



SHAPING
the Future

2023 - 2024



Budget Book

TOWN OF ADDISON

BUDGET *Cover Page*

FISCAL YEAR
2023-2024

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,530,541 which is a 10.37 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$706,197.

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

FOR

HEADLINE

Bruce Arfsten	Mayor
Eileen Resnik	Mayor Pro Tempore
Guillermo Quintanilla	Deputy Mayor Pro Tempore
Nancy Craig	Council Member
Darren Gardner	Council Member
Dan Liscio	Council Member
Marlin Willesen	Council Member

AGAINST

None

PRESENT AND NOT VOTING

None

ABSENT

None



PROPERTY TAX RATE COMPARISON

2023-2024

2022-2023

Property Tax Rate	\$0.609822/100	\$0.609822/100
No New Revenue Tax Rate	\$0.562728/100	\$0.563865/100
No New Revenue Maintenance & Operations Tax Rate	\$0.410887/100	\$0.405344/100
Voter Approval Tax Rate	\$0.636365/100	\$0.405344/100
Debt Rate	\$0.159492/100	\$0.164740/100

**TOTAL DEBT OBLIGATION FOR TOWN OF ADDISON
SECURED BY PROPERTY TAXES**

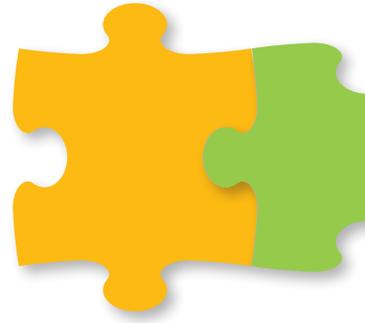
\$110,485,000

The information below is in accordance with Section 140.0045 of the Local Government Code as amended by HB 1495 of the 86th Texas Legislature:

	ACTUAL 2021-2022	ESTIMATED ACTUAL 2022-2023	ADOPTED BUDGET 2023-2024
LEGISLATIVE LOBBYING ⁽¹⁾	\$0	\$0	\$0
REQUIRED LEGAL NOTICE PUBLICATIONS	\$23,162	\$29,100	\$26,500

⁽¹⁾ Advocacy services are included in the Town's city membership with Texas Municipal League (TML) in which they coordinate and advocate for a legislative program set by their member cities at the state and federal level.

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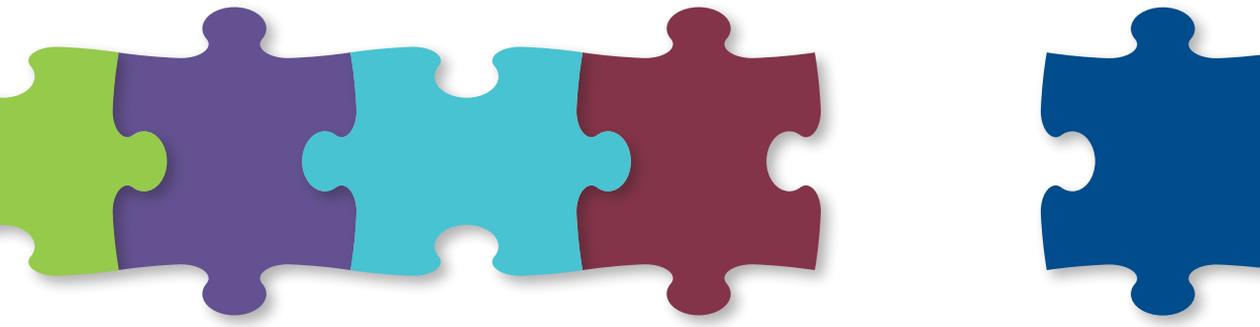
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HOW TO *Read This Document*



Welcome!

You are holding the published Town of Addison budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024. This document has been specially prepared to help you, the reader, learn of the issues affecting the Addison community. Many people believe a city budget is only a financial plan. Although you can learn much of Addison's finances from these pages, the fiscal year 2024 budget document has been designed to serve other functions as well. For example, it is a policy document that presents the major policies which guide how Addison is managed. It is an operations guide which gives the public, elected officials, and Town staff information pertaining to the production and performance of individual Town operations. The document is also designed as a communications device in which information is communicated through both written and graphical means.

Budget Format

The document is divided into four major sections: Introduction, Financial/Operational, Town Chronicle, and Appendices. The Introduction section contains the City Manager's letter, which is addressed to the City Council and explains the major policies and issues which impacted the development of the fiscal year 2024 budget. The section also contains a statement of Addison's vision and goals, the Town's organization and staffing chart, and the summary of all financial statements. Liberal use is made in this section of footnotes, which direct the reader to sections of the document that more fully describe programs or projects.

The Financial/Operational section describes various aspects of the Town's organization. This information is grouped first by fund and then by department. Like many local governments, Addison uses the fund method of accounting. Simply stated, a fund is a unit of the Town which tracks the application of various public resources. For example, the Hotel Fund is established to keep track of the use of the hotel/motel occupancy tax. Most people are particularly interested in the General Fund, which is comprised of most of the Town's operations like Police, Fire, and Parks. Financial statements are presented for every fund. The statements show the fund's financial condition over a number of years. Like the checking account statement you receive from your bank, the statement shows beginning balances, revenues, expenditures, and ending balances for each year. Each fund statement begins with the actual audited amounts for the fiscal year 2022. The ending balance of the actual





year becomes the beginning balance of the estimated fiscal year 2023. The estimated column reflects projected amounts compared to the amounts included in the original adopted budget for fiscal year 2023. The estimated ending fund balance of the prior fiscal year then becomes the beginning balance for the fiscal year 2024 budget. Accompanying the statements are narratives and graphs which describe the major features of that particular fund. Within each fund there may be one or more departments which further describe a component of Addison's organization. Each department is presented with its mission statement, a listing of the department's accomplishments for the previous fiscal year, and operational objectives for fiscal year 2024. Selected service levels for each department are presented graphically. Actual prior year data and estimated fiscal year 2023 data is used for graphs and charts. The funding for each department, as well as the unit's staffing, are summarized over a number of years.

The Town Chronicle reports on issues or special projects which affect the Addison community. The Chronicle also provides statistical information about the Town of Addison.

Finally, various appendices are presented toward the end of the document which more fully describe the budget process, Addison's major revenue sources, the long-term financial plans for the General, Hotel, Airport, Utility and Stormwater funds and a capital project summary are included. Also included are the Town's financial policies, a glossary of terms, and Addison's compensation and merit pay plans.

LETTER TO *Mayor & Council*



Honorable Mayor and Members of the City Council,

I am pleased to present the fiscal year 2024 adopted budget for the Town of Addison. It has been prepared in conformance with the requirements of the Town Charter, Town financial policies, and State law. This budget represents the expected revenues and planned expenditures for the Town's fiscal year from October 1, 2023 to September 30, 2024.

This budget allocates resources in alignment with the City Council's Strategic Pillars and Milestones for fiscal year 2024. The adopted budget conforms with our practice of providing Town employees with the resources required to deliver the excellent municipal services expected by Addison residents and businesses. This budget continues to maintain the conservative fiscal approach that has allowed Addison to achieve our sound financial position and stellar bond ratings (AAA from Standard and Poor's (S&P) and Aaa from Moody's). The Town of Addison remains well-positioned for future prosperity.

This adopted budget creates a vision for Addison's future, executes and follows through on our commitments to the community, and supports our excellent employees to exhibit the Addison Way and follow our core values of Accountability, Responsiveness, Innovation, Dedication to Service, and Integrity.

This budget is the result of focus on the following:

INFRASTRUCTURE PLANNING & MAINTENANCE

The fiscal year 2024 budget continues the progress the Town has made in using the comprehensive Asset Management Plan to make informed decisions about how to invest our resources to address our infrastructure needs now and in the future. In fiscal year 2020, Council adopted an Asset Management Policy for the Town, which established the scope and framework for the Asset Management Plan. Using this policy as a guide, the Town continues to provide funding to support critical maintenance and infrastructure needs. To remain proactive in addressing these needs, the Town continues to improve upon the Capital Improvement Program (CIP) Budget, which includes \$51.5M in infrastructure and improvement projects for fiscal year 2024. The fiscal year 2024 budget includes several bond-funded projects that were approved by voters as part of the November 2019 Bond Election. Information from the Asset Management System was used to inform the Community Bond Advisory Committee's recommendations related to the bond projects. This budget continues the Facility Maintenance Fund (implemented in fiscal year 2022) to provide dedicated funding to

maintain the Town's aging facilities, that operates similarly to the Capital Equipment Replacement Fund and Information Technology Replacement Fund.

DEVELOPMENT AND REDEVELOPMENT OPPORTUNITIES

In fiscal year 2024, the Town plans continued progress on the Transit-Oriented Development project on the property around the future Silver Line rail station. Additionally, the completion and adoption of the Unified Development Code (UDC) is scheduled to conclude during the 2024 calendar year. The UDC is expected to assist in redevelopment efforts, as will the Comprehensive Plan update, which is scheduled to begin in late 2023.

Development activity at the airport is expected to continue in fiscal year 2024. The new Airport Administration and Customs building, and the major runway and taxiway pavement preservation project have enhanced the airport's appeal. The new \$28 million Galaxy Fixed Base Operator opened for business in late 2022. Largely funded by grants, the multi-year project to extend Taxiway Bravo will facilitate additional development at the airport. Airport staff has already fielded inquiries and is in the preliminary stages of negotiations on a significant new development made possible by the extension. The Council recently approved four new ground leases that include new airport developments and redevelopments. These range from reconstruction of an aircraft parking ramp with an estimated construction cost of approximately \$700,000 for redevelopment of the 6-acre Jetport site with six new hangars designed for large corporate jet aircraft. In addition, Atlantic Aviation will begin construction (with a minimum value of \$14 million) on a redevelopment of their facility.

CONTINUOUS IMPROVEMENT

This budget supports ongoing efforts to improve the way we deliver services to our residents and businesses in Addison. We continue to review how we operate and look for areas for improvement. I would like to highlight just a few of the continuous improvement efforts that are funded in the adopted budget:

-  Implement and optimize a new electronic permitting software system to improve efficiency and customer experience.
-  Continue to make improvements to comply with the Americans with Disabilities Act and implement strategies from the Parks, Recreation, and Open-Space Master Plan.
-  Continue efforts to ensure our Emergency Medical Services equipment and training are state of the art.
-  Continue to develop the Town's parks and trails by completing construction of the Beltway Trail and Greenspace project.
-  Continue to optimize the Town's parks and trails by creating an Addison Circle Park Vision Plan.
-  Conduct a Theatre vision study to ensure goals are defined and strategies developed for the Addison Theatre Center.



COMPENSATION AND BENEFITS

High quality services are a community hallmark of Addison. To provide those services to our residents in the most efficient manner, it is essential we maintain a compensation and benefits package which attracts and maintains talented staff and follows the Town's compensation strategy.

This adopted budget includes the following compensation and benefit highlights:

-  Funding for a Town-wide compensation pool of 4.0%.
-  An additional 5% budgeted to implement a compensation market study currently in progress and anticipated to be implemented the first pay period of January 2024. The compensation/classification study is necessary to ensure our salaries remain competitive.
-  An anticipated 8.0% increase in the Town's group medical insurance premiums over prior year actuals. Through prudent work by Town staff, we have been able to avoid employee premium increases for six years while organizations across industries experienced significant increases.

Property Values

On an annual basis, the Dallas Central Appraisal District provides the Town with a certified tax roll of all properties inside Addison's city limits. The certified taxable value for fiscal year 2024 is \$6,160,034,059 which equates to an increase of approximately \$529 million, or 9.4% from the previous year. Included in the certified taxable values are \$114,459,940 in new properties added to the tax roll between January 1, 2022 and December 31, 2022.

The average taxable value for a single-family home in Addison is \$426,498, an increase of approximately \$43,766 or 11.4% from the previous year.

Tax Rate

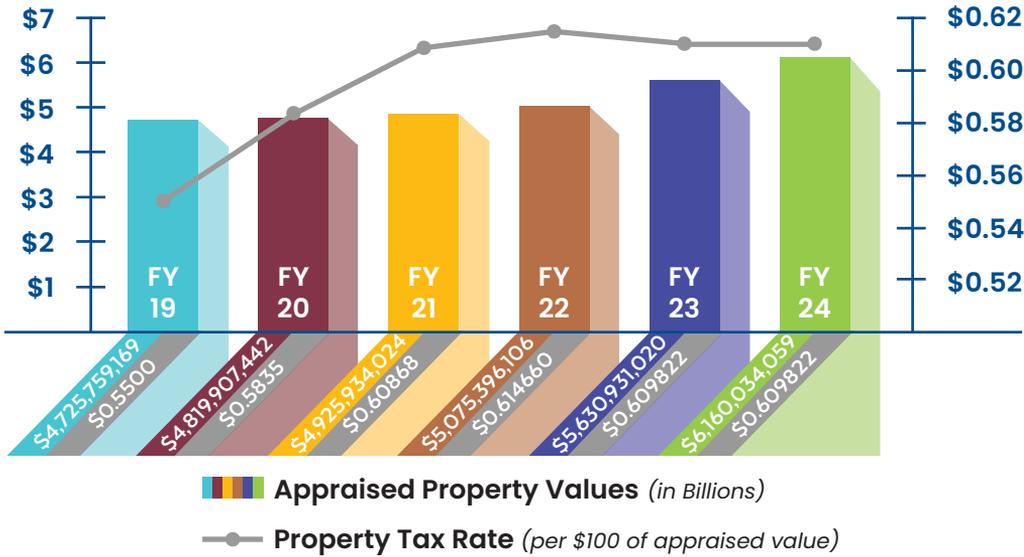
The fiscal year 2024 budget has no increase to the Town's tax rate of \$0.609822. The calculated voter-approval tax rate is \$0.640670, with a no-new revenue tax rate of \$0.568428. The adopted tax rate exceeds the no-new revenue rate by \$0.041394, or 7.3%, primarily as a result of taxable value increases of existing properties.

Of the total tax rate, \$0.450330 is dedicated to maintenance and operations, which is an increase of \$0.005248 from fiscal year 2023 for maintenance and operations, and \$0.159492 is dedicated to debt service payments. The debt service portion of the tax rate is decreasing as a result of increased taxable values. The decrease in the debt service portion of the tax rate is possible despite the planned issuance of General Obligation Bonds that were approved by voters in the 2019 Bond Election.

The tax rate allows the Town to continue to provide the excellent services that residents and businesses expect.



Appraised Values & Tax Rate



At a property tax rate of \$0.609822, the municipal tax paid on the average single-family home will be approximately \$2,600.88 on an annual basis, an increase of \$266.90 over the previous year.

General Fund

The General Fund accounts for all expenditures for traditional government services (Public Safety, Parks & Recreation, Administration, etc.). General Fund revenue is generated from ad valorem property taxes, a one-cent portion of the sales tax, and a variety of fees for services.

General Fund revenues total approximately \$48.2 million for fiscal year 2024, an increase of 9.0% from the previous year’s original budget. We project property tax revenues of approximately \$24.8 million, an increase of approximately 10.7% over the previous year’s original budgeted amount and sales and mixed beverage tax revenues of approximately \$16.5 million, 5.6% more than the fiscal year 2023 original budget.

General Fund operating expenditures are estimated at \$48.2 million, reflecting an 9.0% increase from the original fiscal year 2023 budget. The available ending fund balance for the General Fund is projected to be approximately \$20.7 million, leaving 42.9% of operating reserves, which exceeds both the Town’s policy of 25% and the City Council’s goal of 30%.

This budget proposes to fund the following in the General Fund:

-  One Emergency Management Coordinator – 1.0 Full Time Equivalent position
-  One Assistant Director of Development Services – 1.0 Full Time Equivalent position
-  One additional Facility Attendant and reclassify a Facility Attendant from part-time to full-time – 1.5 Full Time Equivalent position



LETTER TO MAYOR & COUNCIL

It is important to note that General Fund expected revenues exceed planned expenditures by \$8,237. The property tax revenue equates to a 7.4% increase on existing properties over the prior fiscal year.

SIGNIFICANT CHANGES OTHER THAN PERSONNEL

High quality services are a community hallmark of Addison. To provide those services to our residents in the most efficient manner, it is essential we maintain a compensation and benefits package which attracts and maintains talented staff and follows the Town's compensation strategy.

This adopted budget includes the following compensation and benefit highlights:



Other Decision Packages:

- \$30,000 (recurring) for Mental Health Wellness Program for Police Department
- \$18,000 (recurring) for AED 123 Monthly Inspections
- \$36,353 (recurring) for Building Inspector Supplemental Third-Party Services
- \$100,000 (one-time) for Facility Study Phasing Plan
- \$60,000 (one-time) for Theatre DNA Study
- \$4,602 (recurring) for Spruill Dog Park Artificial Turf Maintenance



Mid-Year Changes:

- Added a Development Services Comprehensive Planning Manager position (\$55,417)

Hotel Fund

The Hotel Fund collects funds from a 7% tax on hotel rooms rented in the Town of Addison. These funds are used to support projects that enhance and promote tourism, the arts, and the convention/hotel industry in Addison. For the most part the Hotel Fund has recovered since the height of the pandemic, but challenges remain. While staff projects the Hotel Fund will remain compliant with the Town's fund balance policy over the next ten years, it gets much closer to the policy's required fund balance over that term.

Fund revenues for fiscal year 2024 are expected to total \$6.5 million, an increase of \$545 thousand, or 9.1% due to a projected increase in hotel taxes. Budgeted operational expenditures of approximately \$6.7 million, an increase of \$0.6 million, or 10.3%, are primarily due to the transfer of the Tourism department from the Economic Development Fund to the Hotel Fund, correspondingly reducing transfers from the Hotel Fund to the Economic Development Fund by \$768 thousand. The available ending fund balance for the Hotel Fund is projected to be \$3.9 million, leaving 57.8% of operating reserves, which exceeds the Town's policy of 25%.

The Hotel Fund budget includes the costs associated with the Performing Arts Department. The expenditures in the Performing Arts Department are the



grants to the WaterTower Theatre and Outcry Theatre, which are proposed to remain at the same levels as the fiscal year 2023 budget.

Utility Fund

The Utility Fund is supported by fees charged to water and sewer customers that pay for the services they receive from the Town. As a business-type fund, the revenues charged should at a minimum cover the fund's operating expenses and debt service, as well as any other policy-related goals defined by the City Council (i.e., funding for capital projects, capital replacement, conservation efforts, etc.).

In January 2018, the City Council approved a Utility Rate Policy to adopt utility rates that fully fund a short-term staffing plan and provide a mix of cash and bond funding for capital improvement projects. The Council gave direction at the June 14, 2022 Council meeting to continue the policy and adopt utility rates according to an updated utility rate model to provide a mix of cash and bond funding for capital improvement projects and maintain a minimum fund balance of 25% of operating expenses by utilizing cost of service adjustments. The adopted fiscal year 2024 utility rates, effective October 1, 2023, include an increase of 4.5% to water and sewer rates, which equates to \$2.89 per month for an average residential user of 5,000 gallons of water.

The new utility rate model, which takes effect beginning in fiscal year 2024 includes the following proposed increases to water and sewer rates:

-  Fiscal Year 2024: 4.5%
-  Fiscal Year 2025: 5.5%
-  Fiscal Year 2026: 5.5%
-  Fiscal Year 2027: 4.0%
-  Fiscal Year 2028: 3.5%

Staff continue to review the utility rate model on an annual basis to ensure the rate adjustments are in line with the needs identified in the utility rate model adopted by the City Council. The total Utility Fund revenues for fiscal year 2024 are expected to be approximately \$16.1 million, with budgeted operational expenses of \$16.3 million. The available ending working capital for the Utility Fund is projected to be \$7.0 million. The projected end-of-year working capital will maintain 43.7% of operating reserves, which exceeds the Town's policy of 25%.

This budget proposes to fund the following in the Utility Fund:

-  (\$7,439) for a GIS Analyst – 0.5 Full Time Equivalent position
-  \$30,000 for a New Utility Billing Customer Portal
-  \$100,000 for Contracted Utility Repairs
-  \$55,000 for Kellway Wet Well Structural Inspection
-  \$110,000 for Non-Destructive Testing (NDT) of 24-Inch Water Transmission Main



A total of \$3.6 million in capital projects are included in the Utility Fund for fiscal year 2024. These projects are funded through a combination of authorized bond funds (\$3.5 million) and cash (\$79 thousand) from the Utility Fund. A list of projects can be found in the Capital Improvements Program budget included in this document and submitted for City Council consideration.

Stormwater Fund

The Stormwater Fund is supported by drainage fees added to utility bills. The projected revenues for fiscal year 2024 are \$2.7 million, with budgeted operational expenses totaling \$3.6 million. The available ending working capital for the Stormwater Fund is projected to be \$4.4 million, leaving 208% of operating expenses, which exceeds the Town's policy of 25%.

Fees for the Stormwater Fund will not increase this year for any customer rate class. Staff estimates that current revenue is sufficient to operate the fund within the Town's financial policies over the next five years.

This most significant items include the following in the Stormwater Fund:

-  \$75,000 for one Asphalt Trailer
-  \$755,000 for Hutton Branch Outfall Reconstruction
-  \$450,000 for Annual Stormwater Maintenance Plan
-  \$224,157 for a Street Sweeper including a Street Maintenance Worker – 1.0 Full Time Equivalent Position
-  (\$7,439) for a GIS Analyst – 0.5 Full Time Equivalent position
-  \$59,333 for a Public Works Superintendent – 1.0 Full Time Equivalent Position

A total of \$2.8 million in capital projects are included in the Stormwater Fund for fiscal year 2024. This budget includes Keller Springs Reconstruction funded from cash (\$2.8 million) from the Utility Fund.

Economic Development Fund

The Economic Development Fund is supported by a combination of the following revenue sources:

-  An allocation of a portion of the property tax rate equal to \$0.023716 (\$1.4 million)
-  Service fees, interest, and other income (\$100,000)

This budget proposes to fund the following in the Economic Development Fund:

-  \$100,000 for Addison Circle TOD Office Building Marketing
-  \$100,000 for Retail Façade Improvement Program



Total revenues for fiscal year 2024 are estimated at \$1.5 million. This budget proposes taking the Tourism department and moving it under the Hotel Fund. This will eliminate the transfer from the Hotel Fund to the Economic Development Fund. There is no net change from this movement.

Airport Fund

The Airport Fund mainly receives revenues from rental income on Town-owned property and service fees to airport customers. Total projected revenues of approximately \$7.3 million in fiscal year 2024 will allow for budgeted operational expenses of approximately \$6.1 million. The available ending working capital for the Airport Fund is projected to be \$5.6 million, leaving 91.9% of operating expenses, which exceeds the Town's policy of 25%.

This budget proposes to fund the following in the Airport Fund:

 \$30,000 for Airport Insurance Administration Program

A total of \$6.3 million in capital projects are included in the Airport Fund for fiscal year 2024. These projects are funded through a combination of authorized bond, grant funding, and cash from the Airport Fund. A list of projects can be found in the Capital Improvements Program budget included in this document and submitted for City Council consideration.

Additionally, the adopted budget includes funding in the amount of \$950,860 for improvements made to airport property via developer participation agreements with Atlantic Aviation (\$625,860), Sky Harbour (\$75,000), and Tango Whisky (\$250,000).

Infrastructure Investment Fund (IIF)

The Infrastructure Investment Fund (IIF) was created in fiscal year 2015 through a \$4 million transfer from General Fund reserves. The intent of this fund is to cash finance infrastructure projects. Annually, a portion of the property tax rate equal to \$0.006201 is deposited into this fund. In fiscal year 2024, \$368,963 is scheduled to be generated by the IIF portion of the tax rate. One project is included in the adopted budget for Redding Trail Extension and Dog Park Improvements in the amount of \$550 thousand.

Capital Improvement Budget

The Capital Improvement Program (CIP) budget for fiscal year 2024 is approximately \$54.3 million. Projects are funded by a combination of authorized bond funds, grant funding, and cash contributions. The CIP budget provides an all-funds view of the Town's planned capital improvement expenditures on public infrastructure and facilities over the next five years. For more information related to these capital projects, please reference the fiscal year 2024 CIP budget also submitted to the City Council for consideration.



Self-Funded Special Project Fund

The purpose of the Self-Funded Special Project Fund is to cash fund important one-time projects. The dollars for these one-time projects come from positive budget variances in the General Fund transferred at year-end. The anticipated beginning fund balance for fiscal year 2024 is approximately \$4.5M and budgeted expenditures total \$2,093,284. Major expenditures in this fund in fiscal year 2024 include:

-  \$3,000 for smoke detector battery replacement program
-  \$7,600 for computer equipment for an Emergency Management Coordinator
-  \$75,000 for AED123 equipment purchase
-  \$120,000 for two Fire Administration vehicles
-  \$9,900 for computer equipment & supplies for an Assistant Director of Development Services
-  \$51,400 for supplies and a vehicle for a Code Enforcement Manager
-  \$49,900 for supplies and a vehicle for a Code Enforcement Officer
-  \$60,000 for Neighborhood Services Startup Funding
-  \$196,000 for Parks Planned Asset Replacement
-  \$205,000 design funding for the Addison Circle Park Vision Plan
-  \$217,000 for a Pickleball Court Shade Structure
-  \$235,287 for Spruill Dog Park Artificial Turf
-  \$62,180 for supplies and a vehicle for a Landscape Architect
-  \$150,000 for Public Safety Public Art Installation
-  \$156,000 for NTA Pedestrian Crossing, Gateway, and Landscape
-  \$98,274 for a Recreation Van
-  \$57,000 for Addison Athletic Club Building Improvements
-  \$339,743 for Addison Athletic Club Outdoor Pool Renovation.

MID-YEAR CHANGES

Significant mid-year changes that occurred in the Self-Funded Special Projects Fund include the following:

-  Tree plantings utilizing Tree Mitigation funds (\$156,672)
-  Comprehensive Plan Update (\$400,000)
-  Real Estate consulting services for the transit-oriented development (\$120,000)
-  Crosswalk beacon and intersection improvements (\$75,000)
-  Staffing and operations study for the General Services department (\$32,000)



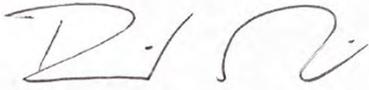
-  Cost of service study for the Transit-Oriented Development (\$25,000)
-  Compensation Market Study (\$50,000)

Conclusion

This completes the highlights of the fiscal year 2024 budget. I believe this budget balances the desire to continue to deliver high-quality services with the need to address issues that are important to the future of Addison.

I would like to thank the department directors who have put much time and expertise into the development of the budget. The creation of this budget would not have been possible without the hard work of Chief Financial Officer Steven Glickman, Budget Manager Kristen Solares, Assistant Finance Director Amanda Turner, and the rest of our Finance Department. In addition, I would like to give a special thanks to all the Town employees who continue to work hard to provide quality services to our residents and businesses in the Addison Way.

Respectfully submitted,



David Gaines
City Manager

VISION *Statement*



ADDISON WAY

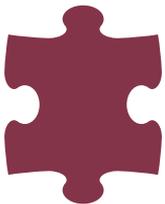
The “Addison Way” is a philosophy that serves as the cornerstone of our service delivery model to our stakeholders. The heart of the “Addison Way” is to:



BE SERVICE-MINDED AND KIND;



EXCEED EXPECTATIONS;



BE SOLUTION DRIVEN; AND

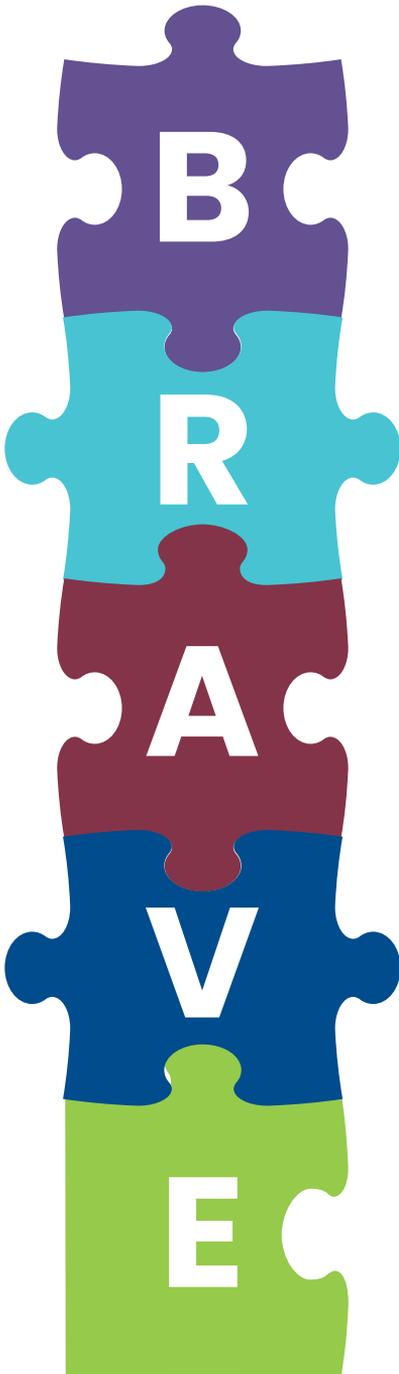


VALUE EMPLOYEES AS PARTNERS.

The staff searches out all options to try and meet expectations during each customer service interaction.

The Town of Addison is the benchmark of all Texas cities. When a local government wants to emulate best practices, Addison is the first place they look.

The Addison Way is taken one step further by encouraging employees to Be BRAVE with their service delivery through the launch of some new organizational values:



ACCOUNTA**B**ILITY

- Assume ownership and responsibility.
- Graciously accept feedback from those we service, we lead and are led by.

RESPONSIVENESS

- Anticipate and understand the needs of the community and each other.
- Develop solutions and communicate in a timely manner and effective manner.

INNOV**A**TION

- Take calculated risks to develop solutions that improve service.

DEDICATION TO SER**V**ICE

- Exhibit a passion for creating solutions.
- Exceed customer's expectations.

INT**E**GRITY

- Conduct business ethically and with complete transparency.
- Do the right thing, even when it's difficult.

Council's Values

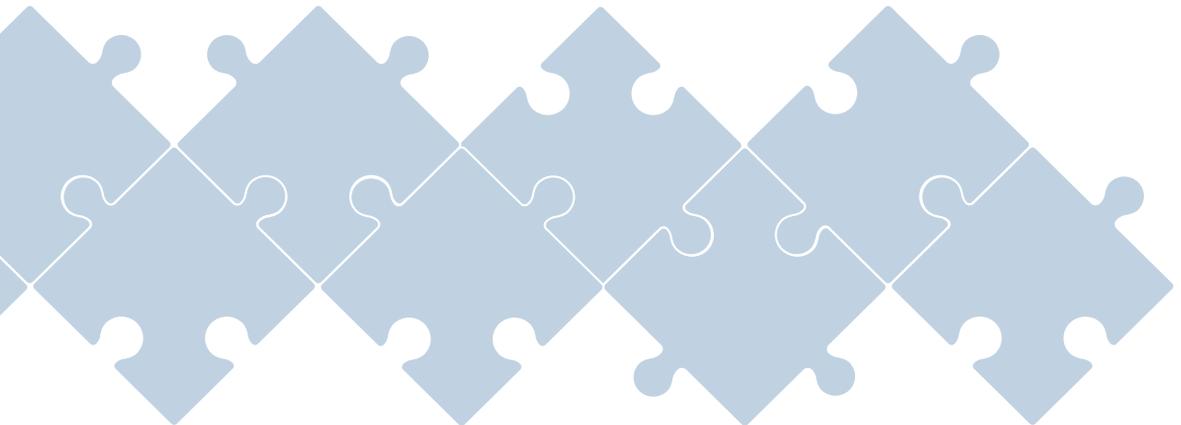
The Council will at all times seek to enact policies that will promote, and to personally exemplify, the values of the Town of Addison. The Council values:

-  Integrity
-  Respectfulness
-  Fun
-  Innovation/Creativity
-  Accountability
-  Efficiency
-  Kindness
-  Openness
-  Transparency

Council's Pillars of Success

Like most cities, Addison is confronted with a number of issues that demand time and attention of elected officials and the Town's management team. In order to best apply Addison's limited resources, the City Council has established the following strategic pillars to guide the organization's efforts.

-  Innovation in Entrepreneurship and Business
-  Excellence in Asset Management
-  Excellence in Transportation Systems
-  Gold Standard in Customer Service
-  Gold Standard in Financial Health
-  Gold Standard in Public Safety
-  Optimize the Addison Brand



Council's Role

The role of the Council is to develop a long-term vision for the Town, to develop policies necessary to achieve the vision, and to communicate with, and seek input from, stakeholders. This includes:

- 🧩 Providing the direction, trust, and support necessary for the City Manager to implement the operations aspects of our vision.
- 🧩 Making difficult and sometimes unpopular decisions that preserve our unique culture, safeguard our assets into the future, and effect the positive change necessary to achieve our goals.
- 🧩 Identifying future trends, challenges, and opportunities.
- 🧩 Being a positive and resourceful representative for the Town.
- 🧩 Promoting transparency in communicating with residents, businesses, and regional partners.
- 🧩 Being good financial stewards and creating an environment that nurtures a strong, diverse business ecosystem.



FY2024 STRATEGIC *Pillar Initiatives*



INNOVATION IN ENTREPRENEURSHIP AND BUSINESS

- Leverage Addison's unique assets to grow and expand placemaking business programs and events that will set Addison apart to attract talent and businesses.
- Leverage Airport assets to maximize business growth and expansion.



EXCELLENCE IN ASSET MANAGEMENT

- Implement the Asset Management Plan in accordance with the Asset Management Policy, utilizing information systems.



EXCELLENCE IN TRANSPORTATION SYSTEMS

- Effectively utilize and promote the Silver Line development with a first mile/last mile solution.
- Improve all modes of transportation with infrastructure in acceptable condition and well-maintained.



GOLD STANDARD IN CUSTOMER SERVICE

- Establish an intentional culture throughout the organization that is based on continuous improvement, excellence, and adherence to the core values (BRAVE*).
- Promote and protect Addison Way.
- Continuously improve processes and policies to include the voice of the customer and ensure the policies are easily accessible.
- Improve communications and use of technology.



GOLD STANDARD IN FINANCIAL HEALTH

-  Continue development and implementation of Long-Term Financial Plan.
-  Incorporate fiscal analysis in long-range planning.
-  Align budget and projects with the strategic plan



GOLD STANDARD IN PUBLIC SAFETY

-  Prepare for the impact of new growth and development in Addison.



OPTIMIZE THE ADDISON BRAND

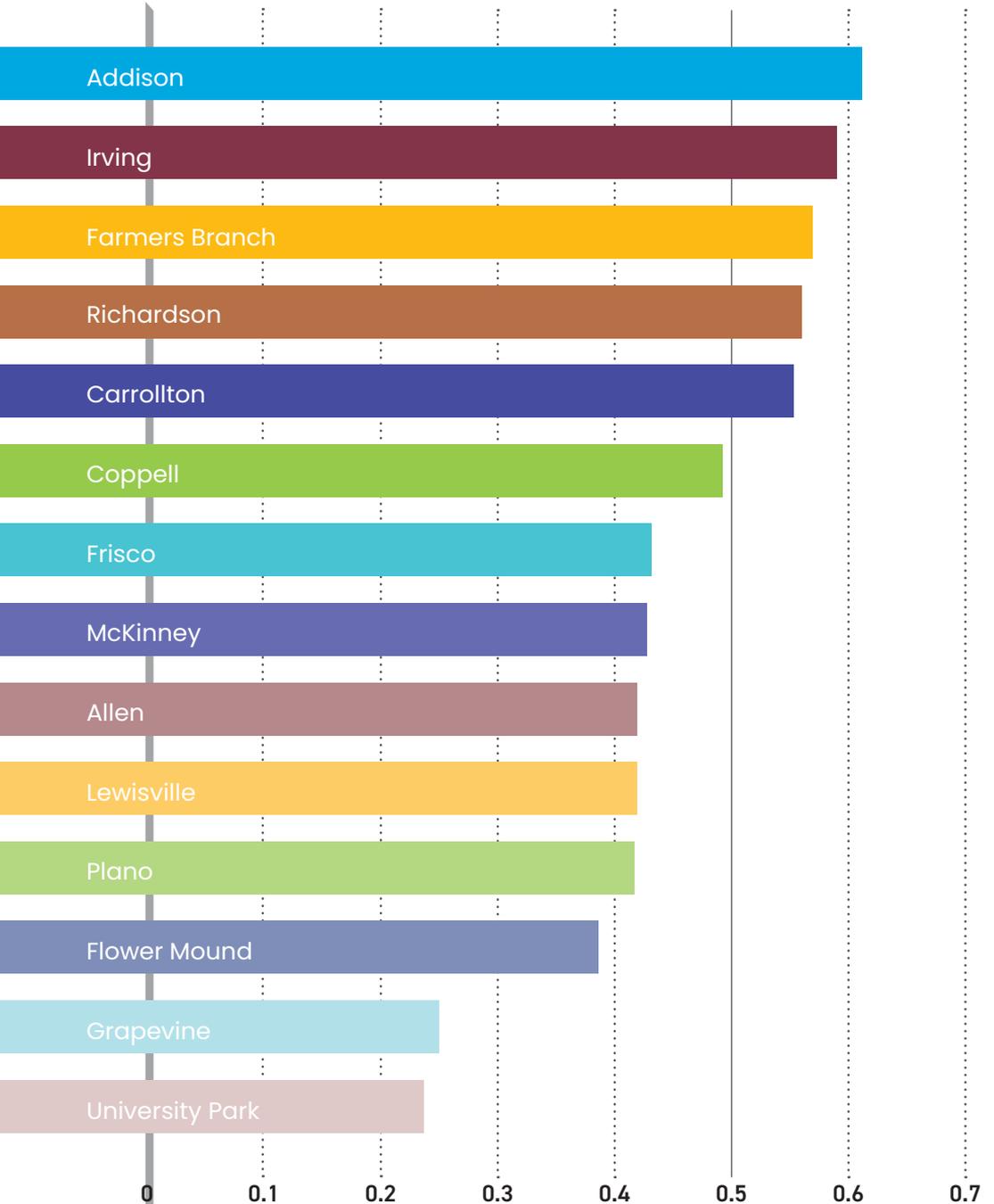
-  Continue to enhance and promote Addison's Identity.



MUNICIPAL *Tax Rate*



FY2024 Tax Rate



COMPARATIVE TAX: COUNTY, SCHOOL & TOWN *Entities*



For an Average Addison Single-Family Residence

DALLAS COUNTY	FY2023	FY2024
Market Value	\$500,652	\$587,455
Optional Homestead Exemption	20%	20%
Taxable Value	\$400,522	\$469,964
Tax Rate/\$100	0.217946	0.215718
TAX LEVY	\$872.92	\$1,013.80

DALLAS ISD	FY2023	FY2024
Market Value	\$500,652	\$587,455
Optional Homestead Exemption	10%	10%
Mandatory Homestead Option	\$40,000	\$100,000
Taxable Value	\$410,587	\$428,710
Tax Rate/\$100	1.184935	1.013835
TAX LEVY	\$4,865.19	\$4,346.41

TOWN OF ADDISON	FY2023	FY2024
Market Value	\$500,652	\$587,455
Optional Homestead Exemption	20%	20%
Taxable Value	\$400,522	\$469,964
Tax Rate/\$100	0.609822	0.609822
TAX LEVY	\$2,442.47	\$2,865.94

TOTALS	\$8180	\$8226
---------------	---------------	---------------

PROPERTY Tax

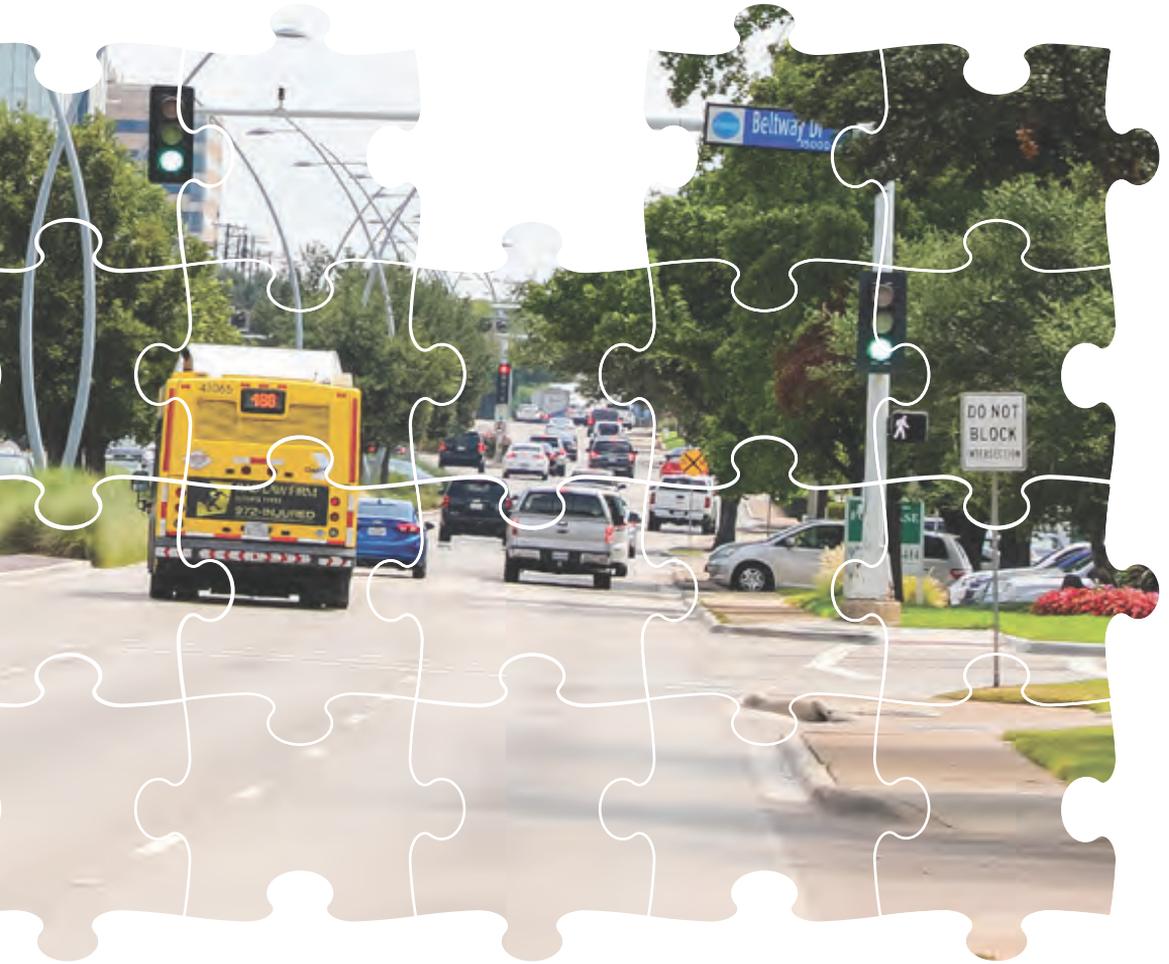


Distribution Calculations

FY2024 Adopted Budget

FY2024 CERTIFIED TAX ROLL AND LEVY

Appraised Valuation (100%)	6,160,034,059
Rate Per \$100	0.609822
TOTAL TAX LEVY	\$37,565,224
Percent of Current Collection	96.50%
ESTIMATED CURRENT TAX COLLECTIONS	\$36,250,442



SUMMARY OF TAX COLLECTIONS

Current Tax	\$36,250,442
Delinquent Tax	(246,000)
Penalty and Interest	73,000
TOTAL FY2022 TAX COLLECTIONS	\$36,077,442

DISTRIBUTION OF TAX RATE

DISTRIBUTION	TAX RATE	% OF TOTAL	AMOUNT
GENERAL FUND			
Current Tax			\$24,991,151
Delinquent Tax			(200,000)
Penalty and Interest			50,000
TOTAL	\$0.4204	68.94%	24,841,151
ECONOMIC DEVELOPMENT FUND			
Current Tax			1,409,782
Delinquent Tax			(11,000)
Penalty and Interest			3,000
TOTAL	\$0.0237	3.89%	1,401,782
INFRASTRUCTURE INVESTMENT FUND			
Current Tax			368,614
Delinquent Tax			-
Penalty and Interest			-
TOTAL	\$0.0062	1.02%	368,614
TOTAL OPERATIONS AND MAINTENANCE	\$0.4503	73.85%	26,611,547
DEBT SERVICE FUND			
Current Tax			9,480,895
Delinquent Tax			(35,000)
Penalty and Interest			20,000
TOTAL	\$0.1595	26.15%	9,465,895
TOTAL DISTRIBUTION	\$0.6098	100.00%	\$36,077,442

FUND Overview



FY2024 ADOPTED BUDGET

FY2024

GOVERNMENTAL FUNDS

General Fund	\$48,155,864
Special Revenue Funds	
Hotel Fund	\$6,736,061
Economic Development Fund	\$1,602,941
Combined Grant Funds	\$13,700
Combined Other Funds	\$3,801,671
Self-Funded Project Fund	\$2,093,284
Streets Self-Fund Project Fund	\$4,505,000
General Debt Service Fund	\$10,356,435

PROPRIETARY FUNDS

Airport Fund	\$6,130,403
Utility Fund	\$16,192,794
Stormwater Fund	\$3,185,853
Combined Replacement Funds	\$3,872,104

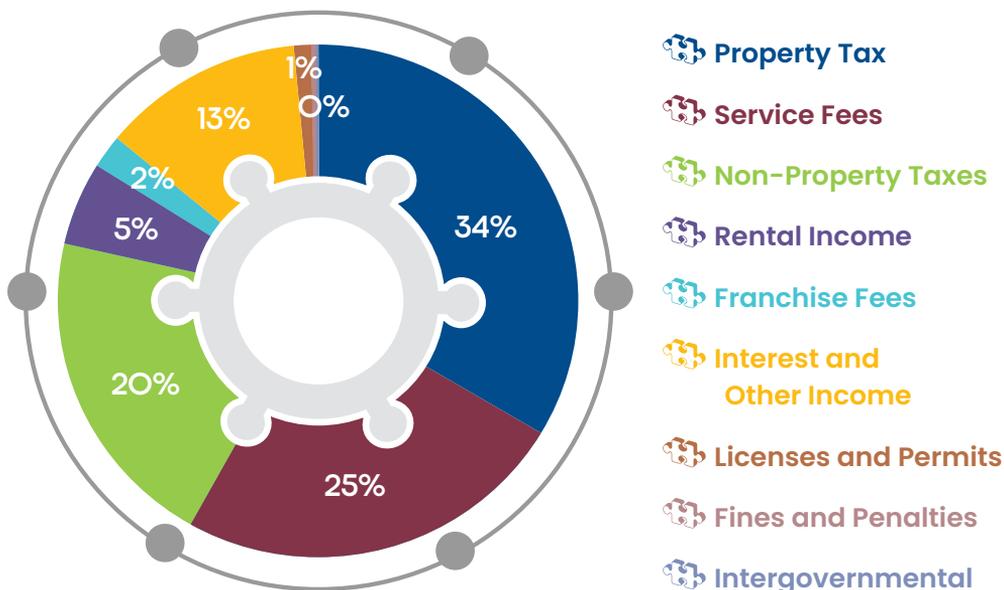
CAPITAL PROJECT FUNDS

Combined Bond Funds	\$40,793,411
Cash Reserve Funds	\$10,446,135
Grants	\$4,000,000

TOTAL ALL FUNDS	\$161,885,656
------------------------	----------------------



All Funds Revenues by Type

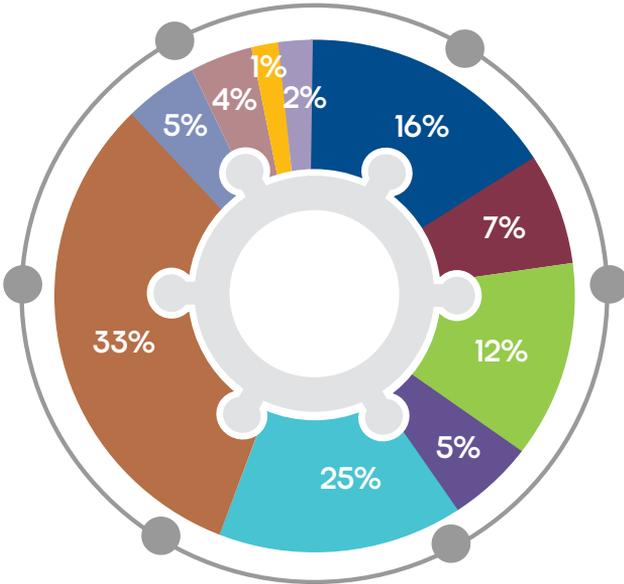


FUND OVERVIEW	\$	%
Property Tax	36,077,442	34%
Service Fees	26,218,028	24%
Non-Property Taxes	21,750,000	20%
Rental Income	5,764,705	5%
Franchise Fees	2,100,000	2%
Interest and Other Income	13,589,512	13%
Licenses and Permits	1,109,500	1%
Fines and Penalties	367,780	0%
Intergovernmental	58,100	0%
TOTAL ALL FUNDS	107,035,067	



FUND OVERVIEW

All Funds Expenditures by Type



- Public Safety
- Debt Service
- Utilities
- Tourism and Economic Dev.
- General Government
- Capital Projects/Other Uses
- Parks and Recreation
- Aviation
- Streets
- Urban Development

FUND OVERVIEW	\$	%
Public Safety	25,197,508	16%
Debt Service	10,356,435	7%
Utilities	19,378,647	12%
Tourism and Economic Dev.	8,339,002	5%
General Government	24,461,159	16%
Capital Projects/Other Uses	51,239,546	33%
Parks and Recreation	7,331,043	5%
Aviation	6,130,403	4%
Streets	2,686,370	1%
Urban Development	2,765,543	2%
TOTAL ALL FUNDS	157,885,656	

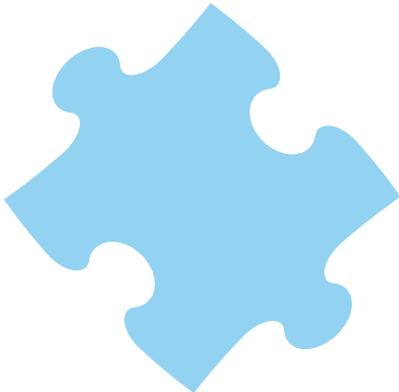
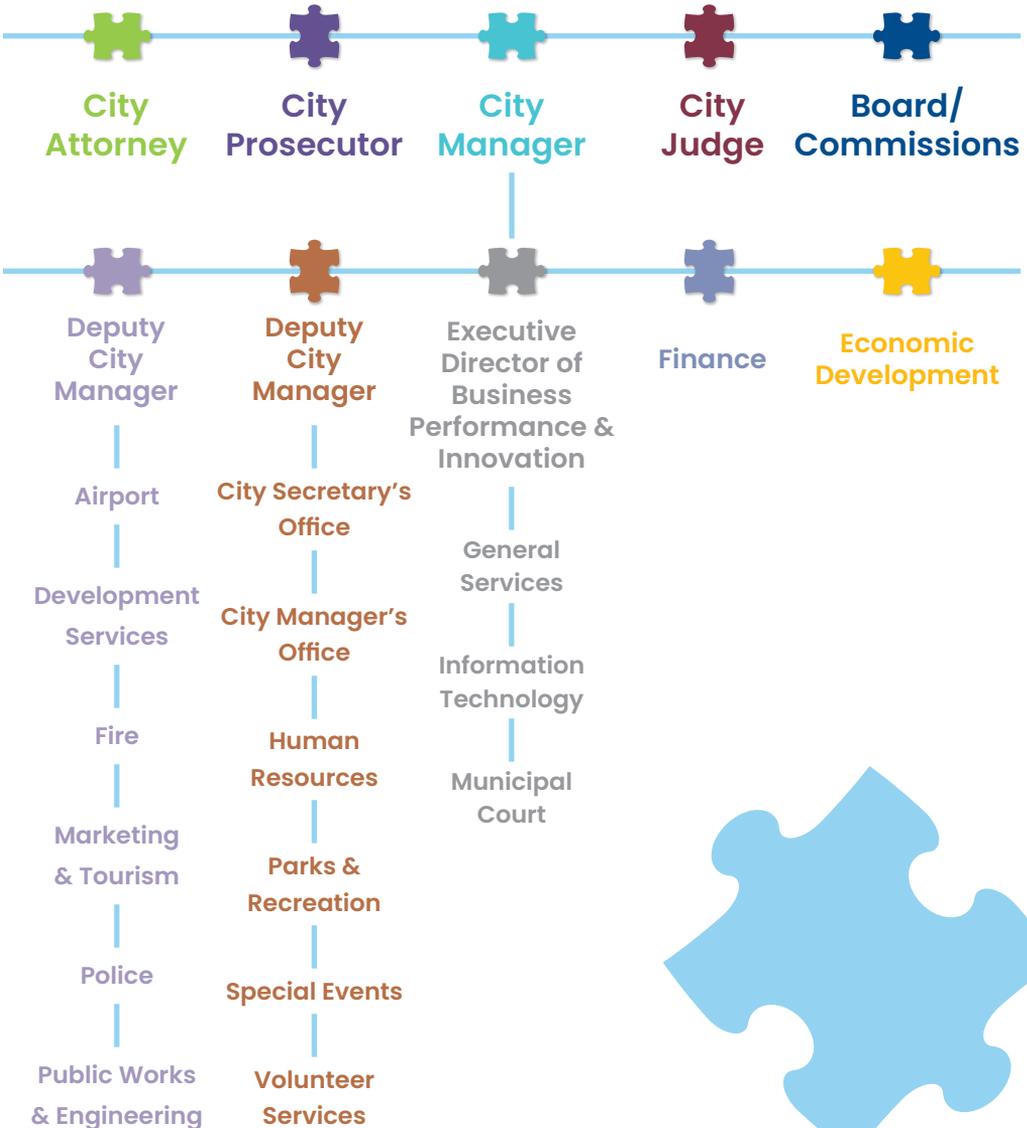


ADDISON STAFF

Organization Chart



MAYOR / CITY COUNCIL



BUDGETED DEPARTMENTAL *Staffing Summary*



FY2024 ADOPTED BUDGET

	2021	2022	2023	2024	DIFFERENCE 2023-2024
General Fund					
City Secretary	1.0	1.0	1.0	1.0	-
City Manager	5.9	5.5	5.5	4.5	(1.0)
Finance	11.8	11.0	11.0	11.0	-
General Services	5.5	5.5	6.0	7.5	1.5
Municipal Court	5.0	5.0	5.0	5.0	-
Human Resources	3.4	3.0	3.0	3.0	-
Information Technology	7.0	7.0	7.0	7.0	-
Police	74.0	74.0	75.0	75.0	-
Emergency Communications	-	-	-	-	-
Fire	58.0	58.0	58.0	59.0	1.0
Development Services	13.1	14.1	15.1	19.1	4.0
Streets	7.4	6.4	6.4	5.4	(1.0)
Parks	25.0	25.0	25.0	26.0	1.0
Recreation	15.7	15.7	15.7	15.7	-
TOTAL GENERAL FUND	232.8	231.2	233.7	239.2	5.5
Hotel Fund	9.0	9.0	10.5	11.5	1.0
Economic Development Fund	4.0	4.0	4.0	3.0	(1.0)
Airport Fund	19.6	20.4	21.6	21.6	-
Utility Fund	27.4	28.2	28.2	28.7	0.5
Stormwater Fund	4.0	5.0	5.0	8.5	3.5
Capital Improvements Program	3.0	3.0	3.0	4.0	1.0
TOTAL ALL FUNDS	299.8	300.8	306.0	316.5	10.5

All positions are shown as full-time equivalents (FTEs).

FUND Summaries



FY2024 Annual Adopted Budget

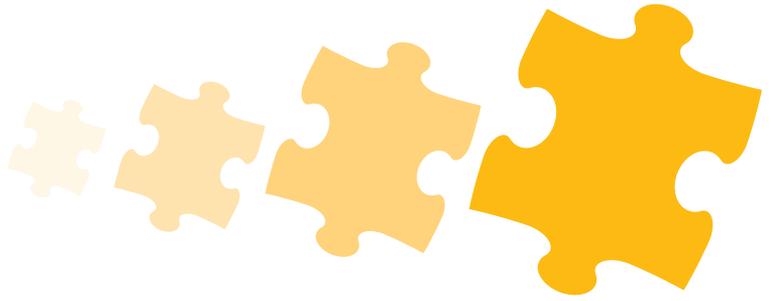
WITH COMPARISONS TO FY2023 ESTIMATES AND FY2022 ACTUAL

All Funds Subject to Appropriation (Expressed in \$000's)*

*Totals may not exactly match due to rounding.

COMBINED SUMMARY OF REVENUES AND EXPENDITURES

	SPECIAL REVENUE FUNDS					COMB
	GEN FUND	HOTEL	ECON DEV	COMBO GRANTS	COMBO OTHER	DEBT SVC FUNDS
BEGINNING BALANCE	20,661	4,107	1,953	39	10,695	652
REVENUES						
Ad Valorem Taxes	24,841	-	1,402	-	-	9,466
Non-Property Taxes			50,000			
Non-property taxes	16,500	5,250	-	-	-	-
Franchise Fees	2,060	-	-	-	40	-
Licenses & Permits	1,110	-	-	-	-	-
Intergovernmental	-	-	-	8	-	-
Service Fees	2,442	1,127	60	-	-	-
Fines & Penalties	330	-	-	-	38	-
Rental Income	9	70	-	-	-	-
TOTAL REVENUES	48,164	6,522	1,502	9	11,767	9,496
Transfers from Other Funds	-	-	-	-	-	876
Premium on Bond Issuance	-	-	-	-	-	-
Refunding Bond Proceeds	-	-	-	-	-	-
TOTAL AVAILABLE RESOURCES	68,825	10,629	3,454	47	22,462	11,024



Total Revenues	107,035
Decrease in Fund Balance	(2,365)
Total Appropriable Funds	104,670

AND CHANGES IN FUND BALANCE

CAP PROJ FUNDS	PROPRIETARY FUNDS			INTERNAL SVC	TOTAL ALL FUNDS			
	IIF	AIRPORT	UTILITY	STORM WATER	COMBO RPLC	2023-24 BUD	2022-23 EST	2021-22 ACT
	4,789	6,537	7,164	8,101	7,302	71,999	79,343	73,214
	369	-	-	-	-	36,077	32,964	30,578
	-	-	-	-	-	21,750	21,850	21,701
	-	-	-	-	-	2,100	2,225	2,116
	-	-	-	-	-	1,110	1,185	1,161
	-	50	-	-	-	58	296	2,239
	-	1,394	15,949	2,575	2,671	26,218	24,400	25,096
	-	-	-	-	-	368	475	485
	-	5,686	-	-	-	5,765	5,360	5,708
	645	7,255	16,106	2,725	2,844	107,035	91,340	88,748
	-	-	-	-	-	876	3,577	2,226
	-	-	-	-	-	-	-	913
	-	-	-	-	-	-	-	8,670
	5,434	13,792	23,270	10,826	10,146	179,910	174,260	173,771



SPECIAL REVENUE FUNDS COMB

	GEN FUND	HOTEL	ECON DEV	COMBO GRANTS	COMBO OTHER	DEBT SVC FUNDS
BEGINNING BALANCE	20,661	4,107	1,953	39	10,695	652
EXPENDITURES						
Personnel Services	31,772	1,606	466	-	29	-
Supplies	1,599	60	15	-	17	-
Maintenance	3,916	432	10	-	949	-
Contractual Services	8,442	4,503	927	14	7,447	6
Capital Replacement/ Lease	2,137	134	10	-	-	-
Debt Service	-	-	-	-	-	10,350
Capital Outlay	130	-	-	-	1,552	-
TOTAL OPERATING EXPENDITURES	47,996	6,736	1,428	14	9,995	10,356
Transfers to other funds	-	-	-	-	-	-
One-Time Decision Package	160	-	175	-	405	-
Capital Improvements	-	-	-	-	5,456	-
Payment to Escrow Agent	-	-	-	-	-	-
TOTAL EXPENDITURES	48,156	6,736	1,603	14	15,856	10,356
ENDING FUND BALANCES	20,669	3,893	1,851	34	6,606	667



**CAP
PROJ
FUNDS**

PROPRIETARY FUNDS

**INTERNAL
SVC**

TOTAL ALL FUNDS

IIF	AIRPORT	UTILITY	STORM WATER	COMBO RPLC	2023-24 BUD	2022-23 EST	2021-22 ACT
4,789	6,537	7,164	8,101	7,302	71,999	79,343	73,214
-	2,735	3,048	741	-	40,399	35,959	33,011
-	37	239	39	-	2,006	2,571	1,915
-	750	926	615	1,354	8,953	7,082	8,239
-	1,376	9,854	215	-	32,785	26,547	22,577
-	158	207	25	-	2,670	2,191	2,654
-	1,074	1,744	490	-	13,658	12,977	11,366
-	-	-	-	2,518	4,200	5,310	2,149
-	6,130	16,018	2,125	3,872	104,670	92,637	81,911
-	469	-	406	-	876	3,577	2,226
-	-	175	1,061	-	1,976	660	-
550	1,561	79	2,800	-	10,446	5,387	814
-	-	-	-	-	-	-	9,478
550	8,161	16,272	6,392	3,872	117,968	102,261	94,428
4,884	5,631	6,998	4,434	6,274	61,942	71,999	79,343

CHANGE IN *Ending Fund Balance*



CHANGE IN ENDING FUND BALANCE	PROJ APPROP FUND BAL 9/30/23	PROJ APPROP FUND BAL 9/30/24	% CHANGE
GENERAL FUND	\$20,661,068	\$20,669,305	0%
General Fund	20,661,068	20,669,305	0%
ENTERPRISE FUNDS	\$21,802,236	\$17,063,528	-22%
Airport Fund	6,537,015	5,631,193	-14%
Stormwater Fund	8,101,159	4,434,110	-45%
Utility Fund	7,164,062	6,998,225	-2%
SPECIAL REVENUE FUNDS	\$14,808,351	\$9,247,207	-38%
Hotel Fund	4,106,831	3,892,871	-5%
Economic Development Fund	1,952,519	1,851,360	-5%
Advanced Funding Grant Fund	38,961	33,761	-13%
Self-Funded Special Projects Fund	4,481,306	2,488,022	-44%
Justice Administration Fund	52,536	51,566	-2%
Child Safety Fund	160,948	171,448	7%
Court Technology Fund	42,419	28,419	-33%
Building Security Fund	47,739	32,418	-32%
Addison Grove Escrow Fund	3,209,008	9,008	-100%
Public Safety Forfeiture Fund	14,464	5,214	-64%
PEG Fees Fund	49,503	16,003	-68%
General Obligation Debt Service Fund	652,117	667,117	2%
CAPITAL PROJECTS FUNDS	\$4,789,057	\$4,884,338	2%
Infrastructure Investment Fund	4,789,057	4,884,338	2%
INTERNAL SERVICE FUNDS	\$6,293,804	\$6,274,045	0%
Capital Replacement Fund	3,400,895	2,394,791	-30%
Information Technology Replacement Fund	2,892,909	2,909,622	1%
Facility Maintenance Fund	1,008,182	969,632	-4%

Explanation of Changes in Fund Balance Greater Than 10%

AIRPORT FUND

The Airport fund has programmed use of reserves of \$1.6 million for planned capital projects.

STORMWATER FUND

The Stormwater fund has programmed use of reserves of \$2.8 million for planned capital projects.

ADVANCED FUNDING GRANT FUND

The Advanced Funding Grant fund has estimated use of reserves for contractual services in FY2024.

SELF-FUNDED SPECIAL PROJECTS FUND

The Self-Funded Projects fund has programmed use of reserves for one-time CIP improvements.

COURT TECHNOLOGY FUND

The Court Technology fund has programmed use of reserves for planned technology service improvements.

BUILDING SECURITY FUND

The Building Security fund has budgeted expenses exceeding revenues by \$15,321 due to a projected decrease in fines and penalties in FY2024.

ADDISON GROVE ESCROW FUND

The Addison Grove Escrow fund has programmed use of reserves for Addison Grove Grant payments.

PUBLIC SAFETY FORFEITURE FUNDS

The Public Safety Forfeiture fund has budgeted use of reserves for public safety training and equipment.

PEG FEES FUND

The PEG Fees fund has programmed use of reserves for planned equipment improvements.

CAPITAL REPLACEMENT FUND

The Capital Replacement Fund has expenditures exceeding revenues by \$1,006,104 as a result of an increase in capital outlay expenses, which are cyclical from year to year.

BUDGETED FUNDS

Relationships



A matrix is provided below to show the relationships between the Town’s funds and various fund types. Funds presented below only represent operational budgeted funds.

FUND	GOVERNMENTAL			
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS
General Fund	x			x
Hotel Fund		x		
Economic Development Fund		x		
General Obligation Debt Service			x	
Advanced Funding Grant Fund		x		
Justice Administration		x		
Child Safety Fund		x		
Court Technology Fund		x		
Infrastructure Investment Fund		x		x
Building Security Fund		x		
Streets Self-Funded Projects Fund		x		x
Addison Grove Escrow Fund		x		
Public Safety Forfeiture Fund		x		
PEG Fees Fund		x		
Self-Funded Special Projects Fund				x
Airport Fund				
Stormwater Fund				
Utility Fund				
Capital Replacement Fund				
Information Technology Fund				
Facility Maintenance Fund				



PROPRIETARY FUNDS

FIDUCIARY FUNDS

ENTERPRISE

INTERNAL SERVICES

x

x

x

x

x

x





GENERAL
Fund

GENERAL Fund



Fund Description

The General Fund is the largest governmental fund and accounts for most of the financial resources of the general government. General Fund revenues include property tax, sales tax, licenses and permits, service charges, and other types of revenue. The General Fund usually includes most of the basic operating services such as fire and police protection, parks and recreation, development services, street maintenance, and general government administration.

Fund Narrative

During the budget process, it is the General Fund which receives the most scrutiny from Town staff, the Council, and the public. The attention is deserved because it is this fund that reflects most of the critical issues affecting the community, from establishing a tax rate to determining employee staffing and benefits. The following narrative reports the major aspects of the General Fund budget for both the concluding and new fiscal year. Operational accomplishments and goals are reported in the department narratives.

CONCLUDING FISCAL YEAR PERFORMANCE

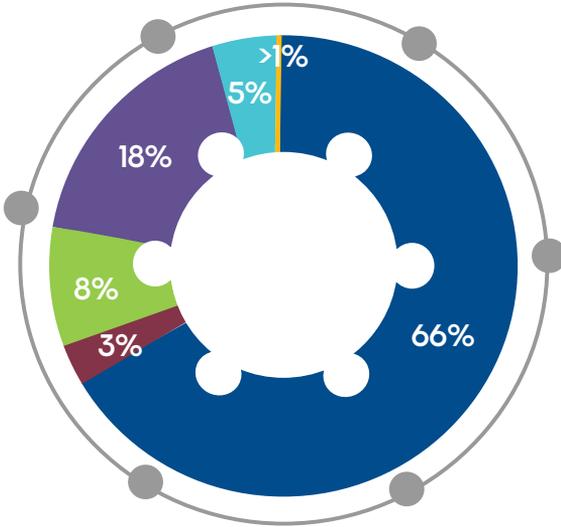
Revenues for FY2023 are estimated to be \$45,613,320 which represents an increase of \$1,441,836 or 3.3 percent above FY2023 adopted budget revenues and is 3.4 percent above FY2022 actual revenues. The increase in estimated over budgeted FY2023 revenues is the result of higher than anticipated sales tax collections as well as an increase in interest earnings due to higher performance. Revenues collected from property taxes are expected to come in at budget.

General Fund By Major Cost Category

CATEGORY	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$26,251,824	\$28,783,676	\$28,160,277	\$31,772,445
Supplies	1,501,246	1,562,696	1,562,696	1,599,271
Maintenance	3,198,711	3,605,759	3,744,204	3,915,817
Contractual Services	7,463,710	8,439,006	8,324,945	8,601,805
Capital Replacement/Lease	1,802,537	1,597,511	1,597,511	2,136,863
Capital Outlay	329,747	178,000	178,000	129,663
TOTAL FUND BUDGET	\$40,547,774	\$44,166,648	\$43,567,633	\$48,155,864

City government is a service industry that relies predominantly on its employees to serve the community. A majority of costs are associated with employee salaries and benefits.

General Fund Operating Expenditures by Cost Category



-  Personnel Services
-  Supplies
-  Maintenance
-  Contractual Services
-  Capital Replacement / Lease
-  Capital Outlay

CATEGORY

BUDGET 2024

Personnel Services	\$31,772,445
Supplies	\$1,599,270
Maintenance	\$3,915,817
Contractual Services	\$8,601,805
Capital Replacement / Lease	\$2,136,863
Capital Outlay	\$129,663

TOTAL DEPARTMENT BUDGET

\$48,155,864

Expenditures (excluding transfers) are expected to total \$43,567,633 in FY2023. The differences in revenues and a higher beginning fund balance contributed to an estimated ending fund balance of \$20,661,068, which is \$506,471 more than budgeted.

2023-2024 BUDGET NARRATIVE

There are four components that make up the Town's ad valorem tax rate of \$0.609822 per \$100 of appraised value: operations & maintenance, debt service, economic development, and dedicated funding for the Infrastructure Investment Fund. A tax rate of \$0.420413 is levied to generate revenues to fund the operations and maintenance activities budgeted in the General Fund. The revenue generated from this portion of the tax rate will increase in FY2024 to \$24,841,151. Other major tax revenues are sales taxes and alcoholic beverage taxes. Sales taxes and alcoholic beverage taxes are projected to increase slightly from FY2023 to FY2024.

Total fund expenditures for the 2024 fiscal year have been appropriated at \$48,155,864 (excluding transfers) which is \$3,989,216 more than the FY2024 budget.

The ending fund balance of \$20,669,305 is 42.9 percent of operating expenditures, which is above the minimum balance required by the Town's financial policies. The long-term financial plan for the General Fund anticipates adjusting expenditures for a two and a half percent inflationary increase each year along with moderate increases in revenue¹.

¹Please refer to Appendix B for the Town's financial policies.



GENERAL FUND

General Fund Statement of Revenue and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23
BEGINNING BALANCE	\$20,243,675	\$20,452,933
REVENUES		
Ad Valorem Taxes	20,454,052	22,409,394
Non-Property Taxes	17,347,888	15,625,000
Franchise Fees	2,078,651	2,155,000
Licenses & Permits	1,120,552	1,170,100
Service Fees	2,063,371	2,068,490
Fines & Penalties	301,404	245,000
Rental Income	(1,105,426)	200,000
Interest & Other Income	8,300	8,000
Rental Income	418,260	290,500
TOTAL REVENUES	42,687,052	44,171,484
TOTAL RESOURCES AVAILABLE	62,930,727	64,624,417
EXPENDITURES		
General Government		
City Secretary	187,884	232,150
City Manager	1,246,441	1,309,782
Finance	1,742,329	1,861,940
General Services	1,271,406	1,108,609
Municipal Court	692,928	741,479
Human Resources	660,144	758,481
Information Technology	1,952,454	2,418,608
Combined Services	1,215,036	1,485,125
City Council	332,678	342,850
Public Safety		
Police	10,597,376	11,362,815
Emergency Communications	1,607,261	1,764,387
Fire	9,267,049	9,907,123
Development Services	1,643,483	1,982,282
Streets	2,047,734	2,236,000
Parks and Recreation		
Parks	4,607,087	4,751,045
Recreation	1,476,485	1,903,972
TOTAL EXPENDITURES	40,547,775	44,166,648
Other Financing Sources (Uses)	32,883	-
Transfer to Other Funds	1,834,688	-
ENDING FUND BALANCE	\$20,515,381	\$20,457,769



ESTIMATED 2022-23	BUDGET 2023-24
\$20,515,381	\$20,661,068
22,409,394	24,841,151
16,750,000	16,500,000
2,184,536	2,060,000
1,170,100	1,109,500
2,070,790	2,442,350
330,000	330,000
400,000	525,000
8,000	8,600
290,500	347,500
45,613,320	48,164,101
66,128,701	68,825,169
230,989	251,577
1,253,444	1,144,346
1,856,272	2,041,177
1,124,433	1,594,198
750,995	692,943
736,088	791,253
2,306,537	2,487,384
1,443,725	1,157,281
342,850	420,241
11,048,969	12,437,687
1,764,387	1,788,857
9,905,603	10,970,964
1,933,153	2,765,543
2,372,000	2,281,370
4,666,281	5,332,218
1,831,907	1,998,825
43,567,633	48,155,864
-	-
1,900,000	-
\$20,661,068	\$20,669,305





GENERAL FUND

General Fund Statement of Revenues by Source

	ACTUAL 2021-22	BUDGET 2022-23
Public Safety		
Current Taxes	\$20,603,683	\$22,559,394
Delinquent Taxes	(207,701)	(200,000)
Penalty and Interest	58,070	50,000
Non-Property Taxes		
Sales Tax	15,997,283	14,400,000
Alcoholic Beverage Tax	1,350,605	1,225,000
Franchise/Right-Of-Way Use Fees		
Electric Franchise	1,499,435	1,575,000
Gas Franchise	275,373	250,000
Telecommunication Access Fees	185,927	200,000
Cable Franchise	124,416	130,000
Street Rental Fee	(6,500)	-
Licenses and Permits		
Business Licenses and Permits	148,026	209,700
Building and Construction Permits	972,526	960,400
Service Fees		
General Government	-	-
Public Safety	1,144,489	1,026,000
Urban Development	2,860	47,200
Streets and Sanitation	437,462	480,700
Recreation	39,690	70,300
Interfund	438,870	444,290
Court Fines	301,404	245,000
Interest Earnings	(1,105,426)	200,000
Rental Income	8,300	8,000
Recycling Proceeds	2,546	500
Other	422,901	290,000
TOTAL REVENUES	\$42,694,239	\$44,171,484

GENERAL FUND



ESTIMATED 2022-23	BUDGET 2023-24
----------------------	-------------------

\$22,559,394	\$24,991,151
(200,000)	(200,000)
50,000	50,000
15,400,000	15,200,000
1,350,000	1,300,000
1,525,000	1,525,000
349,536	250,000
200,000	175,000
110,000	110,000
-	-
209,700	149,100
960,400	960,400
-	-
1,026,000	1,195,555
47,200	47,200
483,000	483,000
70,300	70,300
444,290	646,295
330,000	330,000
400,000	525,000
8,000	8,600
500	2,500
290,000	345,000

\$45,613,320

\$48,164,101



CITY COUNCIL

Special Projects



Department Mission

To account for funds appropriated by the City Council for special projects not directly related to Addison operations. Also included are expenses incurred by the Mayor and six members of the Council in performing their responsibilities as elected officials of Addison.

Program Narrative

NON-PROFIT FUNDING

Each fiscal year, the City Council allocates funding for non-profit organizations that provide services to the Addison community. Interested organizations are given an opportunity to submit a request for funds during the budget process and make presentations to the Council. Town staff also reviews all applicable financials and verifies the organization is in good standing with both the IRS and the Texas Secretary of State. At its October 24, 2023 meeting, Council formally approved FY2024 funding for the following organizations:

-  Addison Arbor Foundation (\$50,000 + up to \$15,000 match)
-  Metrocrest Social Services (\$139,653)
-  Dallas Cat Lady (\$5,000)
-  Metrocare Services (\$2,500)
-  Woven Health Clinic (\$6,500)

**Net value of WaterTower Theatre grant including in-kind amounts*

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$26,830	\$27,930	\$27,930	\$46,304
Supplies	28,290	18,000	18,000	18,000
Contractual Services	277,558	296,920	296,920	355,937
TOTAL DEPARTMENT BUDGET	\$332,678	\$342,850	\$342,850	\$420,241

CITY MANAGER'S Office



Department Mission

To effectively implement and administer the policies established by the City Council. The City Manager is responsible for making recommendations to the Council concerning policies and programs and developing methods to ensure the efficient operation of city services. The department accounts for all expenditures related to the City Manager, support staff, and the operation and maintenance of Town Hall.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Hired a new City Manager, Assistant to the City Manager, Executive Assistant, and Volunteer Coordinator.
-  Implemented BRAVE core values.
-  Held in-depth orientation for new council members.

OBJECTIVES FOR FY2024

-  Update Strategic Planning process and reporting.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,061,497	\$1,126,174	\$1,069,836	\$936,002
Supplies	33,719	22,303	22,303	23,397
Maintenance	35,782	42,665	42,665	55,504
Contractual Services	99,055	102,252	102,252	113,055
Capital Replacement/Lease	16,388	16,388	16,388	16,388
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$1,246,441	\$1,309,782	\$1,253,444	\$1,144,346

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
City Manager ¹	N/C	1.0	1.0	1.0	1.0
Deputy City Manager	49	1.0	1.0	1.0	1.0
Director of Administrative Services ²	42	1.0	1.0	0.0	0.0
Assistant to the City Manager	33	0.0	1.0	1.0	1.0
Management Analyst	28	1.0	0.0	0.0	0.0
Volunteer Coordinator	24	1.0	1.0	1.0	1.0
Executive Assistant	24	0.5	0.5	0.5	0.5
TOTAL		5.5	5.5	4.5	4.5

¹This position is not classified in the pay plan.

²This position was reclassified from Director of Administrative Services to Asset Management and Special Projects Director in FY2023.

CITY *Secretary*



Department Mission

To serve the City Council, City Staff, and the public in a manner that values honesty, integrity, and trust. The City Secretary fulfills the duties and responsibilities of this office in accordance with the City Charter and State law.

The City Secretary's Office provides citizens with information on formal actions of the City Council; meeting dates, time, and places; election data; and ordinances, contracts, deeds, and other official Town documents. The City Secretary's Office also promotes open and responsive government through proper recording and preservation of the Town's legislative history and official documents; providing responsive customer service to our diverse customer base; and conducting fair and impartial city elections.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Finalized the written training manual for DocuSign.
-  Finalized the written training manual for SimpliFile.
-  Implemented training for DocuNav and LaserFiche and added Development Services files and metadata to serve as basis of town-wide filing system.
-  Updated GovQA and divided general requests from Police Department and training manual.
-  Reviewed Code of Ordinances.

OBJECTIVES FOR FY2024

-  Continue to search for new policies and procedures to streamline work processes.
-  Continue records management and Texas State Library and Archive training for department record managers.
-  Upgrade and adopt the Records Management Policy.
-  Finalize Code of Ordinances update.



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$129,909	\$141,950	\$140,789	\$152,854
Supplies	4,726	10,950	10,950	10,950
Maintenance	-	-	-	8,523
Contractual Services	53,249	79,250	79,250	79,250
Capital Replacement/Lease	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$187,884	\$232,150	\$230,989	\$251,577

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
City Secretary	36	1.0	1.0	1.0	1.0
TOTAL		1.0	1.0	1.0	1.0

COMBINED *Services*



Department Mission

The Combined Services department reflects expenditures incurred by the Town as a single entity in the conduct of its operations. These expenditures include the Town's memberships in various state and local organizations, attorney fees, and insurance premiums.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$62,808	\$107,500	\$107,500	\$107,500
Supplies	16,985	22,225	22,225	20,000
Contractual Services	1,135,243	1,355,400	1,314,000	1,029,781
TOTAL DEPARTMENT BUDGET	\$1,215,036	\$1,485,125	\$1,443,725	\$1,157,281



DEVELOPMENT *Services*



Department Mission

To manage the planning, development, and growth of Addison in a manner that results in a pleasant, safe, attractive, and sustainable environment and that enhances the quality of life for all of Addison's citizens and visitors. To protect the public's health and welfare through enforcement of the Town's codes regarding zoning, construction, community safety, food service, swimming pools, and a myriad of environmental hazards. This department encompasses building inspection, environmental health, planning and zoning, and property standards.





Program Narrative

ACCOMPLISHMENTS OF FY2023

PLANNING AND ZONING

- Managed rezoning of Addison Circle Transit-Oriented Development (TOD) and assisted with economic development agreement negotiations.
- Facilitated community meeting on housing and redevelopment policy.
- Issued Request for Qualification (RFQ) for comprehensive plan.
- Re-initiated Unified Development Code (UDC) project and facilitated development review processes for various redevelopment and reuse projects.

BUILDING INSPECTIONS

- Completed permit review for JPI Addison Heights and Firehawk Aerospace and managed complex inspections processes for Addison Grove, Greenhill MSI building, Baumann office building, and various redevelopment and reuse projects.
- Initiated 2021 code set update, to be adopted in August 2023.

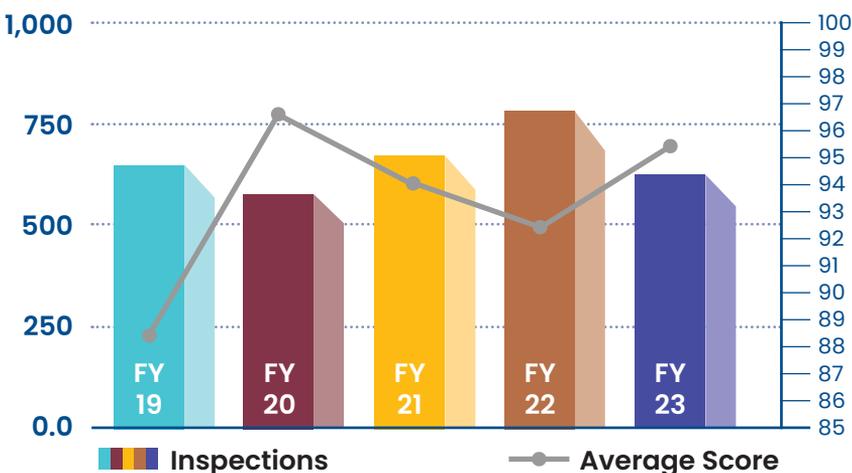
ENVIRONMENTAL HEALTH

- Supported new restaurant openings and continued to implement inspection program for 200+ existing restaurants.
- Provided all health inspection services for Town events and private events on Town property.
- Sandra Long was appointed to the Environmental Health Science and Protection Council (EHAC).

CODE ENFORCEMENT

- Initiated code updates to be considered concurrently with adoption of the 2021 property maintenance code.
- Worked with UDR to resolve ongoing building and site maintenance issues.

Number of Food Inspections & Average Scores





OBJECTIVES FOR FY2024

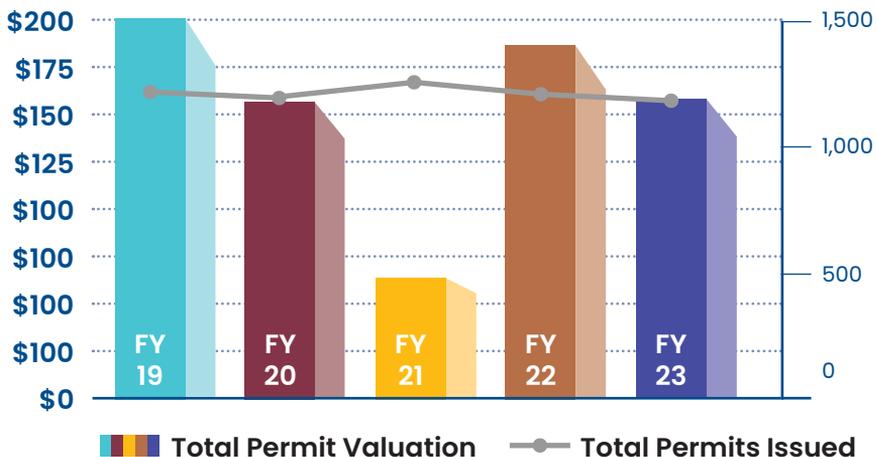
- Complete Unified Development Code update and Implementation Tasks.
- Substantially complete Comprehensive Plan Update.
- Complete all TOD Phase I Entitlements and manage pre-construction process.
- Procure and implement new permit management software.
- Establish neighborhood services program and reorganize department:
 - Create rental inspections program.
 - Create neighborhood engagement program.
 - Expand code enforcement program.
 - Transition animal control to the department.
- Continuing workspace improvements.

	FY19	FY20	FY21	FY22	FY23
HEALTH:					
Inspections	653	579	671	782	629
Average Score	88.4	96.57	94.1	92.4	95.4
BUILDING INSPECTION:					
Total Permits Issued	1,225	1,200	1,259	1,201	1,013
Total Permit Valuation	\$201,403,905	\$157,072,382	\$64,121,217	\$187,047,913	\$158,600,733

The department grades each food establishment for sanitary conditions. Any score higher than 80 is acceptable. Establishments with lower scores are given 24 hours to correct any deficiencies depending upon their size and grade history. Restaurants are inspected two to six times each year.

Number & Dollar Value of Building Permits Issued

(In Millions)



DEVELOPMENT SERVICES

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,372,921	\$1,617,930	\$1,568,801	\$2,337,606
Supplies	54,978	60,336	60,336	55,783
Maintenance	19,706	19,350	19,350	23,783
Contractual Services	158,184	246,972	246,972	310,677
Capital Replacement/Lease	37,694	37,694	37,694	37,694
TOTAL DEPARTMENT BUDGET	\$1,643,483	\$1,982,282	\$1,933,153	\$2,765,543

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Development Services	44	1.0	1.0	1.0	1.0
Building Official	39	1.0	1.0	1.0	1.0
Assistant Director of Development Services ¹	38	0.0	0.0	0.0	1.0
Planning and Development Manager	35	1.0	1.0	1.0	1.0
Comprehensive Planning Manager ²	35	0.0	0.0	1.0	1.0
Code Enforcement Manager ³	34	0.0	0.0	0.0	1.0
Environmental Health Manager	34	1.0	1.0	1.0	1.0
Senior Building Inspector	28	2.0	2.0	2.0	2.0
Management Analyst	28	0.0	1.0	1.0	1.0
Plans Examiner	26	1.0	1.0	1.0	1.0
Senior Environmental Health Specialist	26	1.0	1.0	1.0	1.0
Environmental Health Specialist	25	1.0	1.0	1.0	1.0
Code Enforcement Officer ⁴	24	2.0	2.0	2.0	3.0
Combination Building Inspector	24	0.1	0.1	0.1	0.1
Senior Permit Technician	24	1.0	1.0	1.0	1.0
Department Assistant	20	1.0	1.0	1.0	1.0
Records Clerk	20	1.0	1.0	1.0	1.0
TOTAL		14.1	15.1	16.1	19.1

¹An Assistant Director of Development Services (1.0 FTE) position was added in FY2024.

²A Comprehensive Planning Manager (1.0 FTE) position was added mid-year in FY2023.

³A Code Enforcement Manager (1.0 FTE) position was added in FY2024.

⁴A Code Enforcement Officer (1.0 FTE) position was added in FY2024.

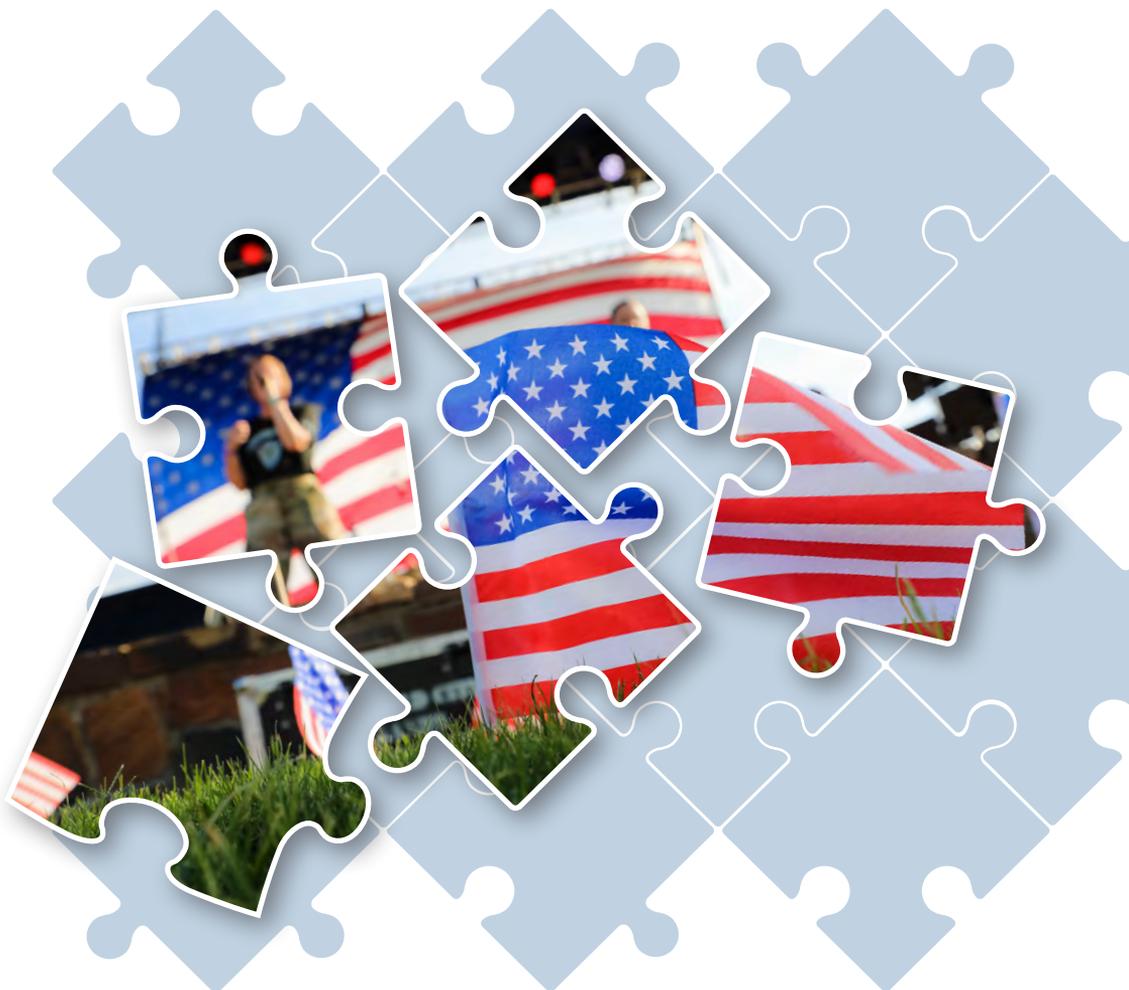
EMERGENCY *Communications*



Department Mission

This function reflects expenditures incurred by the Town for emergency communications. These expenditures include the Town’s emergency dispatch services, radio maintenance, and other emergency management services related to public safety. Expenses associated with this department are for the North Texas Emergency Communication Center (NTECC) consolidated dispatch.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Maintenance	133,167	65,167	65,167	36,000
Contractual Services	1,474,094	1,699,220	1,699,220	1,752,857
TOTAL DEPARTMENT BUDGET	\$1,607,261	\$1,764,387	\$1,764,387	\$1,788,857



FINANCE

Division



Department Mission

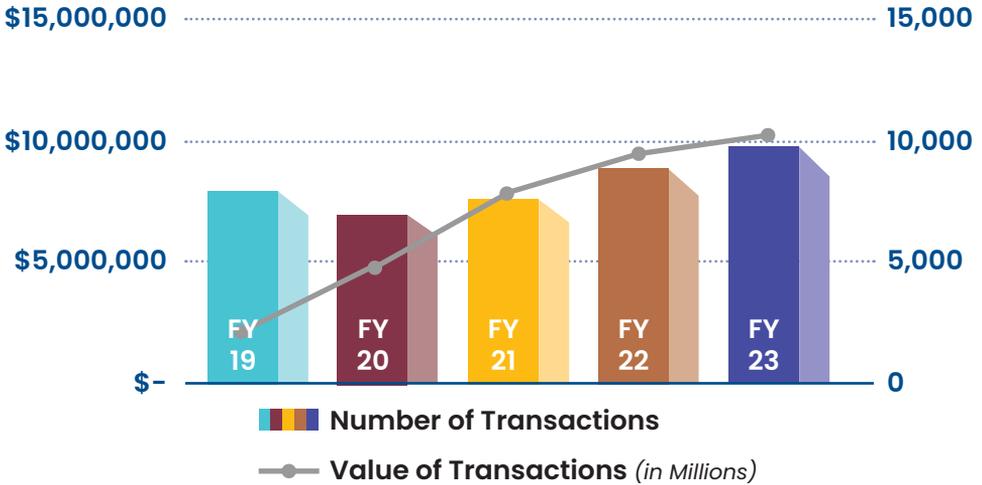
To optimally manage Addison's resources through its budgeting, purchasing, management analysis and financial reporting. This department encompasses treasury, investment management, risk management, accounts receivable and payable, payroll, and managing all the steps involved in debt financing. The Chief Financial Officer is charged with satisfying this mission by providing general supervision to all department functions. The department develops the Town's Annual Comprehensive Financial Report (ACFR), the Town's Annual Budget, and all transparency reporting.

Program Narrative

ACCOMPLISHMENTS OF FY2023

- Received the 46th consecutive Certificate of Achievement in Financial Reporting from the Government Finance Officers Association (GFOA) for our FY21 Annual Financial Report.
- Completed the annual financial audit with no proposed or passed audit adjustments.
- Received the 37th consecutive Distinguished Budget Presentation Award from GFOA for our FY23 Budget.
- Received the 2nd consecutive Award for Outstanding Achievement in Popular Annual Financial Reporting, which results in the second Triple Crown (one of 25 Texas cities).
- Performed audit of telecommunications services, which resulted in annual savings of approximately \$120,000.
- Transitioned credit card processors, which resulted in lower fees and better service.
- Implemented Governmental Accounting Standards Board (GASB) Statement 96 Subscription-Based Information Technology Arrangements.
- Implemented GASB Statement 94 Public-Private Partnerships and Availability Payment Arrangements.
- Implemented Employee Expense Module in Munis to streamline travel and expense reimbursements.
- Transitioned Airport expenses from SAGE to Munis.
- Updated the revenue fee manual.
- Funded Other Post-Employment Benefits (OPEB) trust to reduce reported liability.
- Implemented new long-term financial planning software.

Procurement Card Transactions



PROCUREMENT CARD TRANSACTIONS	FY19	FY20	FY21	FY22	FY23
Number of Transactions	8,004	7,052	7,673	8,929	9,739
Value of Transactions (in millions)	2,110,487	4,506,098	7,836,911	9,574,811	10,328,318

OBJECTIVES FOR FY2024

-  Implement Quick Invoice Entry in Munis ERP system.
-  Implement PaymentWorks and complete the vendor cleanup in Munis.
-  Implement a new Utility Billing portal for improved customer experience.
-  Develop an Operational Integrity & Compliance Committee utilizing Diligent robotics to provide oversight of internal controls.
-  Transition to cashless receipting of funds, Town-wide, with the exception of Municipal Court.
-  Lead and assist the transition of Airport billing from SAGE to Munis.
-  Implement "Not to Exceed" method contracts in Munis.
-  Implement capital project reporting in Munis.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,163,272	\$1,261,253	\$1,307,746	\$1,412,972
Supplies	16,610	15,500	15,500	15,367
Maintenance	31,491	42,430	42,430	58,482
Contractual Services	502,647	514,448	462,287	526,047
Capital Replacement/Lease	28,309	28,309	28,309	28,309
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$1,742,329	\$1,861,940	\$1,856,272	\$2,041,177



FINANCE DIVISION

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Chief Financial Officer	45	1.0	1.0	1.0	1.0
Assistant Director of Finance	40	-	0.5	0.5	0.5
Controller ¹	37	0.5	1.0	0.5	0.5
Accounting Manager ²	37	1.0	-	0.5	0.5
Budget Manager	37	1.0	1.0	1.0	1.0
Purchasing Manager	35	1.0	1.0	1.0	1.0
Accounting Supervisor ²	33	0.5	0.5	-	-
Senior Accountant II ³	32	-	-	1.0	1.0
Senior Accountant ³	31	1.0	1.0	-	-
Senior Budget Analyst	30	1.0	1.0	1.0	1.0
Senior Treasury Analyst	30	1.0	1.0	1.0	1.0
Accountant ⁴	28	1.0	1.0	0.5	0.5
Management Analyst ⁵	28	-	-	1.0	1.0
Senior Accounting Specialist	25	1.0	1.0	1.0	1.0
Accounting Specialist	22	1.0	1.0	1.0	1.0
TOTAL		11.0	11.0	11.0	11.0

¹This position was reclassified from Accounting Manager to Controller and has been partially reallocated to the Airport Fund.

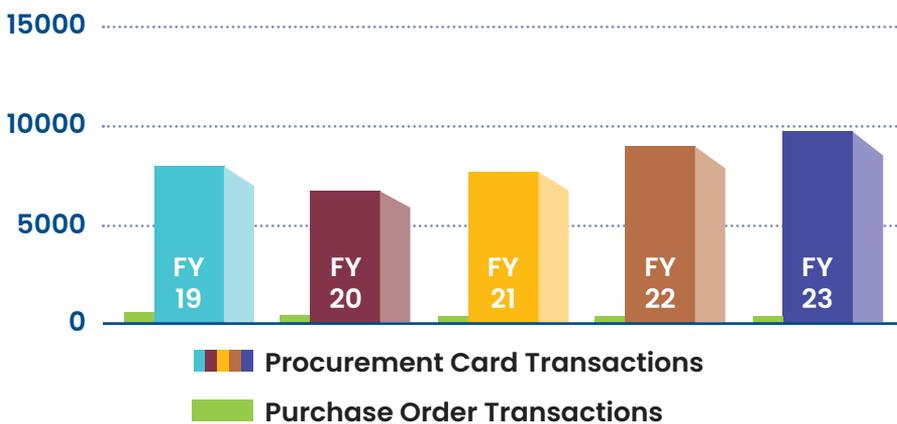
²This position was reclassified from Accounting Supervisor to Accounting Manager and has been partially reallocated to the Airport Fund.

³This position was reclassified from Senior Accountant to Senior Accountant II in FY 2023.

⁴This position has been partially reallocated to the Airport Fund.

⁵This position was added mid-year in FY 2023.

Procurement Transactions by Method



	FY19	FY20	FY21	FY22	FY23
PURCHASE ORDER TRANSACTIONS	644	535	491	428	470
PROCUREMENT CARD TRANSACTIONS	8,004	6,764	7,673	8,929	9,739
TOTAL	8,648	7,299	8,164	9,357	10,209

FIRE Department



Department Mission

To protect the persons and property in Addison by providing quality and innovative emergency services. The Department performs the following functions: fire suppression, including crash and fire rescue for aircraft utilizing Addison Airport; fire inspection prevention and investigation; and emergency medical services (EMS) with advanced life support capabilities practiced by professionally trained paramedics.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Adjusted for increased cost of uniforms and wearing apparel.
-  Utilized available funds from Texas Ambulance Services Supplemental Payment Program (TASSPP) to improve Emergency Medical Services (EMS), facility, and mental health resources.
-  Replaced end-of-life ambulance with a new one.
-  Ordered new replacement for end-of-life Fire Inspector vehicle.
-  Replaced three end-of-life thermal imagers with new ones.
-  Implemented resiliency training and mental health screening for all members.
-  Maintained ISO-1 and Texas Best Practices status.

OBJECTIVES FOR FY2024

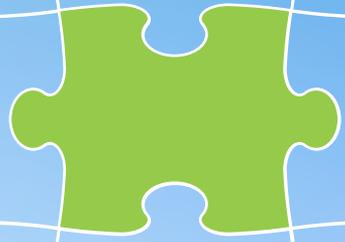
-  Acquire a full-time Emergency Management position.
-  Address staffing needs for safety and efficiency.
-  Consolidate and improve efficiency with Automated External Defibrillator (AED) program.
-  Acquire two staff vehicles.
-  Provide additional source of revenue to Town.
-  Continue to strive to improve Wellness and Cancer Awareness and Prevention Program staff.
-  Continually seek innovative ways to improve our service levels.

	FY19	FY20	FY21	FY22	FY23
NUMBER OF FIRES	45	35	55	58	67
DOLLAR VALUE LOSS	\$3,422,870	\$277,360	\$10,905,801	\$897,952	\$1,858,450

**Large percentage of loss in FY 2021 was as a result of the third alarm fire on Quorum - \$10,500,000*

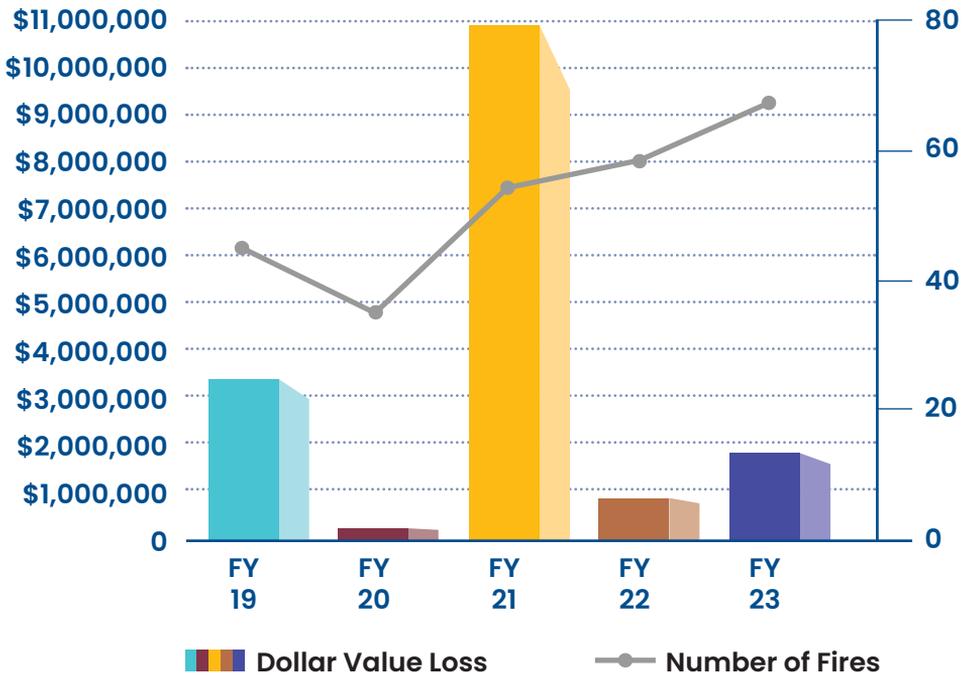


FIRE DEPARTMENT





Number of Fires & Corresponding Property Loss



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$7,893,043	\$8,469,631	\$8,465,666	\$9,368,565
Supplies	294,419	305,154	305,154	293,482
Maintenance	327,840	312,267	314,712	377,147
Contractual Services	375,096	397,420	397,420	399,119
Capital Replacement/Lease	376,651	422,651	422,651	532,651
TOTAL DEPARTMENT BUDGET	\$9,267,049	\$9,907,123	\$9,905,603	\$10,970,964

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Fire Chief	46	1.0	1.0	1.0	1.0
Assistant Fire Chief	F9	1.0	2.0	2.0	2.0
Battalion Chief	F8	3.0	3.0	3.0	3.0
Battalion Chief - Administration	F8	1.0	1.0	1.0	1.0
Fire Marshal	F7	1.0	0.0	0.0	0.0
Fire Captain	F6	6.0	6.0	6.0	6.0
Fire Lieutenant	F5	3.0	3.0	3.0	3.0
Emergency Management Coordinator ¹	38	0.0	0.0	0.0	1.0
Fire Equipment Operator/Paramedic	F4	9.0	9.0	9.0	9.0
Firefighter/Paramedic	F3	30.0	30.0	30.0	30.0
Fire Prevention Technician	F1	1.0	1.0	1.0	1.0
Fire Administrative Supervisor	26	1.0	1.0	1.0	1.0
Department Assistant	20	1.0	1.0	1.0	1.0
TOTAL		58.0	58.0	58.0	59.0

¹An Emergency Management Coordinator (1.0 FTE) position was added in FY2024.

GENERAL *Services*



Department Mission

To ensure all Town facilities are maintained to be an attractive and comfortable environment conducive to conduct Town business and that the Town's fleet of vehicles is maintained to meet the highest standards of safety and efficiency. Department staff also manages the Town's inventory of fuel, office, and custodial supplies, and transports mail and supplies to all municipal buildings.

Program Narrative

ACCOMPLISHMENTS OF FY2023

FACILITIES

-  Focused on customer service through work order satisfaction follow-up and feedback meetings with departments. The goal is continuous improvement.
-  Improved proactive facility management using Infrastructure Reinvestment Intelligence System (IRIS) as well as monthly facility inspections.
-  Presented Phase II of the Facility Utilization Study to the Mayor and Council.
-  Installed epoxy flooring at Fire Stations 1 and 2.
-  Completed the roofs, HVAC, gun range ventilation, and Americans with Disabilities Act (ADA) improvements at several facilities as Phase 1 of the bond program.
-  Began Phase 2 of the bond program.

FLEET

-  Ordered and made ready 8 vehicles.
-  Completed 20 roadside calls (estimated based on 6-month totals).
-  Conducted 820 preventative maintenance and scheduled maintenance repairs.
-  Conducted 274 non-scheduled repairs.
-  Fleet uptime at 98.2% where goal is 97%.

Fleet Downtime

(as a percentage of time in operation)

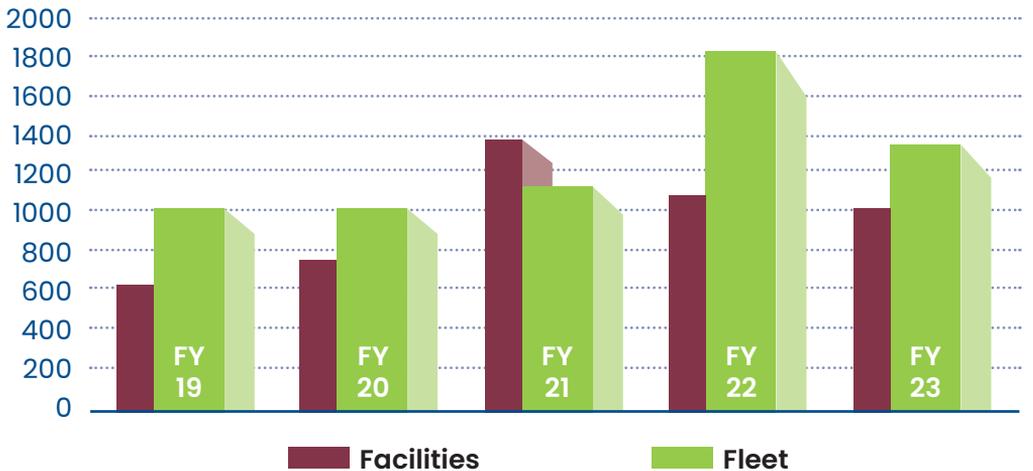


	FY19	FY20	FY21	FY22	FY23
DOWNTIME OF FLEET VEHICLES	2.3%	3.8%	5.2%	3.0%	2.0%
FACILITIES	634	756	1,374	1,086	1,012
FLEET	1,019	1,012	1,129	1,816	1,344

OBJECTIVES FOR FY2024

-  Continue to improve customer service through effective communication, timely completion, and strong work ethic to give end users the best experience with minimum interruption.
-  Increase preventative maintenance through refining the asset management system.
-  Continue the Facility Utilization Study under the Council's direction.
-  Continue to address ADA issues in the facilities.
-  Coordinate and complete all approved facilities projects.

Work Orders Processed





GENERAL SERVICES

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$495,614	\$587,147	\$602,971	\$883,182
Supplies	24,384	34,687	34,687	34,259
Maintenance	108,824	108,415	108,415	112,853
Contractual Services	73,590	73,381	73,381	73,925
Capital Replacement/Lease	554,979	304,979	304,979	489,979
Capital Outlay	14,015	-	-	-
TOTAL DEPARTMENT BUDGET	\$1,271,406	\$1,108,609	\$1,124,433	\$1,594,198

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of General Services	42	1.0	1.0	1.0	1.0
Asset Management and Special Projects Director ¹	42	0.0	0.0	1.0	1.0
Assistant Director of General Services ²	38	0.0	0.0	1.0	1.0
Facilities Manager ²	34	1.0	1.0	0.0	0.0
Facilities Supervisor	27	1.0	1.0	1.0	1.0
Management Assistant	25	0.0	1.0	1.0	1.0
Facilities Specialist	21	1.0	1.0	1.0	1.0
Department Assistant	20	0.5	0.0	0.0	0.0
Facilities Assistant ³	18	1.0	1.0	1.0	1.5
TOTAL		5.5	6.0	7.0	7.5

¹This position was reclassified from Director of Administrative Services to Asset Management and Special Projects Director in FY2023.

²This position was reclassified from Facilities Manager to Assistant Director of General Services in FY2023.

³A Facilities Assistant (0.5 FTE) position was added in FY2024.



HUMAN Resources



Department Mission

To assist the Town of Addison in providing an environment that promotes high performance, customer service, accountability, integrity, involvement, and diversity.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Led recruitment efforts for the City Manager process.
-  Led efforts for the Town's adoption of reoccurring Cost-of-Living-Adjustment (COLA) 30%.
-  Implemented market adjustments for hard-to-fill positions due to increased competition for technical and front-line positions.
-  Implemented increased pay opportunities for technical positions.

OBJECTIVES FOR FY2024

-  Succession Assessment and Planning across the organization.
-  Review and implement bilingual pay.
-  Conduct and implement results of compensation and classification study.
-  Review Town's medical plan offering through Request for Proposal (RFP) process.

	FY19	FY20	FY21	FY22	FY23
EMPLOYEES PROCESSED:					
Separated/Retired	49	49	53	62	43
Hired	77	73	106	112	95
HIRING BY TYPE:					
New Hires	54	44	73	76	56
Promotions	23	29	33	36	39
EDUCATIONAL INCENTIVES:					
Tuition Reimbursement	\$17,526	\$18,636	\$8,059	\$9,453	\$12,899
Grade Bonuses	\$3,492	\$6,488	\$4,192	\$1,983	\$2,758



HUMAN RESOURCES

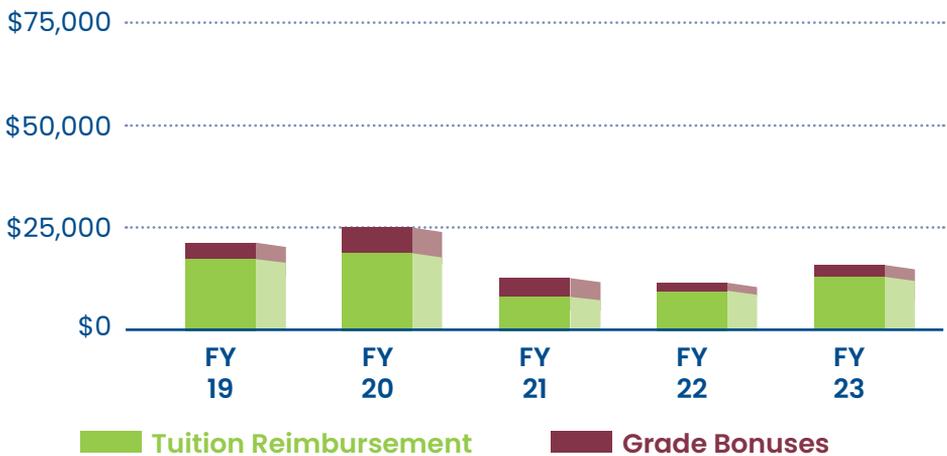
Employees Processed



Hires By Type



Tuition Reimbursement



HUMAN RESOURCES



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$455,747	\$458,753	\$458,753	\$456,105
Supplies	57,979	70,858	70,858	77,490
Maintenance	456	986	986	18,831
Contractual Services	146,849	199,401	199,401	195,844
Capital Replacement/Lease	9,281	10,211	10,211	10,211
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$1,271,406	\$1,108,609	\$1,124,433	\$1,594,198

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Human Resources	44	1.0	1.0	1.0	1.0
Senior HR Business Partner ¹	32	1.0	1.0	0.0	0.0
HR Business Partner	28	0.0	0.0	1.0	1.0
Human Resources Coordinator	26	1.0	1.0	1.0	1.0
TOTAL		3.0	3.0	3.0	3.0

¹This position was reclassified from Senior HR Business Partner to HR Business Partner in FY2023.

INFORMATION *Technology*



Department Mission

To support initiatives that utilize information technology to facilitate the Town's mission of public service. The Department's focus is to provide easy access to secure, reliable, and timely data. The Department is committed to retaining quality staff, investigating new technologies, and collaborating with other departments to provide effective technical solutions.

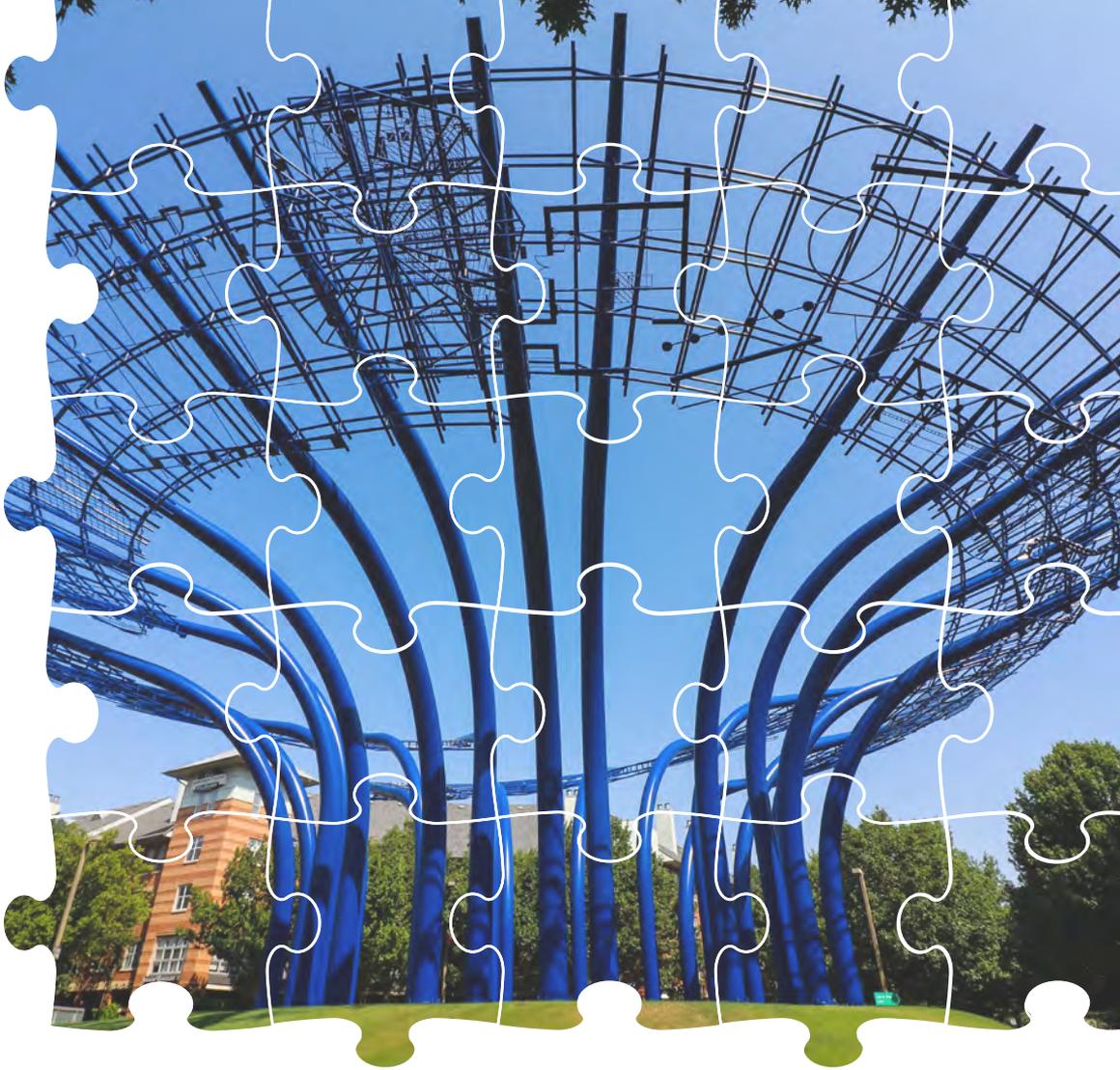
Program Narrative

ACCOMPLISHMENTS OF FY2023

- 🔗 Completed implementation of the CityWorks Airport module.
- 🔗 Continued working with North Texas Emergency Communications Center (NTECC).
- 🔗 Continued updating the Geographic Information System (GIS).
- 🔗 Completed digitized and linking as-builts, plats, easements, and engineering drawings to the Town enterprise GIS system.
- 🔗 Upgraded Infrastructure Reinvestment Intelligence System (IRIS).
- 🔗 Added Americans with Disabilities Act (ADA) dashboard module to IRIS.
- 🔗 Completed testing the Account Payable/Receivable module upgrade.
- 🔗 Completed testing the Permit/Inspection module upgrade.
- 🔗 Transitioned Economic Development and Special Events Departments and the Council Chamber to Addison Conference & Theatre Centre.
- 🔗 Upgraded phone system.
- 🔗 Replaced PC's and Laptops town-wide.
- 🔗 Upgraded Anti-Virus application.
- 🔗 Replaced Managed Cyber Security Monitoring Services.

OBJECTIVES FOR FY2024

- 🔗 Continue working with NTECC.
- 🔗 Continue upgrading the GIS system.
- 🔗 Upgrade the Mobile Data Computers (MDCs).
- 🔗 Upgrade Enterprise Resource Planning (ERP) System.
- 🔗 Upgrade Tyler Content Management (TCM) System.
- 🔗 Upgrade Document Management System (Laserfiche).
- 🔗 Upgrade Addison Airport Lease Management Software.
- 🔗 Implement Internal Affairs Investigation Software.
- 🔗 Facilitate the Computer-Aided Design (CAD) system upgrade and its integration with the Town Network.



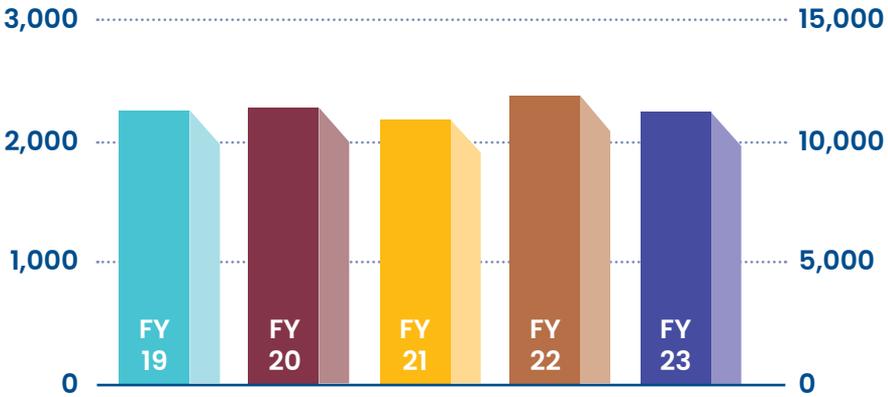
EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,127,380	\$1,311,358	\$1,199,287	\$1,366,908
Supplies	45,067	55,655	55,655	55,551
Maintenance	648,439	923,615	923,615	941,465
Contractual Services	97,362	110,088	110,088	105,568
Capital Replacement/Lease	17,892	17,892	17,892	17,892
Capital Outlay	16,314	-	-	-
TOTAL DEPARTMENT BUDGET	\$1,952,454	\$2,418,608	\$2,306,537	\$2,487,384

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Executive Director of Business Performance	47	1.0	1.0	1.0	1.0
Assistant Director of Information Technology ¹	40	0.0	1.0	1.0	1.0
Senior Software Developer	38	1.0	0.0	0.0	0.0
Network Specialist	38	5.0	5.0	5.0	5.0
TOTAL		7.0	7.0	7.0	7.0

¹This position was reclassified from Senior Software Developer to Assistant Director of Information Technology.

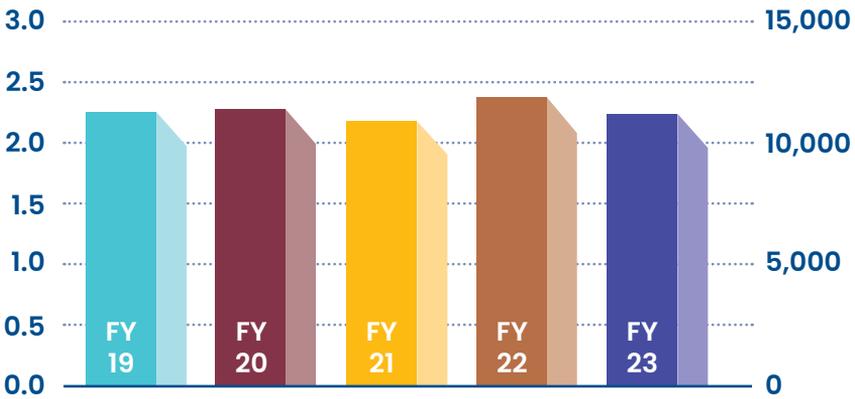


Number of Service Calls



Number of Unique Website Visitors

(In Thousands)



	FY19	FY20	FY21	FY22	FY23
PAGE VIEWS ON WEBSITES*	1,968,575	1,000,750	976,251	1,357,791	1,044,423
NUMBER OF SERVICE CALLS	2,253	2,277	2,171	2,378	2,235

*Data includes pageviews for website and microsites

MUNICIPAL *Court*



Department Mission

Provide an impartial forum to adjudicate the charges brought by the State against an individual, provide a high level of integrity, professionalism, and customer service so that trust and accountability is exemplified to the public.

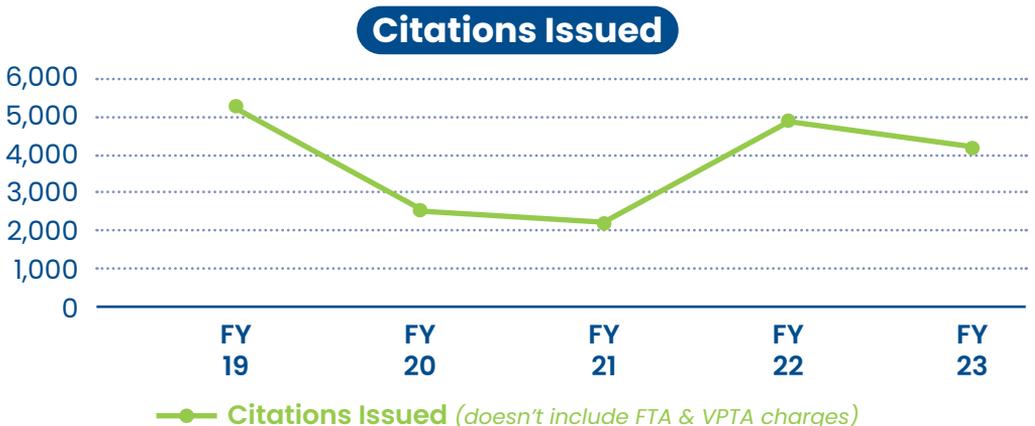
Program Narrative

ACCOMPLISHMENTS OF FY2023

- 🧩 Resumed in-person hearings after COVID restrictions expired.
- 🧩 Completed the hiring of two full-time employees to fill all vacancies.
- 🧩 Ensured that all employees were up to date on continuing education and maintained current certifications.
- 🧩 Hired and trained Alternate Judge to replace outgoing Judge Delaney.

OBJECTIVES FOR FY2024

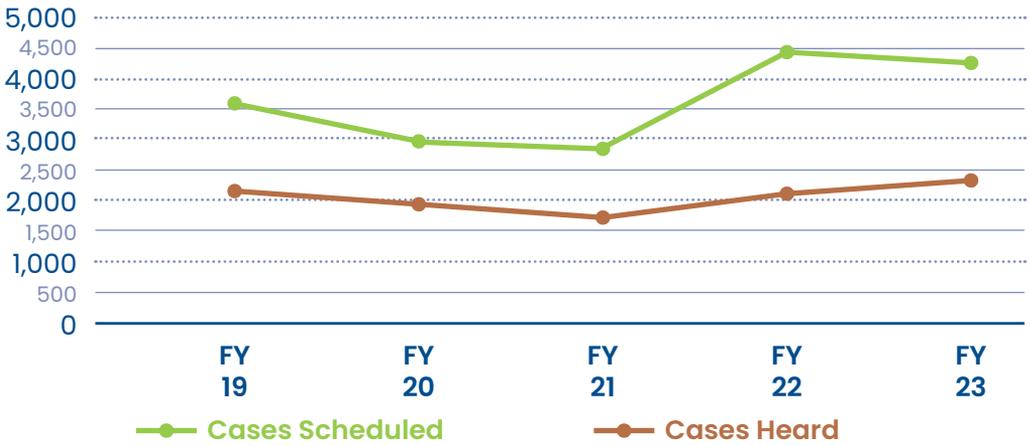
- 🧩 Evaluate new laws passed during the 2023 Texas Legislative Session to determine their impact on court procedures and complete their implementation.
- 🧩 Ensure that all employees stay up to date on continuing education.
- 🧩 Work with Judge and Prosecutor to implement processes that allow more efficiency on internal processes.
- 🧩 Send our newly hired deputy clerk to New Clerks Boot Camp in Austin and have them test for their Level I certification.
- 🧩 Research and evaluate current trends in technology that could offer more efficiency and further our goal of educating citizens.





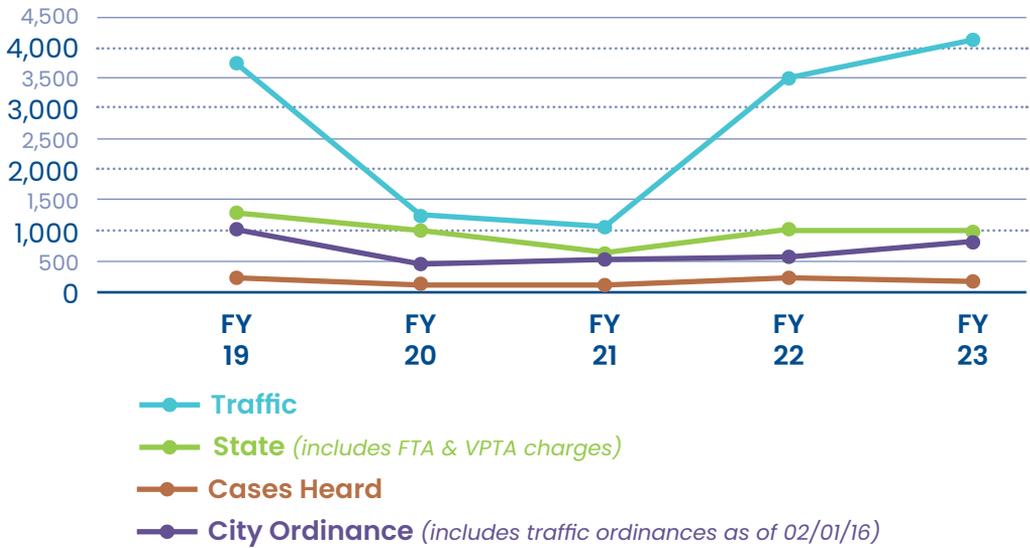
MUNICIPAL COURT

Court Cases



	FY19	FY20	FY21	FY22	FY23
CITATIONS ISSUED <i>(doesn't include FTA & VPTA charges)</i>	5,265	2,520	2,202	4,943	4,214
CASES SCHEDULED	3,539	2,951	2,870	4,474	4,217
CASES HEARD	2,133	1,927	1,724	2,109	2,303

Violations Issues By Type



VIOLATIONS TYPE	FY19	FY20	FY21	FY22	FY23
Traffic	3,687	1,246	1,015	3,497	4,158
Parking	220	150	113	248	158
State <i>(includes FTA & VPTA charges)</i>	1,329	985	611	1,044	972
City Ordinance <i>(includes traffic ordinances as of 02/01/16)</i>	1,059	479	565	574	820
Total Violations Issued	6,295	2,860	2,304	5,363	6,108

MUNICIPAL COURT

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$508,353	\$544,946	\$554,462	\$486,541
Supplies	6,988	8,436	8,436	8,134
Maintenance	68,325	77,600	77,600	75,305
Contractual Services	82,089	83,324	83,324	95,790
Capital Replacement/Lease	27,173	27,173	27,173	27,173
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$692,928	\$741,479	\$750,995	\$692,943

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Municipal Judge ¹	N/C	1.0	1.0	1.0	1.0
Municipal Court Administrator	35	1.0	1.0	1.0	1.0
Lead Court Clerk	23	1.0	1.0	1.0	1.0
Deputy Court Clerk	21	2.0	2.0	2.0	2.0
TOTAL		5.0	5.0	5.0	5.0

¹This position is not classified in the pay plan.

PARKS

Parks & Recreation



Department Mission

To preserve and enhance Addison's exceptional quality of life and work-life environment by maximizing the recreational, social, economic, environmental and placemaking benefits of the community's parks, trails, green spaces, and recreation facilities.

Parks is responsible for maintaining and stewarding 113+ acres of land that is comprised of 15 public parks, 5 greenbelts, 1 school recreation facility, and 65 acres of beautification areas and the associated fixed assets for each.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Continued to implement the Central Control Irrigation System:
 - Completed installation of equipment for Addison Circle District which includes Beckert Park, Spruill Park, Addison Circle Park Bosque, and Quorum Park.
 - Have ordered controllers and ARADS for Dome Park, Addison Athletic Club, Les Lacs Park, Celestial Pump Station, Service Center, and Town Hall.

-  Continued to restore landscape areas that have been impacted by increased shade caused by mature tree canopies and winter freeze damage:
 - Completed Vitruvian Park Erosion Control Project.
 - Replaced Storm Damaged Plant Materials Celestial Pump Station, Redding Trail, Belt Line medians, and various beds throughout Town.
 - Managed the Urban Forest by mitigating trees lost from freeze damage.
 - Wrote an internal policy for managing tree mitigation funds.

-  Continued to implement the Asset Management Plan.
 - Completed Beckert Park bollard replacement.
 - Trained new employees on use and integration of Infrastructure Reinvestment Intelligence System (IRIS) software who are now in the process of actively providing data to update the IRIS software.



Continued to Implement Parks Recreation and Open Space (PROS) Master Plan:

- Progressed on the implementation of developing an Ordinance for Park Impact Fees.
- Continued to collaborate with recreation to increase programming schedule to activate Parks and witnessed a rise in events like Pop-up Yoga and Corporate Field Day.
- Continued construction of Vitruvian Park Fitness Court.



Continued to identify and apply for grant funding:

- Awarded \$12,274,826 from Transportation Alternatives Set-Aside Program for construction for construction of Addison Cotton Belt Trail – Midway Road Critical Bridge Section. Application was ranked 1st out of all submittals.
- Provided information to North Central Texas Council of Governments (NCTCOG) for funding request for remaining trail segments.



Made meaningful progress on bond funded projects:

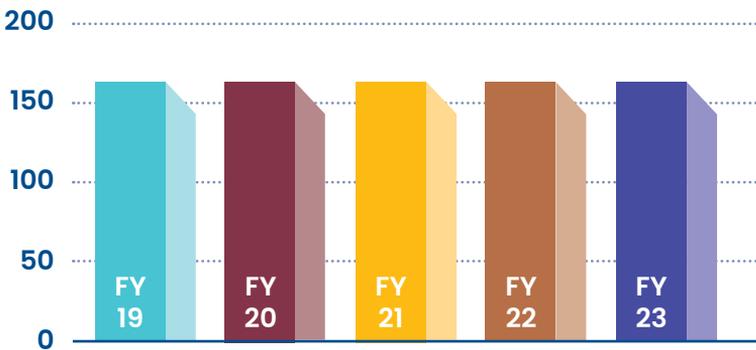
- Completed Construction Documents for Les Lacs Pond Improvement Project.



Completed Leadership Training:

- Parks Director, Assistant Director, Superintendent, Managers, and Supervisors successfully completed a leadership training series.

Acres Maintained



	FY19	FY20	FY21	FY22	FY23
ACRES MAINTAINED	163	163	163	163	163



PARKS & RECREATION: PARKS

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,924,101	\$2,149,516	\$2,064,752	\$2,540,992
Supplies	397,389	417,388	417,388	439,194
Maintenance	740,813	650,106	650,106	656,051
Contractual Services	1,323,534	1,235,301	1,235,301	1,367,232
Capital Replacement/Lease	121,760	120,734	120,734	219,086
Capital Outlay	99,490	178,000	178,000	109,663
TOTAL DEPARTMENT BUDGET	\$4,607,087	\$4,751,045	\$4,666,281	\$5,332,218





STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Parks and Recreation	44	1.0	1.0	1.0	1.0
Assistant Director of Parks	38	1.0	1.0	1.0	1.0
Landscape Architect ¹	36	0.0	0.0	0.0	1.0
Parks Superintendent	35	1.0	1.0	1.0	1.0
Parks Manager	33	2.0	2.0	2.0	2.0
Parks Supervisor	27	4.0	4.0	4.0	4.0
Parks Supervisor Trainee	26	1.0	1.0	1.0	1.0
Management Assistant	25	1.0	1.0	1.0	1.0
Electrician	25	1.0	1.0	1.0	1.0
Electrician Apprentice	23	1.0	1.0	1.0	1.0
Licensed Irrigator II	23	1.0	1.0	1.0	1.0
Licensed Irrigator I	21	1.0	1.0	1.0	1.0
Groundskeeper - II	20	4.0	4.0	4.0	4.0
Groundskeeper - I	18	6.0	6.0	6.0	6.0
TOTAL		5.0	5.0	5.0	5.0

¹A Landscape Architect (1.0 FTE) position was added in FY2024.





OBJECTIVES FOR FY2024



Work to oversee the execution of the vision established in the Parks, Recreation and Open Spaces (PROS) Plan, City-wide Trails Master Plan, Transit-Oriented Development (TOD), North Central Texas Council of Governments (NCTCOG) Regional Mobility Plan (Cottonbelt Trail), Development Review Committee (DRC), and bond funded projects:

- Hire a Capital Improvements Project Manager that is a licensed Landscape Architect to ensure meaningful progress is made on Capital Projects.
- Create a vision for the activation of Addison Circle Park. Develop an operations and business plan for implementing the vision.
- Work to ensure meaningful progress is made on the Cotton Belt Trail project.
- Provide landscape and site development oversight on the TOD project.
- Identify a plan for creating a pedestrian connection over the Dallas North Tollway along Belt Line Road that serves as a gateway to Addison.
- Issue Les Lacs Pond Liner Project for construction and ensure completion of the project in a timely manner.
- Work with consultant team to develop a Conceptual Plan and Construction Documents for the Quorum Art Walk.
- Implement Phase I City-Wide Trails projects with funds made available from DART.
- Oversee site and landscape implementation of public works projects: Midway Road, Keller Springs Road, and Montfort Road.
- Work with Addison Grove developer to successfully complete park and streetscape projects.



Continue to Implement Central Control Irrigation System:

- Replace irrigation controllers with central control irrigation controllers and equipment at Fire Station I, and complete areas in Addison Circle District. The entire district will be under central control irrigation. In addition, convert Les Lacs Park and Addison Athletic Club to central control.



Continue to restore landscape areas that have been impacted by increased shade caused by mature tree canopies and winter freeze damage:

- Replant landscape areas around Vitruvian Pond Amphitheater.
- Replant Conference and Theatre Courtyard.
- Replant Surveyor Demonstration Garden.

RECREATION

Parks & Recreation



Department Mission

To preserve and enhance Addison's exceptional quality of life and work-life environment by maximizing the recreational, social, economic, and environmental benefits of the community's parks, trails, green spaces, and recreation facilities.

Recreation is responsible for staffing and stewarding the Addison Athletic Club (AAC). Approximately 60 fitness, senior, adult, and children's programs are offered within the Addison Athletic Club. Addison Athletic Club staff also coordinate and promote fitness opportunities outside of the AAC including Addison Outdoors and other community-based events.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Plan for Member Needs:
 - Conducted a Member Needs Survey and used this information to adjust programs.
 - Experienced a significant increase in program attendance.
 - Experienced an increase in positive feedback from members regarding customer service.
-  Asset Management:
 - Completed the renovation of the Addison Athletic Club
 - Replaced weight room and treadmill equipment.
 - Planned for future facility needs.
-  Retain, Hire, and Train Excellent Employees:
 - Completed supervisor leadership training.
 - Developed promotional videos and materials to attract seasonal staff.
 - Continued Parks and Recreation Holiday Team Building Party.
-  Implement the Parks, Recreation, and Open Spaces (PROS) Plan:
 - Continued to grow Addison Outdoors.
 - Increased participation in Outdoor Pop-up in the Park and Touch-a-Truck.
 - Increased participation in Corporate Field Day.
 - Formed successful Pickleball Leagues and Tournaments.

OBJECTIVES FOR FY2024



Planning for Member Needs:

- Grow Recreation and Fitness program offerings.
- Adjust programs in response to member survey feedback.
- Long-term planning to meet changing member needs.



Asset Management:

- Develop a system for managing assets that are under Capital Equipment Replacement Fund levels.
- Monitor and plan for future needs on the horizon:
 - » Gym and racquetball court floor refinishing
 - » Indoor pool filter replacement
 - » Outdoor pool facelift



Retain, Hire, and Train Excellent Employees:

- Develop promotional video to help attract seasonal help. Stay abreast of market trends related to seasonal positions.
- Expand staff safety training and develop training documentation log.
- Continue Parks and Recreation holiday team building party.



Implementation of the PROS Plan:

- Continue to grow and expand Addison Outdoors Programs.
- Increase participation of Corporate Field Day.
- Continue to analyze and improve sustainability plans for operation and maintenance of the Addison Athletic Center (AAC).

PARKS & RECREATION: RECREATION



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$883,153	\$1,100,427	\$1,028,362	\$1,152,650
Supplies	129,296	180,894	180,894	167,452
Maintenance	163,902	205,530	205,530	225,109
Contractual Services	263,407	380,394	380,394	396,887
Capital Replacement/Lease	36,727	36,727	36,727	36,727
Capital Outlay	-	-	-	20,000
TOTAL DEPARTMENT BUDGET	\$1,476,485	\$1,903,972	\$1,831,907	\$1,998,825

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Assistant Director of Recreation	38	1.0	1.0	1.0	1.0
Recreation Manager	33	1.0	1.0	1.0	1.0
Fitness Supervisor ¹	27	1.0	1.0	1.0	1.0
Recreation Member Services Supervisor ²	27	1.0	1.0	1.0	1.0
Recreation Supervisor	27	1.0	1.0	1.0	1.0
Recreation Coordinator	23	1.0	1.0	1.0	1.0
Childcare Assistant	18	1.0	1.0	1.0	1.0
Pool Supervisor	18	0.2	0.2	0.2	0.2
Recreation Assistant	18	3.5	3.5	3.5	3.5
Facility Attendant	18	1.0	1.0	1.0	1.0
Senior Lifeguard	16	0.2	0.2	0.2	0.2
Custodian	15	1.0	1.0	1.0	1.0
Camp Counselor	13	0.8	0.8	0.8	0.8
Lifeguard	11	2.0	2.0	2.0	2.0
TOTAL		15.7	15.7	15.7	15.7

POLICE *Department*



Department Mission

The Addison Police Department is dedicated to a standard of excellence in promoting and maintaining a safe and peaceful community. The police serve in a community partnership to preserve order, protect life and property, enforce laws and ordinances, and safeguard individual liberties. The police conduct themselves according to the highest ethical standards and treat others with fairness, dignity, and respect. The police pledge to manage the organization with professionalism, leadership, and integrity.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Assisted NTECC (North Texas Emergency Communications Center) CAD (Computer Aided Dispatch)/mobile system implementation.
-  Transitioned jail services to the City of Grapevine.
-  Presented and received approval for a new ordinance which criminalizes unlawful possession of catalytic converters.
-  Moved into the new Addison Animal Control lease space on Keller Springs Road.
-  Received 5th recognition in the Texas Police Chiefs Best Practices Accreditation Program.

OBJECTIVES FOR FY2024

-  Assist NTECC with CAD System improvements.
-  Continue to work with Metrocrest Services and partner cities to address homelessness and community mental health issues.
-  Expand mental health services for employees.
-  Work with Special Events team to manage changes surrounding the Transit-Oriented Development (TOD).
-  Participate in a Public Safety staffing study and needs assessment and strategic planning.
-  Capitalize on available technology to create efficiencies, streamline process, and improve work product for internal and external customers.

HISTORICAL UCR PROPERTY & PERSONS CRIMES	FY19	FY20	FY21	FY22	FY23
Crimes Against Property	846	1,278	1,588	1,553	1,815
Crimes Against Persons	91	414	514	523	524



**In 2020 the National Incident Based Reporting System (NIBRS) made a change in its crime reporting structure. The increase in crimes in FY 2020 and FY 2021 are reflective of the change in methodology for counting crimes, not an increase in crime.*



POLICE DEPARTMENT

Historical UCR Property & Persons Crimes



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$8,771,241	\$9,398,070	\$9,084,224	\$10,017,080
Supplies	313,417	274,428	274,428	325,643
Maintenance	322,630	306,943	306,943	407,559
Contractual Services	717,307	950,822	950,822	1,043,853
Capital Replacement/Lease	432,552	432,552	432,552	643,552
Capital Outlay	40,229	-	-	-
TOTAL DEPARTMENT BUDGET	\$10,597,376	\$11,362,815	\$11,048,969	\$12,437,687

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Police Chief	46	1.0	1.0	1.0	1.0
Assistant Police Chief	P6	1.0	1.0	1.0	1.0
Captain	P5	1.0	1.0	1.0	1.0
Lieutenant	P4	5.0	5.0	5.0	5.0
Sergeant	P3	8.0	8.0	8.0	8.0
Police Officer	P2	1.0	1.0	1.0	1.0
Police Records Supervisor	27	1.0	1.0	1.0	1.0
Animal Control Supervisor	26	47.0	47.0	47.0	47.0
Management Assistant	25	2.0	2.0	2.0	2.0
Crime Analyst	25	1.0	1.0	1.0	1.0
Animal Control Officer	21	2.0	2.0	2.0	2.0
Property & Evidence Technician	21	2.0	3.0	3.0	3.0
Department Assistant	20	1.0	1.0	1.0	1.0
Police Records Clerk	20	1.0	1.0	1.0	1.0
TOTAL		74.0	75.0	75.0	75.0

STREETS

Public Works & Engineering



Department Mission

To provide quality services related to the provision of water and sanitary sewer services, street maintenance, and stormwater drainage in a compliant, proactive, and professional manner.

The Streets Division of the Public Works and Engineering Services Department is responsible for:

-  Maintaining streets, sidewalks, traffic signals, Town-owned street lighting, signs, and pavement markings.
-  Picking up and disposing of brush, bulk, and household hazardous waste.
-  Managing, inspecting, and implementing all street/signal related capital projects.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Continued construction on Bella Lane Extension with Farmers Branch and Dallas County College.
-  Finished design and of Keller Springs Road Reconstruction and bid for construction.
-  Began construction of three traffic signals and Americans with Disabilities (ADA) improvements on Belt Line Road and Addison Road.
-  Began design of Montfort Drive and Quorum Drive.
-  Completed major pavement operations on the south end of the Midway Road Project.
-  Began major pavement operations on the north end of the Midway Road Project.
-  Painted Wheeler Bridge.
-  Coordinated with Dallas Area Rapid Transit (DART) on Silver Line Project.
-  Installed Rectangular Rapid-Flashing Beacon (RRFB's) on Redding Trail at Proton Drive and Beltway Drive.
-  Upgraded video detection at two intersections.
-  Integrated school flashers into Waze and Google Maps.

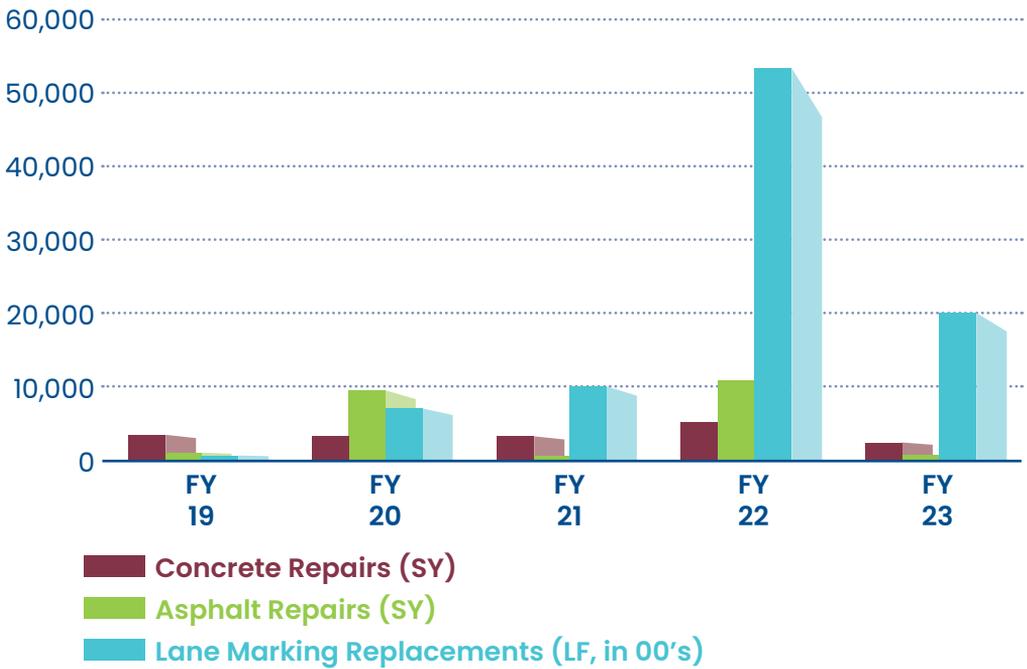


STREETS

OBJECTIVES FOR FY2024

- Continue outstanding service on bulk trash service requests.
- Finish the south segment of Midway Road and continue major pavement operations on the north segment.
- Begin construction on Keller Springs Road.
- Continue coordination with DART on the Silver Line.

Street Maintenance



Street Maintenance ID/IQ

YEAR	CONCRETE REPAIRS (SY)	ASPHALT REPAIRS (SY)	LANE MARKING REPLACEMENTS (LF, IN 00'S)
2019	3,300	780	276
2020	3,083	9,246	6,871
2021	3,095	182	9,808
2022	4,882	10,558	53,010
2023	2,373	218	19,902



STREETS

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$410,629	\$483,739	\$483,739	\$467,315
Supplies	50,439	59,250	59,250	49,650
Maintenance	596,741	832,840	968,840	923,507
Contractual Services	688,024	717,970	717,970	763,697
Capital Replacement/Lease	142,201	142,201	142,201	77,201
Capital Outlay	159,700	-	-	-
TOTAL DEPARTMENT BUDGET	\$2,047,734	\$2,236,000	\$2,372,000	\$2,281,370

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Streets and Traffic Operations Manager	34	0.4	0.4	0.4	0.4
Traffic Signal Supervisor	27	1.0	1.0	1.0	1.0
Street Operations Supervisor ¹	27	1.0	1.0	1.0	0.5
Signs and Signals Technician	23	2.0	2.0	2.0	2.0
Street Maintenance Worker ²	18	2.0	2.0	2.0	1.5
TOTAL		6.4	6.4	6.4	5.4

¹This position (0.5 FTE) has been partially reallocated to the Stormwater Fund.

²This position (0.5 FTE) has been partially reallocated to the Stormwater Fund.



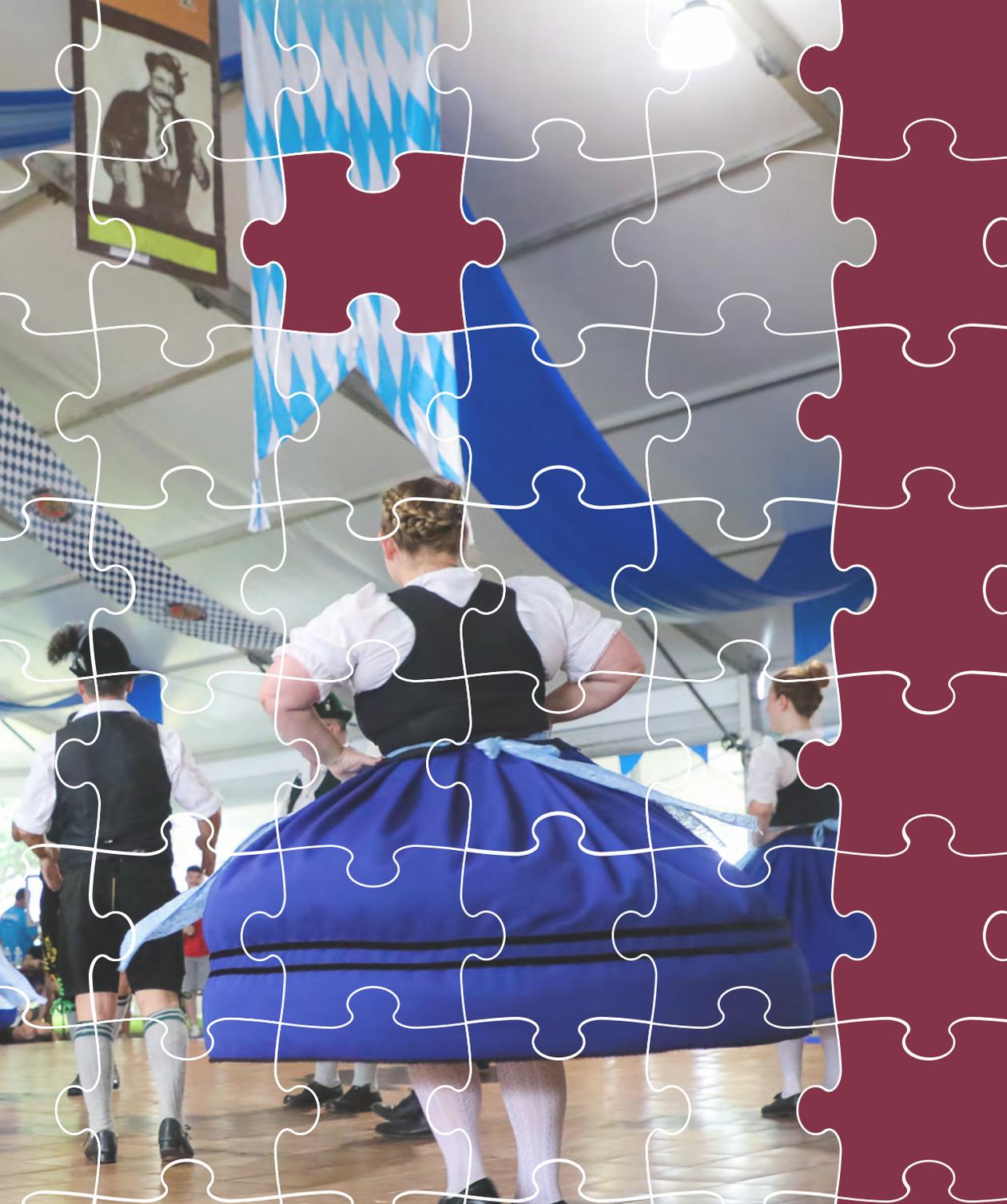
CELEBRATIONS
OUTSIDE OF
MUNICH!

PAULANER

SEPT 18-21
2014

SEPT 17-20
Berliner
AUTOMATIC BEER
2015

SEPT 20-23
2016



HOTEL
Fund

HOTEL *Fund*



Fund Description

The Hotel Fund accounts for the use of hotel/motel occupancy tax revenue generated by Addison's 22 hotels (representing over 3,600 rooms) and which is restricted by State legislation to directly enhancing and promoting tourism and the convention and hotel industry.

Fund Narrative

CONCLUDING FISCAL YEAR PERFORMANCE

At the time of budget adoption, FY2023 revenues were expected to total \$6,365,100. Hotel occupancy tax receipts are expected to increase 20.6 percent from actual FY2022.

2023-2024 BUDGET NARRATIVE

Fund Revenues for FY2024 are expected to total \$6.5 million, an increase of approximately \$545,000, or 9.1%. The Hotel Fund budget for fiscal year 2024 anticipates hotel occupancy tax collections to increase \$450,000 from the FY2023 budget. Barring inclement weather during scheduled events, special event income is expected to generate approximately \$1.13 million. Rental income from Theatre Centre is projected at \$70,000. The Addison Conference Centre will continue to offer a meeting and training space for Addison staff during standard business hours in fiscal year 2024.

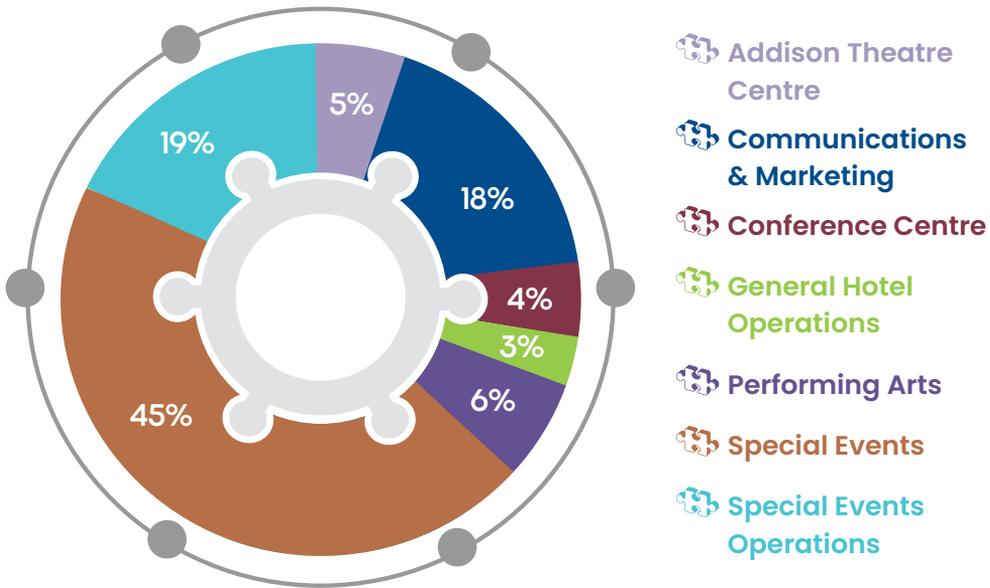
Total fund operating expenditures excluding transfers for FY2024 are budgeted at \$6,736,061 which represents a 10.3 percent increase over the FY2023 budget. The budget increase is the result of higher maintenance costs for the Conference Centre. Additionally, Tourism department expenses moved to the Hotel Fund in lieu of a transfer from the Hotel Fund to the Economic Development Fund.

Fund balance for FY2024 is projected to be \$3,892,871, which is 57.8 percent of operating expenditures and exceeds the minimum balance required by the Town's financial policies.





Hotel Fund Expenditures by Department



EXPENDITURES BY DEPARTMENT

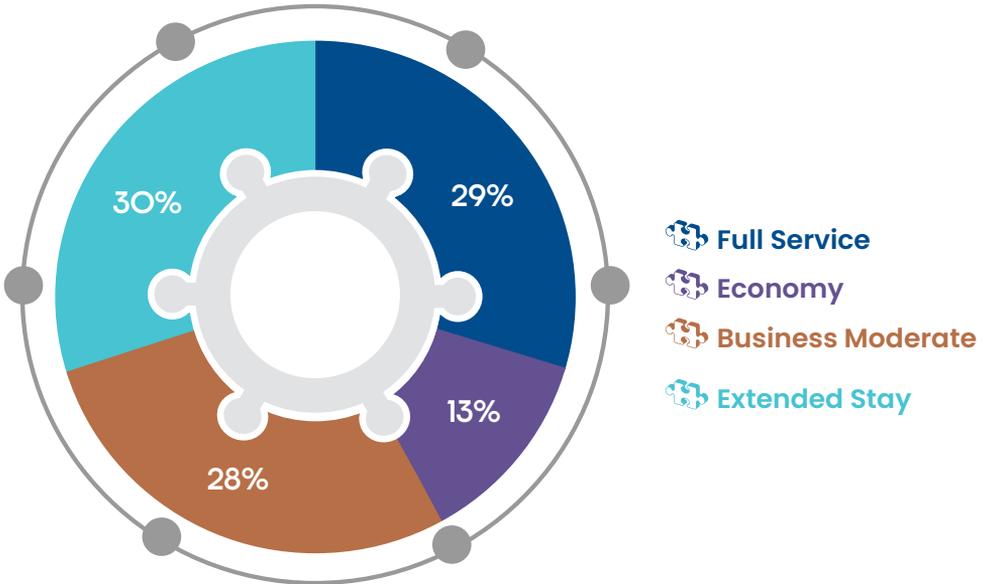
Addison Theatre Centre	5%	322,452
Communications & Marketing	18%	1,070,682
Conference Centre	4%	274,752
General Hotel Operations	3%	188,550
Performing Arts	6%	379,089
Special Events	45%	2,715,937
Special Events Operations	19%	1,139,888

Hotel Fund By Major Cost Category

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$1,227,270	\$1,422,181	\$1,464,893	\$1,606,340
Supplies	26,150	57,259	56,259	60,092
Maintenance	301,402	376,166	376,166	432,365
Contractual Services	3,443,650	4,121,875	4,073,683	4,503,039
Capital Replacement/Lease	130,568	130,568	130,568	134,225
Capital Outlay	47,968	-	-	-
TOTAL FUND BUDGET	\$5,177,008	\$6,108,049	\$6,101,569	\$6,736,061



Percentage of Rooms by Hotel Category



PERCENTAGE OF ROOMS BY HOTEL CATEGORY

OF ROOMS

Full Service	29%	1,075
Economy	13%	454
Business Moderate	28%	1,027
Extended Stay	30%	1,107
TOTAL		3,663



**Hotel Fund Statement of Revenue and Expenditures**ACTUAL
2021-22BUDGET
2022-23**BEGINNING BALANCE** \$2,710,600 \$4,615,668**REVENUES**

Hotel/Motel Occupancy Taxes 4,353,355 4,800,000

Proceeds From Special Events 1,051,805 1,127,000

Rental Income 115,545 30,000

Intergovernmental - Federal 2,018,853 -

Interest Earnings and Other (89,725) 20,100

TOTAL REVENUES **7,449,833** **5,977,100**

Transfers From Other Funds 41,875 -

TOTAL RESOURCES AVAILABLE **10,202,308** **10,592,768****EXPENDITURES**

Operating

Tourism - -

Addison Theatre Center 273,261 283,279

Conference Centre 229,056 220,510

General Hotel Operations 151,625 186,197

Marketing 887,942 1,193,362

Performing Arts 377,500 379,089

Special Events 2,431,962 2,757,275

Special Events Operations 825,662 1,088,337

Total Operating Expenditures **5,177,008** **6,108,049**

Other Financing Sources (Uses)

Transfer to Hotel Debt Service - -

Transfer to Economic Development 384,000 768,000

One-Time Decision Packages - 30,000

TOTAL EXPENDITURES **\$5,561,008** **\$6,906,049****ENDING FUND BALANCE** **\$4,641,300** **\$3,686,719**



ESTIMATED 2022-23	BUDGET 2023-24
----------------------	-------------------

\$4,641,300	\$4,106,831
--------------------	--------------------

5,100,000	5,250,000
-----------	-----------

1,135,000	1,127,000
-----------	-----------

50,000	70,000
--------	--------

-	-
---	---

80,100	75,100
--------	--------

6,365,100	6,522,100
------------------	------------------

-	-
---	---

11,006,400	10,628,931
-------------------	-------------------

-	644,711
---	---------

283,893	322,452
---------	---------

220,510	274,752
---------	---------

178,544	188,550
---------	---------

1,193,524	1,070,682
-----------	-----------

379,089	379,089
---------	---------

2,757,275	2,715,937
-----------	-----------

1,088,734	1,139,888
-----------	-----------

6,101,569	6,736,061
------------------	------------------

-	-
---	---

768,000	-
---------	---

30,000	-
--------	---

\$6,899,569	\$6,736,061
--------------------	--------------------

\$4,106,831	\$3,892,871
--------------------	--------------------



COMMUNICATIONS & Marketing



Department Mission

To serve as the central point of contact for communications and marketing activities within the organization, as well as coordinate the Town's multi-tiered communication efforts externally to businesses, residents, and visitors to ensure they promote Addison's brand.

Program Narrative

ACCOMPLISHMENTS OF FY2023

- 🧩 Hosted two Town Meetings – one at the Renaissance Hotel and one at the Addison Conference Centre.
- 🧩 Created the Third Popular Financial Annual Report and was awarded recognition for the second one from Government Finance Officers Association (GFOA).
- 🧩 Awarded Texas Association of Municipal Information Officer's First Ever "Best Small Shop" Award given to departments with two or fewer employees.
- 🧩 Hosted a restaurateur meeting to provide updates on Special Events, Midway Road construction, and marketing opportunities.
- 🧩 Produced 52 weekly newsletters and 12 tourism newsletters.
- 🧩 Supported other departments in marketing events such as Coworking in the Park, Earth Day, and Corporate Field Day.
- 🧩 Created three new videos for the Midway Road Revitalization Project and produced regular updates that were emailed and texted to subscribers, shared on Nextdoor and in the Town's weekly newsletter, and posted on social media.
- 🧩 Created a new employee recruitment video (We are Addison!), a lifeguard recruitment video, and an organizational values video.
- 🧩 On-boarded new Marketing Specialist.
- 🧩 Combined Tourism and Marketing Departments mid-year.
- 🧩 Launched a Town of Addison Instagram Page.
- 🧩 Promoted Taste Addison, Kaboom Town!, Oktoberfest, and Addison After Dark, including video creation, public relations efforts, paid media placement, and social media posts. The efforts resulted in Addison being named the third best place in the Country to watch fireworks by USA TODAY.

OBJECTIVES FOR FY2024

- 🧩 Continue to find new ways to stand out as a destination for leisure and business travel.
- 🧩 Implement year two of the Three-Year Communication Plan.



-  Collect data from Placer A.I. to understand who Addison’s visitors are and how to attract others that are similar.
-  In collaboration with the Tourism Department, create a welcome packet for new restaurants and hotels, including information from several town departments that are applicable to restaurants.
-  Continue to engage in social media through the use of paid writers/ influencers, user-generated content, videos, reels, and stories.
-  Work with TruePoint to develop a new crisis communications plan.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$264,304	\$286,498	\$286,660	\$307,851
Supplies	3,365	3,227	3,227	2,832
Maintenance	16,419	15,460	15,460	13,000
Contractual Services	581,526	865,849	865,849	724,671
Capital Replacement/Lease	22,328	22,328	22,328	22,328
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$887,942	\$1,193,362	\$1,193,524	\$1,070,682

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Public Communications & Marketing	42	1.0	1.0	1.0	1.0
Marketing & Public Communications Specialist	27	1.0	1.0	1.0	1.0
TOTAL		2.0	2.0	2.0	2.0

CONFERENCE *Centre*



Department Mission

To provide a high quality and functional facility to support council, and staff for their office, events, and training needs.

Program Narrative

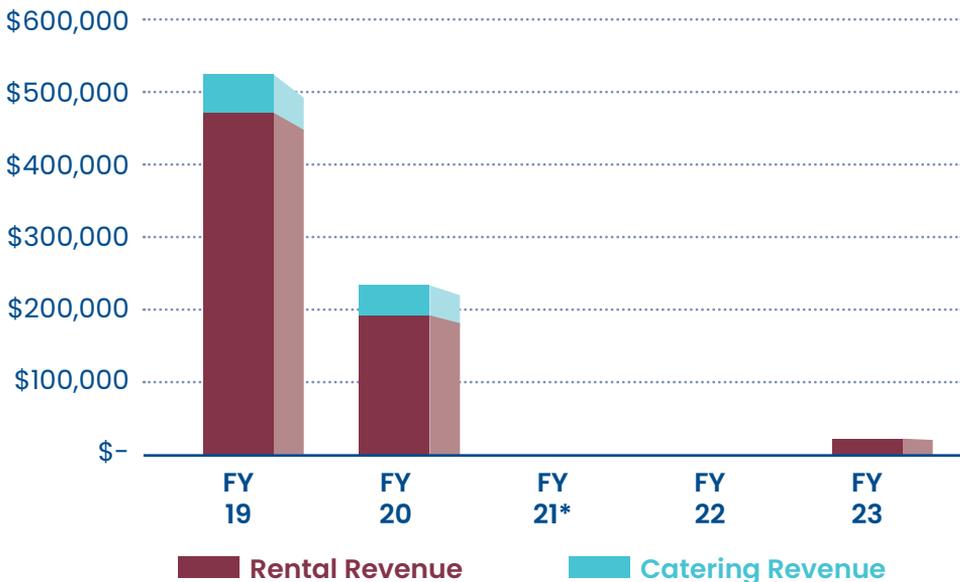
ACCOMPLISHMENTS OF FY2023

- 🔧 Repurposed the space to become the new City Council meeting venue, and to accommodate Economic Development and Special Events Departments.
- 🔧 Became the primary voting location for Addison residents.
- 🔧 Provided a meeting and training area for Addison staff.
- 🔧 Used for VIP guests at Taste Addison and Addison Kaboom Town!, and a third music stage at Addison Oktoberfest.

OBJECTIVES FOR FY2024

- 🔧 Continue providing a meeting and training area for Addison's Council and staff.
- 🔧 Provide an indoor venue during Addison's three major festivals.

Conference Centre Revenue





	FY19	FY20	FY21*	FY22	FY23
Rental Revenue	\$470,417	\$192,068	\$1,400	\$417	\$20,000
Catering Revenue	\$53,293	\$41,215	\$-	\$-	\$-

*The Addison Conference Centre was closed in FY2021 as a result of the COVID-19 pandemic and use of this facility continues to be for Town staff only.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$-	\$-	\$-	\$-
Supplies	187	4,000	4,000	4,328
Maintenance	53,324	85,701	85,701	124,671
Contractual Services	116,255	114,088	114,088	129,032
Capital Replacement/Lease	16,721	16,721	16,721	16,721
Capital Outlay	42,569	-	-	-
TOTAL DEPARTMENT BUDGET	\$229,056	\$220,510	\$220,510	\$274,752

GENERAL HOTEL *Operations*



Department Mission

To verify and review that local hotels have properly remitted hotel occupancy taxes; coordinate cash management and proper internal control procedures for all Special Events; and coordinate non-profit organization grant funding from the Town of Addison.

Program Narrative

Addison currently imposes a 7% municipal hotel tax on the cost of hotel accommodations. The objective is to determine if local hotels have properly collected, reported, and remitted hotel occupancy taxes to Addison. Addison also holds three major events throughout the year: Taste Addison, Kaboom Town!, and Oktoberfest. The objective is to accurately report and reconcile all transactions related to these events, while monitoring internal controls and cash management procedures. Addison currently funds certain non-profit organizations through a grant funding agreement. The objective is to assure compliance by monitoring the funding process, policies, and grant payments to the organizations.

ACCOMPLISHMENTS OF FY2023

-  Completed three hotel tax audits to ensure proper collection and administration of the Hotel Occupancy Tax.
-  Coordinated with the City Manager's Office in updating the current non-profit organization funding process to align with Council's goal and vision for FY2024's process.

OBJECTIVES FOR FY2024

-  Coordinate and complete five on-site or remote hotel occupancy tax audits.
-  Assure that cash management and appropriate processes are consistently followed for all special events and continue to monitor internal controls.
-  Assure that the application process and funding payouts for non-profit organization grant funding are consistently followed.



EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$86,044	\$98,705	\$100,244	\$109,100
Supplies	-	3,700	2,700	2,700
Maintenance	-	-	-	-
Contractual Services	15,581	33,792	25,600	26,750
Capital Replacement/Lease	50,000	50,000	50,000	50,000
Capital Outlay	-	-	-	-
One-Time Decision Packages	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$151,625	\$186,197	\$178,544	\$188,550

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Senior Accountant	31	1.0	1.0	1.0	1.0
TOTAL		1.0	1.0	1.0	1.0

ADDISON THEATRE Centre



Department Mission

To enrich lives and enhance tourism to Addison by hosting and producing exceptional displays of the performing arts.

ACCOMPLISHMENTS OF FY2023

-  Reopened the Stone Cottage and began booking performances.
-  Increased bookings overall.
-  Produced the 2nd annual Addison Laugh Fest comedy event.

OBJECTIVES FOR FY2024

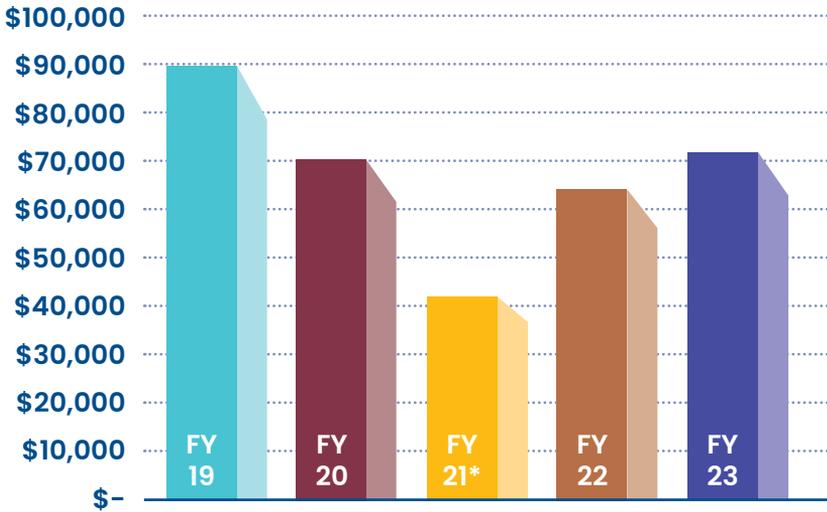
-  Increase staffing hours and revise the fee structure to support the ongoing increase in non-resident group bookings.
-  Expand the venue marketing plan to enhance brand awareness, attendance, and rentals.
-  Address issues with aging equipment and facility.

Addison Theatre Centre

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$117,358	\$125,023	\$125,637	\$144,346
Supplies	11,976	27,300	27,300	27,300
Maintenance	56,390	45,311	45,311	54,601
Contractual Services	451,659	451,356	451,356	461,916
Capital Replacement/Lease	13,378	13,378	13,378	13,378
Capital Outlay	-	30,000	30,000	-
One-Time Decision Packages	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$650,761	\$692,368	\$692,982	\$701,541

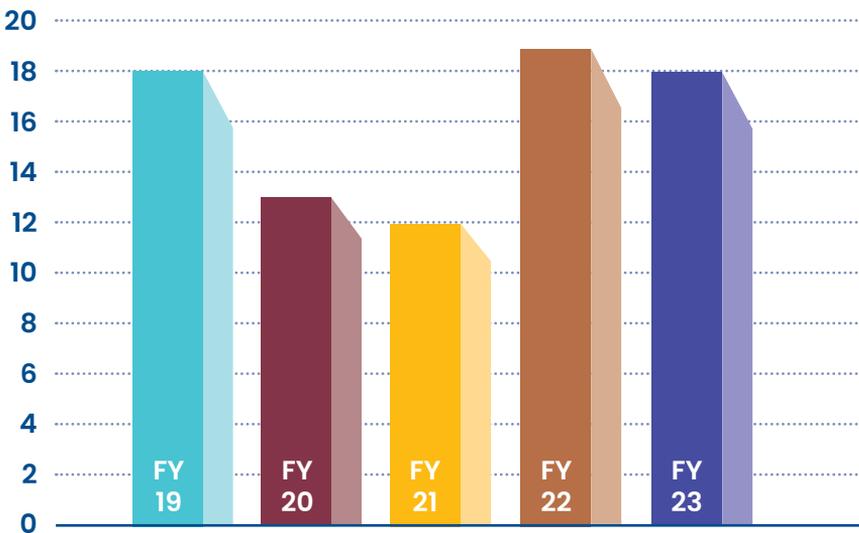
STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Theatre Centre Supervisor	31	1.0	1.0	1.0	1.0
Theatre Centre Attendant	16	0.5	0.5	0.5	0.5
TOTAL		1.5	1.5	1.5	1.5

Total Rental Revenue

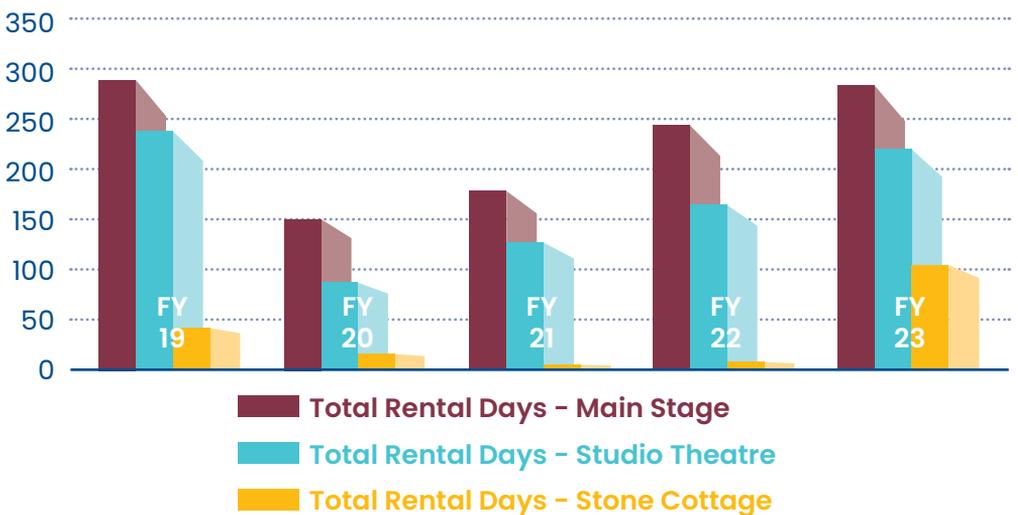


*In FY2021 the WaterTower Theatre was provided \$48,000 of in-kind rent through the grant process. As a result, Addison did not receive this revenue.

No. of Organizations Renting Space



Total Rental Days





ADDISON THEATRE CENTRE

	FY19	FY20	FY21	FY22	FY23
Total Rental REVENUE	\$88,460	\$68,781	\$40,278	\$62,520	\$70,135
Total Rental Days MAIN STAGE	289	151	179	244	283
Total Rental Days STUDIO THEATRE	238	88	127	165	220
Total Rental Days STONE COTTAGE	41	16	4	9	106
No. of Organizations RENTING SPACE	18	13	12	19	18

**In FY2021 the WaterTower Theatre was provided \$48,000 in in-kind rent through the grant process. As a result, Addison did not receive this revenue.*

Performing Arts

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$-	\$-	\$-	\$-
Supplies	-	-	-	-
Maintenance	-	-	-	-
Contractual Services	377,500	379,089	379,089	379,089
Capital Replacement/Lease	-	-	-	-
Debt Service	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$377,500	\$379,089	\$379,089	\$379,089



SPECIAL *Events*



Department Mission

To develop, produce, and support quality events that promote Addison as a destination of choice, enhance the quality of life for residents, and support the local business community.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Managed sponsorship sales in-house resulting in a 13% increase in overall revenue including doubling sponsorship sales for Kaboom Town! over 2022.
-  Created a comprehensive program of Addison After Dark event series to capitalize on higher attendance offerings.
-  Expanded social media presence by continuing to collaborate with Marketing and creating content in-house.
-  Continued to implement a more centralized Special Event Permit process.
-  Identified parking options for event sites that did not use the lots adjacent to Festival Way in anticipation of the Transit-Oriented Development (TOD).





SPECIAL EVENTS

OBJECTIVES FOR FY2024



Enhance the branding impact of Addison festivals by way of:

- Community Partnerships
- Event Evaluation
- Innovation in Programming.

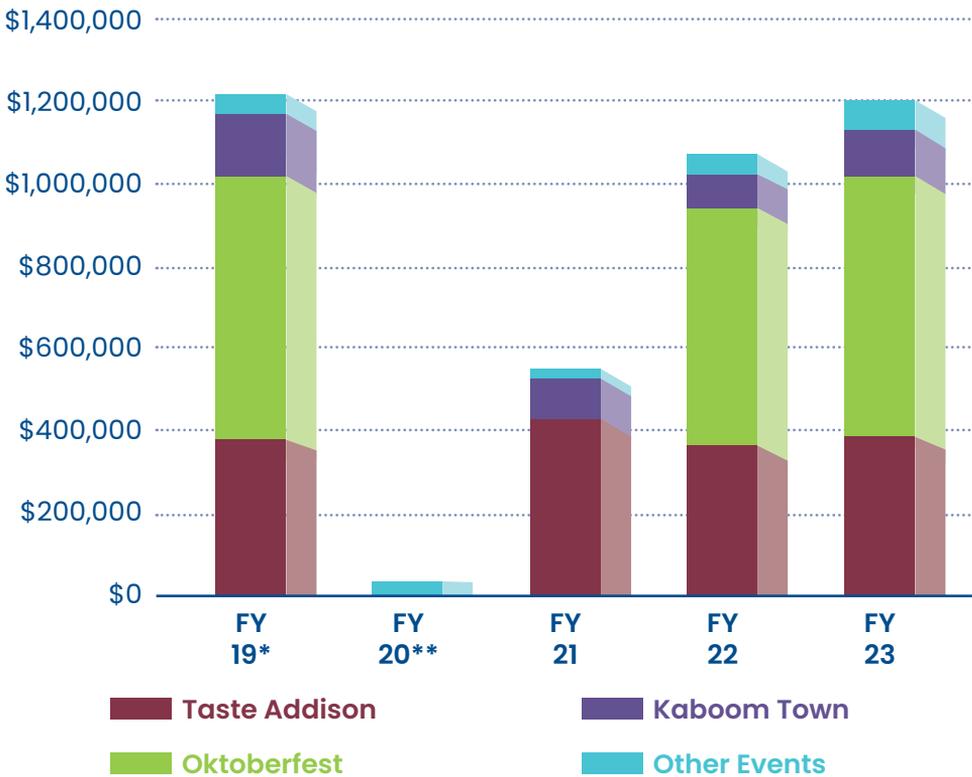


Create stand-alone social platforms for select events – Taste Addison, Kaboom Town!, and Addison Oktoberfest.



Continue to identify opportunities of the TOD at both produced and permitted events at Addison Circle Park.

Proceeds by Event



EVENT	FY19*	FY20	FY21	FY22	FY23
Taste Addison	\$380,124	\$429,928	\$429,928	\$366,389	\$386,362
Oktoberfest	\$639,273	\$-	\$-	\$575,388	\$635,887
Kaboom Town	\$149,002	\$-	\$99,458	\$81,442	\$110,447
Other Events	\$52,104	\$33,761	\$22,223	\$50,715	\$70,272
TOTALS	\$1,220,503	\$33,761	\$551,609	\$1,073,934	\$1,202,968

*FY2019 revenues reflect the elimination of Tasty Bucks and conversion to a point-of-sale system.

**Special Events were cancelled in FY2020 due to COVID-19.

SPECIAL EVENTS



Special Events

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$358,402	\$374,663	\$374,663	\$333,325
Supplies	-	-	-	-
Maintenance	-	-	-	-
Contractual Services	2,073,560	2,382,612	2,382,612	2,382,612
Capital Replacement/Lease	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$2,431,962	\$2,757,275	\$2,757,275	\$2,715,937

Special Events – Operations

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$401,162	\$537,292	\$577,689	\$609,571
Supplies	10,622	19,032	19,032	19,132
Maintenance	175,269	229,694	229,694	239,203
Contractual Services	205,069	274,178	234,178	243,841
Capital Replacement/Lease	28,141	28,141	28,141	28,141
Capital Outlay	5,399	-	-	-
TOTAL DEPARTMENT BUDGET	\$825,662	\$1,088,337	\$1,088,734	\$1,139,888

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Special Events	41	1.0	1.0	1.0	1.0
Special Events Supervisor	31	1.0	1.0	1.0	1.0
Sponsorship & Marketing Specialist	27	0.0	1.0	1.0	1.0
Special Events Coordinator	25	2.0	2.0	2.0	2.0
Department Assistant	20	0.5	1.0	1.0	1.0
TOTAL		4.5	6.0	6.0	6.0

TOURISM *Department*



Department Mission

To market the Town and support programs and activities that will make Addison a destination for leisure and business travelers to increase hotel occupancy, and to increase visitors to our attractions, special events, and restaurants.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Onboarded a new Tourism Manager in November 2022.
-  Established a regular quarterly restaurateur and hotelier meeting to provide updates on Economic Development, Special Events, Midway Road construction, Marketing, and professional development opportunities.
-  Launched a Hospitality Newsletter to inform both hotels, restaurants, and attractions.
-  Increased sports team business through collaboration with the Dallas Sports Commission.
-  Increased engagement with the Addison attractions to enhance the overall experience for Addison tourists.
-  Engaged more with Tourism organizations including Texas Travel Alliance (TTIA), Texas Association of Convention and Visitors Bureau (TACVB), and Texas Hotel and Lodging Association (THLA).
-  Responded to more than 500 tourism leads through Tour Texas.
-  Supported five conferences through sponsorship and services as of April 27, 2023.

OBJECTIVES FOR FY2024

-  Continue to find new ways to become a destination for leisure and business travel.
-  Create synergy within our hospitality community.
-  Utilize Placer A.I. date to create a comprehensive Tourism Report to share with our hospitality community so we all get a better understanding of who Addison's visitors are and how to attract others that are similar.
-  Develop a relationship with meeting and conference planners to make Addison a top meeting location in North Dallas.
-  Create opportunities for Addison hotels to engage with Addison businesses.
-  Create a conference support program to help compete with surrounding cities for group business.

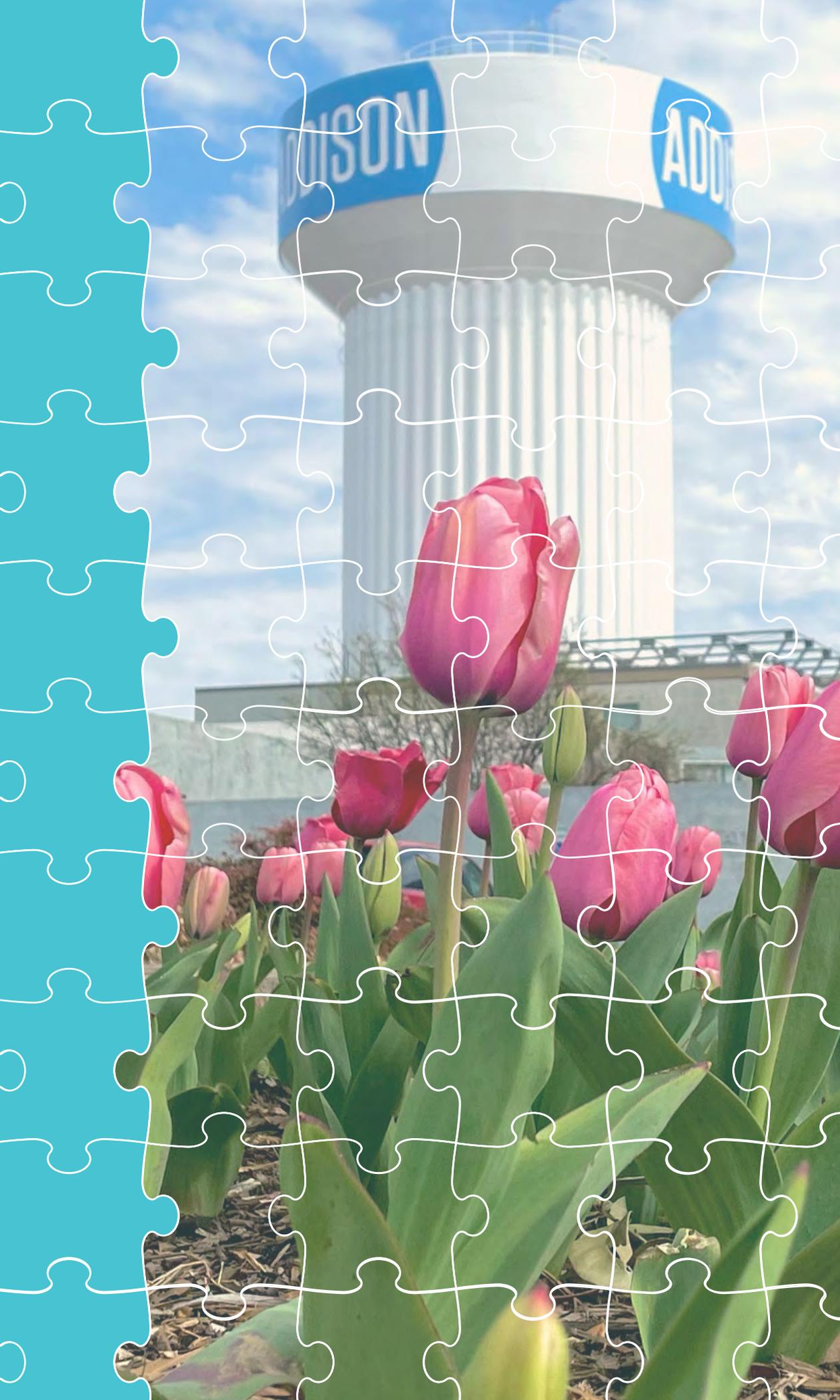


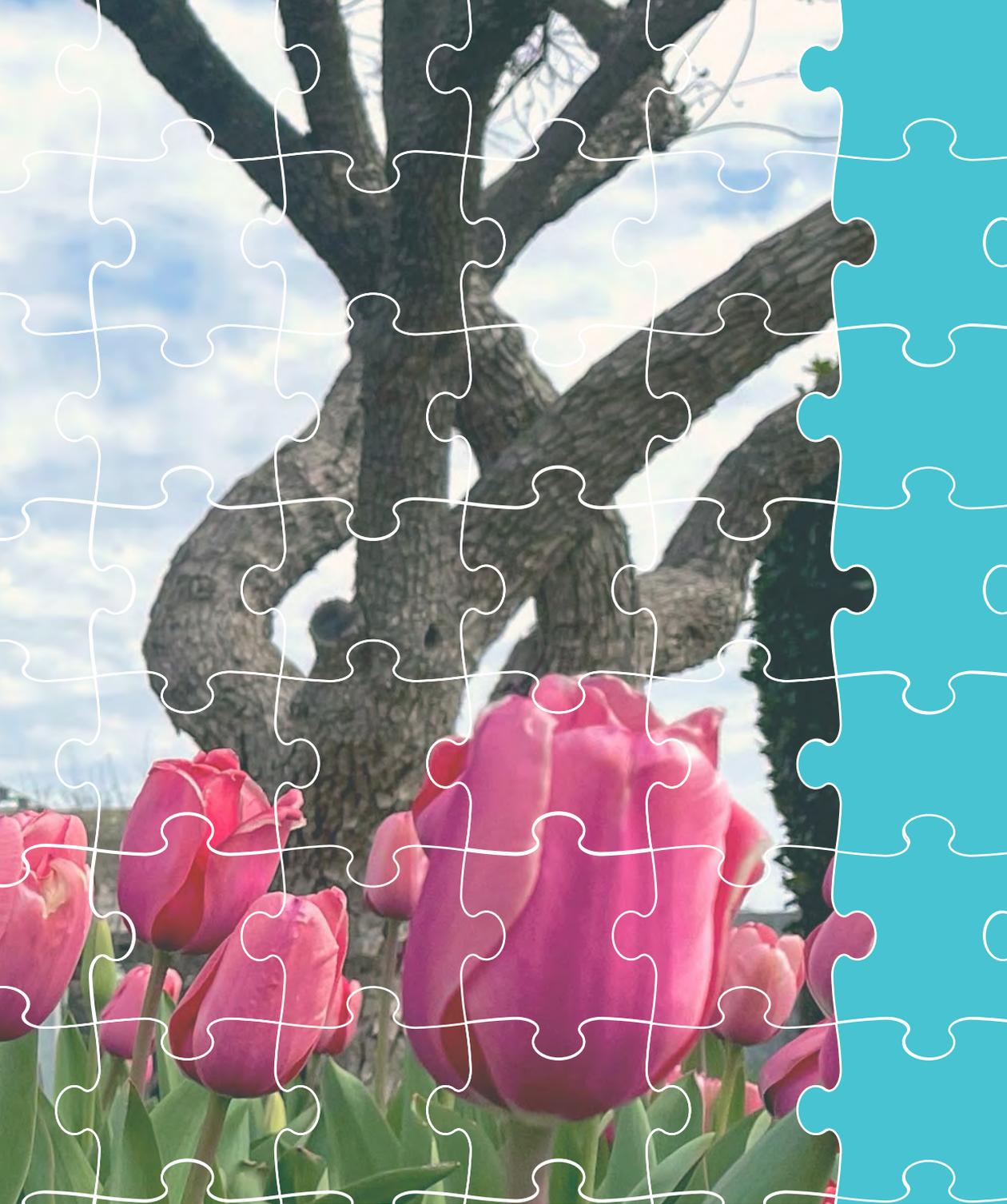
-  Create a new tourism marketing campaign.
-  Explore event sponsorships that will drive hotel room nights in Addison.
-  Utilize our drive market to increase attendance at Addison events, which will increase hotel room nights.
-  Create programming to build engagement in our hospitality community.
-  Benchmark how we compare to surrounding Convention and Visitors Bureaus (CVBs) when it comes to services and initiatives.

EXPENDITURES ¹	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$-	\$-	\$-	\$102,147
Supplies	-	-	-	3,800
Maintenance	-	-	-	890
Contractual Services	-	-	-	534,217
Capital Replacement/Lease	-	-	-	3,657
Capital Outlay	-	-	-	-
TOTAL DEPARTMENT BUDGET	\$-	\$-	\$-	\$644,711

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Tourism Manager	33	0.0	0.0	0.0	1.0
Tourism Coordinator	28	0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	1.0

¹The Tourism department was moved from the Economic Development Fund to the Hotel Fund in FY2024.





OTHER
Funds

DEBT SERVICE

Funds



GENERAL OBLIGATION DEBT SERVICE FUND

Fund Description

The General Obligation Debt Service Fund accounts for the accumulation of resources for and the payment of general long-term debt principal and interest. The resources of this fund are generated by a tax levy based upon property values. Payments of principal and interest are made for general obligation bonds, certificates of obligation, and tax notes. General obligation bonds of Addison carry an “Aaa” rating from Moody’s Investors Service and a “AAA” rating from Standard and Poor’s Ratings Service.

Fund Narrative

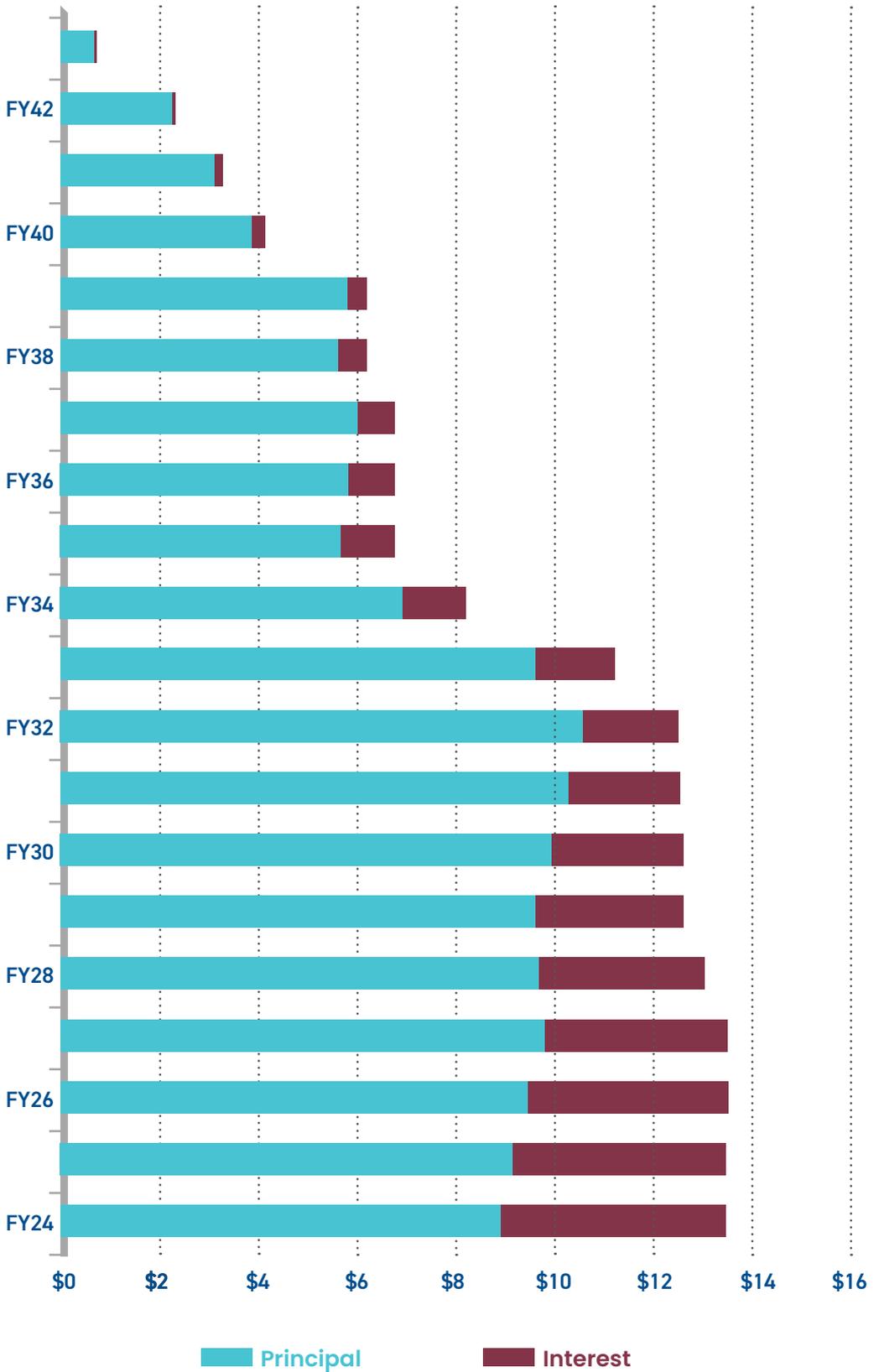
Current tax supported debt principal outstanding is approximately \$110.49 million. This amount includes general obligation bonds, general obligation refunding bonds, and certificates of obligation issued from 2012 through 2023. The projected FY2023 requirements are \$9,861,154. The total amount of outstanding tax supported debt represents 1.8% of taxable assessed value. \$5.0 million in General Obligation Bonds were issued August 8, 2023.

Addison’s legal capacity for additional debt is very large. The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. Addison’s rate of \$0.609822 falls well under this limit. The following table reflects the allocation of the property tax levy between debt service and General Fund operations for FY2024 and previous years:

	2019-20	2020-21	2021-22	2022-23	2023-24
DEBT SERVICE	0.149383	0.167567	0.173551	0.164741	0.159492
O & M	0.434117	0.441109	0.441109	0.445081	0.450330
TOTAL	0.583500	0.608676	0.614660	0.609822	0.609822

General Obligation Debt Service Outstanding

(In Millions)





DEBT SERVICE FUNDS

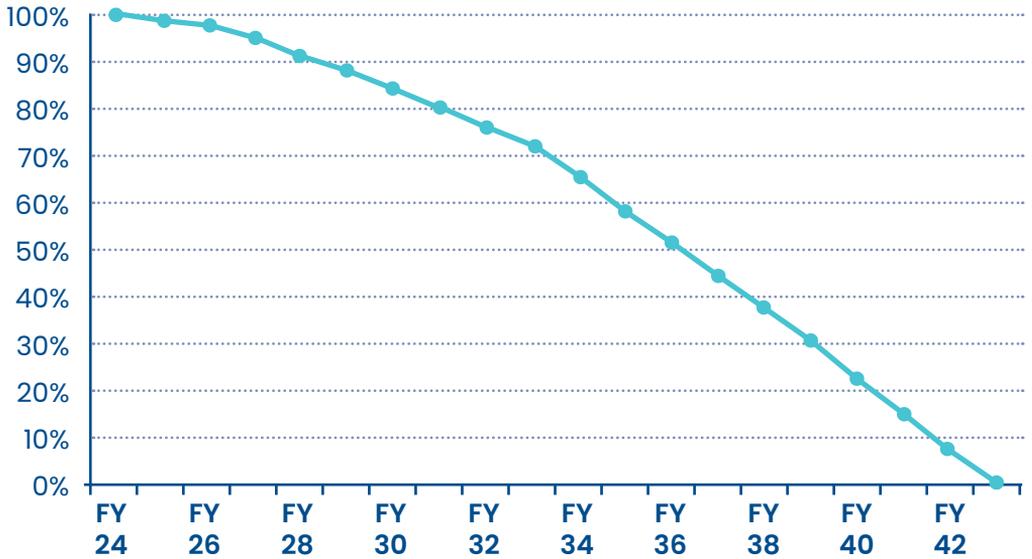


General Obligation Debt Service Outstanding

YEAR	PRINCIPAL	INTEREST	TOTAL
FY24	8,875,000	4,576,414	13,451,414
FY25	9,145,000	4,326,446	13,471,446
FY26	9,465,000	4,030,146	13,495,146
FY27	9,785,000	3,709,632	13,494,632
FY28	9,665,000	3,368,094	13,033,094
FY29	9,585,000	3,016,179	12,601,179
FY30	9,940,000	2,662,714	12,602,714
FY31	10,250,000	2,308,406	12,558,406
FY32	10,565,000	1,953,491	12,518,491
FY33	9,605,000	1,601,039	11,206,039
FY34	6,905,000	1,306,606	8,211,606
FY35	5,645,000	1,101,263	6,746,263
FY36	5,810,000	931,050	6,741,050
FY37	5,980,000	758,066	6,738,066
FY38	5,600,000	586,300	6,186,300
FY39	5,780,000	415,006	6,195,006
FY40	3,850,000	270,575	4,120,575
FY41	3,085,000	162,944	3,247,944
FY42	2,240,000	69,606	2,309,606
FY43	670,000	13,400	683,400
	142,445,000	37,167,377	179,612,377



Percent Cumulative Debt Outstanding Until Maturity



Cumulative Debt Outstanding Until Maturity

YEAR	PERCENTAGE	AMOUNT
FY24	100%	179,612,377
FY25	99%	177,302,770
FY26	97%	174,054,827
FY27	95%	169,934,252
FY28	91%	163,739,245
FY29	88%	157,552,945
FY30	84%	150,814,880
FY31	80%	144,073,830
FY32	76%	137,327,567
FY33	72%	129,115,961
FY34	66%	117,909,922
FY35	59%	105,391,431
FY36	52%	92,833,026
FY37	45%	80,230,312
FY38	38%	67,629,132
FY39	30%	54,596,039
FY40	23%	41,101,407
FY41	15%	27,606,260
FY42	8%	14,134,814
FY43	0%	683,400
	142,445,000	37,167,377



DEBT SERVICE FUNDS

General Obligation Debt Service Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$573,411	\$575,833	\$652,117	\$652,117
REVENUES				
Ad valorem Taxes	8,636,068	8,936,749	8,936,749	9,465,895
Interest Earnings and Other	(61,146)	15,000	15,000	30,000
Transfers from Other Funds	-	909,405	909,405	875,540
Total Operational Revenues	\$8,574,922	\$9,861,154	\$9,861,154	\$10,371,435
Premium on Bond Issuance	913,093	-	-	-
Refunding Bond Proceeds	8,670,000	-	-	-
TOTAL REVENUES	\$18,158,015	\$9,861,154	\$9,861,154	\$10,371,435
TOTAL RESOURCES AVAILABLE	\$18,731,426	\$10,436,987	\$10,513,271	\$11,023,552
EXPENDITURES				
Contractual Services	-	5,000	5,000	6,000
Debt Service	8,601,724	9,856,154	9,856,154	10,350,435
Total Operational Expenditures	\$8,601,724	\$9,861,154	\$9,861,154	\$10,356,435
Payment to Escrow Agent	9,477,585	-	-	-
TOTAL EXPENDITURES	\$18,079,309	\$9,861,154	\$9,861,154	\$10,356,435
ENDING FUND BALANCE	\$652,117	\$575,833	\$652,117	\$667,117

ECONOMIC *Development Fund*



Fund Description

The Economic Development fund accumulates resources to support efforts that stimulate the Addison economy through attraction of commercial enterprises, business retention and expansion, redevelopment, and entrepreneurial development.

Fund Narrative

The Economic Development fund was created in the FY2011 budget to build capacity to conduct economic development activities; support existing commercial base through business retention and expansion; focus business attraction on priority growth sectors; raise the profile of Addison regionally and nationally; support business start-ups; and maintain and enhance Addison's quality of place.





Economic Development Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$2,012,219	\$1,609,759	\$1,980,287	\$1,952,519
REVENUES				
Operational				
Ad Valorem Taxes	\$1,179,713	\$1,280,691	\$1,280,691	\$1,401,782
Service Fees	32,450	60,000	60,000	60,000
Interest and Other Income	(91,704)	20,000	40,000	40,000
TOTAL OPERATIONAL REVENUE	\$1,120,459	\$1,360,691	\$1,380,691	\$1,501,782
Transfers From Other Funds	384,000	768,000	768,000	-
TOTAL REVENUES	\$1,504,459	\$2,128,691	\$2,148,691	\$1,501,782
TOTAL RESOURCES AVAILABLE	\$3,516,678	\$3,738,450	\$4,128,978	\$3,454,301
EXPENDITURES				
Operational				
Personnel services	\$516,409	\$577,836	\$577,836	\$465,625
Supplies	15,843	18,371	18,371	15,317
Maintenance	20,582	30,720	30,720	10,040
Contractual services	761,946	1,461,160	1,461,160	927,244
Capital replacement/lease	221,611	13,372	13,372	9,715
TOTAL OPERATIONAL EXPENDITURES	\$1,536,391	\$2,101,459	\$2,101,459	\$1,427,941
One-Time Decision Packages	-	75,000	75,000	175,000
TOTAL EXPENDITURES	\$1,536,391	\$2,176,459	\$2,176,459	\$1,602,941
ENDING FUND BALANCE	\$1,980,287	\$1,561,991	\$1,952,519	\$1,851,360

ECONOMIC DEVELOPMENT

Department Mission

The mission of the Economic Development fund is to encourage economic prosperity and growth in the community and to improve the quality of life for citizens, corporate residents, and visitors by strengthening the community's economic competitive position and increase business and leisure travel to Addison.

Program Narrative

ACCOMPLISHMENTS OF FY2023

- Hired new Economic Development and Tourism Managers.
- Provided relocation support to Office in the Park tenants.

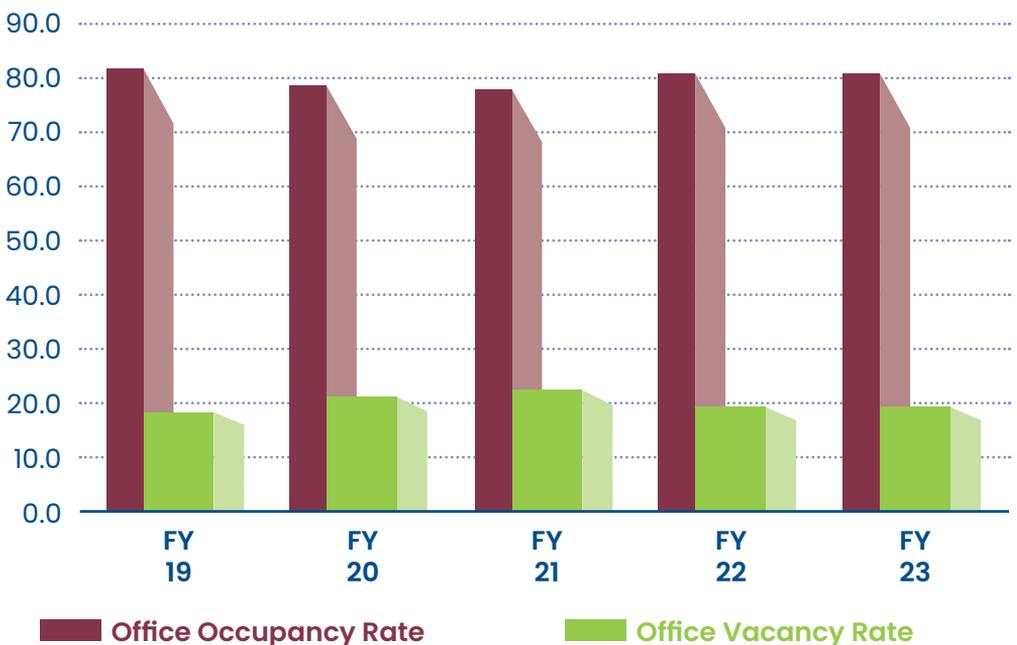


-  Provided support on Addison Transit-Oriented Development (TOD) project on revised incentive request.
-  Developed a marketing plan for Addison TOD office building with developers, developed targeted list of potential prospects, and hosted two corporate prospects.
-  Hosted several events, including:
 - 10+ Business Retention and Expansion (BRE) meetings
 - 9 office building Meet and Greet Events
 - 2 Coworking Day in the Park events
 - 1 Real Estate Broker Breakfast
 - 1 North Texas Consular Corps Luncheon

Objectives for FY2024

-  Complete TOD agreements and negotiations; continue marketing efforts for office building.
-  Aggressively pursue major corporate relocations.
-  Launch retail center façade improvement program.
-  Revisit Inwood Special Use Study with Council and evaluate the next steps.
-  Evaluate future of workforce and its impact on office environment
-  Continue connecting local entrepreneurs with area resources.

Occupancy Rate





ECONOMIC DEVELOPMENT FUND

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$516,409	\$577,836	\$577,836	\$465,625
Supplies	15,843	18,371	18,371	15,317
Maintenance	20,582	30,720	30,720	10,040
Contractual Services	761,946	1,461,160	1,461,160	927,244
Capital Replacement/Lease	221,611	13,372	13,372	9,715
Capital Outlay	-	-	-	-
One-Time Decision Packages	-	75,000	75,000	175,000
Total Department Budget	\$1,536,391	\$2,176,459	\$2,176,459	\$1,602,941

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Director of Economic Development	46	1.0	1.0	1.0	1.0
Economic Development Manager	35	1.0	1.0	1.0	1.0
Economic Development Coordinator	21	1.0	1.0	1.0	1.0
Total		3.0	3.0	3.0	3.0

TOURISM

Department Mission

The mission of the Tourism Department is to market the Town and support programs and activities that will make Addison a destination for leisure and business travelers to increase hotel occupancy, and to increase visitors to our attractions, special events and restaurants.

EXPENDITURES ¹	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$96,165	\$103,659	\$103,659	\$-
Supplies	1,091	3,800	3,800	-
Maintenance	163	180	180	-
Contractual Services	500,720	741,229	741,229	-
Capital Replacement/Lease	3,657	3,657	3,657	-
Capital Outlay	-	-	-	-
Total Department Budget	\$601,796	\$852,525	\$852,525	\$-

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Tourism Manager	33	0.0	1.0	1.0	0.0
Tourism Coordinator	28	1.0	0.0	0.0	0.0
Total		1.0	1.0	1.0	0.0

¹The Tourism department was moved from the Economic Development Fund to the Hotel Fund in FY2024.

GRANT Funds



Fund Description

Two special revenue funds account for monies received from private and governmental agencies. Expenditures of these grant monies are also recorded in the grant funds. The Advanced Funding Grant Fund is utilized for grant monies that are received prior to the related expenditure. This fund may carry a balance from year to year if Addison does not expend the monies within the fiscal year. The Reimbursement Grant Fund will track expenditures for which the Town expects to be reimbursed. Addison will record a receivable for any reimbursements not received prior to the fiscal year end.

Fund Narrative

The budget includes funding for police department travel and training that will be paid by a grant.

Advanced Funding Grant Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$48,367	\$43,167	\$52,545	\$38,961
REVENUES				
Intergovernmental	\$12,779	\$8,100	\$246,000	\$8,100
Interest and Other Income	26,063	400	1,400	400
TOTAL REVENUES	\$38,842	\$8,500	\$247,400	\$8,500
TOTAL RESOURCES AVAILABLE	\$87,209	\$51,667	\$299,945	\$47,461
EXPENDITURES				
Personnel Services	\$-	\$-	\$-	\$-
Supplies	7,414	-	4,327	-
Maintenance	-	-	-	-
Contractual Services	2,250	13,700	256,657	13,700
Capital Outlay	25,000	-	-	-
TOTAL EXPENDITURES	\$34,664	\$13,700	\$260,984	\$13,700
ENDING FUND BALANCE	\$52,545	\$37,967	\$38,961	\$33,761

INFRASTRUCTURE

Investment Fund



Fund Description

The Infrastructure Investment Fund (IIF) accumulates resources to support pay-as-you-go capital projects or significant non-routine capital expenditures of not less than \$500,000, building a reserve to reduce Addison's reliance on debt for capital projects.

Fund Narrative

This fund was created in FY2015 to set aside resources for a reserve for years of economic decline, to cash-fund capital projects that would have otherwise been funded by debt financing, or to fund significant non-routine capital outlay expenditures. The FY2024 budget allocates \$0.006201 of the property tax rate to fund the IIF for future appropriations. The FY2024 beginning fund balance in the Infrastructure Investment Fund is estimated to be \$4.8 million.

For FY2024, planned expenditures for the Infrastructure Investment Fund total \$550 thousand. The projected fund balance at the end of FY2024 is approximately \$4.9 million.

Infrastructure Investment Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$5,569,242	\$5,999,617	\$5,628,802	\$4,789,057
REVENUES				
Ad Valorem Taxes	\$308,458	\$336,953	\$336,953	\$368,614
Interest and Other Income	(202,263)	226,667	276,667	276,667
TOTAL REVENUES	\$106,195	\$563,620	\$613,620	\$645,281
TOTAL RESOURCES AVAILABLE	\$5,675,437	\$6,563,237	\$6,242,422	\$5,434,338
EXPENDITURES				
Capital Projects (Cash Funded)				
Traffic Signal & ADA Improvements	46,635	1,400,000	1,453,365	-
Redding Trail Extension/Dog Park	-	-	-	550,000
TOTAL EXPENDITURES	\$46,635	\$1,400,000	\$1,453,365	\$550,000
ENDING FUND BALANCE	\$5,628,802	\$5,163,237	\$4,789,057	\$4,884,338

OTHER SPECIAL Revenue Funds



ADDISON GROVE ESCROW FUND

Fund Description

The Addison Grove Escrow Fund receives transfers from other funds for future economic development incentive payments for the construction of the Addison Grove development.

Fund Narrative

For FY2024, budgeted expenses total \$3,250,000 for the Addison Grove Escrow Fund. The projected ending fund balance is \$9,008.

Addison Grove Escrow Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$3,133,634	\$3,131,722	\$3,009,008	\$3,209,008
REVENUES				
Interest and Other Income	\$(124,626)	\$10,000	\$200,000	\$50,000
TOTAL REVENUES	\$(124,626)	\$10,000	\$200,000	\$50,000
TOTAL RESOURCES AVAILABLE	\$3,009,008	\$3,141,722	\$3,209,008	\$3,259,008
EXPENDITURES				
Capital Improvements	\$-	\$-	\$-	\$3,250,000
TOTAL EXPENDITURES	\$-	\$-	\$-	\$3,250,000
ENDING FUND BALANCE	\$3,009,008	\$3,141,722	\$3,209,008	\$9,008



OTHER SPECIAL REVENUE FUNDS

BUILDING SECURITY FUND

Fund Description

The building security fees in this fund are generated from court costs paid by offenders. By law, these revenue amounts can only be spent on specified security or technology improvements for Addison’s municipal court.

Fund Narrative

For FY2024, budgeted expenses total \$29,171 for bailiffs and other costs associated with security. The available ending fund balance is projected at \$32,418, leaving 111.1% of operating expenditures.

Building Security Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$38,503	\$43,063	\$46,639	\$47,739
REVENUES				
Fines and Penalties	\$12,189	\$8,582	\$13,250	\$13,250
Interest and Other Income	(1,727)	300	1,000	600
TOTAL REVENUES	\$10,462	\$8,882	\$14,250	\$13,850
TOTAL RESOURCES AVAILABLE	\$48,965	\$51,945	\$60,889	\$61,589
EXPENDITURES				
Personnel Services	\$2,326	\$25,671	\$13,150	\$29,171
TOTAL EXPENDITURES	\$2,326	\$25,671	\$13,150	\$29,171
ENDING FUND BALANCE	\$46,639	\$26,274	\$47,739	\$32,418



CHILD SAFETY FUND

Fund Description

This is a special court cost under Art. 102.014 Code of Criminal Procedure for convictions of moving traffic violations in school crossing zones and passing a school bus. For cities under 850,000 population, it shall be used first to fund school crossing guards, with any excess expended for programs designed to enhance public safety and security. Because Addison does not have a school crossing program, the funds are used for other child safety expenses.

Fund Narrative

For FY2024, the budget anticipates that fees generated in this fund will pay for expenses related to traffic safety education for children. The available ending fund balance is projected at \$171,448, leaving 6857.9% of operating expenditures.

Child Safety Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$126,062	\$138,562	\$140,935	\$160,948
REVENUES				
Fines and Penalties	\$22,780	\$11,000	\$17,513	\$11,000
Interest and Other Income	(5,407)	1,000	2,500	2,000
TOTAL REVENUES	\$17,373	\$12,000	\$20,013	\$13,000
TOTAL RESOURCES AVAILABLE	\$143,435	\$150,562	\$160,948	\$173,948
EXPENDITURES				
Supplies	\$-	\$-	\$-	\$-
Contractual Services	2,500	2,500	-	2,500
TOTAL EXPENDITURES	\$2,500	\$2,500	\$-	\$2,500
ENDING FUND BALANCE	\$140,935	\$148,062	\$160,948	\$171,448



OTHER SPECIAL REVENUE FUNDS

COURT TECHNOLOGY FUND

Fund Description

The court technology fees in this fund are generated from court costs paid by offenders. By law, these revenue amounts can only be spent on specified security or technology improvements for Addison’s municipal court.

Fund Narrative

For FY2024, budgeted expenses total \$25,000 for technology improvements at the Municipal Court. The available ending fund balance is projected at \$28,419, or 113.7% of operating expenditures.

Court Technology Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$32,421	\$29,701	\$41,069	\$42,419
REVENUES				
Fines and Penalties	\$10,130	\$7,260	\$10,500	\$10,500
Interest and Other Income	(1,482)	300	850	500
TOTAL REVENUES	\$8,648	\$7,560	\$11,350	\$11,000
TOTAL RESOURCES AVAILABLE	\$41,069	\$37,261	\$52,419	\$53,419
EXPENDITURES				
Supplies	\$-	\$-	\$-	\$-
Contractual Services	-	25,000	10,000	25,000
TOTAL EXPENDITURES	\$-	\$25,000	\$10,000	\$25,000
ENDING FUND BALANCE	\$41,069	\$12,261	\$42,419	\$28,419



JUSTICE ADMINISTRATION FUND

Fund Description

This fee is a \$2.50 portion of the Time Payment Fee in Section 133.103 of the Local Government Code which shall be used for the purpose of improving the efficiency of the court.

Fund Narrative

For FY2023, the budget anticipates that funds generated by the Justice Administration Fund fee will pay for maintenance costs associated with the courtroom and clerk's office. The available ending fund balance is projected at \$51,566, leaving 1031.3% of operating expenditures.

Justice Administration Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$33,404	\$36,770	\$43,286	\$52,536
REVENUES				
Fines and Penalties	\$12,639	\$3,030	\$12,250	\$3,030
Interest and Other Income	(2,757)	200	2,000	1,000
TOTAL REVENUES	\$9,882	\$3,230	\$14,250	\$4,030
TOTAL RESOURCES AVAILABLE	\$43,286	\$40,000	\$57,536	\$56,566
EXPENDITURES				
Supplies	\$-	\$4,000	\$4,000	\$4,000
Maintenance	-	1,000	1,000	1,000
TOTAL EXPENDITURES	\$-	\$5,000	\$5,000	\$5,000
ENDING FUND BALANCE	\$43,286	\$35,000	\$52,536	\$51,566



OTHER SPECIAL REVENUE FUNDS

PEG FUND

Fund Description

Public, Educational and Governmental (PEG) fees are a cable franchise fee. The funding is to be used for any combination of television production equipment, training, and government access airtime on a local cable system.

Fund Narrative

For FY2024, planned expenditures for the PEG fund total \$75,000. The projected ending fund balance is \$16,003, leaving 21.3% of operating expenditures.

PEG Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$402,711	\$234,211	\$218,003	\$49,503
REVENUES				
Franchise Fees	\$37,845	\$40,000	\$40,000	\$40,000
Interest and Other Income	(13,440)	1,500	1,500	1,500
TOTAL REVENUES	\$24,405	\$41,500	\$41,500	\$41,500
TOTAL RESOURCES AVAILABLE	\$427,116	\$275,711	\$259,503	\$91,003
EXPENDITURES				
Maintenance	\$2,002	\$-	\$-	\$-
Capital Outlay	207,111	210,000	210,000	75,000
TOTAL EXPENDITURES	\$209,113	\$210,000	\$210,000	\$75,000
ENDING FUND BALANCE	\$218,003	\$65,711	\$49,503	\$16,003



PUBLIC SAFETY FUND

Fund Description

Police forfeiture funds are awards of monies or property by the courts related to cases that involve the Addison Police department. According to Chapter 59, Article 6, Paragraph (d) of the Texas Code of Criminal Procedure, "Proceeds awarded under this chapter to a law enforcement agency may be spent by the agency after a budget for the expenditures of the proceeds has been submitted to the governing body of the municipality."

Fund Narrative

In FY2024, budgeted expenses for the Public Safety Fund total \$10,000. The available ending fund balance is projected at \$5,214.

Public Safety Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$64,362	\$55,362	\$63,964	\$14,464
REVENUES				
Fines and Penalties	\$9,527	\$-	\$-	\$-
Interest and Other Income	(2,596)	500	500	750
TOTAL REVENUES	\$6,931	\$500	\$500	\$750
TOTAL RESOURCES AVAILABLE	\$71,293	\$55,862	\$64,464	\$15,214
EXPENDITURES				
Supplies	\$-	\$50,000	\$50,000	\$10,000
Contractual Services	7,329	-	-	-
TOTAL EXPENDITURES	\$7,329	\$50,000	\$50,000	\$10,000
ENDING FUND BALANCE	\$63,964	\$5,862	\$14,464	\$5,214



SELF-FUNDED PROJECT FUND

Fund Description

The purpose of the Self-Funded Special Project Fund is to cash-fund important one-time projects. The dollars for these one-time projects are intended to come from the savings from previous fiscal years that flow through the General Fund's fund balance along with contributions from other funds when the project will service multiple funds. Separating out recurring sources of revenue from one-time sources is considered a best practice for fiscal sustainability.

Fund Narrative

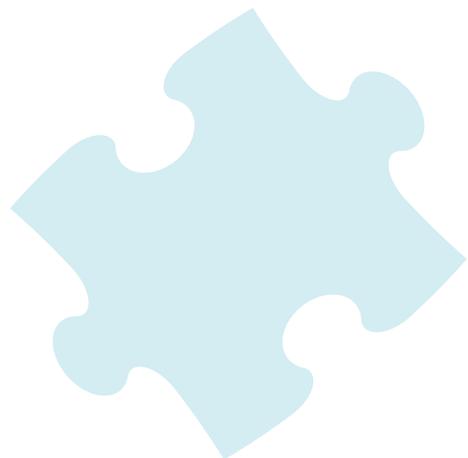
Major expenditures in this fund in FY2024 include:

-  Emergency Management Coordinator \$7,600
-  AED 123 Purchase and Monthly Inspections \$75,000
-  Two (2) Fire Administration Vehicles \$120,000
-  Assistant Director of Development Services \$9,900
-  Code Enforcement Manager \$51,400
-  Code Enforcement Officer \$49,900
-  Neighborhood Services Startup Funding \$60,000
-  Parks Planned Asset Replacement \$196,000
-  Addison Circle Park Vision Plan \$205,000
-  Pickleball Court Shade Structure \$217,000
-  Spruill Dog Park Artificial Turf \$235,287
-  Landscape Architect \$62,180
-  Public Art Installation \$150,000
-  NTA Pedestrian Crossing, Gateway, and Landscape Plan \$156,000
-  Recreation Van \$98,274
-  Addison Athletic Club (AAC) Building Improvements \$57,000
-  Addison Athletic Club Outdoor Pool Renovation \$339,743



Self-Funded Special Project Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$4,809,068	\$4,816,553	\$5,792,112	\$4,481,306
REVENUES				
Interest and Other Income	\$44,657	\$25,000	\$256,672	\$100,000
Transfers From Other Funds	1,800,000	-	1,900,000	-
TOTAL REVENUES	\$1,844,657	\$25,000	\$2,156,672	\$100,000
TOTAL RESOURCES AVAILABLE	\$6,653,725	\$4,841,553	\$7,948,784	\$4,581,306
EXPENDITURES				
Supplies	\$63,838	\$30,000	\$30,000	\$3,000
Maintenance	78,499	444,517	601,189	543,343
Contractual Services	552,395	619,900	1,370,050	69,900
Capital Outlay	166,881	1,144,239	1,466,239	1,477,041
Capital Improvements	-	-	-	-
TOTAL EXPENDITURES	\$861,613	\$2,238,656	\$3,467,478	\$2,093,284
ENDING FUND BALANCE	\$5,792,112	\$2,602,897	\$4,481,306	\$2,488,022



STREETS

Self-Funded Projects



Fund Description

The Streets Self-Funded Projects Fund accumulates resources to support pay-as-you-go streets capital projects or significant non-routine streets capital and maintenance expenditures, building a reserve to reduce Addison's reliance on debt for streets capital projects. The dollars for these one-time projects are intended to come from interest income generated, one-time reimbursements, and contributions from the General Fund.

Fund Narrative

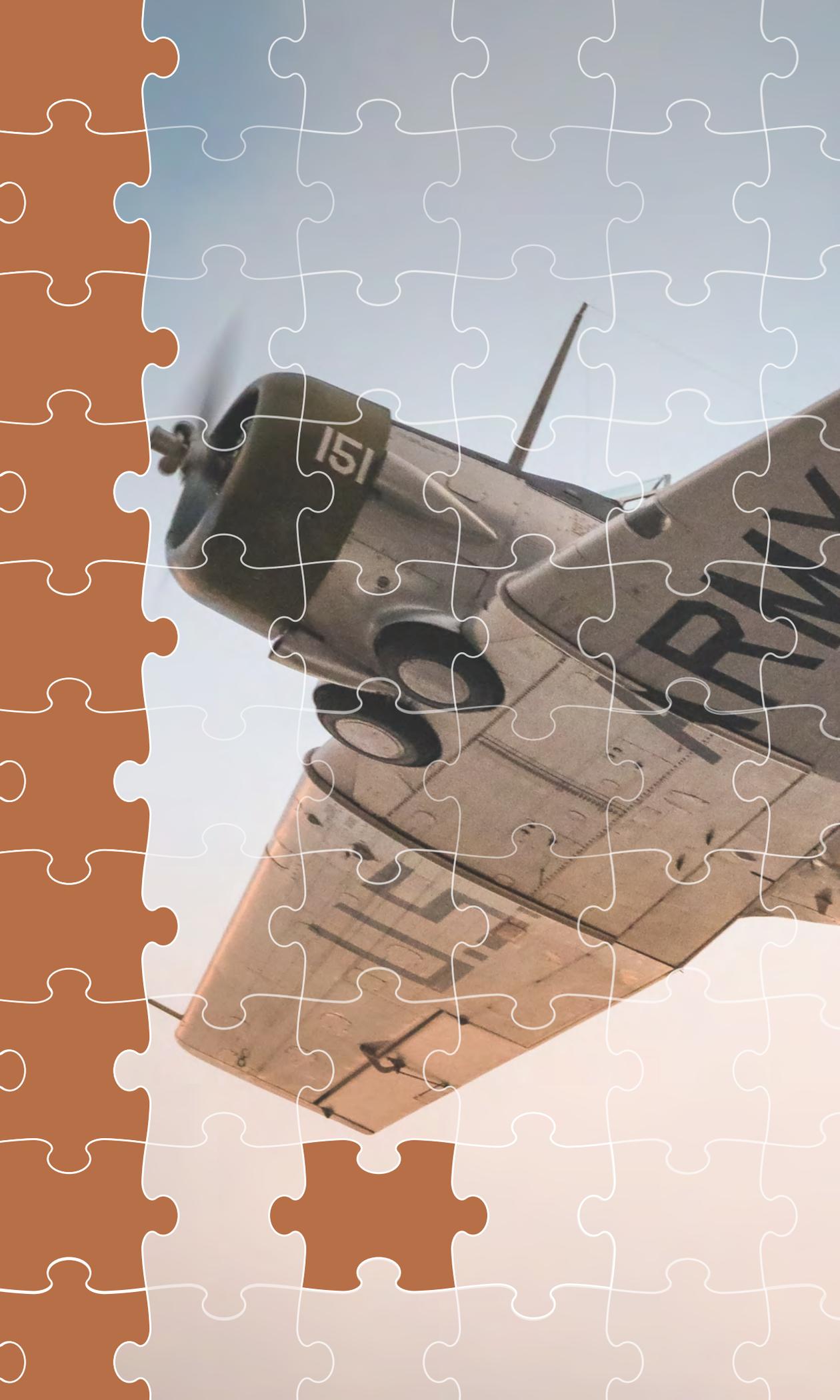
This fund was created in FY2013 to set aside resources for a reserve for years of economic decline, to cash-fund streets capital projects that would have otherwise been funded by debt financing, or to fund significant non-routine capital and maintenance expenditures. The FY2024 beginning fund balance in the Streets Self-Funded Projects Fund is estimated to be \$2.6 million.

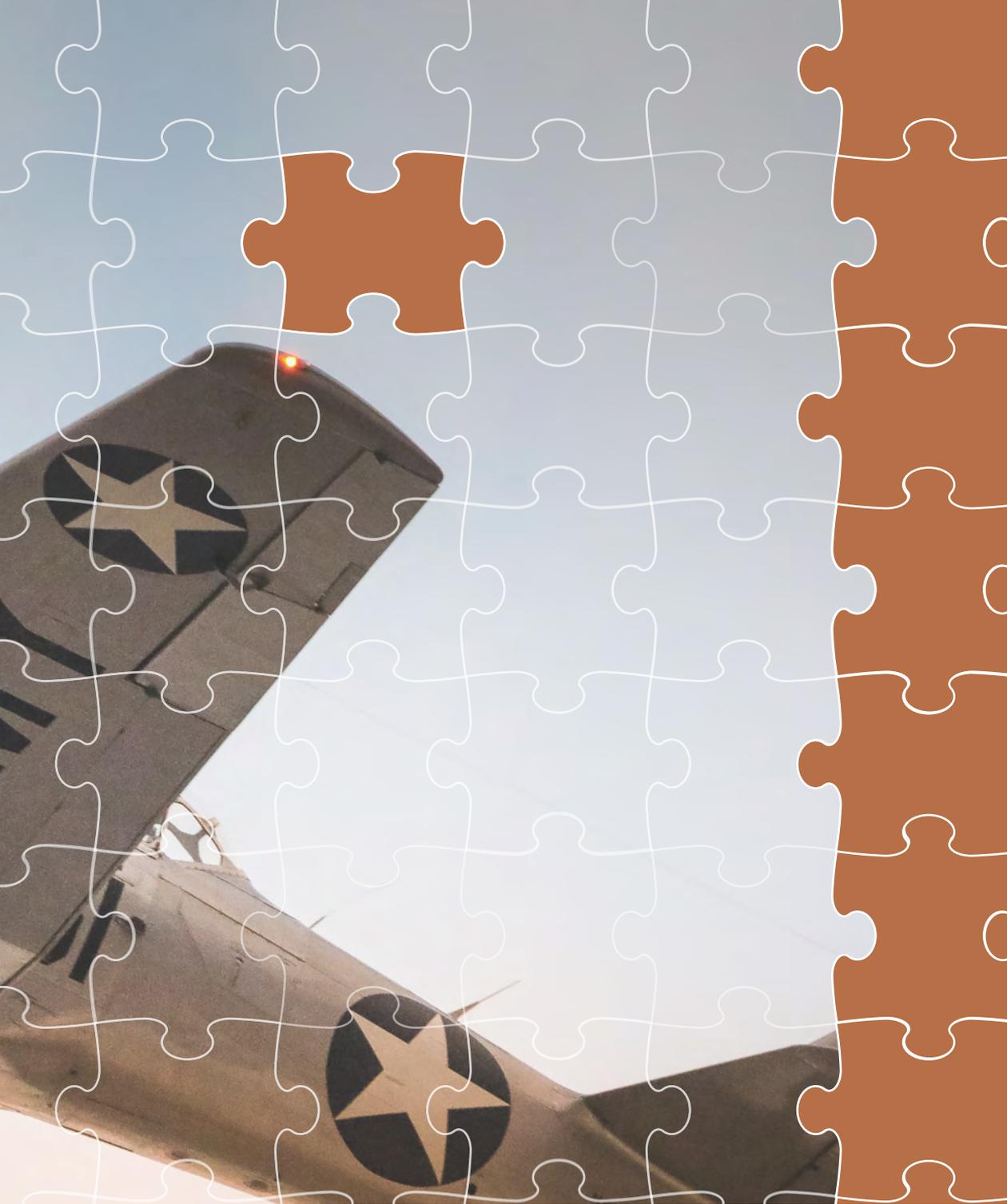
For FY2024, planned expenditures for the Streets Self-Funded Projects Fund total approximately \$9.96 million. The projected fund balance at the end of FY2023 is approximately \$4.2 million.



Streets Self-Funded Projects Fund Statement of Revenues and Expenditures

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$2,829,474	\$1,746,174	\$1,990,110	\$2,636,610
REVENUES				
Interest and Other Income	1,875,309	5,000	646,500	11,532,873
TOTAL REVENUES	\$1,875,309	\$5,000	\$646,500	\$11,532,873
TOTAL RESOURCES AVAILABLE	\$4,704,783	\$1,751,174	\$2,636,610	\$14,169,483
EXPENDITURES				
Maintenance	2,714,673	-	-	405,000
Contractual Services	-	-	-	4,100,000
CAPITAL PROJECTS (CASH FUNDED)				
Vitruvian West Streetscape and Bella Lane Extension	-	-	-	604,200
Vitruvian Park Phase 6, Blocks 301, 302 and 303	-	-	-	654,075
Keller Springs Reconstruction	-	-	-	2,000,000
Beltway Drive Trail	-	-	-	2,197,500
TOTAL EXPENDITURES	\$2,714,673	\$-	\$-	\$9,960,775
ENDING FUND BALANCE	\$1,990,110	\$1,751,174	\$2,636,610	\$4,208,708





PROPRIETARY
Funds

AIRPORT *Fund*



Fund Description

Addison owns a general aviation airport, which the Town considers to be one of the community's greatest assets. Addison Airport is a single runway facility and is classified by the Federal Aviation Administration (FAA) as a "National" category General Aviation (GA) airport, the highest-level category given to just 92 of 2,908 "non-primary" airports in the National Plan of Integrated Airport Systems (NPIAS). Addison is also designated by FAA as a Reliever for Dallas – Fort Worth International Airport (DFW). Addison Airport's primary customer base is business aviation; the airport is used extensively by corporate executives who conduct business in offices located in the North Dallas area. The airport is financed and operated as an enterprise fund, in a manner like private business enterprises where costs of providing services to the public are financed primarily through rentals, leases, and user charges; the airport is completely self-supporting, it receives no funding at all from the Town's General Fund.

Fund Narrative

From its opening in October 1957 through 1976, Addison Airport was privately owned and operated. In 1976, the Town of Addison acquired the airport at the urging of and with financial assistance from the FAA. At that time, the Town elected to leave the management and operations of the airport in the hands of Henry Stuart, Airport Manager since the opening of the airport in 1957, and his company Addison Airport of Texas, Inc. (AATI). AATI operated the airport through the end of 2000, after which a joint venture of Washington Group International (WGI) and The Staubach Companies assumed control. The joint venture – known as the Washington-Staubach Addison Airport Venture (WSAAV) – managed and operated the airport under contract to the Town from January 1, 2001 through September 30, 2010. Towards the end of WSAAV's tenure, the Town began negotiating separate contracts with their successor companies (URS Energy & Construction for Airport Operator services, and SAMI Management, Inc. for Real Estate operator services); those contracts became effective October 1, 2010, with the same personnel from the joint venture continuing to manage and operate the airport. In spring of 2020, the Town of Addison elected to early terminate the Airport Operating Agreement with AECOM (formerly URS Energy & Construction) and to allow the Real Estate Operator Agreement with SAMI Management, Inc. to expire, with both contracts ending on September 30, 2020. Effective October 1, 2020, all of the former AECOM and SAMI staff became Town of Addison employees. Now, for the first time in its 63-year history, Addison Airport is owned by the Town of Addison and operated by Addison municipal employees.

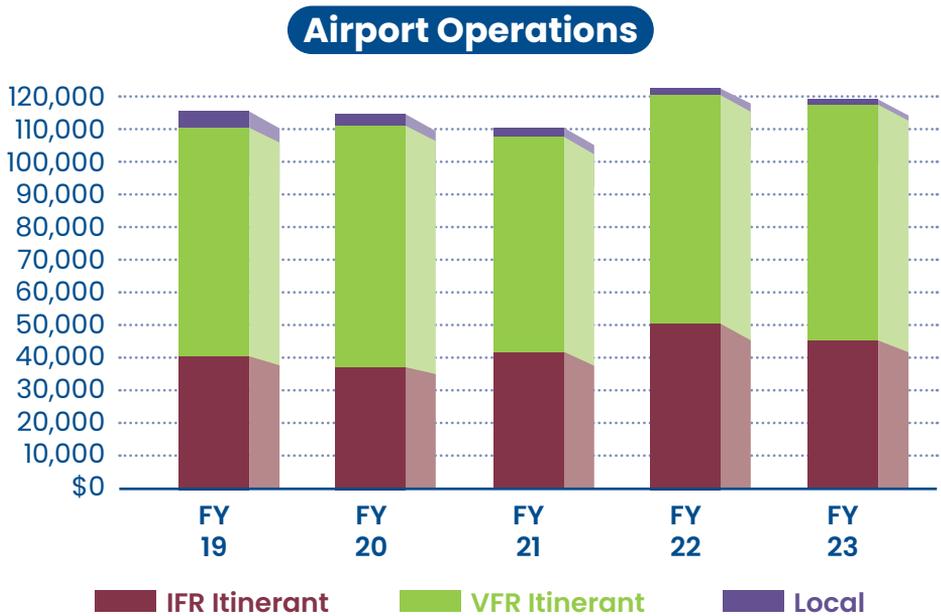
Airport staff – who are now all Town of Addison employees – perform all functions directly associated with the management, operation, and maintenance of the airport and related facilities. Staff also develops the capital improvement program and obtains capital grant funding from the FAA and the Texas Department of Transportation (TxDOT) Aviation Division. Grant funding is essential for the ongoing capital improvement of the airport. Airport staff also perform all real estate functions, including rental of Addison facilities and the management of ground leases, as well as the billing and collection of all revenue related to rentals, leases, fuel flowage fees, and miscellaneous income.

CONCLUDING FISCAL YEAR PERFORMANCE

Operating revenue for FY2023 is projected to total \$6,688,300, which is equal to the budget for FY2023 and \$523,000 less than was generated in FY2022. Operating expenses are estimated to total \$5,561,051, which is \$3,208 less than budgeted.

2023-2024 BUDGET NARRATIVE

For FY2024, the budget anticipates operating revenue of \$7,255,285, an 8.5 percent increase from the FY2023 budget. The projected increase is based on rental income, which is primarily due to CPI adjustments in ground leases and similar increases in commercial and T-hangar lease rates.



AIRPORT OPERATIONS	FY19	FY20	FY21	FY22	FY23
IFR Itinerant	40,266	36,925	41,727	50,566	45,058
VFR Itinerant	70,499	74,588	65,956	69,514	72,826
Local	4,982	3,511	2,640	2,418	1,180
TOTAL	115,747	115,024	110,323	122,498	119,064



AIRPORT FUND

Vision

Addison’s aspiration for the airport, or vision statement, as expressed in the Airport Strategic Plan approved by City Council on November 25, 2013, is an adaptation of Addison’s corporate vision statement:

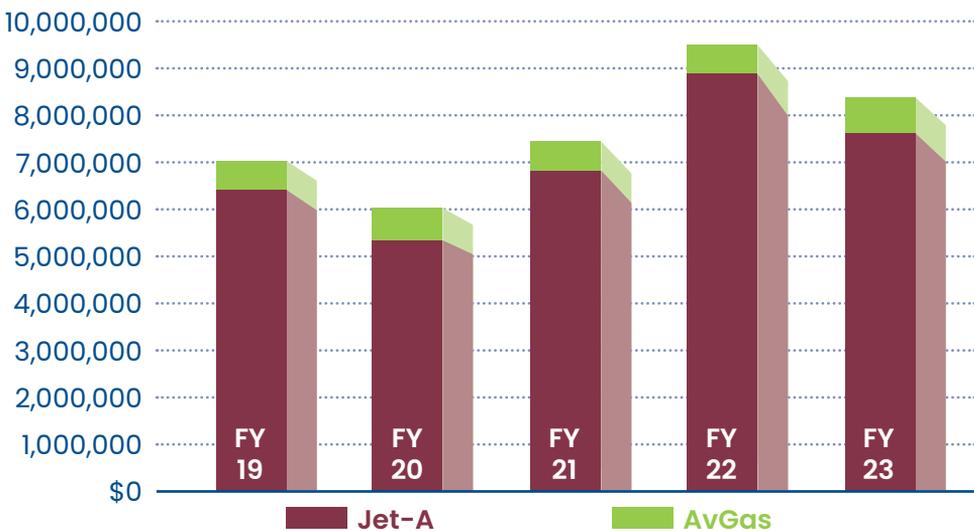
To be a safe, thriving General Aviation Airport that delivers the “Addison Way” with superior services, an attractive appearance, and an enhanced sense of community, offering a high-quality experience for tenants, businesses, visitors, and all stakeholders. Addison Airport will lead the way in creativity, innovation, and environmental and fiscal responsibility within a culture of excellence and regard for others.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Promoted the new U.S. Customs facility to international operators.
 - Hosted Customs & Border Protection (CBP) regional event for international operators.
 - Hosted lunch with the Mayor for Consuls from Mexico, Canada, Japan, and Belize.
-  Completed the grant-funded runway designation change (to 16-34) and runway/taxiway pavement preservation project.
-  Galaxy FBO opened for business in November 2022; in their first week, Galaxy hosted the FIFA World Cup Trophy Tour aircraft and special event (one of only three stops in the United States: LAX, EWR, and ADS).

Fuel Flowage



FUEL FLOWAGE	FY19	FY20	FY21	FY22	FY23
Jet-A	6,408,493	5,344,585	6,852,055	8,891,800	7,653,582
AvGas	684,239	690,768	637,705	659,805	727,565
TOTAL	7,092,732	6,035,353	7,489,760	9,551,605	8,381,147

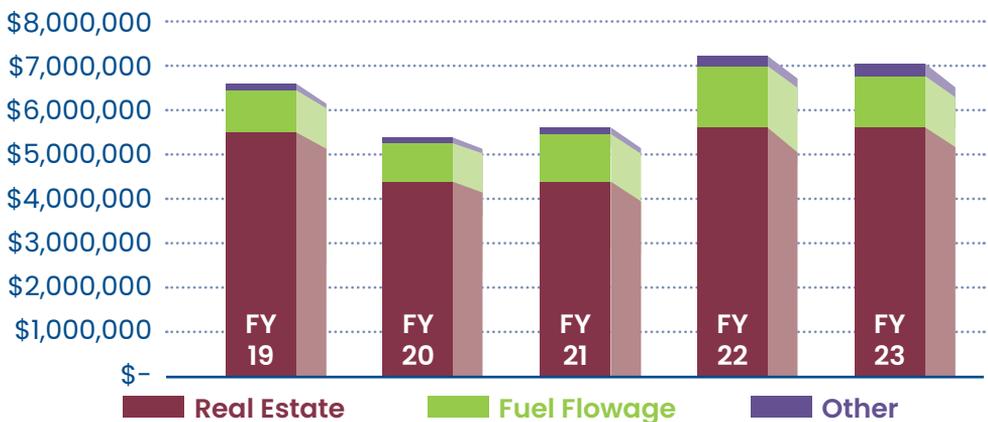


- Obtained Council approval of the first amendment to the Sky Harbour ground lease to add 6 more acres for phase 2 on Taxilane Uniform.
- Obtained Council approval for a long-term (13 year) lease with Stone Dome Real Estate, LLC for the airport-owned hangar located at 4581 Claire Chennault Drive.
- Commenced engineering and design work for reconstruction of Jimmy Doolittle Drive and the bulk fuel storage capacity expansion project.
- Hired a new Operations Specialist and two Maintenance Technicians.

OBJECTIVES FOR FY2024

- Begin work on Airport Master Plan update (18-to-24-month process); coordinated with Development Services on airport land use and zoning overlays; update Noise Exposure Map (NEM); address Urban Air Mobility services; address Airport Maintenance facility requirements.
- Complete Taxiway Bravo extension phase 1 construction project.
- Complete reconstruction of Jimmy Doolittle Drive.
- Construct utility building next to U.S. Customs facility to handle disposal of Regulated Garbage from international flights; include pet relief station for international arrivals.
- Execute/manage Developer Participation Agreement (DPAs) for reconstruction of airport-owned ramps and vehicle service road in conjunction with tenant construction projects.
- Conduct Request for Quote (RFQ) processes for redevelopment of three areas of the airport (Taxilane Serra, west side Dooley Road north end, Taxilane Tango.)

Revenue



REVENUE	FY19	FY20	FY21	FY22	FY23
Real Estate	\$5,488,112	\$4,421,924	\$4,415,499	\$5,649,340	\$5,615,945
Fuel Flowage	\$1,019,452	\$867,778	\$1,067,845	\$1,357,351	\$1,196,895
Other	\$130,444	\$127,068	\$175,311	\$233,916	\$247,305
TOTAL	\$6,638,008	\$5,416,770	\$5,658,655	\$7,240,607	\$7,060,145

* In FY2019, the Airport received a one-time installment of rent for \$1M from Galaxy as a negotiated term of their ground lease. Galaxy will begin paying regular rental monthly installments this December totaling approximately \$450K annually.



AIRPORT FUND

Airport Fund Statement of Income

	ACTUAL 2021-22	BUDGET 2022-23
BEGINNING BALANCE	\$6,235,527	\$6,658,419
REVENUES		
Intergovernmental		
Operating Grants	\$198,000	\$50,000
Service Fees	1,506,030	1,276,600
Rental Income	5,584,356	5,301,700
Interest and Other Income	(76,989)	60,000
TOTAL REVENUES	\$7,211,397	\$6,688,300
TOTAL RESOURCES AVAILABLE	\$13,446,924	\$13,346,719
EXPENDITURES		
Operational		
Personnel Services	187,884	232,150
Supplies	1,246,441	1,309,782
Maintenance	1,742,329	1,861,940
Contractual Services	1,271,406	1,108,609
Capital Replacement / Lease	692,928	741,479
Debt Service	660,144	758,481
Capital Outlay	1,952,454	2,418,608
TOTAL OPERATIONAL EXPENDITURES	\$5,163,197	\$5,564,259
Transfer to Debt Service Fund	-	508,966
Capital Projects (Cash Funded)	364,575	2,582,000
TOTAL EXPENDITURES	\$5,527,772	\$8,655,225
ENDING FUND BALANCE	\$7,919,152	\$4,691,494



ESTIMATED 2022-23 BUDGET 2023-24

\$7,919,152 **\$6,537,015**

\$50,000 \$50,000

1,276,600 1,394,180

5,301,700 5,686,105

60,000 125,000

\$6,688,300 **\$7,255,285**

\$14,607,452 **\$13,792,300**

230,989 251,577

1,253,444 1,144,346

1,856,272 2,041,177

1,124,433 1,594,198

750,995 692,943

736,088 791,253

2,306,537 2,487,384

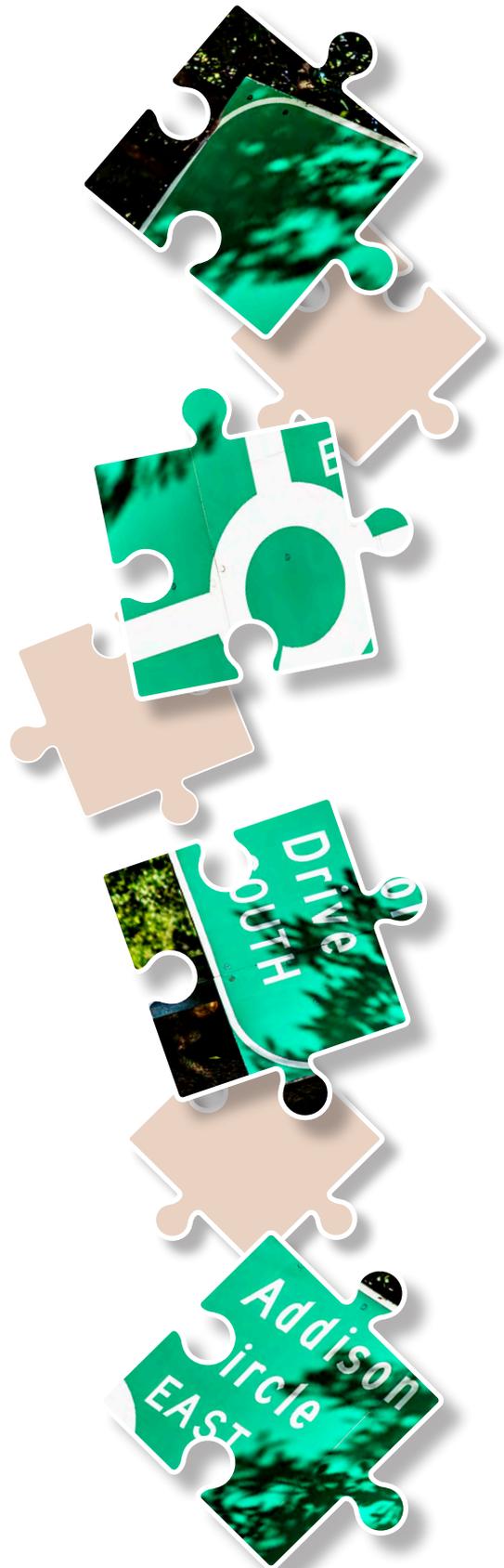
\$5,561,051 **\$6,130,403**

508,966 469,344

2,000,420 1,561,360

\$8,070,437 **\$8,161,107**

\$6,537,015 **\$5,631,193**





AIRPORT FUND

STAFFING

	LEVEL	ACTUAL 2021-22
Deputy City Manager	49	0.5
Airport Director	44	1.0
Airport Assistant Director	40	2.0
GIS Manager	38	0.4
Controller ¹	37	0.0
Accounting Manager ²	35	0.0
Airport Asset Manager	35	1.0
Airport Maintenance Manager	34	1.0
Airport Operations Manager	34	1.0
Airport Accounting Manager ³	33	1.0
Accounting Supervisor ²	33	0.5
Police Officer	P2	3.0
Airport Leasing Manager	29	1.0
Accountant ⁴	28	0.0
Talent Acquisition Partner	28	0.5
Management Assistant	25	1.0
Senior Accounting Specialist ⁵	25	0.0
Airport Operations Specialist	24	0.0
Accounting Specialist - CIP5	22	0.5
Airport Maintenance Technician III	22	1.0
Airport Maintenance Technician II	21	3.0
Department Assistant	20	1.0
Janitorial and Light Maintenance Worker	18	1.0
Airport Summer Management Intern	15	0.0

TOTAL REVENUES

20.4

¹A Controller (0.5 FTE) position was reallocated to the Airport Fund in FY2023.

²This position was reclassified from Accounting Supervisor to Accounting Manager mid-year in FY2023.

³The Airport Accounting Manager (1.0 FTE) position was removed mid-year in FY2023.

⁴An Accountant (0.5 FTE) position was reallocated to the Airport Fund in FY2023.

⁵This position was reclassified from Accounting Specialist - CIP to Senior Accounting Specialist mid-year in FY2023.



BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
0.5	0.5	0.5
1.0	1.0	1.0
2.0	2.0	2.0
0.4	0.4	0.4
0.0	0.5	0.5
0.0	0.5	0.5
1.0	1.0	1.0
1.0	1.0	1.0
1.0	1.0	1.0
1.0	0.0	0.0
0.5	0.0	0.0
3.0	3.0	3.0
1.0	1.0	1.0
0.0	0.5	0.5
0.5	0.5	0.5
1.0	1.0	1.0
0.0	0.5	0.5
1.0	1.0	1.0
0.5	0.0	0.0
1.0	1.0	1.0
3.0	3.0	3.0
1.0	1.0	1.0
1.0	1.0	1.0
0.2	0.2	0.2
21.6	21.6	21.6

CAPITAL

Replacement Fund



Fund Description

This fund was established to accumulate sufficient resources to replace existing capital rolling stock and heavy equipment that has reached or exceeded its useful life. Resources are acquired through charges to operating departments. The charges are calculated using a straight-line amortization of each piece of equipment based upon the item's expected life.

Fund Narrative

Estimated expenses in FY2023 were primarily associated with the following purchases:

- 🔧 Emergency Generator Replacement (\$826,000)
- 🔧 Fire - Frazer Ambulance (\$375,000)
- 🔧 Fire - Ford Interceptor (\$50,000)
- 🔧 Fire - (4) Thermal Imaging Cameras (\$23,000)
- 🔧 General Services - Chevy Bolt (\$40,000)
- 🔧 Parks - Ford F350 Dump Body (\$83,000)
- 🔧 Parks - Ford F350 Crew Cab (\$58,000)
- 🔧 Parks - Ford F250 Crew Cab (\$57,500)
- 🔧 Police - Motorcycles (\$35,000)
- 🔧 Police - K9 Chevy Tahoe (\$59,000)
- 🔧 Police - CID Chevy Tahoe (\$42,000)
- 🔧 Police - (2) CID Ford Explorer (\$76,000)
- 🔧 Police - (2) F150 CID (\$89,000)
- 🔧 Police - Ford Crime Scene Van (\$65,000)
- 🔧 Recreation - Life Fitness Treadmills (\$45,000)
- 🔧 Utilities - Ford Lightning (\$50,000)
- 🔧 Utilities - Ford 350 (\$58,000)

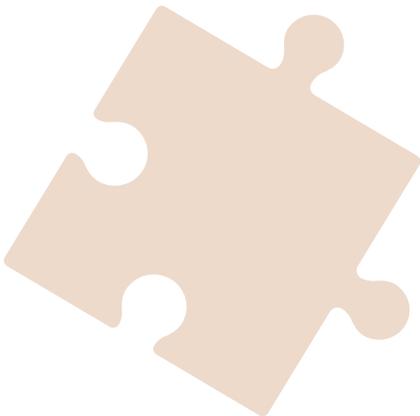
Equipment purchases included in the FY2024 budget include:

- 🔧 Airport - Ford F250 Crew Cab (\$55,700)
- 🔧 Airport - Chevy Tahoe (\$52,800)
- 🔧 Development Services - F150 Supercab (\$95,660)
- 🔧 Fire - Ford Ambulance (\$385,000)
- 🔧 General Services - (2) Ford C-Max (\$60,200)
- 🔧 General Services - Silverado (\$46,714)
- 🔧 Parks - Trailer (\$6,500)

-  Parks - (3) Ford F350 Extended Cab (\$212,320)
-  Parks - Ford Transit Van (\$51,260)
-  Parks - (3) F250 Crew Cab (\$167,100)
-  Police - (18) Patrol Vehicles (\$950,400)
-  Police - Prisoner Transport (\$52,800)
-  Police - Ford Crime Scene Van (\$52,800)
-  Streets - Ford F150 (\$47,830)
-  Streets - (3) Ford F350 Extended Cab (\$206,700)
-  Streets - Ford F350 Dump Truck (\$74,520)

Capital Equipment Replacement Fund Statement of Income

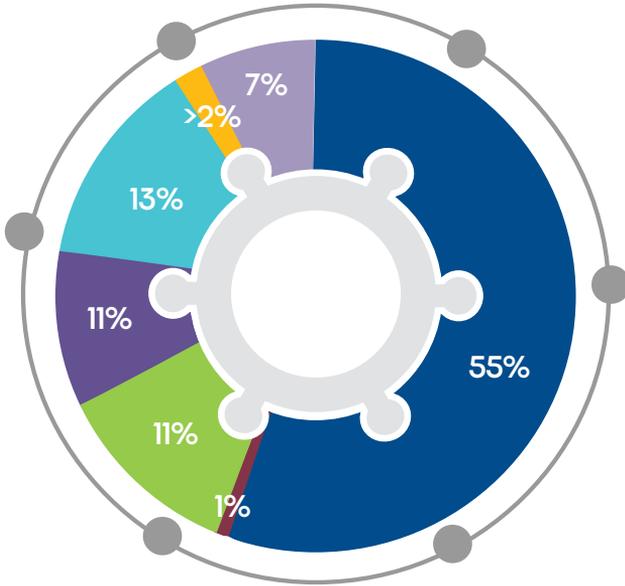
	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$3,976,723	\$4,464,067	\$4,693,776	\$3,400,895
REVENUES				
Service Fees				
Department Contributions	\$1,215,000	\$1,215,000	\$1,215,000	\$1,415,000
Interest and Other Income	(129,232)	50,000	50,000	97,200
TOTAL REVENUES	\$1,085,768	\$1,265,000	\$1,265,000	\$1,512,200
TOTAL RESOURCES AVAILABLE	\$5,062,491	\$5,729,067	\$5,958,776	\$4,913,095
EXPENDITURES				
Capital Outlay	\$368,715	\$2,031,500	\$2,557,881	\$2,518,304
TOTAL EXPENDITURES	\$368,715	\$2,031,500	\$2,557,881	\$2,518,304
ENDING FUND BALANCE	\$4,693,776	\$3,697,567	\$3,400,895	\$2,394,791





CAPITAL REPLACEMENT FUND

Contributions to the Capital Replacement Fund by Function



- Public Safety
- Urban Development
- Parks & Recreation
- General Government
- Utility/Streets
- Stormwater
- Airport

CATEGORY

2024

Public Safety	775,000
Police	325,000
Fire	450,000
Urban Development	15,000
Parks and Recreation	160,000
Parks	150,000
Recreation	10,000
General Government	150,000
Utility/Streets	190,000
Utility	140,000
Streets	50,000
Stormwater	25,000
Airport	100,000

FACILITY *Maintenance Fund*



Fund Description

This fund was established to provide dedicated funding to maintain the Town's aging facilities through planned maintenance and emergency repairs. Resources are acquired through charges to operating departments. The charges are guided by the Asset Management Plan and determined on an as-needed basis.

Fund Narrative

Maintenance projects included in the FY 2024 budget include:

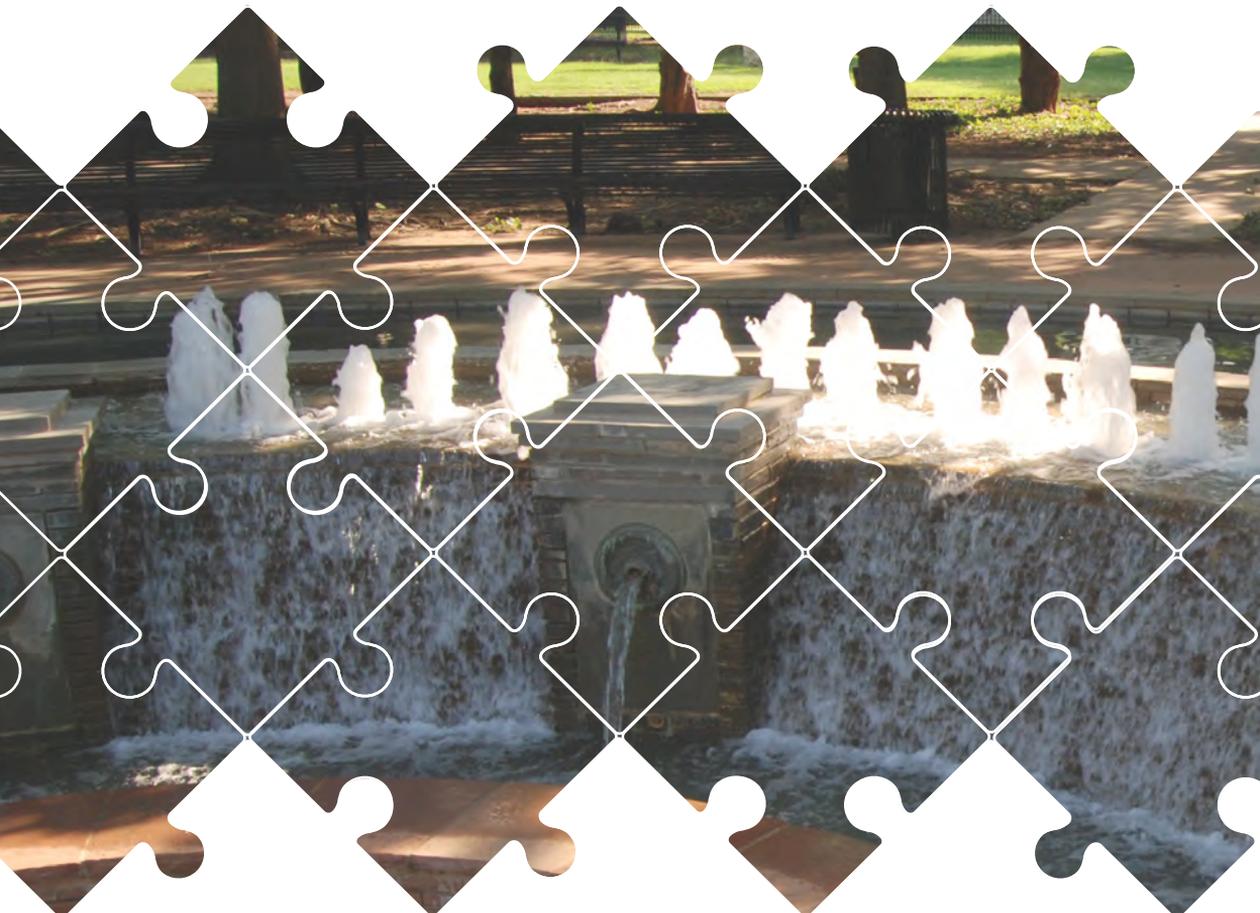
-  Atrium Skylight (\$23,000)
-  Duct Cleaning (\$53,000)
-  Emergency Maintenance (\$275,000)
-  Fire Station 1 Cast Stone – Phase 3 (\$35,000)
-  Gym Floor Resurfacing (\$30,000)
-  Parking Lot Painting/Restriping (\$20,000)
-  Replace Parking Lot at F1 – West Side (\$8,000)
-  Replacement of Split System Unit #1 (\$25,000)
-  Replacement of Split System Unit #3 (\$25,000)
-  Resurface Exterior Balcony Area (\$8,500)
-  Water Heater at Vitruvian (\$4,300)



FACILITY MAINTENANCE FUND

Facility Maintenance Fund Statement of Income

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$3,976,723	\$4,464,067	\$4,693,776	\$3,400,895
REVENUES				
Service Fees				
Department Contributions	\$1,215,000	\$1,215,000	\$1,215,000	\$1,415,000
Interest and Other Income	(129,232)	50,000	50,000	97,200
TOTAL REVENUES	\$1,085,768	\$1,265,000	\$1,265,000	\$1,512,200
TOTAL RESOURCES AVAILABLE	\$5,062,491	\$5,729,067	\$5,958,776	\$4,913,095
EXPENDITURES				
Maintenance	\$336,158	\$579,000	\$579,000	\$506,800
Capital Outlay	6,597	45,000	45,000	-
TOTAL EXPENDITURES	\$342,755	\$624,000	\$624,000	\$506,800
ENDING FUND BALANCE	\$1,272,182	\$1,036,000	\$1,008,182	\$969,632

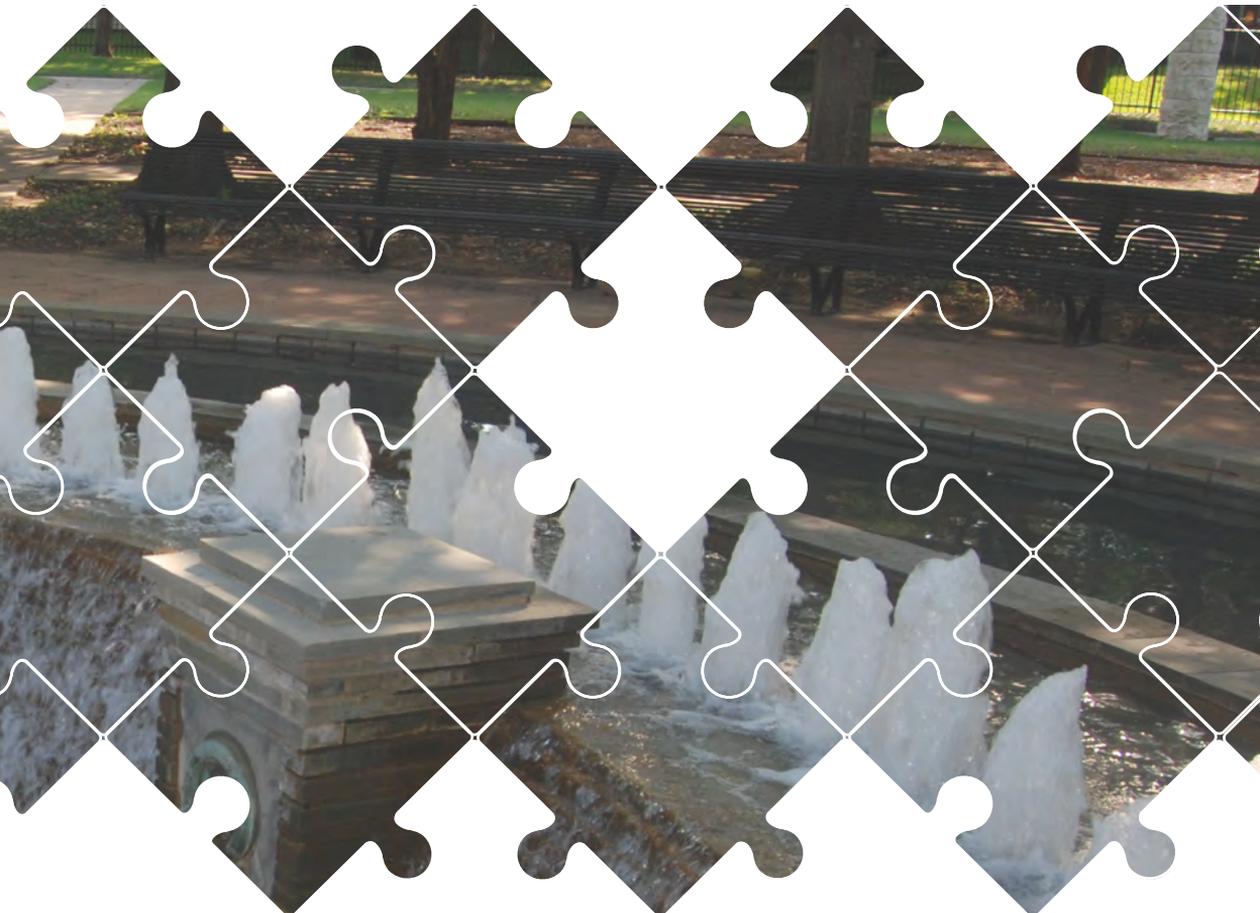


INFORMATION TECHNOLOGY *Replacement Fund*



Fund Description

This internal service fund was established in 1998 to accumulate sufficient resources to allow the Town to replace systems, including hardware and software with values in excess of \$5,000, on a regular basis or as needed in order to be adequately responsive to the increasing demands on the Town's network. Resources are acquired through charges to operating departments. The charges are calculated using a straight-line amortization of each component of a system based upon the component's expected life. Information Technology department calculates each department's contribution to this fund on an annual basis.





INFORMATION TECHNOLOGY REPLACEMENT FUND

Fund Narrative

Estimated expenses in FY2023 were:

- Police Replace In-Car Video/Body Cameras (\$383,000)
- Replace Mobile Device Computers (\$260,000)
- Phone System Upgrade (\$300,000)
- EnerGov System Upgrade (\$150,000)
- PCs, iPads, and Laptops Upgrade (\$300,000)
- Anti-Virus Application Upgrade (\$50,000)
- Upgrade Managed Security Services (\$85,000)
- Security Camera Network Annual Support (\$45,000)

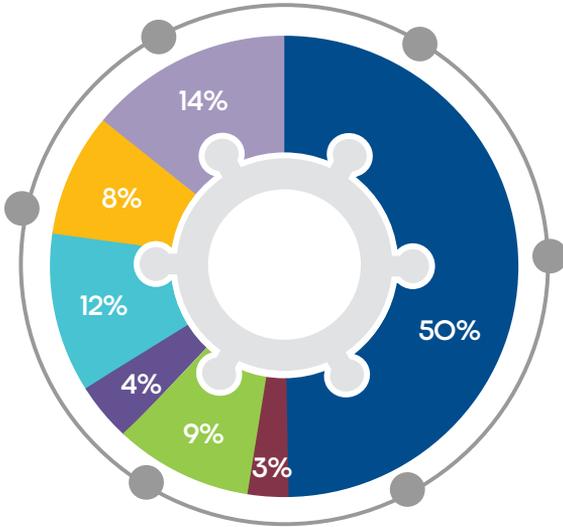
Scheduled purchases through FY2024 are:

- Police Replace In-Car Video/Body Cameras (\$294,000)
- Replace Mobile Device Computers (\$300,000)
- EnerGov System Upgrade (\$150,000)
- Fire RMS (\$8,000)
- Internal Affairs Investigation Software (\$30,000)
- Airport Lease Management Software (\$65,000)

Information Technology Replacement Fund Statement of Income

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$3,879,987	\$3,629,348	\$3,719,946	\$2,892,909
REVENUES				
Service Fees				
Department Contributions	\$573,963	\$575,963	\$575,963	\$805,963
Interest and Other Income	(155,825)	20,000	20,000	57,750
TOTAL REVENUES	\$418,138	\$595,963	\$595,963	\$863,713
TOTAL RESOURCES AVAILABLE	\$4,298,125	\$4,225,311	\$4,315,909	\$3,756,622
EXPENDITURES				
Supplies	\$-	\$710,000	\$560,000	\$-
Maintenance	86,431	45,000	45,000	847,000
Capital Outlay	491,748	818,000	818,000	-
TOTAL EXPENDITURES	\$578,179	\$1,573,000	\$1,423,000	\$847,000
ENDING FUND BALANCE	\$3,719,946	\$2,652,311	\$2,892,909	\$2,909,622

Contributions to the Information Technology Replacement Fund by Function



-  Public Safety
-  Urban Development
-  Parks & Recreation
-  Airport
-  Tourism & Economic Development
-  Utility/Streets
-  General Government

CATEGORY

2024

Public Safety	401,203
Police	318,552
Fire	82,651
Urban Development	22,694
Parks and Recreation	71,461
Parks	44,734
Recreation	26,727
Airport	32,928
Tourism & Economic Development	93,940
Economic Development	140,000
Tourism	50,000
Conference Centre	16,721
Marketing	22,328
Special Events	28,141
Theatre Centre	13,378
General Hotel Operations	-
Utility/Streets	68,785
Streets	27,201
Utilities	41,584
General Government	114,952
City Manager	16,388
Finance	28,309
General Services	14,979
Courts	27,173
Human Resources	10,211
Information Technology	17,892
Council	-

TOTAL

805,963

STORMWATER *Fund*



Fund Description

Addison's Stormwater Fund is an enterprise fund, which is a Proprietary type of fund where operations are accounted for and financed in a manner like private business enterprises. In this budget, two types of funds are utilized, Governmental and Proprietary. Governmental funds are used for most government activities, while Proprietary funds are based on the premise that designated city services should be conducted as businesses. Addison's Stormwater utility is operated on the premise that this city service should be operated where the costs of providing the services to the public are funded primarily through user charges.

Fund Narrative

The Stormwater Fund was created in 2013 to address necessary stormwater activities and capital projects. The fee funds the costs to build and maintain stormwater infrastructure such as curb and gutter repair, maintenance of stormwater structures, and the Town's federally and state mandated stormwater quality management program. Additionally, the stormwater fee funds the capital improvements to Addison's drainage infrastructure including drainage relief systems, detention facilities, and other improvements.

CONCLUDING FISCAL YEAR PERFORMANCE

Operating revenues for FY2023 are projected to total \$2,654,023, which is equal to the budget for FY2023 and \$461,000 more than was generated in FY2022. Operating expenses in FY2023 are projected to be \$691 less than budgeted amounts. The anticipated ending working capital for FY2023 is projected at \$8,101,159.

2023-2024 BUDGET NARRATIVE

FY2024 budgeted operating revenues are projected at \$2,725,000, an increase of \$532,000 from actual FY2022. The FY2024 budget incorporates the 4.5 percent rate increase. Operating expenses are budgeted at \$3,185,853. Also included in the FY2024 budget is cash funding of \$2,800,000 for capital projects.

Stormwater Fund Statement of Income

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$8,984,319	\$9,128,538	\$9,455,358	\$8,101,159
REVENUES				
Service Fees				
Licenses and Permits	\$2,266	\$-	\$-	\$-
Drainage Fees	2,558,788	2,554,023	2,554,023	2,575,000
Interest and Other Income	(368,284)	100,000	100,000	150,000
TOTAL REVENUES	\$2,192,770	\$2,654,023	\$2,654,023	\$2,725,000
TOTAL RESOURCES AVAILABLE	\$11,177,089	\$11,782,561	\$12,109,381	\$10,826,159
EXPENDITURES				
Personnel Services	\$374,451	\$417,276	\$416,585	\$741,366
Supplies	16,903	16,100	16,100	38,999
Maintenance	101,042	166,280	166,280	615,052
Contractual Services	294,146	359,710	359,710	214,846
Capital Replacement /Lease	10,000	10,000	10,000	25,000
Debt Service	493,199	491,390	491,390	489,590
Capital Outlay	29,457	-	-	-
TOTAL EXPENDITURES	\$1,319,198	\$1,460,756	\$1,460,065	\$2,124,853
One-Time Decision Packages	-	215,000	215,000	1,061,000
Transfers To Other Funds	-	400,439	400,439	406,196
Capital Improvements	402,533	2,838,033	1,932,718	2,800,000
TOTAL EXPENDITURES	1,721,731	4,914,228	4,008,222	6,392,049
ENDING FUND BALANCE	\$9,455,358	\$6,868,333	\$8,101,159	\$4,434,110

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Assistant Director of Public Works ¹	49	0.5	0.5	0.5	0.5
GIS Manager	44	1.0	1.0	1.0	1.0
Stormwater and Operations Manager	40	2.0	2.0	2.0	2.0
Streets and Traffic Operations Manager	38	0.4	0.4	0.4	0.4
GIS Analyst ²	37	0.0	0.0	0.5	0.5
Utility Billing Supervisor	35	0.0	0.0	0.5	0.5
Stormwater Operator	35	1.0	1.0	1.0	1.0
Streets Crew Leader ³	34	1.0	1.0	1.0	1.0
Accounting Specialist - UB	34	1.0	1.0	1.0	1.0
Street Maintenance Worker ⁴	33	1.0	1.0	0.0	0.0
TOTAL REVENUES		20.4	21.6	21.6	21.6

¹An Assistant Director of Public Works (1.0 FTE) position was added in FY2024.

²A GIS Analyst position was added in FY2024 and partially allocated (0.5 FTE) to the Stormwater Fund.

³A Streets Crew Leader was partially allocated (0.5 FTE) to Stormwater Fund in FY2024.

⁴A new Street Maintenance Worker position was added (1.0 FTE) and an existing position was partially allocated (0.5 FTE) to the Stormwater Fund in FY2024.

STORMWATER

Operations



Department Mission

To provide quality services related to the provision of water and sanitary sewer services, street maintenance, and stormwater drainage in a compliant, proactive, and professional manner.

The Stormwater Division of the Public Works and Engineering Services Department is responsible for:

-  Maintaining the safe and efficient flow of stormwater through the drainage collection system.
-  Maintaining the drainage system components and associated infrastructure.
-  Identifying, reviewing, managing, inspecting, and implementing all stormwater capital projects.
-  Complying with Texas Commission on Environmental Quality (TCEQ) regulations.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Compiled detailed stormwater reports for various types of illicit discharges.
-  Hosted Earth Day and Sustainability Day events.
-  Cleared debris from over 100 inlets.
-  Began construction of the Rawhide design and construction of the Winnwood Bridge Armoring Project.
-  Completed year four of five for the Town's MS4 permit.
-  Validated master plan projects.
-  Began replacement of Vitruvian pumps.

OBJECTIVES FOR FY2024

-  Continue to monitor and perform inspections of stormwater infrastructure.
-  Continue inlet repair program.
-  Complete construction of Rawhide Basin improvements.
-  Implement maintenance plans for detention areas, open drainage ditches, and mainlines.
-  Continue successful Sustainability and Earth Day events.
-  Update post construction Best Management Practices (BMP) ordinance.

UTILITY *Fund*



Fund Description

Addison's Utility Fund is an enterprise fund, which is a Proprietary type fund where operations are accounted for and financed in a manner like private business enterprises. In this budget, two types of funds are utilized, Governmental and Proprietary. Governmental funds are used for most government activities, while Proprietary funds are based on the premise that designated city services should be conducted as businesses. Addison's water and wastewater utilities are operated on the premise that this city service should be operated and financed where the costs of providing the services to the public are financed primarily through user charges.

Fund Narrative

CONCLUDING FISCAL YEAR PERFORMANCE

Operating revenues for FY2023 are projected to total \$15,399,776, which is equal to the budget for FY2023 and \$32,000 more than was generated in FY2022. Operating expenses in FY2023 are projected to be \$46,200 more than budgeted amounts. The anticipated ending working capital for FY2023 is projected at \$7,164,062.

2023-2024 BUDGET NARRATIVE

FY2024 budgeted operating revenues are projected at \$16,105,957, an increase of \$706,000 from the FY2023 budget. Operating expenses are budgeted at \$16,192,794, an increase of \$536,000 over the FY2023 budget. Also included in the FY2024 budget is cash funding of \$79,000 for cash-funded capital projects.

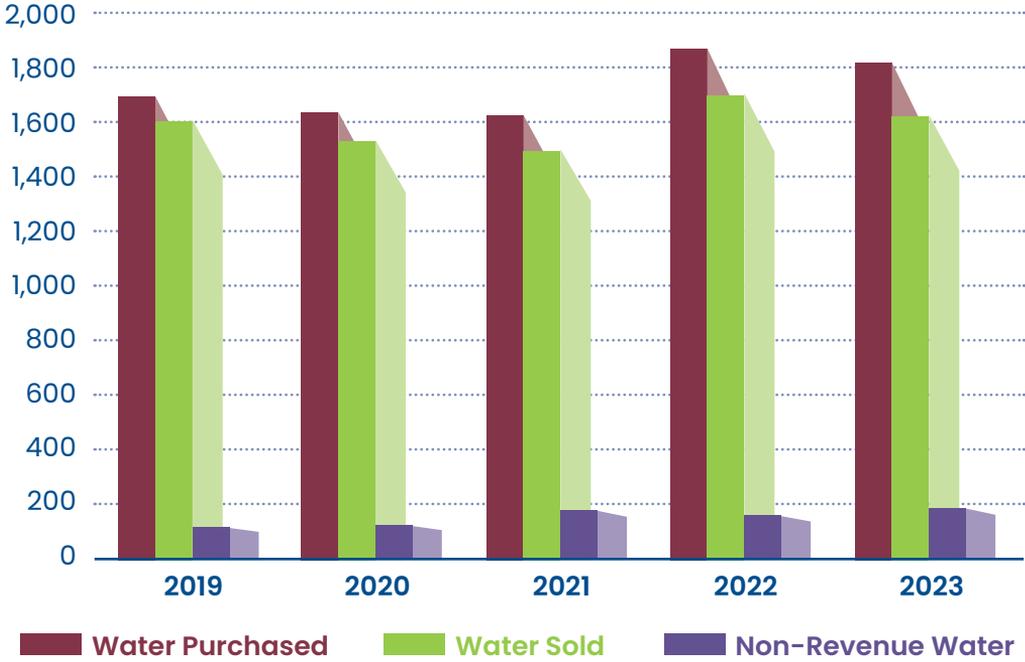
ANNUAL WATER LOSS REPORT			
YEAR	WATER PURCHASED	WATER SOLD	NON-REVENUE WATER
2019	1,688,499,000	1,605,159,335	119,035,118
2020	1,634,516,000	1,527,663,686	132,293,391
2021	1,627,270,000	1,491,606,055	184,278,716
2022	1,862,605,000	1,699,443,110	163,161,890
2023	1,812,306,000	1,621,607,216	190,698,784



UTILITY FUND

Water Audit

(in Millions)



ACCOUNT TYPE	ACTUAL USAGE	REPLACED USAGE	BILLED USAGE	BILLED AMOUNT
CL - COMM LARGE	280,863	2,929	254,262,100	\$1,160,401.60
CS - COMM SMALL	86,420	2,197	75,223,110	\$350,891.53
FR - FIRE METER	2,436	8	1,459,040	\$150,873.96
HM - HOTEL/MOTEL	125,722	0	125,722,000	\$506,695.48
IL - INDUSTRIAL LARGE	873	0	873,000	\$7,265.96
IS - INDUSTRIAL SMALL	446	23	469,000	\$2,845.56
LM - LOAN METER	4,510	0	4,510,000	\$24,846.60
ML - MULTIFAMILY LARGE	351,223	1,007	352,230,000	\$1,412,811.83
MS - MULTIFAMILY SMALL	7,867	46	7,913,000	\$33,314.38
RL - IRRIGATION LARGE	224,913	808	225,721,000	\$1,795,650.02
RS - IRRIGATION SMALL	91,590	471	90,480,339	\$760,148.84
SC - SCHOOL	45,620	109	45,729,000	\$317,329.33
SF - SINGLE FAMILY	170,183	411	170,567,027	\$958,322.88
TN - TOWN	136,435	355	136,790,000	\$1,075,275.69
TOTALS	1,529,101	8,364	1,491,948,616	8,556,674

Utility Fund Statement of Income

	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$6,510,582	\$6,244,689	\$7,466,956	\$7,164,062
REVENUES				
Service Fees				
Water Sales	\$9,115,862	\$8,452,239	\$8,452,239	\$8,832,590
Sewer Charges	6,328,760	6,709,962	6,709,962	7,011,910
Tap Fees & Other	37,780	15,345	15,345	10,324
Fines and Penalties	125,985	91,874	91,874	93,711
Interest and Other Income	(241,134)	130,356	130,356	157,422
TOTAL REVENUES	\$15,367,253	\$15,399,776	\$15,399,776	\$16,105,957
TOTAL RESOURCES AVAILABLE	\$21,877,835	\$21,644,465	\$22,866,732	\$23,270,019
EXPENDITURES				
Personnel Services	\$2,451,670	\$2,833,900	\$2,833,900	\$3,048,220
Supplies	240,249	232,112	232,112	238,671
Maintenance	936,177	803,462	803,462	925,922
Contractual Services				
Water Purchases	4,339,663	4,327,486	4,327,486	4,620,482
Wastewater Treatment	3,631,976	3,831,839	3,831,839	3,950,773
Other Services	1,053,241	1,337,058	1,383,258	1,282,972
Capital Replacement / Lease	231,584	206,584	206,584	206,584
Debt Service	1,526,320	1,744,029	1,744,029	1,744,170
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	\$14,410,879	\$15,316,470	\$15,362,670	\$16,017,794
One-Time Decision Packages	-	340,000	340,000	175,000
Capital Projects (Cash Funded)	-	79,000	-	79,000
TOTAL EXPENDITURES	14,410,879	15,735,470	15,702,670	16,271,794
ENDING FUND BALANCE	\$7,466,956	\$5,908,995	\$7,164,062	\$6,998,225

UTILITY *Operations*



Department Mission

To provide quality services related to the provision of water and sanitary sewer services, street maintenance, and stormwater drainage in a compliant, proactive, and professional manner.

The Utility Division of the Public Works and Engineering Services Department is responsible for:

-  Supplying safe, uninterrupted water and wastewater service to Addison residents and businesses.
-  Maintaining water and wastewater facilities and infrastructure.
-  Reviewing, managing, inspecting, and implementing all utility related capital projects.
-  Maintaining regulatory compliance with the Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) water and wastewater systems requirements.
-  Processing and permitting requests for the use of the public right-of-way.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Completed design of the Lake Forest Drive Water and Sewer Improvements.
-  Began CIP validation for all upcoming utility projects.
-  Began EPA mandated Lead and Copper Rule Revisions.
-  Parks enhanced the landscaping at Celestial pump station to align with the Town's standards.
-  Finished design and began construction of the Surveyor Pump Station Electrical Improvements
-  Began and completed non-destructive testing of water main from George Bush Elementary to Belt Line Road along the Redding Trail.
-  Purchased and installed new water quality analyzers.

OBJECTIVES FOR FY2024

-  Complete construction of Lake Forest Drive Water and Sewer Improvements.
-  Continue the new detailed maintenance programs for main line repairs, rehabilitation of lines and manholes, and fire hydrants.

EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$2,254,531	\$2,620,468	\$2,620,468	\$2,812,964
Supplies	227,626	216,612	216,612	223,171
Maintenance	936,177	803,462	803,462	925,922
Contractual Services	882,101	1,168,958	1,168,958	1,044,872
Capital Replacement/Lease	231,584	206,584	206,584	206,584
Capital Outlay	-	-	-	-
One-Time Decision Packages	-	340,000	340,000	165,000
TOTAL DEPARTMENT BUDGET	\$4,532,018	\$5,356,084	\$5,356,084	\$5,378,513

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Deputy City Manager	49	0.5	0.5	0.5	0.5
Director of Public Works and Engineering	45	1.0	1.0	1.0	1.0
Assistant Director of Public Works and Engineering	40	1.0	1.0	1.0	1.0
GIS Manager	38	0.3	0.3	0.3	0.3
Capital Improvement Project Manager	36	1.0	1.0	1.0	1.0
Streets and Traffic Operations Manager	34	0.3	0.3	0.3	0.3
Utilities Manager	34	2.0	2.0	2.0	2.0
Right of Way Construction Manager	34	0.0	1.0	1.0	1.0
GIS Analyst ¹	30	0.0	0.0	0.0	0.5
Talent Acquisition Partner	28	0.5	0.5	0.5	0.5
Utility Supervisor - Line Maintenance	28	1.0	1.0	1.0	1.0
Utility Supervisor - Water Quality	28	1.0	1.0	1.0	1.0
Senior Construction Inspector	26	1.0	0.0	0.0	0.0
Senior Accounting Specialist ²	25	0.0	0.0	0.5	0.5
Construction Inspector	24	2.0	2.0	2.0	2.0
Water Quality Specialist	23	2.0	2.0	2.0	2.0
Accounting Specialist - CIP2	22	0.5	0.5	0.0	0.0
Utility Operator III	22	4.0	4.0	4.0	4.0
Department Assistant	20	1.0	1.0	1.0	1.0
Utility Operator II3	20	2.0	2.0	2.0	2.0
Utility Operator I	19	5.0	5.0	5.0	5.0
TOTAL		26.1	26.1	26.1	26.6

¹GIS Analyst position was added in FY2024 and partially allocated (0.5 FTE) to the Utility Fund.

²This position was reclassified from Accounting Specialist - CIP to Senior Accounting Specialist mid-year in FY2023.

UTILITY *Billing*



Department Description

To accurately bill Addison customers for their water and sewer usage, refuse collection, and other fees, and to ensure timely collection of payments.

Program Narrative

ACCOMPLISHMENTS OF FY2023

-  Assisted with the implementation of airport tenant billing to Munis Utility Billing (UB) module.
-  Facilitated the selection of a new UB customer service portal.



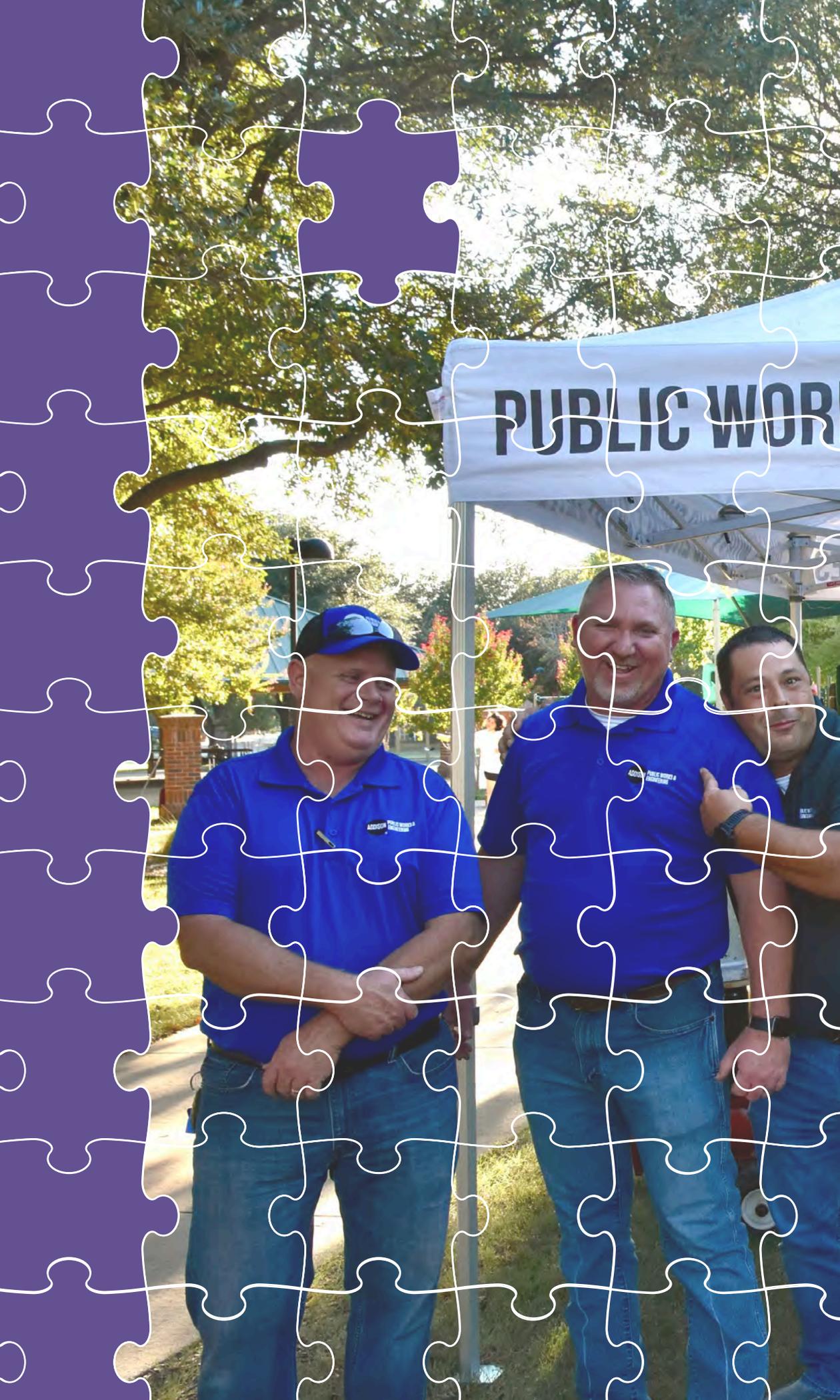
OBJECTIVES FOR FY2024

-  Reduce the number of account adjustments due to Finance errors down to less than 10 per year.
-  Lead and assist the Airport Tenant billing process in Munis.
-  Implement the Utility Billing customer service portal.

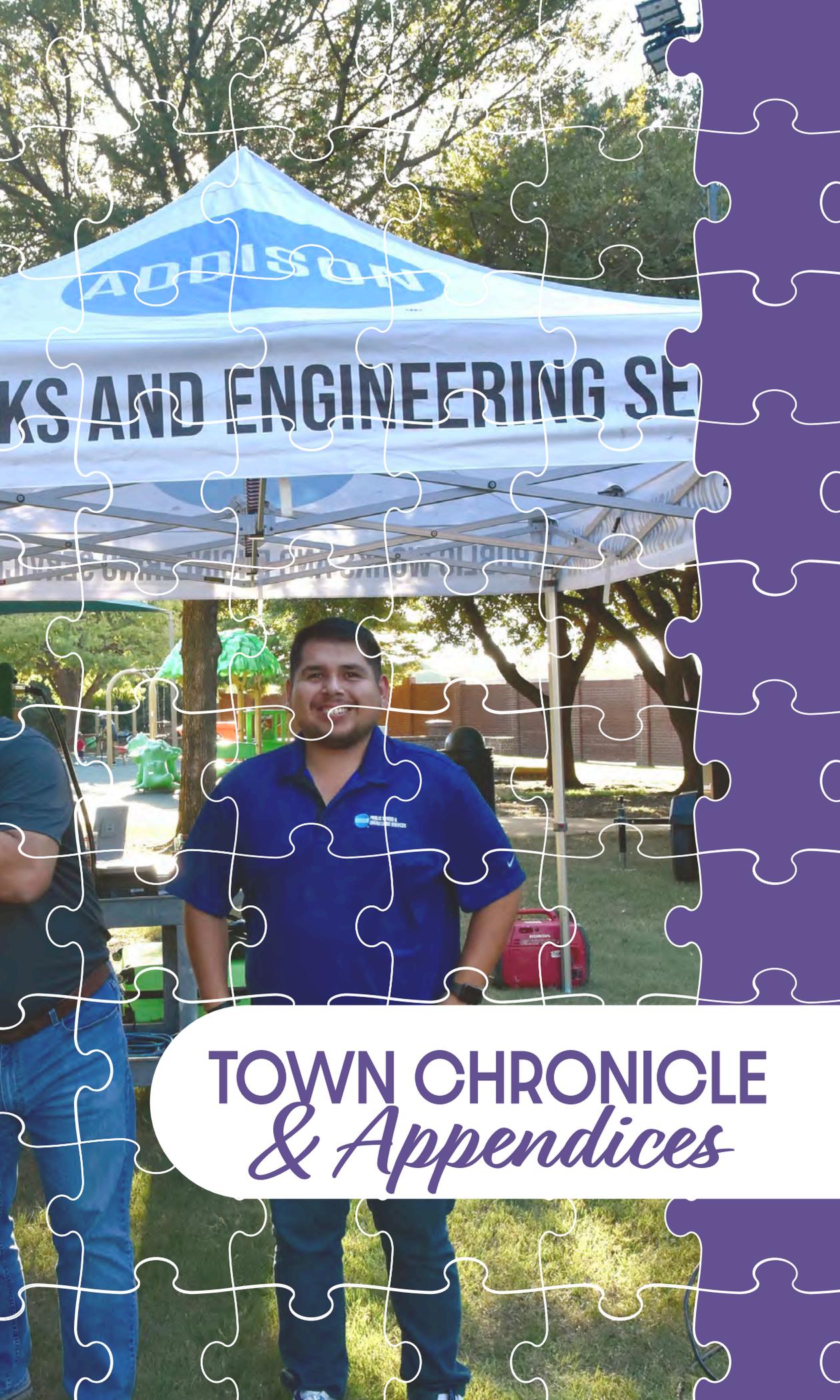
EXPENDITURES	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Personnel Services	\$197,139	\$213,432	\$213,432	\$235,256
Supplies	12,624	15,500	15,500	15,500
Contractual Services	171,140	168,100	214,300	238,100
One-Time Decision Packages	-	-	-	10,000
TOTAL DEPARTMENT BUDGET	\$380,903	\$397,032	\$443,232	\$498,856

STAFFING	LEVEL	ACTUAL 2021-22	BUDGET 2022-23	ESTIMATED 2022-23	BUDGET 2023-24
Assistant Director of Finance	40	0.0	0.5	0.5	0.5
Controller	37	0.5	0.0	0.0	0.0
Utility Billing Supervisor	28	0.8	0.8	0.8	0.8
Accounting Specialist - UB	22	0.8	0.8	0.8	0.8
TOTAL		2.1	2.1	2.1	2.1





PUBLIC WORK



TOWN CHRONICLE
& Appendices

ADDISON

Fast Facts



33.4
YEARS

MEDIAN AGE¹

17,721

2023 POPULATION²

\$74,012

MEDIAN HOUSEHOLD
INCOME³



\$6,160,034,059

2023 ASSESSED VALUE

41,025

TOTAL EMPLOYMENT
IN ADDISON⁴

¹ 2017-2021 American Community Survey, US Census

² 2023 North Central Texas Council of Governments Estimate

³ 2021 American Community Survey, US Census

⁴ Dallas Central Appraisal District

3,952.1

POPULATION PER
SQUARE MILE⁵

1,345

NUMBER OF SINGLE-
FAMILY RESIDENCES⁴

57.9%

EDUCATION LEVEL
*(Persons with a Bachelor's
Degree, Age 25 and above)*⁶



18.0%

OWNER-OCCUPIED
HOUSING UNIT RATE⁸

4.38

SQUARE MILES

⁵ 2022 US Census Quick Facts

⁶ Census Quick Facts

⁷ NCTCOG 2021 Daytime Population, Workers Working

⁸ 2022 US Census Quick Facts



TOP 10 EMPLOYERS *in Addison**



* Source: CoStar



TOP 10 PROPERTY TAXPAYERS *2023**



* Source: Dallas County Tax Office

ADDISON

Town Chronicle



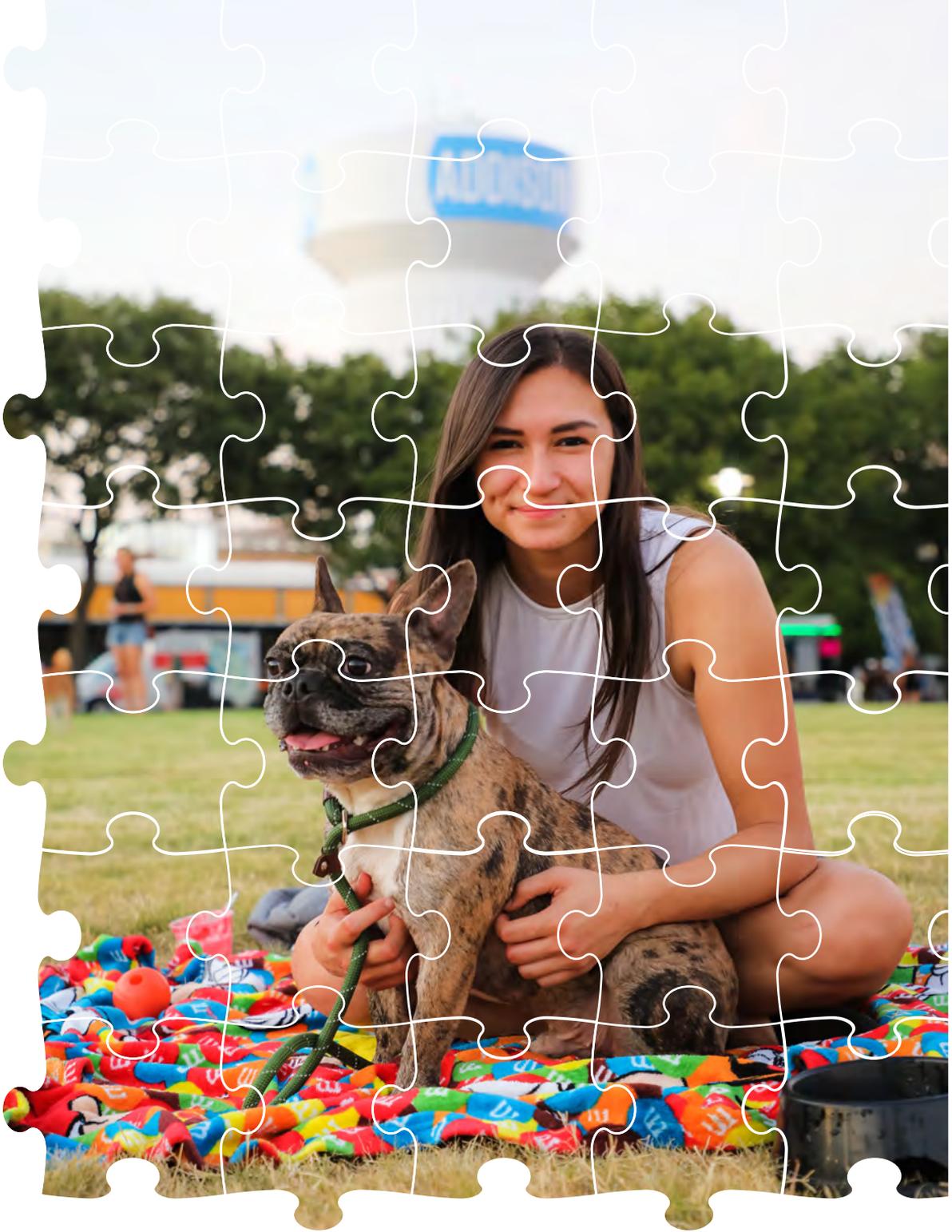
Town Description

The Town of Addison is located in the Dallas North Parkway area that encompasses the Dallas suburbs of Carrollton, Farmers Branch, and Plano. The area was first settled by Peters colony residents in the 1840s. The area, which developed rapidly over the past three decades, is home to affluent neighborhoods, hundreds of million-dollar companies, and scores of quality restaurants. Because of Addison's overwhelming commercial atmosphere, residents of Addison enjoy a unique lifestyle not common in other suburbs. Though Addison has only 17,720 residents, the Town has developed into a cosmopolitan center which serves well over 125,000 business persons, shoppers, and visitors daily. The area commands a central location in proximity to downtown Dallas, DFW International Airport, the Richardson telecommunications corridor, and the Plano Legacy corporate campus area.

Epitomizing the best features of the area is the Town of Addison. Addison places a special emphasis on quality of life that demands all development meet the most rigorous building requirements. For example, all commercial development must submit landscaping plans to ensure attractive green areas accompany buildings. The attention to aesthetics extends to all of Addison's major boulevards, which are also landscaped. This approach has made Addison a cosmopolitan "downtown uptown" distinguished from almost any other urban area in the nation. The Town's blend of residential, retail, and office uses creates an open environment that avoids the confining effect usually associated with densely developed areas.

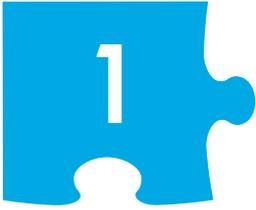
Addison's reputation for maintaining a high quality of urban life has attracted considerable development over the past few years. Addison is home to nearly 11 million square feet of quality office space and growing, and an additional 169 retail buildings representing approximately 2.5 million square feet of space. Most of Addison's office buildings are designated "Class A" due to the amenities they offer. Addison boasts 22 hotels with over 3,600 rooms and over 200 restaurants, or an average of 46 per square mile.

With its concentration of commercial and retail development, Addison is strongly influenced by the region's economic climate. Much attention is given to the occupancy rates of buildings in Addison. Addison's office occupancy rate reached nearly 80% and retail occupancy exceeded 92% in 2023. The Town experienced a 11.0 percent increase in taxable property values for the 2023 certified levy compared to the 2022 certified levy.



Addison takes a proactive approach to develop a town with a strong sense of place that would attract a highly skilled labor force. Developments such as Addison Circle and Vitruvian Park have not only become a desired location to live but a focal point for some of North Texas' major events such as nationally recognized Addison Kaboom Town!, Oktoberfest, and Taste Addison.

APPENDIX A: *The Budget Process*



FY2024 Budget Kickoff

MARCH 2023

City Manager presents the Town with budget guidance. Departments review their budget and tie to Council priorities identified by Strategic Pillars & Milestones.



Budget Requests Submitted and Reviewed

APRIL 14, 2023

Deadline for department budgets to be submitted to Finance Department. Staff spends the next several weeks reviewing department budgets for presentation to the Council in August work sessions.



Work Sessions with City Manager

MAY 2023

A series of meetings are conducted by the City Manager's Office with individual departments to discuss each department's budget requests.



Preliminary Budget Discussions

JUNE 2023

A series of discussions are conducted by the City Manager's Office and Budget team to go over information included in the proposed budget.



Certified Estimated Tax Rolls Received

JULY 25, 2023

Certified estimated appraisal rolls from the Dallas Central Appraisal District are received showing taxable values of \$6,160,034,059.



FY2024 City Manager's Proposed Budget

JULY 31, 2023

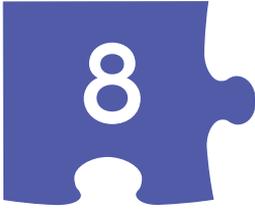
City Manager's proposed budget is filed with the City Secretary and made available to the public as required by the City Charter. The budget reflects total appropriations of \$158,185,865 and a tax rate of 60.9822 cents.



Work Sessions with Council

AUGUST 3 & 4, 2023

Council attends FY2024 Budget Retreat to discuss various aspects of the City Manager's proposed budget.



Publish Notice of Proposed Tax Rate

AUGUST 25, 2023

Upon receipt of the certified appraisal rolls, the Dallas County Tax Assessor/Collector performs the net effective tax rate calculation as required by State Law. The no new revenue tax rate is calculated to be 56.2728 cents with a voter approval rate of 63.6365 cents.



Public Hearings Held

SEPTEMBER 5 & SEPTEMBER 12, 2023

Following the required newspaper notice, public hearings on the tax rate and budget are conducted.



Council Adopts the FY2024 Budget

SEPTEMBER 12, 2023

Council approves ordinances adopting the budget for the fiscal year beginning October 1, 2023 with total appropriations of \$162,356,196 and a tax rate of 60.9822 cents.



FY2024 Budget Document is Published

NOVEMBER 2023

Finance Department staff develop the final budget document. The document is returned from the printer and distributed to users.



Budget is Implemented, Monitored, & Amended

OCTOBER 2023 – SEPTEMBER 2024

Throughout the fiscal year, Town staff closely monitors and tracks the budget. If an amendment becomes necessary, a work session is conducted with Council, and any budget amendments are adopted by ordinance at a regularly scheduled Council meeting.

APPENDIX B:

Financial Policies



Introduction

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

Annual Budget

Sections 1-7 are requirements set forth in the Town's Charter.

1. The fiscal year of the Town of Addison shall begin on October 1 of each calendar year and will end on September 30 of the following calendar year. The fiscal year will also be established as the accounting and budget year.
2. The City Manager, prior to August first of each year, shall prepare and submit to the City Secretary the annual budget covering the next fiscal year, which shall contain the following information:
 - a. The City Manager's budget message shall outline the proposed financial policies for the next fiscal year with explanations of any changes from previous years in expenditures and any major changes of policy and a complete statement regarding the financial condition of the Town.
 - b. An estimate of all revenue from taxes and other sources, including the present tax structure rates and property valuations for the ensuing year.
 - c. A carefully itemized list of proposed expenses by office, department, agency, and project for the budget year, as compared to actual expenses of the last ended fiscal year, and estimated expenses for the current year compared to adopted budget.
 - d. A description of all outstanding bonded indebtedness of the Town.
 - e. A statement proposing any capital expenditure deemed necessary for undertaking during the next budget year and recommended provision for financing.



- f. A list of capital projects which should be undertaken within the next five succeeding years.
- g. A five-year financial plan for the General, Hotel, Airport, and Utility Funds.
3. The City Manager's budget should assume, for each fund, operating revenues that are equal to or exceed operating expenditures. The City Manager's budget message shall explain the reasons for any fund that reflects operating expenditures exceeding operating revenues.
4. At least one public hearing shall be conducted before the City Council, allowing interested citizens to express their opinions concerning items of expenditure, giving their reasons for wishing to increase or decrease any items of expense. The notice of hearing shall be published in the official newspaper of the Town not less than 15 days or more than 30 days following date of notice.



APPENDIX B: FINANCIAL POLICIES

5. Following the public hearing, the City Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, at least three days prior to the beginning of the next fiscal year, adopt the budget by a favorable majority vote. If the City Council fails to adopt the budget, the Town shall continue to operate under the existing budget until such time as the City Council adopts a budget for the ensuing fiscal year.
6. On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the City Council shall constitute the official appropriations for the current year and shall constitute the basis of the official levy of the property tax. Under conditions which may arise, the City Council may amend or change the budget to provide for any additional expense.
7. The annual budget document shall be published in a format that satisfies all criteria established by the Government Finance Officers Association's Distinguished Budget Program. The final budget document shall be published no later than 90 days following the date of the budget's adoption by the City Council.

BASIS OF ACCOUNTING AND BUDGETING

1. The Town's finances shall be accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB).
 - a. The accounts of the Town are organized and operated on the basis of funds and account groups. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project Funds.
 - b. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Substantially all revenues are considered to be susceptible to accrual. Ad valorem, sales, hotel, franchise and tax revenues recorded in the General Fund and ad valorem tax revenues recorded in the Debt Service Fund are recognized under the susceptible to accrual concept. Licenses and permits, charges for



services, fines and forfeitures, and miscellaneous revenues (except earnings on investments) are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned since they are measurable and available. Expenditures are recognized when the related fund liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources.

- c. The Town utilizes encumbrance accounting for its governmental fund types, under which purchase orders, contracts and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation.
 - d. The Town's proprietary fund types are accounted for on a flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.
2. The Town's annual budgets shall be prepared and adopted on a basis consistent with generally accepted accounting principles for all governmental and proprietary funds except the capital projects funds, which adopt project-length budgets. Also, depreciation of fixed assets is not recognized in proprietary fund budgets. All annual appropriations lapse at fiscal year-end. Under the Town's budgetary process, outstanding encumbrances are reported as reservations of fund balances and do not constitute expenditures or liabilities since the commitments will be re-appropriated and honored the subsequent fiscal year.
 3. The issuance of Statement 34 by GASB has influenced the creation and reporting of individual funds. GASB 34 essentially mandates dual accounting systems: one for government-wide (i.e. the government as a single entity) reporting and another for individual fund reporting. Under GASB 34 for individual funds, the Town will continue utilizing the accounting and budgeting processes as described in paragraphs (1) and (2) of this section. However, because GASB 34 mandates the flow of economic resources measurement focus and accrual basis of accounting for the government-wide reporting, extensive reconciliation must be performed to present aggregated fund information in the government-wide reporting model. Therefore, individual operating funds will be created with the objective of reducing fund to government-wide reconciliation as much as possible. When appropriate, individual funds will be examined as to whether it will be appropriate to account for them as proprietary fund types. Also, the Town will limit the use of internal service funds and incorporate the financial transactions of those funds into other governmental funds.

Budget Administration

1. All expenses of the Town shall be made in accordance with the adopted annual budget. The department level is the legal level of control enacted by the Town Charter. Budgetary control is maintained at the individual expenditure account level by the review of all requisitions of estimated purchase amounts prior to the release of purchase orders to vendors.
2. The following represents the Town's budget amendment policy delineating responsibility and authority for the amendment process. Transfers between expenditure accounts in one department may occur with the approval of the Chief Financial Officer (CFO). Transfers between operating departments may occur with the approval of the City Manager and CFO provided that a department's total budget is not changed by more than five percent. Transfers between funds or transfers between departments that change a department's total budget by more than five percent must be accomplished by budget amendment approved by the City Council. Budget amendments calling for new fund appropriations must also be approved by the City Council.

Financial Reporting

1. Following the conclusion of the fiscal year, the Town's CFO shall cause to be prepared an Annual Comprehensive Financial Report in accordance with generally accepted accounting and financial reporting principles established by GASB. The document shall also satisfy all criteria of the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program.
2. The Annual Comprehensive Financial Report shall show the status of the Town's finances on the basis of GAAP. The Annual Comprehensive Financial Report shall show fund revenues and expenditures on both a GAAP basis and budget basis for comparison purposes. In all but two cases this reporting conforms to the way the Town prepares its budget. Compensated absences (accrued but unused sick leave) are not reflected

in the budget but are accounted for in the Annual Comprehensive Financial Report's long-term debt account group. Depreciation expense is not shown in the budget's proprietary funds, although the full purchase price of equipment and capital improvements is reflected as uses of working capital.

3. Included as part of the Annual Comprehensive Financial Report shall be the results of the annual audit prepared by independent certified public accountants designated by the City Council.
4. The CFO shall, within 60 days following the conclusion of each calendar quarter, issue a report to the City Council reflecting the Town's financial condition for that quarter. The quarterly report format shall be consistent with the format of the annual budget document.

Revenues

1. To protect the Town's financial integrity, the Town will maintain a diversified and stable revenue system to shelter it from fluctuations in any one revenue source. Recognizing that sales tax is a volatile, unpredictable source of revenue, the Town will attempt to reduce its dependence on sales tax revenue.
2. For every annual budget, the Town shall levy four property tax rates: debt service, operation/maintenance, infrastructure investment and economic development. The debt service levy shall be sufficient for meeting all principal and interest payments associated with the Town's outstanding general obligation debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The operation and maintenance levy shall be accounted for in the General Fund. The operation and maintenance levy will be established within the eight percent rollback rate as defined by the State of Texas Property Tax Code. City Council will consider exceeding the rollback rate only after options have been presented by staff to avoid the rollback



APPENDIX B: FINANCIAL POLICIES

by increasing revenue from other sources or reducing expenditures. The infrastructure investment will be appropriated \$0.006201 of the operation and maintenance levy to support pay-as-you-go capital projects or significant non-routine capital expenditures of not less than \$500,000.00. In addition, the economic development fund will be appropriated \$0.023716 of the operation and maintenance levy.

3. The Town will maintain a policy of levying the lowest tax rate on the broadest tax base. Minimal exemptions will be provided to homeowners, senior citizens, and disabled veterans. The Town may consider providing tax abatements or other incentives to encourage development.
4. The Town will establish user charges and fees at a level that attempts to recover the full cost of providing the service.
 - a. User fees, particularly utility rates, should identify the relative costs of serving different classes of customers.
 - b. Where possible, utility rates should be designed to reduce peak (hour and day) demands on the utility systems.
 - c. The Town will make every reasonable attempt to ensure accurate measurement of variables impacting taxes and fees (e.g. verification of business sales tax payments, verification of appraisal district property values, and accuracy of water meters).
5. The Town will attempt to maximize the application of its financial resources by obtaining supplementary funding through agreements with other public and private agencies for the provision of public services or the construction of capital improvements.
6. The Town will consider market rates and charges levied by other public and private organizations for similar services in establishing tax rates, fees and charges.
7. When developing the annual budget, the City Manager shall project revenues from every source based on actual collections from the preceding year and estimated collections of the current fiscal year, while taking into account known circumstances which will impact revenues for the new fiscal year. The revenue projections for each fund should be made conservatively so that total actual fund revenues exceed budgeted projections.



Operating Expenditures

1. Operating expenditures shall be accounted, reported, and budgeted for in the following major categories:
 - a. Operating, Recurring Expenditures
 - i. Personnel Services
 - ii. Supplies
 - iii. Maintenance
 - iv. Contractual Services
 - v. Capital Replacement/Lease
 - b. Operating, Non-Recurring Expenditures
 - i. Capital Equipment
2. The annual budget shall appropriate sufficient funds for operating, recurring expenditures necessary to maintain established (i.e. status quo) quality and scope of city services.
3. The Town will constantly examine the methods for providing public services in order to reduce operating, recurring expenditures and/or enhance quality and scope of public services with no increase to cost.
4. Personal service expenditures will reflect the minimum staffing needed to provide established quality and scope of city services. To attract and retain employees necessary for providing high-quality service, the Town shall maintain a compensation and benefit package competitive with the public and, when quantifiable, private service industries.



APPENDIX B: FINANCIAL POLICIES

5. Supply expenditures shall be sufficient for ensuring the optimal productivity of Town employees.
6. Maintenance expenditures shall be sufficient for addressing the deterioration of the Town's capital assets to ensure the optimal productivity of the capital assets. Maintenance should be conducted to ensure a relatively stable level of maintenance expenditures for every budget year.
7. The Town will utilize contracted labor for the provision of city services whenever private contractors can perform the established level of service at less expense to the Town. The Town will regularly evaluate its agreements with private contractors to ensure the established levels of service are performed at the least expense to the Town.
8. Capital equipment is defined as equipment that exceeds \$5,000 and has a useful life of at least three years. Existing capital equipment shall be replaced when needed to ensure the optimal productivity of Town employees. Existing capital equipment associated with General Fund operations will be depreciated by charges to the departments using the equipment. The depreciation charges will be sufficient for replacing the capital equipment at the end of its expected useful life. The depreciation charges and application of those funds will be accounted for in the Capital Replacement Fund.
9. Capital improvement is defined as an enhancement that exceeds \$25,000 and has a useful life of at least ten years.
10. Expenditures for additional capital equipment shall be made only to enhance employee productivity, improve quality of service, or expand scope of service. Capital assets received by the Town as a donation must be measured at acquisition value in accordance with GASB guidelines.
11. To assist in controlling the growth of operating expenditures, operating departments will submit their annual budgets to the City Manager within a ceiling calculated by the CFO. Projected expenditures that exceed the ceiling must be submitted as separate budget adjustment requests. The City Manager will recommend the adjustment requests to the City Council, which will vote on the requests.

Fund Balance

1. The annual budget shall be presented to City Council with each operating fund (i.e., general fund, utility, hotel, economic development, airport, stormwater and debt service funds) reflecting an ending fund balance which is no less than 25 percent of that fund's annual operating expenditures. To satisfy the particular needs of individual funds, ending fund balances may be established which exceed the 25 percent minimum. It is a goal of the City Council to maintain a General Fund ending fund balance of 30 percent.



2. The annual budget shall be presented to City Council with each special revenue fund (i.e., PEG, court technology, building security, child safety, justice administration and public safety) – not be less than 10 percent of that fund’s annual revenues.
3. Fund balance that exceeds the minimum level established for each fund may be appropriated for non-recurring capital projects or programs.
4. The Town will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. In the event fund balance is appropriated for recurring operating expenditures to meet the needs of the Addison community, the budget document shall include an explanation of the circumstances requiring the appropriation and the methods to be used to arrest the future use of fund balance for operating expenditures.

Fund Transfers

1. With the exceptions noted below, there will be no operating transfers between funds. Any costs incurred by one fund to support the operations of another shall be charged directly to the fund. (For example, actual hours worked by General Fund employees for Hotel Fund events.)
2. Fund transfers may occur when surplus fund balances are used to support non-recurring capital expenses or when needed to satisfy debt service obligations.
3. Transfers are permitted from between funds to support economic development programs.

Debt Expenditures

1. The Town will issue debt only to fund capital projects and capital purchases such as vehicles and equipment that cannot be supported by current, annual revenues.
2. To minimize interest payments on issued debt, the Town will seek to maintain a rapid debt retirement policy by issuing debt with maximum maturities not exceeding 15 years, except in instances when the capital improvements and capital purchases will significantly benefit the community beyond the 15 year period. Retirement of debt principal will be structured to ensure consistent annual debt payments.
3. The Town will attempt to maintain base bond ratings (prior to insurance) of “Aaa” (Moody’s Investors Service) and “AAA” (Standard & Poor’s) on its general obligation debt.
4. When needed to minimize annual debt payments, the Town will obtain insurance for new debt issues.
5. Debt instruments will include general obligation bonds, certificates of obligation, tax notes and capital leasing arrangements.



Capital Project Expenditures

1. The Town will develop a multi-year plan for capital projects, which identifies all projects likely to be constructed within a five-year horizon. The multi-year plan will reflect for each project the likely source of funding and attempt to quantify the project's impact to future operating expenditures.
2. Capital projects will be constructed to:
 - a. Protect or improve the community's quality of life.
 - b. Protect or enhance the community's economic vitality.
 - c. Support and service new development.
3. To minimize the issuance of debt, the Town will attempt to support capital projects with appropriations from operating revenues or excess fund balances (i.e. "pay-as-you-go").

Utility Capital Expenditures

1. The Town will design utility rates sufficient for funding a depreciation reserve which will accumulate resources to replace or rehabilitate aging infrastructure that no longer can be serviced by regular maintenance. Attempts should be made to fund the reserve at a level approximate to annual depreciation of assets as reported in the Town's Annual Comprehensive Financial Report.

Long-Term Financial Plans

1. The Town will adopt every annual budget in context of a long-term financial plan for the General Fund. Financial plans for other funds may be developed as needed.
2. The General Fund long-term plan will establish assumptions for revenues, expenditures and changes to fund balance over a five-year horizon. The assumptions will be evaluated each year as part of the budget development process.



Facility Construction

BEST VALUE METHODS FOR ENTERING INTO CONTRACT

1. For purposes of this section, the term “facility” means buildings the design and construction of which are governed by accepted building codes; such term does not include (i) highways, roads, streets, bridges, utilities, water supply projects, water plants, wastewater plants, water and wastewater distribution or conveyance facilities, wharves, docks, airport runways and taxiways, drainage projects, or related types of projects associated with civil engineering construction, or (ii) buildings or structures that are incidental to projects that are primarily civil engineering construction projects.
2. In entering into and awarding a contract for the construction, rehabilitation, alteration, or repair of a facility, the city shall use one of the following methods that provides the best value for the city (such methods being those set forth in Section 271.113(a) of the Texas Local Government Code):
 - a. Competitive bidding;
 - b. Competitive sealed proposals for construction services;
 - c. A design-build contract;
 - d. A contract to construct, rehabilitate, alter, or repair facilities that involve using a construction manager; or
 - e. A job order contract for the minor repair, rehabilitation, or alteration of a facility.

The use or implementation of any such methods shall comply in all respects with Chapter 271, Subchapter H of the Texas Local Government Code and any other applicable law.

3. The determination of which of the best value methods set forth in subparagraph (b) shall be used shall be made before advertising as required by law. The authority of the city council to make such determination is hereby delegated to the city manager (or the city manager’s designee), and the city manager (and any designee of the city manager) is hereby authorized to make such determination.

APPENDIX C: *Compensation Plan*



Non-Exempt Position (HOURLY)

Eligible for overtime pay when overtime is requested or approved by the supervisor in excess of 40 hours in any work week.



Exempt Position (SALARIED)

Not eligible for overtime wages.



Police, Non-Exempt Position (HOURLY)

Biweekly wages are calculated on hours worked in two 40-hour work weeks. Overtime wages are paid on hours worked in excess of 40 hours in any work week. Non-exempt (hourly) employees accumulate up 2,080 hours per year.



Fire, Non-Exempt Position (HOURLY)

Hourly wages are based on a 56-hour work week, 2,912 hours per year or 168 hours per 21-day work period. Half time overtime applies on the first nine hours worked over 159 hours each 21-day work period. Regular time plus one-half applies on all hours worked over 168 hours each 21-day work period.

Police Department

LEVEL	BASE SALARY	TOP SALARY	TITLE
P1-N	64,139	-	Police Recruit
P2-N	72,184	93,166	Police Officer
P3-N	100,747	110,296	Sergeant
P4-E	115,430	126,265	Lieutenant
P5-E	123,995	137,847	Captain
P6-E	138,433	166,113	Assistant Police Chief

Merit and Market Pay Plan

The City Council adopted an updated Compensation Philosophy on July 11, 2017, that states:

The purpose of the merit and market pay plan is threefold: to encourage excellence in service by tying salary increases to job performance; to reward employees for their efforts and job performance; and to remain competitive with other metroplex cities regarding the Town's compensation program by paying employees better than the average of our comparison cities. We support an open range system in compliance with our compensation philosophy. We will annually budget for market and merit adjustments for compensation that are fair and sustainable.

Performance evaluations for all employees are completed during the month of September, regardless of the anniversary date of an employee's employment. Any approved merit increases are awarded during the month of October. There is no set time interval that employees can expect to reach the top salary of their range.

Included in the FY2024 budget is \$1.3 million to fund a 5.0% merit pool for salary adjustments that are in line with the Town's compensation philosophy. Council defined "better than average" as 1% better than the average pay of the Town's comparison cities.

Promotions generally result in an immediate salary increase of at least 5 percent without regard to the date of the last increase. New employees who have yet to complete their initial trial periods by October 1 will be eligible for an increase at the completion of their trial periods, which lasts a minimum of six months.

Fire Department

LEVEL	BASE SALARY	TOP SALARY	TITLE
F1-N	62,962	79,081	Fire Prevention Technician
F2-N	62,961		Paramedic
F3-N	70,905	88,577	Firefighter/Paramedic
F4-N	89,724	96,189	FEO/Paramedic
F5-N	102,795	107,233	Fire Lieutenant
F6-N	110,490	117,858	Fire Captain
F7-E	120,530	145,374	Fire Marshal
F8-N	125,632	134,668	Fire Battalion Chief
F9-E	135,437	165,950	Deputy Fire Chief



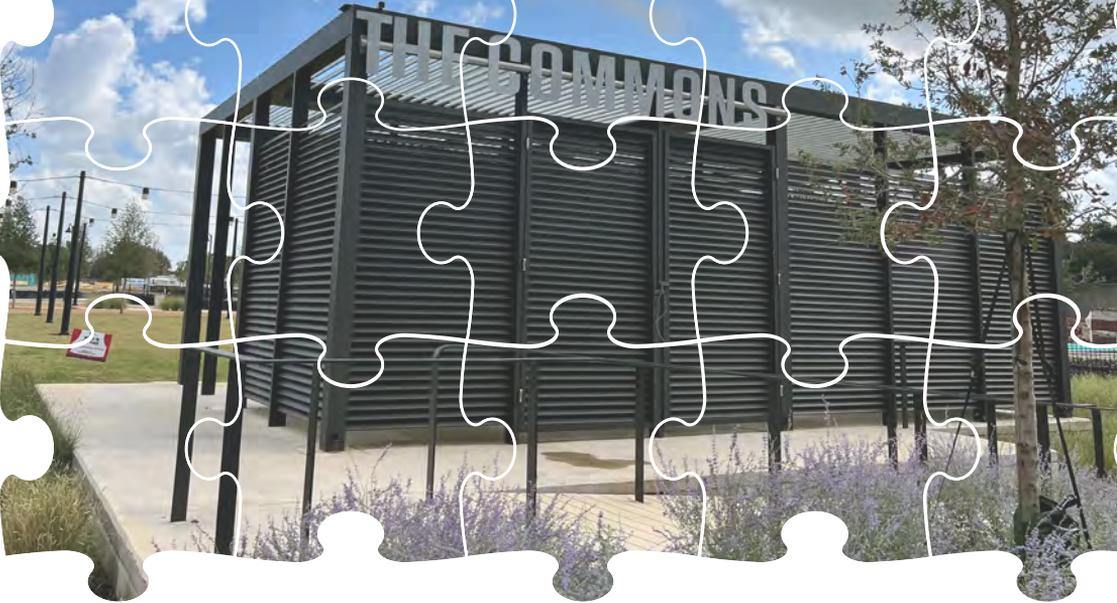
APPENDIX C: COMPENSATION PLAN

Departments

LEVEL	BASE SALARY	TOP SALARY
11-N	24,836.54	37,255.09
12-N	26,079.28	39,119.05
13-N	27,381.67	41,073.87
14-N	28,752.74	43,128.03
15-N	30,190.05	45,283.99
16-N	31,698.25	47,548.33
17-N	33,283.61	49,925.42
18-N	34,948.89	52,422.09
19-N	36,695.72	55,044.39
20-N	38,531.05	57,795.31
21-N	40,457.01	60,685.26
22-N	42,480.25	63,719.42
23-N	44,603.10	66,905.75
24-N	46,834.05	70,251.36
25-N	49,175.84	73,762.80
25-E	49,175.84	73,762.80
26-N	51,634.75	77,451.04
26-E	51,634.75	77,451.04
27-E	54,216.27	81,324.27
28-E	56,926.97	85,390.72
29-E	59,773.66	89,660.22



APPENDIX C: COMPENSATION PLAN



Departments

LEVEL	BASE SALARY	TOP SALARY
30-E	62,762.13	94,143.20
31-E	65,900.02	98,850.30
32-E	69,194.99	103,792.76
33-E	72,654.99	108,982.35
34-E	76,287.67	114,431.64
35-E	80,102.06	120,153.24
36-E	84,107.20	126,160.82
37-E	88,312.41	132,468.88
38-E	92,728.32	139,092.22
39-E	97,364.82	146,046.97
40-E	102,232.85	153,349.27
41-E	107,344.43	161,016.65
42-E	112,711.63	169,067.71
43-E	118,347.29	177,520.80
44-E	124,264.56	186,396.98
45-E	130,477.94	195,716.77
46-E	137,001.93	205,502.62
47-E	143,851.86	215,777.80
48-E	151,044.43	226,566.65
49-E	158,596.60	237,895.17
50-E	166,526.42	249,789.65

APPENDIX D:

Major Revenue Sources



The revenue sources described in this section account for \$77,150,977 or 72.1 percent of Addison’s total operating revenues (excluding interfund transfers).

Property Taxes

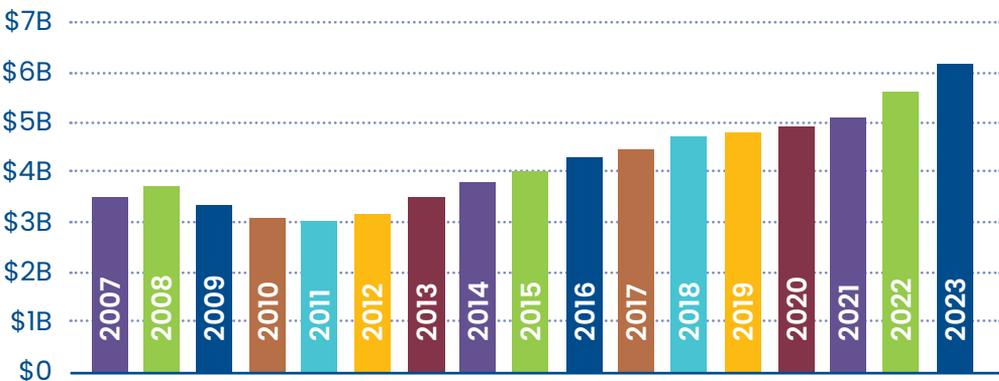
In Texas, property taxes are often the primary source of revenue for local governments. Local governments set tax rates and collect property taxes that are used to provide local services including schools, streets and roads, police and fire protection and many other services.

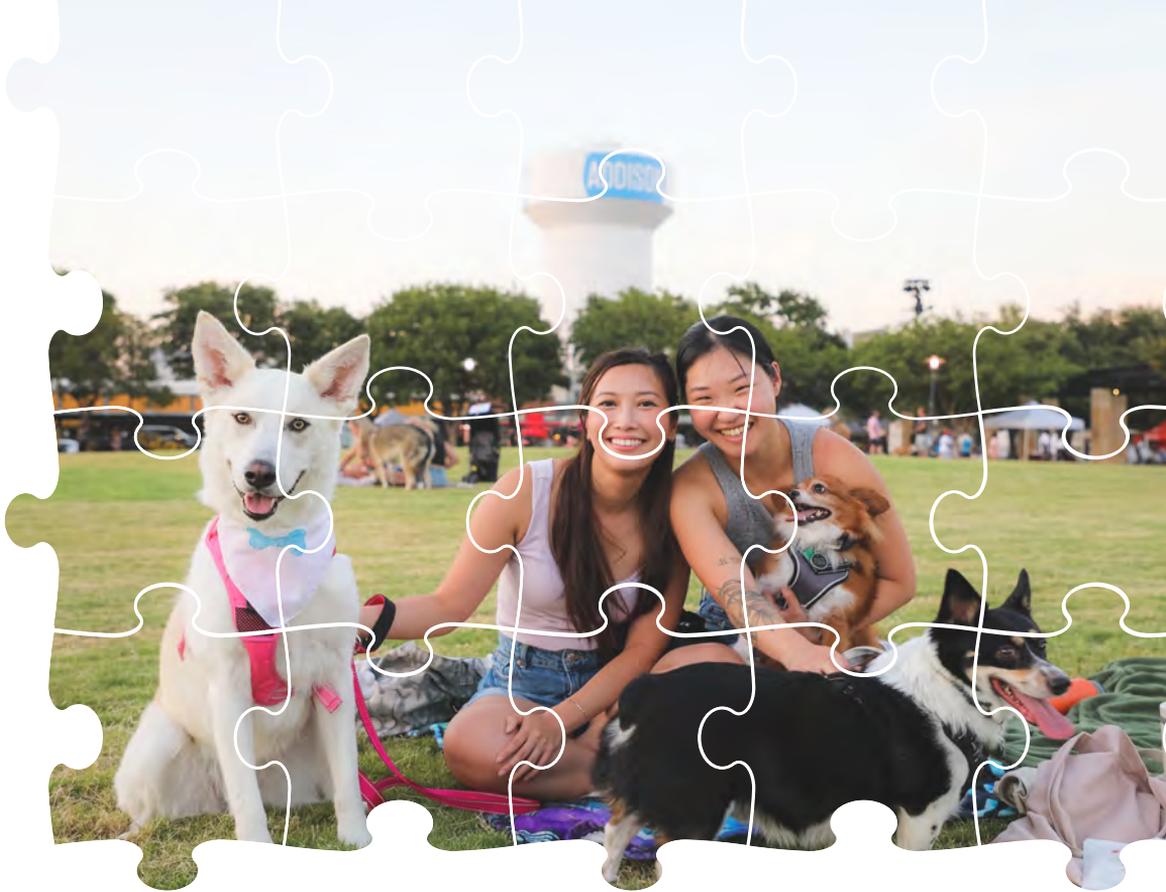
Property taxes are levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the Town. Texas law requires property values used in determining taxes to be equal and uniform and establishes the process local officials follow in determining property values, setting tax rates and collecting taxes. Assessed values are established by the Dallas Central Appraisal District (DCAD) at 100 percent of the estimated market value and certified by the Chief Appraiser.

The assessed taxable value for the roll as of January 1, 2023, upon which the FY2024 levy is based, is \$6,160,034,059. In new construction, Addison has experienced an increase in growth over last year. New construction is valued at \$114,458,940 on the 2023 certified tax roll, which is an increase of 162 percent over the previous year. Addison has experienced growth in economic development but recognizes that the local economy is cyclical.

Assessed Valuation of Taxable Property as of January 1st of Levy Year

(In Billions)





The Town continues to realize increased values, particularly those related to Addison Circle and Vitruvian Park, and expects continued growth as the nation’s economy continues to improve.¹

Property taxes are levied through two rates: the maintenance and operations (M&O) rate and the interest and sinking (I&S) rate, which is dedicated to debt service. If the M&O tax rate, adjusted for new improvements, exceeds the no new revenue rate (the rate needed to raise the same amount of revenue as the prior year) by more than 3.5 percent, the Town must hold an automatic election. The tax rate that equates to a 3.5 percent increase above the prior year rate is known as the “voter approval rate”. The FY2024 tax rate adopted by Addison is less than the calculated 63.6365¢ voter approval rate. The tax rate for the year ending September 30, 2024 is 60.9822¢ per \$100 of valuation, of which 44.9642¢ is allocated for general government maintenance and operations and 16.0180¢ is allocated for retirement of general obligation long-term debt. Of the 44.9642¢ allocated for operations and maintenance, 2.3716¢ is committed to economic development and 0.6201¢ is committed to the Infrastructure Investment Fund.

Taxes are due January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections for the year ending September 30, 2024 are estimated to be 96.5 percent of the levy and will generate \$36,250,442 in revenues.

¹ For more information related to the Town’s current projects and development, please refer to the Town Chronicle section of this document.



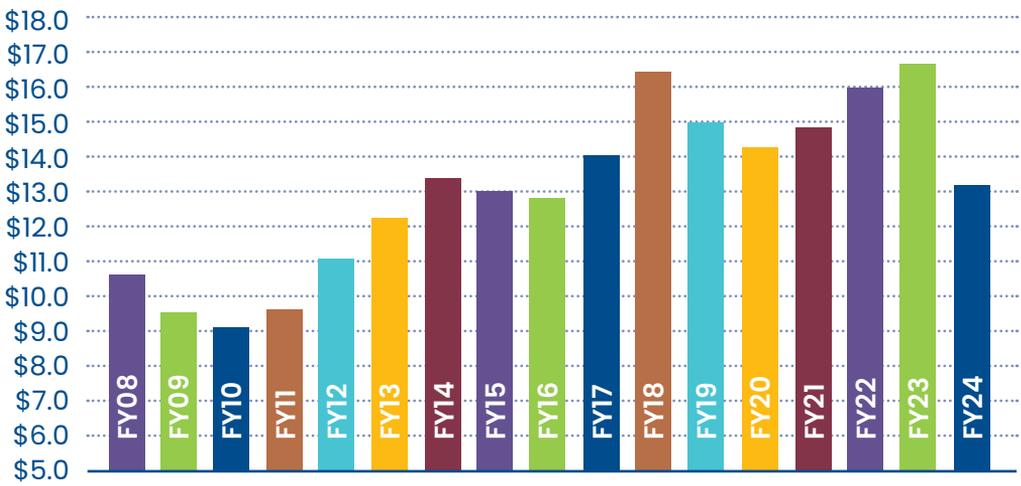
APPENDIX D: MAJOR REVENUE SOURCES

Sales Tax

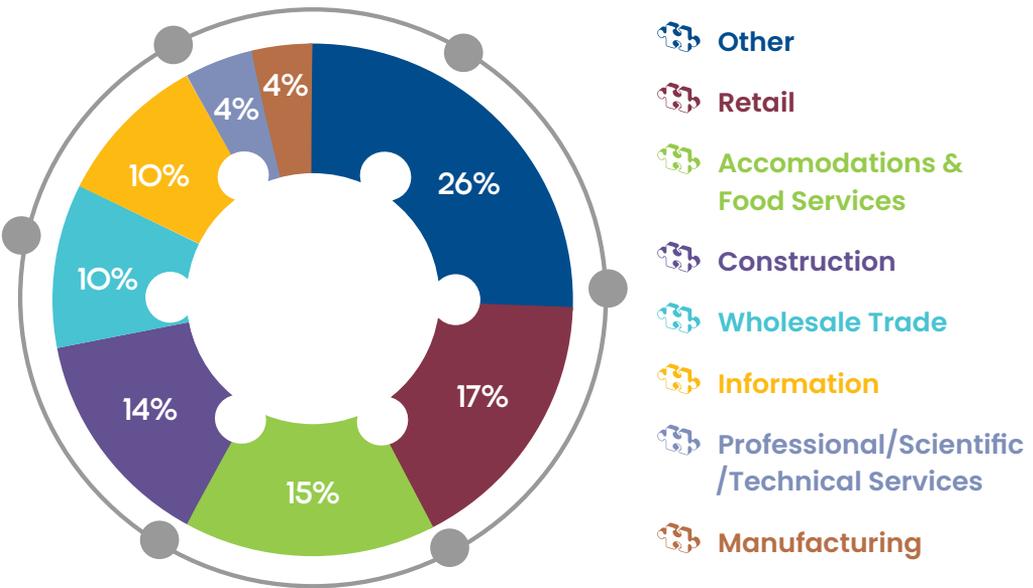
The total sales tax in Addison is 8.25 percent of goods or services sold within the Town’s boundaries. The tax is collected by businesses making the sale and is remitted to the State’s Comptroller of Public Accounts on a monthly, or and in some cases, a quarterly basis. Of the 8.25 percent tax, the State retains 6.25 percent and distributes 1 percent to the Town of Addison and 1 percent to Dallas Area Rapid Transit (DART). The State distributes tax proceeds to local entities within 40 days following the period for which the tax is collected by the businesses.

Sales Tax Revenue

(In Millions)



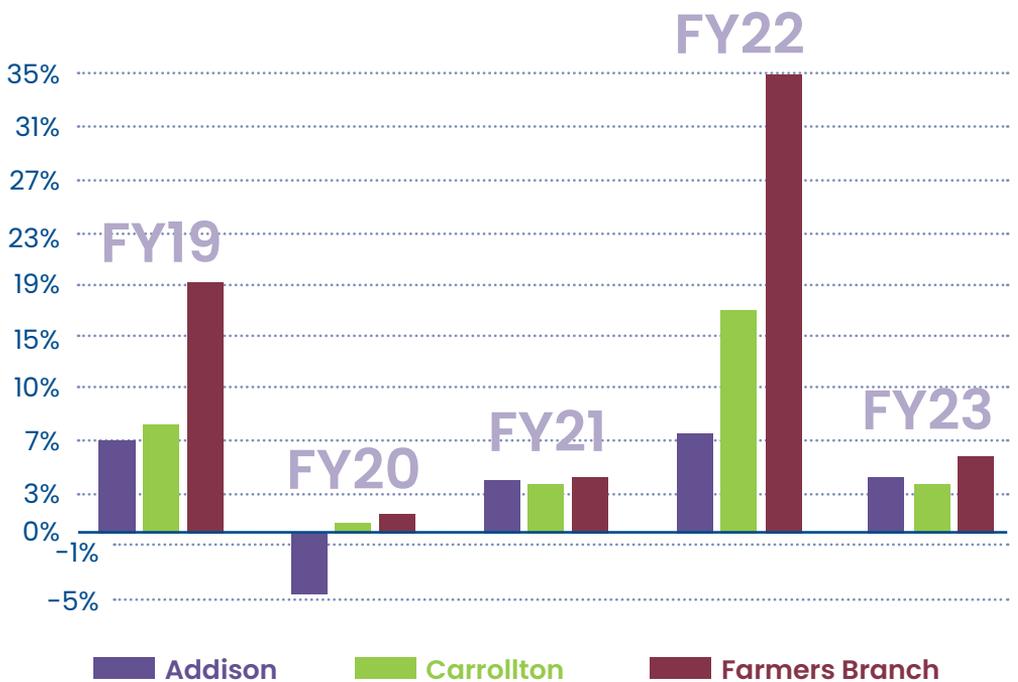
Breakdown of FY2023 Sales Tax by Economic Category



APPENDIX D: MAJOR REVENUE SOURCES



Sales Tax Receipts Year-Over-Year Percentage Change





APPENDIX D: MAJOR REVENUE SOURCES

For the year ending September 30, 2024, Addison expects to receive \$15,200,000 in sales and use tax revenue. The Town's General Fund long-term plan assumes a 2.0 percent growth in sales tax for FY2024 through FY2029.

Cities also receive a share of the state's taxes on alcohol from the mixed beverage gross receipts tax and the mixed beverage sales tax. The mixed beverage sales tax is an additional sales tax is levied by the State of Texas on alcoholic beverages and applied against all mixed drinks and packaged liquor sold in the Town. Mixed beverages are taxed by the state at a rate of 6.7 percent of gross receipts by the holder of the alcohol permit. The city receives a 10.7143 percent share of the 6.7 percent, which works out to roughly 0.072 percent of the total price. In addition, a tax rate of 8.25 percent is imposed on each mixed beverage sold, prepared, or served by a permittee. Instead of the holder of the permit paying this tax, the customer pays the mixed beverage sales tax. As with the mixed beverage gross receipts tax, the city receives no less than a 10.7143 share of the 8.25 percent tax. That works out roughly to 0.088 of the total price.

Although Addison has 17,721 residents, its concentration of hotels and restaurants make it the 15th highest city in Texas for alcoholic beverage sales, surpassing McKinney with a population of 209,626 and Denton with a population of 149,509 (NCTCOG 2023 Population Estimates). Revenues from mixed beverage sales tax are projected at \$1,300,000 for FY2024.



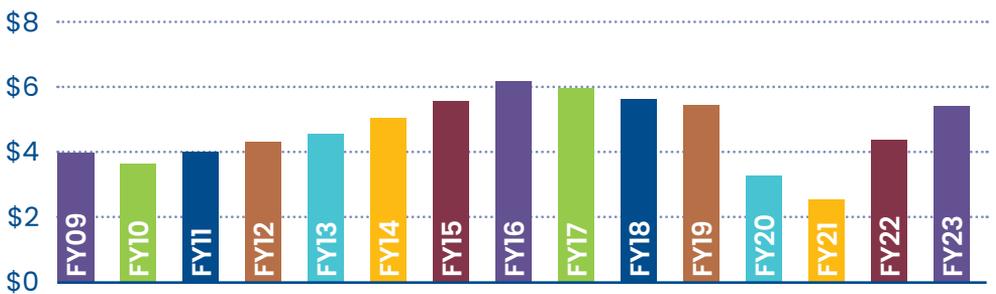
Hotel/Motel Occupancy Tax

The occupancy tax is levied by both Addison and the State against a hotel or motel’s gross occupancy receipts on a monthly basis. The state collects its own hotel occupancy tax at the rate of 6 percent and plays no part in collecting or enforcing the Town’s hotel occupancy tax. The Town’s tax is 7 percent, the maximum allowed by law.

Hotel occupancy tax revenues are known as “dedicated revenues” as distinguished from general tax revenues. Dedicated revenues may only be spent on certain, statutorily-defined purposes. Under Texas law, local hotel occupancy tax can be used only to directly promote tourism and the convention and hotel industry. Proceeds should be spent on projects or events that result in visitors or attendees staying overnight in the community, generating more hotel occupancy tax.

Hotel Occupancy Tax Revenue

(In Millions)





APPENDIX D: MAJOR REVENUE SOURCES

Percentage of FY2023 Hotel Occupancy Tax Receipts by Establishment

ESTABLISHMENT	# OF ROOMS	% OF REVENUE
FULL SERVICE		
Marriott Quorum	547	15%
Renaissance	528	14%
	1,075	
EXTENDED STAY		
Budget Suites	344	9%
Mainstay Suites	70	2%
Marriott Residence Inn	150	4%
Hyatt House	132	4%
Homewood Suites	120	3%
Home2Suites	132	4%
Springhill Suites	159	4%
	1,107	
BUSINESS MODERATE		
Marriott Courtyard Quorum	176	5%
LaQuinta Inn	152	4%
Marriott Courtyard Midway	145	4%
Radisson - Addison	101	3%
Hilton Garden Inn	96	3%
Holiday Inn Express	97	3%
Holiday Inn Beltway	102	3%
Best Western Plus	84	2%
	953	
ECONOMY		
Motel 6	127	3%
Hampton Inn	158	4%
Red Roof Inn	105	3%
Quality Suites North Galleria	78	2%
America's Best Value Inn	60	2%
	528	
TOTAL	3,663	100%



For the year ending September 30, 2024, the Town hotel occupancy tax is budgeted at \$5,250,000, a \$450,000 increase over FY 2023. This is largely due to an estimated increase in hotel occupancy as business travel increases in Addison's market following the COVID-19 pandemic.

Franchise Fees

Franchise fees are the rental costs paid by utilities that use the Town's rights-of-way or other town property to transmit their services. Rights of way, just like other land interests, are valuable to a city and cannot be given away to private companies free of charge. At present, electric, telecommunications, cable television and gas each have their own legal framework with regards to how the fee is calculated and assessed.

Compensation for use of rights-of-way and city land by electricity providers is based on kilowatt hours of electricity delivered within the city. The Town expects to receive \$1,525,000 in electric franchise fee payments in FY2024.

Franchise fees on telecommunication are calculated by multiplying the access line fee rate by the number of end use local exchange lines within the city. The FY2024 budget anticipates \$175,000 from telecommunication access line fees. This revenue source has seen significant decline in past years with the movement away from traditional land line telephone service.

In 2019, the legislature passed Senate Bill 1152, which authorizes a cable or phone company to stop paying the lesser of cable franchise or telephone access line fees, whichever are less for the company statewide. For FY2024, cable franchise fees are budgeted at \$110,000, which is a decrease from the FY2023 budget.

Other franchise fees paid to Addison include natural gas and street rental fees. Gas franchise fees for FY2024 are budgeted at \$250,000.



APPENDIX D: MAJOR REVENUE SOURCES

Utility Fees

Addison charges fees for the provision of water and sewer services to residents and businesses located within the Town. As an enterprise fund, the revenues charged should at a minimum cover the fund’s operating expenses and debt service, as well as any other policy goals defined by the City Council including funding for capital projects, capital replacement, and conservation efforts.

In reviewing the fiscal health of the Utility Fund during the FY2024 budget process, staff determined the need for an updated utility rate structure. A rate model consultant was engaged, and on July 12, 2022, the City Council approved a utility rate policy to adopt utility rates that fully fund a short-term staffing plan and provide a mix of cash and bond funding for capital improvement projects. The FY2024 adjustments, effective October 1, 2023, included an increase of 4.5% to water and sewer rates, which equates to \$2.89 per month for an average residential user of 5,000 gallons of water. Future increases to water and sewer rates included in the policy are:

-  October 2025: 5.5%
-  October 2026: 5.5%
-  October 2027: 4.0%
-  October 2028: 3.5%

Staff will review the utility rate model on an annual basis to ensure the rate adjustments are in line with the needs identified in the new rate model adopted by the City Council.

For the 2024 budget year, the Town’s Utility Fund anticipates receiving \$8,832,590 from the sale of water and \$7,011,910 from sewer fees.

Utility Accounts by User Type

CUSTOMER CLASSIFICATION	WATER		SEWER	
	# OF ACCOUNTS	%	# OF ACCOUNTS	%
Single Family	1,855	49.0%	1,851	69.0%
Multi-Family	160	4.2%	145	5.4%
Municipal/School	33	0.9%	31	1.2%
Irrigation	651	17.2%	-	0.0%
Hotel/Motel	33	0.9%	30	1.1%
Commercial	635	16.8%	613	22.9%
Fire Meter	404	10.7%	-	0.0%
Industrial	11	0.3%	11	0.4%
TOTAL	3,782	100.0%	2,681	100.0%

APPENDIX D: MAJOR REVENUE SOURCES

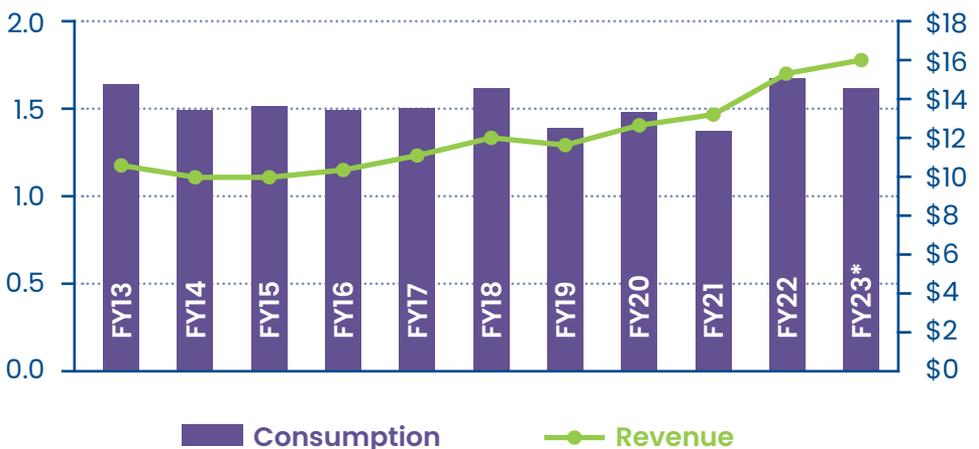
Stormwater Fees

Addison charges a stormwater fee to fund the costs to build and maintain stormwater infrastructure such as curb and gutter repair, maintenance of stormwater structures, and the Town's federally and state mandated stormwater quality management program. Additionally, the stormwater fee will fund the capital improvements to the Town's drainage infrastructure. The Town's Stormwater Fund anticipates receiving \$2,575,000 in stormwater fees in FY2024.

Water Consumption & Water/Sewer Revenue

(Water Consumption In Gallons)

(Water/Sewer Revenue in Millions)



APPENDIX E:

Long-Term Financial Plans



Narrative

Long-term financial planning combines financial forecasting with strategizing. It is a highly collaborative process that considers future scenarios and helps governments navigate challenges. Long-term financial planning works best as part of an overall strategic plan. Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables. Financial planning uses forecasts to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability in light of the Town's service objectives and financial challenges.

Plans have been developed for all of Addison's major operating funds: General, Hotel, Airport, Utility and Stormwater. Each plan presents the fund over seven FYs: one previous year actuals, an estimation of the FY2023 budget, the adopted "base year" budget for FY2024, and four projected years. Many governments, including the Town of Addison, have a comprehensive long-term financial planning process because it stimulates discussion and engenders a long-range perspective for decision makers. It can be used as a tool to prevent financial challenges; it stimulates long-term and strategic thinking; it can give consensus on long-term financial direction; and it is useful for communications with internal and external stakeholders.

Finally, the plans help the Town in absorbing the impact of economic booms and busts. Addison is particularly susceptible to economic fluctuations due to its dense commercial base. The Town has 17,721 residents (2023 North Central Texas Council of Governments estimate) but because of its office buildings, hotels, restaurants, and shops, it is estimated that Addison serves a daytime population in excess of 125,000.¹ By establishing funding ceilings, revenue generated by an economic "boom" is added to fund balance so that funds are available to support city services when the inevitable economic "bust" arrives. This aspect of the plan is exercised in all five operating funds with the planning horizon beginning with FY2024. The FY2024 budget shows a healthy balance well above the 25 percent threshold for all operating funds.

These financial controls are premised on the principle of balancing Addison's budget. To ensure fiscal stability of the Towns' operations, Addison relies on a balanced budget to ensure responsible spending of public funds. A balanced budget occurs when the total sum of revenues collected in a FY is equal to or more than its expenditures. This principle ensures adequate resources and funding to cover ongoing city operational expenditures.

General Fund Long-Term Plan

The plan reflects the following assumptions based on historic trends and knowledge of economic conditions present when the budget was developed:

1. Non-property taxes decreased 3.4 percent from FY2022 actual to the estimated FY2023 total. The FY2024 budget assumes 5.6% growth in sales tax compared to the FY2023 budget. The General Fund long-term plan assumes non-property tax revenues is anticipated to grow 2% from FY 2025 to FY2028.
2. Property tax revenue is dependent on two variables: appraised value and the tax rate. Property values for 2023 (used for the FY2024 levy) increased 9.4 percent. From FY2016 through FY2024, values have increased a cumulative 52.6 percent. Addison's focus on expanding economic development efforts has improved economic conditions throughout the community and has helped spur the majority of new construction and redevelopment. The tax rate for FY2024 is 60.9822 cents per \$100 assessed values. The tax rate and appraised values will generate an additional \$2.4 million in revenue for the General Fund in FY2024. The General Fund long-term plan assumes 10.8 percent growth in property tax revenues for FY2024 and assumes 3.5 percent growth from FY2025 to FY2028.
3. Service fees are expected to increase 2 percent from FY2025 through FY2028. Major fees in this category include 911 fees, ambulance fees, and refuse collection fees.
4. All other revenues during the planning horizon are expected to increase 1 percent per year.
5. More than two-thirds of the General Fund's expenditures are associated with personnel costs. The FY2024 budget for personnel services is \$3,612,158 more than the estimated FY2023 budget primarily due to the funding of the 4.0% merit pool, 8% increase in health insurance, and 5% for implementation of the results of a compensation market study. The long-term plan assumes that employee compensation costs will increase 3.5% annually in years FY2025 through FY2028, while health insurance costs will increase 5% annually during that same timeframe.
6. The General Fund makes contributions to Addison's Capital Replacement, Information Technology Fund, and Facility Maintenance Fund that essentially accumulates resources to purchase replacement equipment and maintain the Town's facilities.
7. All non-personnel operating expenditures for FY2025 through FY2028 are adjusted for a 1.0 percent inflationary increase.

¹ Please refer to the *Town Chronicle*, which discusses the Town's major qualities in context of urban populations.



APPENDIX E: LONG-TERM FINANCIAL PLANS

General Fund Long-Term Financial Plan

	ACTUAL 2021-22	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$20,243,674.77	\$20,515,382.21	\$20,661,069.21
REVENUES			
Ad Valorem Taxes	20,454,052	22,409,394	24,841,151
Non-Property Taxes	17,347,888	16,750,000	16,500,000
Franchise Fees	2,078,651	2,184,536	2,060,000
Licenses & Permits	1,120,553	1,170,100	1,109,500
Service Fees	2,063,370	2,070,790	2,442,350
Fines & Penalties	301,404	330,000	330,000
Rental Income	8,300	8,000	8,600
Interest & Other Income	(679,979)	690,500	872,500
TOTAL REVENUES	\$42,694,240	\$45,613,320	\$48,164,101

EXPENDITURES

Operating

Personnel Services	26,251,824	28,160,277	31,772,445
Supplies	1,501,246	1,562,696	1,599,270
Maintenance	3,198,711	3,744,204	3,915,817
Contractual Services	7,463,710	8,324,945	8,601,805
Capital Replacement/Lease	1,835,420	1,597,511	2,136,863
Capital Outlay	329,747	178,000	129,663
Total Operating Expenditures	40,580,657	43,567,633	48,155,863
Fund Transfer Out	1,841,875	1,900,000	-
TOTAL EXPENDITURES	\$42,422,532	\$45,467,633	\$48,155,863

ENDING FUND BALANCES	\$20,515,382	\$20,661,069	\$20,669,307
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ENDING BALANCE AS A % OF EXPENDITURES	48.4%	45.4%	42.9%
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Hotel Fund Long-Term Plan

Addison's hotels cater to the business traveler and therefore are tied to the national and regional economies. The Hotel Fund has been the most impacted by the COVID-19 pandemic. Despite the contraction created by the pandemic, economic activity in North Texas has experienced growth and recovery. Hotel occupancy rates are expected to increase slowly over the next few years. The plan reflects the following assumptions:

APPENDIX E: LONG-TERM FINANCIAL PLANS



YEAR 1 PROJECTED 2024-25	YEAR 2 PROJECTED 2025-26	YEAR 3 PROJECTED 2026-27	YEAR 4 PROJECTED 2027-28
\$20,669,307.21	\$20,738,288.49	\$20,801,807.42	\$20,853,629.48
25,710,591	26,610,462	27,541,828	28,505,792
16,830,000	17,166,600	17,509,932	17,860,131
2,080,600	2,101,406	2,122,420	2,143,644
1,131,690	1,154,324	1,177,410	1,200,958
2,491,197	2,541,021	2,591,841	2,643,678
333,300	336,633	339,999	343,399
8,600	8,600	8,600	8,600
881,225	890,037	898,938	907,927
\$49,467,203	\$50,809,083	\$52,190,969	\$53,614,130
32,934,622	34,139,993	35,390,186	36,686,899
1,615,263	1,631,415	1,647,729	1,664,207
3,954,975	3,994,525	4,034,470	4,074,815
8,626,836	8,713,104	8,800,235	8,888,238
2,136,863	2,136,863	2,136,863	2,136,863
129,663	129,663	129,663	129,663
49,398,222	50,745,564	52,139,147	53,580,685
-	-	-	-
\$49,398,222	\$50,745,564	\$52,139,147	\$53,580,685
\$20,738,288	\$20,801,807	\$20,853,629	\$20,887,075
42.0%	41.0%	40.0%	39.0%

1. Hotel occupancy tax revenue for the FY2024 budget is expected to increase from the estimated FY2023 numbers by 2.9 percent. Revenues from the tax are expected increase at 2 percent for FY2025 through FY2028. The inventory of hotel rooms is currently 3,319 rooms.
2. All other revenues during the planning horizon are expected to increase 2 percent in FY2025 through FY2028.



APPENDIX E: LONG-TERM FINANCIAL PLANS

3. The long-term plan assumes that employee compensation costs will increase 3.5% annually in years FY2025 through FY2028, while health insurance costs will increase 5% annually during that same timeframe.

The FY2024 Hotel Fund budget has a projected ending fund balance of 57.8 percent; this percentage is above the 25 percent required by the Town's financial policies. Additionally, the long-term plan assumes that fund balances will remain above 25 through FY2032. Unlike other funds where

Hotel Special Revenue Fund Long-Term Financial Plan

	ACTUAL 2021-22	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$2,710,600	\$4,641,303	\$4,106,834

REVENUES

Hotel/Motel Occupancy Taxes (Hot)	4,353,355	5,100,000	5,250,000
Proceeds From Special Events	1,051,805	1,135,000	1,127,000
Rental Income	115,545	50,000	70,000
Intergovernmental - Federal	2,018,853	-	-
Interest & Other Income	(47,850)	80,100	75,100
TOTAL REVENUES	\$7,491,708	\$6,365,100	\$6,522,100

EXPENDITURES

Operating

Tourism	-	-	644,711
Addison Theatre Centre	273,261	313,893	322,452
Conference Centre	186,485	220,510	274,752
General Hotel Operations	151,624	178,544	188,550
Marketing	887,942	1,193,524	1,070,682
Performing Arts	377,500	379,089	379,089
Special Events	2,431,963	2,757,275	2,715,937
Special Events Operations	820,263	1,088,734	1,139,888
Total Operating Expenditures	5,129,038	6,131,569	6,736,061
Fund Transfer Out	\$384,000	\$768,000	-
Capital Projects (Cash Funded)	47,967	-	-
TOTAL EXPENDITURES	\$5,561,005	\$6,899,569	\$6,736,061

ENDING FUND BALANCE	\$4,641,303	\$4,106,834	\$3,892,873
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ENDING BALANCE AS A % OF EXPENDITURES	83.5%	59.5%	57.8%
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APPENDIX E: LONG-TERM FINANCIAL PLANS



expenditures are directly related to critical public services, hotel occupancy tax revenues are “dedicated revenues” that may only be spent on directly promoting tourism and the convention and hotel industry. The Town is monitoring these activities and they can be reduced should hotel occupancy taxes not grow in future years.

YEAR 1 PROJECTED 2024-25	YEAR 2 PROJECTED 2025-26	YEAR 3 PROJECTED 2026-27	YEAR 4 PROJECTED 2027-28
\$3,892,873	\$3,698,144	\$3,522,559	\$3,365,996
5,355,000	5,462,100	5,571,342	5,682,769
1,149,540	1,172,531	1,195,981	1,219,901
71,400	72,828	74,285	75,770
-	-	-	-
75,100	75,100	75,100	75,100
\$6,651,040	\$6,782,559	\$6,916,708	\$7,053,540
655,211	665,968	676,986	688,276
327,704	333,083	338,594	344,241
279,227	283,810	288,506	293,318
191,621	194,766	197,989	201,291
1,088,120	1,105,982	1,124,281	1,143,032
385,263	391,587	398,066	404,705
2,760,170	2,805,479	2,851,898	2,899,463
1,158,453	1,177,469	1,196,951	1,216,914
6,845,769	6,958,144	7,073,271	7,191,240
\$-	\$-	\$-	\$-
-	-	-	-
\$6,845,769	\$6,958,144	\$7,073,271	\$7,191,240
\$3,698,144	\$3,522,559	\$3,365,996	\$3,228,296
54.0%	50.6%	47.6%	44.9%



APPENDIX E: LONG-TERM FINANCIAL PLANS

Airport Fund Long-Term Plan

The goal of the Airport Fund's plan is to generate sufficient revenues to support operating expenses, as well as to fund capital projects and minimize the issuance of debt. Also, the Airport Fund in recent years has been able to capitalize on the opportunity to continuously improve its infrastructure with federal and state matching grants.

1. Operating revenue for the FY2024 budget is expected to increase from the estimated FY2023 numbers by 8.5 percent. The primary driver behind the increase is increased rental income. Operating revenue is anticipated to increase 4.0 percent in FY2025 and then remain relatively flat for FY2026 through FY2028.

Airport Fund Long-Term Financial Plan	ACTUAL 2021-22	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING BALANCE	\$6,235,527	\$7,919,154	\$6,537,017
REVENUES			
Intergovernmental			
Operating Grants	198,000	50,000	50,000
Service Fees			
Customs Fees	148,680	157,000	224,100
Fuel Flowage Fees	1,357,351	1,119,600	1,170,080
Rental Income	5,584,356	5,301,700	5,686,105
Interest & Other Income	(76,989)	60,000	125,000
Transfers from Other Funds	-	-	-
TOTAL REVENUES	\$7,211,398	\$6,688,300	\$7,255,285
EXPENSES			
Operating			
Personnel Services	2,186,867	2,492,555	2,735,486
Supplies	43,122	36,681	36,587
Maintenance	463,108	735,279	750,462
Contractual Services	1,031,296	1,142,890	1,376,399
Capital Replacement / Lease	257,928	232,928	157,928
Debt Service	712,246	885,718	1,073,541
Capital Outlay	468,629	35,000	-
Total Operating Expenses	\$5,163,196	\$5,561,051	\$6,130,403
One-Time Decision Packages	\$-	\$-	\$-
Transfer to Debt Service Fund	-	508,966	469,344
Capital Projects (Cash Funded)	364,575	2,000,420	1,561,360
TOTAL EXPENSES	5,527,771	8,070,437	8,161,107
ENDING WORKING CAPITAL	\$7,919,154	\$6,537,017	\$5,631,195
ENDING BALANCE AS A % OF OPERATING EXPENSES	143.3%	81.0%	69.0%

APPENDIX E: LONG-TERM FINANCIAL PLANS



- The long-term plan assumes that employee compensation costs will increase 3.5% annually in years FY2025 through FY2028, while health insurance costs will increase 5% annually during that same timeframe.
- All non-personnel operating expenditures for FY2025 through FY2028 are adjusted for a 2.0 percent inflationary increase.
- The plan includes payment of the debt service associated with airport related debt issuances and the future issuance of debt to expand the Fuel Farm.
- The plan projects cash funding capital projects of \$2.7 million from FY2024 through FY2028

YEAR 1 PROJECTED 2024-25	YEAR 2 PROJECTED 2025-26	YEAR 3 PROJECTED 2026-27	YEAR 4 PROJECTED 2027-28
\$5,631,195	\$6,091,275	\$6,603,472	\$6,871,184
50,000	50,000	50,000	50,000
227,462	230,873	234,337	237,852
1,193,482	1,217,351	1,241,698	1,266,532
6,239,933	6,523,751	6,292,758	6,424,468
125,000	125,000	125,000	125,000
-	-	-	-
\$7,835,876	\$8,146,976	\$7,943,793	\$8,103,852
2,835,308	2,938,827	3,046,184	3,157,524
37,319	38,065	38,826	39,603
765,471	780,781	796,396	812,324
1,403,927	1,432,006	1,460,646	1,489,859
161,087	164,308	167,594	170,946
1,694,342	1,697,442	1,698,667	1,697,632
-	-	-	-
\$6,897,453	\$7,051,429	\$7,208,314	\$7,367,888
\$-	\$-	\$-	\$-
\$466,343	\$471,350	\$467,767	\$468,502
12,000	112,000	-	200,000
7,375,796	7,634,779	7,676,081	8,036,390
\$6,091,275	\$6,603,472	\$6,871,184	\$6,938,646
82.6%	86.5%	89.5%	86.3%



APPENDIX E: LONG-TERM FINANCIAL PLANS

Utility Fund Long-Term Plan

Addison's Utility Fund is an enterprise fund where operations are accounted for and financed in a manner similar to private business enterprises. The goal is that Addison's water and wastewater utilities are operated so that the costs of providing the services to the public are financed through user charges.

Operating revenues are determined by the water and sewer rates as well as the volume of water sold, and sewer treated. These revenues are highly influenced by weather patterns. Hot, dry summers result in high water sales, which to a certain extent also generate higher sewer revenues. Seasons of heavy precipitation, on the other hand, result in reduced water sales and the

Utility Fund Long-Term Financial Plan

	ACTUAL 2021-22	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING WORKING CAPITAL BALANCE	\$6,510,582	\$7,466,955	\$7,164,061
REVENUES			
Water Sales	9,115,862	8,452,239	8,832,590
Sewer Charges	6,328,760	6,709,962	7,011,910
Tap Fees & Other	37,780	15,345	10,324
Fines and Penalties	125,985	91,874	93,711
Interest and Other Income	(241,134)	130,356	157,422
TOTAL REVENUES	\$15,367,253	\$15,399,776	\$16,105,957
EXPENDITURES			
Operating			
Personnel Services	2,451,670	2,833,900	3,048,220
Supplies	240,249	232,112	238,671
Maintenance	936,177	803,462	925,922
Contractual Services			
Capital Replacement / Lease	4,339,663	4,327,486	4,620,482
Debt Service	3,631,976	3,831,839	3,950,773
Capital Outlay	1,053,241	1,383,258	1,282,972
Contractual Services	231,584	206,584	206,584
Capital Replacement / Lease	1,526,320	1,744,029	1,744,170
Debt Service	-	-	-
Total Operating Expenses	14,410,880	15,362,670	16,017,794
One-Time Decision Packages	-	340,000	175,000
Capital Projects (Cash Funded)	-	-	79,000
TOTAL EXPENSES	\$14,410,880	\$15,702,670	\$16,271,794
ENDING WORKING CAPITAL BALANCE	\$7,466,955	\$7,164,061	\$6,998,224
ENDING BALANCE AS A % OF OPERATING EXPENSES	51.8%	45.6%	43.0%

APPENDIX E: LONG-TERM FINANCIAL PLANS



corresponding sewer revenues.

In FY2022 the Town hired a utility rate consultant to review the rate structure and to assist in updating the utility rate model originally created in FY2018.

- The FY2024 budget increases water and wastewater rates 4.5 percent, 1.0 percent less than anticipated in the utility rate model. Rate increases of 5.5 percent are planned for FY2025 and FY2026, 4.0 percent for FY2027, and 3.5% for FY2028. The utility rate policy adopted by City Council during FY2018 and FY2022 will fully fund a staffing plan and provide a mix of cash and bond funding for capital projects. The utility rate model will be reviewed on an annual basis to ensure long-term sustainability.

YEAR 1 PROJECTED 2024-25	YEAR 2 PROJECTED 2025-26	YEAR 3 PROJECTED 2026-27	YEAR 4 PROJECTED 2027-28
\$6,998,224	\$7,239,009	\$7,289,789	\$7,345,178
9,318,382	9,830,893	10,224,129	10,581,973
7,397,565	7,804,431	8,116,609	8,400,690
14,925	14,740	14,539	14,539
95,586	93,724	94,340	94,340
129,815	129,815	131,987	131,987
\$16,956,274	\$17,873,604	\$18,581,604	\$19,223,529
3,159,579	3,275,068	3,394,846	3,519,072
245,831	253,206	260,802	268,626
953,700	982,311	1,011,780	1,042,133
4,851,506	5,094,081	5,348,785	5,616,225
4,148,312	4,355,727	4,573,514	4,802,189
1,321,461	1,361,105	1,401,938	1,443,996
214,930	219,229	223,613	228,085
1,744,170	2,144,096	2,144,936	2,146,590
-	-	-	-
16,639,488	17,684,824	18,360,214	19,066,917
-	-	-	-
76,000	138,000	166,000	200,000
\$16,715,488	\$17,822,824	\$18,526,214	\$19,266,917
\$7,239,009	\$7,289,789	\$7,345,178	\$7,301,791
43.3%	40.9%	39.6%	37.9%



APPENDIX E: LONG-TERM FINANCIAL PLANS

2. Payments to other entities for the purchase of water and the treatment of sewage are expected to increase by an average of 5.0 percent per year. These assumptions are based primarily on expected growth of water and wastewater rates from wholesale suppliers.
3. The long-term plan assumes that employee compensation costs will increase 3.5% annually in years FY2025 through FY2028, while health insurance costs will increase 5% annually during that same timeframe.
4. All expenses other than personnel and water purchases and sewer treatment are adjusted for a 3.0 percent inflationary increase in FY2025 through FY2028.

Stormwater Fund Long-Term Financial Plan

	ACTUAL 2021-22	ESTIMATED 2022-23	BUDGET 2023-24
BEGINNING WORKING CAPITAL BALANCE	\$8,921,610	\$9,455,358	\$8,100,468
REVENUES			
Licenses and Permits	2,266	-	-
Service Fees			
Drainage fees	2,558,788	2,554,023	2,575,000
Interest and Other Income	(305,576)	100,000	150,000
TOTAL REVENUES	\$2,255,478	\$2,654,023	\$2,725,000
EXPENSES			
Operating			
Personnel Services	374,451	417,276	741,366
Supplies	16,903	16,100	38,999
Maintenance	101,042	166,280	615,052
Contractual Services	294,146	359,710	214,846
Capital Replacement / Lease	10,000	10,000	25,000
Debt Service	493,199	491,390	488,590
Capital Outlay	431,989	1,932,718	-
Total Operating Expenses	1,721,730	3,393,474	2,123,853
One-Time Decision Packages	\$-	\$215,000	\$1,061,000
Transfer to Debt Service Fund	-	400,439	406,196
Capital Projects (Cash Funded)	-	-	2,800,000
TOTAL EXPENSES	\$1,721,730	\$4,008,913	\$6,391,049
ENDING WORKING CAPITAL BALANCE	\$9,455,358	\$8,100,468	\$4,434,419
ENDING BALANCE AS A % OF OPERATING EXPENSES	549.2%	202.1%	69.4%



- 5. The plan also includes an anticipated debt issuance in FY2025 for ongoing water and sewer infrastructure projects.

Stormwater Fund Long-Term Plan

Addison charges a stormwater fee to fund the costs to build and maintain stormwater infrastructure such as curb and gutter repair, maintenance of stormwater structures, and the Town’s federally and state mandated stormwater quality management program. Additionally, the stormwater fee will fund capital improvements to the Town’s drainage infrastructure. Features of the plan are as follows:

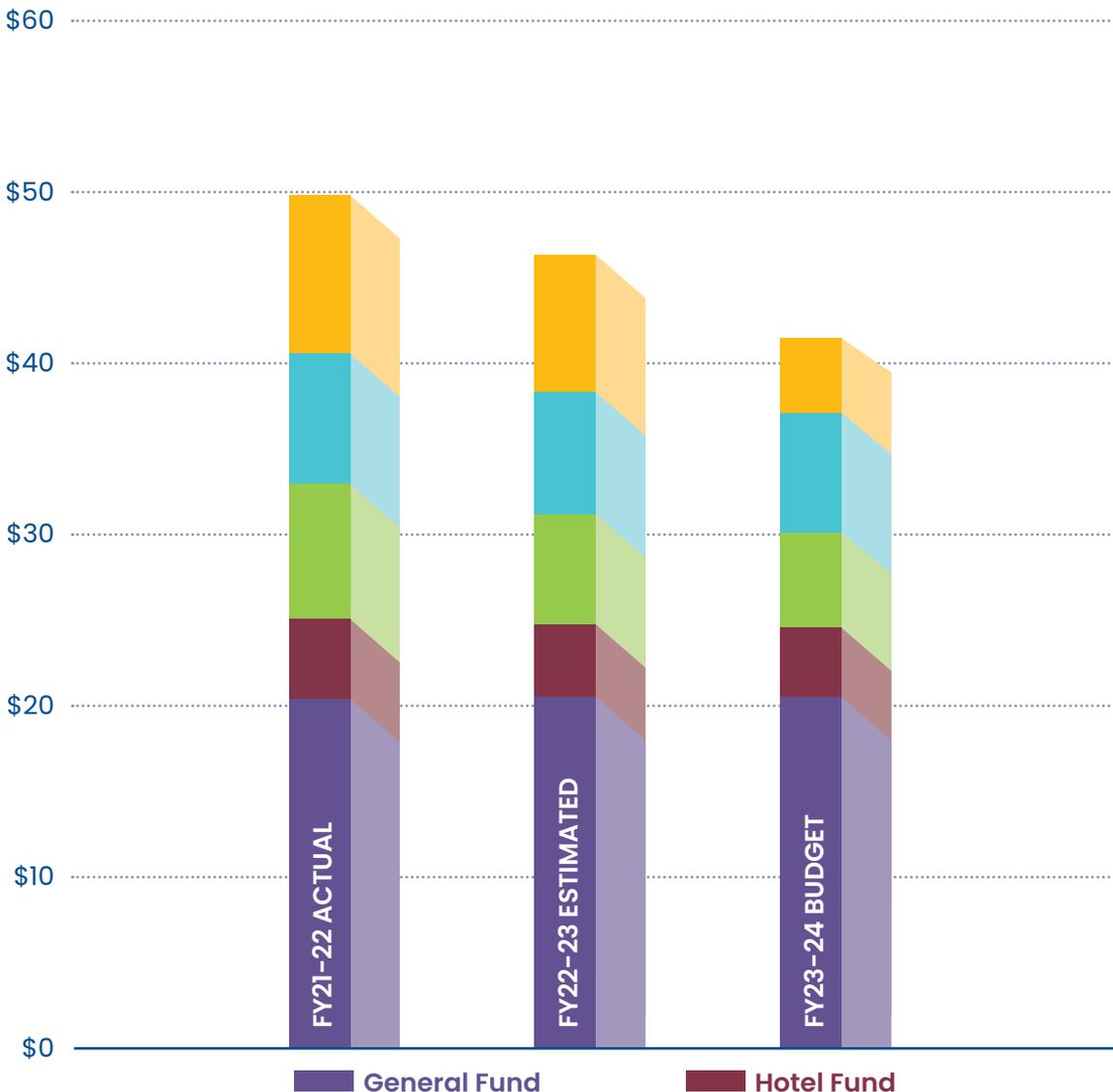
YEAR 1 PROJECTED 2024-25	YEAR 2 PROJECTED 2025-26	YEAR 3 PROJECTED 2026-27	YEAR 4 PROJECTED 2027-28
\$4,434,419	\$4,537,347	\$4,602,541	\$1,122,894
-	-	-	-
2,575,000	2,575,000	2,575,000	2,575,000
100,000	100,000	100,000	100,000
\$2,675,000	\$2,675,000	\$2,675,000	\$2,675,000
768,616	796,886	826,213	856,638
39,389	39,783	40,181	40,583
621,203	627,415	633,689	640,026
214,846	216,994	219,164	221,356
25,255	25,513	25,773	26,036
494,240	494,815	495,340	490,503
-	-	3,506,000	-
2,163,549	2,201,405	5,746,359	2,275,140
\$-	\$-	\$-	\$-
408,523	408,401	408,288	409,904
-	-	-	-
\$2,572,072	\$2,609,806	\$6,154,647	\$2,685,044
\$4,537,347	\$4,602,541	\$1,122,894	\$1,112,849
176.4%	176.4%	18.2%	41.4%



APPENDIX E: LONG-TERM FINANCIAL PLANS

1. Operating revenue from FY2024 through FY2028 are projected to remain relatively flat.
2. The long-term plan assumes that employee compensation costs will increase 3.5% annually in years FY2025 through FY2028, while health insurance costs will increase 5% annually during that same timeframe.
3. All non-personnel operating expenditures for FY2025 through FY2028 are adjusted for a 1.0 percent inflationary increase.
4. The plan projects cash funding capital projects of \$6.3 million from FY2024 through FY2028.

ENDING FUND BALANCE FIVE MAJOR FUNDS OVER THE





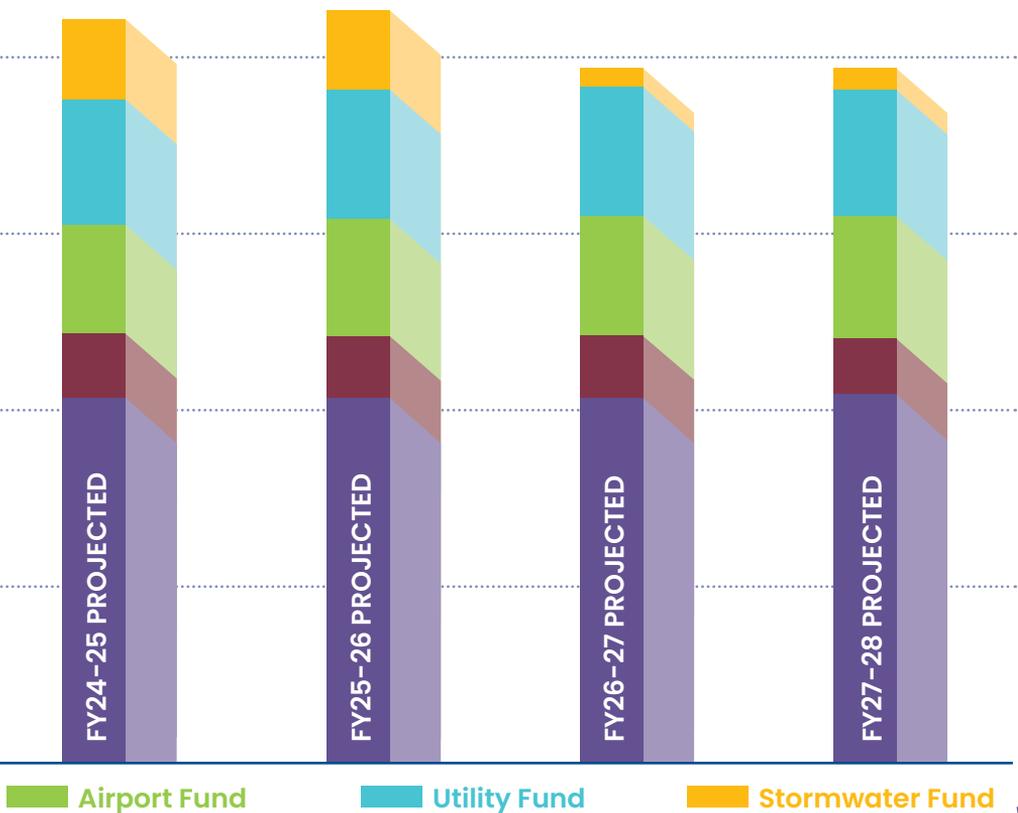
The fund balance will provide a healthy reserve and allow for the planning of debt issuances. City Council goals for the Stormwater Fund include funding for capital projects and a federally and state mandated stormwater quality management program.

Capital Project Long-Term Plan

Included in this appendix is a financial statement that summarizes Addison’s capital improvement program over the five-year planning horizon. The statement reports the projected timing of the projects as well as the source of funding.

LONG-TERM PLANNING HORIZON

(In Millions)



APPENDIX F:

Capital Projects Highlights



Streets Capital Projects – Bond Funded (Total: \$28.7M)

VITRUVIAN WEST STREETScape & BELLA LANE EXTENSION (\$604K)

This project is to continue build-out of the planned development at Vitruvian and the associated public infrastructure. In FY2021, public infrastructure construction was the streetscape associated with Vitruvian West 2. The Town was also responsible for the design and construction of a well pad for a well into Trinity Aquifer in FY2021. Phase IV, which includes the extension of Bella Lane to Alpha Road, began in FY2022 and is substantially complete. Vitruvian West 3 streetscape improvements along Westgate Lane and Marsh Lane were completed in early 2023. Bella Lane North Connector is anticipated to be completed in FY2024.

 **PHASE:** Well pad construction and Vitruvian West 2 streetscape is complete, while Vitruvian West 3 Streetscape and the Bella Lane extension projects are anticipated to be completed in FY2023 with completion of the Bella Lane North Connector anticipated for 2024.

 **STATUS:** Vitruvian West 2 streetscape and well construction has been completed. A contract for construction for the Bella Lane extension was awarded on January 11, 2022, with construction completed in FY2023 along with Vitruvian West 3 streetscape. The Bella Lane North Connector is anticipated to be bid in 2023 and constructed in 2024.

MIDWAY ROAD RECONSTRUCTION (\$10.0M)

Reconstruction of Midway Road to include replacement in kind of wet utilities, compliance with Americans with Disabilities Act (ADA) requirements, traffic signal upgrades, and sidewalk, median, and lighting improvements along with inclusion of the new Master Transportation Plan standards.

 **PHASE:** This project is under construction.

 **STATUS:** On December 8, 2020, a construction contract was approved. This project is anticipated to be completed in the spring during fiscal year 2024.

KELLER SPRINGS RECONSTRUCTION (\$11.9M)

Reconstruction of Keller Springs Road from Dallas North Tollway to Addison Road including replacing asphalt roadway with concrete, upsizing existing facilities, installing Master Transportation Plan elements, acquiring right-of-way for medians, sidewalks, and landscaping, and replacing traffic signals.

 **PHASE:** The project has been designed, bid, and is awaiting award of the construction contract.

-  **STATUS:** A contract for professional engineering services was approved on December 10, 2019. Construction is anticipated to begin in late summer/early fall of 2023 and is anticipated to be completed in early 2025.

QUORUM DRIVE RECONSTRUCTION (\$3.4M)

Reconstruction of Quorum Drive from Dallas North Tollway to DART Rail Right-of-Way. Quorum Drive was originally built in the early to mid-1980s. The scope will include, but not be limited to, utility upsizing to handle continued growth in Addison, incorporation of the Master Transportation and Trails Master Plans, ADA improvements, and the replacement of traffic signals at three intersections.

-  **PHASE:** The project is currently in the design phase.
-  **STATUS:** A design contract was awarded on June 13, 2023, with an anticipated design completion of eighteen months. After design, construction is anticipated in fiscal years 2025 to 2026.

MONTFORT DRIVE RECONSTRUCTION (\$2.8M)

Reconstruction of Montfort Drive from Belt Line Road to the Addison city limits by rebuilding concrete roadway and upsizing existing utilities. Additionally, the project includes installing Master Transportation Plan elements including widening the median, almost doubling the sidewalk width to eight feet, and adding a six-foot parkway buffer. The project also includes the acquisition of right-of-way for medians, sidewalks, and landscaping.

-  **PHASE:** The project is currently in the engineering design phase.
-  **STATUS:** This project is anticipated to be designed in FY2023 and FY2024 and constructed in fiscal years 2024 and 2025.

Parks Capital Projects – Bond Funded (Total: \$7.4M)

LES LACS POND IMPROVEMENTS (\$2.5M)

Les Lacs Pond improvements include the replacement of concrete edge & pond liner, ADA improvements, enhancements to the lake edge that is a combination of natural, concrete and stone edges, landscape beds and rain garden, retaining walls, fountain lights, and tree up-lights.

-  **PHASE:** The project is currently in engineering design phase.
-  **STATUS:** This project is anticipated to have design completed in fiscal year 2023 and be constructed in fiscal year 2024.

VITRUVIAN PARK PHASE 6, BLOCKS 301, 302, AND 303 (\$2.7M)

Demolition and paving improvements, water and sewer improvements, street lighting, and landscape improvements for Vitruvian Park Phase 6, Blocks 301, 302, and 303.

-  **PHASE:** The project is currently in the planning phase.
-  **STATUS:** This project is anticipated to be designed in fiscal year 2024. Construction is anticipated to begin in fiscal year 2024 with project completion estimated for 2024.



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Summary

LIFE TO DATE EXPENDITURES ESTIMATED FY23 BUDGET

Bond Funded

STREETS

Vitruvian West Streetscape & Bella Lane Extension	2,886,264	1,679,796
Belt Line Electronic Signage	503,228	11,858
Midway Road Reconstruction	19,768,270	12,587,768
Keller Springs Reconstruction	960,489	2,000,000
Quorum Drive Reconstruction	43,490	750,000
Montfort Drive Reconstruction	-	150,000
Airport Parkway Reconstruction	658,425	153,162
Vitruvian Park Phase 9, Block 701	788,434	793,083
Vitruvian Park Phase 6, Blocks 301, 302 and 303	-	-
Vitruvian Park Phase 7, Blocks 204, 210, 402 and 403	-	-
Vitruvian Park Phase 8, Remaining Blocks	-	-

PARKS

Pedestrian Connectivity - Cotton Belt/Silver Line	-	307,469
Athletic Club Improvements	5,028,365	321,266
Trail Rehab, Expansion, Wayfinding	315,842	96,883
Les Lacs Pond Improvements	80,700	655,400
Beltway Drive Trail	-	-
Transit-Oriented Development Parking Garage	-	-

PUBLIC SAFETY

License Plate Recognition System Expansion	1,671,297	328,703
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GENERAL SERVICES

Improvements to Existing Buildings	113,524	2,711,766
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SUBTOTAL

\$32,818,328 \$22,547,154

Airport Capital Projects - Combination Bonds & Grant Funded

Customs Facility Construction	8,419,859	-
Bravo/Golf Taxiway Improvements	-	2,752,484
Airport Access & Security Improvements	-	-
Runway 15/33 Redesignation & Taxiway Alpha Rejuvenation	-	1,475,000
Jimmy Doolittle Drive Reconstruction	-	150,000
Eastside Airport Service Road Reconstruction	-	-

SUBTOTAL

\$8,419,859 \$4,377,484

APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



FY24 BUDGET	FY25 BUDGET	FY26 BUDGET	FY27 BUDGET
604,200	-	-	-
-	-	-	-
10,000,000	-	-	-
11,939,511	2,000,000	-	-
3,410,000	10,000,000	12,631,409	-
2,750,000	4,400,000	-	-
-	3,400,000	5,188,413	-
-	-	-	-
2,654,075	-	-	-
-	-	2,127,706	2,127,706
-	-	-	1,500,000
-	-	-	-
-	-	-	-
-	-	-	-
2,546,008	-	-	-
2,197,500	-	-	-
3,400,000	-	-	-
-	-	-	-
2,582,498	-	-	-
\$42,083,792	\$19,800,000	\$19,947,528	\$3,627,706
-	-	-	-
4,000,000	-	-	-
-	108,000	1,008,000	-
-	-	-	-
1,400,000	-	-	-
320,000	600,000	-	-
\$5,720,000	\$708,000	\$1,008,000	\$-



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

BELTWAY DRIVE TRAIL (\$2.2M)

The Beltway Drive Trail is a combination of trail types from Marsh Lane eastward to Belt Line Road. The project includes a buffered, on-road two-way cycle track from Marsh Lane to Le Grande Drive, an off-road portion from Le Grande Drive to Midway Road, and a Bicycle Boulevard from Midway Road to Belt Line Road. The project is currently in construction document development.



PHASE: The project is currently in the design phase.



STATUS: This project is anticipated to be designed in fiscal year 2024.

General Services Capital Projects – Bond Funded (Total: \$1.5M)

IMPROVEMENTS TO EXISTING BUILDINGS (\$1.5M)

Replacements of the heating, ventilation, and air conditioning (HVAC) system to existing municipal buildings. Replace 15- to 30-year-old roofs that have deferred maintenance issues on existing municipal buildings. Replace all related roof elements including decking, flashing, joints, and coping. Improvements are needed to address Americans with Disabilities Act compliance. Parking lot modifications are needed at Town Hall, Central Fire, Fire Station #2, Service Center, and Finance. Locker rooms are in need of improvements at Central Fire, Fire Station #2, Service Center, and Police buildings. Additionally, a Pavilion ramp was identified for improvements at the Conference Center and concrete at the Stone Cottage. Improvements to the air filtration system at the Police Gun Range propose to separate the systems and install a HEPA filtration system that would filter out contaminants.

Capital Projects Summary Continued

LIFE TO DATE EXPENDITURES ESTIMATED FY23 BUDGET

Airport Capital Projects - Cash Funded

Customs Facility Construction	775,633	15,692
Bravo/Golf Taxiway Improvements	70,276	680,000
Airport Access & Security Improvements	-	-
Runway 15/33 Redesignation & Taxiway Alpha Rejuvenation	14,750	85,250
Metal Hangar Roof Replacements	-	170,170
Bulk Fuel Storage Design	-	750,000
Airport Regulated Garbage Utility Building	-	-
West Perimeter Fencing Improvements	-	-
Wiley Post Building Improvements	-	-
Wiley Post Parking Lot Reconstruction	-	-
SUBTOTAL	\$860,659	\$1,701,112

APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



-  **PHASE:** Phase 1 of this project is substantially complete. Phase 2 of this project is under construction.
-  **STATUS:** A contract for professional engineering services was approved on April 13, 2021, for phase one projects. The phase one projects are substantially complete. Phase two projects are currently under construction.

Airport Capital Projects – Combination Bonds, Cash & Grant Funds (Total: \$6.3M)

BRAVO/GOLF TAXIWAY IMPROVEMENTS (\$4.0M)

Extend Taxiway B north from Taxiway F to Taxiway G; extend Taxiway G west from the Runway to Taxiway B; extend Taxiway B south to connect with south end of Runway; construct westside vehicle service road. To give access to more than 4 acres of developable land on the airport westside. To improve traffic flow and safety.

-  **PHASE:** The project is currently in the construction phase.
-  **STATUS:** This project is currently under construction. Construction is anticipated to be completed in fiscal year 2024.

JIMMY DOOLITTLE DRIVE RECONSTRUCTION (\$1.4M)

Jimmy Doolittle Road is an airport-owned access street that serves as the landside access route for the new U.S. Customs and Airport Administration building. The street is failed. This project is to completely reconstruct the street, adding underground storm drainage, curbs, and a sidewalk while bringing the roadway up to city standards.

-  **PHASE:** The project is currently in the engineering phase.
-  **STATUS:** This project is anticipated to begin in fiscal year 2024.

FY24 BUDGET	FY25 BUDGET	FY26 BUDGET	FY27 BUDGET
-	-	-	-
-	-	-	-
-	12,000	112,000	-
-	-	-	-
-	-	-	-
-	-	-	-
275,000	-	-	-
65,500	-	-	-
120,000	-	-	-
150,000	-	-	-
\$610,500	\$12,000	\$112,000	\$-



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

EASTSIDE AIRPORT SERVICE ROAD RECONSTRUCTION (\$320K)

The eastside airport vehicle service road serves fuel truck and other airside vehicle traffic. It was constructed in 2001 and designed for 3,000-gallon fuel trucks. For several years now, it has been used by 5,000-gallon fuel trucks, with failures resulting in multiple locations. Several areas will be reconstructed through Developer Participation Agreements (DPAs) in conjunction with tenant construction projects. This project will address the remaining road sections not covered by DPAs.



PHASE: The project is currently in the planning phase.



STATUS: This project is anticipated to begin in fiscal year 2024 and be completed in fiscal year 2025.

AIRPORT REGULATED GARBAGE UTILITY BUILDING (\$275K)

The Regulated Garbage (RG) utility building was part of the original scope of the U.S. Customs and Airport Administration building project. When bids came in higher than anticipated, the RG building was cut from the scope as a cost-saving measure, with the intent that it would be constructed at a later date. This proposed project is to construct the utility building that will handle RG processing and disposal, including housing the autoclave that the airport has acquired for that purpose (sterilization of RG). The proposed facility will also include a pet relief station for international arrivals, plus airside parking for airport vehicles.



PHASE: The project is currently in the planning phase.



STATUS: This project is anticipated to be completed in fiscal year 2024.

WEST PERIMETER FENCING IMPROVEMENTS (\$66K)

The project entails construction/reconstruction of airfield perimeter fencing in three areas on the west side of the airport: (1) by the Johnson Electric property, where the existing fence intrudes on airport property; (2) by the plastics plant, where the existing fence is substandard and also encroaches on airport property; and (3) at the north end of Dooley Road, to complete an area that was partially reconstructed last year.



PHASE: The project is currently in the planning phase.



STATUS: This project is anticipated to be completed in fiscal year 2024.

WILEY POST BUILDING IMPROVEMENTS (\$120K)

The airport acquired the property at 4308-4310 Wiley Post in 2013-2014. The property includes office space which is rented to both aeronautical and non-aeronautical users. Both the interior and exterior of the building are in need of major repairs and renovations to maintain the value of the property and sustain the rental income received through leasing office space in the facility. Exterior work needed includes stucco and soffit repairs and painting.



PHASE: The project is currently in the planning phase.



 **STATUS:** This project is anticipated to be completed in fiscal year 2024.

WILEY POST PARKING LOT RECONSTRUCTION (\$150K)

The airport acquired the property at 4308–4310 Wiley Post in 2013–2014. The property includes office space which is rented to both aeronautical and non-aeronautical users. The facility is served by an asphalt parking lot of nearly 3,000 square yards. The parking lot is in very poor condition and needs to be replaced. This proposed project is to reconstruct the asphalt parking lot serving the 4308–4310 Wiley Post property.

 **PHASE:** The project is currently in the planning phase.

 **STATUS:** This project is anticipated to be completed in fiscal year 2024.

Utilities Capital Projects – Combination Cash & Bond Funded (Total: \$3.6M)

LAKE FOREST DRIVE UTILITY IMPROVEMENTS (\$939K)

Replacing 1,300 feet of 6-inch cast iron (CI) water main and 1,047 feet of clay wastewater main with 8-inch polyvinyl chloride (PVC) pipes along Lake Forest Drive. The water line exceeds the maximum allowable velocity at 1,000 gallons per minute and the wastewater main is nearing the end of its lifecycle.

 **PHASE:** The project is currently in the engineering/design phase.

 **STATUS:** On August 24, 2021, the City Council approved an agreement with Dannenbaum Engineering Company for the design of the Lake Forest Drive Utility Improvements Project. On June 27, 2023, a construction contract was awarded to Rey-Mar Construction. Construction is anticipated to be completed in early fiscal year 2024.

BELTWAY DRIVE/BELT LINE ROAD WATER MAIN REPLACEMENT (\$641K)

Replacing an 8-inch cast iron (CI) water main installed in 1973 with an 8-inch polyvinyl chloride (PVC) pipe along the intersection of Beltway Drive and Belt Line Road. This water main exceeds the maximum allowable head loss.

 **PHASE:** The project is currently in the planning phase.

 **STATUS:** This project is anticipated to be completed in fiscal year 2025.

CELESTIAL PUMP STATION PUMP #3 REPLACEMENT (\$450K)

Replacement of pump #3 at the Celestial Pump Station. Capital projects have been identified using information from assessments that were done in 2014. These improvements are needed to extend the life of these facilities, pumps, motors, and associated equipment to ensure an adequate supply of water.

 **PHASE:** The project is currently in the planning phase.

 **STATUS:** This project is anticipated to be completed in fiscal year 2024.



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Summary Continued

LIFE TO DATE EXPENDITURES ESTIMATED FY23 BUDGET

Utilities Capital Projects - Combination Cash & Bond Funded

Kellway Lift Station Rehabilitation & Repair	1,185,983	6,758
Chloramine Booster Station	1,217,760	115,809
Marsh Lane/Spring Valley Road Water Main Replacement	-	-
Lake Forest Drive Utility Improvements	117,736	452,072
Addison Road/Westgrove Drive Water Main Replacement	-	-
Excel Parkway/Addison Road Water Main Upsizing	-	-
New Water Main Loop - Excel Parkway / Addison Road	-	-
Beltway Drive/Belt Line Road Water Main Replacement	-	-
Sydney Drive/Marsh Lane Water Main Upsizing	-	-
Water Main Upsizing From Belt Line Road/George Bush Elementary	-	-
Excel Parkway/Addison Road Sewer Improvements	-	-
Addison Road/Belt Line Road and Addison Road/Edwin Lewis Drive Sewer Improvements	-	-
Celestial Pumpstation Pump #3 Replacement	-	-
Celestial Pumpstation Pump #1 Replacement	-	-
Surveyor Pump Station Electrical Upgrades	82,655	200,000
SCADA and Kellway Electrical Control Panel Upgrades	-	-
SUBTOTAL	\$2,604,134	\$774,639

CELESTIAL PUMP STATION PUMP #1 REPLACEMENT (\$450K)

Replacement of pump #1 at the Celestial Pump Station. Capital projects have been identified using information from assessments that were done in 2014. These improvements are needed to extend the life of these facilities, pumps, motors, and associated equipment to ensure an adequate supply of water.

 **PHASE:** The project is currently in the planning phase.

 **STATUS:** This project is anticipated to be completed in fiscal year 2024.

SURVEYOR PUMP STATION ELECTRICAL UPGRADES (\$697K)

Overhaul of the electrical components that control Surveyor Pump Station. The electrical system and Surveyor Pump Station is over forty years old. These electrical components are the highest risk of failure at the pump station. There are no longer parts available for some of the current components and would require significant upgrades if they were to fail.

 **PHASE:** The project is currently in the engineering/design phase.

 **STATUS:** On January 11, 2022, a design contract was awarded to Kleinfelder, Inc. Construction is anticipated to be completed in fiscal year 2023. On March 28, 2023, a construction contract was awarded to Felix Construction Company. Construction is anticipated to be completed in fiscal year 2024.

APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



FY24 BUDGET	FY25 BUDGET	FY26 BUDGET	FY27 BUDGET
-	-	-	-
-	-	-	-
-	-	-	567,000
938,647	-	-	-
-	-	-	1,033,300
-	-	-	268,500
-	-	-	495,000
640,900	500,000	-	-
-	667,700	400,000	-
-	-	1,188,000	1,000,000
-	-	-	390,000
-	-	-	400,000
450,000	-	-	-
450,000	-	-	-
697,345	-	-	-
430,000	-	-	-
\$3,606,892	\$1,167,700	\$1,588,000	\$4,153,800

SCADA AND KELLWAY ELECTRICAL CONTROL PANEL UPGRADES (\$430K)

The project consists of upgrading the SCADA system to new innovative technology for communication between Master Control Cabinets between all of the Utility facilities. Updating the control panel at Kellway Lift Station with Variable frequency drives that will extend the life expectancy of all three pumps and motors while reducing the electrical cost to operate the lift station.



PHASE: The project is currently in the planning phase.



STATUS: The project is anticipated to be completed in fiscal year 2024.



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Summary Continued

LIFE TO DATE EXPENDITURES ESTIMATED FY23 BUDGET

Stormwater Capital Projects - Bond Funded

Rawhide Creek Basin Improvements - Les Lacs Area	325,707	519,031
Winnwood Road Bridge Class Culvert Outlet Armoring	73,136	24,546
SUBTOTAL	\$398,843	\$543,577

Stormwater Capital Projects - Cash Funded

Rawhide Creek Basin Improvements - Les Lacs Area	-	1,750,000
Whiterock Creek Basin Improvements - Bellbrook Drive	-	-
Whiterock Creek Basin Improvements - Maiden Court	-	-
Keller Springs Reconstruction	-	-
Winnwood Road Bridge Class Culvert Outlet Armoring	92,553	182,718
SUBTOTAL	\$92,553	\$1,932,718

Infrastructure Investment Fund

Traffic Signal & ADA Improvements	46,635	1,453,365
Redding Trail Extension/Dog Park	-	-
SUBTOTAL	\$46,635	\$1,453,365

TOTAL CAPITAL PROJECTS	\$45,241,011	\$33,330,049
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Stormwater Capital Projects – Combination Cash & Bond Funded (Total: \$2.8M)

KELLER SPRINGS RECONSTRUCTION (\$2.8M)

Reconstruction of Keller Springs Road from Dallas North Tollway to Addison Road including replacing asphalt roadway with concrete, upsizing existing facilities, installing Master Transportation Plan elements, acquiring right-of-way for medians, sidewalks, and landscaping, and replacing traffic signals. This is the cash-funded portion of the project.



PHASE: The project has been designed, bid, and is awaiting award of the construction contract.



STATUS: A contract for professional engineering services was approved on December 10, 2019. Construction is anticipated to begin in late summer/early fall of 2023 and is anticipated to be completed in early 2025.

APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



FY24 BUDGET	FY25 BUDGET	FY26 BUDGET	FY27 BUDGET
-	-	-	-
\$-	\$-	\$-	\$-
-	-	-	-
-	-	-	2,900,000
-	-	-	606,000
2,800,000	-	-	-
-	-	-	-
\$2,800,000	\$-	\$-	\$3,506,000
-	-	-	-
550,000	-	-	-
\$550,000	\$-	\$-	\$-
\$55,371,184	\$21,687,700	\$22,655,528	\$11,287,506

Infrastructure Investment Fund Projects – Cash Funded (\$1.4M)

REDDING TRAIL EXTENSION/DOG PARK (\$550K)

The Redding Trail Extension will provide a 10' wide multi-use trail from the west side of the Redding Trail Dog Park east to Midway Road. The proposed trail extension is approximately 750 linear feet long. It will connect the newly constructed trail on Midway Road to the Redding Trail and to Surveyor Road on the north end, and George Herbert Walker Bush Elementary School to the south.

 **PHASE:** The project is currently in the planning phase.

 **STATUS:** This project is anticipated to be completed in fiscal year 2024.



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Operating Impacts

The Town of Addison's Capital Improvement Program (CIP) plans for the acquisition and maintenance of capital assets. Projects included in the plan are capital improvement enhancements of significant value, generally over \$25,000 and have a useful life of at least ten years. These enhancements are designed to improve and maintain the value of the Town's assets. Projects are categorized by programs that include General, Airport, Utilities, Stormwater, and Infrastructure Investment.

Resources for the CIP are generated from voter authorized bonds, federal and state grants, or unrestricted working capital. Although capital improvements are considered significant non-recurring expenditures and funded from capital projects funds, they can have a direct effect on the Town's operating budget. The costs of future operations and maintenance for new CIP projects are estimated based on past expenditures and anticipated increase in materials, labor and other related costs.

Below is the anticipated operating impact for those CIP projects currently budgeted in FY2024.

GENERAL CAPITAL PROJECTS:

-  Trail Rehab, Expansion, and Wayfinding project anticipates increased maintenance costs.
-  The project for Les Lacs Pond Improvements anticipates increased maintenance costs.

AIRPORT CAPITAL PROJECTS:

-  The Bulk Fuel Storage Facility project anticipated maintenance costs of the building of approximately \$250,000. Once storage capacity expansion is completed, the new tanks are estimated to generate lease revenue of approximately \$100,000.
-  The Airport Regulated Garbage Utility Building anticipates increased utility operating costs.

UTILITIES CAPITAL PROJECTS:

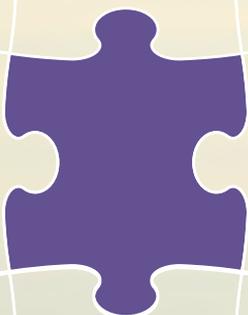
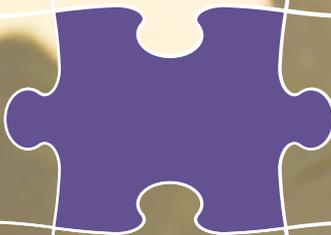
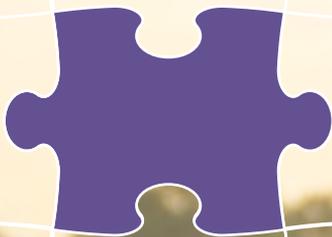
-  No anticipated operating impact

STORMWATER CAPITAL PROJECTS:

-  No anticipated operating impact

INFRASTRUCTURE INVESTMENT CAPITAL PROJECTS:

-  No anticipated operating impact





APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Anticipated Operating Impact

LIFE TO DATE EXPENDITURES

General Capital Projects

Vitruvian West Streetscape and Bella Lane Extension	-
Midway Road Reconstruction	-
Keller Springs Reconstruction	-
Montfort Drive Reconstruction	-
Improvements to Existing Buildings	-
Quorum Drive Reconstruction	-
Trail Rehab, Expansion, Wayfinding	5,000
Les Lacs Pond Improvements	-
Vitruvian Park Phase 9, Block 701	-
Beltway Drive Trail	-
Transit-Oriented Development Parking Garage	-
SUBTOTAL	\$5,000

Airport Capital Projects

Bravo/Golf Taxiway Improvements	-
Airport Access & Security Improvements	-
Bravo T-Hangar Roof Replacements	-
Bulk Fuel Storage Design	-
Jimmy Doolittle Drive Reconstruction	-
Eastside Airport Service Road Reconstruction	-
Airport Regulated Garbage Utility Building	-
West Perimeter Fencing Improvements	-
Wiley Post Building Improvements	-
Wiley Post Parking Lot Reconstruction	-
SUBTOTAL	\$-

Utilities Capital Projects

Lake Forest Drive Utility Improvements	-
Beltway Drive/Belt Line Road Water Main Replacement	-
Celestial Pumpstation Pump #3 Replacement	-
Celestial Pumpstation Pump #1 Replacement	-
Surveyor Pump Station Electrical Upgrades	-
SCADA and Kellway Electrical Control Panel Upgrades	-
SUBTOTAL	\$-

APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



FY24 BUDGET	FY25 BUDGET	FY26 BUDGET	FY27 BUDGET
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
5,000	6,000	6,500	7,000
-	4,000	4,500	5,000
-	-	-	-
-	-	-	-
-	-	-	-
\$5,000	\$10,000	\$11,000	\$12,000
-	-	-	-
-	-	-	-
-	-	-	-
150,000	150,000	150,000	150,000
-	-	-	-
-	-	-	-
2,400	2,400	2,400	2,400
-	-	-	-
-	-	-	-
-	-	-	-
\$152,400	\$152,400	\$152,400	\$152,400
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
\$-	\$-	\$-	\$-



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS

Capital Projects Anticipated Operating Impact

LIFE TO DATE EXPENDITURES

Stormwater Capital Projects

Keller Springs Reconstruction

-

SUBTOTAL

\$-

Infrastructure Investment Fund

Redding Trail Extension/Dog Park

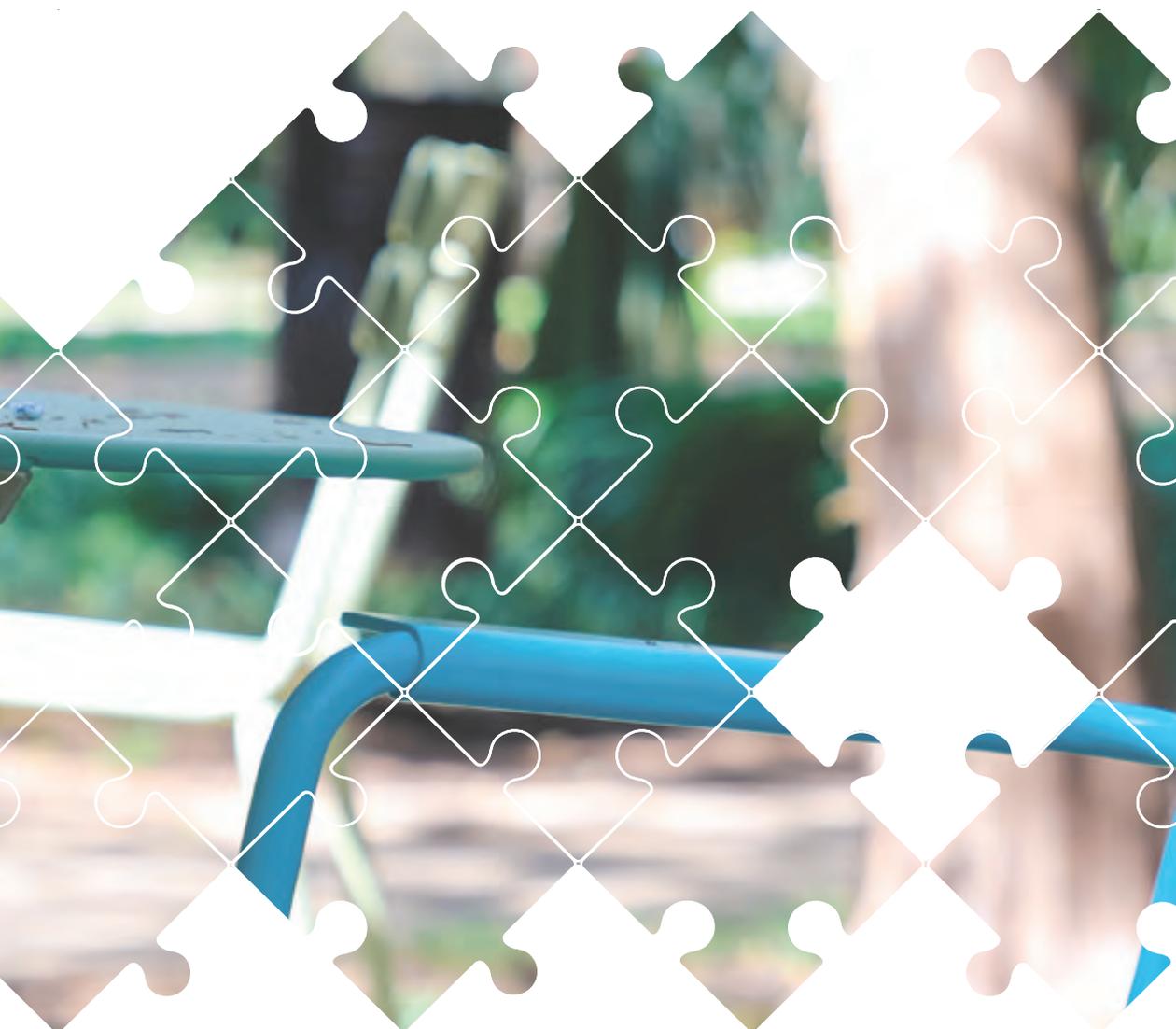
-

SUBTOTAL

\$-

TOTAL ANTICIPATED OPERATING COSTS

\$5,000



APPENDIX F: CAPITAL PROJECTS HIGHLIGHTS



FY24 BUDGET

FY25 BUDGET

FY26 BUDGET

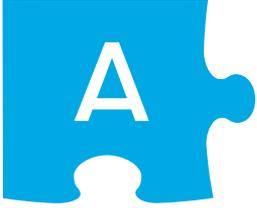
FY27 BUDGET

-	-	-	-
\$-	\$-	\$-	\$-
-	-	-	-
\$-	\$-	\$-	\$-
\$157,900	\$162,400	\$163,400	\$164,400



APPENDIX G:

Glossary of Terms



Accounts Payable

A liability account reflecting the amount of open accounts owed to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

Accounts Receivable

An asset account reflecting amounts owed from private persons or organizations for goods or services furnished by a government.

Accrual Accounting

Recognition of the financial effects of transactions, events and circumstances in the period(s) when they occur regardless of when the cash is received or paid.

ADA

Acronym for Americans with Disabilities Act.

Ad Valorem

Latin for “according to the value of.” Refers to the tax assessed against real (land and building) and personal (equipment and furniture) property.

Amortization

Payment of principal plus interest over a fixed period of time.

Appropriation

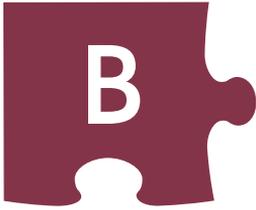
A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligation for designated purposes.

Arbitrage

The interest earnings derived from invested bond proceeds or debt service fund balances.

Assessed Valuation

A valuation set upon real estate or other property by a government as a basis for levying taxes.



Balance Sheet

The basic financial statement which discloses the assets, liabilities and equities of an entity at a specific date in conformity with Generally Accepted Accounting Principles (GAAP).

Balanced Budget

Annual financial plan in which expenses do not exceed revenues.

Bond

A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s).

Budget

A plan of financial operation embodying an estimate of proposed expenditures for any given period and the proposed means of financing them.



Capital Expenditures

Funds used to acquire or upgrade physical assets such as property, industrial buildings or equipment.

Capital Improvement Program Budget (CIP)

Construction projects or very large capital purchases designed to improve and maintain the value of the city's assets, usually separate from the operating budget.

Capital Outlays

Expenditures which result in the acquisition of or addition to fixed assets which are individually priced at more than \$5,000.



Capital Replacement/Lease

A cost category which typically reflects costs associated with the acquisition of capital equipment. Category also includes department contributions to the Capital Replacement and Information Technology Replacement Funds.

CBP

Acronym for U.S. Customs and Border Protection; refers to the Customs and Border Protection facility which provides security and facilitation operations and is charged with clearing international aircraft arrivals at the Addison Airport.

Certificates of Obligation (COs)

Similar to general obligation bonds except the certificates do not require voter approval.

Contractual Services

The costs related to services performed for the Town by individuals, businesses, or utilities.

Cost

The amount of money or other consideration exchanged for property or services. Costs may be incurred even before the money is paid; that is, as soon as liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

Current Assets

Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and tax receivables which will be collected within one year.

Current Liabilities

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.



DART

Acronym for Dallas Area Rapid Transit, a mass transit authority serving the Dallas Metroplex which is funded through a 1 percent sales tax levied in participating cities.

DCAD

Acronym for Dallas Central Appraisal District, an agency that is responsible for appraising property for the purpose of ad valorem property tax assessment on behalf of the 61 local governing bodies in Dallas County.

Decision Package

A decision package represents an increase or decrease in a department's scope of service or funding levels. A decision package may be a request for additional funding submitted by a department during the budget process for new or expanding programs or services.

Debt Service

The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined schedule.

Delinquent Taxes

Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

Depreciation

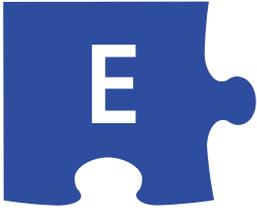
Change in the value of assets (equipment, buildings, etc. with a useful life of five years or more) due to use of the assets.

DISD

Acronym for Dallas Independent School District, which serves most of Addison.

DWU

Acronym for Dallas Water Utilities, Addison's wholesale water supplier.



Encumbrances

Commitments related to unperformed contracts for goods and services used in budgeting. Encumbrances are not expenditures or liabilities but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

Enterprise Fund

A governmental accounting fund in which the services provided are financed and operated similarly to those of private business. The rates of these services are established to ensure that revenues are adequate to meet all necessary expenditures.

EOR

Acronym for Engineer of Record, refers to the person responsible for design and construction phases of a project.

Exempt

Personnel not eligible to receive overtime pay and who are expected to work as necessary to complete their job assignments. Compensatory time-off, as partial compensation for overtime hours worked, may be allowed by the respective department head.

Expenditures

Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.



FAA

Acronym for Federal Aviation Administration, an operating mode of the United States Department of Transportation which regulates aerospace.



Fixed Assets

Assets of a long-term character, which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

Franchise

A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FTE

Acronym for full-time equivalent, a measurement of staffing. One FTE is a 40-hour per week position. A part-time position working 20 hours per week or a temporary full-time position working six months would be a 0.5 FTE.

Fund

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities of balances, and charges therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance

The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

FY

Acronym for fiscal year, a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The Town of Addison's fiscal year begins October 1st and ends the following September 30th.



GAAP

Acronym for Generally Accepted Accounting Principles, which are a collection of rules and procedures that set the basis for the fair presentation of financial statements. The accounting and reporting policies of the Town conform to the GAAP applicable to state and local governments.



GASB

Acronym for Government Accounting Standards Board, an independent, non-profit agency responsible for the promulgation of accounting and financial reporting procedures for governmental entities.

General Fund

The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as fire and police protection, health services, parks and recreation, street maintenance, and general administration.

General Obligation Bonds

Bonds for the payment of which the full faith and credit of the issuing government is pledged. In issuing its general obligation bonds, the Town of Addison pledges to levy whatever property tax is needed to repay the bonds for a particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 30 years.

GIS

Acronym for Geographic Information System which is any system that captures, stores, analyzes, manages, and presents data that are linked to location.

GFOA

Acronym for Government Finance Officers Association.

Governmental Funds

Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).



Maintenance

The upkeep of physical properties in condition for use of occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.



Modified Accrual Accounting

A basis of accounting in which expenditures are accrued but revenues are accounted for when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

MDC

Acronym for Mobile Data Computer which is a computerized communication device installed in a police car. Officers use it to communicate with dispatch, receive GPS locations, directions, and critical information related to the call.

Munis

An enterprise resource planning (ERP) software offered by Tyler Technologies. This integrated ERP system manages core functions, including financials, procurement, HR, payroll, and revenues for the Town of Addison.



NCTCOG

Acronym for the North Central Texas Council of Governments, which is a voluntary association of, by, and for local governments, established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development.

NNR

Acronym for No-New-Revenue Rate. Previously referred to as the effective tax rate, this is the tax rate that would provide a taxing authority approximately the same amount of revenue it received the previous year on properties taxed in both years. This tax rate is expressed in dollars per \$100 of taxable value calculated.

Non-Exempt

Personnel eligible to receive overtime pay when overtime work has been authorized or requested by the supervisor.



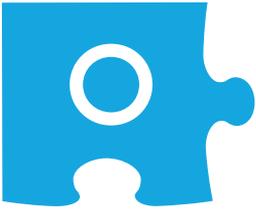
APPENDIX G: GLOSSARY OF TERMS

NTTA

Acronym for the North Texas Tollway Authority, which manages the Dallas North Tollway and the Addison Airport Toll Tunnel, which both run through Addison.

NTECC

Acronym for the North Texas Emergency Communications Center, which provides emergency communications services to the cities of Addison, Carrollton, Coppell and Farmers Branch.

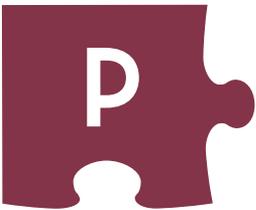


Operating Expenditure

These expenditures are ongoing costs related to running a program or system associated with daily operations.

Ordinance

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, usually require ordinances.



PVC

Acronym for polyvinyl chloride, a plastic compound used for water and sewer pipes.

Personnel Services

The costs associated with compensating employees for their labor.



P-Card

Acronym for procurement card, a Town-issued credit card which allows employees to make small purchases in a cost-effective manner.

Proprietary Fund

Operation that operates like a private commercial operation, in which services are financed through user charges and expenditures include the full cost of operations.

Purchase Order (PO)

A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.



Revenues

Increases in net financial resources. Revenues include the receipt of assets for goods sold or services provided in the current reporting period, intergovernmental grants, and interest income.

Request for Proposal (RFP)

A solicitation requesting a submittal of a proposal in response to the required scope of services that usually includes some form of cost proposal. An RFP requires published evaluation criteria. Price may be negotiated with firms to ensure the best value for the organization and may include a provision for the negotiation of Best and Final Offers. This may be a single step or multi-step process.

Request for Qualifications (RFQ)

Used to allow firms and individuals the opportunity to propose demonstrated competence and qualifications for the type of professional services to be performed at fair and reasonable prices.



Slip lining

The process of restoring deteriorated sewer (wastewater) lines. The process involves inserting a “sock” of special material through the length of line, which, when filled with hot water, cures to produce a hard, seamless pipe.

Special Assessment

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

Special Revenue Fund

A fund used to account for the proceeds of specific revenue sources that are legally restricted or formally committed to expenditures for specified purposes.

Streetscape

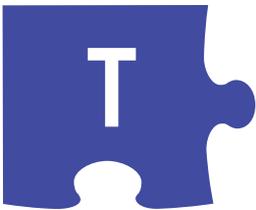
The amenities of a street including landscaping, lighting, hardscape elements such as plazas, fountains, pedestrian walkways/trails/crosswalks, decorative paving and enhanced signage found within or near the street.

Supplies

A cost category for minor items (individually priced at less than \$5,000) required by departments to conduct their operations.

Sustainability

Practices that meet the needs of the present without compromising the ability of future generations to meet their needs.



Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessment.



TCEQ

Acronym for Texas Commission on Environmental Quality, a state agency responsible for enforcing federal and state environmental laws.

TOD

Acronym for Transit-Oriented Development. References the creation of compact, walkable, pedestrian-oriented, mixed-use communities centered around high-quality train systems.

TMRS

Acronym for Texas Municipal Retirement System.

TRA

Acronym for Trinity River Authority, Addison's primary sewer treatment provider.

TxDOT

Acronym for Texas Department of Transportation, a state agency responsible for administering Addison Airport's FAA capital grants.



UDC

Acronym for Unified Development Code which is a document that consolidates all development-related regulations including zoning and land use, subdivisions, design and development standards, and review procedures.



VAR

Acronym for Voter Approval Rate. Previously referred to as the rollback tax rate, the voter-approval tax rate is the maximum tax rate above the no-new-revenue tax rate that is allowed by law before voters must approve that new tax rate. This tax rate is expressed in dollars per \$100 of taxable value calculated.

GFOA *Award*



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Addison, Texas, for its annual budget for the fiscal year beginning October 1, 2022. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

The Town was also awarded a Certificate of Achievement for Excellence in Financial Reporting by GFOA for its annual comprehensive financial report (ACFR) for the fiscal year ending September 30, 2022. The certificate is the highest form of recognition for excellence in state and local government financial reporting.

Together the award and the certificate are evidence of the Finance department's dedication to producing documents which effectively communicate the Town's financial condition to elected officials, city administrators and the general public.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Addison
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director

TOWN STAFF & Consultants



Mayor & Council

COUNCIL	NAME	PROFESSION	TERM OF OFFICE
Mayor	Bruce Arfsten	Real Estate Broker	05/23-05/25
Mayor Pro Tempore	Eileen Resnik	Program Officer	05/22-05/24
Deputy Mayor Pro Tempore	Guillermo Quintanilla	Mechanical Designer	05/22-05/24
Council Member	Darren Gardner	Business Consultant	05/22-05/24
Council Member	Dan Liscio	Sales Executive	05/23-05/25
Council Member	Marlin Willesen	Retired	05/23-05/25
Council Member	Nancy Craig	Real Estate Executive	05/23-05/25

Consultants

CONSULTANT	NAME & POSITION	CONTACT
Auditors	FORVIS	972-702-8262
Bond Counsel	Bracewell, LLP Julie Partain	214-758-1606
City Attorney	Wyatt Hamilton Findlay, PLLC Whitt Wyatt	972-762-6418
Financial Advisors	Hilltop Securites Inc. Nick Bulaich	817-332-9710

Town Staff

TOWN STAFF	NAME & POSITION	CONTACT
Mayor's Office	Bruce Arfsten Mayor	972-450-7000
City Secretary	Valencia Garcia Interim City Secretary	972-450-7042
City Manager's Office	David Gaines City Manager	972-450-7037
City Manager's Office	Ashley Shroyer Deputy City Manager	972-450-7010
City Manager's Office	Passion Hayes Deputy City Manager	972-450-2819
Development Services	Ken Schmidt Director	972-450-7027
Economic Development	Wayne Emerson Director	972-450-7034
Finance	Steven Glickman Chief Financial Officer	972-450-7050
Fire	David Jones Fire Chief	972-450-7201
General Services	Bill Hawley Director	972-450-7016
Human Resources	Ashley Wake Director	972-450-7085
Information Technology	Hamid Khaleghipour Executive Director	972-450-2868
Marketing & Tourism	Mary Rosenbleeth Director	972-450-7032
Parks & Recreation	Janna Tidwell Director	972-450-2869
Police	Paul Spencer Police Chief	972-450-7100
Public Works and Engineering	Shannon Hicks Director	972-450-2878
Special Events	Abby Morales Director	972-450-6221



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