaching Party shall provide the other Party written notification of the alleged breach, describing the facts and circumstances the non-breaching Party claims constitutes the breach. The other Party shall have one hundred and twenty (120) days to cure any such breach.

9.03 Informal mediation. The Cities agree that, in the event of a dispute, the appropriate

technical directors and other City officials, including, but not limited to, a representative from each City's City Attorney's office and one of the three persons appointed by each City to the Governance Board, shall conduct a meeting, via telephone or in person, and shall conduct a substantive discussion of each and every dispute in a good faith effort to resolve the dispute.

9.04 Formal mediation. In the event the Parties are unable to resolve the dispute through the informal mediation procedure set forth above, the Parties shall submit the dispute to formal mediation to be conducted at a mutually acceptable location in Dallas County, Texas. Formal mediation shall be a prerequisite for filing suit. The mediator shall be selected as follows:

- a) The Parties may jointly agree upon a particular mediator. All expenses of the mediation, including required traveling and other expenses or charges of the mediator, shall be borne equally by the Parties. The expenses of participants for either side shall be paid by the party requesting the attendance of such participants.
- b) If the Parties are unable to jointly agree upon a mediator, the Parties shall request the American Arbitration Association ("AAA") appoint a mediator and conduct the mediation under the AAA's Commercial Mediation Procedures. All expenses of the mediation, including any fees imposed by the AAA as well as any required traveling and other expenses or charges of the mediator, shall be borne equally by the Parties. The expenses of participants for either side shall be paid by the party requesting the attendance of such participants.

9.05 Litigation. Except for actions seeking emergency injunctive relief, the Parties shall not commence any legal proceeding relating to this Agreement without first attempting mediation in accordance with Sections 9.03 and 9.04.

9.06 Venue. The exclusive venue for all disputes shall be in any civil District Court of Dallas County, Texas that possesses competent jurisdiction.

9.07 Recovery of litigation costs. The prevailing party shall be entitled to recover its costs, reasonable expenses, expert fees and reasonable attorneys' fees incurred in connection with such dispute, including expenses incurred through the Formal Mediation process described in Section 9.04. For purposes of this section, a claimant or plaintiff is a "prevailing party" if it recovers at least eighty percent (80%) of the monies it seeks as damages, or obtains all injunctive relief it might seek, otherwise, the respondent or defendant shall be the prevailing party. If both Parties are "prevailing Parties" or if neither Party is a "prevailing party", then each side shall bear its own costs, reasonable expenses, expert fees and reasonable attorney's fees.

Article 10 Miscellaneous Provisions

10.01 All modifications in writing. This Master Agreement may be modified only by a writing signed by both Cities that expressly calls for its modification and not by implication from

any other written document or oral agreement. This shall not prevent other documents from being incorporated by reference.

10.02 Severability. Should any part, term, or provision of this Master Agreement or any Work Order governed by this Master Agreement be held void, illegal, or unenforceable, the validity of the remaining portions or provisions shall not be affected thereby. However, in such event, said part, term, or provision of this Master Agreement and/or any active Work Order issued pursuant thereto shall be modified to the minimum extent necessary to conform to the requirements of such law and be valid and enforceable, and as so modified, shall continue in full force and effect. The failure of either Party to insist upon the performance of any of the terms, covenants, or conditions of the Master Agreement and/or Work Order, or to exercise any right granted to such Party therein, shall not be construed as a waiver or relinquishment of such term, covenant, condition, or right with respect to further performance.

10.03 Entirety of agreement. This Master Agreement is solely for the benefit of the Parties to said Master Agreement, and represents the entire and integrated Master Agreement between the Parties, subject to any active Work Orders issued pursuant to this Master Agreement, and any exhibits hereto; and supersedes all prior negotiations, representations, and agreements, whether oral or written, and does not create a third party benefit or obligation to anyone not a party hereto.

10.04 Assignment. Neither Party shall assign, sublet, subcontract, or transfer any interest in this Master Agreement or any Work Orders governed by this Master Agreement without prior written consent of the other Party, which consent may be withheld at that Party's sole discretion. No assignment, delegation of duties or subcontract under this Master Agreement or any associated Work Order(s) will be effective and enforceable without the written consent of both Parties.

10.05 No creation of debt. To the extent, if any, that this Master Agreement or any active Work Order imposes an obligation on either City to make a payment or other expenditure of any sort, such payment or expenditure shall be payable solely from current revenues that are immediately available for such purposes, and no debt is or is intended to be created by reason of said Master Agreement or Work Order. All obligations of a City under this Master Agreement and any active Work Order are payable solely from that City's operations budget in parity with all other operating expenses of that City and no ad valorem tax revenue or other revenues of that City shall in any manner be pledged or be deemed to have been pledged to the payment of any amounts under this Master Agreement or any active Work Order nor shall any Party have the right to demand payment of any amounts under same be paid from funds raised or to be raised from ad valorem taxation. The obligations under this Master Agreement and active Work Order shall never be construed to be a debt or pecuniary obligation of either City of such kind as to require the City to levy and collect ad valorem taxes to discharge its obligations and no obligation of either City to make a payment or other expenditure under same shall be payable through funds raised by taxation. Neither City has created and is not required to create any sort

of sinking fund to secure the obligations of payment or other expenditure under this Master Agreement and active Work Order. To the extent not otherwise covered in this Master Agreement and active Work Order, each City retains its governmental and sovereign immunities and its limitations of liability. The Parties agree that each City is entering into this Master Agreement and any Work Order governed by same in its governmental capacity and the subject and nature of these agreements are governmental rather than proprietary. In any event, the procedures and limitations of Chapter 271, Texas Local Government Code apply.

10.06 Validity of conflicting terms. Any provision of this Master Agreement or any active Work Order is void and unenforceable if it: (1) limits or releases either Party from liability that would exist by law in the absence of the provision; (2) creates liability for either Party that would not exist by law in the absence of the provision; or (3) waives or limits either Party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision.

10.07 Notices. Except as otherwise provided herein above, any notice required or desired to be given from one Party to the other Party to this Master Agreement or any active Work Order shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the recipient Party's City Secretary at the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to the City Secretary of the recipient Party at the address hereinafter specified; or (iii) delivered to such Party's City Secretary by courier receipted delivery. Either Party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other Party, the last address of such Party designated for notice shall remain such Party's address for notice.

10.08 Waiver. Either City shall have the right to waive any requirement contained in this Master Agreement (or any active Work Order) which is intended for the waiving Party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the Party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Master Agreement or any active Work Order shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

10.09 Paragraph Headings; Construction. The paragraph headings contained in this Master Agreement and any active Work Order are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both Parties have participated in the negotiation and preparation of same, and this Master Agreement and any active Work Order shall not be construed either more or less strongly against or for either Party.

10.10 Binding Effect. Except as limited herein, the terms and provisions of this Master Agreement and any active Work Order shall be binding upon and inure to the benefit of the

Parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

10.11 Counterparts. This Master Agreement and any Work Order governed thereby may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

10.12 Exhibits. All exhibits to this Master Agreement and any active Work Order are incorporated herein by reference for all purposes wherever reference is made to the same.

10.13 Computation of Deadlines. If any deadline contained herein ends on a Saturday, Sunday or a legal holiday recognized by the Texas Supreme Court, such deadline shall automatically be extended to the next day that is not a Saturday, Sunday or legal holiday.

10.14 Relationship of Parties; No Third-Party Beneficiaries. Nothing contained in this Master Agreement or any Work Orders governed thereby shall be deemed or construed by the Parties hereto or by any third party to create the relationship of principal and agent or of partnership, joint venture, or employment, it being expressly understood and agreed that no provision contained in said documents nor any act or acts of the Parties hereto shall be deemed to create any relationship between the Parties other than the relationship of independent Parties contracting with each other solely for the purpose of effecting the provisions of this Master Agreement and any Work Order governed thereby. Neither Party has the authority to enter into contracts or to assume any obligation for the other, nor to make warranties or representations on behalf of the other except in accordance with the express terms of this Master Agreement and associated Work Orders or as otherwise authorized in writing by the other. There are no third-party beneficiaries to this Master Agreement or any associated Work Orders and no third-party beneficiaries are intended by implication or otherwise.

10.15 Force Majeure. Notwithstanding anything in this Master Agreement which is or may appear to be to the contrary, if the performance of any covenant or obligation to be performed hereunder by any Party is delayed as a result of circumstances which are beyond the reasonable control of such Party (which circumstances may include, without limitation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions (such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados) labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay.

10.16 No Waiver of Immunity or Defense. No Party, by execution of this Master Agreement, waives, nor shall be deemed to have waived, any immunity or defense that would otherwise be available to it including, without limitation, immunity from liability and suit for damages to one another or to any third-party except as otherwise provided by law. By entering into this Master Agreement and/or any Work Order(s) governed by this Master Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement shall not create any rights in Parties not signatories hereto.

10.17 AS-IS. THE WARRANTIES CONTAINED IN THIS MASTER AGREEMENT AND ANY ASSOCIATED WORK ORDERS ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE GOODS AND SERVICES BEING PROVIDED UNDER THIS MASTER AGREEMENT AND ANY ASSOCIATED WORK ORDERS ARE BEING OFFERED AND SOLD AS IS.

HIGHLAND PARK AGREES THAT GARLAND SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OR FOR THE LOSS OF PROFIT OR REVENUE ARISING FROM THE PROVISION OF GOODS OR SERVICES UNDER THIS MASTER AGREEMENT AND ANY ASSOCIATED WORK ORDERS EVEN IF GARLAND HAS BEEN ADVISED OF SUCH POSSIBILITY. IN NO EVENT SHALL DAMAGES TO HIGHLAND PARK, WHETHER ARISING FROM BREACH OF CONTRACT OR WARRANTY, BY TORT, STRICT LIABILITY, OR OTHERWISE EXCEED THE AMOUNT PAID BY HIGHLAND PARK UNDER THIS MASTER AGREEMENT AND ANY WORK ORDER IN EFFECT AT THE TIME SUCH DAMAGES AROSE. IF THE EVENT OR OCCURRENCE SPANS MULTIPLE WORK ORDERS, GARLAND'S DAMAGES SHALL BE LIMITED TO THE AMOUNT PAID BY HIGHLAND PARK FOR THE EARLIEST INDIVIDUAL WORK ORDER, ALL OTHER WORK ORDERS BEING DISREGARDED FOR DAMAGE CALCULATION PURPOSES.

HIGHLAND PARK WAIVES ITS RIGHTS UNDER THE DECEPTIVE TRADE PRACTICES-CONSUMER PROTECTION ACT, SECTION 17.41 ET SEQ., BUSINESS & COMMERCE CODE, A LAW THAT GIVES CONSUMERS SPECIAL RIGHTS AND PROTECTIONS. AFTER CONSULTATION WITH AN ATTORNEY OF ITS OWN SELECTION, HIGHLAND PARK VOLUNTARILY CONSENTS TO THIS WAIVER.

10.18 Addresses. The following addresses shall be used for purposes of satisfying the notice provisions of Articles 7, 9 or 10:

- a) City Secretary
City of Garland, Texas
200 North Fifth Street
Garland, Texas 75040
- b) Town Secretary
Town of Highland Park, Texas
4700 Drexel Drive
Highland Park, Texas 75205

10.19 Warranty. Garland makes no warranties regarding its work and expressly disclaims any and all such warranties. To the extent this Master Agreement discusses warranty work, it is referring only to the warranty agreement between the manufacturer and Highland Park covering the Subscriber Radios and associated equipment. The Parties agree that any disputes regarding the quality of any manufacturer repairs, the existence or extent of any manufacturer's warranty, and any terms of said warranty are solely between Highland Park and the manufacturer.

10.21 Time is of the Essence. The Parties agree that time is of the essence in the performance of this Master Agreement.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

EXECUTED this ____ day of _____, 2026.

CITY OF GARLAND, TEXAS

By: _____
Mike Betz
City Manager

Approved as to form:

Scott Levine
1st Assistant City Attorney

EXECUTED this ____ day of _____, 2026.

TOWN OF HIGHLAND PARK, TEXAS

By: _____
Tobin Maples
Town Manager

Approved as to form:

Chuck McGinnis
Director of Public Safety

WORK ORDER SUBJECT TO THE TERMS AND CONDITIONS OF MASTER INTERLOCAL RADIO SERVICES AGREEMENT

This Work Order Subject to the Terms and Conditions of the Master Interlocal Radio System Service Agreement (the “Work Order”) is entered into between the City of Garland, Texas (“Garland”) and the Town of Highland Park, Texas, (“Highland Park”) (individually, Garland and Highland Park are also referred to as a “Party,” collectively, referred to herein as the “Cities” or “Parties”).

WHEREAS, Garland and Highland Park entered into a Master Interlocal Radio Service Agreement (“Master Agreement”) on or about July 2, 2018; and

WHEREAS, the Cities desire to identify the scope of the work and cost thereof for the 2026-2027 fiscal year;

NOW, THEREFORE, for and in consideration of the mutual benefits and obligations set forth in this Work Order, the Cities agree as follows:

2026.001 Incorporation by reference. This Work Order is subject to the terms and conditions of the Master Agreement, the terms of which are incorporated herein by reference.

2026.002 Duration. This Work Order shall be in effect from midnight, October 1, 2026, through 11:59 p.m., September 30, 2027.

2026.003 Services provided. During the pendency of this Work Order, Garland agrees to provide the services described in Articles 2 and 3 of the Master Agreement.

2026.004 Fees. Highland Park shall pay Garland for these services as follows:

- (a) **Subscriber fees.** Highland Park shall pay Garland Five Dollars and Fifty-two Cents (\$5.52) per month for each mobile, portable, and control station subscriber. Additional subscribers may be added at any time by paying this fee in full.

Subscriber Technical Support	\$9,273.60
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- (b) **Covered Services.** Highland Park agrees to pay Garland the lump sum of Thirty-Seven Thousand, Three Hundred Fifty-Three Dollars and Seventy-Five Cents (\$37,353.75) for the remaining Covered Services, said payment to be made on or before November 15, 2026. The Parties agree that, pursuant to the Master Agreement, the term “Covered Services” applies only to the labor necessary to troubleshoot and repair the Covered Equipment, and specifically excludes equipment, parts, and Consumables necessary for repairs and maintenance. These items, as well as any shipping and handling fees Garland incurs in sending any Covered Equipment or Subscriber Radios to the manufacturer for repairs (and any manufacturer fees, including shipping and handling fees, for any out-of-warranty repair work) shall be invoiced to Highland Park on a periodic basis.

On-Site Infrastructure Support	\$18,625.00
On-Site Microwave	\$12,678.75
On-Site Fire Station Alerting	\$1,050.00
On-Site Infrastructure Preventive Maintenance	<u>\$5,000.00</u>
Total	\$37,353.75

(c) **Special Project rate.** Pursuant to Section 4.03(c) of the Master Agreement, for any Special Project approved by Highland Park during the pendency of this Work Order, Garland shall charge Highland Park the rate of Ninety-Five Dollars (\$95) per hour, with one hour minimum, for work performed on that Special Project, plus any applicable expenses for shipping and handling fees, equipment, parts, and Consumables necessary for repairs and maintenance. Garland shall invoice Highland Park for these fees and expenses on a periodic basis.

EXECUTED this ____ day of _____, 2026.

CITY OF GARLAND, TEXAS

Mike Betz
City Manager

Approved as to form:

Scott Levine
First Assistant City Attorney

EXECUTED this ____ day of _____, 2026.

TOWN OF HIGHLAND PARK, TEXAS

Tobin Maples
Town Administrator

Approved as to form:

Chuck McGinnis
Director of Public Safety



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

**Take action authorizing the Town Administrator to execute an
Interlocal Agreement with the Texas Department of Public Safety
for Conviction Reporting.**

PRESENTED BY: Gerri Robeson, Municipal Court Administrator

BACKGROUND:

Effective January 1, 2027, all final convictions submitted to the Texas Department of Public Safety for processing must be submitted through the Texas Conviction Reporting ("TXCR") system.

The Texas Department of Public Safety, Driver License Division, is implementing a new web-based system for electronic conviction reporting. The TXCR interface will replace the current paper and electronic file submission processes.

The new TXCR system will provide courts with a real-time upload feature that allows users to review successful submissions, prevent duplicate entries, identify rejected convictions, and immediately correct and resubmit missing or rejected information.

RECOMMENDATION

Staff recommends approving the interlocal agreement for digital reporting.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

Interlocal DPS Court Agreement Conviction Reporting

INTERLOCAL COOPERATION CONTRACT

I. CONTRACTING PARTIES AND AUTHORITY

The Department of Public Safety (DPS) and the _____ Municipal _____ Court of _____ Town of Highland Park [City or County] are contracting under the authority of Texas Government Code Chapter 791 (the Interlocal Cooperation Act).

DPS certifies that it has the authority to contract for the Texas Conviction Reporting (TXCR) application by the authority granted in Tex. Transp. Code Chapter 543, Subchapter C.

II. BACKGROUND AND PURPOSE

DPS is legislatively required to apply all court-reported convictions to a driver record within seven days of the final disposition of conviction. Texas courts send more than 180,000 conviction records monthly. To secure personally identifiable information (PII) of drivers who are convicted in Texas courts, DPS developed a secure web-based application for Texas courts to submit electronic convictions onto a Texas driver's record and eliminate mailed or unsecured upload of conviction records.

Furthermore, DPS and Federal Motor Carrier Safety Administration's (FMCSA) common goal is to ensure and improve public safety by reducing crashes, injuries, and fatalities involving Commercial Motor Vehicles (CMV). One of the components of this effort is the appropriate and timely reporting of moving violation convictions for Commercial Driver License (CDL) holders and operators of CMVs. For DPS to be successful in its endeavor to bolster the foundation and support the priorities of the CDL program, it must have the proper tools to accomplish these goals.

III. STATEMENT OF SERVICES

DPS responsibilities are as follows.

- Provide access to the TXCR over the internet from a publicly accessible site based on authorized access granted by DPS to Court reporting personnel.
- Ensure the TXCR site is secure and meets Criminal Justice Information System (CJIS) security requirements as defined by the Federal Bureau of Investigation (FBI).
- Allow submission of convictions individually using a web-form that matches the bulk file format for ease of entry. Bulk file format will be provided to Court.
- TXCR will validate conviction data prior to inclusion to the driver's record and if data cannot be validated, will reject the submission with an opportunity for Court to correct and resubmit.
- Provide historical reports for Court to assist with timely reporting, reducing rejects and ensuring accuracy of conviction reporting.
- Provide training to Court, and include training materials and procedures on the TXCR site for 24/7 access by Court.
- TXCR Contractor will assist Court users by providing a toll-free telephone number and email, Monday through Friday from 7:00am to 8:00pm, except holidays.

Court responsibilities are as follows.

- Do not share the TXCR site information with unauthorized persons.
- Have only two authorized court personnel with access to TXCR, unless additional personnel are authorized by DPS based on business need.
- Authorized users must use Multi-Factor Authentication (MFA) to access TXCR and will be required to download an application to a cell phone to receive the MFA code before access is granted.
- Must use TXCR to upload individual convictions using a web-form or bulk upload of convictions in a pre-defined format approved by DPS. Paper forms will not be accepted.
- Must notify DPS immediately upon termination or resignation of an authorized user to allow DPS disable the account and prevent unauthorized use of TXCR.
- Submit conviction reports to TXCR within seven days from the date of conviction in compliance with Tex. Transp. Code Chapter 543, Section 543.203.

IV. CONTRACT AMOUNT AND BASIS FOR CALCULATING COSTS

DPS will provide TXCR to Court at no cost.

V. TERM OF CONTRACT AND AMENDMENTS

This contract is effective on the date of execution and will not expire except upon written request of either party with 30 calendar days' written notice. This contract may only be amended by mutual written agreement of the parties.

Any alterations, additions, or deletions to the terms of the Contract that are required by changes in federal or state law or regulations are automatically incorporated into the contract without written amendment hereto, and shall become effective on the date designated by such law or by regulation.

VI. GENERAL TERMS AND NOTICE

This Contract is governed by and construed under and in accordance with the laws of the State of Texas. The Court understands and agrees that it will comply with all local, state, and federal laws in the performance of this Contract, including administrative rules adopted by DPS.

The respective party will provide any required notice as noted in this section. Either party may change its information by giving the other party written notice and the effective date of the change.

Court	Department of Public Safety
Highland Park Municipal Court	
Attn.: Gerri Robeson	Enforcement & Compliance Service
Address: 4700 Drexel Drive	Attn: Conviction Reporting
Address: Highland Park, Texas 75205	5805 North Lamar Blvd., Bldg A
Fax: 214-559-9446	Austin, Texas 78752-0001
Email: grobeson@hptx.org	(512) 424-5809 [fax]
Phone: 214-559-9316	Data.Submission@dps.texas.gov
	(512) 424-2031

VII. CERTIFICATIONS

The parties certify that (1) the contract is authorized by the governing body of each party; and (2) the purpose, terms, rights, and duties of the parties are stated within the Contract.

The undersigned signatories have full authority to enter into this Contract on behalf of the respective Parties.

Court Authorized Signatory
Signature and Title
Date:

Department of Public Safety
Signature of Driver License Division Chief or Designee
Date:

*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the Court. Each signature block must contain the person's title and date.



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
August 11, 2026.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are the minutes of the Town Council meeting held on August 11, 2026.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2026-08-11 TC Minutes final

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:03 A.M. ON TUESDAY, AUGUST 11, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Mike Tibbals and Leland White attended the meeting. Council Member Alan Friedman and Margaret Keliher were absent.

I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.

II. Council Member Mike Tibbals gave the Invocation.

III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion.

David Bagwell, 4405 Westway Avenue, expressed concerns regarding proposed Ordinance No. 2175 as currently written. He stated that while the ordinance establishes certain safeguards, he believed additional requirements would provide greater protection. Mr. Bagwell also expressed concerns regarding labor protections and potential exposure to airborne silica and the associated risk of silicosis. He requested that the Town Council reject the ordinance as currently drafted and consider developing a more comprehensive ordinance.

IV. PROCLAMATION

A. Proclamation recognizing September 2026 as Library Card Sign-Up Month. Mayor Beecherl read the proclamation and thanked the Library staff for their contributions. Kortney Nelson, Town Librarian, thanked the Mayor and Town Council and encouraged residents to sign up for a library card.

V. CONSENT AGENDA

On a motion made by Council Member Mike Tibbals, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through K. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. Take action on the First Amendment to the Water Tower License Agreement with New Cingular Wireless PCS, LLC ("AT&T").*
- B. Take action on the Second Amendment to the Water Tower License Agreement with Cellco Partnership d/b/a Verizon Wireless.*
- C. Take action on a Water Tower License Agreement with T-Mobile West LLC.*

- D. *Take action authorizing the Town Administrator to execute a professional services agreement with Cobb, Fendley and Associates, Inc. to provide engineering services for the 2026 Alley Reconstruction and Utility Improvements project.*
- E. *Take action authorizing the Town Administrator to execute an Interlocal Agreement with the North Central Texas Council of Governments for the Town's participation in the Regional Traffic Signal Retiming Program.*
- F. *Take action to approve an ordinance amending Chapter 3, Building Regulations, Drainage from Property; Chapter 13, Utilities, Water and Sewer Connections; and the Town's Master Fee Schedule regarding water and sewer connection fees.*
- G. *Take action to renew the Town's lease agreement for the parking area adjacent to the Methodist Family Health Center property at 4101 Lomo Alto Drive.*
- H. *Take action on an Ordinance approving a negotiated settlement between the Atmos Steering Committee ("ACSC") and Atmos Energy Corp., Mid-Tex Division regarding the company's 2026 Rate Review Mechanism Filing; Declaring existing rates to be unreasonable; Adopting tariffs that reflect rate adjustments consistent with the negotiated settlement; Finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; Approving an attachment establishing a benchmark for pensions and retiree medical benefits; and requiring the company to reimburse ACSC's reasonable rate-making expenses.*
- I. *Take action on an ordinance regarding a purchase-sale agreement and the release and abandonment of a Bridle Path Public Right-of-Way between 4200 and 4208 Armstrong Parkway.*
- J. *Take action on the minutes of the Town Council meeting held on July 7, 2026.*
- K. *Take action on the minutes of the Town Council study session held on July 7, 2026.*

VI. PUBLIC HEARING

A. *Conduct a public hearing, review, discuss, and take action on a request to amend Planned Development Ordinance No. 1257 to amend the concept plan to include shade structures for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.* Jeff Armstrong, A.I.C.P., Director of Community Development, reported that in 2025, the Town approved a Planned Development ("PD") amendment for Highland Park Independent School District to develop athletic fields at the Intermediate School/Middle School campus. The improvements have been consistent with the plan the Town Council approved. The school district is now requesting an amendment to the concept plan to allow for a 1,440-square-foot shade structure adjacent to the northeast portion of the track. The proposed structure would consist of a metal frame with a canvas cover. The campus is located within both the Town of Highland Park and the City of University Park. The portion located within Highland Park is zoned as a Planned Development District. The proposed improvement would be located entirely within Highland Park and therefore requires an amendment to the Planned Development ordinance. Mayor Beecherl opened the public hearing and asked if anyone wished to make a comment. Hearing none, Mayor Beecherl closed the public hearing. On a motion made by Council Member Leland White, seconded by Council Member Mike Tibbals, the Town Council voted unanimously to approve a request to amend Planned Development Ordinance No. 1257 to amend the concept plan to include

shade structures for McCulloch Intermediate School/Highland Park Middle School, located at 3520 Normandy Avenue.

B. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lot 12R, Block 103, a replat of Lots 12 through 14, Block 103, and a 7.5-foot bridle path, Highland Park West, 1st Installment, located at 4200 and 4208 Armstrong Parkway. Jeff Armstrong, A.I.C.P., Director of Community Development, stated that the applicant proposes combining two existing building sites into a single lot to construct a new residence. The proposed replat complies with all applicable requirements of the Subdivision Ordinance. The resulting lot would contain approximately 36,080 square feet and is zoned “C,” One-Family Residential. The proposed plat satisfies the minimum lot size requirements for District C. The property at 3920 Gillon Avenue currently consists of all of Lot 13 and the 15-foot portion of Lot 12. Although staff could not determine when the 15-foot portion of Lot 12 was incorporated into Lot 13, available records indicate the configuration has existed since at least the 1990s and likely longer. The proposed replat would combine the two existing building sites at 3920 and 3924 Gillon Avenue into one fully platted lot. In response to a question raised by Mayor Pro Tem Snell, Mr. Armstrong confirmed that the ordinance limits combining building sites to no more than two. Although the property addressed as 3920 Gillon Avenue includes portions of two platted lots, it constitutes a single building site. Therefore, the proposed replat complies with the ordinance’s limitation on combining building sites. Mayor Beecherl opened the public hearing and asked if anyone wished to make a comment. Hearing none, Mayor Beecherl closed the public hearing. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Leland White, the Town Council voted unanimously to approve a proposed replat creating Lot 12R, Block 103, a replat of Lots 12 through 14, Block 103, and a 7.5-foot bridle path, Highland Park West, 1st Installment, located at 4200 and 4208 Armstrong Parkway.

C. Conduct a public hearing to receive comments from the public on the Proposed Budget and Plan of Municipal Services for Fiscal Year 2026-27 and take action to table approval until a future Town Council Meeting. John Samford, C.P.A., Director of Finance, stated that the purpose of the public hearing is to receive comments from the public regarding the Proposed FY 2026-27 Combined Operating and Capital Budget (the “Proposed Budget”). Mr. Samford presented budget highlights, including the proposed property tax rate, expenditure by type, new programs and capital purchases, planned equipment replacements, proposed utility rate adjustments, fee schedule updates, and proposed compensation adjustments. Mayor Beecherl opened the public hearing and asked if anyone wished to make a comment. Mayor Beecherl confirmed he received a letter from Armstrong Elementary about improving the playgrounds. Hearing none, Mayor Beecherl closed the public hearing. On a motion made by Council Member Mike Tibbals, seconded by Council Member Leland White, the Town Council voted unanimously to approve tabling the approval of the proposed budget until Tuesday, September 1, 2026.

VII. MAIN AGENDA

A. Review, discuss, and take action on a resolution to approve a proposed property tax rate of \$0.192042 per \$100 of taxable assessed value and set a public hearing on the property tax rate to be held on Tuesday, September 1, 2026. John Samford, C.P.A., Director of Finance, explained that the Texas Property Tax Code requires that, when a proposed tax rate exceeds the “no-new-revenue tax rate,” the taxing unit’s governing body must take a recorded vote on a proposal to consider a tax increase. Additionally, the governing body must vote to place a proposal to adopt the tax rate on the agenda of a future meeting as an action item. This vote does not bind the governing body to the proposed tax rate; however, if the Town Council subsequently considers a tax rate other than the proposed rate, it may not consider a rate higher than the proposed tax rate. The 2026 Tax Rate Calculation Worksheet prepared by the Dallas County Tax Assessor details the calculation of the Town’s “no-new-revenue tax rate” and “voter-approval tax rate.” The Town’s “no-new-revenue tax rate” is \$0.184828, and the “voter-approval tax rate” is \$0.192042 per \$100 of taxable assessed valuation. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Leland White, the Town Council voted unanimously to approve a resolution to approve a proposed property tax rate of \$0.192042 per \$100 of taxable assessed value and set a public hearing on the property tax rate to be held on Tuesday, September 1, 2026.

B. Review, discuss, and take action on an amendment to Chapter 3 Building Regulations regarding sawing, cutting, and other means of altering masonry materials. Jeff Armstrong, A.I.C.P., Director of Community Development, stated that on January 6, 2026, the Town Council adopted the 2024 International Code Council family of ordinances with local amendments. A prior local amendment requiring masonry sawing and cutting to be performed with a wet saw and requiring dust and debris to be contained on the job site was inadvertently omitted from the 2024 adoption. The amendment is intended to reduce dust and debris on neighboring properties and public rights-of-way and to reduce health risks associated with masonry dust. Mr. Armstrong stated that the Town Council first reviewed the item on July 7, 2026. Following the meeting, staff met with interested citizen David Bagwell to discuss potential revisions. The proposed ordinance includes additional language clarifying the types of alterations and masonry covered and allows the use of dust vacuum systems as an alternative to water for dust control. Mayor Beecherl recalled that Mr. Armstrong had compared the proposed ordinance with similar ordinances from other cities and noted that the proposed ordinance was more detailed than others. Mr. Armstrong confirmed that this was correct. On a motion made by Council Member Mike Tibbals, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve an amendment to Chapter 3 Building Regulations regarding sawing, cutting, and other means of altering masonry materials.

C. Review, discuss, and take action on a referral to the Zoning Commission, a request to rezone property from Community Service and One-Family Residence to Planned Development District to allow modifications to the existing shopping center and associated parking, located at 4200 Oaklawn Avenue. Jeff Armstrong, A.I.C.P., Director of Community Development, reported that the owners of the Shops of Highland Park propose rezoning the property from Community Service (“CS”) and One-Family Residence (“E”) to Planned Development (“PD”). The proposed rezoning would provide flexibility for future site improvements, including screening, landscaping, parking, and potential building additions. Specific details regarding future plans have not yet been finalized. Staff will continue working with the applicant to obtain additional information before placing the request on a Zoning Commission agenda. The Zoning Ordinance requires the Town Council to refer all zoning cases to the Zoning Commission. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Leland White, the Town Council voted unanimously on a referral to the Zoning Commission, a request to rezone property from Community Service and One-Family Residence to Planned Development District to allow modifications to the existing shopping center and associated parking, located at 4200 Oaklawn Avenue.

VIII. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:49 a.m.

APPROVED on the 1st day of September 2026.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on August 11, 2026.**

PRESENTED BY: Joanna Mekeal, Town Secretary

BACKGROUND:

Attached are minutes of the Town Council study session held on August 11, 2026.

RECOMMENDATION

Staff recommends approval.

FINANCIAL IMPACT

This item has no financial impact.

ATTACHMENTS

2026-08-11 TCSS Minutes

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:56 A.M. ON TUESDAY, AUGUST 11, 2026.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Mike Tibbals and Leland White attended the meeting. Council Member Alan Friedman and Margaret Keliher were absent.

I. Mayor Will C. Beecherl called the meeting to order at 8:56 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There were no comments.

III. FUTURE AGENDA DISCUSSION

A. Review and discuss an ordinance (1) establishing an all-way stop at Armstrong Parkway and Lorraine Avenue, and (2) adding a section on temporary stop signs. Lori Chapin, P.E., Director of Engineering, explained that the Town has received requests to install an all-way stop at Armstrong Parkway and Lorraine Avenue due to traffic volume, speeding concerns, and limited sight distance caused by mature trees and street parking. A March 2026 traffic survey found relatively high traffic volumes, with speeds higher than those typically observed on comparable collector roadways. Given that Lorraine Avenue is located approximately midway between existing stop signs at Douglas Avenue and Beverly Drive, staff recommends installing an all-way stop to improve visibility, provide additional traffic calming, and address potential speeding concerns. In addition, staff proposes amending the Code of Ordinances to expressly authorize the Director of Engineering or designee to place temporary traffic control devices for construction, maintenance, and utility work. The amendment would also establish that violations of properly placed temporary devices are enforceable in the same manner as violations of permanent traffic control devices, provided they comply with the Texas Manual on Uniform Traffic Control Devices.

IV. REPORTS

A. Review and discuss the Highland Park On-Demand Pilot Program. Letecia McNatt, Director of Policy Development and Strategic Initiatives, explained that Highland Park On-Demand, the Town's locally managed microtransit service operated in partnership with Via, began service on May 13, 2026, following the Town's withdrawal from Dallas Area Rapid Transit. The six-month pilot provides shared, curb-to-curb transportation within the Town and to destinations within a one-mile radius of the Town's boundaries, including connections to regional transit services. The pilot also includes Highland Park Access, a dedicated paratransit service for eligible riders. As the pilot reaches its midpoint, Mrs. McNatt presented an overview of the program's performance to date, including ridership trends, community outreach and engagement, operational

observations, and key performance metrics. She also outlined the focus for the remainder of the pilot, including continued monitoring of service performance and preparation for the program's final evaluation. Mayor Beecherl expressed gratitude for the report.

B. Review and discuss the Proposed Budget and Plan of Municipal Services for Fiscal Year 2026-27. John Samford, C.P.A., Director of Finance, stated that pursuant to the Town Charter, the Town Administrator must submit the proposed annual budget to the Town Council at least 30 days before the end of the fiscal year, followed by a public hearing and Council consideration. Staff presented the Proposed FY 2026–27 Combined Operating and Capital Budget to the Finance & Audit Advisory Committee on June 23, 2026, and to the Town Council on July 7, 2026, with a public hearing held on August 11, 2026. After these presentations, staff identified several recommended revisions, outlined in the FY 2026–27 Proposed Budget Schedule of Revisions. The Town Council is scheduled to consider adoption of the Proposed Budget, including the recommended revisions, at its September 1, 2026, meeting. Mr. Samford presented the impact of the proposed revisions on fund balances, property tax revenue, property tax rate, changes in taxable assessed values, and next steps in the budget process. Mayor Beecherl thanked Mr. Samford for his presentation and the information provided.

V. CLOSED SESSION

A. In accordance with the Texas Government Code, Section 551. 001, the Town Council will recess into Executive Session to discuss the following: A. §551. 072: the purchase, exchange, lease, or value of real property, to wit: a parcel of land owned by the Town at 3635 Beverly Drive.

Mayor Beecherl recessed the study session at 9:33 a.m. and convened a closed session at 9:35 a.m., pursuant to the Texas Government Code, Section 551. 001, the Town Council will recess into Executive Session to discuss § 551. 072: the purchase, exchange, lease, or value of real property, to wit: a parcel of land owned by the Town at 3635 Beverly Drive.

Mayor Beecherl ended the closed session at 9:57 a.m. and reconvened the study session in open session at 9:57 a.m. No final action, decision, or vote was taken during the closed session.

VI. OPEN SESSION

A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. above shall be made, if any. No motion was made.

VII. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:57 a.m.

APPROVED on the 1st day of September 2026.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Conduct a public hearing, review, discuss, and take action on an amendment to an ordinance to establish Resident-Only Parking in the 3100 and 3200 Blocks of Drexel Drive and the 5400 Block of Sewanee Avenue.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

The purpose of this item is to establish Resident-Only Parking from 5:00 a.m. to 6:00 p.m. on weekdays in the following blocks:

- 3100 Block Drexel Drive (Sewanee Avenue to Airline Road)
- 3200 Block Drexel Drive (Abbott Avenue to Sewanee Avenue)
- 5400 Block Sewanee Avenue (Drexel Drive to Mockingbird Lane)

These blocks sit near the SMU campus and the university's new end zone athletic facility. Residents report that heavy non-resident parking by SMU students and employees has significantly reduced available curb space and increased parked-vehicle density on these streets. On Drexel Drive in particular, many homes have circular driveways that require residents to back directly into the street; dense non-resident parking near these driveway entrances and exits reduces visibility and makes backing out more hazardous.

Chapter 12, Article 12.07, Section 182 of the Code of Ordinances governs the process for designating a resident-only parking area, requiring a petition signed by at least 75 percent of the property owners who face or abut the affected block. The Town has received petitions for all three blocks listed above, signed by 83 percent, 75 percent, and 100 percent of eligible property owners, respectively — each meeting the ordinance's threshold.

The petitions also describe related concerns — including cut-through traffic speed, stop-sign compliance, early-morning noise associated with athletic event arrivals, and litter — that fall outside the scope of a parking designation and are not resolved by this action. Staff can coordinate separately with DPS and Public Works on those items as appropriate.

DISCUSSION/DECISION POINTS

- Resident-Only Parking enforced 5:00 a.m. to 6:00 p.m., weekdays only
- Permits issued for the number of vehicles registered to each household

- Five guest permits provided per household
- Temporary permits available to residents upon request for events
- Four construction permits are available upon issuance of a building permit, with additional permits available per the parking plan
- Signage installation and curb painting along all affected roadways

RECOMMENDATION

Staff recommend that Council conduct the public hearing and approve the ordinance amendment to Chapter 12, Article 12.07, Division 6 of the Code of Ordinances, establishing Resident-Only Parking for the 3100 Block of Drexel Drive, 3200 Block of Drexel Drive, and 5400 Block of Sewanee Avenue. Upon approval, Engineering, Public Safety, and Public Works will coordinate implementation, including resident notification, permit issuance, and sign installation.

FINANCIAL IMPACT

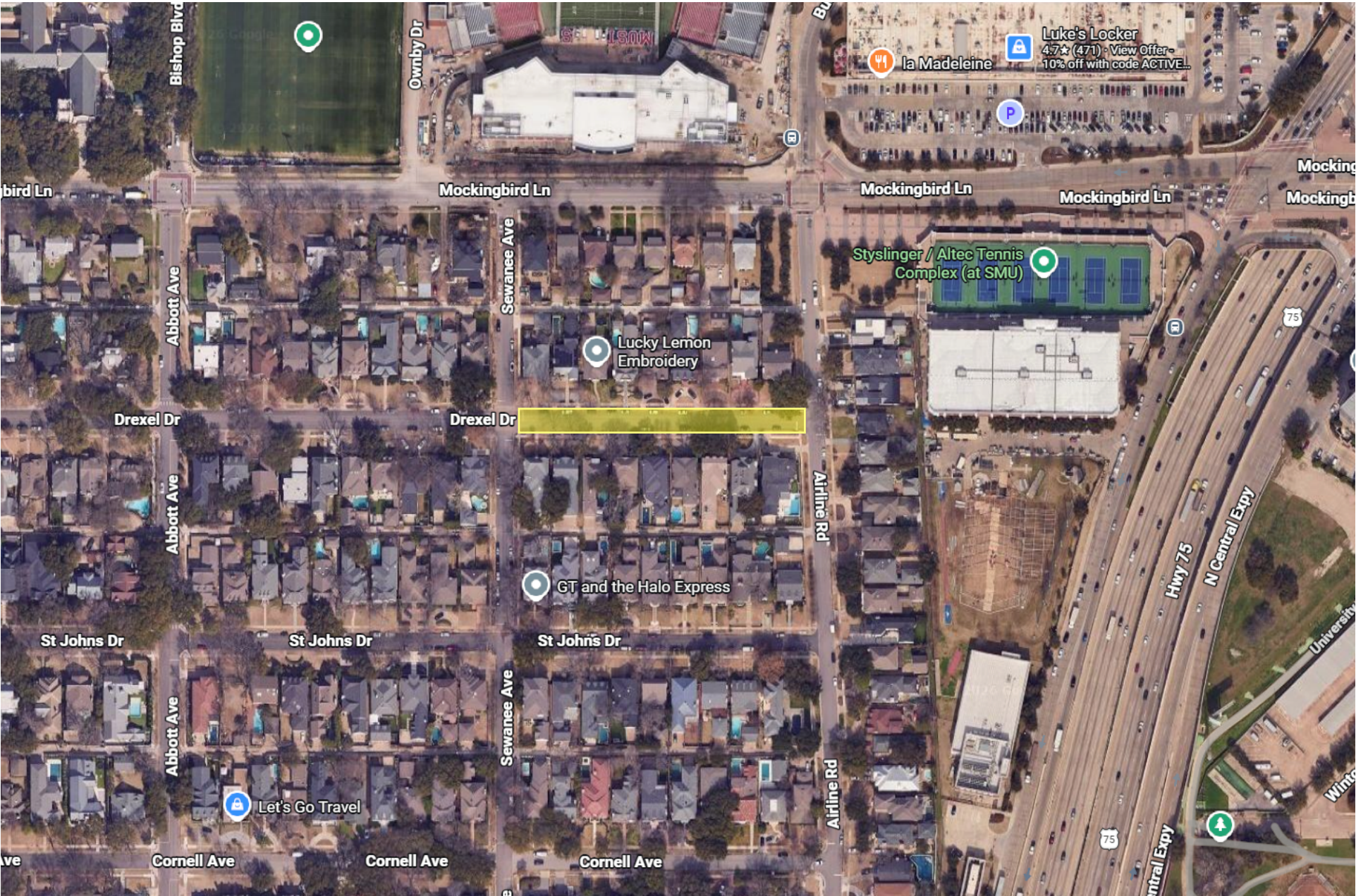
The following is an estimate of the costs for implementation (not including staff time and labor):

\$3,000 Curb painting and signage
\$1,000 Sticker decals and placards

ATTACHMENTS

Parking Petition Map 3100 Drexel, 3100 Drexel Petition, Parking Petition Map 3200 Drexel, 3200 Drexel Petition , Parking Petition Map 5400 Sewanee, 5400 Sewanee Petition, No. Ord. 2177 New Daytime Permit Parking

Petition for Permit Parking - 3100 Drexel Drive





THE TOWN OF

Highland Park
TEXAS

Petition For Resident Only Parking

Please identify the street and corresponding blocks proposed to be included.

Street	Block
DREXEL DRIVE	3100

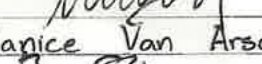
Please describe the current parking problem on these streets:

AS detailed in the attached Appendix, heavy non-resident parking by SMU students and employees has reduced the availability of resident parking in this block of Drexel Drive. We seek enforcement on weekdays only between the hours of 5:00 am and 6:00 pm.

Feel free to provide additional documentation including pictures that would be helpful in supporting this request. Please provide one petition per street block. Please email the petition to Heather Cerda, Assistant Director at hc Cerda@hptx.org. Please contact the Town for information on remittance of the \$300 Filing Fee.

The undersigned resident(s) of the 3100 hundred block of Drexel Drive, petition the Town Council to designate this block as part of the Residential Permit Parking Program. I / we have read Ordinance and are aware that parking restrictions associated with the program will apply to all vehicles not registered on the block, including vehicles belonging to family and friends of residents, as well as vehicles owned by residents but not registered in this Resident Parking Permit program.

(NOTE: One petition per street block)

	Name (Please Print)	Signature (One signature per residence)	Resident Address
1	Kimberly Chipman		3101 Drexel
2	Mike Stendorf		3118 Drexel
3	Janice Van Arsdale	Janice Van Arsdale	3113 Drexel
4	Brian Shahkarami	B. Shahkarami	3114 Drexel
5	Rosie Fircozakht	R. Fircozakht	3114 Drexel
6	Emily Amacker	Emily Amacker	3112 Drexel Drive
7	Elizabeth Braver	Elizabeth Braver	3111 Drexel Dr.
8	Jin Phillips	Jin Phillips	3109 Drexel Dr.
9	Janice Van Arsdale	Janice Van Arsdale	3113 Drexel
10	Harris Fals	Harris Fals	3117 Drexel
11	Scott Jones	Scott Jones	3102 Drexel
12	Cory Gerken	Cory Gerken	3105 Drexel
13	Kelly Ann Williams	Kelly Ann Williams	3106 Drexel
14	NEERU DIXIT	NEERU DIXIT	3104 Drexel
15	ERINN MCPHILL	ERINN MCPHILL	3103 Drexel
16	Elizabeth Gardner	Elizabeth Gardner	3110 Drexel
17	DENNIS R. ABBAS	DENNIS R. ABBAS	3115 Drexel Dr.
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APPENDIX

Petition for Resident-Only Parking Permit Area (3100 Block of Drexel Drive)

Overview

The undersigned Property owners request Council approval to establish a Resident-only permit parking area in the 3100 Block of Drexel Drive. **We are seeking enforcement on weekdays only between the hours of 5:00 a.m. and 6:00 pm.**



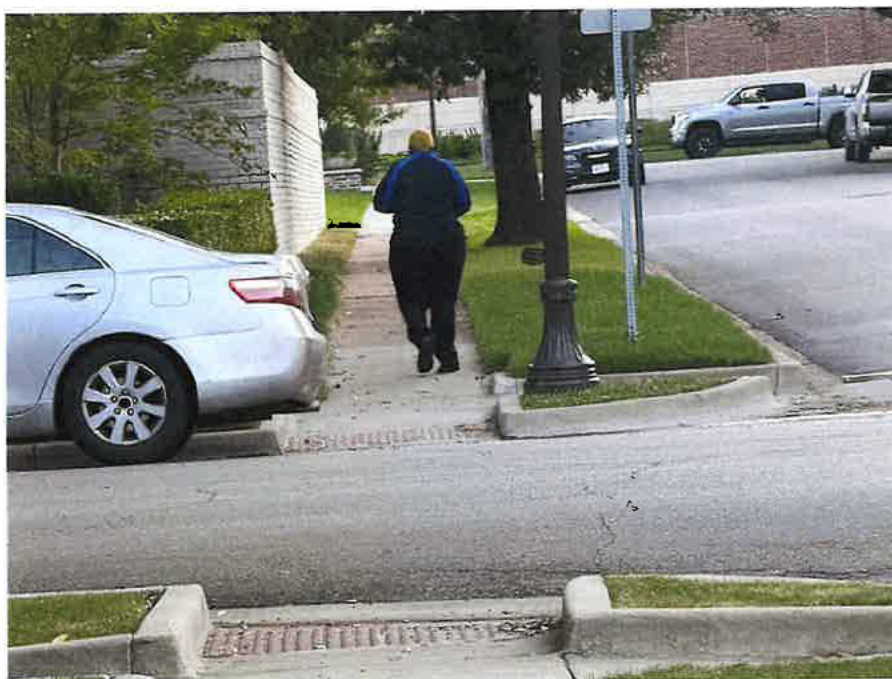
Many residents on this block are unable to utilize the parking spaces in front of their homes on weekdays. Although non-resident parking is worse during the school year, it continues throughout the summer as well. The photos below were taken in June and July '26.



All of the vehicles in the photo below are parked end to end in the 3200 block in the early morning. None of them belong to residents.



This SMU employee parks her silver car in the same spot almost every day unless the spot has already been taken.



The competition among SMU parkers for spaces on Drexel results in increased density of parked vehicles as they are positioned end to



end. This photo was taken on 7.13.26 at 7:00 a.m..

None of the above vehicles belong to Drexel residents.

Discussion

Most of the homes facing Drexel in the 3100 and 3200 blocks have circular driveways in front which require entry from the street and exit to the street. As a result, curb space in these blocks of Drexel is reduced and space to park on the street is limited.

When more than one vehicle is present in these circular driveways, exiting the driveway requires backing into the street and into heavy traffic on Drexel. Dense parking frequently results in vehicles being parked immediately adjacent to these driveway entrances and exits, making the process of simply backing up more hazardous.

The photo below taken in the 3200 block of Drexel provides an illustration of this problem.



Occasionally, teenage drivers who reside on Drexel have been forced, by reduced visibility and narrow margins for error, to leave their vehicles in the driveway to avoid attempting to back onto Drexel.

The photo below, taken on 6.17.26, depicts typical parking density on Drexel in the summer when fewer SMU students are present. The upcoming school year will see much higher parked vehicle density.



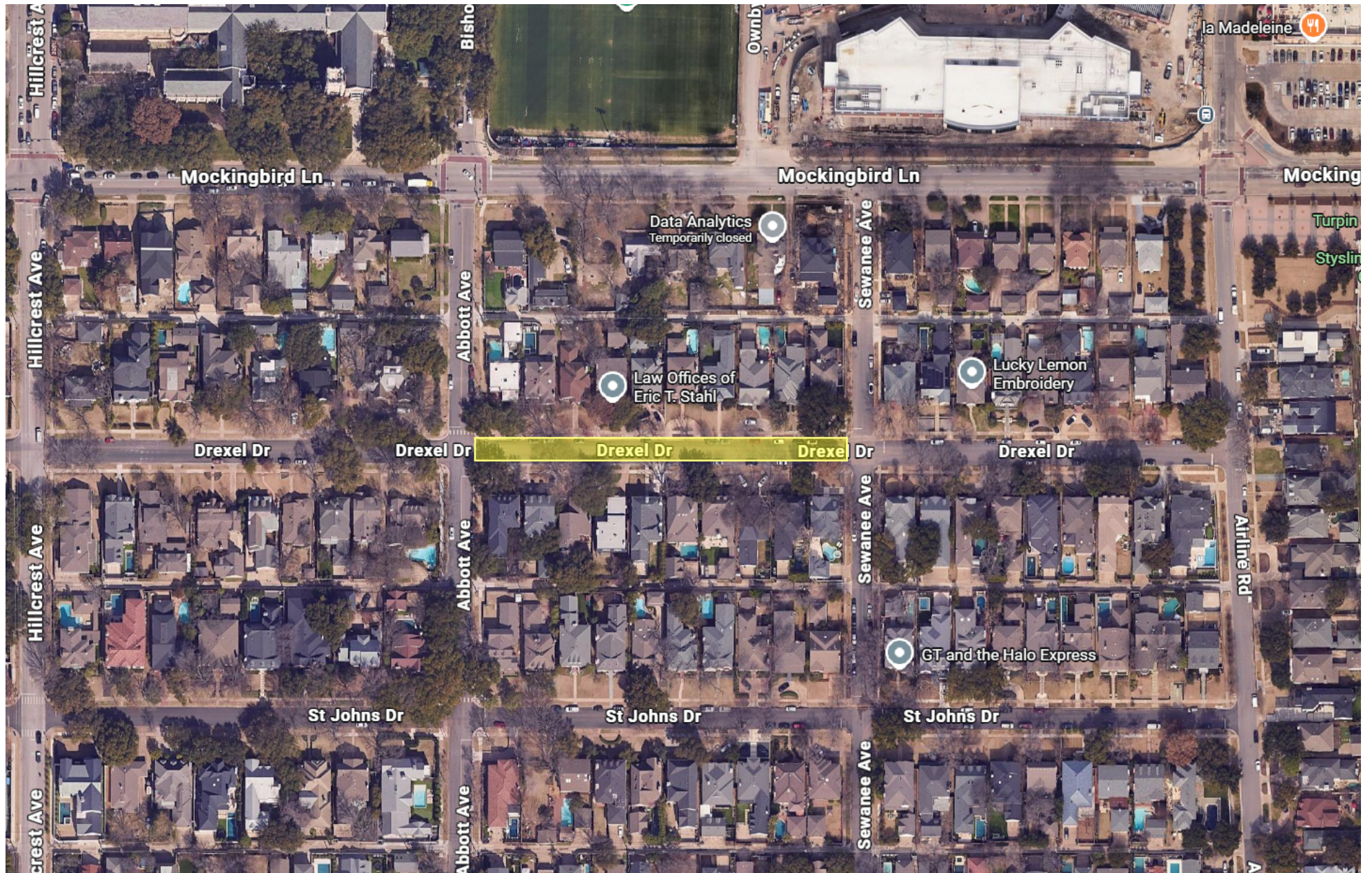
Approval by the Council of the requested Resident-only permit parking area in the 3100 Block of Drexel is an appropriate response to the heavy use of HP residential streets for SMU student and employee parking. The undersigned property owners believe that restrictions will reduce the density of parked vehicles on Drexel and improve motorist visibility.

Drexel is a heavily used cut through street for Eastbound and Westbound traffic. An astonishing number of these drivers run the stop signs on Drexel at the Sewanee intersection. School age children live up and down this street in both the 3100 and 3200 blocks and play in the alleys to avoid the heavy Drexel traffic. Reducing the number of parked vehicles on the North and South sides of Drexel by restricting non-resident parking will make this street a little safer, for children as well as both resident and non-resident motorists.

It has been our collective experience that parking tickets alone have not deterred non-resident parkers from routinely using the streets in our neighborhood as an off-campus parking lot. We believe that the requested Resident-only parking area with the accompanying threat of vehicle towing is required.



Petition for Permit Parking - 3200 Drexel Drive





THE TOWN OF

Highland Park
TEXAS

Petition For Resident Only Parking

Please identify the street and corresponding blocks proposed to be included.

Street	Block
DREXEL DRIVE	3200

Please describe the current parking problem on these streets:

AS detailed in the attached Appendix, heavy non-resident parking by SMU students and employees has reduced the availability of resident parking in this block of Drexel Drive. We seek enforcement on weekdays only between the hours of 5:00am and 6:00 pm.
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Feel free to provide additional documentation including pictures that would be helpful in supporting this request. Please provide one petition per street block. Please email the petition to Heather Cerda, Assistant Director at hc Cerda@hptx.org. Please contact the Town for information on remittance of the \$300 Filing Fee.

The undersigned resident(s) of the 3200 hundred block of Drexel Dr., petition the Town Council to designate this block as part of the Residential Permit Parking Program. I / we have read Ordinance ___ and are aware that parking restrictions associated with the program will apply to all vehicles not registered on the block, including vehicles belonging to family and friends of residents, as well as vehicles owned by residents but not registered in this Resident Parking Permit program.

(NOTE: One petition per street block)

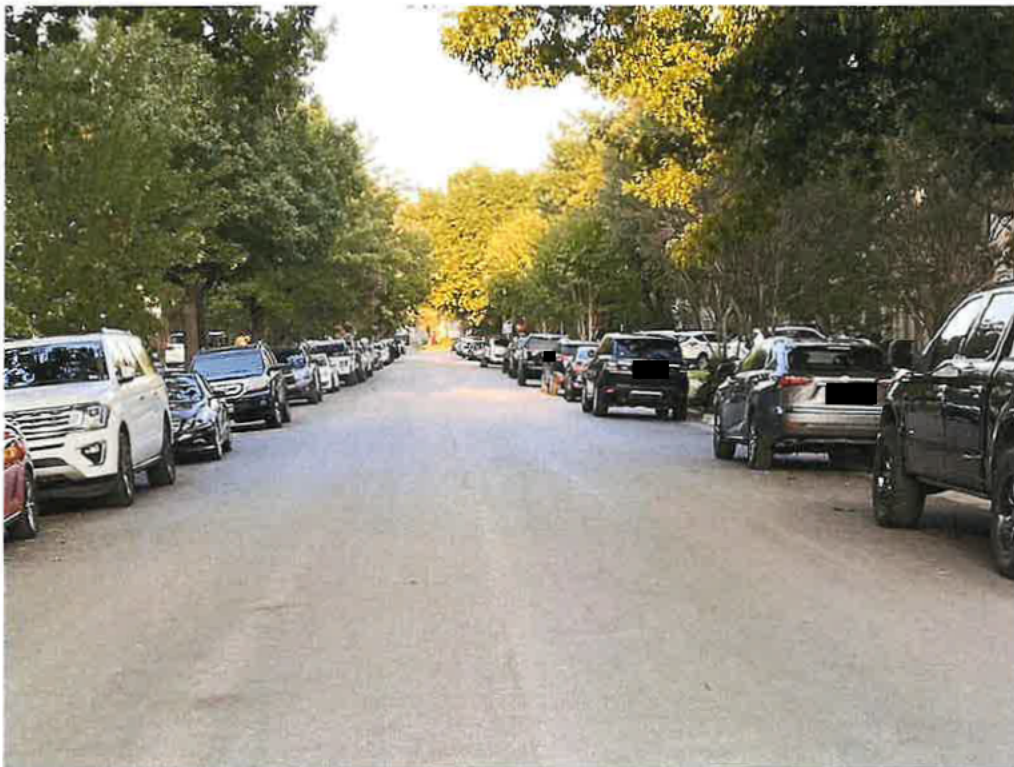
	Name (Please Print)	Signature (One signature per residence)	Resident Address
1	LYNN FOSTER	Lynn Foster	3214 DREXEL
2	SALLIE WEIBEL	Sallie Weibel	3217 DREXEL
3	Heather Davely	Heather Davely	3201 Drexel Dr.
4	Jessie Taudis	Jessie Taudis	3202 Drexel Dr.
5	Emily Amacker	Emily Amacker	312 Drexel Drive
6	Carol Anne Axley	Carol Anne Axley	3216 Drexel
7	Dennis Rambo	Dennis Rambo	3208 Drexel
8	Jane Hopkins	Jane Hopkins	3215 Drexel Dr.
9	AMIEE MEELY	Amiee Meely	3203 Drexel
10	LAURA SCHRIEBER	Laura Schriber	3209 Drexel
11	Holt Foster	Holt Foster	3219 Drexel
12	Linda Stahl	Linda Stahl	3212 Drexel
13	Elizabeth Longo	Elizabeth Longo	3200 Drexel
14	Packy Watson	Packy Watson	3218 Drexel
15	Mary Ann	Mary Ann	3219 Drexel
16	MARY BARSOTTI	Mary Barsotti	3206 Drexel
17	Vivien Wong	Vivien Wong	3204 Drexel
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APPENDIX

Petition for Resident-Only Parking Permit Area (3200 Block of Drexel Drive)

Overview

The undersigned Property owners request Council approval to establish a Resident-only permit parking area in the 3200 Block of Drexel Drive. **We are seeking enforcement on weekdays only between the hours of 5:00 a.m. and 6:00 pm.**



Many residents on this block are unable to utilize the parking spaces in front of their homes on weekdays. Although non-resident parking is worse during the school year, it continues throughout the summer as well. The photos below were taken in June and July '26.



All of the vehicles in the photo below are parked end to end in the 3200 block in the early morning. None of them belong to residents.



This SMU employee parks her silver car in the same spot almost every day unless the spot has already been taken.



The competition among SMU parkers for spaces on Drexel results in increased density of parked vehicles as they are positioned end to



end. This photo in the 3100 block was taken on 7.13.26 at 7:00 a.m..

None of the above vehicles belong to Drexel residents.

Discussion

Most of the homes facing Drexel in the 3100 and 3200 blocks have circular driveways in front which require entry from the street and exit to the street. As a result, curb space in these blocks of Drexel is reduced and space to park on the street is limited.

When more than one vehicle is present in these circular driveways, exiting the driveway requires backing into the street and into heavy traffic on Drexel. Dense parking frequently results in vehicles being parked immediately adjacent to these driveway entrances and exits, making the process of simply backing up more hazardous.

The photo below taken in the 3200 block of Drexel provides an illustration of this problem.



Occasionally, teenage drivers who reside on Drexel have been forced, by reduced visibility and narrow margins for error, to leave their vehicles in the driveway to avoid attempting to back onto Drexel.

This photo taken on 6.17.26 depicts typical parking density on Drexel in the summer when fewer SMU students are present. The upcoming school year will see much higher parked car density.



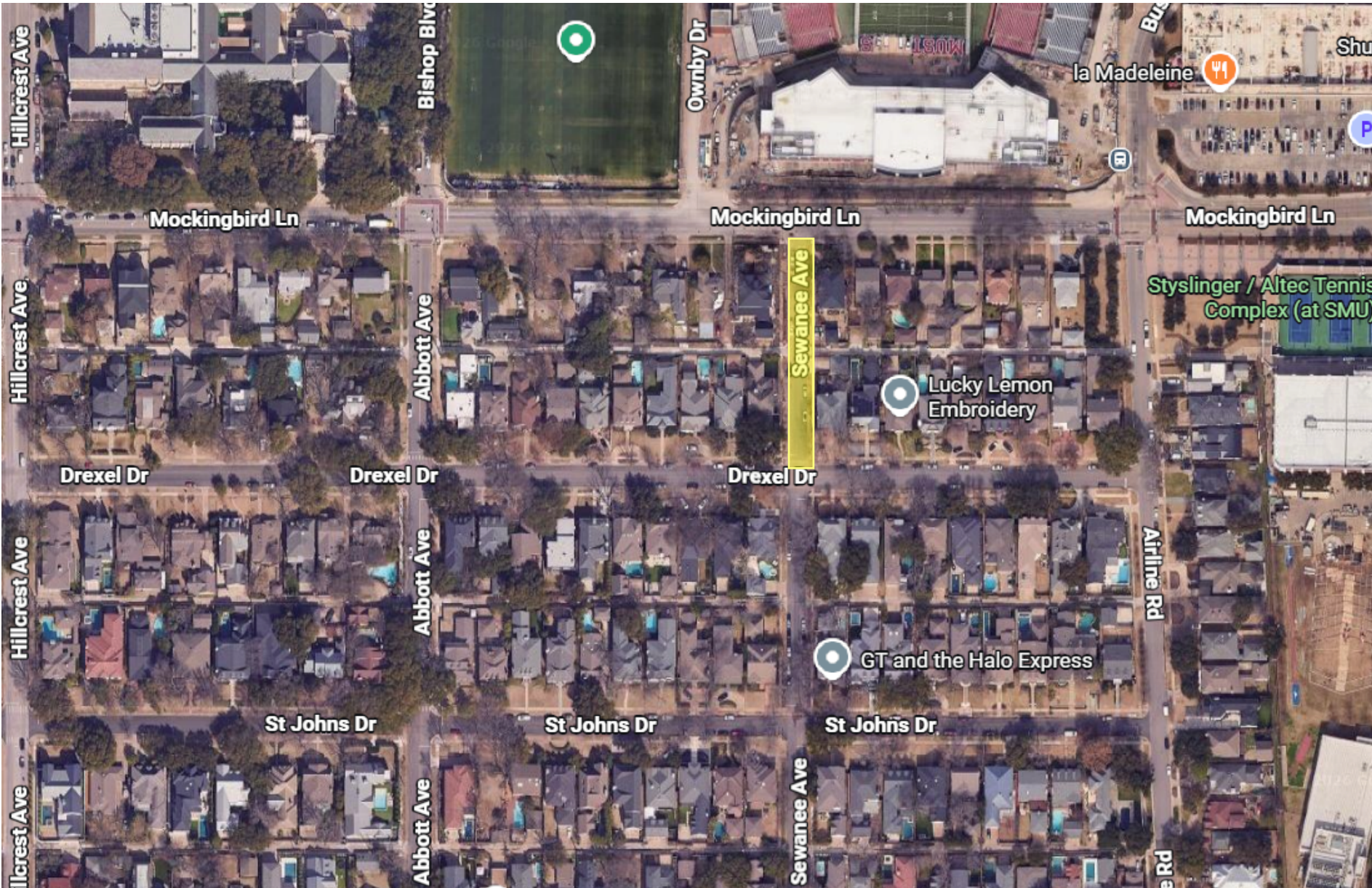
Approval by the Council of the requested Resident-only permit parking area in the 3200 Block of Drexel is an appropriate response to the heavy use of HP residential streets for SMU student and employee parking. The undersigned property owners believe that restrictions will reduce the density of parked vehicles on Drexel and improve motorist visibility.

Drexel is a heavily used cut through street for Eastbound and Westbound traffic. An astonishing number of these drivers run the stop signs on Drexel at the Sewanee intersection. School age children live up and down this street in both the 3100 and 3200 blocks and play in the alleys to avoid heavy Drexel traffic. Reducing the number of parked vehicles on the North and South sides of Drexel by restricting non-resident parking will make this street a little safer, for children as well as both resident and non-resident motorists.

It has been our collective experience that parking tickets alone have not deterred non-resident parkers from routinely using the streets in our neighborhood as an off-campus parking lot. We believe that the requested Resident-only parking area with the accompanying threat of vehicle towing is required.



Petition for Permit Parking - 5400 Sewanee Avenue





THE TOWN OF

Highland Park
TEXAS

Petition For Resident Only Parking

Please identify the street and corresponding blocks proposed to be included.

Street	Block
SEWANEE	5400

Please describe the current parking problem on these streets:

As detailed in the attached Appendix, heavy non-resident parking by SMU students and employees is causing visibility and safety issues in the 5400 block of Sewanee. We seek enforcement on weekdays only between the hours of 5:00AM and 6:00PM. This same restriction is already in place immediately South in the 5300 block of the same street.

Feel free to provide additional documentation including pictures that would be helpful in supporting this request. Please provide one petition per street block. Please email the petition to Heather Cerda, Assistant Director at hcerda@hptx.org. Please contact the Town for information on remittance of the \$300 Filing Fee.

The undersigned residents of the block referenced petition the Town Council to designate the block/blocks as Resident Only Parking. By signing this petition, it is understood that the parking restrictions shall be in accordance with the applicable ordinance and apply to all vehicles not registered. One petition shall be provided for each street block. The petition must be signed by 75% of the property owners that either face or abut the street and only one signature per residence shall be considered. Refer to the most current and approved ordinance for additional requirements as applicable. **If additional signature lines are needed, please duplicate this page.**

[illegible]

Please email petition to Heather Cerda, Assistant Director at hcerda@hptx.org.

APPENDIX

Petition for Resident-Only Parking Permit Area (5400 Block of Sewanee)

Overview

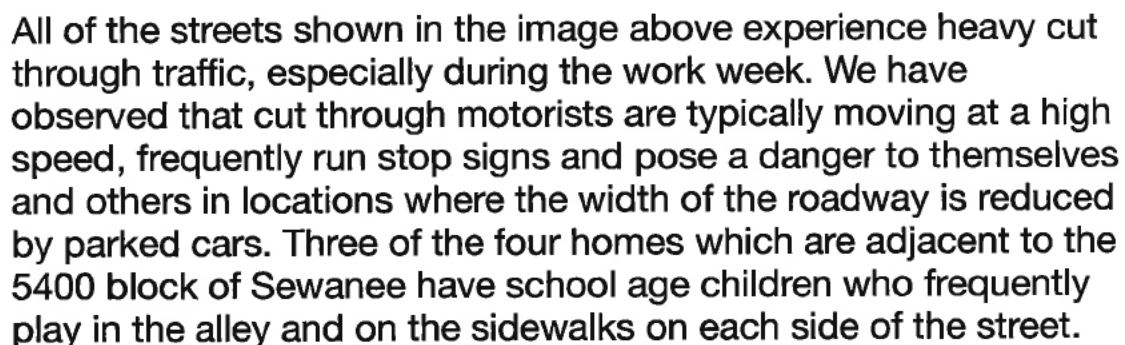
The undersigned Property owners request Council approval to establish a Resident-only permit parking area in the 5400 Block of Sewanee. **We are seeking enforcement on weekdays only between the hours of 5:00 a.m. and 6:00 pm.** This same restriction is already in place immediately South in the 5300 block of the same street.

Relief is needed because of heavy non-resident parking by SMU students and employees in this block which is just South of campus and the new end zone athletic facilities. These photos are representative of typical non-resident parking conditions in this block on weekdays from September to May.





The weekday parking conditions shown above create a safety issue because of reduced visibility for motorists and residents backing out of adjacent driveways or exiting the alley. The visibility issue is made worse by the increase in cut through traffic in the Northeast quadrant of HP.



Related issues

This block of Sewanee has become a parking lot for SMU students and employees. During their season, the football team arrives between 5:30 and 6:30 a.m., often with windows down and stereos blasting. The players lock their car doors using their key fobs and honk their horns, usually twice. This arrival window means nearby residents hear this 15 to 20 times each morning. Employees also arrive early and stay late. Because of past complaints by residents, some years ago this block was zoned for 2 hour parking. But the parking signs are ignored and SMU parkers know that HPPD rarely enforces the regulation. Enforcement requires two trips for the police, once to mark tires and a second stop 2 hours later to write tickets.

We have also noted reduced parking for service vehicles and delivery trucks, which leads inevitably to double parking on Drexel. We have seen blocked traffic on Sewanee when northbound and southbound motorists don't have room to pass each other because of parked vehicles. We have also noted an uptick in fast food trash and litter discarded in the street.

Summary

Our Petition has highlighted these issues:

1. safety issues for children who play in the alley and on sidewalks
2. limited visibility for all motorists and difficulty backing out of driveways and exiting the alley for residents
3. accidents and near miss events on Sewanee as residents exit the alley
4. blocked traffic when northbound and southbound vehicles can't pass each other
5. reduced parking for service vehicles, Amazon, US Mail
6. noise (car stereos and horns between 5:30 and 6:30 a.m.)
7. parked cars in front of fire hydrants
8. junk food trash

Approval by the Council of the requested Resident-only permit parking area in the 5400 Block of Sewanee is an appropriate response to the heavy use of HP residential streets for SMU student and employee parking. These restrictions are needed to improve motorist visibility and thereby reduce the risks posed by rapidly increasing cut through traffic in this part of Highland Park.



The addresses of the property owners who face or abut Sewanee in the 5400 block, all of whom have signed this Petition, are:

3100 Drexel Drive
3118 Drexel Drive
5441 Sewanee
3133 Mockingbird

ORDINANCE NO. 2177

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS AMENDING THE CODE OF ORDINANCES OF THE TOWN OF HIGHLAND PARK, CHAPTER 12, TRAFFIC AND VEHICLES, ARTICLE 12.07, STOPPING, STANDING AND PARKING, BY AMENDING DIVISION 6, RESIDENT-ONLY PARKING PERMIT AREA, BY AMENDING SECTION 12.07.183, DESIGNATION, MODIFICATION OR ELIMINATION OF RESIDENT-ONLY PARKING AREAS, TO CREATE A NEW DAYTIME PERMIT PARKING CATEGORY AND TO DESIGNATE CERTAIN BLOCKS AS DAYTIME PERMIT PARKING AREAS; AND BY AMENDING SECTION 12.07.186, PARKING REGULATIONS WITHIN A RESIDENT-ONLY PARKING AREA, PROVIDING PARKING RESTRICTIONS RELATED THERETO; PROVIDING FOR INCORPORATION INTO THE CODE OF ORDINANCES; PROVIDING A PENALTY CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Park, Texas (the “Town”) is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

WHEREAS, Texas Transportation Code, Section 311.01, General Authority of Home-Rule Municipality, grants the Town exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, the Texas Transportation Code, Section 542.202(a)(2), Powers of Local Authorities, grants the Town the authority to regulate parking generally; and

WHEREAS, the Town desires to amend the resident-only parking rules for the purposes of protecting the safety and integrity of the Town’s residential neighborhoods; protecting the health, life, and property of Town citizens; and preserving good government, order, and security of the Town; and

WHEREAS, the Town Council further finds and determines this ordinance, and the rules and regulations provided for herein, will protect the health, safety, and welfare of the residents of the Town of Highland Park; and

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.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Highland Park, Texas:

SECTION 1. That all matters stated above are found to be true and correct legislative and factual findings of the Town and are hereby approved and incorporated herein and made a part hereof for

all purposes.

SECTION 2. That, the Code of Ordinances of the Town of Highland Park, CHAPTER 12 TRAFFIC AND VEHICLES, ARTICLE 12.07 STOPPING, STANDING AND PARKING, is hereby amended as follows, and all other articles and sections not expressly amended herein shall remain in full force and effect:

2.1 Chapter 12, Article 12.07, Division 6, Resident-Only Parking Permit Area, Section 12.07.183 is hereby amended by creating Section 12.07.183(c) to read as follows:

(c) The following blocks are designated as daytime permit parking areas governed by section 12.07.186(c)

Daytime Permit Parking Areas	
Street	Side
3100 Drexel Drive	Both
3200 Drexel Drive	Both
5400 Sewanee Avenue	Both

2.2 Chapter 12, Article 12.07, Division 6, Residential-Only Parking Permit Area, Section 12.07.186 is amended to read as follows.

12.07.186 Parking regulations within a resident-only parking area.

- (a) 24-hour permit parking areas:
 - (1) Resident-only parking is enforced Monday through Sunday, 24 hours a day.
 - (2) No vehicle shall be parked in any 24-hour permit parking area without displaying a permit issued under this division.
 - (3) Non-permitted vehicles may never be parked in any 24-hour permit parking area except for delivery vehicles delivering to residents, and as provided in subsection (c) below.
- (b) Daytime permit parking areas are enforced Monday through Sunday from 5:00 a.m. to 6:00 p.m.
- (c) Daytime permit parking areas are enforced Monday through Friday from 5:00 a.m. to 6:00 p.m.
- (d) The provisions of this section 12.07.186 shall not be deemed to prohibit parking of a moving truck (for loading or unloading household items) or service vehicle providing services to a resident in the resident-only parking area. Service vehicles shall park in front of the home being serviced. Refer to section 12.07.192 for additional regulations and guidance on vehicles related to permitted construction within the Town.

SECTION 3. That, this ordinance shall be deemed to be incorporated into the Code of Ordinances of the Town of Highland Park, Texas.

SECTION 4. That, the penalty provision of Chapter 1, Section 1.01.009 of the Code of Ordinances of the Town of Highland Park is hereby adopted for this ordinance.

SECTION 5. That, should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or be held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid, and the same shall not affect the validity of the Code of Ordinances of the Town of Highland Park as a whole.

SECTION 6. That, this ordinance shall take effect immediately following its passage, approval, and publication as provided by law, and it is accordingly so ordained.

PASSED AND APPROVED on the 1st day of September 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

**Conduct a public hearing to receive comments regarding the
proposed ad valorem tax rate for all taxable property for the 2026
Tax Year.**

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

In accordance with the Texas Property Tax Code, when a taxing unit's governing body proposes a tax rate that exceeds the calculated no-new-revenue tax rate, it is required to schedule a public hearing and publish a notice specifying the date, time, and location of that hearing. The required public notice for this public hearing was published in *The Daily Commercial Record* on August 26, 2026, and was also posted on the Town's official website beginning August 21, 2026.

For the 2026 tax year, the Town has calculated its no-new-revenue tax rate and voter-approval tax rate to be \$0.184828 and \$0.192042 per \$100 of taxable assessed value, respectively. At its meeting on August 11, 2026, the Town Council set a proposed tax rate of \$0.192042 per \$100 of taxable assessed value, equal to the voter-approval tax rate.

Importantly, while the proposed rate exceeds the calculated no-new-revenue tax rate, it represents an actual reduction in the Town's tax rate from the prior year. The proposed rate of \$0.192042 is 3.64% lower than the Fiscal Year 2025-26 adopted rate of \$0.199296 per \$100 of taxable assessed value. State law requires the public hearing and related statutory notices because the proposed rate exceeds the no-new-revenue tax rate, notwithstanding the fact that the Town is proposing to lower its tax rate from the prior year.

The no-new-revenue tax rate represents the rate that, when applied to the current year's taxable value (excluding new construction), would yield approximately the same amount of property tax revenue as the previous year. The voter-approval tax rate is the maximum rate the Town may generally adopt without requiring an election for voter approval.

For a detailed explanation of the calculations, please refer to the attached 2026 Tax Rate Calculation Worksheet.

The additional property tax revenue generated under the proposed rate of \$0.192042 per \$100 of taxable assessed value, despite the reduction in the tax rate from the prior year, is primarily attributable to increased taxable property values and will support the Town's proposed budget and pay-as-you-go 10-year capital improvement program.

RECOMMENDATION

Conduct a public hearing to receive comments regarding the proposed property tax rate for the 2026 tax year.

FINANCIAL IMPACT

The proposed tax rate of \$0.192042 per \$100 of taxable assessed value is projected to generate an additional \$807,655 over the prior fiscal year adopted budget.

ATTACHMENTS

2026 Tax Rate Calculation Worksheet

AR 7/25/20

2026 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

jes
7/28/2026

Town of Highland Park

214.559.9360

Taxing Unit Name

Phone (area code and number)

4700 Drexel Dr, Highland Park, TX 75205

www.hptx.org

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 and JETI Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 and JETI Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

Taxing units must include a hyperlink to a document that evidences the accuracy of each entry in the worksheet other than an entry making a mathematical calculation.¹ Source materials must contain data for all worksheets used, including supplemental worksheets.

Insert hyperlink:

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ²	\$ 10,098,735,303
2.	Prior year tax ceilings. Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step. ³	\$ 0
3.	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$ 10,098,735,303
4.	Prior year total adopted tax rate.	\$ 0.199296 /\$100
5.	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.	
	A. Original prior year ARB values:.....	\$ 640,484,410
	B. Prior year values resulting from final court decisions:.....	- \$ 573,101,190
	C. Prior year value loss. Subtract B from A. ⁴	\$ 67,383,220

¹ Tex. Tax Code §§5.07(g)(4) and 26.04(d-1)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(14)

⁴ Tex. Tax Code §26.012(13)

Line	No. New Revenue Tax Rate Worksheet	Amount/Rate
6.	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 110,874,021 B. Prior year disputed value: - \$ 22,174,804 C. Prior year undisputed value. Subtract B from A. ⁵	\$ 88,699,217
7.	Prior year Chapter 42 related adjusted values. Add Line 5C and Line 6C.	\$ 156,082,437
8.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$ 10,254,817,740
9.	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1 of the prior year. Enter the prior year value of property in deannexed territory. ⁶	\$ 0
10.	Prior year taxable value lost because property first qualified for an exemption in the current year. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 0 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: + \$ 39,845,855 C. Value loss. Add A and B. ⁷	\$ 39,845,855
11.	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. A. Prior year market value: \$ 0 B. Current year productivity or special appraised value: - \$ 0 C. Value loss. Subtract B from A. ⁸	\$ 0
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$ 39,845,855
13.	Prior year captured value of property in a TIF. Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. ⁹ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 0
14.	Prior year total value. Subtract Line 12 and Line 13 from Line 8.	\$ 10,214,971,885
15.	Adjusted prior year total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$ 20,358,030
16.	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year. ¹⁰	\$ 32,085
17.	Adjusted prior year levy with refunds. Add Lines 15 and 16. ¹¹	\$ 20,390,115

⁵ Tex. Tax Code §26.012(13)⁶ Tex. Tax Code §26.012(15)⁷ Tex. Tax Code §26.012(15)⁸ Tex. Tax Code §26.012(15)⁹ Tex. Tax Code §26.03(c)¹⁰ Tex. Tax Code §26.012(13)¹¹ Tex. Tax Code §26.012(13) and (15)

Line	No New Revenue Tax Rate Worksheet	Amount/Rate
18.	Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹² A. Certified values: \$ 11,058,213,490 B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$ 0 C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0 D. Tax increment financing: Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment reinvestment zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below.¹³ Adjustments to the taxable value must be calculated separately for each reinvestment zone using Form 50-110.¹⁴ Enter the total from Form 50-110: - \$ 0 E. Total current year value. Add A and B, then subtract C and D.	\$ 11,058,213,490
19.	Total value of properties under protest or not included on certified appraisal roll. ¹⁵ A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.¹⁶ \$ 84,052,186 B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.¹⁷ + \$ 0 C. Total value under protest or not certified. Add A and B.	\$ 84,052,186
20.	Current year tax ceilings. Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step. ¹⁸	\$ 0
21.	Anticipated contested value. Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. ¹⁹ An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico. ²⁰ If completing this line, the taxing unit must include supporting documentation in Section 9. ²¹ Taxing units that are not affected, enter 0.	\$ 0
22.	Current year total taxable value. Add Lines 18E and 19C, then subtract Lines 20 and 21. ²²	\$ 11,142,265,676
23.	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed. ²³	\$ 0
24.	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for the current year. ²⁴	\$ 110,340,607

¹² Tex. Tax Code §§26.012(6) and 26.04(c-2)¹³ Tex. Tax Code §26.03(c)¹⁴ Tex. Tax Code §26.03(e)¹⁵ Tex. Tax Code §26.01(c) and (d)¹⁶ Tex. Tax Code §26.01(c)¹⁷ Tex. Tax Code §26.01(d)¹⁸ Tex. Tax Code §26.012(6)(B)¹⁹ Tex. Tax Code §26.012(6)(C) and 26.012(1-b)²⁰ Tex. Tax Code §26.012(1-a)²¹ Tex. Tax Code §26.04(d-3)²² Tex. Tax Code §26.012(6)²³ Tex. Tax Code §26.012(17)²⁴ Tex. Tax Code §26.012(17)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
25.	Total adjustments to the current year taxable value. Add Lines 23 and 24.	\$ 110,340,607
26.	Adjusted current year taxable value. Subtract Line 25 from Line 22.	\$ 11,031,925,069
27.	Current year NNR tax rate. Divide Line 17 by Line 26 and multiply by \$100. ²⁵	\$ 0.184828 /\$100 ✓
28.	COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. ²⁶	\$ _____ /\$100

Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the tax rate. The type of taxing unit will determine the rate components that apply to a taxing unit's overall voter-approval tax rate.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

SECTION 2: Maintenance and Operations (M&O) and Debt Tax Rate Worksheet

This section calculates two components of the voter-approval tax rate:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the minimum dollar amount required to be paid toward debt service for the current year.²⁷ This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
29.	Prior year M&O tax rate. Enter the prior year M&O tax rate.	\$ 0.199296 /\$100
30.	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 10,254,817,740
31.	Total prior year M&O levy. Multiply Line 29 by Line 30 and divide by \$100.	\$ 20,437,441
32.	Adjusted prior year levy for calculating NNR M&O rate. A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2025. This line applies only to tax years preceding the prior tax year. + \$ 32,085 B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0. - \$ 0 C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0 D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 32,085 E. Add Line 31 to 32D.	\$ 20,469,526
33.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,031,925,069
34.	Current year NNR M&O rate (unadjusted). Divide Line 32E by Line 33 and multiply by \$100.	\$ 0.185548 /\$100

²⁵ Tex. Tax Code §26.04(c)

²⁶ Tex. Tax Code §26.04(d)

²⁷ Tex. Tax Code §26.012(3)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
35.	Rate adjustment for state criminal justice mandate. ²⁸ A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ <u>0</u> B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100
36.	Rate adjustment for indigent health care expenditures. ²⁹ A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..... \$ <u>0</u> B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state assistance received for the same purpose..... - \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100
37.	Rate adjustment for county indigent defense compensation. ³⁰ A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose..... \$ <u>0</u> B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2024 and ending on June 30, 2025, less any state grants received by the county for the same purpose. \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 D. Multiply B by 0.05 and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 E. Enter the lesser of C and D. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100
38.	Rate adjustment for county hospital expenditures. ³¹ A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. \$ <u>0</u> B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2024 and ending on June 30, 2025. \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 D. Multiply B by 0.08 and divide by Line 33 and multiply by \$100..... \$ <u>0.000000</u> /\$100 E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ <u>0.000000</u> /\$100

²⁸ Tex. Tax Code §26.044²⁹ Tex. Tax Code §26.0441³⁰ Tex. Tax Code §26.0442³¹ Tex. Tax Code §26.0443

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
39.	Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information. A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. \$ <u>0</u> B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u> C. Subtract B from A and divide by Line 33 and multiply by \$100 \$ <u>0.000000</u> /\$100 D. Enter the rate calculated in C. If not applicable, enter 0. \$ <u>0.000000</u> /\$100	
40.	Adjusted current year NNR M&O rate. Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	\$ <u>0.185548</u> /\$100 ✓
41.	Adjustment for prior year sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero. A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u> B. Divide Line 41A by Line 33 and multiply by \$100 \$ <u>0.000000</u> /\$100 C. Add Line 41B to Line 40. \$ <u>0.185548</u> /\$100	
42.	Current year voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. - or - Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	\$ <u>0.192042</u> /\$100 ✓
D42.	Disaster Line 42 (D42): Current year voter-approval M&O rate for taxing unit affected by disaster declaration. ³² If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate a rate equal to the lesser of: A. The voter-approval tax rate calculated in the manner provided for a special taxing unit. Multiply line 41C by 1.08 ³³ \$ <u>0.000000</u> /\$100 - or - B. The voter-approval M&O tax rate calculated in the manner provided for a taxing unit other than a special taxing unit plus the disaster relief rate. ³⁴ Complete Section 5 through Line 68 to complete D42(B). a. Enter the disaster relief cost. \$ <u>0</u> b. Disaster relief rate. Divide Line D42(B)(a) by Line 26 and multiply by 100 \$ <u>0.000000</u> /\$100 c. Add Line D42(B)(b) to Line 42. \$ <u>0.000000</u> /\$100 d. Enter the current year unused increment rate from Line 68 \$ <u>0.000000</u> /\$100 e. Add Line D42(c) to Line D42(d). \$ <u>0.000000</u> /\$100 The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. C. Enter Line D42(A) if less than Line D42(B)(e). If Line D42(B)(e) is less than line D42(A), enter Line D42(B)(c). ³⁵ \$ <u>0.000000</u> /\$100 If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).	

³² Tex. Tax Code §26.042³³ Tex. Tax Code §26.042(a-2)(1)³⁴ Tex. Tax Code §26.042(a-1) and 26.042(a-2)³⁵ Tex. Tax Code §26.042(a-2)

Line	M&O and Debt Tax Rate Worksheet	Amount/Rate
43.	Total current year debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes; (2) are secured by property taxes; (3) are scheduled for payment over a period longer than one year; and (4) are not classified in the taxing unit's budget as M&O expenses. A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ³⁶ Enter debt amount \$ 0 B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0 C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0 D. Subtract amount paid from other resources - \$ 0 E. Adjusted debt. Subtract B, C and D from A. \$ 0	
44.	Certified prior year excess debt collections. Enter the amount certified by the collector. ³⁷	\$ 0
45.	Adjusted current year debt. Subtract Line 44 from Line 43E.	\$ 0
46.	Current year anticipated collection rate. A. Enter the current year anticipated collection rate certified by the collector. ³⁸ 0.00 % B. Enter the prior year actual collection rate 0.00 % C. Enter the 2024 actual collection rate 0.00 % D. Enter the 2023 actual collection rate 0.00 % E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³⁹ 0.00 %	
47.	Current year debt adjusted for collections. Divide Line 45 by Line 46E.	\$ 0
48.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,142,265,676
49.	Current year debt rate. Divide Line 47 by Line 48 and multiply by \$100.	\$ 0.000000 /\$100 ✓
50.	Current year voter-approval M&O rate plus current year debt rate. Add Lines 42 and 49.	\$ 0.192042 /\$100 ✓
D50.	Disaster Line 50 (D50): Current year voter-approval M&O and debt tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval M&O tax rate in the manner provided by Line D42. Add Line D42(C) and 49.	\$ 0.000000 /\$100
51.	COUNTIES ONLY. Add together the voter-approval M&O and debt tax rates for each type of tax the county levies. The total is the current year county voter-approval M&O and debt tax rate.	\$ _____ /\$100

³⁶ Tex. Tax Code §26.012(7)³⁷ Tex. Tax Code §§26.012(10) and 26.04(b)³⁸ Tex. Tax Code §26.04(b)³⁹ Tex. Tax Code §26.04(h), (h-1) and (h-2)

SECTION 3: Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	Taxable Sales. For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. ⁴⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ 0
53.	Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ⁴¹ Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ⁴² - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
54.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,142,265,676
55.	Sales tax adjustment rate. Divide Line 53 by Line 54 and multiply by \$100.	\$ 0.000000 /\$100
56.	Current year NNR tax rate, unadjusted for sales tax. ⁴³ Enter the rate from Line 27 or 28, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.184828 /\$100
57.	Current year NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	\$ 0.184828 /\$100
58.	Current year voter-approval tax rate, unadjusted for sales tax. ⁴⁴ Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.192042 /\$100
59.	Current year voter-approval tax rate, adjusted for sales tax. Subtract Line 55 from Line 58.	\$ 0.192042 /\$100

SECTION 4: Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ⁴⁵ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ⁴⁶	\$ 0
61.	Current year total taxable value. Enter the amount from Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,142,265,676
62.	Additional rate for pollution control. Divide Line 60 by Line 61 and multiply by \$100.	\$ 0.000000 /\$100
63.	Current year voter-approval tax rate, adjusted for pollution control. Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	\$ 0.192042 /\$100

⁴⁰ Tex. Tax Code §26.041(d)⁴¹ Tex. Tax Code §26.041(f)⁴² Tex. Tax Code §26.041(d)⁴³ Tex. Tax Code §26.04(c)⁴⁴ Tex. Tax Code §26.04(c)⁴⁵ Tex. Tax Code §26.045(d)⁴⁶ Tex. Tax Code §26.045(f)

SECTION 5: Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. ⁴⁷ The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. ⁴⁸

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; ⁴⁹
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); ⁵⁰ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. ⁵¹

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. ⁵²

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	Year 3 Foregone Revenue Amount. Subtract the 2025 unused increment rate and 2025 actual tax rate from the 2025 voter-approval tax rate. Multiply the result by the 2025 current total value	
	A. Voter-approval tax rate (Line 69)	\$ 0.199296 /\$100
	B. Unused increment rate (Line 68)	\$ 0.000000 /\$100
	C. Subtract B from A.	\$ 0.199296 /\$100
	D. Adopted Tax Rate	\$ 0.199296 /\$100
	E. Subtract D from C.	\$ 0.000000 /\$100
	F. 2025 Total Taxable Value (Line 61)	\$ 10,327,359,681
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
65.	Year 2 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value	
	A. Voter-approval tax rate (Line 68)	\$ 0.208550 /\$100
	B. Unused increment rate (Line 67)	\$ 0.002597 /\$100
	C. Subtract B from A.	\$ 0.205953 /\$100
	D. Adopted Tax Rate	\$ 0.208550 /\$100
	E. Subtract D from C.	\$ -0.002597 /\$100
	F. 2024 Total Taxable Value (Line 60)	\$ 9,400,167,194
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
66.	Year 1 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value	
	A. Voter-approval tax rate (Line 67)	\$ 0.220530 /\$100
	B. Unused increment rate (Line 66)	\$ 0.009510 /\$100
	C. Subtract B from A.	\$ 0.211020 /\$100
	D. Adopted Tax Rate	\$ 0.220530 /\$100
	E. Subtract D from C.	\$ -0.009510 /\$100
	F. 2023 Total Taxable Value (Line 60)	\$ 8,457,359,481
	G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0
67.	Total Foregone Revenue Amount. Add Lines 64G, 65G and 66G	\$ 0
68.	2026 Unused Increment Rate. Divide Line 67 by Line 22 of the No-New-Revenue Rate Worksheet. Multiply the result by 100	\$ 0.000000 /\$100
69.	Total 2026 voter-approval tax rate. Add Line 68 to one of the following lines (as applicable): Line 50, Line D50 (only if Line D42(B) was used), Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	\$ 0.192042 /\$100

⁴⁷ Tex. Tax Code §26.013(b)

⁴⁸ Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)

⁴⁹ Tex. Tax Code §526.04(c)(2)(A) and 26.042(a)

⁵⁰ Tex. Tax Code §26.0501(a) and (c)

⁵¹ Tex. Local Gov't Code §120.007(d)

⁵² Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁵³ This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁵⁴

Line	De Minimis Rate Worksheet	Amount/Rate
70.	Adjusted current year NNR M&O tax rate. Enter the rate from Line 40 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.185548 /\$100
71.	Current year total taxable value. Enter the amount on Line 22 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,142,265,676
72.	Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 71 and multiply by \$100.	\$ 0.004487 /\$100
73.	Current year debt rate. Enter the rate from Line 49 of the <i>M&O and Debt Tax Rate Worksheet</i> .	\$ 0.000000 /\$100
74.	De minimis rate. Add Lines 70, 72 and 73.	\$ 0.190035 /\$100

SECTION 7: Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁵⁵

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	2025 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.199296 /\$100
76.	Adjusted 2025 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. ⁵⁶ If a disaster occurred in 2025 and the taxing unit calculated its 2025 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) of the 2025 worksheet due to a disaster, complete the applicable sections or lines of <i>Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> . - or - If a disaster occurred prior to 2025 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 42 (D42) in 2025, complete form 50-856-a, <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2025 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. ⁵⁷ Enter the final adjusted 2025 voter-approval tax rate from the worksheet.	\$ 0.000000 /\$100
77.	Increase in 2025 tax rate due to disaster. Subtract Line 76 from Line 75.	\$ 0.000000 /\$100
78.	Adjusted 2025 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 10,214,971,885
79.	Emergency revenue. Multiply Line 77 by Line 78 and divide by \$100.	\$ 0
80.	Adjusted current year taxable value. Enter the amount in Line 26 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 11,031,925,069
81.	Emergency revenue rate. Divide Line 79 by Line 80 and multiply by \$100. ⁵⁸	\$ 0.000000 /\$100
82.	Current year voter-approval tax rate, adjusted for emergency revenue. Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	\$ 0.192042 /\$100

⁵³ Tex. Tax Code §26.012(8-a)

⁵⁴ Tex. Tax Code §26.063(a)(1)

⁵⁵ Tex. Tax Code §26.042(b)

⁵⁶ Tex. Tax Code §26.042(c)

⁵⁷ Tex. Tax Code §26.042(b)

⁵⁸ Tex. Tax Code §26.042(b)

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.184828 /\$100

As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).

Indicate the line number used: 27

Voter-approval tax rate. \$ 0.192042 /\$100

As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).

Indicate the line number used: 50

De minimis rate. \$ 0.190035 /\$100

If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and SignatureEnter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁹**print
here** ➔

John R. Ames, PCC, CTA

Printed Name of Taxing Unit Representative

**sign
here** ➔

Taxing Unit Representative

Date

7.27.26

**print
here** ➔

John R. Samford

Printed Name of Taxing Unit Representative

**sign
here** ➔

Taxing Unit Representative

7/28/2026

Date

⁵⁹ Tex. Tax Code §26.04(c-2) and (d-2)



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Review, discuss, and take action on an ordinance to adopt the Fiscal Year 2026-27 Proposed Budget, with revisions, in the amount of \$80,564,916, including interfund transfers of \$11,240,205.

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

The Fiscal Year 2026-27 Proposed Budget ("FY27 Budget") provides: (i) funding for existing Town-provided services and operations; (ii) a competitive pay and benefit environment for employees; (iii) adequate funding of operating and capital needs; and (iv) funding for the annual capital transfer from the General Fund to the Capital Projects Fund for future capital needs.

The FY27 Budget includes proposed adjustments to various fees in response to rising service contract costs, operating expenses, personnel, and capital expenditures. Charges for solid waste collection and recycling are proposed to increase by 3.5%, reflecting an increase in current contracts with the Town's third-party service providers. Stormwater drainage fees are proposed to increase by 25.0% to support future capital investment needs. Additionally, adjustments to water and sewer rates are proposed to increase by 5.5% to address growing operational costs and to support the Town's pay-as-you-go 10-year capital improvement program ("CIP").

On June 30, 2026, the Town Administrator submitted the FY27 Budget and CIP to the Town Council and the Town Secretary. The Town Council reviewed the FY27 Budget and CIP at its study sessions on July 5, 2026, and August 11, 2026.

Compared to the FY27 Budget submitted to the Town Council on June 30, 2026, the revised FY27 Budget includes adjustments to the General Fund, Utility Fund, Solid Waste Fund, Building Maintenance and Investment Fund, Capital Projects Fund, and the CIP. Revisions include a reduction in estimated property tax revenue to reflect certified values received after submission of the FY27 Proposed Budget, one-time merit-based retention incentives for employees above the pay plan maximum for their positions, minor adjustments to fine tune payroll budgets, a reduction in the solid waste collection contract expense, reallocation of the Tree Maintenance Program from the General Fund to the Capital Projects Fund, and elimination of a supplemental contribution to the Texas Municipal Retirement System ("TMRS"). A summary of the Town Council authorized revisions is included with this item.

The Texas Local Government Code requires the Town to hold a public hearing on the FY27 Budget. The Town Council conducted a public hearing on the FY27 Budget on August 11, 2026. Notice of the public hearing was posted on the Town's website and published in The Daily

Commercial Record on July 30, 2026.

The FY27 Budget is available for public inspection at the Town Secretary's office and on the Town's website at <https://hptx.org>.

RECOMMENDATION

Town staff recommends approval of the FY27 Budget, inclusive of revisions previously presented to the Town Council. The vote to adopt the budget must be a record vote of the Town Council.

FINANCIAL IMPACT

The adoption of the FY27 Budget for the fiscal year beginning October 1, 2026, and ending on September 30, 2027, will provide funding for Town operations (operating and capital) and internal transfers necessary to support the Town's pay-as-you-go 10-year capital improvement program, while maintaining compliance with all minimum fund balance requirements.

ATTACHMENTS

Proposed Ordinance Adopting the Budget for FY26-27, FY26-27 Proposed Budget_Schedule of Revisions_9.1.26, FY26-27 Proposed Budget _6.30.26 - As Originally Submitted, FY 27-36
Proposed CIP_Revised 9.1.26

ORDINANCE NO. 2178

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2026, AND ENDING SEPTEMBER 30, 2027, 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"):

Section 1. 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.

Section 2. That, the Town Administrator, as budget officer, has caused to be prepared a proposed budget totaling \$80,564,916 including \$11,240,205 for inter-fund transfers, of the Town of Highland Park, Texas, for the fiscal year beginning October 1, 2026, and ending September 30, 2027, in accordance with the provisions of the Town Charter, Section 4.02 (d) and Section 9.05; and

Section 3. That, a copy of said proposed budget was filed in the office of the Town Secretary on June 30, 2026, and more than thirty (30) days prior to the end of the fiscal year 2026, 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 the date the Town Council makes its tax levy for the fiscal year, in accordance with Section 102.005 of the Local Government Code, Texas Codes Annotated; and

Section 4. That, notice of public hearing on the proposed budget on August 11, 2026, was duly advertised by the Town, in accordance with Section 102.006 of the Local Government Code, Texas Codes Annotated; and

Section 5. That, the official budget, including revisions, was approved by the Town Council of the Town of Highland Park, Texas, on September 1, 2026, following the public hearing.

PASSED AND APPROVED on the 1st day of September 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

Record Vote:

Mayor Will C. Beecherl	Yes _____	No _____	Absent _____
Mayor Pro Tem Don Snell	Yes _____	No _____	Absent _____
Town Council Member Alan Friedman	Yes _____	No _____	Absent _____
Town Council Member Leland White	Yes _____	No _____	Absent _____
Town Council Member Margaret Keliher	Yes _____	No _____	Absent _____
Town Council Member Mike Tibbals	Yes _____	No _____	Absent _____

FY 2026-27 Proposed Budget Schedule of Revisions
As of September 1, 2026

	Revisions to Proposed Budget for FY 2026-27						Proposed Budget with Revisions
	General Fund	Utility Fund	Solid Waste	Building Maintenance & Investment Fund	Capital Projects Fund	All Other Funds	
Beginning Fund Balance - Originally Proposed	\$ 7,378,565	\$ 5,317,086	\$ 502,930	\$ 1,528,293	\$ 4,200,723	\$ 17,295,776	\$ 36,223,373
	-	-	-	-	-	-	-
Beginning Fund Balance - with Revisions	\$ 7,378,565	\$ 5,317,086	\$ 502,930	\$ 1,528,293	\$ 4,200,723	\$ 17,295,776	\$ 36,223,373
Operating Revenues - Originally Proposed	\$ 38,602,560	\$ 16,447,329	\$ 2,011,190	\$ 104,845	\$ 11,711,755	\$ 4,060,195	\$ 72,937,874
Reduction of Property Taxes with Certified Values	(122,960)	-	-	-	-	-	(122,960)
	-	-	-	-	-	-	-
Operating Revenues - with Revisions	\$ 38,479,600	\$ 16,447,329	\$ 2,011,190	\$ 104,845	\$ 11,711,755	\$ 4,060,195	\$ 72,814,914
Transfers In - Originally Proposed	\$ 1,935,445	\$ 731,700	\$ 17,200	\$ 1,048,260	\$ 5,974,365	\$ 1,533,235	\$ 11,240,205
	-	-	-	-	-	-	-
Transfers In - with Revisions	\$ 1,935,445	\$ 731,700	\$ 17,200	\$ 1,048,260	\$ 5,974,365	\$ 1,533,235	\$ 11,240,205
Total Operating Revenues and Transfers In	\$ 40,415,045	\$ 17,179,029	\$ 2,028,390	\$ 1,153,105	\$ 17,686,120	\$ 5,593,430	\$ 84,055,119
Operating Expenses - Originally Proposed	\$ 32,891,102	\$ 10,102,923	\$ 1,915,400	\$ 859,380	\$ -	\$ 337,231	\$ 46,106,036
One-time Merit Based Rentention Incentives for Employees Over Pay Plan Max	129,070	-	-	-	-	-	129,070
Adjustments to Fine Tune Payroll Budgets	12,730	525	-	(7,065)	-	-	6,190
Revised Solid Waste (Trash & Recycling) Collection Expense	-	-	(19,425)	-	-	-	(19,425)
Tree Maintenance Program	(121,000)	-	-	-	-	-	(121,000)
Elimination of TMRS Supplemental Contribution	(205,000)	(45,000)	-	-	-	-	(250,000)
	-	-	-	-	-	-	-
Operating Expenses - with Revisions	\$ 32,706,902	\$ 10,058,448	\$ 1,895,975	\$ 852,315	\$ -	\$ 337,231	\$ 45,850,871
Capital Expenses - Originally Proposed	\$ -	\$ 6,416,500	\$ -	\$ 292,570	\$ 11,304,925	\$ 5,338,845	\$ 23,352,840
Tree Maintenance Program	-	-	-	-	121,000	-	121,000
	-	-	-	-	-	-	-
Capital Expenses - with Revisions	\$ -	\$ 6,416,500	\$ -	\$ 292,570	\$ 11,425,925	\$ 5,338,845	\$ 23,473,840
Transfers Out - Originally Proposed	\$ 7,583,845	\$ 2,803,750	\$ 158,815	\$ -	\$ 470,460	\$ 223,335	\$ 11,240,205
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Transfers Out - with Revisions	\$ 7,583,845	\$ 2,803,750	\$ 158,815	\$ -	\$ 470,460	\$ 223,335	\$ 11,240,205
Total Expenses and Transfers Out	\$ 40,290,747	\$ 19,278,698	\$ 2,054,790	\$ 1,144,885	\$ 11,896,385	\$ 5,899,411	\$ 80,564,916
Ending Fund Balance - with Revisions	\$ 7,502,863	\$ 3,217,417	\$ 476,530	\$ 1,536,513	\$ 9,990,458	\$ 16,989,795	\$ 39,713,576



THE TOWN OF

Highland Park
TEXAS

An American Community Making a Difference

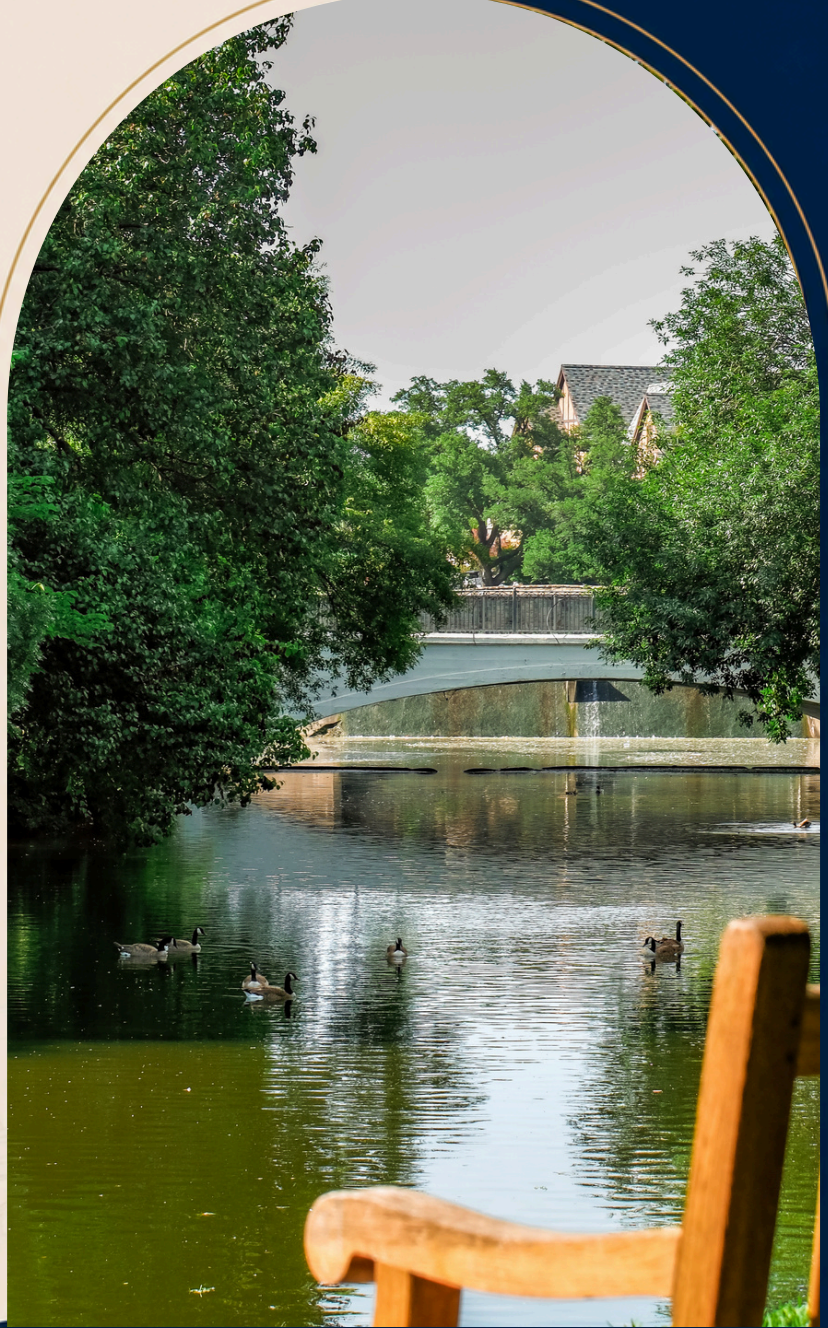
FISCAL YEAR

2026-27

PROPOSED BUDGET

AND PLAN
OF MUNICIPAL SERVICES

As Originally Submitted



Photography by Kasie Noel



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Town of Highland Park

Proposed Budget and Plan of Municipal Services For the Fiscal Year 2026-2027

This budget will raise more total property taxes than last year's budget by an amount of \$939,616*, which is a 4.6 percent* increase from last year's budget, and of that amount, \$219,247* is tax revenue to be raised from new property added to the tax roll this year.

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

FOR:

AGAINST:

PRESENT and not voting:

ABSENT:

Tax Rate:	Proposed 2026-27*	Adopted 2025-25
Property Tax Rate:	\$0.191888/100	\$0.199296/100
No-New-Revenue Tax Rate:	\$0.185399/100	\$0.191974/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.185399/100	\$0.192557/100
Voter-Approval Tax Rate:	\$0.191888/100	\$0.199296/100
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, 2025

Christopher P. Morrell

Executive Director

Town of Highland Park, Texas

Proposed Budget and Plan of Municipal Services

October 1, 2026, through September 30, 2027

Mayor & Town Council

Will C. Beecherl, Mayor

Don Snell, Mayor Pro Tem

Alan Friedman, Council Member

Leland White, Council Member

Margaret Keliher, Council Member

Mike Tibbals, Council Member

Town Staff

Tobin E. Maples, AICP, Town Administrator

Taylor Lough, Assistant Town Administrator

John Samford, CPA, CTP, Director of Finance

Lori Chapin, P.E., Director of Engineering & Public Works

Letecia McNatt, Director of Policy Development & Strategic Initiatives

Chuck McGinnis, Director of Public Safety

Jeff Armstrong, AICP, Director of Community Development

Kortney Nelson, MLS, Town Librarian

Joanna Mekeal, TMRC, Town Secretary



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Town of Highland Park
Fiscal Year 2026-27 Proposed Budget
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June 30, 2026

Honorable Mayor Beecherl, Members of the Town Council and Citizens of the Town of Highland Park:

In accordance with Texas Statutes and the Town of Highland Park Charter, it is our honor to present the Proposed Budget and Plan of Municipal Services (“Proposed Budget”) for the fiscal year beginning October 1, 2026, and ending September 30, 2027 (“FY27”). The Proposed Budget incorporates a property tax rate of 19.1888 cents per \$100 of taxable assessed value, representing a reduction of 0.7408 cents from the prior year’s rate of 19.9296 cents.

This budget was developed through the collaborative efforts of all Town departments and reflects a careful balance between citizen-driven service expectations, risk management considerations, and capital investment needs within the constraints of available resources. The Proposed Budget is balanced and continues the Town’s longstanding tradition of financial stewardship, strength, and resiliency. It serves as:

- The fiduciary policy framework establishing service delivery expectations and accountability for both the citizenry and staff.
- A financial plan estimating expenditures for the fiscal year and identifying the means of financing them.
- An operational guide for deploying human, material, and capital project resources throughout the fiscal year.

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

The Proposed Budget was prepared and shaped through a lengthy process obtaining input from Town Staff, Town Council deliberations and directives, and recommendations from the Town's Finance and Audit Advisory Committee. Throughout the process, opportunities were granted to the public to provide input and suggestions to ensure that all stakeholders could be heard. Of particular significance this year, the Town Council adopted a new Strategic Plan on June 2, 2026 — the product of the Town's first community survey, focus groups, workshops with the Council and staff, and extensive opportunities for public engagement. The Strategic Plan organizes the Town's priorities into six strategic priority areas: Engagement and Connection, Community Character, Facilities and Infrastructure, Safety and Security, Financial Stewardship, and Operational Excellence. The Proposed Budget reflects a deliberate effort to align resources with each of these priority areas.

The leadership, insight, and guidance provided by the Town Council and the Finance and Audit Advisory Committee is greatly appreciated. It is the selfless dedication and volunteerism of the individuals serving in these roles that allow great strides to be made in honoring the visionaries of the past and continuing their enduring legacy through commitment to public service.

The FY 2026 (“FY26”) budget presented for comparative purposes throughout this document is the “Amended Budget”, which reflects Town Council approved amendments to the originally adopted FY26 budget.

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. [Presentations](#) made to the Town Council as well as other budget-related information can be found on the Town's website at www.hptx.org. General highlights of the Proposed Budget are as follows:

Budget Revenue Components

Total budgeted revenues, including interfund transfers, total **\$84,178,079**. Consistent with the community's long standing vision of Highland Park as a "bedroom community by design," the Town does not depend on the diversified revenue structures common in many Texas municipalities. Instead, its financial stability is rooted in a strong residential tax base. Within the Town's General Fund, residential property taxes account for more than 50% of operating revenues. This reliance reflects Highland Park's predominantly residential character and its limited commercial development.

From a Town-wide perspective, total property taxes (including commercial) are the Town's largest revenue source, generating approximately \$21,356,210, or 29% of total operating revenues. The remaining revenues are derived from sales taxes; building inspection and permit fees; user fees for services such as water, wastewater, and solid waste; franchise fees; interest earnings; contributions; and intergovernmental revenues. Together, these sources make up majority of the balance of the Town's operating revenues.

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 rate 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.

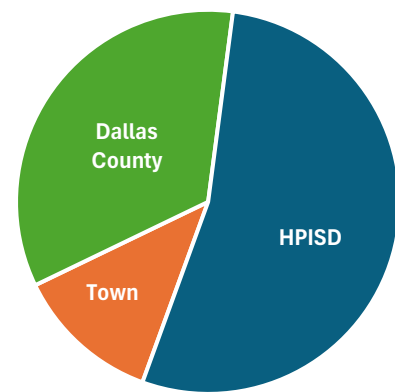
Proposed Tax Rate

As stated above, at 29.3% of total revenues (excluding inter-fund transfers), 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 FY27 is 19.1888 cents per \$100 of valuation, which is 3.7% lower than last year's property tax rate of 19.9296 cents.

Estimated taxable property values are growing at approximately 9.0% for FY27, or \$921M over the previous year certified values, primarily because of increased reassessments. There is an estimated \$114M of new construction added to the tax rolls according to the Dallas Central Appraisal District Second Preliminary Estimated Values letter dated June 1, 2026.

The proposed tax rate of 19.1888 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.

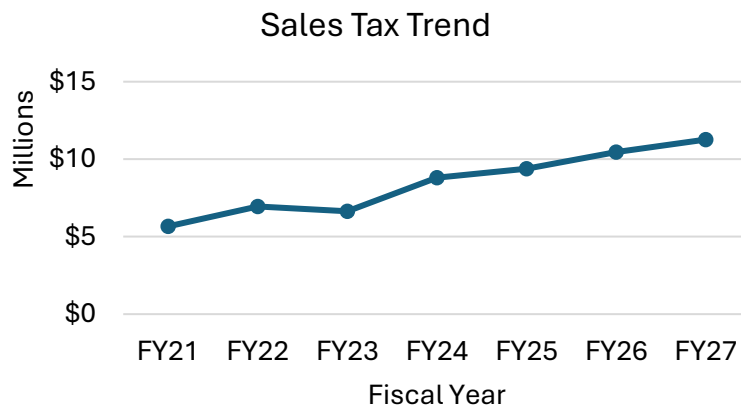
It cannot be overstated that State-imposed revenue constraints on local jurisdictions make it increasingly challenging to fund necessary projects—particularly capital improvements—and new initiatives. Notably, the Town maintains by far the lowest tax rate of the three taxing jurisdictions serving Highland Park. The average Highland Park homeowner pays approximately \$6,697 (12.3%) of their total tax bill for Town services, while the remaining \$47,771 is distributed between Dallas County (34.2%) and HPISD (53.5%). This distinction is made possible in large part by the Town’s robust average taxable value for single-family homes. As of the date of this letter, the 2026 tax year average taxable values for Dallas County and HPISD were not available; therefore, the 2025 taxable values are used for the purpose of this illustration.



Prior to FY22, 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 FY27 results in the Town forgoing approximately \$926,000 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 15.4% of total revenue (excluding inter-fund transfers). 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. Following the voters' decision to withdraw from the



Dallas Area Rapid Transit (DART) system, this revenue source is anticipated to exceed current projections. Upon satisfaction of the Town's proportional share of DART's outstanding obligations and voter approval of the future allocation of the sales tax previously dedicated to DART, the Town's 10-year financial model will be updated to incorporate the revised revenue assumptions and associated long-term fiscal impacts.

Building Inspection/Permit Fees

Revenue from building activity accounts for approximately 2.1% of total revenue, excluding inter-fund transfers. Given the strength and diversity of the North Texas economy, coupled with continued rapid population growth and ongoing corporate relocations, staff expect building activity fees to remain a strong and dependable source of revenue. For FY27, this revenue source is projected at just under \$1.54M.

Water, Sewer, Solid Waste Fees

The fees charged to Town customers for the purchase and distribution of treated water and the collection and treatment of wastewater comprise 19.0% of total revenue (excluding inter-fund transfers) at \$13.9M for FY27.

The Town's FY27 financial model is predicated on a certain level of annual water consumption. The five-year rolling average of water consumption is approximately 978 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 FY26.

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. The Proposed Budget provides for an adjustment to water and sewer rates in FY27 of 5.5%. The financial plan for the Utility Fund also reflects annual increases of 3-4% over the next nine years. The rate adjustment for FY27 will increase the monthly bill for a household using 10,000 gallons by approximately \$10.05 and generate an estimated \$676,000 in additional annual revenue for the Town, compared to the prior year's amended budget, excluding water sales revenue from internal billings for Town government usage. 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 FY26. During the FY22 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 larger, periodic 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 3.5%, adjusting the average resident's monthly billing by \$1.34 for alley service and \$2.52 for pack-out service (including the fee for recycling). For more information on Water, Wastewater, and Solid Waste contract expenditures, please refer to the Water, Wastewater & Solid Waste Contracts section of this letter.

To address future capital needs, storm water fees are increasing by 25%. For a lot size between 10,001 and 21,800 square feet, this equates to an increase of \$14.78 or \$73.90 per month.

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

Type of Service	Actual FY 2025-26	Proposed FY 2026-27	\$ Change	% Change
Stormwater	\$ 59.12	\$ 73.90	\$ 14.78	25.0%
Water	94.64	99.80	5.16	5.5%
Sewer	88.89	93.78	4.89	5.5%
Solid Waste Collection	38.35	39.69	1.34	3.5%
Total	\$ 281.00	\$ 307.17	\$ 26.17	9.3%

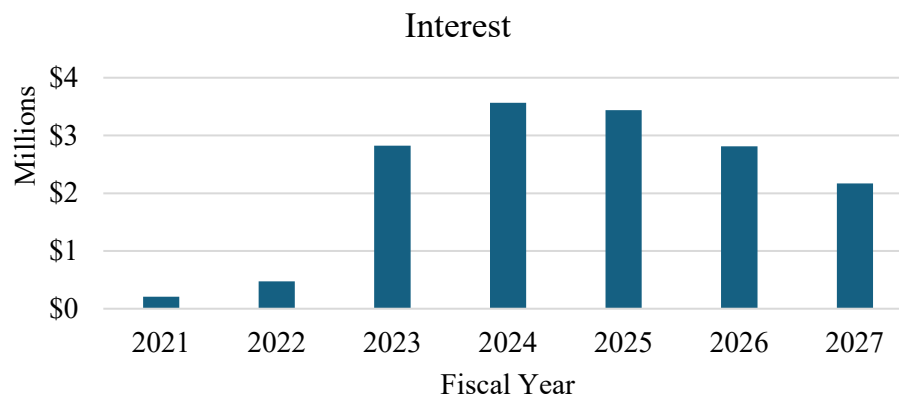
Assumptions:

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 with Recycling

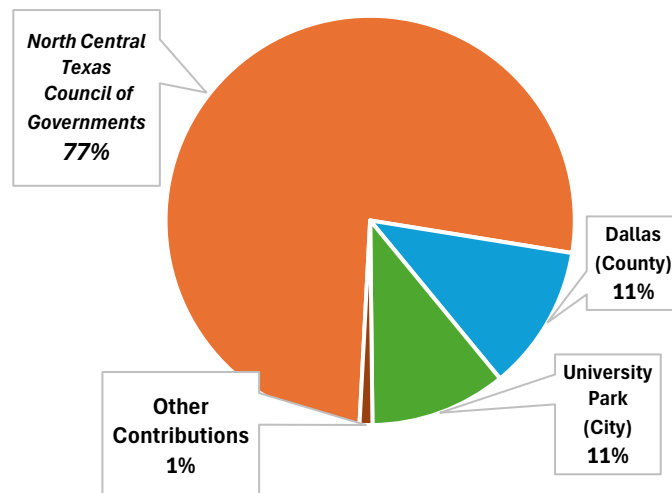
The table above does not include the Backflow Prevention Program which was initiated in 2026 to comply with the U.S. EPA Federal Clean Water Act of 1972. The cost for backflow assembly testing will be added to utility bills at a cost of \$75 per domestic and irrigation devices and \$85 for fire lines and commercial.

Interest Revenue

Interest revenue has grown dramatically over the last several years and for FY27, the Proposed Budget anticipates that this revenue source will make up 3.0%, or \$2.2M, of the Town's operating revenue. This amount represents a decline when compared to the FY26 year-end projection and a conservative outlook for FY27. 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 3-4% currently realized.



Intergovernmental Revenue & Contributions



There are significant resources expected to be provided from other participating governmental entities and contributors in support of the capital expenditures approved for next year. These resources make up 17.9%, or \$13.0M, of total revenues for FY27. Most of these resources are planned to be used toward the Wycliff Avenue Reconstruction (bridge) capital improvement project. The breakdown of anticipated external resources is shown in the adjacent pie chart.

Budget Expenditures

Overall, FY27 expenditures, excluding inter-fund transfers, are decreasing by 19.1% when compared to the FY26 Amended Budget and by 17.0% when compared to FY26 year-end projections. The large decrease compared to FY26 year-end projections is primarily due to Wycliff bridge project in FY26.

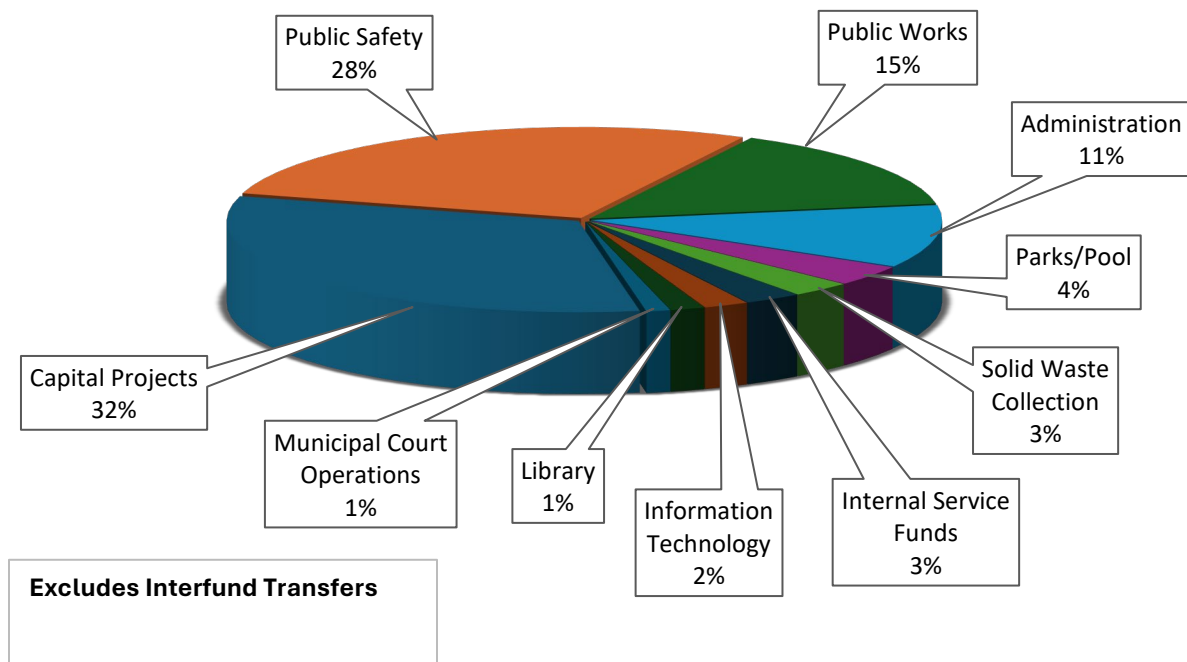
As it relates to inflation, the Consumer Price Index for All Urban Consumers (CPI-U) in the Dallas–Fort Worth–Arlington area rose 2.61% for the last 12 months, ending in May 2026, a significant increase compared to the 0.59% reported during the same period the prior year. Ongoing geopolitical conflicts and trade instability continue to contribute to broader economic uncertainty.

The table below summarizes expenditures by type for FY25, FY26 (amended budget and projected year-end), and the proposed FY27 budget.

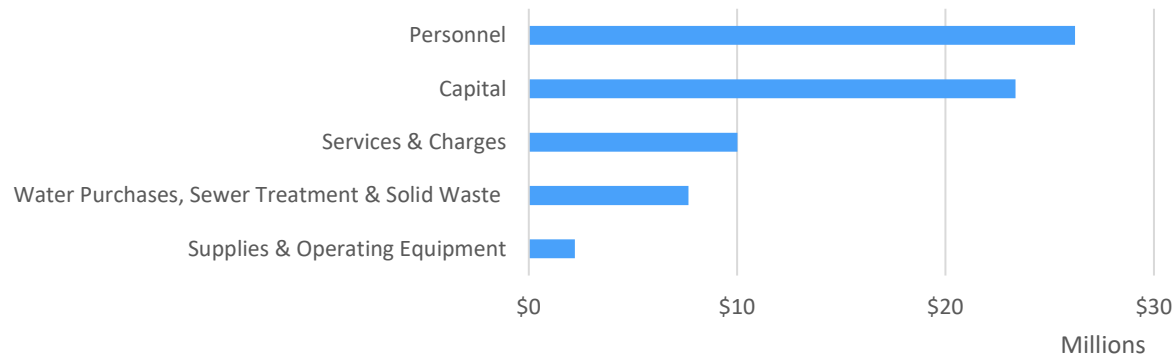
**COMBINED BUDGET SUMMARY
FOR ALL FUNDS SUBJECT TO APPROPRIATION**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
Personnel Services				
Payroll	\$ 17,387,765	\$ 18,564,283	\$ 18,427,595	\$ 19,703,605
Payroll Taxes	1,231,018	1,360,717	1,340,915	1,446,735
Retirement	2,312,776	2,343,010	2,287,935	2,445,565
Insurance	1,611,466	2,120,050	2,063,075	2,624,005
Total Personnel	\$ 22,543,025	\$ 24,388,060	\$ 24,119,520	\$ 26,219,910
Supplies & Equipment	5,755,645	6,282,234	6,565,964	6,812,467
Services & Charges	8,822,980	11,977,850	11,771,370	13,073,659
Capital Outlay	13,295,310	43,157,397	41,248,895	23,352,840
TOTAL EXPENDITURES	\$ 50,416,960	\$ 85,805,541	\$ 83,705,749	\$ 69,458,876

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 FY27 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 needed to maintain the high level of service that residents and businesses expect and includes recommendations that further enhance these services (not all inclusive) within each strategic plan priority area outlined below.

Strategic Plan Alignment

The FY27 Proposed Budget is the first to be prepared in direct alignment with the Town's newly adopted Strategic Plan. The Town's priority areas are reflected in the investments and initiatives recommended for the coming fiscal year.

Engagement and Connection

Recognizing that trusted government is relationship-driven government, the Proposed Budget supports the continuation of the **Town-wide microtransit program** following the community's decision to depart from the Dallas Area Rapid Transit system. Additionally, **a dedicated communications and engagement full-time equivalent position** has been included to enhance organizational capacity and strengthen the Town's connection with its residents. A portion of the cost associated with the new position will be offset through a reduction in the Town's third-party communications contract.

Community Character

Highland Park's identity is inseparable from its physical environment. The Proposed Budget funds the development of a Town-wide **right-of-way tree maintenance program** designed to preserve and enhance the Town's tree canopy — one of the most distinctive and enduring features of Highland Park's neighborhood character. An additional **full-time equivalent position** in Community Development is also included to provide technical assistance to residents and builders seeking permits and inspections, strengthen service delivery, support the Department's ongoing modernization efforts, facilitate implementation of the Town's updated zoning ordinance, and help ensure future development reflects the community character, design standards, and quality expectations that residents value.

Facilities and Infrastructure

Protecting the Town's physical assets is essential to deliver reliable services over the long term. The Proposed Budget includes increased funding for **building maintenance** and needed repairs to the historic Town Hall, as well as implementation of an **RFID project** for the Town Library to improve efficiency and the maintenance of Library assets. A **fire hydrant maintenance program** is also incorporated to ensure the continued operational readiness of this critical public safety infrastructure.

Safety and Security

The safety of residents remains among the Town's highest obligations. The Proposed Budget provides for additional **Flock Safety license plate readers** to enhance situational awareness across the Town, **voice amplifiers** to improve field communication for first responders, and **thermal imagers** to provide clear vision in low-visibility conditions. In response to state legislation, funding is also included for **cancer screenings for certified firefighters** — an investment in the long-term health and wellbeing of the Town's first responder team.

Operational Excellence

The Town's ability to deliver premier services depends on the strength of its people and the quality of its systems. The Proposed Budget invests in staff **training and professional development**, including both technical and leadership training opportunities. Additional **field tools** identified through a Town-wide inventory are incorporated to improve operational effectiveness. A **full-time equivalent position in the Human Resources** department has been added to increase support capacity for team members. Finally, the Proposed Budget implements targeted **market compensation adjustments** informed by the Town-wide compensation and benefits study completed in the prior year, ensuring the Town remains competitive in attracting and retaining the talent necessary to serve this community at the highest level.

Financial Stewardship

Financial stewardship is reflected throughout the FY27 Proposed Budget by **aligning available resources with the Town's strategic priorities**, operational needs, and long-term financial sustainability. The budget maintains the Town's commitment to responsible fiscal management by balancing service expectations with prudent investment, preserving financial stability, and ensuring resources are allocated where they provide the greatest value to residents.

Consistent with the Strategic Plan's emphasis on efficient and reliable financial systems, the Proposed Budget also includes funding for the planned **upgrade of the Town's financial enterprise technology system**. This investment will modernize financial operations, improve processing efficiency, strengthen reporting capabilities, and support informed decision-making for years to come.

Compensation & Benefits

Personnel costs make up 37.7% of the operations and capital budget of the Town and are increasing by 7.5% compared to the prior year amended budget and 8.7% compared to FY26 year-end projections. Year-end projections are expected to be slightly lower than the 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.

The Town's benefit consultant, Paypoint HR, presented a compensation and benefits study to the Town Council on May 19, 2026. The study compared existing pay to compensation scales of comparison organizations. The Town's overall compensation structure remains competitive, averaging in the top third of comparison cities previously established by a compensation committee created by the Mayor during the FY24 budget process. These cities include Addison, Frisco, Richardson, Southlake, and University Park. The consultant identified opportunities to enhance clarity around career progression and pay ladders within the pay plan as well as opportunities to enhance retirement plan options and medical benefits to be more aligned with the Town's market competitors in the Dallas-Fort Worth Metroplex.

The Proposed Budget includes adoption of three new pay plans for exempt and non-exempt positions, sworn officers, and seasonal positions. These plans set out pay ranges (minimum to maximum) establishing the amount the Town is willing to pay for a specific position. The Town evaluated the compensation study results as well as comparing pay plans to comparison cities.

The new pay plans result in market adjustments for 17 employees with base pay below the proposed minimum of their position's proposed grade. Including estimated taxes and benefits the financial impact included in the proposed budget is just under \$95,000. The new plan for exempt and non-exempt positions combines two previously separate plans and moves 11 positions from non-exempt to exempt based on criteria set by the Department of Labor.

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.

Payroll taxes are made up of the Town's required contributions for Social Security and Medicare. Naturally, both Social Security and Medicare contributions are impacted by pay adjustments and new personnel additions.

The compensation study suggested the Town's offerings through the Texas Municipal Retirement System (TMRS) are below market. As of the date of this letter the Town Council is evaluating potential changes to the plan. There are 108 possible plan design combinations for the Town of Highland Park with 54 combinations of USC and COLA for both the 7% and 8% contribution options. Plan changes will have an impact on the Town's contribution rate and funded ratio. The Town's pension liability is impacted year-to-year by market conditions, actuarial assumptions adopted by TMRS and actions of the Town as it relates to compensation and annual retirements. The Town has made additional contributions annually since FY21 to reduce unfunded liability over time.

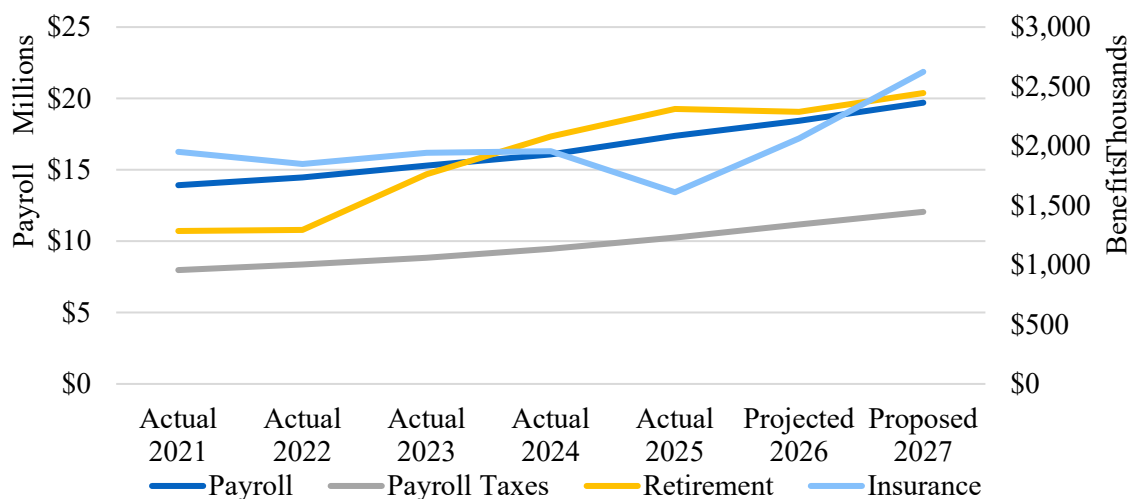
The Town's portion of the Texas Municipal Retirement System (TMRS) retirement is increasing by about \$103,000 (4.4%) over the FY26 budget and about \$158,000 (6.9%) over the FY26 year-end projection primarily due to compensation and market adjustments and the addition of three new full-time equivalent positions. The Town's pension obligation represents the Town's single largest liability totaling \$101,982,957 and is currently funded at 96.3% according to the Town's December 31, 2025, TMRS Actuarial Valuation Report. Additional contributions to TMRS included in the Proposed Budget for FY27 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.

The Town has periodically provided updated service credits (USC) for current employees and cost of living adjustments (COLA). COLAs are calculated using prior year consumer price index (CPI) as measured from the date of retirement. Cities may choose 30, 50, or 70 percent of the change in CPI granted. USC must be provided to current employees when a COLA is approved. In 2023, 50% USC was provided and 75% USC was provided in 2020. In 2023 and 2008, 50% COLA was provided for retirees.

The Mayor's Compensation Committee is currently evaluating the Town's overall compensation and benefits program, including potential modifications to the Town's TMRS benefits structure. The Committee is reviewing available data, benchmarking information, and long-term financial implications to determine whether any changes are warranted and, if so, what recommendations should be presented to the Town Council for consideration.

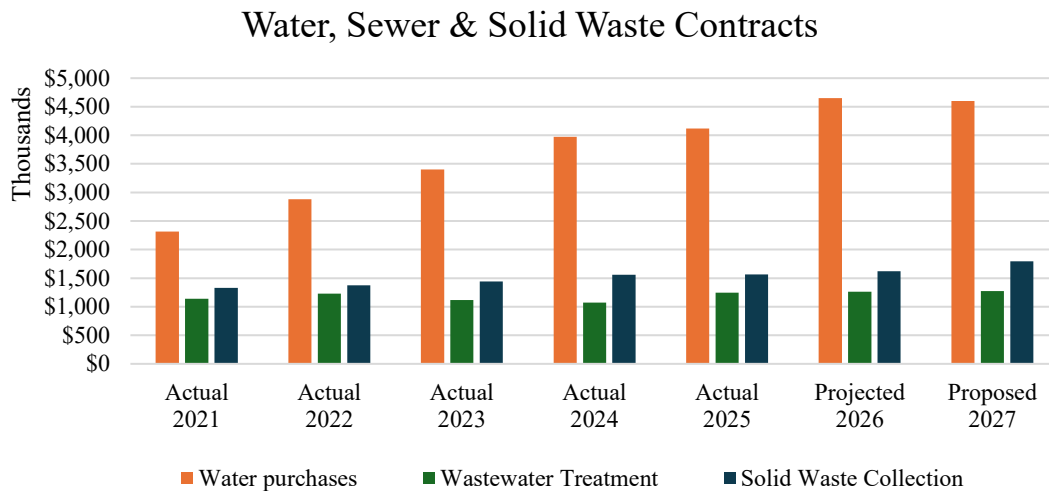
The Proposed Budget incorporates a 25% increase in costs associated with medical and dental insurance. The increase presented in this category is twofold. As of the date of this letter the Town's current provider, Cigna has provided renewal of the Town's fully insured plan with a 36% increase. The increase is driven by higher-than-expected claims experience over the past 12 months. Based on the carrier's underwriting, the underlying need was closer to 43%. It is important to note that last year's renewal was 8% due to the negotiated rate cap from the prior renewal. Without the rate cap last year, the renewal would have been closer to 27%. While the plan has underperformed from a loss ratio standpoint, the Town has averaged modest increases, reflecting prior favorable experience and rate actions over a longer period.

As for trends in personnel costs, the chart below provides actual expenditures for the last five years, projected year-end for FY26 and what is included in the Proposed Budget for FY27. Payroll costs have, on average, trended at about 5.5%. This average increase includes the nine additional staff members for DPS in FY24, six new full-time positions added in FY25, and three new positions in FY26, including a new position within the Finance Department approved by the Town Council in April 2026. The retirement cost through TMRS has increased the most at an average 11.3% predominantly due to the updated service credits for active employees and cost of living adjustments for retirees periodically provided by the Town in 2023 and 2020. Health insurance has shown the lowest increase, averaging 5.1%, largely due to the Town's low loss ratio over the past several 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 11.0% of the total operating and capital 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 increased substantially by 26.75% in FY24, followed by more moderate increases of 4.6% in FY25 and 5.0% in both FY26 and FY27. These increases have been implemented by the District to build reserves to adequately fund capital needs as well as to address increases in operational costs. The 5.0% adjustment combined with the increased consumption expectation based on a rolling five-year average for FY27 is increasing the Proposed Budget by about \$240,000 for this expenditure.

The cost for the treatment of wastewater contracted through the City of Dallas Water Utilities (DWU) is increasing 1.0% or \$12,435 over the FY26 budget. There are a few factors affecting this cost for the next fiscal year. First, the DWU is decreasing the volumetric rate charged for this service by 5.3%. Second, the calculated winter average consumption Townwide between 2025 and 2026 increased by 5.0%. The volume of wastewater used to assess the rate is determined by calculating the winter average consumption of water Townwide and can fluctuate from year to year. Water consumption that is captured through irrigation meters is not considered in this calculation. Finally, once the winter average water consumption is calculated, the DWU adds a factor for inflow and infiltration, which is increasing by 1.6%. DWU conducts a Wholesale Cost of Service Study each year, justifying the rate they are charging for the treatment of wastewater. On average, over the last ten years, this expense has been growing at about 3.3% 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. 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 13 years of life remaining. Increases in rates charged under this contract are based on the Consumer Price Index for All Urban Consumers. Overall, the Proposed Budget anticipates an increase in costs for the collection and disposal of solid waste of approximately 6.3%, or \$106,000, for FY27. This cost has been trending at an average of about 3.5% per year.

Capital Improvement Plan

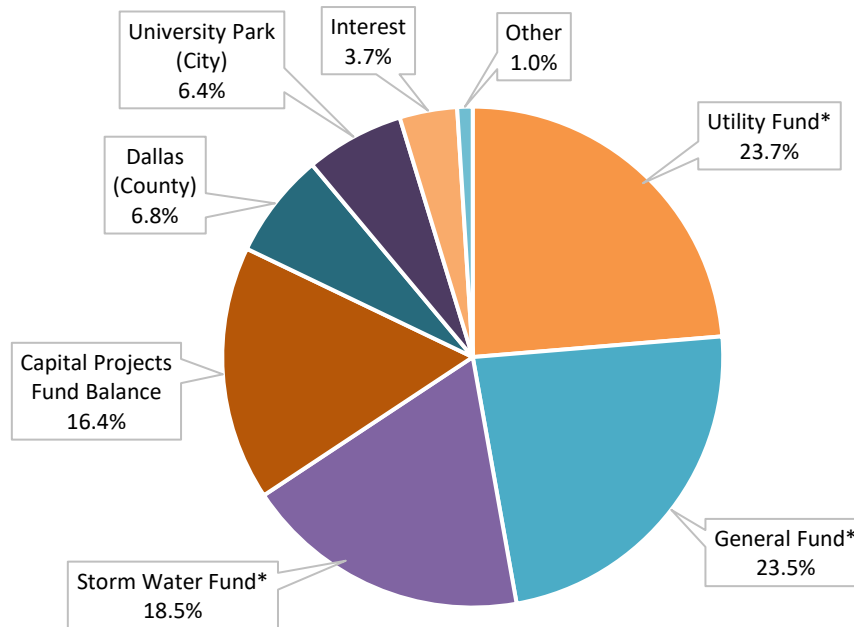
The Town's Capital Improvement Plan (CIP) makes up 32% of the overall operating and capital budget proposed for FY27. As shown below, the overall 10-year plan decreases by \$20.7M.

	FY 2027-2036 Adopted CIP		FY 2026-2035 CIP ⁽¹⁾
	FY 2027	10-Year	10-Year
Capital Project Fund:			
Roads & Bridges	\$ 9,453,540	\$ 75,925,125	\$ 91,852,852
Parks & Recreation	776,385	4,397,770	3,898,601
Landscaping	775,000	1,325,000	1,000,000
Facilities	-	-	-
Public Safety	-	-	-
Project Contingency	300,000	3,200,000	3,750,000
Sub-total*	\$ 11,304,925	\$ 84,847,895	\$ 100,501,453
Utility Fund:			
Water & Sewer Improvements	\$ 2,247,000	\$ 15,075,560	\$ 16,521,911
30" Interceptor - Transportation Project	2,100,000	4,912,000	5,514,679
Facilities	-	-	-
Water Tank Replacement	1,268,200	1,268,200	768,180
Utility Portion of Road Projects	801,300	6,918,100	7,184,810
Sub-total*	\$ 6,416,500	\$ 28,173,860	\$ 29,989,580
Storm Water Drainage Fund:			
Drainage Facility Improvements & Studies	\$ 250,000	\$ 11,241,380	\$ 9,374,936
Storm Water Portion of Road Projects	1,973,800	13,943,000	12,003,457
Exall & Connor Lakes Dredging	500,000	1,000,000	5,000,000
Hackberry Creek	1,590,000	5,890,000	8,900,000
Sub-total*	\$ 4,313,800	\$ 32,074,380	\$ 35,278,393
Total CIP	\$ 22,035,225	\$ 145,096,135	\$ 165,769,426

⁽¹⁾ Amounts based on CIP approved in the FY26 Adopted Budget

Major projects planned in the FY27 Proposed Budget include continued reconstruction of the Wycliffe Avenue bridge and associated utility improvements; additional phases of the Hackberry Creek projects; reconstruction of Holland Avenue (from the Town limits to Westside); Dartmouth improvements (Abbott to the east Town limits) and related utilities; reconstruction of Hillcrest Avenue (Princeton to Drexel) with associated utility work; Potomac Avenue reconstruction (Town

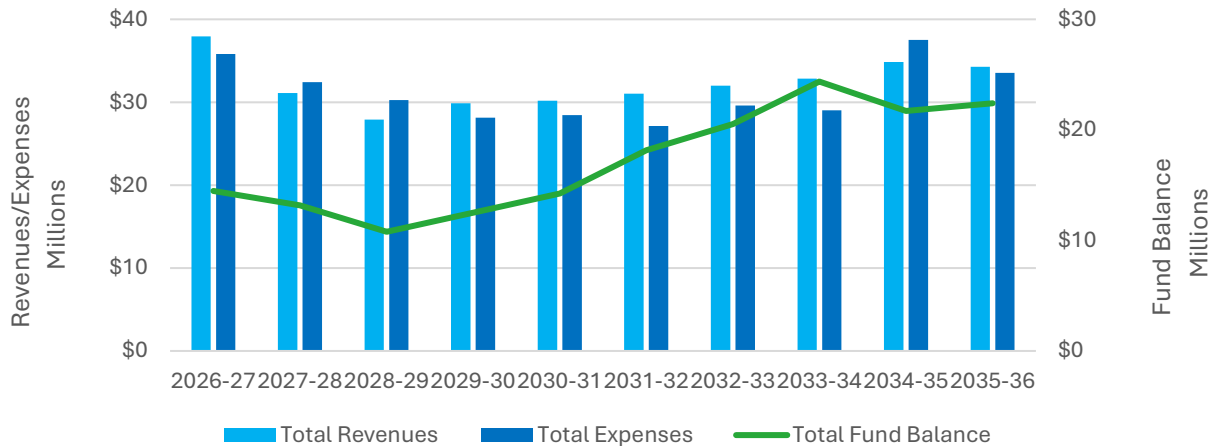
limits to Douglas) and related utility improvements; and reconstruction of Westside Avenue (Lemmon to Bordeaux) with associated utility improvements. The CIP is funded through a variety of sources such as water rates, sewer rates, stormwater fees, grants, contributions, etc. Shown below is a graph illustrating the sources of funding for the capital expenditures planned for FY27. This excludes capital expenditures funded through the internal service funds and focuses solely on those included in the CIP.



*Current Revenue & Fund Balance

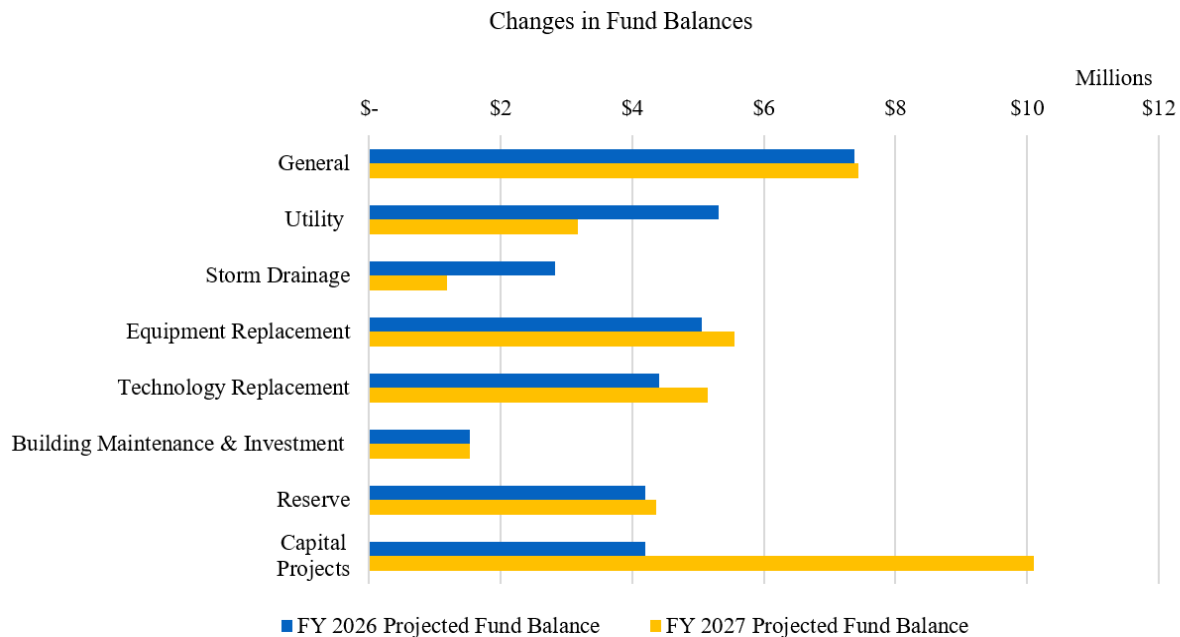
The amount of funds the Town annually strives to transfer from the Town's General Fund in support of the CIP, that is not considered excess fund balance, is equivalent to approximately 4 cents of the property tax rate. However, for FY27 this transfer is closer to 5 cents of the Town's property tax rate. This annual transfer is programmed 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 to maintain an unassigned Fund Balance equal to 17% of non-capital expenditures, the Utility Fund to maintain net working capital of at least 25% of non-capital expenditures, and the Capital Projects Fund to maintain a committed fund balance of \$2M as conditions warrant. The Proposed Budget achieves this requirement for these three funds. Overall, the Fund Balance for the Town is expected to increase from \$38.8M to \$39.7M for FY27. The graph below shows the change in fund balance for funds with balances over \$500,000 for FY27.



In closing, it is important to reiterate staff's appreciation to the Town Council for their volunteerism, leadership, and direction. Knowing that successful local governance is relationship-driven, it is essential that policies are formulated and administered 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 serve Highland Park every day.

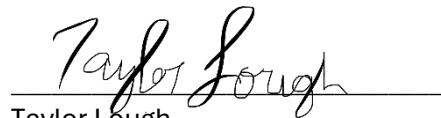
Because the Town government is a people organization, there is no question that the Town's one hundred and thirteen (113) year history as an organization that cares about the community and its members will continue to be an asset. The Town's purpose is only accomplished thanks to the talents and dedication of Town employees. Accordingly, it is important to extend gratitude to all the Town's employees for the outstanding service they provide to the citizenry daily and for their effective contributions of time and energy toward the preparation of the FY27 budget. These are the people entrusted 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. It remains an honor and privilege to serve in Highland Park.

Respectfully,



Tobin Maples, AICP
Town Administrator



Taylor Lough
Assistant Town Administrator



John Samford, CPA, CTP
Director of Finance

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, 2026, AND ENDING SEPTEMBER 30, 2027, 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”):

Section 1. 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.

Section 2. That, the Town Administrator, as budget officer, has caused to be prepared a proposed budget totaling \$80,699,081 including \$ 11,240,205 for inter-fund transfers, of the Town of Highland Park, Texas, for the fiscal year beginning October 1, 2026, and ending September 30, 2027, in accordance with the provisions of the Town Charter, Section 4.02 (d) and Section 9.05; and

Section 3. That, a copy of said proposed budget was filed in the office of the Town Secretary on June 30, 2026, and more than thirty (30) days prior to the end of the fiscal year 2026, 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 the date the Town Council makes its tax levy for the fiscal year, in accordance with Section 102.005 of the Local Government Code, Texas Codes Annotated; and

Section 4. That, notice of public hearing on the proposed budget on August 11, 2026, was duly advertised by the Town, in accordance with Section 102.006 of the Local Government Code, Texas Codes Annotated; and

Section 5. That, the official budget, including amendments, was approved by the Town Council of the Town of Highland Park, Texas, on September 1, 2026, following the public hearing, and a copy of said official budget, including amendments, is attached hereto and made a part hereof by reference as though copied fully herein.

PASSED AND APPROVED this 1st day of September 2026.

APPROVED AS TO FORM:

Susan Thomas
Town Attorney

ATTEST:

Joanna Mekeal
Town Secretary

APPROVED:

Will C. Beecherl
Mayor

Sample Ordinance – Subject to Change

ORDINANCE NO. XXXX

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE TAX YEAR 2026 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:

Section 1. 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.

Section 2. That, for the tax year 2026, there is hereby levied an ad valorem tax of \$0.191888 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 2026, 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.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-7.41.

Section 3. 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 2026-2027.

Section 4. That said tax shall be due and payable October 1, 2026.

Section 5. That all constitutional provisions and laws of the State of Texas that pertain to delinquencies and collection procedures are applicable to this 2026 levy.

Section 6. That this Ordinance shall become effective from and after its adoption and publication as required by law after its passage by at least 60% of the Council by a record vote.

PASSED AND APPROVED this 1st day of September 2026.

APPROVED AS TO FORM:

Susan Thomas
Town Attorney

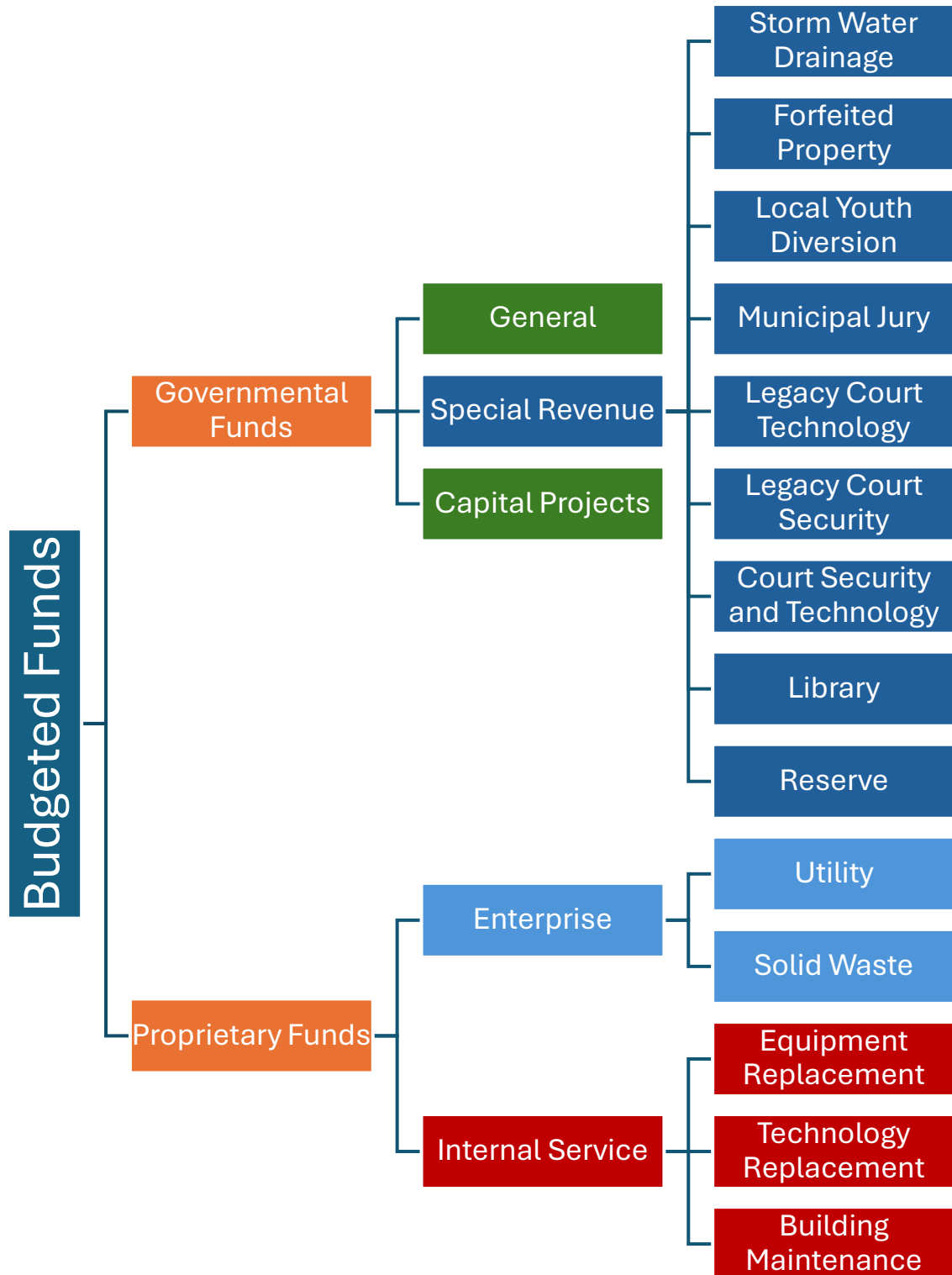
ATTEST:

Joanna Mekeal
Town Secretary

APPROVED:

Will C. Beecherl
Mayor

Town of Highland Park, Texas
Budgetary Fund Structure
Fiscal Year 2026-27





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

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 47,563,336	\$ 49,913,196	\$ 56,370,694	\$ 36,223,373
REVENUES/SOURCES OF FUNDS				
Property Taxes	\$ 19,499,123	\$ 20,433,960	\$ 20,416,195	\$ 21,356,210
Water Sales	9,155,305	9,754,780	10,133,015	10,336,590
Sewer Charges	3,134,075	3,434,185	3,269,280	3,543,255
Sales Taxes	9,388,670	9,833,320	10,450,000	11,265,100
Sanitation/Recycling Charges	1,848,993	1,917,715	1,914,355	1,984,935
Franchise Fees	979,516	1,016,500	1,055,300	1,072,540
Building Inspection Fees/Permits	1,550,533	1,432,885	1,746,885	1,538,455
Municipal Court Fines/Fees	525,169	572,580	539,560	580,350
Interest Earnings	3,439,026	2,399,780	2,813,140	2,171,265
Storm Water Fees	1,142,518	2,287,190	2,271,595	2,839,010
Other Revenues	8,561,390	21,655,575	8,949,103	16,250,164
TOTAL REVENUES	\$ 59,224,318	\$ 74,738,470	\$ 63,558,428	\$ 72,937,874
OTHER SOURCES				
Transfers In	\$ 14,827,481	\$ 11,914,218	\$ 13,914,218	\$ 11,240,205
TOTAL OTHER SOURCES	\$ 14,827,481	\$ 11,914,218	\$ 13,914,218	\$ 11,240,205
TOTAL REVENUES/SOURCES	\$ 74,051,799	\$ 86,652,688	\$ 77,472,646	\$ 84,178,079
EXPENDITURES				
Personnel Services				
Payroll	\$ 17,387,765	\$ 18,564,283	\$ 18,427,595	\$ 19,703,605
Payroll Taxes	1,231,018	1,360,717	1,340,915	1,446,735
Retirement	2,312,776	2,343,010	2,287,935	2,445,565
Insurance	1,611,466	2,120,050	2,063,075	2,624,005
Total Personnel	\$ 22,543,025	\$ 24,388,060	\$ 24,119,520	\$ 26,219,910
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Services & Charges	8,822,980	11,977,850	11,771,370	13,073,659
Capital Outlay	13,295,310	43,157,397	41,248,895	23,352,840
TOTAL EXPENDITURES	\$ 50,416,960	\$ 85,805,541	\$ 83,705,749	\$ 69,458,876
OTHER USES				
Transfers Out	14,827,481	11,914,218	13,914,218	11,240,205
TOTAL OTHER USES	\$ 14,827,481	\$ 11,914,218	\$ 13,914,218	\$ 11,240,205
TOTAL USES	\$ 65,244,441	\$ 97,719,759	\$ 97,619,967	\$ 80,699,081
ENDING FUND BALANCE	\$ 56,370,694	\$ 38,846,125	\$ 36,223,373	\$ 39,702,371

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

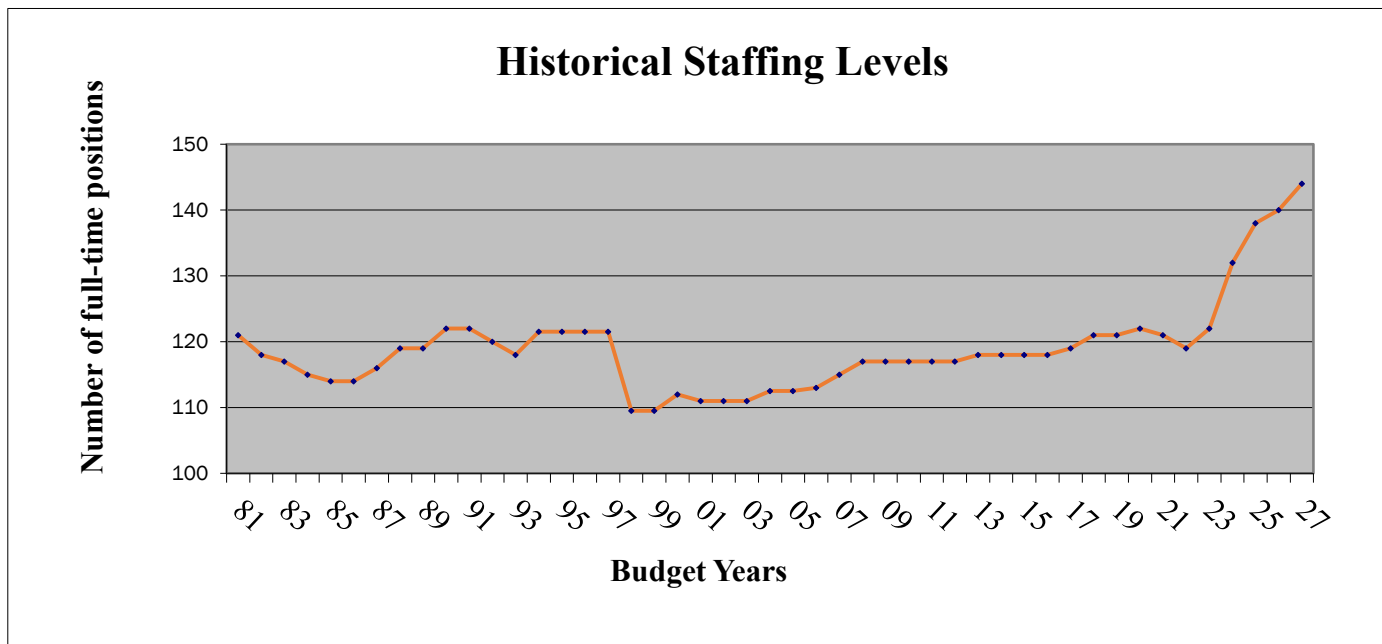
	General	Utility	Solid Waste*	Storm Drainage	Equipment Replacement	Technology Replacement	Building Maintenance & Investment
BEGINNING FUND BALANCE	\$ 7,378,565	\$ 5,317,086	\$ 502,930	\$2,831,384	\$ 5,061,907	\$ 4,404,703	\$ 1,528,293
REVENUES:							
Property Taxes	\$ 21,356,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Sales	-	10,336,590	-	-	-	-	-
Sewer Charges	-	3,543,255	-	-	-	-	-
Sales Taxes	11,265,100	-	-	-	-	-	-
Sanitation/Recycling Charges	-	-	1,984,935	-	-	-	-
Franchise Fees	1,072,540	-	-	-	-	-	-
Building Inspection Fees/Permits	1,491,585	46,870	-	-	-	-	-
Municipal Court Fines/Fees	525,395	-	-	-	-	-	-
Interest Earnings	642,485	369,405	26,255	237,190	220,335	189,465	84,965
Storm Water Drainage Fees	-	-	-	2,839,010	-	-	-
All Other	2,249,245	2,151,209	-	-	10,000	245,125	19,880
TOTAL REVENUES	\$ 38,602,560	\$ 16,447,329	\$ 2,011,190	\$ 3,076,200	\$ 230,335	\$ 434,590	\$ 104,845
Transfers from Other Funds	1,935,445	731,700	17,200	-	987,885	545,350	1,048,260
TOTAL REVENUES & TRANSFERS	\$ 40,538,005	\$ 17,179,029	\$ 2,028,390	\$ 3,076,200	\$ 1,218,220	\$ 979,940	\$ 1,153,105
TOTAL AVAILABLE RESOURCES	\$ 47,916,570	\$ 22,496,115	\$ 2,531,320	\$ 5,907,584	\$ 6,280,127	\$ 5,384,643	\$ 2,681,398
EXPENDITURES:							
Personnel Services:							
Payroll	\$ 17,608,560	\$ 1,974,185	\$ -	\$ -	\$ -	\$ -	\$ 120,860
Taxes	1,291,220	146,270	-	-	-	-	9,245
Retirement (TMRS)	2,182,425	247,960	-	-	-	-	15,180
Insurance	2,340,320	260,000	-	-	-	-	23,685
Total Personnel	\$ 23,422,525	\$ 2,628,415	\$ -	\$ -	\$ -	\$ -	\$ 168,970
Supplies & Equipment	\$ 1,564,069	\$ 5,089,796	\$ 35,000	\$ 7,500	\$ -	\$ -	\$ 45,906
Services & Charges	7,904,508	2,384,712	1,880,400	201,615	3,000	-	644,504
Capital Outlay	-	6,416,500	-	4,313,800	718,520	244,720	292,570
TOTAL EXPENDITURES	\$ 32,891,102	\$ 16,519,423	\$ 1,915,400	\$ 4,522,915	\$ 721,520	\$ 244,720	\$ 1,151,950
Transfers to Other Funds	7,583,845	2,803,750	158,815	201,625	-	-	-
TOTAL EXPENDITURES & TRANSFERS	\$ 40,474,947	\$ 19,323,173	\$ 2,074,215	\$ 4,724,540	\$ 721,520	\$ 244,720	\$ 1,151,950
ENDING FUND BALANCE	\$ 7,441,623	\$ 3,172,942	\$ 457,105	\$ 1,183,044	\$ 5,558,607	\$ 5,139,923	\$ 1,529,448
FUND BALANCE MINIMUM	\$ 5,999,941	\$ 3,053,171	\$ -	\$ -	\$ -	\$ -	\$ -
AVAILABLE FUND BALANCE	\$ 1,441,682	\$ 119,771	\$ 457,105	\$ 1,183,044	\$ 5,558,607	\$ 5,139,923	\$ 1,529,448

*The Solid Waste Fund is combined with the Utility Fund in the Town's Annual Comprehensive Financial Report.

Forfeited Property	Local Youth Diversion	Municipal Jury	Legacy Court Technology	Legacy Court Security	Municipal Court Building Security & Technology	Library	Reserve	Capital Projects	FY 2027 Proposed	FY 2026 Budget
\$ 115,007	\$ 131,646	\$ 2,385	\$ 80,425	\$ 2,280	\$ 36,361	\$ 434,283	\$ 4,195,395	\$ 4,200,723	\$ 36,223,373	\$ 49,913,196
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,356,210	\$ 20,433,960
-	-	-	-	-	-	-	-	-	10,336,590	9,754,780
-	-	-	-	-	-	-	-	-	3,543,255	3,434,185
-	-	-	-	-	-	-	-	-	11,265,100	9,833,320
-	-	-	-	-	-	-	-	-	1,984,935	1,917,715
-	-	-	-	-	-	-	-	-	1,072,540	1,016,500
-	-	-	-	-	-	-	-	-	1,538,455	1,432,885
-	19,005	380	-	-	35,570	-	-	-	580,350	572,580
4,230	4,345	85	3,620	70	490	16,250	160,320	211,755	2,171,265	2,399,780
-	-	-	-	-	-	-	-	-	2,839,010	2,287,190
-	-	-	-	-	-	74,705	-	11,500,000	16,250,164	21,655,575
\$ 4,230	\$ 23,350	\$ 465	\$ 3,620	\$ 70	\$ 36,060	\$ 90,955	\$ 160,320	\$ 11,711,755	\$ 72,937,874	\$ 74,738,470
-	-	-	-	-	-	-	-	5,974,365	11,240,205	11,914,218
\$ 4,230	\$ 23,350	\$ 465	\$ 3,620	\$ 70	\$ 36,060	\$ 90,955	\$ 160,320	\$ 17,686,120	\$ 84,178,079	\$ 86,652,688
\$ 119,237	\$ 154,996	\$ 2,850	\$ 84,045	\$ 2,350	\$ 72,421	\$ 525,238	\$ 4,355,715	\$ 21,886,843	\$ 120,401,452	\$ 136,565,884
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,703,605	\$ 18,564,283
-	-	-	-	-	-	-	-	-	1,446,735	1,360,717
-	-	-	-	-	-	-	-	-	2,445,565	2,343,010
-	-	-	-	-	-	-	-	-	2,624,005	2,120,050
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$ -	\$ 26,219,910	\$ 24,388,060
\$ -	\$ 500	\$ 250	\$ 2,820	\$ -	\$ -	\$ 66,626	\$ -	\$ -	\$ 6,812,467	\$ 6,282,234
500	1,500	-	51,700	-	-	1,220	-	-	13,073,659	11,977,850
-	-	-	-	-	-	61,805	-	11,304,925	23,352,840	43,157,397
\$ 500	\$ 2,000	\$ 250	\$ 54,520	\$ -	\$ -	\$ 129,651	\$ -	\$ 11,304,925	\$ 69,458,876	\$ 85,805,541
-	-	-	-	2,350	19,360	-	-	470,460	\$ 11,240,205	11,914,218
\$ 500	\$ 2,000	\$ 250	\$ 54,520	\$ 2,350	\$ 19,360	\$ 129,651	\$ -	\$ 11,775,385	\$ 80,699,081	\$ 97,719,759
\$ 118,737	\$ 152,996	\$ 2,600	\$ 29,525	\$ -	\$ 53,061	\$ 395,587	\$ 4,355,715	\$ 10,111,458	\$ 39,702,371	\$ 38,846,125
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ 11,053,112	\$ 10,378,431
\$ 118,737	\$ 152,996	\$ 2,600	\$ 29,525	\$ -	\$ 53,061	\$ 395,587	\$ 4,355,715	\$ 8,111,458	\$ 28,649,259	\$ 28,467,694

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

	Budget FY 2025		Budget FY 2026		Proposed FY 2027	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
General Fund						
Administration	2.0	0.0	3.0	0.0	3.0	0.0
Public Safety	82.0	0.0	84.0	0.0	84.0	0.0
Policy & Strategic Initiatives	2.0	0.0	2.0	0.0	3.0	0.5
Street	3.0	0.0	3.0	0.0	3.0	0.0
Library	6.0	0.5	6.0	0.5	6.0	0.6
Parks & Recreation	7.0	0.0	7.0	0.0	7.0	0.0
Swimming Pool	0.0	3.4	0.0	3.4	0.0	4.1
Municipal Court	3.0	1.3	3.0	1.3	3.0	1.4
Finance	6.0	0.0	4.0	0.0	5.0	0.0
Community Development	7.0	0.0	7.0	0.0	8.0	0.0
Information Technology	2.0	0.0	2.0	0.0	2.0	0.0
Human Resources	0.0	0.0	1.0	0.0	2.0	0.0
Sub-Total General Fund	120.0	5.2	122.0	5.2	126.0	6.6
Utility Fund						
Utility Customer Service	3.0	0.0	3.0	0.0	3.0	0.0
Water	6.0	0.0	6.0	0.0	6.0	0.0
Sanitary Sewer	2.0	0.0	2.0	0.0	2.0	0.0
Engineering	6.0	0.0	6.0	0.0	6.0	0.0
Sub-Total Utility Fund	17.0	0.0	17.0	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	138.0	5.2	140.0	5.2	144.0	6.6



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), Streets, Community Development (Planning & Zoning, Code Enforcement, Building Permits & Inspections), Parks and Recreation, Town Swimming Pool, Library, and General Governmental functions (Administrative Services, Finance, Human Resources, Information Technology, and Municipal Court).

Basis of Accounting

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 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 8,307,786	\$ 6,681,663	\$ 8,093,421	\$ 7,378,565
REVENUES/SOURCES OF FUNDS				
Taxes	\$ 29,409,237	\$ 30,823,265	\$ 31,419,245	\$ 33,182,895
Franchise Fees	979,516	1,016,500	1,055,300	1,072,540
Licenses & Permits	1,549,980	1,392,385	1,754,795	1,549,475
Charges for Services	1,253,338	1,352,100	1,310,010	1,453,120
Fines & Forfeits	335,078	412,060	368,630	280,385
Miscellaneous	1,246,299	970,875	1,085,525	1,064,145
Total Revenues	\$ 34,773,448	\$ 35,967,185	\$ 36,993,505	\$ 38,602,560
Other Sources:				
Transfers In	\$ 1,575,100	\$ 1,702,810	\$ 1,702,810	\$ 1,935,445
Total Other Sources	\$ 1,575,100	\$ 1,702,810	\$ 1,702,810	\$ 1,935,445
Total Revenues/Sources	\$ 36,348,548	\$ 37,669,995	\$ 38,696,315	\$ 40,538,005
EXPENDITURES/USES OF FUNDS				
Administration Department	\$ 913,775	\$ 1,469,953	\$ 1,365,848	1,435,482
Department of Public Safety	17,181,676	18,514,428	18,460,847	19,627,633
Policy & Strategic Initiatives	284,268	411,947	369,284	502,950
Street Department	340,537	457,891	437,992	491,934
Library Department	860,566	928,904	910,596	974,646
Parks & Recreation Department	1,877,549	2,014,979	2,072,010	2,230,933
Pool Department	238,729	280,689	278,239	295,165
Municipal Court Department	626,306	659,182	684,477	715,950
Finance Department	1,137,600	992,771	987,575	1,220,150
Community Development	1,064,198	1,194,522	1,178,534	1,384,506
Information Technology Department	885,549	1,214,036	1,154,818	1,433,629
Human Resources Department	-	274,401	269,371	423,799
Non-Departmental	973,035	2,026,803	2,023,825	2,154,325
Total Expenditures	\$ 26,383,788	\$ 30,440,506	\$ 30,193,416	\$ 32,891,102
Other Uses:				
Transfers to Other Funds	\$ 10,179,125	\$ 7,217,755	\$ 9,217,755	\$ 7,583,845
Total Other Uses	\$ 10,179,125	\$ 7,217,755	\$ 9,217,755	\$ 7,583,845
Total Expenditures/Uses	\$ 36,562,913	\$ 37,658,261	\$ 39,411,171	\$ 40,474,947
Excess (Deficiency) of Revenues/Sources over Expenditures/Uses	\$ (214,365)	\$ 11,734	\$ (714,856)	\$ 63,058
Fund Balance	\$ 8,093,421	\$ 6,693,397	\$ 7,378,565	\$ 7,441,623
Ideal Fund Balance	\$ 4,729,806	\$ 5,576,131	\$ 5,534,126	\$ 5,999,941
Fund Balance in Excess of Minimum	\$ 3,363,615	\$ 1,117,266	\$ 1,844,439	\$ 1,441,682

GENERAL FUND
STATEMENT OF REVENUES & EXPENDITURES BY TYPE

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 8,307,786	\$ 6,681,663	\$ 8,093,421	\$ 7,378,565
REVENUES/SOURCES OF FUNDS				
Taxes	\$ 29,409,237	\$ 30,823,265	\$ 31,419,245	\$ 33,182,895
Franchise Fees	979,516	1,016,500	1,055,300	1,072,540
Licenses & Permits	1,549,980	1,392,385	1,754,795	1,549,475
Charges for Services	1,253,338	1,352,100	1,310,010	1,453,120
Fines & Forfeits	335,078	412,060	368,630	280,385
Miscellaneous	1,246,299	970,875	1,085,525	1,064,145
Total Revenues	\$ 34,773,448	\$ 35,967,185	\$ 36,993,505	\$ 38,602,560
Other Sources:				
Transfers In	\$ 1,575,100	\$ 1,702,810	\$ 1,702,810	\$ 1,935,445
Total Other Sources	\$ 1,575,100	\$ 1,702,810	\$ 1,702,810	\$ 1,935,445
Total Revenues/Sources	\$ 36,348,548	\$ 37,669,995	\$ 38,696,315	\$ 40,538,005
EXPENDITURES/USES OF FUNDS				
Personnel Services				
Payroll	\$ 15,812,757	\$ 16,607,939	\$ 16,541,220	\$ 17,608,560
Payroll Taxes	1,116,172	1,214,422	1,202,200	1,291,220
Retirement	1,983,873	2,091,874	2,050,535	2,182,425
Insurance	1,452,384	1,885,719	1,841,295	2,340,320
Total Personnel	\$ 20,365,186	\$ 21,799,954	\$ 21,635,250	\$ 23,422,525
Supplies & Equipment	1,207,955	1,431,956	1,424,840	1,564,069
Services & Charges	4,810,646	7,208,596	7,133,326	7,904,508
Capital Outlay	-	-	-	-
Total Expenditures	\$ 26,383,787	\$ 30,440,506	\$ 30,193,416	\$ 32,891,102
Other Uses:				
Transfers Out	\$ 10,179,125	\$ 7,217,755	\$ 9,217,755	\$ 7,583,845
Total Other Uses	\$ 10,179,125	\$ 7,217,755	\$ 9,217,755	\$ 7,583,845
Rounding	1	-	-	-
Total Expenditures/Uses	\$ 36,562,913	\$ 37,658,261	\$ 39,411,171	\$ 40,474,947
Excess (Deficiency) of Revenues/Sources over Expenditures/Uses	\$ (214,365)	\$ 11,734	\$ (714,856)	\$ 63,058
Fund Balance	\$ 8,093,421	\$ 6,693,397	\$ 7,378,565	\$ 7,441,623
Ideal Fund Balance	\$ 4,729,806	\$ 5,576,131	\$ 5,534,126	\$ 5,999,941
Fund Balance in Excess of Minimum	\$ 3,363,615	\$ 1,117,266	\$ 1,844,439	\$ 1,441,682

**GENERAL FUND
STATEMENT OF REVENUES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
Taxes				
Ad Valorem Taxes	\$ 19,453,764	\$ 20,376,195	\$ 20,376,195	\$ 21,306,415
Delinquent Ad Valorem Taxes	45,360	57,765	40,000	49,795
Town Sales Tax	9,388,670	9,833,320	10,450,000	11,265,100
Mixed Beverage Tax	521,443	555,985	553,050	561,585
<i>Subtotal</i>	\$ 29,409,237	\$ 30,823,265	\$ 31,419,245	\$ 33,182,895
Franchise Fees				
Electric Utility Franchise Fees	\$ 468,347	\$ 468,410	\$ 454,325	\$ 448,690
CATV / PEG Franchise Fees	11,542	12,805	33,140	36,850
Natural Gas Utility Franchise Fees	337,235	350,600	392,925	414,935
Telecom Franchise Fees	31,262	32,460	29,685	27,490
CATV Franchise Fees	42,983	48,825	45,040	45,240
Solid Waste	40,021	53,470	36,990	34,465
Carriages	48,126	49,930	63,195	64,870
<i>Subtotal</i>	\$ 979,516	\$ 1,016,500	\$ 1,055,300	\$ 1,072,540
Licenses & Permits				
Beverage Licenses	\$ -	\$ 4,640	\$ -	\$ -
Health Permits	10,090	9,175	14,070	15,450
Alarm Permits	99,691	98,675	98,570	98,965
Electrical Licenses	-	-	-	-
Building Permits	1,383,108	1,216,330	1,580,290	1,374,060
Electrical Permits	47,306	53,165	51,045	50,460
Excavation Permits	135	295	-	-
Carriage Licenses	5,700	5,890	5,890	5,500
Animal Licenses	3,950	4,215	4,930	5,040
<i>Subtotal</i>	\$ 1,549,980	\$ 1,392,385	\$ 1,754,795	\$ 1,549,475
Charges For Services				
E911 Users' Fee	\$ 101,085	\$ 105,340	\$ 95,640	\$ 93,540
Alarm Monitoring Fees	609,508	634,525	620,840	646,380
Emergency Medical Fees	190,152	224,225	211,515	208,280
Board Hearing Fee	5,900	1,820	2,460	2,355
Swimming Pool Concessions	11,848	14,230	14,910	14,820
Swimming Pool Daily Fees	25,800	45,685	45,835	46,210
Swimming Pool Annual Fees	67,770	81,670	81,850	82,370
Tennis Court Use Fees	27,840	27,585	28,570	29,085
Animal Pound Fees	900	1,370	1,160	1,165
Child Safety Fees	10,793	9,140	9,425	9,350
Library Non-resident Fees	5,118	4,605	4,435	4,500
Court Administration Fees	8,762	6,580	9,560	10,560
Warrant Fees	26,026	20,715	25,545	25,985

**GENERAL FUND
STATEMENT OF REVENUES**

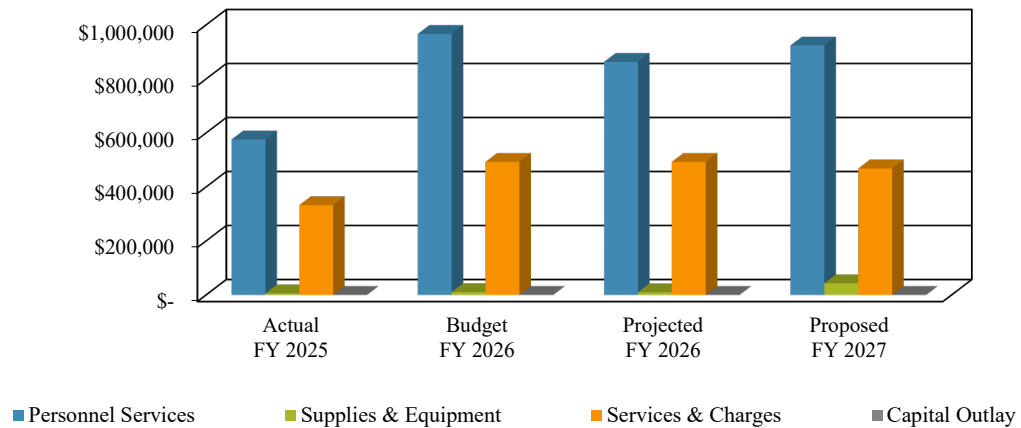
	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
Court Fees	58,039	52,085	52,565	54,665
Building Registration Fees	65,500	74,430	67,295	65,300
Plan Review Fees	6,500	27,350	2,500	1,765
Deferred Adjudication Fees	31,797	20,745	35,905	156,790
<i>Subtotal</i>	\$ 1,253,338	\$ 1,352,100	\$ 1,310,010	\$ 1,453,120
Fines & Forfeits				
Municipal Court Fines	\$ 331,785	\$ 409,160	\$ 365,455	\$ 277,395
Library Fines	2,071	1,520	1,575	1,555
Lost Book Charges	1,172	925	985	960
Invalid Alarm Fines	50	455	615	475
<i>Subtotal</i>	\$ 335,078	\$ 412,060	\$ 368,630	\$ 280,385
Miscellaneous				
Interest	\$ 837,030	\$ 538,575	\$ 590,245	\$ 641,285
Interest-Dallas County	7,850	665	385	1,200
Penalty & Interest - Tax Collection	95,010	102,225	90,605	97,050
Sale of Assets	10,000	-	-	-
Rental-Town Property	243,828	265,380	265,150	272,750
Library Donations	3,743	3,710	3,790	3,860
Contributions	1,638	10,810	35,435	12,000
Intergovernmental Revenue	12,925	-	-	-
Town Property Damage Refund	-	-	-	-
Miscellaneous	34,275	49,510	99,915	36,000
<i>Subtotal</i>	\$ 1,246,299	\$ 970,875	\$ 1,085,525	\$ 1,064,145
Total Revenues	\$ 34,773,448	\$ 35,967,185	\$ 36,993,505	\$ 38,602,560



Administration Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 575,644	\$ 966,740	\$ 863,235	\$ 923,815	-4.44%
Supplies & Equipment	5,685	10,347	9,747	43,281	318.30%
Services & Charges	332,446	492,866	492,866	468,386	-4.97%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 913,775	\$ 1,469,953	\$ 1,365,848	\$ 1,435,482	-2.35%



EMPLOYEE CLASSIFICATION & PAY GRADE

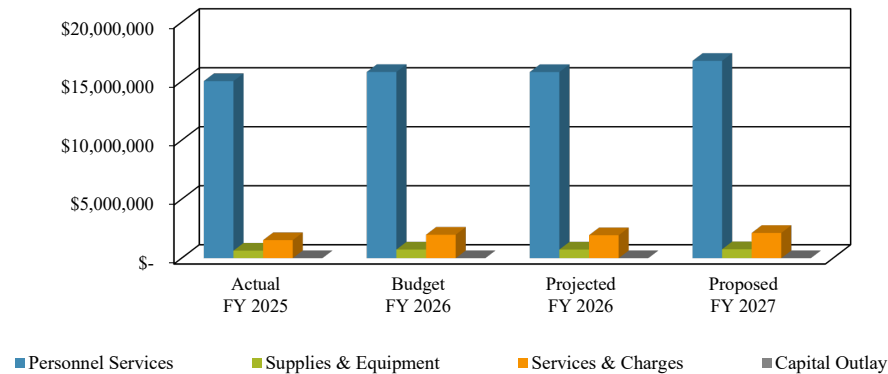
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Town Administrator	114	1.0	1.0	1.0
Assistant Town Administrator	113	0.0	1.0	1.0
Town Secretary	109	1.0	1.0	1.0
Total Employees		2.0	3.0	3.0



Department of Public Safety

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 15,012,799	\$ 15,788,109	\$ 15,779,720	\$ 16,729,735	5.96%
Supplies & Equipment	640,180	736,119	734,127	759,019	3.11%
Services & Charges	1,528,697	1,990,200	1,947,000	2,138,879	7.47%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 17,181,676	\$ 18,514,428	\$ 18,460,847	\$ 19,627,633	6.01%



EMPLOYEE CLASSIFICATION & PAY GRADE

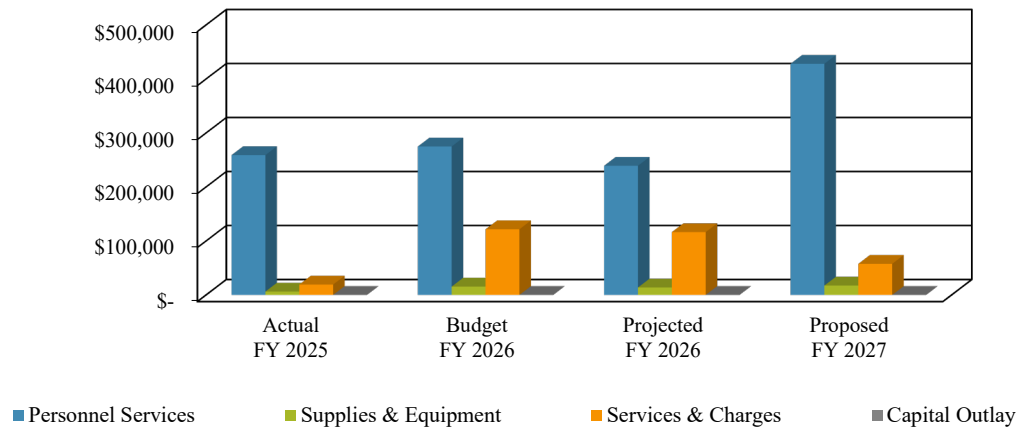
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Director of Public Safety	113	1.0	1.0	1.0
Assistant Director of Public Safety	112	2.0	1.0	1.0
Deputy Chief	111	4.0	4.0	4.0
Captain	206	3.0	3.0	3.0
Lieutenant	205	6.0	6.0	6.0
Sergeant	204	4.0	5.0	5.0
Investigator	203	3.0	3.0	3.0
Public Safety Officer	203	43.0	43.0	43.0
Police Officer	202	1.0	1.0	1.0
Communications Manager	108	1.0	1.0	1.0
Communications Supervisor	106	1.0	1.0	1.0
Records Manager	106	0.0	1.0	1.0
Alarm Specialist	105	1.0	1.0	1.0
Crime Analyst	104	1.0	1.0	1.0
Communications Specialist	104	9.0	9.0	9.0
Parking Enforcement Officer	104	0.0	1.0	1.0
Administrative Secretary	104	2.0	2.0	2.0
Total Employees		82.0	84.0	84.0



Policy & Strategic Initiatives Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 258,913	\$ 274,878	\$ 239,155	\$ 427,970	55.69%
Supplies & Equipment	6,172	15,492	13,792	17,385	12.22%
Services & Charges	19,183	121,577	116,337	57,595	-52.63%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 284,268	\$ 411,947	\$ 369,284	\$ 502,950	22.09%



EMPLOYEE CLASSIFICATION & PAY GRADE

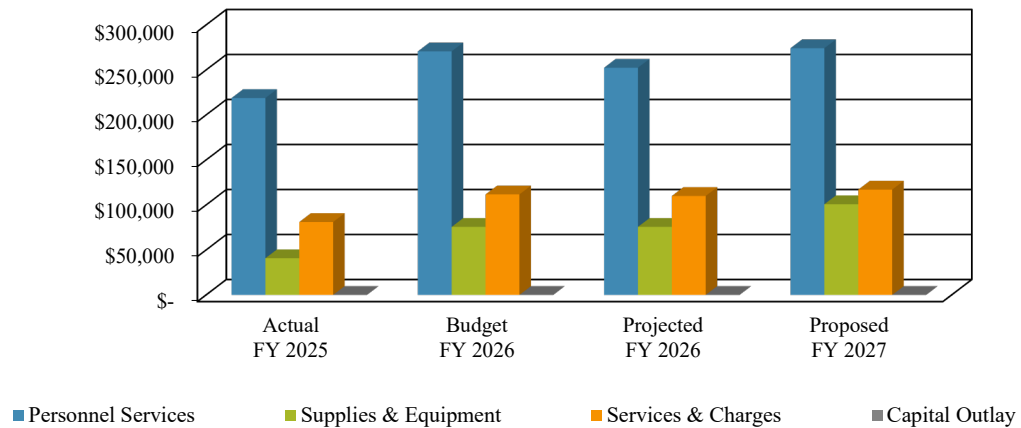
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Director of Policy Development	110	1.0	1.0	1.0
Strategic Communications Coordinator	104	0.0	0.0	1.0
Strategic Initiatives Coordinator	104	0.0	0.0	1.0
Administrative Assistant	103	1.0	1.0	0.0
Graduate Intern	N/A	0.0	0.5	0.5
Total Employees		2.0	2.5	3.5



Street Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 218,775	\$ 270,604	\$ 252,450	\$ 274,125	1.30%
Supplies & Equipment	40,775	75,595	75,595	100,769	33.30%
Services & Charges	80,987	111,692	109,947	117,040	4.79%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 340,537	\$ 457,891	\$ 437,992	\$ 491,934	7.43%



EMPLOYEE CLASSIFICATION & PAY GRADE

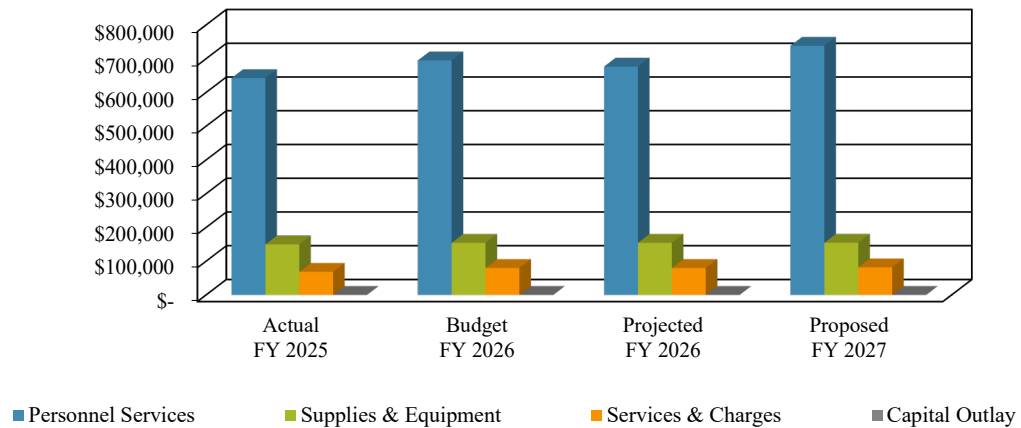
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Public Works Maintenance Worker II	103	2.0	2.0	2.0
Public Works Maintenance Worker I	102	1.0	1.0	1.0
Total Employees		3.0	3.0	3.0



Library Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 642,345	\$ 694,718	\$ 676,560	\$ 738,230	6.26%
Supplies & Equipment	149,772	154,403	154,353	154,665	0.17%
Services & Charges	68,449	79,783	79,683	81,751	2.47%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 860,566	\$ 928,904	\$ 910,596	\$ 974,646	4.92%



EMPLOYEE CLASSIFICATION & PAY GRADE

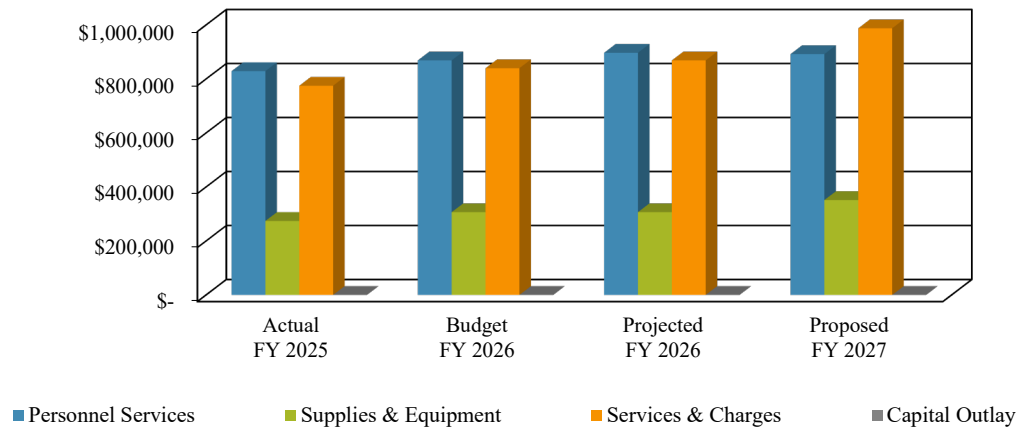
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Town Librarian	110	1.0	1.0	1.0
Librarian	105	2.0	2.0	2.0
Administrative Assistant	103	1.0	1.0	1.0
Library Associate (Full-Time)	102	2.0	2.0	2.0
Library Associate (Part-Time)	102	0.5	0.5	0.6
Total Employees		6.5	6.5	6.6



Parks & Recreation Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 828,801	\$ 868,699	\$ 896,800	\$ 891,910	2.67%
Supplies & Equipment	273,898	306,540	306,540	351,360	14.62%
Services & Charges	774,850	839,740	868,670	987,663	17.62%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 1,877,549	\$ 2,014,979	\$ 2,072,010	\$ 2,230,933	10.72%



EMPLOYEE CLASSIFICATION & PAY GRADE

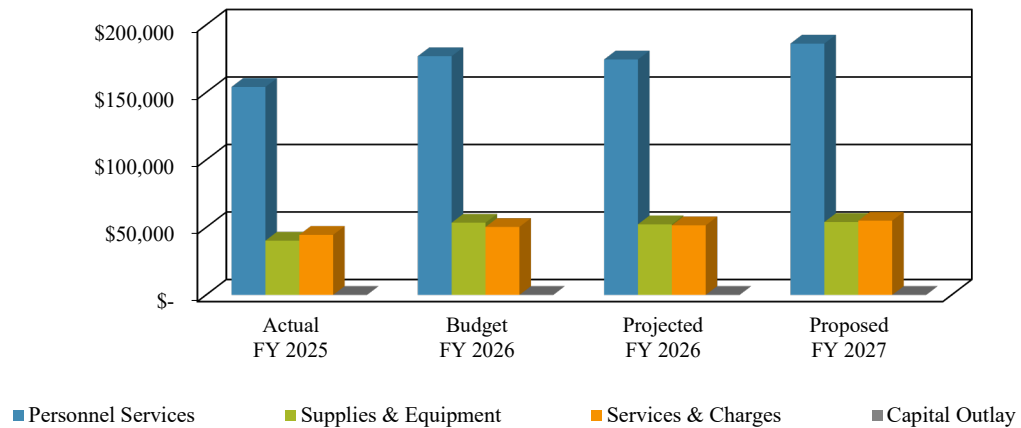
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Superintendent	108	1.0	1.0	1.0
Parks Operations Supervisor	106	0.0	0.0	1.0
Irrigation/Mosquito Inspector	104	1.0	1.0	0.0
Parks Maintenance Worker III	104	1.0	1.0	1.0
Parks Maintenance Worker II	103	3.0	3.0	3.0
Parks Maintenance Worker I	101	1.0	1.0	1.0
Total Employees		7.0	7.0	7.0



Pool Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 154,039	\$ 176,840	\$ 174,390	\$ 186,175	5.28%
Supplies & Equipment	40,196	53,500	52,300	54,000	0.93%
Services & Charges	44,494	50,349	51,549	54,990	9.22%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 238,729	\$ 280,689	\$ 278,239	\$ 295,165	5.16%



EMPLOYEE CLASSIFICATION & PAY GRADE

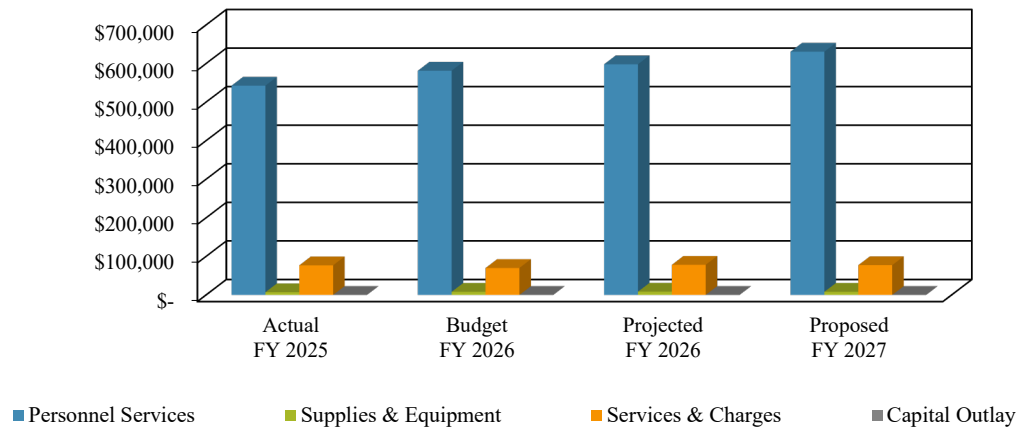
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Seasonal Pool Staffing	S	3.4	3.4	4.1
Total Employees		3.4	3.4	4.1



Municipal Court Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 542,590	\$ 581,297	\$ 598,005	\$ 630,655	8.49%
Supplies & Equipment	6,974	8,040	8,427	8,090	0.62%
Services & Charges	76,742	69,845	78,045	77,205	10.54%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 626,306	\$ 659,182	\$ 684,477	\$ 715,950	8.61%



EMPLOYEE CLASSIFICATION & PAY GRADE

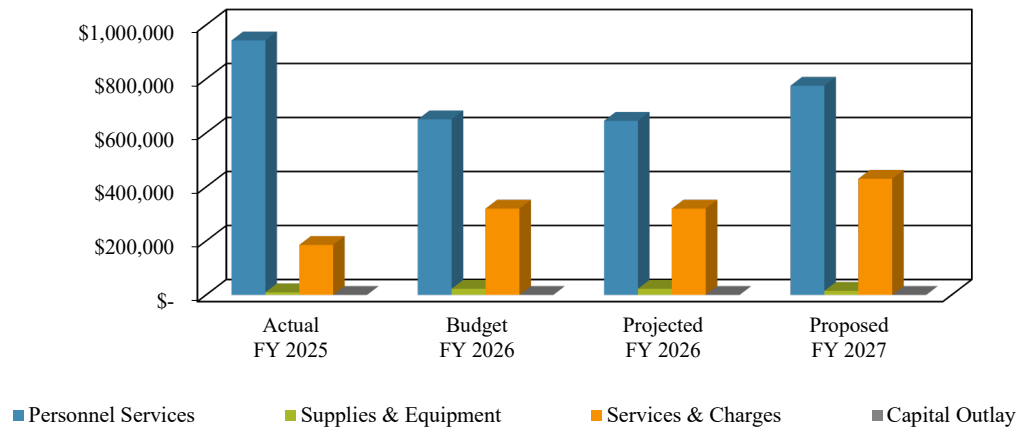
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Municipal Town Judge (Part-Time)	N/A	0.5	0.5	0.5
Court Administrator	107	1.0	1.0	1.0
Assistant Court Administrator	105	0.0	1.0	1.0
Senior Court Clerk	103	1.0	0.0	0.0
Court Clerk	102	1.0	1.0	1.0
Marshall/Bailiff (Part-time)	PT	0.5	0.5	0.5
Court Security (Part-time)	PT	0.3	0.3	0.4
Total Employees		4.3	4.3	4.4



Finance Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 942,586	\$ 650,226	\$ 645,030	\$ 774,785	19.16%
Supplies & Equipment	9,867	22,822	22,870	15,035	-34.12%
Services & Charges	185,147	319,723	319,675	430,330	34.59%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 1,137,600	\$ 992,771	\$ 987,575	\$ 1,220,150	22.90%



EMPLOYEE CLASSIFICATION & PAY GRADE

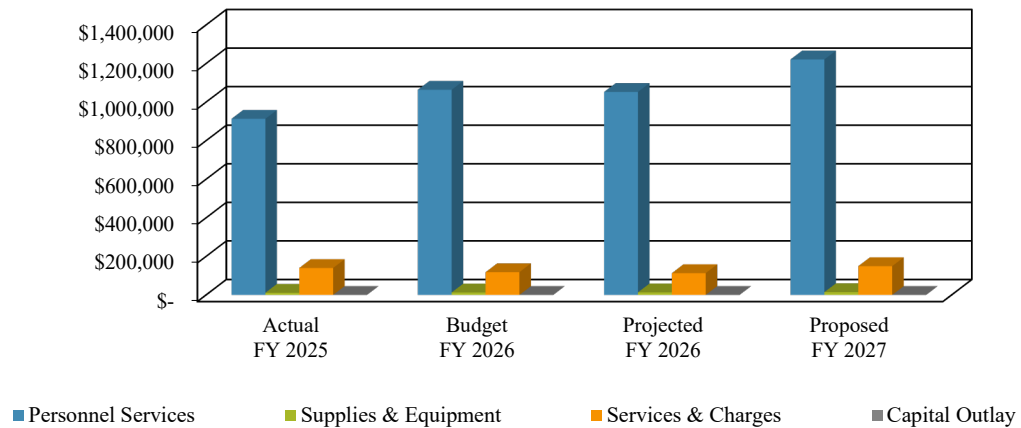
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Assistant Town Administrator	113	1.0	0.0	0.0
Director of Finance	112	1.0	1.0	1.0
Controller	108	0.0	0.0	1.0
Accounting Supervisor	106	1.0	1.0	0.0
Accountant	105	0.0	0.0	1.0
Senior Accounting Tech	104	1.0	1.0	1.0
Human Resources Coordinator	104	1.0	0.0	0.0
Administrative Assistant	103	1.0	1.0	1.0
Total Employees		6.0	4.0	5.0



Community Development Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 913,159	\$ 1,063,739	\$ 1,052,425	\$ 1,220,820	14.77%
Supplies & Equipment	11,340	12,825	13,325	14,466	12.80%
Services & Charges	139,699	117,958	112,784	149,220	26.50%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 1,064,198	\$ 1,194,522	\$ 1,178,534	\$ 1,384,506	15.90%



EMPLOYEE CLASSIFICATION & PAY GRADE

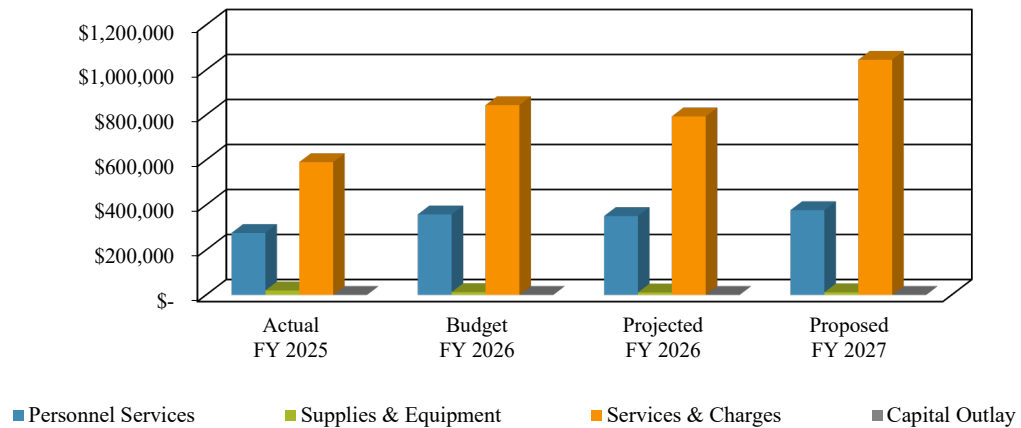
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Director of Community Development	110	1.0	1.0	1.0
Chief Building Official	109	1.0	1.0	1.0
Senior Building Inspector	106	1.0	1.0	1.0
Building Inspector	105	2.0	2.0	2.0
Plans Examiner	104	1.0	1.0	1.0
Building Permit Technician	103	1.0	1.0	2.0
Total Employees		7.0	7.0	8.0



Information Technology Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 275,537	\$ 357,782	\$ 350,410	\$ 376,795	5.31%
Supplies & Equipment	19,940	12,650	11,029	11,650	-7.91%
Services & Charges	590,072	843,604	793,379	1,045,184	23.90%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 885,549	\$ 1,214,036	\$ 1,154,818	\$ 1,433,629	18.09%



EMPLOYEE CLASSIFICATION & PAY GRADE

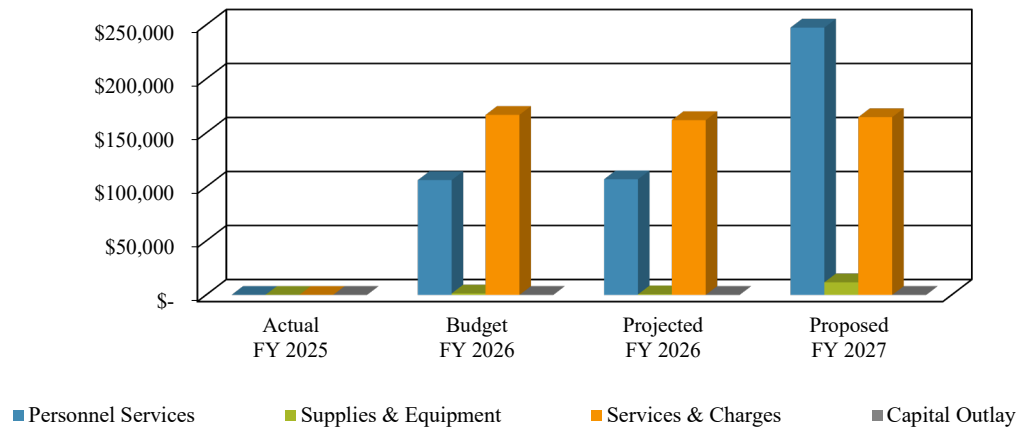
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Manager of Information Technology	109	1.0	1.0	1.0
Systems Analyst	108	1.0	1.0	1.0
Total Employees		2.0	2.0	2.0



Human Resources Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ -	\$ 106,322	\$ 107,070	\$ 247,510	132.79%
Supplies & Equipment	-	1,373	485	11,679	750.62%
Services & Charges	-	166,706	161,816	164,610	-1.26%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ -	\$ 274,401	\$ 269,371	\$ 423,799	54.45%



EMPLOYEE CLASSIFICATION & PAY GRADE

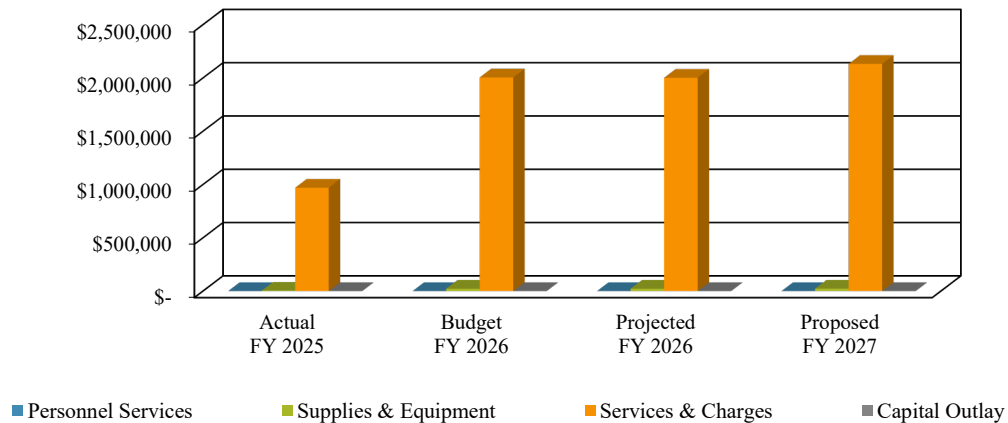
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Human Resources Manager	107	0.0	0.0	1.0
Human Resources Coordinator	104	0.0	1.0	1.0
Total Employees		0.0	1.0	2.0



Non Departmental

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies & Equipment	3,155	22,250	22,250	22,670	1.89%
Services & Charges	969,880	2,004,553	2,001,575	2,131,655	6.34%
Capital Outlay	-	-	-	-	0.00%
Total Department	\$ 973,035	\$ 2,026,803	\$ 2,023,825	\$ 2,154,325	6.29%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

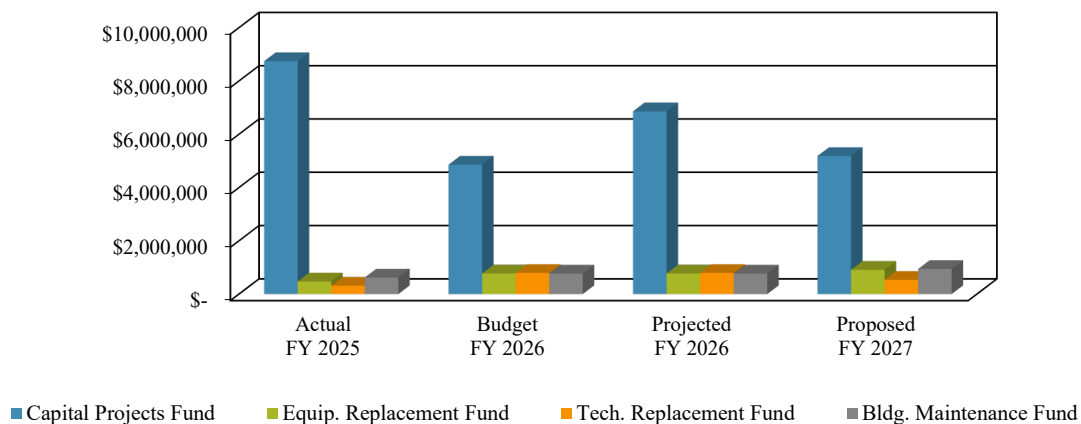
- Supplies & Equipment provides \$17,245 as a contingency in the event fuel costs exceed the amount budgeted in each department.
- The Services & Charges category includes \$1,700,000 for the Highland Park On-Demand microtransit program, \$205,000 to continue reducing the Town's unfunded pension liability with the Texas Municipal Retirement System, and \$220,752 to repay the State for sales tax that was inadvertently remitted to the Town.



Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Capital Projects Fund	\$ 8,740,525	\$ 4,857,490	\$ 6,857,490	\$ 5,181,175	6.66%
Solid Waste Fund	30,500	26,700	26,700	17,200	-35.58%
Equip. Replacement Fund	472,000	773,085	773,085	911,050	17.85%
Tech. Replacement Fund	316,000	792,915	792,915	533,390	-32.73%
Bldg. Maintenance Fund	620,100	767,565	767,565	941,030	22.60%
Total Department	\$ 10,179,125	\$ 7,217,755	\$ 9,217,755	\$ 7,583,845	5.07%



SIGNIFICANT BUDGETARY ITEMS/CHANGES

- 1 The FY2027 Proposed Budget includes a transfer to the Capital Projects Fund equivalent to 4.62 cents of the Town's property tax rate.
- 2 The transfer of \$17,200 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.

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.

Basis of Accounting

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.

UTILITY FUND
STATEMENT OF REVENUES & EXPENSES BY DEPARTMENT

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 6,207,206	\$ 5,546,798	\$ 6,282,884	\$ 5,317,086
REVENUES/SOURCES OF FUNDS				
Licenses & Permits	\$ 47,985	\$ 61,315	\$ 45,755	\$ 46,870
Charges for Services	12,413,990	13,580,310	13,629,345	14,416,500
Fines & Forfeits	71,422	91,985	88,970	90,530
Miscellaneous	631,182	2,203,795	4,269,400	1,893,429
Total Revenues	\$ 13,164,579	\$ 15,937,405	\$ 18,033,470	\$ 16,447,329
Other Sources:				
Transfers In	\$ 503,800	\$ 575,775	\$ 575,775	\$ 731,700
Total Other Sources	\$ 503,800	\$ 575,775	\$ 575,775	\$ 731,700
Total Revenues/Sources	\$ 13,668,379	\$ 16,513,180	\$ 18,609,245	\$ 17,179,029
EXPENSES - BY DEPARTMENT				
Utility Customer Service Department	\$ 461,831	\$ 483,800	\$ 462,680	\$ 545,339
Water Department	8,089,183	7,532,414	9,386,555	8,871,960
Sanitary Sewer Department	1,769,299	5,901,682	5,911,816	5,300,370
Engineering Department	944,832	1,546,228	1,310,504	1,801,754
Total Expenses	\$ 11,265,145	\$ 15,464,124	\$ 17,071,555	\$ 16,519,423
Other Uses:				
Transfers Out	\$ 2,327,556	\$ 2,503,488	\$ 2,503,488	\$ 2,803,750
Total Other Uses	\$ 2,327,556	\$ 2,503,488	\$ 2,503,488	\$ 2,803,750
Total Expenses/Uses	\$ 13,592,701	\$ 17,967,612	\$ 19,575,043	\$ 19,323,173
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 75,678	\$ (1,454,432)	\$ (965,798)	\$ (2,144,144)
ENDING FUND BALANCE	\$ 6,282,884	\$ 4,092,366	\$ 5,317,086	\$ 3,172,942
Ideal Fund Balance	\$ 2,463,394	\$ 2,802,300	\$ 2,808,246	\$ 3,053,171
Fund Balance in Excess of Minimum	\$ 3,819,491	\$ 1,290,067	\$ 2,508,840	\$ 119,771

UTILITY FUND
STATEMENT OF REVENUES & EXPENSES BY TYPE

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 6,207,206	\$ 5,546,798	\$ 6,282,884	\$ 5,317,086
REVENUES/SOURCES OF FUNDS				
Licenses & Permits	\$ 47,985	\$ 61,315	\$ 45,755	\$ 46,870
Charges for Services	12,413,990	13,580,310	13,629,345	14,416,500
Fines & Forfeits	71,422	91,985	88,970	90,530
Miscellaneous	631,182	2,203,795	4,269,400	1,893,429
Total Revenues	\$ 13,164,579	\$ 15,937,405	\$ 18,033,470	\$ 16,447,329
Other Sources:				
Transfers In	\$ 503,800	\$ 575,775	\$ 575,775	\$ 731,700
Total Other Sources	\$ 503,800	\$ 575,775	\$ 575,775	\$ 731,700
Total Revenues/Sources	\$ 13,668,379	\$ 16,513,180	\$ 18,609,245	\$ 17,179,029
EXPENSES - BY TYPE				
Personnel Services				
Payroll	\$ 1,504,598	\$ 1,867,062	\$ 1,782,425	\$ 1,974,185
Payroll Taxes	109,867	139,465	131,165	146,270
Retirement	320,549	239,779	225,130	247,960
Insurance	153,736	219,735	205,185	260,000
Total Personnel	\$ 2,088,750	\$ 2,466,041	\$ 2,343,905	\$ 2,628,415
Supplies & Equipment	4,433,917	4,701,099	4,991,754	5,089,796
Services & Charges	1,625,472	2,198,018	2,053,286	2,384,712
Capital Outlay	3,117,006	6,098,966	7,682,610	6,416,500
Total Expenses	\$ 11,265,145	\$ 15,464,124	\$ 17,071,555	\$ 16,519,423
Other Uses:				
Transfers Out	\$ 2,327,556	\$ 2,503,488	\$ 2,503,488	\$ 2,803,750
Total Other Uses	\$ 2,327,556	\$ 2,503,488	\$ 2,503,488	\$ 2,803,750
Total Expenses/Uses	\$ 13,592,701	\$ 17,967,612	\$ 19,575,043	\$ 19,323,173
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 75,678	\$ (1,454,432)	\$ (965,798)	\$ (2,144,144)
ENDING FUND BALANCE	\$ 6,282,884	\$ 4,092,366	\$ 5,317,086	\$ 3,172,942
Ideal Fund Balance	\$ 2,463,394	\$ 2,802,300	\$ 2,808,246	\$ 3,053,171
Fund Balance in Excess of Minimum	\$ 3,819,491	\$ 1,290,067	\$ 2,508,840	\$ 119,771

**UTILITY FUND
STATEMENT OF REVENUES**

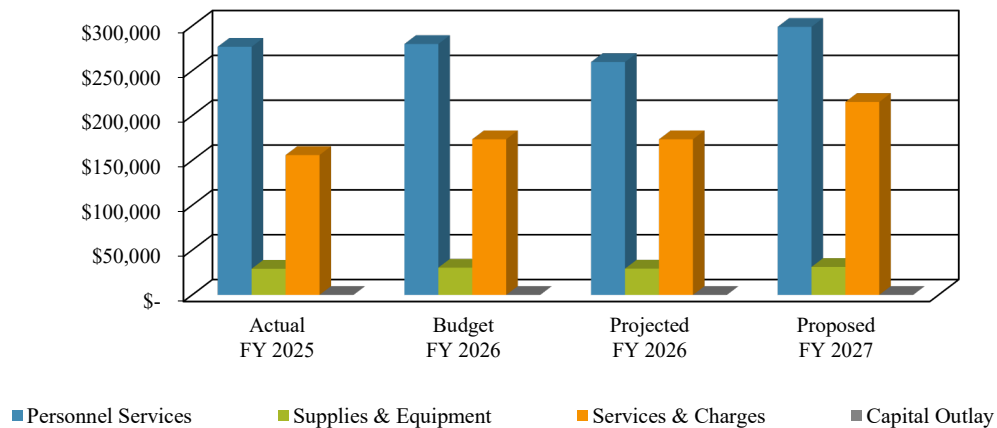
	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
Licenses & Permits				
Plumbing Permits	\$ 47,985	\$ 61,315	\$ 45,755	\$ 46,870
<i>Subtotal</i>	\$ 47,985	\$ 61,315	\$ 45,755	\$ 46,870
Charges For Services				
Water Sales	\$ 8,928,273	\$ 9,484,960	\$ 9,847,365	\$ 10,051,815
Inter-Dept Water Sales	227,032	269,820	285,650	284,775
Sewer Charges	3,134,075	3,434,185	3,269,280	3,543,255
Meter Installation	120,255	56,230	78,800	82,310
Backflow Testing Fees	-	330,000	144,000	450,000
Other Charges	4,355	5,115	4,250	4,345
<i>Subtotal</i>	\$ 12,413,990	\$ 13,580,310	\$ 13,629,345	\$ 14,416,500
Fines & Forfeits				
Late Payment Penalties	\$ 71,422	\$ 91,985	\$ 88,970	\$ 90,530
<i>Subtotal</i>	\$ 71,422	\$ 91,985	\$ 88,970	\$ 90,530
Miscellaneous				
Interest	\$ 482,355	\$ 362,475	\$ 393,750	\$ 369,405
Sale of Assets	(11,918)	-	-	-
Contributions	159,081	1,840,000	3,875,000	1,523,024
Miscellaneous	1,664	1,320	650	1,000
<i>Subtotal</i>	\$ 631,182	\$ 2,203,795	\$ 4,269,400	\$ 1,893,429
Total Revenues	\$ 13,164,579	\$ 15,937,405	\$ 18,033,470	\$ 16,447,329



Utility Customer Service Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 276,725	\$ 279,820	\$ 259,780	\$ 298,975	6.85%
Supplies & Equipment	29,134	30,390	29,350	31,182	2.61%
Services & Charges	155,972	173,590	173,550	215,182	23.96%
Capital Outlay	-	-	-	-	-
Total Department	\$ 461,831	\$ 483,800	\$ 462,680	\$ 545,339	12.72%



EMPLOYEE CLASSIFICATION & PAY GRADE

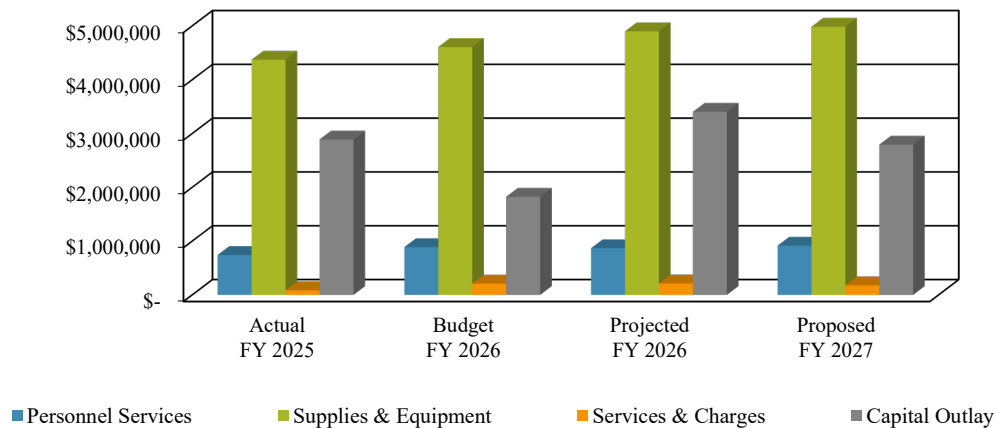
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Customer Service Supervisor	106	1.0	1.0	1.0
Customer Service Specialist	103	2.0	2.0	2.0
Total Employees		3.0	3.0	3.0



Water Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 743,017	\$ 888,841	\$ 868,630	\$ 915,700	3.02%
Supplies & Equipment	4,372,396	4,608,760	4,900,455	4,985,180	8.17%
Services & Charges	85,055	210,330	213,795	178,730	-15.02%
Capital Outlay	2,888,715	1,824,483	3,403,675	2,792,350	-
Total Department	\$ 8,089,183	\$ 7,532,414	\$ 9,386,555	\$ 8,871,960	17.78%



EMPLOYEE CLASSIFICATION & PAY GRADE

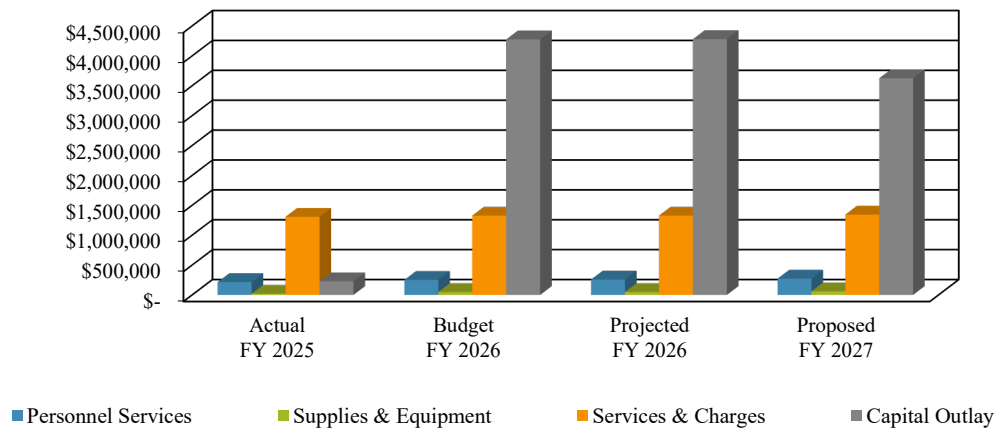
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Public Works Superintendent	108	1.0	1.0	1.0
Public Works Operations Supervisor	106	1.0	1.0	1.0
Project Coordinator	105	1.0	1.0	1.0
Public Works Maintenance Worker III	104	3.0	3.0	3.0
Total Employees		6.0	6.0	6.0



Sanitary Sewer Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 214,973	\$ 251,436	\$ 257,505	\$ 272,515	8.38%
Supplies & Equipment	19,617	49,055	49,055	60,040	22.39%
Services & Charges	1,306,417	1,326,708	1,326,321	1,343,665	1.28%
Capital Outlay	228,292	4,274,483	4,278,935	3,624,150	-
Total Department	\$ 1,769,299	\$ 5,901,682	\$ 5,911,816	\$ 5,300,370	-10.19%



EMPLOYEE CLASSIFICATION & PAY GRADE

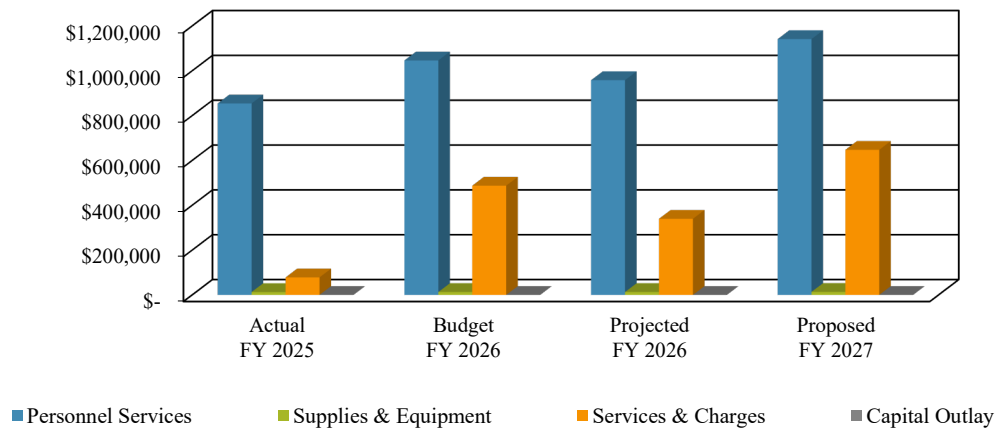
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Public Works Maintenance Worker III	104	2.0	2.0	2.0
Total Employees		2.0	2.0	2.0



Engineering Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 854,035	\$ 1,045,944	\$ 957,990	\$ 1,141,225	9.11%
Supplies & Equipment	12,769	12,894	12,894	13,394	3.88%
Services & Charges	78,028	487,390	339,620	647,135	32.78%
Capital Outlay	-	-	-	-	N/A
Total Department	\$ 944,832	\$ 1,546,228	\$ 1,310,504	\$ 1,801,754	16.53%



EMPLOYEE CLASSIFICATION & PAY GRADE

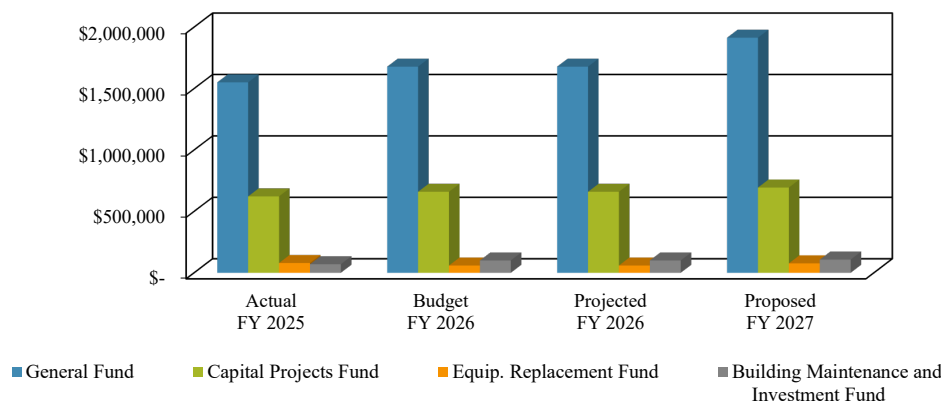
Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Director of Engineering	112	1.0	1.0	1.0
Assistant Director of Engineering	110	1.0	1.0	1.0
Manager of Engineering Services	109	1.0	1.0	1.0
Project Coordinator	105	1.0	1.0	1.0
Construction Inspector	105	2.0	2.0	2.0
Total Employees		6.0	6.0	6.0



Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
General Fund	\$ 1,550,500	\$ 1,678,210	\$ 1,678,210	\$ 1,913,735	14.03%
Capital Projects Fund	622,121	659,448	659,448	693,990	5.24%
Equip. Replacement Fund	79,650	59,265	59,265	76,835	29.65%
Tech. Replacement Fund	5,785	6,075	6,075	11,960	96.87%
and Investment Fund	69,500	100,490	100,490	107,230	6.71%
Total Department	\$ 2,327,556	\$ 2,503,488	\$ 2,503,488	\$ 2,803,750	11.99%



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.



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SOLID WASTE FUND

The Solid Waste Fund is the financial structure used for the accounting of providing sanitation collection service to the residents of the Town and the billing and collection of charges to customers to pay for said services.

Basis of Accounting

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 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 417,064	\$ 471,282	\$ 484,765	\$ 502,930
REVENUES/SOURCES OF FUNDS				
Charges for Services	1,849,793	1,917,715	1,914,355	1,984,935
Miscellaneous	27,210	23,820	25,875	26,255
Total Revenues	\$ 1,877,003	\$ 1,941,535	\$ 1,940,230	\$ 2,011,190
Other Sources:				
Transfers In	\$ 30,500	\$ 26,700	\$ 26,700	\$ 17,200
Total Other Sources	\$ 30,500	\$ 26,700	\$ 26,700	\$ 17,200
Total Revenues/Sources	\$ 1,907,503	\$ 1,968,235	\$ 1,966,930	\$ 2,028,390
EXPENSES - BY DEPARTMENT				
Sanitation Department	\$ 1,685,002	\$ 1,808,265	\$ 1,798,150	\$ 1,915,400
Total Expenses	\$ 1,685,002	\$ 1,808,265	\$ 1,798,150	\$ 1,915,400
Other Uses:				
Transfers Out	\$ 154,800	\$ 150,615	\$ 150,615	\$ 158,815
Total Other Uses	\$ 154,800	\$ 150,615	\$ 150,615	\$ 158,815
Total Expenses/Uses	\$ 1,839,802	\$ 1,958,880	\$ 1,948,765	\$ 2,074,215
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 67,701	\$ 9,355	\$ 18,165	\$ (45,825)
ENDING FUND BALANCE	\$ 484,765	\$ 480,637	\$ 502,930	\$ 457,105
Ideal Fund Balance	\$ -	\$ -	\$ -	\$ -
Fund Balance in Excess of Minimum	\$ 484,765	\$ 480,637	\$ 502,930	\$ 457,105
<i>Fund Balance % of Operating Expenditures</i>	<i>27.7%</i>	<i>25.8%</i>	<i>27.1%</i>	<i>23.1%</i>

SOLID WASTE FUND
STATEMENT OF REVENUES & EXPENSES BY TYPE

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 417,064	\$ 471,282	\$ 484,765	\$ 502,930
REVENUES/SOURCES OF FUNDS				
Charges for Services	1,849,793	1,917,715	1,914,355	1,984,935
Miscellaneous	27,210	23,820	25,875	26,255
Total Revenues	\$ 1,877,003	\$ 1,941,535	\$ 1,940,230	\$ 2,011,190
Other Sources:				
Transfers In	\$ 30,500	\$ 26,700	\$ 26,700	\$ 17,200
Total Other Sources	\$ 30,500	\$ 26,700	\$ 26,700	\$ 17,200
Total Revenues/Sources	\$ 1,907,503	\$ 1,968,235	\$ 1,966,930	\$ 2,028,390
EXPENSES - BY TYPE				
Supplies & Equipment	\$ 25,000	\$ 35,000	\$ 35,000	\$ 35,000
Services & Charges	1,660,002	1,773,265	1,763,150	1,880,400
Capital Outlay	-	-	-	-
Total Expenses	\$ 1,685,002	\$ 1,808,265	\$ 1,798,150	\$ 1,915,400
Other Uses:				
Transfers Out	\$ 154,800	\$ 150,615	\$ 150,615	\$ 158,815
Total Other Uses	\$ 154,800	\$ 150,615	\$ 150,615	\$ 158,815
Total Expenses/Uses	\$ 1,839,802	\$ 1,958,880	\$ 1,948,765	\$ 2,074,215
Excess (Deficiency) of Revenues/Sources over Expenses/Uses	\$ 67,701	\$ 9,355	\$ 18,165	\$ (45,825)
ENDING FUND BALANCE	\$ 484,765	\$ 480,637	\$ 502,930	\$ 457,105

**SOLID WASTE FUND
STATEMENT OF REVENUES**

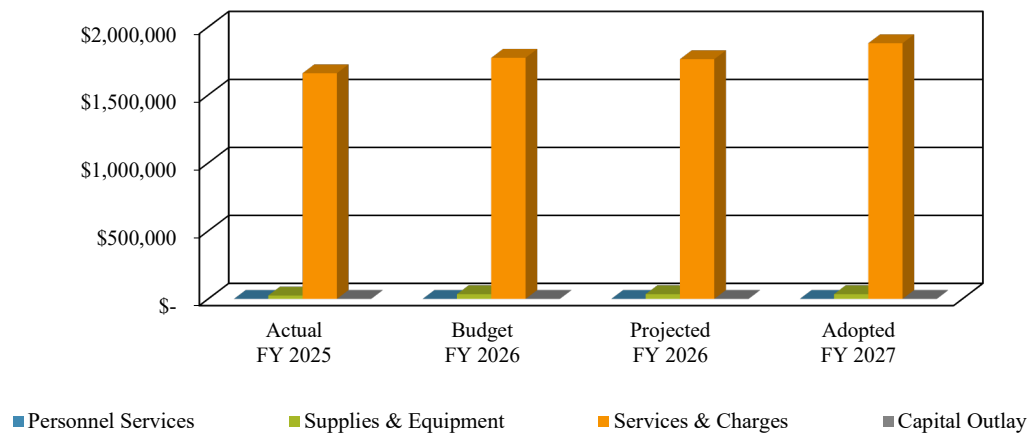
	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
Charges For Services				
Sanitation Collection Charges	\$ 1,689,685	\$ 1,751,660	\$ 1,748,655	\$ 1,813,295
Recycling Charges	160,108	166,055	165,700	171,640
Other Charges	-	-	-	-
<i>Subtotal</i>	\$ 1,849,793	\$ 1,917,715	\$ 1,914,355	\$ 1,984,935
Miscellaneous				
Interest	\$ 27,210	\$ 23,820	\$ 25,875	\$ 26,255
Miscellaneous	-	-	-	-
<i>Subtotal</i>	\$ 27,210	\$ 23,820	\$ 25,875	\$ 26,255
Total Revenues	\$ 1,877,003	\$ 1,941,535	\$ 1,940,230	\$ 2,011,190



Sanitation Department

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Adopted	% Change 2026 to 2027
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Supplies & Equipment	25,000	35,000	35,000	35,000	0.00%
Services & Charges	1,660,002	1,773,265	1,763,150	1,880,400	6.04%
Capital Outlay	-	-	-	-	
Total Department	\$ 1,685,002	\$ 1,808,265	\$ 1,798,150	\$ 1,915,400	5.92%

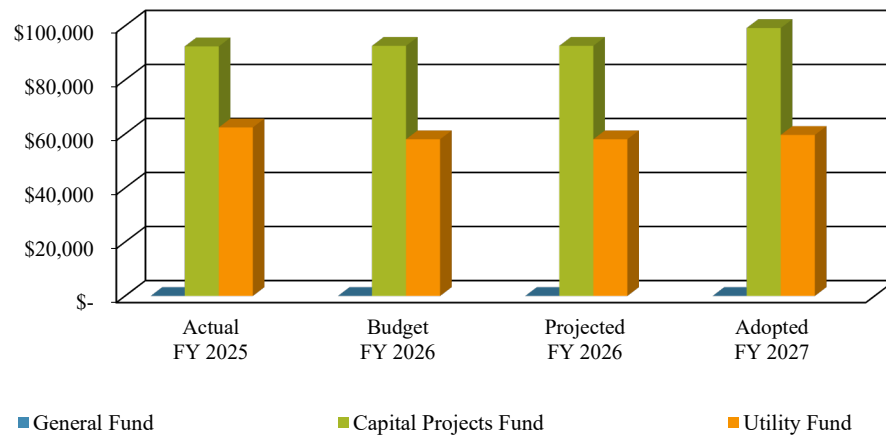




Transfers to Other Funds

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Adopted	% Change 2026 to 2027
General Fund	\$ -	\$ -	\$ -	\$ -	
Capital Projects Fund	92,400	92,600	92,600	99,200	7.13%
Utility Fund	62,400	58,015	58,015	59,615	2.76%
Total Department	\$ 154,800	\$ 150,615	\$ 150,615	\$ 158,815	5.44%



OTHER FUNDS

Stormwater Drainage Fund – The Stormwater Drainage Fund is a capital projects fund that 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.

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.

Local Youth Diversion Fund - This special revenue fund accounts for the Local Consolidated Fee assessed to defendants, as mandated by state law. The funds are designated to support a local mental health authority, juvenile alcohol and substance abuse programs, educational and leadership initiatives, teen court programs, and other projects aimed at preventing or reducing juvenile court referrals.

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.

Legacy Court Technology Fund – This special revenue fund accounts for the Local Consolidated Fee assessed to defendants, as mandated by state law, for technological enhancements to the Municipal Court and is applicable to amounts collected on or before May 28, 2025.

Legacy Court Security Fund – This special revenue fund accounts for the Local Consolidated Fee assessed to defendants, as required by state law, to support Municipal Court security and is applicable to amounts collected on or before May 28, 2025.

Municipal Court Building Security and Technology Fund - This special revenue fund accounts for the Local Consolidated Fee assessed to defendants, as required by state law, to support both technological enhancements and security for the Municipal Court and is applicable to amounts collected on or after May 29, 2025.

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

Reserve Fund – Accounts for the receipt of revenues from the sale of Town property.

Capital Projects Fund – The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

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. The Town of Highland Park does not have any outstanding bank or bonded debt. The Town funds capital projects on a pay-as-you-go basis and does not maintain a debt service fund.

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

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 4,448,926	\$ 4,040,521	\$ 5,513,919	\$ 2,831,384
REVENUES/SOURCES OF FUNDS				
Charges for Services	\$ 1,142,518	\$ 2,287,190	\$ 2,271,595	\$ 2,839,010
Interest	297,616	241,950	246,405	237,190
Total Revenues	\$ 2,440,134	\$ 2,529,140	\$ 2,518,000	\$ 3,076,200
Other Sources:				
Transfers In	\$ 1,700,000	\$ 1,500,000	\$ 1,500,000	\$ -
Total Other Sources:	1,700,000	1,500,000	1,500,000	-
Total Revenues/Sources:	\$ 4,140,134	\$ 4,029,140	\$ 4,018,000	\$ 3,076,200
EXPENSES/USES OF FUNDS				
Supplies & Equipment	5,228	7,500	7,500	7,500
Services & Charges	186,404	200,120	200,105	201,615
Capital Outlay	2,728,109	7,897,737	6,310,620	4,313,800
Total Expenditures	\$ 2,919,741	\$ 8,105,357	\$ 6,518,225	\$ 4,522,915
Transfers	155,400	182,310	182,310	201,625
Total Expenditures/Uses of Funds	\$ 3,075,141	\$ 8,287,667	\$ 6,700,535	\$ 4,724,540
Excess of Revenues/Sources Over Expenses/Uses	\$ 1,064,993	\$ (4,258,527)	\$ (2,682,535)	\$ (1,648,340)
ENDING FUND BALANCE	5,513,919	\$ (218,006)	\$ 2,831,384	\$ 1,183,044

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund is the financial structure used for the accounting of the receipt of resources (revenues and transfers) and the use of resources primarily for the acquisition of the Town's rolling stock. The General and Utility Funds are charged for the cost of use of their respectively assigned vehicles and equipment at a rate equal to the straight-line depreciation of original cost adjusted for inflation to ensure adequate funding is provided at the time of replacement. The incurred costs are recorded as expenditures/expenses within the respective funds and as revenues in the Equipment Replacement Fund on the accrual basis of accounting. The basis of accounting for the Equipment Replacement 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 expense is not included in budgeted expenditures.

All rolling stock is scheduled for replacement, and each vehicle and piece of equipment is evaluated annually for mileage, condition and maintenance costs before a final decision for replacement is made.

Equipment planned to be purchased during FY 2026-27 includes:

- Planned Pursuit Vehicle Replacements (Public Safety): \$440,520
- Planned Utility Vehicle Replacement (Water): \$83,500
- Voice Amplifiers (Public Safety): \$65,000
- License Plate Readers (LPR) Cameras and System Upgrade (Public Safety): \$58,800
- Thermal Imagers (Public Safety): \$50,000
- Stair Chair (Public Safety): \$20,700

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 4,632,718	\$ 4,928,420	\$ 5,009,212	\$ 5,061,907
REVENUES/SOURCES OF FUNDS				
Charges for Services	\$ -	\$ -	\$ -	\$ -
Interest	233,675	180,230	222,300	220,335
Sale of Assets	10,650	10,000	44,715	10,000
Contributions	-	-	-	-
Total Revenues	\$ 244,325	\$ 190,230	\$ 267,015	\$ 230,335
Transfers	551,650	832,350	832,350	987,885
Total Revenues/Sources	\$ 795,975	\$ 1,022,580	\$ 1,099,365	\$ 1,218,220
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Vehicle Disposal	-	3,000	3,000	3,000
Rolling Stock Acquisition	350,967	974,005	969,000	524,020
Equipment Acquisition	68,514	74,670	74,670	194,500
Total Expenditures	\$ 419,481	\$ 1,051,675	\$ 1,046,670	\$ 721,520
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 419,481	\$ 1,051,675	\$ 1,046,670	\$ 721,520
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 376,494	\$ (29,095)	\$ 52,695	\$ 496,700
ENDING FUND BALANCE	\$ 5,009,212	\$ 4,899,325	\$ 5,061,907	\$ 5,558,607

TECHNOLOGY REPLACEMENT FUND

The Technology Replacement Fund accounts for the Town's investment in technology equipment. This type of equipment includes computers, servers, radios, telephones, specialty equipment and networking assets. All assets are scheduled for replacement based upon estimated useful life that covers the respective warranty periods of the assets.

This budget provides funding for the purchase and/or upgrade of the following technology related assets:

- Annual Computer Replacements (Various Departments): \$229,720
- New Computers for Operations Supervisors (Public Safety): \$9,000
- New Air-Gapped Forensic Workstation Computer (Public Safety): \$6,000

The basis of accounting for the Technology Replacement 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 expense is not included in budgeted expenditures.

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 3,171,125	\$ 3,500,623	\$ 3,811,103	\$ 4,404,703
REVENUES/SOURCES OF FUNDS				
Interest	\$ 490,104	\$ 137,655	\$ 188,350	\$ 189,465
Sale of Assets	115	-	5,000	5,000
Contributions	946,251	233,131	421,185	240,125
Total Revenues	\$ 1,436,470	\$ 370,786	\$ 614,535	\$ 434,590
Transfers	321,785	798,990	798,990	545,350
Total Revenues/Sources	\$ 1,758,255	\$ 1,169,776	\$ 1,413,525	\$ 979,940
EXPENDITURES/USES OF FUNDS				
Services & Charges	\$ -	\$ -	\$ -	\$ -
Technology Equipment Acquisition	1,118,277	819,925	819,925	244,720
Total Expenditures	\$ 1,118,277	\$ 819,925	\$ 819,925	\$ 244,720
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 1,118,277	\$ 819,925	\$ 819,925	\$ 244,720
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 639,978	\$ 349,851	\$ 593,600	\$ 735,220
ENDING FUND BALANCE	\$ 3,811,103	\$ 3,850,474	\$ 4,404,703	\$ 5,139,923

BUILDING MAINTENANCE & INVESTMENT FUND

The Building Maintenance and Investment Fund was established to ensure adequate funding for the maintenance and operation of the Town's newly renovated Town Hall as well as the Town's Service Center, which houses Parks and Public Works operations. Significant facility maintenance and capital expenditures planned for FY 2026-27 include:

- Mold Remediation and Restoration (Town Hall): \$150,000
- Swimming Pool Improvements – Baby Pool Awning Replacement (\$69,620); Perimeter Pool Drainage Grate (\$47,950); Phase II Shower Improvements (\$25,000)
- HVAC Upgrade and Duct Cleaning (Town Hall): \$65,950

Revenues to support the budget of this fund are derived from transfers from the General and Utility Fund based on the number of employees within each fund that utilize the Town Hall and Service Center buildings. Upon completion of the maintenance and replacement schedule, future funding requirements will be calculated accordingly. The Building Maintenance & Investment Fund is accounted for using the modified accrual basis.

This budget continues the effort to build and maintain a reserve for future major capital outlays.

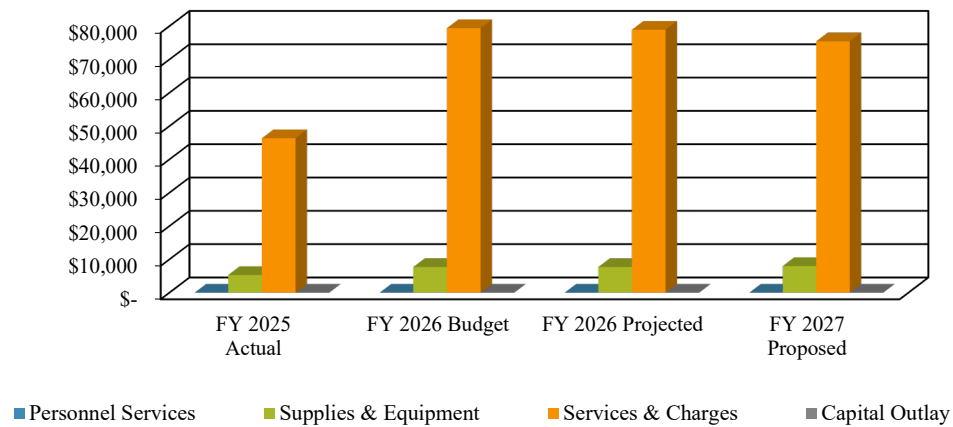
	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 1,621,690	\$ 1,584,264	\$ 1,611,693	\$ 1,528,293
REVENUES/SOURCES OF FUNDS				
Interest	\$ 79,791	\$ 58,195	\$ 80,830	\$ 84,965
Miscellaneous	99,656	18,900	19,550	19,880
Total Revenues	\$ 179,447	\$ 77,095	\$ 100,380	\$ 104,845
Transfers	689,600	868,055	868,055	1,048,260
Total Revenues/Sources	\$ 869,047	\$ 945,150	\$ 968,435	\$ 1,153,105
EXPENDITURES/USES OF FUNDS				
Personnel Services	\$ 89,088	\$ 122,065	\$ 140,365	\$ 168,970
Supplies & Equipment	41,981	41,420	44,298	45,906
Services & Charges	486,580	557,395	579,172	644,504
Capital Outlay	261,395	271,000	288,000	292,570
Total Expenditures	\$ 879,044	\$ 991,880	\$ 1,051,835	\$ 1,151,950
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 879,044	\$ 991,880	\$ 1,051,835	\$ 1,151,950
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (9,997)	\$ (46,730)	\$ (83,400)	\$ 1,155
ENDING FUND BALANCE	\$ 1,611,693	\$ 1,537,534	\$ 1,528,293	\$ 1,529,448



Service Center

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ -	\$ -	\$ -	\$ -	N/A
Supplies & Equipment	5,312	7,700	7,700	8,000	3.90%
Services & Charges	46,360	79,400	78,920	75,458	-4.96%
Capital Outlay	-	-	-	-	N/A
Total Department	\$ 51,672	\$ 87,100	\$ 86,620	\$ 83,458	-4.18%

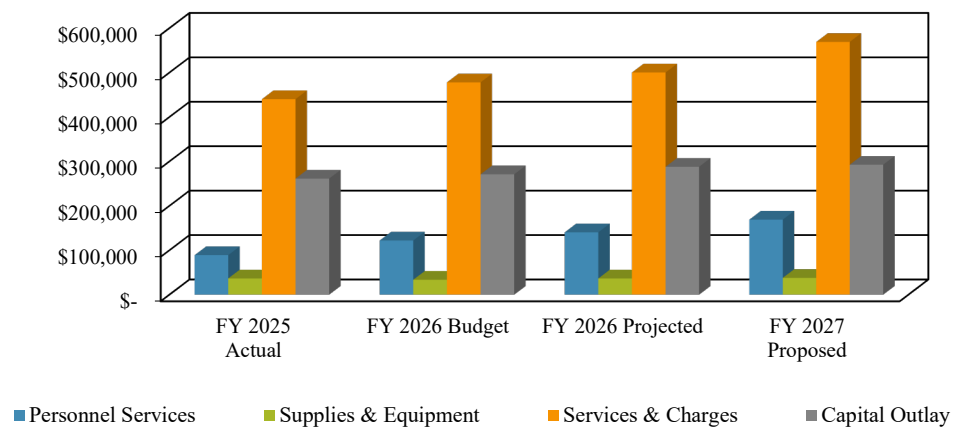




Municipal Building

EXPENDITURE SUMMARY

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed	% Change 2026 to 2027
Personnel Services	\$ 89,088	\$ 122,065	\$ 140,365	\$ 168,970	38.43%
Supplies & Equipment	36,669	33,720	36,598	37,906	12.41%
Services & Charges	440,220	477,995	500,252	569,046	19.05%
Capital Outlay	261,395	271,000	288,000	292,570	7.96%
Total Department	\$ 827,372	\$ 904,780	\$ 965,215	\$ 1,068,492	18.09%



EMPLOYEE CLASSIFICATION & PAY GRADE

Classification	Grade	FY2025 Budget	FY2026 Budget	FY2027 Budget
Facilities Maintenance Manager	107	1.0	1.0	1.0
Total Employees		1.0	1.0	1.0

**FORFEITED PROPERTY FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 45,221	\$ 53,381	\$ 104,952	\$ 115,007
REVENUES/SOURCES OF FUNDS				
Forfeitures	\$ 55,075	\$ 2,500	\$ 5,985	\$ -
Interest	5,004	5,060	4,570	4,230
Total Revenues	\$ 60,079	\$ 7,560	\$ 10,555	\$ 4,230
Transfers	-	-	-	-
Total Revenues/Sources	\$ 60,079	\$ 7,560	\$ 10,555	\$ 4,230
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ -
Service & Charges	348	500	500	500
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ 348	\$ 500	\$ 500	\$ 500
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 59,731	\$ 7,060	\$ 10,055	\$ 3,730
ENDING FUND BALANCE	\$ 104,952	\$ 60,441	\$ 115,007	\$ 118,737

**LOCAL YOUTH DIVERSION FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 89,065	\$ 108,335	\$ 109,766	\$ 131,646
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 16,316	\$ 15,015	\$ 17,475	\$ 19,005
Interest	4,385	3,610	4,405	4,345
Total Revenues	\$ 20,701	\$ 18,625	\$ 21,880	\$ 23,350
Transfers	-	-	-	-
Total Revenues/Sources	\$ 20,701	\$ 18,625	\$ 21,880	\$ 23,350
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ -	\$ -	\$ 500
Service & Charges	-	-	-	1,500
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 2,000
Transfers	-	-	-	-
Total Expenditures/Uses	\$ -	\$ -	\$ -	\$ 2,000
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 20,701	\$ 18,625	\$ 21,880	\$ 21,350
ENDING FUND BALANCE	\$ 109,766	\$ 126,960	\$ 131,646	\$ 152,996

MUNICIPAL JURY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 1,781	\$ 2,151	\$ 2,195	\$ 2,385
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 326	\$ 285	\$ 350	\$ 380
Interest	88	75	90	85
Total Revenues	\$ 414	\$ 360	\$ 440	\$ 465
Transfers	-	-	-	-
Total Revenues/Sources	\$ 414	\$ 360	\$ 440	\$ 465
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ 250	\$ 250	\$ 250
Service & Charges	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ -	\$ 250	\$ 250	\$ 250
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 414	\$ 110	\$ 190	\$ 215
ENDING FUND BALANCE	\$ 2,195	\$ 2,261	\$ 2,385	\$ 2,600

**LEGACY COURT TECHNOLOGY FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 130,958	\$ 126,533	\$ 117,930	\$ 80,425
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 17,190	\$ 24,245	\$ -	\$ -
Interest	5,859	5,165	3,905	3,620
Total Revenues	\$ 23,049	\$ 29,410	\$ 3,905	\$ 3,620
Transfers	-	-	-	-
Total Revenues/Sources	\$ 23,049	\$ 29,410	\$ 3,905	\$ 3,620
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ 2,427	\$ 5,026	\$ 3,574	\$ 2,820
Service & Charges	33,650	35,606	37,836	51,700
Capital Outlay	-	-	-	-
Total Expenditures/Uses	\$ 36,077	\$ 40,632	\$ 41,410	\$ 54,520
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (13,028)	\$ (11,222)	\$ (37,505)	\$ (50,900)
ENDING FUND BALANCE	\$ 117,930	\$ 115,311	\$ 80,425	\$ 29,525

**LEGACY COURT SECURITY FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 32,005	\$ 32,355	\$ 25,880	\$ 2,280
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 16,917	\$ 23,750	\$ -	\$ -
Interest	1,558	1,450	1,000	70
Total Revenues	\$ 18,475	\$ 25,200	\$ 1,000	\$ 70
Transfers	-	-	-	-
Total Revenues/Sources	\$ 18,475	\$ 25,200	\$ 1,000	\$ 70
EXPENDITURES/USES OF FUNDS				
Services & Charges	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Transfers	24,600	24,600	24,600	2,350
Total Expenditures/Uses	\$ 24,600	\$ 24,600	\$ 24,600	\$ 2,350
Excess Revenues/Sources Over Expenditures/Uses	\$ (6,125)	\$ 600	\$ (23,600)	\$ (2,280)
ENDING FUND BALANCE	\$ 25,880	\$ 32,955	\$ 2,280	\$ -

**MUNICIPAL COURT BUILDING SECURITY AND TECHNOLOGY FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ -	\$ 14,945	\$ 18,011	\$ 36,361
REVENUES/SOURCES OF FUNDS				
Court Fees	\$ 18,011	\$ -	\$ 32,705	\$ 35,570
Interest	-	-	590	490
Total Revenues	\$ 18,011	\$ -	\$ 33,295	\$ 36,060
Transfers	-	-	-	-
Total Revenues/Sources	\$ 18,011	\$ -	\$ 33,295	\$ 36,060
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ -	\$ 14,945	\$ 14,945	\$ -
Service & Charges	-	-	-	-
Capital Outlay	-	-	-	-
Total Expenditures	\$ -	\$ 14,945	\$ 14,945	\$ -
Transfers	-	-	-	19,360
Total Expenditures/Uses	\$ -	\$ 14,945	\$ 14,945	\$ 19,360
Excess Revenues/Sources Over Expenditures/Uses	\$ 18,011	\$ (14,945)	\$ 18,350	\$ 16,700
ENDING FUND BALANCE	\$ 18,011	\$ -	\$ 36,361	\$ 53,061

LIBRARY FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 392,773	\$ 430,956	\$ 419,551	\$ 434,283
REVENUES/SOURCES OF FUNDS				
Interest	\$ 18,568	\$ 16,110	\$ 16,485	\$ 16,250
Library Donations	48,461	80,555	77,210	74,705
Total Revenues	\$ 67,029	\$ 96,665	\$ 93,695	\$ 90,955
Transfers	-	-	-	-
Total Revenues/Sources	\$ 67,029	\$ 96,665	\$ 93,695	\$ 90,955
EXPENDITURES/USES OF FUNDS				
Supplies & Equipment	\$ 39,140	\$ 45,038	\$ 43,803	\$ 66,626
Services & Charges	\$ 1,111	\$ 1,350	\$ 995	\$ 1,220
Capital Outlay	-	34,165	34,165	61,805
Total Expenditures	\$ 40,251	\$ 80,553	\$ 78,963	\$ 129,651
Transfers	-	-	-	-
Total Expenditures/Uses	\$ 40,251	\$ 80,553	\$ 78,963	\$ 129,651
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 26,778	\$ 16,112	\$ 14,732	\$ (38,696)
ENDING FUND BALANCE	\$ 419,551	\$ 447,068	\$ 434,283	\$ 395,587

**RESERVE FUND
STATEMENT OF REVENUES & EXPENDITURES**

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 4,866,208	\$ 4,035,790	\$ 4,037,482	\$ 4,195,395
REVENUES/SOURCES OF FUNDS				
Interest	\$ 182,182	\$ 136,800	\$ 165,345	\$ 160,320
Real Property Sales Proceeds	-	-	492,568	-
Miscellaneous	7,859	-	-	-
Total Revenues	\$ 190,041	\$ 136,800	\$ 657,913	\$ 160,320
Transfers	-	-	-	-
Total Revenues/Sources	\$ 190,041	\$ 136,800	\$ 657,913	\$ 160,320
EXPENDITURES/USES OF FUNDS				
Service & Charges	\$ 18,767	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-
Total Expenditures	\$ 18,767	\$ -	\$ -	\$ -
Transfers	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ -
Total Expenditures/Uses	\$ 1,018,767	\$ 500,000	\$ 500,000	\$ -
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ (828,726)	\$ (363,200)	\$ 157,913	\$ 160,320
ENDING FUND BALANCE	\$ 4,037,482	\$ 3,672,590	\$ 4,195,395	\$ 4,355,715

CAPITAL PROJECTS FUND
STATEMENT OF REVENUES & EXPENDITURES

	FY 2025 Actual	FY 2026 Budget	FY 2026 Projected	FY 2027 Proposed
BEGINNING FUND BALANCE	\$ 10,198,813	\$ 18,370,124	\$ 20,727,930	\$ 4,200,723
REVENUES/SOURCES OF FUNDS				
Interest	\$ 927,568	\$ 687,945	\$ 868,610	\$ 211,755
Contributions	4,783,545	16,722,529	1,400,000	11,500,000
Total Revenues	\$ 5,711,113	\$ 17,410,474	\$ 2,268,610	\$ 11,711,755
Transfers	9,455,046	5,609,538	7,609,538	5,974,365
Total Revenues/Sources	\$ 15,166,159	\$ 23,020,012	\$ 9,878,148	\$ 17,686,120
EXPENDITURES/USES OF FUNDS				
Capital Projects	\$ 5,651,042	\$ 26,986,929	\$ 25,069,905	\$ 11,304,925
Total Expenditures	\$ 5,651,042	\$ 26,986,929	\$ 25,069,905	\$ 11,304,925
Transfers	986,000	1,335,450	1,335,450	470,460
Total Expenditures/Uses	\$ 6,637,042	\$ 28,322,379	\$ 26,405,355	\$ 11,775,385
Excess (Deficiency) of Revenues/Sources Over Expenditures/Uses	\$ 8,529,117	\$ (5,302,367)	\$ (16,527,207)	\$ 5,910,735
FUND BALANCE	\$ 20,727,930	\$ 13,067,757	\$ 4,200,723	\$ 10,111,458
FUND BALANCE MINIMUM	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
FUND BALANCE SURPLUS	18,727,930	\$ 11,067,757	\$ 2,200,723	\$ 8,111,458

APPENDIX



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PROPOSED EXEMPT AND NON-EXEMPT PAY PLAN

Classification Titles	Grade	FLSA	Pay Basis	Min	Mid	Max
Parks Maintenance Worker I	101	NE	Annual: Hourly:	\$ 41,579.20 \$ 19.990	\$ 51,968.80 \$ 24.985	\$ 62,358.40 \$ 29.980
Court Clerk	102	NE	Annual:	\$ 47,816.08	\$ 59,770.10	\$ 71,724.12
Library Associate		NE	Hourly:	\$ 22.989	\$ 28.736	\$ 34.483
Public Works Maintenance Worker I		NE				
Administrative Assistant	103	NE	Annual:	\$ 54,988.49	\$ 68,735.62	\$ 82,482.74
Building Permit Technician		NE	Hourly:	\$ 26.437	\$ 33.046	\$ 39.655
Customer Service Specialist		NE				
Parks Maintenance Worker II		NE				
Public Works Maintenance Worker II		NE				
Communications Specialist	104	NE	Annual:	\$ 63,236.77	\$ 79,045.96	\$ 94,855.15
Crime Analyst		NE	Hourly:	\$ 30.402	\$ 38.003	\$ 45.603
DPS Administrative Secretary		NE				
Human Resources Coordinator		NE				
Parking Enforcement Officer		NE				
Parks Maintenance Worker III		NE				
Plans Examiner		NE				
Public Works Maintenance Worker III		NE				
Secretary to the Director of Public Safety		NE				
Senior Accounting Technician		NE				
Accountant	105	EX	Annual:	\$ 72,722.28	\$ 90,902.85	\$ 109,083.42
Alarm Specialist		NE	Hourly:	\$ 34.963	\$ 43.703	\$ 52.444
Assistant Court Administrator		NE				
Building Inspector		NE				
Construction Inspector		NE				
Librarian		NE				
Project Coordinator		NE				
Communications Supervisor	106	NE	Annual:	\$ 83,630.62	\$ 104,538.28	\$ 125,445.93
Customer Service Supervisor		EX	Hourly:	\$ 40.207	\$ 50.259	\$ 60.311
Parks Operations Supervisor		EX				
Public Works Operations Supervisor		EX				
Records Manager		EX				
Senior Building Inspector		NE				
		NE				

Classification Titles	Grade	FLSA	Pay Basis	Min	Mid	Max
Court Administrator	107	EX	Annual:	\$ 96,175.22	\$ 120,219.02	\$ 144,262.82
Facilities Maintenance Manager		EX	Hourly:	\$ 46.238	\$ 57.798	\$ 69.357
Communications Manager	108	EX	Annual:	\$ 110,601.50	\$ 138,251.87	\$ 165,902.25
Construction Manager		EX	Hourly:	\$ 53.174	\$ 66.467	\$ 79.761
Controller		EX				
Superintendent		EX				
Systems Analyst		EX				
Chief Building Official	109	EX	Annual:	\$ 127,191.72	\$ 158,989.65	\$ 190,787.59
Manager of Engineering Services		EX	Hourly:	\$ 61.150	\$ 76.437	\$ 91.725
Manager of Information Technology		EX				
Town Secretary		EX				
Assistant Director of Engineering, Public Works, and Parks	110	EX	Annual:	\$ 146,270.48	\$ 182,838.10	\$ 219,405.72
Director of Community Development		EX	Hourly:	\$ 70.322	\$ 87.903	\$ 105.484
Director of Policy Development		EX				
Town Librarian		EX				
Deputy Chief	111	EX	Annual:	\$ 168,211.05	\$ 210,263.82	\$ 252,316.58
		EX	Hourly:	\$ 80.871	\$ 101.088	\$ 121.306
Assistant Director of Public Safety	112	EX	Annual:	\$ 193,442.71	\$ 241,803.39	\$ 290,164.07
Director of Engineering, Public Works, and Parks		EX	Hourly:	\$ 93.001	\$ 116.252	\$ 139.502
Director of Finance		EX				
Assistant Town Administrator	113	EX	Annual:	\$ 222,459.12	\$ 278,073.90	\$ 333,688.68
Director of Public Safety		EX	Hourly:	\$ 106.951	\$ 133.689	\$ 160.427
Town Administrator	114	EX	Annual:	By Contract		
			Hourly:			

* Rates listed reflects the base pay within each grade. These amounts do not reflect pay related to incentives or assignment pay.

* Court Security Guards start at \$50/hour with 4 hours per week.

* Exempt employees are not eligible for incentive pay.

Incentive Pay

Court Certification Level I	2.00%
Court Certification Level II	5.00%
Crew Chief/Section Supervisor/Utility System Certification	5.00%
Licensed Irrigator	5.00%



PROPOSED PUBLIC SAFETY PAY PLAN

Classification Titles	Grade	Pay Basis	Min	Mid	Max
Apprentice	201	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$78,727.27 \$24.224 \$37.850	\$82,663.64 \$25.435 \$39.742	\$86,600.00 \$26.646 \$41.635
Fire Fighter Police Officer	202	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$86,355.70 \$26.571 \$41.517	\$92,832.38 \$28.564 \$44.631	\$99,309.06 \$30.557 \$47.745
Public Safety Officer	203	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$96,385.25 \$29.657 \$46.339	\$122,560.50 \$37.711 \$58.923	\$128,735.75 \$39.611 \$61.892
Sergeant	204	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$124,156.50 \$38.202 \$59.691	\$138,233.73 \$42.533 \$66.459	\$152,310.96 \$46.865 \$73.226
Lieutenant	205	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$142,798.50 \$43.938 \$68.653	\$158,834.00 \$48.872 \$76.363	\$174,869.50 \$53.806 \$84.072
Captain	206	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$157,082.25 \$48.333 \$75.520	\$174,718.38 \$53.760 \$83.999	\$192,354.50 \$59.186 \$92.478

* Rates listed reflects the base pay within each grade. These amounts do not reflect pay related to incentives or assignment pay.

DPS Incentive Pay

EMT	2.00%
Paramedic	8.00%

DPS Assignment Pay

CID Investigator	7.50%
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PROPOSED **SEASONAL PAY PLAN**

Classification Titles	Grade	Pay Basis	Year 1	Year 2	Year 3+
Concession Attendants	S-1	Hourly:	\$ 12.19	\$ 13.33	-
Lifeguards	S-2	Hourly:	\$ 15.16	\$ 16.34	\$ 17.51
Lead Lifeguards Swim Instructors	S-3	Hourly:	\$ 20.00	-	-
Assistant Pool Manager	S-4	Hourly:	\$ 27.95	\$ 28.79	-
Pool Manager	S-4	Hourly:	\$ 30.00	\$ 30.90	-

* Seasonal employees are not eligible for incentive or assignment pay.

Budget Calendar Fiscal Year 2026-27

Date	Activity
February 16	FY 2026-27 budget kick-off meeting with departments.
March 2	Deadline to provide exemption resolutions for 2026 (for appraisal notices) to the Dallas Central Appraisal District (DCAD).
March 9	Departments submit initial projections for FY 2025-26 revenues and expenditures to the Finance Department. Departments submit base budget requests to the Finance Department. This includes any requests for new or replacement capitalized fixed assets.
March 16	Departments submit any new programs to the Finance Department. Departments submit proposed changes to rates and fees in the Town's Master Fee Schedule. Departments submit proposed updates, changes, or revisions to the Town's Capital Improvement Plan.
Week of March 16	Meet and discuss the Town's 10-year Capital Improvement Plan with applicable Department Directors.
Week of March 23	Finance Department review of Departmental budget requests and updates, changes, or revisions to the Town's Capital Improvement Plan with Department Directors.
April 13	Departments submit revised projections of FY 2025-26 revenues and expenditures to the Finance Department. Departments submit updated program descriptions, accomplishments, objectives, and key performance indicators to the Director of Policy Development & Strategic Initiatives.
April 15	Receive preliminary (4/30) Certification Estimate Letter from DCAD
April 20	Deadline to provide exemption resolutions (to be reflected on 1st Estimated Values Report) to DCAD.
Week of April 20	Department meetings with Town Administrator on proposed budget requests.
May 4	Departments submit final projection of FY 2025-26 revenues and expenditures to the Finance Department.
May 5*	Review and discuss with the Town Council the progress of the FY 2026-27 budget process and the Council's priorities and expectations of the FY 2026-27 budget.
May 11	Receive preliminary EVR (Estimated Value Report) from DCAD.
June 2*	Review and discuss with the Town Council the progress of the FY 2026-27 budget process and the Council's priorities and expectations of the FY 2026-27 budget.
June 16*	Review and discuss with the Town Council any proposed updates, changes, or revisions to the Town's 10-year Capital Improvement Plan.
June 18	Deliver draft proposed budget and 10-year Capital Improvement Plan to Finance & Audit Advisory Committee.
June 23	Finance & Audit Advisory Committee meet to discuss draft proposed budget and 10-year Capital Improvement Plan to Finance & Audit Advisory Committee.

Date	Activity
June 30	FY 2026-27 Proposed Budget filed with the Town Secretary, delivered to the Town Council, and posted on the Town webpage.
July 1	Deadline to provide exemption resolutions (for certification) to DCAD.
July 7*	Review and discuss the Proposed Budget with the Town Council.
July 21*	Review and discuss the Proposed Budget with the Town Council.
July 25	Receive 2025 Certified Appraisal Roll from DCAD.
July 27	Deliver notice of the August 11 public hearing on the FY 2026-27 Proposed Budget to the newspaper. Provide notice to Town Secretary for publishing on website.
July 30	Publication of the notice for the August 11 public hearing on the FY 2026-27 Proposed Budget in the newspaper.
August 6	Submit certified No-New-Revenue and Voter Approval Rate to Council and post on Website.
August 11**	<i>Special Called Town Council meeting</i> Conduct public hearing on FY 2026-27 Proposed Budget. Review and discuss a proposal to set a preliminary property tax rate for Fiscal Year 2026-27. • Call a public hearing on the property tax rate on September 1. • Announce date and time of public hearing to adopt the tax rate on September 1. Town Council sets preliminary ad valorem tax rate. Call for a Voter Approval Tax Rate Election (VATRE) if the preliminary tax rate set by the Town Council exceeds the voter-approval tax rate.
August 18*	Review and discuss the Proposed Budget with the Town Council (<i>if necessary</i>).
August 21	Deliver notice of the September 1 public hearing on the FY 2026-27 property tax rate and vote to adopt the property tax rate to the newspaper and publish notice on the Town's website.
August 24	Last day to adopt a tax rate exceeding the voter-approval tax rate. This deadline only applies if the de minimis rate exceeds the voter-approval rate. Publication of the notice of the September 1 public hearing on the FY 2026-27 property tax rate and vote to adopt the property tax rate on the Town's website.
August 26	Publication of the notice of the September 1 Public Hearing on the FY 2026-27 property tax rate and vote to adopt the property tax rate in the newspaper.
September 1**	Conduct public hearing on the property tax rate. Town Council considers approval of: • Ordinance adopting the FY 2026-27 Proposed Budget and related Capital Improvement Plan (CIP). • Ordinance adopting the 2026 property tax rate for FY 2026-27. • Ratification of a property tax increase (If applicable) • Resolution approving the FY 2026-27 Master Fee Schedule. • Resolution approving the FY 2026-27 Pay Plan
September 4	Provide approved property tax ordinance and property tax rate to Dallas County Tax Office (DCTO) and the DCAD.

* Indicates a Town Council Study Session

** Indicates a Town Council 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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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 or electronic representation of an Annual Comprehensive Financial Report (ACFR) which shall be presented to the Council within 180 calendar days after the Town's fiscal year end. The ACFR 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 or electronic representation of a 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, with the exception of capital project budgets, 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, appropriations for individual capital projects 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 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 \$3,000 or more must be made through the Town's purchase order system. An electronic representation of a written purchase order shall also be used for vendors requiring formal Town authorization regardless of the dollar amount. All purchase orders require the approval of the Department Director or Department Director Designee (as defined in section XI. Financial Glossary) and the Director of Finance. Purchase orders greater than \$50,000 require the approval of the Department Director, Director of Finance, and Town Administrator or Town Administrator designee.

In an emergency procurement situation (as defined in section XI. Financial Glossary) where a purchase order could not have been obtained prior to making a purchase, a department must obtain a purchase order as soon as practicable after making the purchase. An emergency purchase order request must be accompanied by a memo signed by the appropriate department head that describes the nature of the emergency and reason(s) why a purchase order could not have been obtained in advance of making the emergency purchase. A substantiated

emergency procurement made without a valid purchase order is not considered a violation of this policy.

Any payment for the purchase of goods or services by the Town at a total cost of less than \$3,000 may be made via an electronic representation of a written Accounts Payable Voucher, signed and submitted by the applicable Department Director or Department Director Designee to the Town's Finance Department. The following approval thresholds shall apply to all disbursement of funds:

Approval Threshold*	Approval Requirement
Accounts Payable Vouchers and Disbursements Less than or Equal to \$5,000	Department Director or Department Director Designee Finance Department Accounting Supervisor
Accounts Payable Vouchers and Disbursements More than \$5,000 but Less than or Equal to \$50,000	Department Director or Department Director Designee Director of Finance
Disbursements More than \$50,000	Department Director Director of Finance Town Administrator or Town Administrator Designee**

* Approval thresholds apply to disbursements on an individual basis, not in the aggregate.

** Town Administrator or Town Administrator Designee approval only applies to disbursements that require original signature as defined in Section VI. B. of this policy.

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 the opening of submittals prior to the advertised opening date and time, these submittals shall be received 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.

G. CONTRACTS FOR GOODS AND SERVICES

This section is provided to address the development and execution of contracts that are not required to be presented to the Town Council for approval. For the purposes of this policy, the terms contracts and agreements are considered synonymous.

1. Any contract for goods and/or services that does not require Town Council approval will be executed by the Town Administrator or his/her designee.
2. Contracts for goods and/or services will be written in a standard form provided by the Town Attorney.
3. Any deviations or modifications to the Town's standard form agreement must be approved by the Town Attorney to prior execution.
4. In the event a contract being considered by Town Staff is not in the Town's standard form agreement, the Town Attorney will review and approve the form of the agreement prior to execution.
5. While circumstances of a procurement typically dictate the necessity of a contract, Town Staff should consider using a contract for the purchase of goods and services in the following instances:
 - a. Work is being performed by a third party on Town Property.
 - b. Services being procured are set out by a specific scope of work.

- c. Specific details regarding specifications, delivery terms or payment options are negotiated.
 - d. The product being procured includes a warranty from the vendor.
 - e. The procurement being made carries risk to the Town that needs to be mitigated through indemnification and subrogation clauses.
- 6. Designees of the Town Administrator for the purposes of developing and executing contracts are as follows:
 - a. Contracts valued at less than \$100,000 but more than \$50,000 must receive the approval of the Town Administrator.
 - b. Contracts valued between \$25,000 and \$49,999 can be executed by the department director with a copy provided to the Town Administrator.
 - c. Contracts valued between \$0 and \$24,999 can be executed by the Department Director Designee with a copy provided to the department director.
 - d. In all cases, directors have the authority to sign any contract that does not require the Town Administrator's signature.

The Town Administrator may approve a contract valued below \$50,000, which satisfies all subordinate approvals.

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. Individual (non- aggregate) disbursements less than \$50,000

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 signature under Paragraph B, this Section.

C. CAPITAL ASSETS ACCOUNTING AND INVENTORY -

The Town's capital assets shall be reasonably safeguarded and properly accounted for and sufficiently insured. Responsibility for the safeguarding of the Town's capital assets lies with the Department Director in whose department the capital asset is assigned. The Finance Department shall assign an asset number in the Town's capital asset database and shall maintain the permanent records of the Town's capital assets including description, cost, department of responsibility, date of acquisition, depreciation and expected useful life.

The recording of the cost or value of capitalized capital assets into the Town's financial records and capital asset database shall be consistent with the definition of capitalized assets. Accessioned Library materials can be capitalized on a lump-sum basis rather than on a per item basis. Assets purchased from the Town's Equipment or Technology Replacement Funds (Internal Service Funds) that are individually below the capitalized asset threshold can be capitalized annually on a lump-sum basis rather than on a per-item basis. Refer to the definition of "Capitalized Asset" in the glossary of this policy.

Rehabilitations, renovations, remodels, and repairs to Town's capital assets are capitalized to extent the total cost of the rehabilitation, renovation, remodel, and repair exceeds \$25,000 and extends the underlying assets useful life. Rehabilitations, renovations, repairs and remodels below this threshold are considered routine repair and maintenance expenditures.

The Finance Department shall also perform an annual inventory of capital 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:

1. 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.
2. 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 permission 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.

XI. FINANCIAL GLOSSARY

The following definitions form a part of this policy statement in order to clarify certain terminology used.

Appropriation - a legal authorization granted by the Council to make or incur expenditures/expenses for specific purposes.

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

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).

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

Capital Projects Fund - a fund 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).

Capitalized Asset – A 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 two (2) years and an original acquisition cost or value of \$15,000 or more.

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

Combined Budget – the combination and presentation of the Operating Budget and the Capital Improvement Plan budget.

Competitive Bidding Process – a competitive procurement process that satisfies the requirements of Chapter 252 of the Local Government Code of Texas, as amended.

Current Assets - assets of the Town consisting of cash, investments and other assets that can or will be converted to cash within a twelve (12) month period.

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) month period.

Department Director Designee – an Assistant Director or equivalent, or a person reporting directly to the Department Director that is a supervisor/manager by title or job function.

Director of Finance - the person appointed by the Town Administrator who is responsible for the recording and reporting of the financial activities of the Town.

Electronic signature – electronically imprinted signature facsimiles generated through the Town's computer equipment upon vouchers or 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.

Emergency Procurement – An unforeseen procurement that was necessary to:

- Preserve the property of the municipality
- Preserve or protect the public health or safety of the municipality's residents or employees
- Prevent unforeseen damage to public machinery, equipment, or other property

Encumbrance - see Appropriation

Equity - see Fund Balance and Retained Earnings

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.

Fiscal Year (FY) - the period of October 1st through the following September 30th. (e.g. FY 2013 or FY13 refers to the fiscal year from October 1, 2012 through September 30, 2013)

Fund - an independent fiscal and accounting entity with a self-balancing set of accounts

recording cash and/or other resources together with all related 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

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).

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. The Town utilizes three different types of governmental funds: the General Fund, Capital Projects Fund, and Special Revenue Funds.

Internal Service Fund - a fund used to account for the financing of goods or services provided by one department to other department on a cost reimbursement basis.

Investments - securities held for the production of revenues in the form of interest.

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.

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

Net Working Capital - current assets less current liabilities.

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.

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 and individual capital projects, which can span multiple fiscal years.

Proprietary Fund - see Utility 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 - the equity account reflecting the accumulated earnings of the Utility Fund.

Revenues (Resources) - the term designating an increase to the Town's assets which:

- does not increase a liability (i.e. proceeds from a loan);
- does not represent a repayment of an expenditure/
expense already made;
- does not represent a cancellation of certain
liabilities; and

- does not represent an increase in capital.

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

Special Revenue Funds - funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. Examples include Court Technology Fund, Forfeited Property Fund, and Court Security Fund.

Street Rental Fees – An annual amount equal to 5% of combined water, sanitary sewer, solid waste collection/disposal and recycling charges billed to the Town's utility customers to pay for the use/access of Town right-of-way.

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.

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.

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 of the Town's water and sanitary sewer activities.

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

GLOSSARY



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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.

Audit - A process that involves obtaining audit evidence to provide an opinion on whether financial statements are presented fairly, in all material respects, in accordance with applicable financial reporting frameworks. This process is essential for ensuring the integrity of financial reporting and maintaining public confidence in government financial practices and is performed by an independent and qualified auditor.

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

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 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.

Capital Outlays - Expenditures which result in the acquisition of or addition of capital 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 Asset – A 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 two (2) years and an original acquisition cost or value of \$15,000 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.

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 - A competitive procurement process that satisfies the requirements of Chapter 252 of the Local Government Code of Texas, as amended.

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 twelve (12) months.

DART – Dallas Area Rapid Transit.

DCC – Dallas Country Club.

DCCCD – Dallas County Community College District.

DCHD – Dallas County Hospital District.

DCPCMUD - Dallas County Park Cities Municipal Utility District.

DISD – Dallas Independent School District.

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.

Deficit - When a government spends more in a given year than it collects in revenues.

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.

Emergency Procurement – An unforeseen procurement that was necessary to:

- Preserve the property of the municipality
- Preserve or protect the public health or safety of the municipality's residents or employees
- Prevent unforeseen damage to public machinery, equipment, or other property

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

Enterprise Fund - An enterprise fund is a self-supporting fund that sells goods and services to the public for a fee. It is one of two proprietary fund types available for use by governments. The other is an internal service fund.

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.

FASB – Financial Accounting Standards Board.

Fiscal Year (FY) - The period of October 1st through the following September 30th. (e.g. FY 2013 or FY13 refers to the fiscal year from October 1, 2012 through September 30, 2013)

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.

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 capital 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. Major funds are funds whose revenues, expenditures/expenses, assets, or liabilities are at least 10 percent of the corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise 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.

NCTCOG – North Central Texas Council of Governments.

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, 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 and individual capital projects, which can span multiple fiscal years.

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 calls 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.

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.



THE TOWN OF

Highland Park
TEXAS

An American Community Making a Difference

FISCAL YEAR

2027-36

PROPOSED CAPITAL IMPROVEMENT PLAN

Revised September 1, 2026



Photography by Kasie Noel



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The Capital Improvement Plan (CIP) and Financial Forecast

Each year, during the annual budget process, the Town studies the 10-year plan for capital improvements throughout the Town. Additionally, the Town's finance department, assembles information to forecast revenues and operating expenditures/expenses for the 10-year planning horizon. Forecasting anticipated results of operations allows the Town to assess the level of resources that are expected to be available to be applied towards capital improvements. During this process, projects are added, modified or removed and a new 10-year CIP is approved. Historically, the Town has funded the CIP through existing resources and has not issued debt since the 1970's. This focus on a pay-as-you-go system allows Town's resources to be applied towards capital projects within the community with none being used towards carrying cost that otherwise would exist with a debt program.

CIP Development

Along with the development of the annual budget for the ensuring fiscal year, the 10-year CIP is updated to incorporate any necessary changes. These changes may consist of new projects and revisions to existing projects either in scope, in cost or both. The process to update the CIP follows a similar process that is completed with the development of the annual budget. Steps include seeking input from departments, management, the Finance & Audit Advisory Committee and ultimately the Town Council. Once completed, the CIP is monitored for progress and needed amendments.





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TEN YEAR CAPITAL IMPROVEMENT PLAN
FORECAST BASIC ASSUMPTIONS

10-YEAR FINANCIAL FORECAST BASIC ASSUMPTIONS

General & Capital Projects Funds

Revenues:

- Property tax revenue is projected to grow at a rate of 4.5% per year.
- Building and permits revenue is indexed at 3.0% per year.
- Sales tax revenue growth rates are as follows based on economic forecast:
 - Increased 2025-26 projection to \$10.450M based on revised forecast
 - 2026-27: 7.8%
 - 2027-28: 3.4%
 - 2028-29: 3.1%
 - 2029-30: 2.8%
 - 2030-31 and beyond: 2.5%
- Interest revenue is based on 2.5% of fund balance for years after FY27.
- Transfers-in is indexed at 2.2% per year.
- Other operational revenues are indexed based on five-year trends ranging from 1.0% to 3.0% based on trends for each revenue category.

Expenditures:

- Payroll expense is indexed at 3.75% each year.
 - 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 budget.
 - TMRS contribution rate is based on the current 12.56% employer contribution rate
 - 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, \$25,000 per year has been allocated in FY 2027-28 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 are a function of the difference between operating revenues and expenses, while maintaining the policy driven ideal fund balance requirement (17% of operating expenses) within the General Fund.
- Project costs have been updated to reflect current costs and are adjusted for future inflation, which varies depending on the type of project.

Storm Water Drainage Utility Fund

Revenues:

- The financial forecast reflects storm water revenues being indexed each year to accommodate the 10-year Capital Improvement Plan. The annual rate adjustments anticipated to fund this 10-year plan are as follows:
 - 2026-27: 25.0%
 - 2027-28: 25.0%
 - 2028-29: 25.0%
 - 2029-30: 15.0%
 - 2030-31 and beyond: 0.0%
- The annual subsidy transfers from the Capital Projects Fund to the Stormwater Drainage Utility Fund of

\$1,000,000 for fiscal year 2026-27 and transfers ranging between \$350,000 and \$1,525,000 per year for the remaining nine years have been eliminated.

- Repayment of the \$4,100,000 internal loan from the Reserve Fund to facilitate improvements to Hackberry Creek is scheduled be repaid over several years beginning in FY 2030-31.

Expenditures:

- “Supplies & Equipment” and “Services & Charges” are indexed at 3.0% each year.
- Transfers out are indexed at 2.2% per year.
- Project costs have been updated to reflect current costs and are adjusted for future inflation, which varies depending on the type of project.

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 10-year financial model includes an annual water and sewer rate adjustment.

Revenues:

- The annual water rate adjustments anticipated to fund increasing operating costs and to fund planned capital improvements to the utility system are as follows:
 - 2026-27: 5.5%
 - 2027-28: 4.0%
 - 2028-29: 4.0%
 - 2029-30: 4.0%
 - 2030-31 and beyond: 3.0%
- The annual wastewater rate adjustments anticipated to fund increasing operating costs and to fund planned capital improvements to the utility system are as follows:
 - 2026-27: 5.5%
 - 2027-28: 3.0%
 - 2028-29: 3.0%
 - 2029-30: 3.0%
 - 2030-31 and beyond: 3.0%
- Contributions from external sources based on anticipated receipt timing
- Interest revenue is based on 2.5% of fund balance for years after FY27.
- Other operational revenues are indexed based on five-year trends ranging from 1.0% to 3.0% based on trends for each revenue category.
- Transfers-in is indexed at 2.5% per year beyond FY2026-27

Expenditures:

- Personnel Services follow the same assumptions used in the General Fund financial model
- “Supplies & Equipment” and “Services & Charges” are indexed at 3.0% each year
- Water purchase is indexed at 5.0% per year based on the Dallas County Park Cities Municipal Utility District financial forecast
- Wastewater treatment cost (Dallas Water Utilities) indexed at 3.0% per year.
- Transfers out to the Capital Projects Fund is based on 5% of water and wastewater sales for the Town’s right-of-way maintenance/rehabilitation program
- Other transfers-out are indexed at 2.2% per year
- Project costs have been updated to reflect current costs and are adjusted for future inflation, which varies depending on the type of project.



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GENERAL & CAPITAL PROJECTS FUND
10 YEAR FINANCIAL MODEL

TOWN OF HIGHLAND PARK, TEXAS

10- YEAR FINANCIAL MODEL - PAY AS YOU GO

GENERAL FUND & CAPITAL PROJECTS FUND

GENERAL FUND											
	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
BEGINNING FUND BALANCE	\$ 8,093,421	\$ 7,378,565	\$ 7,502,863	\$ 7,880,518	\$ 8,281,090	\$ 8,673,412	\$ 9,021,290	\$ 9,322,848	\$ 9,576,497	\$ 9,780,741	\$ 9,934,191
REVENUES:											
Property Taxes (1)	\$ 20,416,195	\$ 21,233,250	\$ 22,188,746	\$ 23,187,240	\$ 24,230,666	\$ 25,321,046	\$ 26,460,493	\$ 27,651,215	\$ 28,895,520	\$ 30,195,818	\$ 31,554,630
Sales Taxes	10,450,000	11,265,100	11,648,113	12,009,205	12,345,463	12,654,100	12,970,453	13,294,714	13,627,082	13,967,759	14,316,953
Franchise Fees	1,055,300	1,072,540	1,083,265	1,094,098	1,105,039	1,116,089	1,127,250	1,138,523	1,149,908	1,161,407	1,173,021
Building Inspection Fees/Permits	1,703,590	1,493,940	1,538,758	1,584,921	1,632,469	1,681,443	1,731,886	1,783,843	1,837,358	1,892,479	1,949,253
Municipal Court Fines/Fees	498,455	534,745	540,092	545,493	550,948	556,457	562,022	567,642	573,318	579,051	584,842
Interest Earnings	590,630	642,485	440,166	457,704	477,346	496,945	515,578	533,429	550,473	566,689	582,061
All Other	2,279,335	2,237,540	2,293,479	2,350,816	2,409,586	2,469,826	2,531,572	2,594,861	2,659,733	2,726,226	2,794,382
TOTAL REVENUES	\$ 36,993,505	\$ 38,479,600	\$ 39,732,619	\$ 41,229,477	\$ 42,751,517	\$ 44,295,906	\$ 45,899,254	\$ 47,564,227	\$ 49,293,392	\$ 51,089,429	\$ 52,955,142
Transfers from Other Funds	1,702,810	1,935,445	1,978,025	2,021,542	2,066,016	2,111,468	2,157,920	2,205,394	2,253,913	2,303,499	2,354,176
TOTAL REVENUES & TRANSFERS-IN	\$ 38,696,315	\$ 40,415,045	\$ 41,710,644	\$ 43,251,019	\$ 44,817,533	\$ 46,407,374	\$ 48,057,174	\$ 49,769,621	\$ 51,547,305	\$ 53,392,928	\$ 55,309,318
EXPENDITURES:											
Personnel Services:											
Payroll	\$ 16,541,220	\$ 17,715,575	\$ 18,250,839	\$ 18,935,245	\$ 19,645,317	\$ 20,382,016	\$ 21,146,342	\$ 21,939,330	\$ 22,762,055	\$ 23,615,632	\$ 24,501,218
Taxes	1,202,200	1,299,240	1,396,189	1,448,546	1,502,867	1,559,224	1,617,695	1,678,359	1,741,297	1,806,596	1,874,343
Retirement (TMRS)	2,050,535	2,195,375	2,292,305	2,378,267	2,467,452	2,559,981	2,655,981	2,755,580	2,858,914	2,966,123	3,077,353
Insurance	1,841,295	2,354,135	2,471,842	2,595,434	2,725,206	2,861,466	3,004,539	3,154,766	3,312,504	3,478,129	3,652,035
Total Personnel	\$ 21,635,250	\$ 23,564,325	\$ 24,411,175	\$ 25,357,492	\$ 26,340,842	\$ 27,362,687	\$ 28,424,557	\$ 29,528,035	\$ 30,674,770	\$ 31,866,480	\$ 33,104,949
Supplies & Equipment	\$ 1,424,840	\$ 1,564,069	\$ 1,575,168	\$ 1,622,423	\$ 1,671,096	\$ 1,721,229	\$ 1,772,866	\$ 1,826,052	\$ 1,880,834	\$ 1,937,259	\$ 1,995,377
Services & Charges	7,133,326	7,578,508	7,755,497	7,988,162	8,227,807	8,474,641	8,728,880	8,990,746	9,260,468	9,538,282	9,824,430
Capital Outlay:											
Equipment	-	-	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
CIP	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 30,193,416	\$ 32,706,902	\$ 33,766,840	\$ 34,993,077	\$ 36,264,745	\$ 37,583,557	\$ 38,951,303	\$ 40,369,833	\$ 41,841,072	\$ 43,367,021	\$ 44,949,756
Transfers to Capital Projects Fund	6,857,490	5,181,175	5,103,412	5,333,065	5,573,053	5,823,841	6,085,913	6,359,779	6,645,970	6,945,038	7,257,565
Transfers to Other Funds	2,360,265	2,402,670	2,462,737	2,524,305	2,587,413	2,652,098	2,718,400	2,786,360	2,856,019	2,927,419	3,000,604
TOTAL EXPENDITURES & TRANSFERS-OUT	\$ 39,411,171	\$ 40,290,747	\$ 41,332,989	\$ 42,850,447	\$ 44,425,211	\$ 46,059,496	\$ 47,755,616	\$ 49,515,972	\$ 51,343,061	\$ 53,239,478	\$ 55,207,925
ENDING FUND BALANCE	\$ 7,378,565	\$ 7,502,863	\$ 7,880,518	\$ 8,281,090	\$ 8,673,412	\$ 9,021,290	\$ 9,322,848	\$ 9,576,497	\$ 9,780,741	\$ 9,934,191	\$ 10,035,584
FUND BALANCE MINIMUM	\$ 5,534,126	\$ 5,968,627	\$ 6,154,778	\$ 6,373,705	\$ 6,600,617	\$ 6,835,811	\$ 7,079,600	\$ 7,332,303	\$ 7,594,255	\$ 7,865,805	\$ 8,147,311
FUND BALANCE SURPLUS	\$ 1,844,439	\$ 1,534,236	\$ 1,725,740	\$ 1,907,385	\$ 2,072,795	\$ 2,185,479	\$ 2,243,248	\$ 2,244,194	\$ 2,186,486	\$ 2,068,386	\$ 1,888,273
CAPITAL PROJECTS FUND											
Beginning Balance	\$ 20,727,930	\$ 4,200,723	\$ 9,990,458	\$ 7,781,767	\$ 4,972,877	\$ 6,105,696	\$ 6,190,859	\$ 7,189,257	\$ 6,674,362	\$ 7,121,368	\$ 6,463,012
Total Annual Project Funding (2)	9,878,148	17,686,120	11,593,346	6,875,758	7,574,534	7,377,914	7,667,093	7,991,626	8,041,402	8,378,876	8,452,969
Total Expenditures	26,405,355	11,896,385	13,802,037	9,684,648	6,441,715	7,292,751	6,668,694	8,506,521	7,594,396	9,037,232	9,315,272
Ending Balance	\$ 4,200,723	\$ 9,990,458	\$ 7,781,767	\$ 4,972,877	\$ 6,105,696	\$ 6,190,859	\$ 7,189,257	\$ 6,674,362	\$ 7,121,368	\$ 6,463,012	\$ 5,600,709
Construction Contingency	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Over (Under) Contingency	\$ 2,200,723	\$ 7,990,458	\$ 5,781,767	\$ 2,972,877	\$ 4,105,696	\$ 4,190,859	\$ 5,189,257	\$ 4,674,362	\$ 5,121,368	\$ 4,463,012	\$ 3,600,709

(1) Growth in property taxes projected at 4.5% per year after FY 2026-27
(2) Includes funding from other funds and external sources.

CAPITAL PROJECTS FUND
10 YEAR FORECAST

TOWN OF HIGHLAND PARK, TEXAS
CAPITAL PROJECTS FUND
FISCAL YEARS 2027-2036

Project/Funding Source	Phase	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
Beginning Balance		\$ 20,727,930	\$ 4,200,723	\$ 9,990,458	\$ 7,781,767	\$ 4,972,877	\$ 6,105,696	\$ 6,190,859	\$ 7,189,257	\$ 6,674,362	\$ 7,121,368	\$ 6,463,012	\$ 4,200,723
Annual Project Funding													
General Fund CIP Transfer		\$ 1,815,740	\$ 1,884,935	\$ 1,924,519	\$ 1,964,934	\$ 2,006,198	\$ 2,048,328	\$ 2,091,343	\$ 2,135,261	\$ 2,180,101	\$ 2,225,883	\$ 2,272,627	\$ 20,734,129
Solid Waste Fund 5% Transfer		92,600	99,200	100,192	101,194	102,206	103,228	104,260	105,303	106,356	107,420	108,494	1,037,853
Utility Fund 5% W&S Transfer		659,448	693,990	719,980	746,955	774,954	798,202	822,148	846,813	872,217	898,384	925,335	8,098,977
Supplemental General Fund Transfer		3,633,470	1,887,960	1,770,613	1,959,851	2,158,575	2,367,233	2,586,290	2,816,238	3,057,589	3,310,875	3,576,658	25,491,882
Increased CIP Revenue from Growth in Property Values: 2014-16		1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	1,408,280	14,082,800
Contributions - DART		-	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental Revenue													
NCTCOG (TXDOT)		500,000	10,000,000	2,020,000	-	-	-	-	-	-	-	-	12,020,000
City of Dallas (Stormwater)		400,000	-	-	-	-	-	-	-	-	-	-	-
External Funding		500,000	-	-	-	-	-	-	-	-	-	-	-
Dallas County MCIP		-	1,500,000	3,400,000	500,000	1,000,000	500,000	500,000	500,000	250,000	250,000	-	8,400,000
Interest Revenue		868,610	211,755	249,761	194,544	124,322	152,642	154,771	179,731	166,859	178,034	161,575	1,773,996
Total Annual Project Funding		\$ 9,878,148	\$ 17,686,120	\$ 11,593,346	\$ 6,875,758	\$ 7,574,534	\$ 7,377,914	\$ 7,667,093	\$ 7,991,626	\$ 8,041,402	\$ 8,378,876	\$ 8,452,969	\$ 91,639,638
Expenditures													
Park Renovation/Rehabilitation Program		\$ 267,815	\$ 276,385	\$ 285,230	\$ 294,355	\$ 303,775	\$ 313,495	\$ 323,525	\$ 333,880	\$ 344,565	\$ 355,590	\$ 366,970	\$ 3,197,770
Park Comprehensive Plan		100,000	-	-	-	-	-	-	-	-	-	-	-
Tree Maintenance Program		-	121,000	-	-	-	-	-	-	-	-	-	121,000
Parks - Davis Park Playground Improvements		-	500,000	-	-	-	-	-	-	-	-	-	500,000
Parks - Abbott Park Playground Improvements		-	-	400,000	-	-	-	-	-	-	-	-	400,000
Parks - Fairfax Park Playground Improvements		-	-	-	300,000	-	-	-	-	-	-	-	300,000
Parks - Ashley Priddy Fountain Rehabilitation		68,000	-	-	-	-	-	-	-	-	-	-	-
Hackberry Creek Landscaping - Phase 2 - Euclid to Armstrong		-	-	-	-	-	-	-	-	-	-	-	-
Hackberry Creek Landscaping - Beverly Crossing		200,000	-	-	-	-	-	-	-	-	-	-	-
Hackberry Creek Landscaping Phase 1A - Byron to Beverly		-	775,000	-	-	-	-	-	-	-	-	-	775,000
Hackberry Creek Landscaping Phase 1B - Beverly to Miramar		-	-	550,000	-	-	-	-	-	-	-	-	550,000
Town Facility Design		-	-	-	-	-	-	-	-	-	-	-	-
Town Facility Construction		-	-	-	-	-	-	-	-	-	-	-	-
Street Light Program		164,865	170,140	175,585	181,205	187,005	192,990	199,165	205,540	212,115	218,905	225,910	1,968,560
Sidewalk Rehabilitation Program		213,005	219,820	226,855	234,115	241,605	249,335	257,315	265,550	274,050	282,820	291,870	2,543,335
Right of Way Improvements		1,255,600	1,295,780	1,337,245	1,380,035	1,424,195	1,469,770	1,516,805	1,565,345	1,615,435	1,667,130	1,720,480	14,992,220
Oaklawn at Herschel Pedestrian Improvements		60,500	-	-	-	-	-	-	-	-	-	-	-
Pavement Asset Management Plan Updated (every 5 years)		-	-	-	-	100,000	-	-	-	-	120,000	-	220,000
Water/Sewer/Alley Renewals		-	1,498,000	-	1,602,860	-	1,715,060	-	1,835,115	-	1,963,575	-	8,614,610
Bridge Rehabilitation (Mockingbird)		-	500,000	-	-	-	-	-	-	-	-	-	500,000
Wycliffe Reconstruction - Oaklawn to E Town Limits (27)	Design	110,600	-	-	-	-	-	-	-	-	-	-	-
Wycliffe Reconstruction - Oaklawn to E Town Limits (27)	Construction	16,100,000	-	-	-	-	-	-	-	-	-	-	-
Wycliffe Reconstruction - Oaklawn to E Town Limits - Construction Admin	Construction	400,000	-	-	-	-	-	-	-	-	-	-	-
Wycliffe Reconstruction - Oaklawn to E Town Limits - Dedicated Inspector	Construction	26,000	156,000	130,000	-	-	-	-	-	-	-	-	286,000
Wycliffe Reconstruction - Oaklawn to E Town Limits - Owner's Rep	Construction	600,000	-	-	-	-	-	-	-	-	-	-	-
Eastern Avenue Reconstruction - Westside to Mockingbird (40)	Design	303,300	-	-	-	-	-	-	-	-	-	-	-
Eastern Avenue Reconstruction - Westside to Mockingbird (40)	Construction	2,002,850	-	-	-	-	-	-	-	-	-	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady (53)	Design	249,800	-	-	-	-	-	-	-	-	-	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady (53)	Construction	2,147,570	-	-	-	-	-	-	-	-	-	-	-
Holland Avenue Reconstruction - Town limits to Westside (46)	Construction	-	742,800	-	-	-	-	-	-	-	-	-	742,800
Potomac Avenue Reconstruction - Town Limit to Douglas (48)	Design	-	82,900	-	-	-	-	-	-	-	-	-	82,900
Potomac Avenue Reconstruction - Town Limit to Douglas (48)	Construction	-	670,600	-	-	-	-	-	-	-	-	-	670,600
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Design	-	147,100	-	-	-	-	-	-	-	-	-	147,100
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Construction	-	1,190,000	-	-	-	-	-	-	-	-	-	1,190,000
Dartmouth Drainage Improvements - Abbott to E Town Limits (96)	Design	-	46,700	-	-	-	-	-	-	-	-	-	46,700
Dartmouth Drainage Improvements - Abbott to E Town Limits (96)	Construction	-	377,800	-	-	-	-	-	-	-	-	-	377,800
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Design	-	161,100	-	-	-	-	-	-	-	-	-	161,100
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Construction	-	1,303,400	-	-	-	-	-	-	-	-	-	1,303,400
Preston/Armstrong/Lakeside Intersection Reconstruction	Design	-	891,400	-	-	-	-	-	-	-	-	-	891,400
Preston/Armstrong/Lakeside Intersection Reconstruction	Construction	-	-	6,061,600	-	-	-	-	-	-	-	-	6,061,600
Lomo Alto Drive Resurface - Lemmon to Mockingbird (56)	Design	-	-	71,400	-	-	-	-	-	-	-	-	71,400
Lomo Alto Drive Resurface - Lemmon to Mockingbird (56)	Construction	-	-	578,000	-	-	-	-	-	-	-	-	578,000
Beverly Drive Reconstruction - Preston to Fairfield (61)	Design	-	-	355,000	-	-	-	-	-	-	-	-	355,000

TOWN OF HIGHLAND PARK, TEXAS
CAPITAL PROJECTS FUND
FISCAL YEARS 2027-2036

Project/Funding Source	Phase	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
Beverly Drive Reconstruction - Preston to Fairfield (61)	Construction	-	-	1,350,000	-	-	-	-	-	-	-	-	1,350,000
Fairfax Avenue Reconstruction - Douglas to Preston (61)	Design	-	-	142,900	-	-	-	-	-	-	-	-	142,900
Fairfax Avenue Reconstruction - Douglas to Preston (61)	Construction	-	-	1,156,000	-	-	-	-	-	-	-	-	1,156,000
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Design	-	-	-	240,000	-	-	-	-	-	-	-	240,000
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Construction	-	-	-	1,941,700	-	-	-	-	-	-	-	1,941,700
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Design	-	-	-	298,800	-	-	-	-	-	-	-	298,800
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Construction	-	-	-	2,417,300	-	-	-	-	-	-	-	2,417,300
Potomac - Hackberry Creek to Golf (59)	Design	-	-	-	-	185,800	-	-	-	-	-	-	185,800
Potomac - Hackberry Creek to Golf (59)	Construction	-	-	-	-	1,503,400	-	-	-	-	-	-	1,503,400
Normandy - Hackberry Creek to Golf (79)	Design	-	-	-	-	148,700	-	-	-	-	-	-	148,700
Normandy - Hackberry Creek to Golf (79)	Construction	-	-	-	-	1,202,700	-	-	-	-	-	-	1,202,700
Westside Drive Resurface - Bordeaux to Mockingbird	Design	-	-	-	-	37,200	-	-	-	-	-	-	37,200
Westside Drive Resurface - Bordeaux to Mockingbird	Construction	-	-	-	-	300,700	-	-	-	-	-	-	300,700
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Design	-	-	-	-	-	103,000	-	-	-	-	-	103,000
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Construction	-	-	-	-	-	833,200	-	-	-	-	-	833,200
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Design	-	-	-	-	-	175,600	-	-	-	-	-	175,600
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Construction	-	-	-	-	-	1,421,000	-	-	-	-	-	1,421,000
Roland Avenue Reconstruction - Bordeaux to Mockingbird (54)	Design	-	-	-	-	-	-	177,900	-	-	-	-	177,900
Roland Avenue Reconstruction - Bordeaux to Mockingbird (54)	Construction	-	-	-	-	-	-	1,439,000	-	-	-	-	1,439,000
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Design	-	-	-	-	-	-	211,500	-	-	-	-	211,500
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Construction	-	-	-	-	-	-	1,711,200	-	-	-	-	1,711,200
Lomo Alto Drive Reconstruction - Beverly to Mockingbird (60)	Design	-	-	-	-	-	-	-	175,500	-	-	-	175,500
Lomo Alto Drive Reconstruction - Beverly to Mockingbird (60)	Construction	-	-	-	-	-	-	-	1,419,900	-	-	-	1,419,900
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Design	-	-	-	-	-	-	-	204,600	-	-	-	204,600
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Construction	-	-	-	-	-	-	-	1,655,500	-	-	-	1,655,500
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Design	-	-	-	-	-	-	-	-	164,700	-	-	164,700
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Construction	-	-	-	-	-	-	-	-	1,332,800	-	-	1,332,800
Mockingbird Lane Rehabilitation - DNT to Hillcrest (73)	Design	-	-	-	-	-	-	-	-	307,100	-	-	307,100
Mockingbird Lane Rehabilitation - DNT to Hillcrest (73)	Construction	-	-	-	-	-	-	-	-	2,484,400	-	-	2,484,400
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Design	-	-	-	-	-	-	-	-	-	227,000	-	227,000
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Construction	-	-	-	-	-	-	-	-	-	1,837,000	-	1,837,000
Armstrong Parkway Reconstruction - Douglas to Preston (EB) (75)	Design	-	-	-	-	-	-	-	-	-	164,100	-	164,100
Armstrong Parkway Reconstruction - Douglas to Preston (EB) (75)	Construction	-	-	-	-	-	-	-	-	-	1,327,900	-	1,327,900
Westside Drive Reconstruction - Bordeaux to Beverly (54)	Design	-	-	-	-	-	-	-	-	-	-	257,800	257,800
Westside Drive Reconstruction - Bordeaux to Beverly (54)	Construction	-	-	-	-	-	-	-	-	-	-	2,127,700	2,127,700
Westside Drive Reconstruction - Beverly to Mockingbird (60)	Design	-	-	-	-	-	-	-	-	-	-	178,600	178,600
Westside Drive Reconstruction - Beverly to Mockingbird (60)	Construction	-	-	-	-	-	-	-	-	-	-	1,444,800	1,444,800
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Design	-	-	-	-	-	-	-	-	-	-	199,500	199,500
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Construction	-	-	-	-	-	-	-	-	-	-	1,614,100	1,614,100
Contingency		800,000	300,000	500,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	3,200,000
Total Expenditures		\$ 25,069,905	\$ 11,425,925	\$ 13,319,815	\$ 9,190,370	\$ 5,935,080	\$ 6,773,450	\$ 6,136,410	\$ 7,960,930	\$ 7,035,165	\$ 8,464,020	\$ 8,727,730	\$ 84,968,895
Transfers-Out													
Storm Water Fund		\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Fund		335,450	470,460	482,222	494,278	506,635	519,301	532,284	545,591	559,231	573,212	587,542	5,270,756
Total Transfers-Out		\$ 1,335,450	\$ 470,460	\$ 482,222	\$ 494,278	\$ 506,635	\$ 519,301	\$ 532,284	\$ 545,591	\$ 559,231	\$ 573,212	\$ 587,542	\$ 5,270,756
Total Expenditures & Transfers Out		26,405,355	11,896,385	13,802,037	9,684,648	6,441,715	7,292,751	6,668,694	8,506,521	7,594,396	9,037,232	9,315,272	90,239,651
Ending Balance		\$ 4,200,723	\$ 9,990,458	\$ 7,781,767	\$ 4,972,877	\$ 6,105,696	\$ 6,190,859	\$ 7,189,257	\$ 6,674,362	\$ 7,121,368	\$ 6,463,012	\$ 5,600,709	\$ 5,600,709
Construction Contingency		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Over(Under) Contingency		\$ 2,200,723	\$ 7,990,458	\$ 5,781,767	\$ 2,972,877	\$ 4,105,696	\$ 4,190,859	\$ 5,189,257	\$ 4,674,362	\$ 5,121,368	\$ 4,463,012	\$ 3,600,709	\$ 3,600,709

*Excludes FY 2025-26



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STORM WATER DRAINAGE UTILITY FUND
10 YEAR FORECAST

TOWN OF HIGHLAND PARK, TEXAS

STORM WATER FUND

FISCAL YEARS 2027-2036

Project/Funding Source	Project Phase												
		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
<i>Beginning Balance</i>		\$ 5,513,919	\$ 2,831,384	\$ 1,183,044	\$ 166,534	\$ 1,799,201	\$ 22,514	\$ 2,518,220	\$ 4,245,709	\$ 7,538,941	\$ 9,319,138	\$ 9,589,294	\$ 2,831,384
<i>Revenues</i>													
Storm Water Charges		\$ 2,271,595	\$ 2,839,010	\$ 3,548,763	\$ 4,435,953	\$ 5,101,346	\$ 5,101,346	\$ 5,101,346	\$ 5,101,346	\$ 5,101,346	\$ 5,101,346	\$ 5,101,346	\$ 46,533,148
Interest Earnings		246,405	237,190	29,576	4,163	44,980	563	62,956	106,143	188,474	232,978	239,732	1,146,755
<i>Total Revenues</i>		\$ 2,518,000	\$ 3,076,200	\$ 3,578,339	\$ 4,440,116	\$ 5,146,326	\$ 5,101,909	\$ 5,164,302	\$ 5,207,489	\$ 5,289,820	\$ 5,334,325	\$ 5,341,078	\$ 47,679,903
Transfer-In as Advance from Reserve Fund		\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer-In from Capital Projects Fund		1,000,000	-	-	-	-	-	-	-	-	-	-	-
<i>Total Transfers-In</i>		1,500,000	-	-	-	-	-	-	-	-	-	-	-
<i>Total Revenues & Transfers - In</i>		\$ 4,018,000	\$ 3,076,200	\$ 3,578,339	\$ 4,440,116	\$ 5,146,326	\$ 5,101,909	\$ 5,164,302	\$ 5,207,489	\$ 5,289,820	\$ 5,334,325	\$ 5,341,078	\$ 47,679,903
<i>Expenditures</i>													
Supplies & Equipment		\$ 7,500	\$ 7,500	\$ 7,725	\$ 7,957	\$ 8,196	\$ 8,442	\$ 8,695	\$ 8,956	\$ 9,225	\$ 9,502	\$ 9,787	\$ 85,985
Services & Charges		200,105	201,615	207,663	213,893	220,310	226,919	233,727	240,739	247,961	255,400	263,062	2,311,289
<i>Total Operating Expenditures</i>		\$ 207,605	\$ 209,115	\$ 215,388	\$ 221,850	\$ 228,506	\$ 235,361	\$ 242,422	\$ 249,695	\$ 257,186	\$ 264,902	\$ 272,849	\$ 2,397,274
Capital Outlay:													
Hackberry Creek Phase 2 - Euclid to Armstrong	Construction	\$ -	\$ -	\$ -	\$ 1,500,000	\$ 2,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,300,000
Hackberry Creek Phase 1A - Byron to Beverly	Construction	2,431,100	-	-	-	-	-	-	-	-	-	-	-
Hackberry Creek Phase 1B - Beverly to Miramar	Construction	-	1,590,000	-	-	-	-	-	-	-	-	-	1,590,000
Drainage Easement Projects	Design	-	250,000	-	267,805	-	286,880	-	307,315	-	329,200	-	1,441,200
Drainage Easement Projects	Construction	1,623,500	-	1,700,000	-	1,821,080	-	1,950,790	-	2,089,735	-	2,238,575	9,800,180
Exall Lake Dredging	Construction	2,150,000	-	-	-	-	200,000	-	-	-	-	200,000	400,000
Eastern Avenue Reconstruction - Westside Dr to Mockingbird Ln (40)	Construction	24,400	-	-	-	-	-	-	-	-	-	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady (53)	Construction	81,620	-	-	-	-	-	-	-	-	-	-	-
Conner Lake Dredging	Construction	-	500,000	-	-	-	50,000	-	-	-	-	50,000	600,000
Potomac Avenue Reconstruction - Town Limit to Douglas (48)	Design	-	5,800	-	-	-	-	-	-	-	-	-	5,800
Potomac Avenue Reconstruction - Town Limit to Douglas (48)	Construction	-	47,200	-	-	-	-	-	-	-	-	-	47,200
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Design	-	5,800	-	-	-	-	-	-	-	-	-	5,800
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Construction	-	47,200	-	-	-	-	-	-	-	-	-	47,200
Dartmouth - Abbott to E Town Limits (96)	Design	-	200,800	-	-	-	-	-	-	-	-	-	200,800
Dartmouth - Abbott to E Town Limits (96)	Construction	-	1,624,500	-	-	-	-	-	-	-	-	-	1,624,500
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Design	-	4,700	-	-	-	-	-	-	-	-	-	4,700
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Construction	-	37,800	-	-	-	-	-	-	-	-	-	37,800
Central Potomac Inlets/Townwide Inlets	Construction	-	-	324,700	-	-	-	-	-	-	-	-	324,700
Beverly Drive Reconstruction - Preston to Fairfield (61)	Construction	-	-	81,600	-	-	-	-	-	-	-	-	81,600
Beverly Drive Reconstruction - Preston to Fairfield (61)	Design	-	-	659,900	-	-	-	-	-	-	-	-	659,900
Fairfax Avenue Reconstruction - Douglas to Preston (61)	Construction	-	-	154,800	-	-	-	-	-	-	-	-	154,800
Fairfax Avenue Reconstruction - Douglas to Preston (61)	Design	-	-	1,252,400	-	-	-	-	-	-	-	-	1,252,400
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Construction	-	-	-	60,700	-	-	-	-	-	-	-	60,700
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Design	-	-	-	491,300	-	-	-	-	-	-	-	491,300
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Construction	-	-	-	6,100	-	-	-	-	-	-	-	6,100
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Design	-	-	-	49,100	-	-	-	-	-	-	-	49,100
Potomac - Hackberry Creek to Golf (59)	Construction	-	-	-	-	111,500	-	-	-	-	-	-	111,500
Potomac - Hackberry Creek to Golf (59)	Design	-	-	-	-	902,100	-	-	-	-	-	-	902,100
Normandy - Hackberry Creek to Golf (79)	Construction	-	-	-	-	92,900	-	-	-	-	-	-	92,900
Normandy - Hackberry Creek to Golf (79)	Design	-	-	-	-	751,700	-	-	-	-	-	-	751,700
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Construction	-	-	-	-	-	6,300	-	-	-	-	-	6,300
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Design	-	-	-	-	-	51,100	-	-	-	-	-	51,100
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Construction	-	-	-	-	-	50,200	-	-	-	-	-	50,200
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Design	-	-	-	-	-	406,400	-	-	-	-	-	406,400
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Construction	-	-	-	-	-	-	2,100	-	-	-	-	2,100
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Design	-	-	-	-	-	-	16,700	-	-	-	-	16,700
Lomo Alto Drive Reconstruction - Beverly to Mockingbird (60)	Construction	-	-	-	-	-	-	-	67,000	-	-	-	67,000
Lomo Alto Drive Reconstruction - Beverly to Mockingbird (60)	Design	-	-	-	-	-	-	-	542,500	-	-	-	542,500
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Construction	-	-	-	-	-	-	-	2,000	-	-	-	2,000
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Design	-	-	-	-	-	-	-	16,000	-	-	-	16,000
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Construction	-	-	-	-	-	-	-	-	47,100	-	-	47,100
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Design	-	-	-	-	-	-	-	-	380,800	-	-	380,800

TOWN OF HIGHLAND PARK, TEXAS
STORM WATER FUND
FISCAL YEARS 2027-2036

	Project												
Project/Funding Source	Phase	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Construction	-	-	-	-	-	-	-	-	-	410,300	-	410,300
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Design	-	-	-	-	-	-	-	-	-	3,319,800	-	3,319,800
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Construction	-	-	-	-	-	-	-	-	-	-	188,300	188,300
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Design	-	-	-	-	-	-	-	-	-	-	1,523,800	1,523,800
Total Capital Outlay		\$ 6,310,620	\$ 4,313,800	\$ 4,173,400	\$ 2,375,005	\$ 6,479,280	\$ 1,050,880	\$ 1,969,590	\$ 934,815	\$ 2,517,635	\$ 4,059,300	\$ 4,200,675	\$ 32,074,380
Total Expenditures		\$ 6,518,225	\$ 4,522,915	\$ 4,388,788	\$ 2,596,855	\$ 6,707,786	\$ 1,286,241	\$ 2,212,012	\$ 1,184,510	\$ 2,774,821	\$ 4,324,202	\$ 4,473,524	\$ 34,471,654
Transfer to Reserve Fund for Repayment of Advance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 4,100,000
Transfers Out to Utility Fund		182,310	201,625	206,061	210,594	215,227	219,962	224,801	229,747	234,801	239,967	245,246	2,228,031
Total Transfers-In		\$ 182,310	\$ 201,625	\$ 206,061	\$ 210,594	\$ 215,227	\$ 1,319,962	\$ 1,224,801	\$ 729,747	\$ 734,801	\$ 739,967	\$ 11,381,545	\$ 6,328,031
Total Expenditures & Transfers-Out		\$ 6,700,535	\$ 4,724,540	\$ 4,594,849	\$ 2,807,449	\$ 6,923,013	\$ 2,606,203	\$ 3,436,813	\$ 1,914,257	\$ 3,509,622	\$ 5,064,169	\$ 5,218,770	\$ 40,799,685
Ending Balance		\$ 2,831,384	\$ 1,183,044	\$ 166,534	\$ 1,799,201	\$ 22,514	\$ 2,518,220	\$ 4,245,709	\$ 7,538,941	\$ 9,319,138	\$ 9,589,294	\$ 9,711,602	\$ 9,711,602

*Excludes FY 2025-26

Rate Adjustment Requirement	100.0%	25.0%	25.0%	25.0%	15.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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UTILITY FUND (WATER & WASTEWATER)
10 YEAR FORECAST

TOWN OF HIGHLAND PARK, TEXAS

UTILITY FUND

FISCAL YEARS 2027-2036

Project/Funding Source	Project Phase												
		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
Beginning Balance		\$ 6,282,884	\$ 5,317,086	\$ 3,217,417	\$ 5,147,452	\$ 3,960,701	\$ 6,355,044	\$ 5,522,160	\$ 6,712,916	\$ 6,335,652	\$ 7,961,948	\$ 5,700,231	\$ 5,317,086
Revenues													
Water Sales**		\$ 10,133,015	\$ 10,336,590	\$ 10,750,054	\$ 11,180,057	\$ 11,627,259	\$ 11,976,077	\$ 12,335,359	\$ 12,705,421	\$ 13,086,584	\$ 13,479,181	\$ 13,883,557	\$ 121,360,138
Sewer Charges**		3,269,280	3,543,255	3,649,553	3,759,040	3,871,811	3,987,965	4,107,604	4,230,832	4,357,757	4,488,490	4,623,145	40,619,452
Permit Revenue		45,755	46,870	47,339	47,812	48,290	48,773	49,261	49,754	50,252	50,755	51,263	490,369
Interest Earnings		393,750	369,405	80,435	128,686	99,018	158,876	138,054	167,823	158,391	199,049	142,506	1,642,243
Contributions													
Franchise Utilities (Cell Antenna Screening - ATT, Verizon, T-Mobile)		-	120,000	-	-	-	-	-	-	-	-	-	120,000
University Park (30" Interceptor - Wycliffe)		-	453,024	-	-	-	-	-	-	201,150	1,204,850	-	1,859,024
University Park (30" Interceptor - Wycliffe to Armstrong)		-	950,000	-	-	-	-	-	-	-	-	-	950,000
City of Dallas (DWU)		3,875,000	-	-	-	-	-	-	-	-	-	-	-
Backflow Testing Fees		144,000	450,000	463,500	477,405	491,727	506,479	521,673	537,323	553,443	570,046	587,147	5,158,743
Other Revenues		172,670	178,185	182,640	187,206	191,886	196,683	201,600	206,640	211,806	217,101	222,529	1,996,276
Total Revenues		\$ 18,033,470	\$ 16,447,329	\$ 15,173,521	\$ 15,780,206	\$ 16,329,991	\$ 16,874,853	\$ 17,353,551	\$ 17,897,793	\$ 18,619,383	\$ 20,209,472	\$ 19,510,146	\$ 174,196,245
Additional Transfer-In from the Capital Projects Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers-In		575,775	731,700	749,993	768,743	787,962	807,661	827,853	846,480	867,642	889,333	911,566	8,188,933
Total Revenues & Transfers-In		\$ 18,609,245	\$ 17,179,029	\$ 15,923,514	\$ 16,548,949	\$ 17,117,953	\$ 17,682,514	\$ 18,181,404	\$ 18,744,273	\$ 19,487,025	\$ 21,098,805	\$ 20,421,712	\$ 182,385,178
Expenditures													
Personnel Services		\$ 2,343,905	\$ 2,628,940	\$ 2,727,525	\$ 2,829,807	\$ 2,935,925	\$ 3,046,022	\$ 3,160,248	\$ 3,278,757	\$ 3,401,710	\$ 3,529,274	\$ 3,661,622	\$ 31,199,830
Supplies & Equipment		338,849	488,866	489,601	504,289	519,418	535,001	551,051	567,583	584,610	602,148	620,212	5,462,779
Water Purchases		4,652,905	4,600,930	4,830,977	5,072,525	5,326,152	5,592,459	5,872,082	6,165,686	6,473,971	6,797,669	7,137,553	57,870,003
Services & Charges		2,053,286	2,339,712	2,370,022	2,441,123	2,514,357	2,589,788	2,667,482	2,747,506	2,829,931	2,914,829	3,002,274	26,417,024
Total Operating Expenditures		\$ 9,388,945	\$ 10,058,448	\$ 10,418,125	\$ 10,847,744	\$ 11,295,852	\$ 11,763,270	\$ 12,250,863	\$ 12,759,532	\$ 13,290,222	\$ 13,843,920	\$ 14,421,661	\$ 120,949,636
Capital Outlay:													
Water/Sewer/Alley Renewals	Design	\$ 350,000	\$ -	\$ 374,500	\$ -	\$ 400,715	\$ -	\$ 428,765	\$ -	\$ 458,780	\$ -	\$ 490,895	\$ 2,153,655
Water/Sewer/Alley Renewals	Construction	-	2,247,000	-	2,404,290	-	2,572,590	-	2,752,670	-	2,945,355	-	12,921,905
30" Interceptor - Wycliffe Reconstruction Project	Construction	906,100	-	-	-	-	-	-	-	-	-	-	-
30" Interceptor - Wycliffe to Armstrong	Construction	-	2,100,000	-	-	-	-	-	-	-	-	-	2,100,000
Wycliffe Reconstruction - Water and Sewer Improvements - TOWN	Construction	2,042,550	-	-	-	-	-	-	-	-	-	-	-
Wycliffe Reconstruction - Water and Sewer Improvements - DWU	Construction	3,875,000	-	-	-	-	-	-	-	-	-	-	-
Apartment Complex Demolition	Construction	19,160	-	-	-	-	-	-	-	-	-	-	-
Eastern Avenue Reconstruction - Westside Dr to Mockingbird Ln (40)	Construction	163,000	-	-	-	-	-	-	-	-	-	-	-
Douglas Avenue Reconstruction - South Town Limits to Arcady (53)	Construction	276,800	-	-	-	-	-	-	-	-	-	-	-
Holland Elevated Storage Tank Replacement	Design	50,000	-	-	-	-	-	-	-	-	-	-	-
Decommission Holland EST	Construction	-	500,000	-	-	-	-	-	-	-	-	-	500,000
Holland Ave Reconstruction - Town limits to Westside	Construction	-	468,200	-	-	-	-	-	-	-	-	-	468,200
Cell Antenna Screening	Construction	-	300,000	-	-	-	-	-	-	-	-	-	300,000
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Design	-	43,800	-	-	-	-	-	-	-	-	-	43,800
Westside Drive Reconstruction - Lemmon to Bordeaux (36)	Construction	-	354,200	-	-	-	-	-	-	-	-	-	354,200
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Design	-	44,400	-	-	-	-	-	-	-	-	-	44,400
Hillcrest Avenue Reconstruction - Princeton to Drexel (35)	Construction	-	358,900	-	-	-	-	-	-	-	-	-	358,900
Beverly Drive Reconstruction - Preston to Fairfield (61)	Design	-	-	35,700	-	-	-	-	-	-	-	-	35,700
Beverly Drive Reconstruction - Preston to Fairfield (61)	Construction	-	-	289,000	-	-	-	-	-	-	-	-	289,000
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Design	-	-	-	45,400	-	-	-	-	-	-	-	45,400
Douglas Avenue Reconstruction - Beverly to North Town Limits (51)	Construction	-	-	-	367,000	-	-	-	-	-	-	-	367,000
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Design	-	-	-	123,300	-	-	-	-	-	-	-	123,300
Abbott Avenue Reconstruction - Armstrong to Harvard (56)	Construction	-	-	-	997,400	-	-	-	-	-	-	-	997,400
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Design	-	-	-	-	-	24,000	-	-	-	-	-	24,000
Hillcrest Avenue Reconstruction - Abbott to Princeton (63)	Construction	-	-	-	-	-	194,200	-	-	-	-	-	194,200
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Design	-	-	-	-	-	94,800	-	-	-	-	-	94,800
Armstrong Parkway Reconstruction - Arcady to Beverly (62)	Construction	-	-	-	-	-	766,700	-	-	-	-	-	766,700
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Design	-	-	-	-	-	-	38,700	-	-	-	-	38,700
Beverly Drive Reconstruction - St. Johns to Hillcrest (65)	Construction	-	-	-	-	-	-	312,800	-	-	-	-	312,800
Roland Avenue Reconstruction - Bordeaux Av to Mockingbird (54)	Design	-	-	-	-	-	-	86,400	-	-	-	-	86,400
Roland Avenue Reconstruction - Bordeaux Av to Mockingbird (54)	Construction	-	-	-	-	-	-	698,700	-	-	-	-	698,700
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Design	-	-	-	-	-	-	-	39,400	-	-	-	39,400
Beverly Drive Reconstruction - Fairfield to Drexel (65)	Construction	-	-	-	-	-	-	-	319,100	-	-	-	319,100
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Design	-	-	-	-	-	-	-	-	41,800	-	-	41,800
Armstrong Parkway Reconstruction - Beverly to Mockingbird (68)	Construction	-	-	-	-	-	-	-	-	338,500	-	-	338,500
30" Interceptor - Beverly to Mockingbird	Design	-	-	-	-	-	-	-	-	402,300	-	-	402,300
30" Interceptor - Beverly to Mockingbird	Construction	-	-	-	-	-	-	-	-	-	2,409,700	-	2,409,700

TOWN OF HIGHLAND PARK, TEXAS

UTILITY FUND

FISCAL YEARS 2027-2036

Project/Funding Source	Project Phase												
		2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	Total*
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Design	-	-	-	-	-	-	-	-	-	82,700	-	82,700
Lomo Alto Drive Reconstruction - Lemmon to Westway (45)	Construction	-	-	-	-	-	-	-	-	-	669,500	-	669,500
Westside Drive Reconstruction - Bordeaux to Beverly (54)	Design	-	-	-	-	-	-	-	-	-	-	13,300	13,300
Westside Drive Reconstruction - Bordeaux to Beverly (54)	Construction	-	-	-	-	-	-	-	-	-	-	107,200	107,200
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Design	-	-	-	-	-	-	-	-	-	-	47,400	47,400
Lomo Alto Drive Reconstruction - Westway to Arcady (60)	Construction	-	-	-	-	-	-	-	-	-	-	383,800	383,800
Total Capital Expenditures		\$ 7,682,610	\$ 6,416,500	\$ 699,200	\$ 3,937,390	\$ 400,715	\$ 3,652,290	\$ 1,565,365	\$ 3,111,170	\$ 1,241,380	\$ 6,107,255	\$ 1,042,595	\$ 28,173,860
Total Expenditures		\$ 17,071,555	\$ 16,474,948	\$ 11,117,325	\$ 14,785,134	\$ 11,696,567	\$ 15,415,560	\$ 13,816,228	\$ 15,870,702	\$ 14,531,602	\$ 19,951,175	\$ 15,464,256	\$ 149,123,496
Transfers-Out		2,503,488	2,803,750	2,876,155	2,950,565	3,027,044	3,099,838	3,174,420	3,250,835	3,329,127	3,409,346	3,491,539	31,412,619
Total Expenditures & Transfer-Out		\$ 19,575,043	\$ 19,278,698	\$ 13,993,480	\$ 17,735,700	\$ 14,723,610	\$ 18,515,398	\$ 16,990,648	\$ 19,121,537	\$ 17,860,729	\$ 23,360,521	\$ 18,955,794	\$ 180,536,115
Operating Reserve		\$ 2,808,246	\$ 3,042,052	\$ 3,143,575	\$ 3,262,839	\$ 3,386,985	\$ 3,516,227	\$ 3,650,784	\$ 3,790,889	\$ 3,936,783	\$ 4,088,721	\$ 4,246,966	\$ 4,246,966
Capital & Rate Stabilization Reserve		2,508,840	175,365	2,003,877	697,862	2,968,059	2,005,933	3,062,132	2,544,763	4,025,165	1,611,510	2,919,183	2,919,183
Ending Balance		\$ 5,317,086	\$ 3,217,417	\$ 5,147,452	\$ 3,960,701	\$ 6,355,044	\$ 5,522,160	\$ 6,712,916	\$ 6,335,652	\$ 7,961,948	\$ 5,700,231	\$ 7,166,149	\$ 7,166,149
Required Minimum Fund Balance (25% of Operating Expenses)		2,808,246	3,042,052	3,143,575	3,262,839	3,386,985	3,516,227	3,650,784	3,790,889	3,936,783	4,088,721	4,246,966	4,246,966
Over(Under) Required Minimum Fund Balance		\$ 2,508,840	\$ 175,365	\$ 2,003,877	\$ 697,862	\$ 2,968,059	\$ 2,005,933	\$ 3,062,132	\$ 2,544,763	\$ 4,025,165	\$ 1,611,510	\$ 2,919,183	\$ 2,919,183

*Excludes FY 2025-26

** Includes a 5.5% increase to water and sewer rates for FY 2026-27; 4.0% increase to water rates and 3.0% increase to sewer rates in FY 2027-28 through FY 2029-30; 3.0% increase to water and sewer rates for FY 2030-31 and beyond.





**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Review, discuss, and take action on an ordinance setting the Town's ad valorem tax rate at \$0.192042 per \$100 of taxable assessed valuation of all taxable property for the 2026 Tax Year, as determined by the Dallas Central Appraisal District.

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

The Town Council has proposed an ad valorem tax rate of \$0.192042 per \$100 of taxable assessed value for Fiscal Year 2026-27, which is equal to the Town's voter-approval tax rate. The proposed rate represents a 3.64% reduction, or \$0.007254 per \$100 of taxable assessed value, from the Fiscal Year 2025-26 adopted tax rate of \$0.199296. The Fiscal Year 2026-27 Proposed Budget ("FY27 Budget") includes property tax revenues based on this rate.

Although the Town is proposing a lower tax rate than the rate adopted for the prior fiscal year, state law requires the adoption motion to characterize the proposed rate as a tax rate increase because it exceeds the Town's calculated no-new-revenue tax rate. Accordingly, the statutorily required motion states that adoption of the \$0.192042 rate is "effectively a 3.90 percent increase in the tax rate." This statutory language compares the proposed rate to the no-new-revenue tax rate—not to the Town's prior-year adopted tax rate. Therefore, the required reference to a tax rate increase does not mean that the Town is increasing its adopted rate from the prior year; the proposed rate is, in fact, 3.64% lower than the Fiscal Year 2025-26 adopted rate.

The proposed 2026 tax rate will generate an increase in the total property tax levy of \$928,303, of which \$211,900 is attributable to new property added to the tax roll for 2026. Despite the reduction in the Town's tax rate, the overall levy will increase primarily as a result of higher taxable property values established by the Dallas Central Appraisal District. Revenue attributable to the increased levy will be used to fund increased operating costs and the Town's pay-as-you-go 10-year capital improvement program.

For the average residential homestead, taxable value increased from \$2,772,996 in 2025 to \$2,995,963 in 2026, based on values established by the Dallas Central Appraisal District. At the proposed tax rate, the corresponding Town property tax levy will increase from \$5,526.47 to \$5,753.51, an increase of \$227.04, notwithstanding the Town's 3.64% reduction in the tax rate.

In accordance with the Texas Property Tax Code, the Town published the required notice and held a public hearing on the proposed tax rate of \$0.192042 per \$100 of taxable assessed value on September 1, 2026, at 8:00 a.m.

RECOMMENDATION

Staff recommends approval.

Pursuant to Section 26.05(b) of the Texas Property Tax Code, the motion to adopt the ordinance setting the tax rate at \$0.192042 per \$100 of assessed valuation of all taxable property must be made in the following form:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.192042, which is effectively a 3.90 percent increase in the tax rate."

The ordinance establishing a tax rate that exceeds the no new revenue tax rate must be adopted by a record vote, and at least 60 percent of the governing body must vote in favor of the ordinance. For the Town Council, this requirement equates to approval by three of the five voting members.

FINANCIAL IMPACT

The adoption of a tax rate of \$0.192042 per \$100 of assessed valuation of all taxable property will provide a key funding source for General Fund operations for the fiscal year beginning October 1, 2026, and ending September 30, 2027.

ATTACHMENTS

Proposed Ordinance Levying the Ad Valorem Tax Rate 2026, Section 26.05 of Property Tax Code Steps Required for Adoption of Tax Rate & Budget, Section 26.05(b) of Property Tax Code Worksheet for Determination of Steps Required for Adoption of Tax Rate, DCAD 2026 Residence Homestead Average and Median Values, DCAD 2025 Residence Homestead Average and Median Values

ORDINANCE NO. 2179

AN ORDINANCE OF THE TOWN OF HIGHLAND PARK, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE TAX YEAR 2026 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:

Section 1. 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.

Section 2. That, for the tax year 2026, there is hereby levied an ad valorem tax of \$0.192042 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 2026, 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.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-7.25.

Section 3. 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 2026-2027.

Section 4. That said tax shall be due and payable October 1, 2026.

Section 5. That all constitutional provisions and laws of the State of Texas that pertain to delinquencies and collection procedures are applicable to this 2026 levy.

Section 6. That this Ordinance shall become effective from and after its adoption and publication as required by law after its passage by at least 60% of the Council by a record vote.

PASSED AND APPROVED on the 1st day of September 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary

Record Vote:

Mayor Will C. Beecherl	Yes _____	No _____	Absent _____
Mayor Pro Tem Don Snell	Yes _____	No _____	Absent _____
Town Council Member Alan Friedman	Yes _____	No _____	Absent _____
Town Council Member Leland White	Yes _____	No _____	Absent _____
Town Council Member Margaret Keliher	Yes _____	No _____	Absent _____
Town Council Member Mike Tibbals	Yes _____	No _____	Absent _____

§26.05 of Property Tax Code Steps Required for Adoption of Tax Rate & Budget

Entity Name: Town of Highland Park

Date: 08/12/2026 08:29 AM

Language Required in the Motion Setting This Year's Tax Rate:

This year's proposed tax rate exceeds the no-new-revenue tax rate. The vote on the ordinance, resolution, or order setting the tax rate must be a record vote and 60% of the governing body must vote in favor of the adoption of the tax rate. A motion to adopt the ordinance, resolution, or order must be made in the following form:

I move that the property tax rate be increased by the adoption of a tax rate of 0.192042, which is effectively a 3.90 percent increase in the tax rate.

If this year's proposed debt rate exceeds the minimum debt rate as described in Section 26.05(a-1) the motion to adopt an ordinance, resolution, or order setting the debt rate must be approved by at least 60 percent of the members of the governing body and state:

I move that a proposed rate to pay debt service of \$0.000000 per \$100 of taxable value be approved. This rate exceeds the Town of Highland Park debt service rate described under Texas Tax Code Section 26.05(a)(1) of \$0.000000 by \$0.000000. The excess revenue collected from the proposed rate will be used for .

Statement Required in the Ordinance, Resolution, or Order Setting:

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-7.25.

Statement That Must be Posted on the Home Page of Any Internet Website Operated by the Taxing Unit:

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

Town of Highland Park ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.50 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-7.25.

Section 26.05(b) of Property Tax Code
Worksheet for Determination of Steps Required for Adoption of Tax Rate
Town of Highland Park

M&O Tax Increase in Current Year	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 8 of the No-New-Revenue Tax Rate Worksheet.	\$10,254,817,740
2. Last year's M&O tax rate. Enter Line 29 of the Voter-Approval Tax Rate Worksheet.	\$0.199296/\$100
3. M&O taxes refunded for years preceding tax year 2025.	\$32,085
4. TIF Adjustment. Enter Line 32B of the Voter-Approval Tax Rate Worksheet.	\$0
5. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3 and subtract line 4.	\$20,469,527
6. This year's total taxable value. Enter line 22 of the No-New-Revenue Tax Rate Worksheet.	\$11,142,265,676
7. This year's proposed M&O tax rate. Enter the proposed M&O tax rate approved by the Governing Body.	\$0.192042/\$100
8. This year's M&O tax levy. Multiply line 6 times line 7 and divide by 100.	\$21,397,830
9. M&O Tax Increase (Decrease). Subtract line 5 from line 8.	\$928,303
Comparison of Total Tax Rates	
10. No-New-Revenue Total Tax Rate.	\$0.184828/\$100
11. This year's proposed total tax rate.	\$0.192042/\$100
12. This year's rate minus No-New-Revenue rate. Subtract line 10 from line 11.	\$0.007214
13. Percentage change in total tax rate. Divide Line 12 by line 10.	3.90%
Comparison of M&O Tax Rates	
14. No-New-Revenue M&O Tax Rate. Enter line 40 of the Voter-Approval Tax Rate Worksheet.	\$0.185548/\$100
15. This year's proposed M&O tax rate.	\$0.192042/\$100
16. This year's rate minus No-New-Revenue rate. Subtract line 14 from line 15.	\$0.006494
17. Percentage change in M&O tax rate. Divide line 16 by line 14.	3.50%
Raised M&O Taxes on a \$100,000 Home	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.199296/\$100
20. This year's proposed M&O tax rate.	\$0.192042/\$100
21. This year's raised M&O taxes. Subtract line 19 from line 20 and multiply result by line 18.	\$-7.25
22. Percentage change in M&O taxes.	-3.65%

Dallas Central Appraisal District Certified
2026 Residence Homestead Average and Median Values
Dated 07/22/2026

Taxing Entity Name	Parcel Count	Average Market Value	Average Taxable Value	Median Market Value	Median Taxable Value
Countywide Entities					
Dallas Cnty Community Coll	410,684	551,270	409,995	345,070	268,056
Dallas County	410,684	551,270	409,995	345,070	268,056
Parkland Hospital	410,684	551,270	409,995	345,070	268,056
School Districts					
Carrollton-Farmers Br ISD	17,685	490,189	339,544	433,970	291,110
Cedar Hill ISD	10,731	394,331	238,368	330,030	184,830
Coppell ISD	12,542	702,109	545,516	672,925	519,150
Dallas ISD	154,942	619,116	373,150	328,855	137,598
DeSoto ISD	13,848	350,089	202,083	333,825	188,805
Duncanville ISD	13,817	339,600	181,451	319,310	165,996
Ferris ISD	20	238,393	60,647	246,750	821
Garland ISD	58,141	367,456	220,024	339,950	198,180
Grand Prairie ISD	19,744	299,629	150,574	292,065	144,690
Grapevine-Colleyville ISD	-				
Highland Park ISD	8,253	3,400,636	2,269,077	2,725,000	1,790,494
Irving ISD	21,542	380,010	214,589	318,325	157,521
Lancaster ISD	8,286	295,760	136,235	287,990	135,858
Mesquite ISD	28,117	286,944	139,215	278,280	135,220
Richardson ISD	40,605	578,532	366,323	512,160	309,811
Sunnyvale ISD	2,411	695,805	530,972	659,630	508,670
Special Districts					
Dallas County FCD #1	167	548,022	394,337	451,430	347,512
Dallas County Mud4	364	419,507	419,505	421,625	421,625
Dallas County URD	1,937	686,121	682,523	675,000	671,610
Denton Co LID #1 & RUD #1	333	600,657	479,350	615,270	485,712
Denton County LID #1	45	885,332	708,258	880,000	704,000
Denton County RUD #1	-				
Grand Prairie Metro URD	-				
Irving FCD, Section I	-				
Irving FCD, Section III	3,347	528,986	418,918	505,000	403,184
Lancaster MUD #1	770	309,123	308,846	307,650	307,580
Northwest Dallas Co FCD	780	708,297	694,552	715,720	704,675
Texas Tri-Modal MUD2	-				
Valwood Improvement Auth	794	659,842	657,929	691,965	691,150
Wilmer MUD1	-				

Dallas Central Appraisal District Certified
2026 Residence Homestead Average and Median Values
Dated 07/22/2026

Taxing Entity Name	Parcel Count	Average Market Value	Average Taxable Value	Median Market Value	Median Taxable Value
Cities					
Addison	1,759	606,954	475,991	540,650	427,549
Balch Springs	3,411	258,765	217,929	245,700	214,111
Carrollton	8,444	377,083	293,427	363,000	285,640
Cedar Hill	10,491	390,048	372,971	332,190	324,622
Cockrell Hill	495	266,786	201,608	246,980	184,622
Combine	106	177,031	122,788	91,605	57,840
Coppell	9,357	687,672	641,182	653,000	608,257
Dallas	172,862	635,496	464,622	364,000	273,560
DeSoto	12,570	363,620	352,647	341,370	335,020
Duncanville	7,830	322,502	299,139	307,680	287,901
Farmers Branch	6,399	477,139	369,017	388,060	306,136
Ferris	-				
Garland	42,254	335,552	290,096	309,910	270,815
Glenn Heights	2,173	326,230	313,936	326,470	320,000
Grand Prairie	20,435	305,730	240,497	294,890	236,000
Grapevine	-				
Highland Park	2,610	4,276,582	2,995,963	3,170,195	2,203,310
Hutchins	733	250,289	194,209	259,650	206,820
Irving	29,464	469,998	355,576	372,830	283,470
Lancaster	7,614	290,672	264,049	282,160	266,677
Lewisville	113	331,475	330,882	391,500	391,500
Mesquite	23,840	290,475	279,279	279,560	274,095
Ovilla	117	479,524	411,556	475,770	422,000
Richardson	15,280	476,963	465,414	421,315	416,620
Rowlett	13,743	417,137	403,822	397,390	389,574
Sachse	4,669	474,263	460,789	438,120	428,796
Seagoville	3,199	286,404	230,084	283,340	241,564
Sunnyvale	2,411	695,805	536,759	659,630	518,936
University Park	5,411	2,993,130	2,140,466	2,592,440	1,836,496
Wilmer	664	215,284	159,212	225,560	169,055
Wylie	378	539,572	537,355	595,740	594,350

Dallas Central Appraisal District Certified
2025 Residence Homestead Average and Median Values
Dated 07/22/2026

Taxing Entity Name	Parcel Count	Average Market Value	Average Taxable Value	Median Market Value	Median Taxable Value
Countywide Entities					
Dallas Cnty Community Coll	420,921	540,431	387,675	346,070	259,385
Dallas County	420,921	540,431	387,675	346,070	259,385
Parkland Hospital	420,921	540,431	387,675	346,070	259,385
School Districts					
Carrollton-Farmers Br ISD	18,202	484,187	318,140	433,070	279,283
Cedar Hill ISD	10,939	397,941	225,428	333,860	175,230
Coppell ISD	12,784	697,254	513,480	671,250	487,243
Dallas ISD	159,271	600,865	344,073	329,210	127,076
DeSoto ISD	14,082	353,086	193,149	338,015	181,073
Duncanville ISD	14,098	340,570	166,663	320,600	150,717
Ferris ISD	22	217,894	36,348	228,400	-
Garland ISD	59,450	369,122	207,848	342,145	187,336
Grand Prairie ISD	20,190	298,753	142,188	291,565	134,834
Grapevine-Colleyville ISD	-				
Highland Park ISD	8,466	3,269,290	2,080,039	2,642,395	1,621,076
Irving ISD	22,191	373,626	195,560	314,670	140,229
Lancaster ISD	8,417	295,597	124,797	289,780	124,649
Mesquite ISD	28,719	286,462	130,131	278,190	126,690
Richardson ISD	41,642	566,153	339,844	500,705	289,734
Sunnyvale ISD	2,448	688,093	503,132	653,925	491,552
Special Districts					
Dallas County FCD #1	173	450,540	354,680	426,100	340,640
Dallas County Mud4	293	378,041	377,987	413,290	413,290
Dallas County URD	2,011	686,175	661,637	676,830	647,894
Denton Co LID #1 & RUD #1	345	606,440	464,132	620,000	459,800
Denton County LID #1	46	891,781	702,977	878,605	684,736
Denton County RUD #1	-				
Grand Prairie Metro URD	-				
Irving FCD, Section I	-				
Irving FCD, Section III	3,432	532,085	404,099	507,950	393,184
Lancaster MUD #1	767	309,436	305,310	310,470	306,940
Northwest Dallas Co FCD	795	713,720	661,586	723,880	668,784
Texas Tri-Modal MUD2	-				
Valwood Improvement Auth	828	667,656	651,413	700,000	680,902
Wilmer MUD1	-				

Dallas Central Appraisal District Certified
2025 Residence Homestead Average and Median Values
Dated 07/22/2026

Taxing Entity Name	Parcel Count	Average Market Value	Average Taxable Value	Median Market Value	Median Taxable Value
Cities					
Addison	1,820	611,333	458,720	543,000	411,635
Balch Springs	3,457	259,027	206,110	244,000	200,270
Carrollton	8,701	375,890	281,065	361,630	273,752
Cedar Hill	10,675	390,574	357,496	334,970	313,480
Cockrell Hill	510	265,963	187,004	245,065	169,661
Combine	108	172,188	109,167	91,620	55,951
Coppell	9,527	687,291	614,145	652,830	580,498
Dallas	177,599	616,106	435,907	364,530	263,576
DeSoto	12,785	366,504	341,610	344,810	325,000
Duncanville	8,033	324,108	282,661	309,700	270,432
Farmers Branch	6,594	467,680	351,878	382,695	297,212
Ferris	-				
Garland	43,296	336,944	278,932	310,255	261,340
Glenn Heights	2,200	332,305	309,822	333,095	315,916
Grand Prairie	20,902	305,753	233,342	294,120	227,214
Grapevine	-				
Highland Park	2,688	4,069,713	2,772,996	3,038,355	2,026,462
Hutchins	741	252,195	185,268	259,650	188,973
Irving	30,326	461,729	336,289	366,690	270,179
Lancaster	7,751	290,695	250,666	284,800	253,010
Lewisville	121	333,402	329,843	391,660	391,660
Mesquite	24,375	290,035	268,816	279,070	264,810
Ovilla	121	441,625	383,351	454,980	388,221
Richardson	15,695	468,250	445,885	422,580	407,010
Rowlett	14,048	420,729	392,907	401,430	377,883
Sachse	4,806	475,325	443,895	438,470	410,605
Seagoville	3,220	283,575	216,237	281,670	223,434
Sunnyvale	2,448	688,093	514,451	653,925	505,242
University Park	5,543	2,919,470	1,966,713	2,534,120	1,674,344
Wilmer	666	218,652	151,023	233,415	144,213
Wylie	365	544,854	532,376	602,750	586,040



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

Review, discuss, and take action ratifying a property tax increase of \$928,303, which is an increase of 4.54 percent over last year's adjusted levy and includes \$211,900 in revenues generated from new property added to the tax roll.

PRESENTED BY: John Samford, Director of Finance

BACKGROUND:

Section 102.007(c) of the Texas Local Government Code requires a separate vote of the governing body to ratify the property tax increase reflected in the budget if the adoption of the budget generates more revenue from property taxes than in the previous year. This vote is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate as required by Chapter 26 of the Texas Tax Code.

The increased revenue calculation is based on the adjusted prior-year tax roll rather than the certified prior-year tax roll.

RECOMMENDATION

Staff recommends that the Town Council approve the ratification of the property tax increase reflected in the Fiscal Year 2026-27 budget. The appropriate motion is as follows:

“I move to ratify the property tax increase reflected in the Fiscal Year 2026-27 budget.”

FINANCIAL IMPACT

There is no financial impact associated with this item.

ATTACHMENTS

None



**Town of Highland Park
Town Council
Tuesday, September 1, 2026**

Item Coversheet

**Review, discuss, and take action on a resolution establishing the
Town's compensation program and related pay plan, effective
October 1, 2026.**

PRESENTED BY: John Samford, Director of Finance
Taylor Lough, Assistant Town Administrator

BACKGROUND:

The Town maintains a competitive compensation program with the objective of retaining and recruiting quality employees. The Town engaged a consultant to complete a compensation and benefits study, which was presented to the Town Council on May 19, 2026. The study compared existing pay to compensation scales of comparison organizations. The Town's overall compensation structure remains competitive, averaging in the top third of comparison cities. The consultant identified opportunities to enhance clarity around career progression and pay ladders within the pay plan as well as opportunities to enhance retirement plan options and medical benefits to be more aligned with the Town's market competitors in the Dallas-Fort Worth Metroplex.

The proposed FY2027 budget includes repeating the annual merit adjustment provided in the current FY2026 budget: first responders (Public Safety Officers and Communications Specialists) are eligible up to 6%, and all other non-exempt employees and civilian exempt employees are eligible for up to a 3.5% merit adjustment. The adjustment will be based on the score received on their annual performance evaluation provided at the end of the prior fiscal year. Seasonal employees are not evaluated and therefore not eligible for merit; market adjustments were reviewed annually during pay plan review. Following the recommendation of the Council Compensation Committee, the Proposed Budget also includes up to 3.5% retention pay for those at the maximum of their pay grade.

As discussed throughout the budget process, a new pay plan that combines both exempt and non-exempt pay classifications on one scale with grades separated by 15% for civilian, full-time equivalents. The proposed range of 50% allows for career progression with time and good performance. The proposed pay plan results in market adjustments for select employees with base pay below the proposed minimum of their position's proposed grade and moves select positions from non-exempt to exempt based on criteria set by the Department of Labor. New pay plans for first responders and seasonal employees are also proposed.

The Town of Highland Park's benefits program is cost-efficient and supportive of employees. The proposed budget includes a 25% increase to medical benefits, continuing the Town's

relationship with Cigna for another two years. Increases to health savings accounts ("HSA") in the amount of more than \$3,000 per employee is included.

The Town has periodically provided updated service credits ("USC") for current employees and cost-of-living adjustments ("COLA") under the Texas Municipal Retirement System plan. A 50% USC was provided in 2023 and 2020. A 50% COLA was provided for retirees in 2023 and 2008. The FY 2026-27 Budget includes an ad hoc 50% USC and 30% ad hoc COLA. The ordinance for plan changes will be presented at a future Town Council Meeting for final consideration.

RECOMMENDATION

The staff recommends approval of the resolution setting out the Town's compensation program and related pay plan effective October 1, 2026.

FINANCIAL IMPACT

The pay plan is effective on October 1, 2026, and pay adjustments will be reflected on the first full payroll in October.

This compensation program is expected to impact the annual budget by approximately \$1,154,445, reflecting increases in payroll, payroll taxes, retirement contributions, and the merit and retention payments. This amount represents the increase over the amended FY 2025–26 budget. The expected impact excludes increases associated with the recent health-insurance procurement process and the costs for the three new positions proposed in the FY 2026–27 budget.

ATTACHMENTS

Res. No. 016-26 Approving FY27 Comp Program and Related Pay Plan Final

RESOLUTION NO. 016-26

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, SETTING OUT THE EMPLOYEE COMPENSATION PROGRAM RELATED TO BASE PAY AND INCENTIVES AND APPROVING ADJUSTMENTS TO THE PAY PLAN FOR FISCAL YEAR 2026-27.

WHEREAS, the Town of Highland Park, Texas (“Town”) maintains a competitive compensation program with the objective of retaining and recruiting quality employees; and

WHEREAS, the Town’s Pay Plan consists of three pay plan structures that include pay grades with a pay range associated with each pay grade; and

WHEREAS, the Town has a variety of employment positions that are classified into the various pay grades within the Town’s Pay Plan, and

WHEREAS, the Pay Plan also consists of various pay incentives and assignment pay granted to employees that meet the criteria to receive said incentives or assignment pay; and

WHEREAS, the Fiscal Year 2026-27 Proposed Budget includes funding to provide for the compensation program and pay plan changes presented herein.

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

Section 1. The Town’s Pay Plan for Fiscal Year 2026-27 attached as Exhibit A is hereby approved.

Section 2. All full-time employees will be eligible for the following pay adjustments.

- A. First Responder Merit Adjustment – First responders that are non-exempt employees and are sworn officers or dispatchers will be eligible for up to a six (6%) percent increase in pay based on their annual evaluation score. This adjustment will be calculated on the employee’s hourly rate as of September 30, 2026.
- B. Non-Exempt Civilian Employees – Non-Exempt Civilian Employees will be eligible for up to a three and one-half (3.5%) percent increase in pay based on their annual evaluation score. This adjustment will be calculated on the employee’s hourly rate as of September 30, 2026.
- C. Exempt Employees – All Exempt Employees will be eligible for up to a three and one-half (3.5%) percent increase in pay based on their annual evaluation score. The adjustment will be calculated on the employee’s annual pay as of September 30, 2026.
- D. Employees hired during the fiscal year will receive a merit adjustment based on their annual evaluation score. Additionally, the merit adjustment awarded will be pro-rated based on the number of completed months they worked for the Town

during Fiscal Year 2025-26. Employees hired in the last quarter of Fiscal Year 2025-26 will not receive an annual evaluation.

- E. Retention Pay – Employees at the maximum of their pay grade will be eligible for up to a three and one-half (3.5%) percent retention payment based on their annual evaluation score. Retention pay will be paid in a lump sum and will not be included in the employee’s salary or hourly rate.

Section 3. Part-time and Seasonal Employees.

- A. All part-time employees will be eligible for the adjustments provided for in Section 2. The adjustment will be based on the score received on their annual evaluation.
- B. Seasonal employees will be eligible for an adjustment to address market conditions at the time of hiring.

Section 4. All pay adjustments presented in this resolution are limited to maximum of each employee’s respective pay range for the position they hold.

Section 5. Compensation adjustments will be reflected on the first full payroll in October of 2026, which will consist of the entire work period occurring within the 2026-27 Fiscal Year.

Section 6. The Town Administrator is authorized to adjust this program to the extent that there are unusual or unexpected circumstances not contemplated by this resolution.

PASSED AND APPROVED on the 1st day of September 2026.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



EXEMPT AND NON-EXEMPT PAY PLAN

Classification Titles	Grade	FLSA	Pay Basis	Min	Mid	Max
Parks Maintenance Worker I	101	NE	Annual: Hourly:	\$ 41,579.20 \$ 19.990	\$ 51,968.80 \$ 24.985	\$ 62,358.40 \$ 29.980
Court Clerk	102	NE	Annual:	\$ 47,816.08	\$ 59,770.10	\$ 71,724.12
Library Associate		NE	Hourly:	\$ 22.989	\$ 28.736	\$ 34.483
Public Works Maintenance Worker I		NE				
Administrative Assistant	103	NE	Annual:	\$ 54,988.49	\$ 68,735.62	\$ 82,482.74
Building Permit Technician		NE	Hourly:	\$ 26.437	\$ 33.046	\$ 39.655
Customer Service Specialist		NE				
Parks Maintenance Worker II		NE				
Public Works Maintenance Worker II		NE				
Communications Specialist	104	NE	Annual:	\$ 63,236.77	\$ 79,045.96	\$ 94,855.15
Crime Analyst		NE	Hourly:	\$ 30.402	\$ 38.003	\$ 45.603
DPS Administrative Secretary		NE				
Human Resources Coordinator		NE				
Parking Enforcement Officer		NE				
Parks Maintenance Worker III		NE				
Plans Examiner		NE				
Public Works Maintenance Worker III		NE				
Secretary to the Director of Public Safety		NE				
Senior Accounting Technician		NE				
Accountant	105	EX	Annual:	\$ 72,722.28	\$ 90,902.85	\$ 109,083.42
Alarm Specialist		NE	Hourly:	\$ 34.963	\$ 43.703	\$ 52.444
Assistant Court Administrator		NE				
Building Inspector		NE				
Construction Inspector		NE				
Librarian		NE				
Project Coordinator		NE				
Communications Supervisor	106	NE	Annual:	\$ 83,630.62	\$ 104,538.28	\$ 125,445.93
Customer Service Supervisor		EX	Hourly:	\$ 40.207	\$ 50.259	\$ 60.311
Parks Operations Supervisor		EX				
Public Works Operations Supervisor		EX				
Records Manager		EX				
Senior Building Inspector		NE				

Exhibit A

Classification Titles	Grade	FLSA	Pay Basis	Min	Mid	Max
Court Administrator	107	EX	Annual:	\$ 96,175.22	\$ 120,219.02	\$ 144,262.82
Facilities Maintenance Manager		EX	Hourly:	\$ 46.238	\$ 57.798	\$ 69.357
Communications Manager	108	EX	Annual:	\$ 110,601.50	\$ 138,251.87	\$ 165,902.25
Construction Manager		EX	Hourly:	\$ 53.174	\$ 66.467	\$ 79.761
Controller		EX				
Superintendent		EX				
Systems Analyst		EX				
Chief Building Official	109	EX	Annual:	\$ 127,191.72	\$ 158,989.65	\$ 190,787.59
Manager of Engineering Services		EX	Hourly:	\$ 61.150	\$ 76.437	\$ 91.725
Manager of Information Technology		EX				
Town Secretary		EX				
Assistant Director of Engineering, Public Works, and Parks	110	EX	Annual:	\$ 146,270.48	\$ 182,838.10	\$ 219,405.72
Director of Community Development		EX	Hourly:	\$ 70.322	\$ 87.903	\$ 105.484
Director of Policy Development		EX				
Town Librarian		EX				
Deputy Chief	111	EX	Annual:	\$ 168,211.05	\$ 210,263.82	\$ 252,316.58
		EX	Hourly:	\$ 80.871	\$ 101.088	\$ 121.306
Assistant Director of Public Safety	112	EX	Annual:	\$ 193,442.71	\$ 241,803.39	\$ 290,164.07
Director of Engineering, Public Works, and Parks		EX	Hourly:	\$ 93.001	\$ 116.252	\$ 139.502
Director of Finance		EX				
Assistant Town Administrator	113	EX	Annual:	\$ 222,459.12	\$ 278,073.90	\$ 333,688.68
Director of Public Safety		EX	Hourly:	\$ 106.951	\$ 133.689	\$ 160.427
Town Administrator	114	EX	Annual:	By Contract		
			Hourly:			

* Rates listed reflects the base pay within each grade. These amounts do not reflect pay related to incentives or assignment pay.

* Court Security Guards start at \$50/hour with 4 hours per week.

* Exempt employees are not eligible for incentive pay.

Incentive Pay

Court Certification Level I	2.00%
Court Certification Level II	5.00%
Crew Chief/Section Supervisor/Utility System Certification	5.00%
Licensed Irrigator	5.00%



PUBLIC SAFETY PAY PLAN

Classification Titles	Grade	Pay Basis	Min	Mid	Max
Apprentice	201	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$78,727.27 \$24.224 \$37.850	\$82,663.64 \$25.435 \$39.742	\$86,600.00 \$26.646 \$41.635
Fire Fighter Police Officer	202	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$86,355.70 \$26.571 \$41.517	\$92,832.38 \$28.564 \$44.631	\$99,309.06 \$30.557 \$47.745
Public Safety Officer	203	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$96,385.25 \$29.657 \$46.339	\$122,560.50 \$37.711 \$58.923	\$128,735.75 \$39.611 \$61.892
Sergeant	204	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$124,156.50 \$38.202 \$59.691	\$138,233.73 \$42.533 \$66.459	\$152,310.96 \$46.865 \$73.226
Lieutenant	205	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$142,798.50 \$43.938 \$68.653	\$158,834.00 \$48.872 \$76.363	\$174,869.50 \$53.806 \$84.072
Captain	206	Annual: Operations Hourly (3,250): Admin Hourly (2,080):	\$157,082.25 \$48.333 \$75.520	\$174,718.38 \$53.760 \$83.999	\$192,354.50 \$59.186 \$92.478

* Rates listed reflects the base pay within each grade. These amounts do not reflect pay related to incentives or assignment pay.

DPS Incentive Pay

EMT	2.00%
Paramedic	8.00%

DPS Assignment Pay

CID Investigator	7.50%
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SEASONAL PAY PLAN

Classification Titles	Grade	Pay Basis	Year 1	Year 2	Year 3+
Concession Attendants	S-1	Hourly:	\$ 12.19	\$ 13.33	-
Lifeguards	S-2	Hourly:	\$ 15.16	\$ 16.34	\$ 17.51
Lead Lifeguards Swim Instructors	S-3	Hourly:	\$ 20.00	-	-
Assistant Pool Manager	S-4	Hourly:	\$ 27.95	\$ 28.79	-
Pool Manager	S-4	Hourly:	\$ 30.00	\$ 30.90	-

* Seasonal employees are not eligible for incentive or assignment pay.