

TOWN OF PROSPER, TEXAS
ADOPTED BUDGET
FISCAL YEAR 2019-2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020



FIVE-YEAR FINANCIAL PLAN INCLUDED

About the Cover:

In October 2020, the Police Department and Dispatch will be operating out of a new 23,159 square foot facility that has the ability to expand in the future to nearly 33,000 square feet. Construction of the Police Station and Dispatch Facility began in June 2019, and will be the first building constructed at the new Public Safety Complex located on approximately 13 acres at the southwest corner of Cook Lane and Safety Way. Future plans for the site include a Fire Station and Fire Department Administration Building, Support Building, and various Training Facilities.

Town of Prosper Fiscal Year 2019-2020 Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,046,471, which is a 15.16 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 \$2,156,097.

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

FOR: Ray Smith, Mayor Craig Andres, Place 2
 Curry Vogelsang, Jr., Mayor Pro-Tem Meigs Miller, Place 4
 Jason Dixon, Deputy Mayor Pro-Tem Jeff Hodges, Place 5
 Marcus E. Ray, Place 1

AGAINST: None

PRESENT and not voting: None

ABSENT: None

Property Tax Rate Comparison

	FY 2019-2020	FY 2018-2019
Property Tax Rate:	\$0.520000/100	\$0.520000/100
Effective Tax Rate:	\$0.494939/100	\$0.531332/100
Effective Maintenance & Operations Tax Rate:	\$0.349789/100	\$0.397119/100
Rollback Tax Rate:	\$0.530272/100	\$0.581388/100
Debt Rate:	\$0.152500/100	\$0.152500/100

Total debt obligation for Town of Prosper secured by property taxes: \$6,418,830

The above statement is required by Section 102.005(b) of the Texas Local Government Code, as amended by HB 3195 of the 80th Texas Legislature.





FISCAL YEAR 2019-2020 ADOPTED BUDGET

Prepared By:

Harlan Jefferson, Town Manager

Chuck Springer, Ex. Director of Administrative Services

Kelly Neal, Finance Director

Betty Pamplin, Accounting Manager

Hulon Webb, Dir. of Engineering Services

Adopted by the Town Council on September 10, 2019

Ray Smith, Mayor

Curry Vogelsang, Jr., Mayor Pro-Tem

Jason Dixon, Deputy Mayor Pro-Tem

Meigs Miller, Council Member

Marcus E. Ray, Council Member

Craig Andres, Council Member

Jeff Hodges, Council Member

“Prosper is a place where everyone matters.”



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Prosper
Texas**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morrill

Executive Director

Table of Contents

INTRODUCTION

Letter from the Town Manager	3
Entity Profile	20
Demographics and Economic Statistics	22
The Budget Process	23
Basis of Accounting/Budgeting	24
Fund Overview	26
Budget Calendar	27
Town Council	28
Town Strategic Goals	29
Town-wide Organizational Chart	32
Authorized Positions Schedule	33
Consolidated Fund Summary 3 Years	35
Consolidated Fund Summary	36
Combined Graphs	38
Property Tax Rate Distribution	39
Major Revenue Graphs by Source	40

GENERAL FUND

Fund Description	49
Fund Balance Graph	50
Revenues by Source	51
Appropriations by Department	52
Fund Summary	53
General Fund Overview	55
Administration	
Town Manager's Office	56
Town Secretary's Office	58
Finance	60
Human Resources	62
Information Technology	64
Municipal Court	66
Non-Departmental	68
Police Services	
Operations	69
Dispatch	72
Fire Services	
Operations	74
Marshal	76
Development Services	
Building Inspections	78
Code Compliance	80
Planning	82
Public Works	
Streets	84
Facilities Management	87
Community Services	
Park Administration	88
Park Operations	90
Park Recreation	92
Library	94
Engineering	96

WATER AND SEWER FUND

Fund Description	101
Net Assets Graph	102
Revenues by Source	103
Appropriations by Department	104
Fund Summary	105
Water and Sewer Fund Overview	107
Administration	
Utility Billing	108
Non-Departmental	110
Public Works	
Water	111
Wastewater	114
Construction Inspections	116

DEBT SERVICE FUND

Fund Description	121
Fund Summary	122
Projection of Debt Margin	123
Outstanding Principal on Debt	124
Principal and Interest Schedule - Tax Supported Debt	125
Principal and Interest Schedule - Water/Sewer/Drainage	126

OTHER FUNDS

Revenues by Source	129
TIRZ #1 Fund	130
TIRZ #2 Fund	132
Crime Control and Prevention SPD	134
Fire Control, Prevention and Emergency Medical Services SPD	136
Park Dedication/Improvement Fund	138
Impact Fee Funds	141
Stormwater Drainage Fund	146
Special Revenue Fund	150
Vehicle and Equipment Replacement Fund	152
Health Insurance Trust Fund	156

APPENDIX

Supplemental Budget Requests	161
Discretionary Budget Requests	162
Cut Discretionary Budget Requests	263
Non-Discretionary Budget Requests	289
Cut Non-Discretionary Budget Requests	327
Five Year Capital Improvement Program	333
Summary of Capital Project Expenditures	340
Charter Article VII - Financial Procedures	341
Financial Policies	346
Glossary	369
Town Staff and Consultants	387
Property Tax Rate Notice	388

Thank you Budget Team!



INTRODUCTION



Memo

To: Honorable Mayor and Town Council
From: Harlan Jefferson, Town Manager
Date: September 10, 2019
Re: Fiscal Year 2019-2020 Adopted Budget

The proposed budget was submitted to the Town Council on August 13, 2019. Following the Public Hearing, the Town Council adopted the budget on September 10, 2019. The adopted budget includes minor revisions from the proposed budget. The table below displays the proposed fund budgets as presented on August 13, the adopted fund budgets, and the change.

<u>Fund Name</u>	<u>Proposed</u>	<u>Adopted</u>	<u>\$ Change</u>
General Fund	\$30,793,960	\$29,865,198	(\$928,762)
Parks Improvement and Dedication Fees	\$650,000	\$665,995	\$15,955
Special Revenue Fund	\$1,454,577	\$1,509,577	\$55,000

The General Fund decrease in the adopted budget was a result of the Council's request to eliminate the six firefighters to avoid any potential grant supplanting, reduce the consultant for ERP software solution, add funds for Downtown live event, and reduce scope of work for Frontier Park storage buildings. Funding was added to the Park Improvement fund for a PISD agreement and funds were added to the Special Revenue fund for tree mitigation and equipment needed in Court technology due to new state law reporting.

- Eliminated personnel in Fire Department \$791,689
- Reduction of consultant for ERP software solutions \$50,000
- Addition for Downtown Live event \$50,000
- Reduction in Frontier Park storage building of \$137,073
- Addition for PISD Frontier Park agreement \$15,955
- Addition for tree mitigation \$50,000

- Addition for Court technology \$5,000

The Town has applied for a FEMA SAFER grant to help support the new six firefighters requested for the new ladder truck. Once the Town receives word about the grant funding, Town staff will bring back a budget amendment to fund the positions. As discussed in the public hearings with Council, the scope of the project to construct two storage buildings at Frontier Park has been reduced to the original scope of work and to not include dumpster enclosures or stock pile area. Staff will move forward with planning another Downtown live event in the spring 2020 with the new appropriation of \$50,000.

Capital Improvement Changes are as follows:

- 1928-TR: Traffic Signal – Fishtrap & Teel Parkway: (Construction) = Reduce \$300,000 to \$250,000. This funding is from the West Thoroughfare Impact Fee Fund.
- 2004-TR: Traffic Signal – Fishtrap & Gee Road: (Construction) = Reduce \$300,000 to \$250,000. This funding is from the West Thoroughfare Impact Fee Fund.
- 2012-ST: Fishtrap (Elem – DNT) – 4 lanes: (Design) = Add \$100,000 from the West Thoroughfare Impact Fee Fund saved from two traffic signals above (\$50,000/each).
- 2007-TR: Traffic Signal – SH 289 & Lovers Lane (TIRZ #1) = Reduce \$350,000 to \$300,000. This is from TIRZ #1. No other Town funding allocated.
- 2005-TR: Traffic Signal – Coit Rd & Richland: (Construction) = Reduce \$300,000 to \$250,000. This funding is from the East Thoroughfare Impact Fee Fund.

The proposed budget Town Manager message brought about some questions that this memo will clarify. Under the Employee Pay and Benefits section, the section regarding the Town's self-funded health insurance plan stated the estimated annual cost is \$2,431,675 for the plan year (January – December 2020). This amount is based on the current employee level enrolled in the plan of 187 employees, however the adopted budget reflects a budget of \$2,763,658 based on growth of new employees to a tune of projected 213 enrolled in the plan.

It has been recommended to reword the target reserve level (fund balance) section established in the General Fund. As required by the Town Charter amended May 6, 2017, the Town must maintain a contingency reserve fund balance designation in the amount not less than twenty percent (20%) of the total General Fund expenditures, to be used in case of unforeseen items of expenditures or revenue shortfalls. Council has also approved a Fund Balance policy to establish a goal to achieve and maintain an unassigned fund balance in the General Fund equal to five percent (5%) of budgeted expenditures for unanticipated expenditures, unforeseen revenue fluctuations, or other adverse circumstances. The unassigned fund balance level, however, may be reduced during unusual financial circumstances. The Town will implement necessary corrective action within a five-year plan to restore the unassigned fund balance to the equivalent of five percent of budgeted expenditures. This amount is in addition to the twenty percent restricted fund balance amount required by the Town Charter.



August 13, 2019

To The Honorable Mayor and Town Council

Re: *The FY 2019-2020 Proposed Budget*

In accordance with the Town Charter and the laws of the State of Texas governing home rule cities, please accept this letter as my budget transmittal and executive summary of the Proposed Annual Operations and Maintenance Budget. In developing this document, a significant amount of time is devoted by Town Council Members and Town staff. The Town's Proposed Budget is developed through an extensive process of reviewing requests received by various Town departments then prioritizing those requests in a manner that utilizes resources effectively, within fiscal constraints, while working to achieve the Town's strategic goals. As prepared and submitted, the Proposed Budget is intended to:

- serve as an operating plan for the new fiscal year,
- provide fiscal policy direction to the Town staff,
- provide a basis of accountability to the taxpayers of the investment of their tax dollar, and
- serve as a basis for measuring the performance for those individuals charged with the management of the Town's operations.

In essence, the Annual Operations and Maintenance Budget represents the single most important management tool of the Governing Body and the staff.

BUDGET OVERVIEW

The Town of Prosper FY 2019-2020 Proposed Budget addresses increased service levels to Town residents in response to continued growth, provides required or recommended capital investments in infrastructure and other public improvements as well as additional public safety resources. The Town has continued to thrive relative to many markets. Despite the Town's current and future growth potential and general optimism, this budget has been prepared with quantifiable forecasted revenue assumptions in mind.

In evaluating the FY 2019-2020 Proposed Budget, it is important to consider it in context with several historical organizational initiatives, current conditions, and the impact each has on planning for additional appropriations. Those with the greatest impact are listed below.

The FY 2019-2020 Proposed Budget Appropriations total \$59,008,878 for all operating funds, not including general debt service, capital projects, impact fees, vehicle equipment and replacement fund, or the Economic Development Corporation. Of that amount, approximately \$30,793,960 is for General Fund operations and maintenance, \$1,308,204 for the Crime Control and Prevention Special Purpose District, \$1,308,204 for the Fire Control, Prevention and Emergency Medical Services Special Purpose District, and \$25,598,510 for the Town's Enterprise Funds including Solid Waste, Water, and Sewer utilities as well as the Storm Drainage Utility Fund. General Debt Service Appropriations for the coming fiscal year are \$7,022,740.

VALUE OF TAXABLE PROPERTY AND GROWTH

The growth in taxable value of real property corresponds to a significant increase in residential growth and population over the past 60 months. According to the most recent population estimates published by the North Central Texas Council of Governments (NCTCOG), the Town of Prosper's new population as of January 1, 2019 was 25,630 which reflects a 13.2% growth rate. According to NCTCOG, Prosper hit the top 10 fastest growing city in 2018. The Town has forecasted the construction of 15 residential subdivision phases that are either under construction or are approved for construction to accommodate 1,036 single family homes in the next 24 months.

In 2019, the Town saw the tax roll add an additional 522 properties for Denton County with an average market value increase of 28.83%, and 137 properties for Collin County with an average market value increase of 12.26%. The Town is anticipating an overall 14.78% increase in projected assessed values for the 2019 tax roll. On June 27, 2017, in an effort to help relieve the increase in residential appraised values of property, the Council approved an increase in the homestead exemption rate from 7.5% to 10%. This is anticipated to be a decrease in property tax revenue to the Town of \$1,608,065. The Town is also seeing an increase in properties that qualify under the over 65 and disabled persons exemptions by 21% from the previous tax roll. This reflects a future property tax revenue loss based on freeze values of approximately \$1,716,000. In the 2019 tax roll, the Town is projecting an additional 258 single family homes for the Denton County, with an average taxable value of \$430,425, which is an estimated increase of 3.01% over last year, and 196 additional single family homes for Collin County, with an average taxable value of \$543,030, which is an estimated increase of 3.72% over last year.

PROPERTY VALUES

Certified property valuations increased by \$542,144,726 (14.78%) for FY 2019-2020. Property values increased from \$3,666,922,773 to \$4,209,067,499. Of the increase, \$414,634,110, or 11.13%, resulted from new construction, compared with \$358,468,291 last year. New value added to the tax roll will continue to be primarily from residential growth, however, the economic commercial growth will have a substantial contribution to our commercial tax base.

PROPERTY TAX RATE

The Proposed FY 2019-2020 Budget is again proposing a property tax rate of \$0.52 per \$100 of taxable assessed valuation. If adopted, this would mark the thirteenth straight year of maintaining this property tax rate. The portion of the tax rate applied to Debt Service is \$0.152500 per \$100 of assessed value with the balance allocated for Maintenance and Operations.

The total tax rate is divided between General Fund maintenance and operations and the Debt Service Fund. Of the total tax rate, \$0.367500 cents is dedicated to General Fund maintenance and operations, and \$0.152500 is dedicated to general obligation debt service. The portion of the tax rate dedicated to maintenance and operations comprises 54.6% of the proposed revenue in the General Fund. The portion of the tax rate dedicated to debt service is approximately 29% of the overall Town tax rate. The Town continues to maintain a level below the debt management policy limit of 35% of the overall Town tax rate.

The average taxable single-family home value for the 2019 tax year is approximately \$543,030 in Collin County and \$430,425 in Denton County. This reflects an increase of \$19,463 or 3.72% in Collin County and \$12,566 or 3.01% in Denton County from the previous year. At the proposed tax rate of \$0.52 the municipal taxes paid on the average single family home will be \$2,541.

SALES TAXES

The Town of Prosper levies a 1.5% tax on all taxable items sold within its borders (the Economic Development Corporation's 0.5% tax is in addition to the Town's tax). In May 2018, the citizens of the Town of Prosper voted to abolish the 0.50% sales and use tax revenue for property tax relief and replaced it with the creation of two Public Safety Special Purpose Districts. The Crime Control and Prevention District and the Fire Control, Prevention, and Emergency Medical Services District will each collect 0.25% of sales and use tax to provide a minimum level of dedicated funding. Each district is reported as a special revenue fund and sales and use tax is the only source of revenue in these funds. As sales tax revenues have become a prominent funding source for the Town, this will help dedicate more resources to the public safety needs of the Town. This budget reflects the second year since the districts were created. Overall, the Proposed Budget includes \$8,183,866 in sales tax revenues, compared to \$6,800,657 in the FY 2018-2019 budget. This is largely attributable to the continuing retail and commercial development growth in Prosper. The one percent sales and use tax reported to the General Fund comprises 16.7% of

revenue in the Proposed Budget. See table below labeled Commercial Taxable Property and Growth which reflects the major retail developments coming online during the next budget cycle. The proposed budget reflects the projected sales tax collections the Town will receive from those various retail developments as well as the commercial growth in the Town.

COMMERCIAL TAXABLE PROPERTY AND GROWTH		
Name	Open Date	Square Feet
<i>Gates of Prosper</i>		
Chick-fil-A	Open	4,676
Olive Garden	Open	7,783
Panera Bread	Open	4,447
7-Eleven	Fall 2019	3,010
Gates of Prosper, Ph 2 Multiple Retail/Restaurant Tenants	Summer/Fall 2020	258,132
<i>Windsong Ranch Marketplace</i>		
Chase Bank	Open	3,558
Windsong Marketplace Multiple Retail Tenants	Open	40,000
Chick-Fil-A	Spring 2020	4,996
McDonald's	Fall 2019	4,803
Jack in the Box	Open	2,644
Panera Bread	Open	4,391
Raising Cane's	Open	3,030
<i>Shops at Prosper Trail</i>		
Shops at Prosper Trail Multiple Retail Tenants	Fall 2019	10,940
<i>Westfork Crossing</i>		
Brakes Plus	Winter 2020	4,915
Westfork Crossing Multiple Retail Tenants	Spring 2020	14,625
<i>Other Development</i>		
Tribute Memory Care	Open	55,074
Victory at Frontier Retail/Restaurant Multiple Tenants	Spring 2020	17,950
All Storage Miniwarehouse	Spring 2020	201,900
Alpha Montessori School	Spring 2020	10,273
Blue Star Storage Miniwarehouse	Spring 2020	22,750
Prosper Commons Multiple Retail Tenants	Spring 2020	41,149
Goddard School	Spring 2020	10,413
La Cima Crossing Multiple Retail Tenants	Spring 2020	12,356
Whispering Gables Office Buildings	Spring 2020	27,230
Farmers Bank & Trust	Spring 2020	4,735
Total Care Animal Hospital	Open	10,600
Ace Montessori School	Fall 2019	12,457
KinderCare School	Winter 2020	12,460
World Wide Rock	Spring 2020	24,440
Chrysler, Dodge, Jeep, Ram	Spring 2020	68,662
Cook Children's Medical Center, Ph 1	Winter 2020	103,200
Fast Lane Car Wash	Spring 2020	4,588
Panda Express	Spring 2020	2,381

EMPLOYEE PAY AND BENEFITS

The Town recently went through a compensation study and has been recommended to phase this adjustment over a three year period effective the first day of each fiscal year budget. This study benchmarked salaries to the Town's current benchmark cities. Sworn Fire and Police personnel are on a step plan and civilian pay is based on a performance merit system. The Town employees on average see a 3% increase based on their annual performance. Employees will continue to see their steps or annual merits based on performance.

The Town has historically provided a competitive and innovative benefits package to employees, offering a selection which best suits employees' individual and family needs. Providing these options has benefitted not only recruitment efforts, but also retention of employees. The estimated annual cost is \$2,431,675 for the plan year (January - December 2020). The fiscal year 2019-2020 budget includes no employer rate increases to the cost of health benefits provided to full-time employees. This is the third year the Town has been self-insured. The Town has been with BlueCross Blue Shield of Texas (BCBSTX) since 2014 and became self-funded in 2017. BCBSTX has been the third party administrator for the Town of Prosper's medical insurance and handled all health care claims processing since 2017. The Town currently offers high deductible and PPO medical plans. The Town is going through a formal RFP for administrative services for medical and a pharmacy benefits management services only. This will be effective January 1, 2020.

As the costs within the medical field continue to rise, the Town has taken measures to ensure medical claims are paid accurately and in compliance with the Town of Prosper plan agreement by hiring a premier health care auditing firm. In looking at health care costs containment allows the Town to continue to offer an attractive benefits package to the Town's full-time employees.

PROGRAM AND STAFFING LEVELS

The Town of Prosper currently has 225 authorized full-time equivalent (FTE) staff members allocated among the various operating departments, excluding EDC. The proposed budget recommends an increase of 23 full-time positions. The proposed budget recommends the following staffing additions and changes to occur in January 2020:

Department	Proposed Staffing Positions	FTE
Police	Lieutenants	2
Police	Patrol Officers	2
Fire	Firefighter/Paramedic	6
Code Compliance	Health Code Compliance Officer	1
Streets	Heavy Equipment Operator	1
Streets	Crew Leader – Streets	1
Park Operations	Irrigation Technician	1
Engineering	Civil Engineer	1
Engineering	Engineering Technician	1
Water	Utility Maintenance Supervisor	1
Water	Water Quality Technician	1
Water	Senior Backflow Inspector	1
Water	Water Utility Worker	1
Water	Heavy Equipment Operator	1
Wastewater	Heavy Equipment Operator	1
Wastewater	Wastewater Utility Worker	1
	Total FTE	23

UTILITY RATES

The Town of Prosper has continued its implementation of rate recommendations that support the Town Council’s adopted Water and Wastewater Utility Comprehensive Business Plan. The Plan as adopted contains recommendations to enhance revenues, to establish maintenance reserves, and to fund an annual contribution of 2% to a capital replacement program. Staff hired a rate consultant to evaluate the Town’s utility system’s operation costs, debt service payments, and future capital needs for infrastructure improvements and to recommend any rate adjustments that would be necessary to fully fund the cost of operating our system while maintaining an adequate financial reserve. Based on the results of the annual review, we will be recommending no rate adjustment for the sewer rates and no adjustment to the residential water rates for FY 2019-2020. The only rate adjustment will bring the commercial water base charges in alignment with the residential water base charges. The impact of the commercial water base rate adjustment will bring about \$50,000 more in projected FY 2019-2020 revenues for the water-sewer fund. The rate plan design is reflected in the proposed budget. The Town will continue to re-evaluate the rate plan every year.

The Town will be coming up on its first annual renewal for solid waste collection and recycling services with Community Waste Disposal (CWD) in February 2020. Staff will be reviewing the annual rate adjustment as outlined in the franchise agreement with CWD as it relates to CPI, fuel, and disposal rate adjustments. Based on these adjustments, residents will see a \$2.51 increase to their solid waste services monthly. The Storm Drainage rates will remain the same since the last increase implemented in FY 2017-2018’s budget. The current drainage rates for a residential

tier 1 rate is \$3.00 and the residential tier 2 rate is \$5.15 in their monthly charges. Commercial customer's rates are \$1.00 per 1,000 SF.

GENERAL FUND

The FY 2019-2020 Proposed Budget, as presented, is based on using the current tax rate of \$0.52 per \$100 of assessed value. The effective tax rate, that is the rate that would generate the same amount of property tax revenues next year from the same taxed properties in FY 2018-2019, is \$0.494939 per \$100 of assessed value. The rollback rate calculation allows municipalities to raise 108 percent of the prior year's operating and maintenance money, plus the necessary debt rate. The rollback rate is \$0.530272 per \$100 of assessed value. Each additional penny of the tax rate generates approximately \$420,907 in property tax revenue. The Collin County Tax Assessor-Collector again expects to collect 100% of the current property taxes due based on their past history of doing so.

The State legislature approved in the spring 2019 SB 2, property tax reform that limits all municipalities for the 2020 property tax roll to raise the maintenance and operations property tax revenues above 3.5% without voter approval. This puts serious restrictions on the General Fund's major revenue stream that supports services to the Town of Prosper residents. Finance will continue to monitor the impact on funding Town services and continue to explore various strategies to manage such revenue restrictions as we move into FY 2020-2021 proposed budget.

FY 2018-2019 projected year end recap reflects expenditures exceeding revenue resulting in a net decrease effect to the Town's Fund Balance. The Audited Fund Balance at the end of FY 2017-2018 was \$12,814,269. The revised Fund Balance prior to the final audit for FY 2018-2019 is expected to decrease (\$4,224,839) to \$8,589,430. The reduction to Fund Balance is comprised primarily of several one-time capital expenditures as budgeted.

The target reserve level (Fund Balance) is set at 25% (or 90 days) of total appropriations. Until a 2011 Charter election, there was a formal 10% Contingency Policy in the Charter in addition to the targeted 90-day reserve. At the recommendation of staff, the Charter Commission proposed to increase this to 20% in addition to the 90 day reserves approved by 88% of voters.

At the end of FY 2019-2020, the projected total Fund Balance reflects a decrease of (\$401,140) to \$8,188,290. The Proposed Budget contemplates using \$125,000 in one-time expenditures to fund the construction of an office for the Mayor in Town Hall, adding virtual service clusters of \$151,000, hiring a consultant to assist in the development of an enterprise software RFP for the Town of \$100,000, funding loose equipment for the new Fire engine of \$150,000, storage buildings at frontier park and other various parks and recreation needs, and increase the ongoing street maintenance program by \$250,000 to be funded at \$1,250,000 every year.

GENERAL FUND REVENUES

For the FY 2019-2020 fiscal year, General Fund revenues are expected to total \$30,392,820 which is an increase of 9% over the previous year’s budget. This increase is from increased property and sales tax, franchise fees, interest income, and transfers in. The growth of this fund is largely the result of continuing residential and commercial development and population growth in Prosper.

Sales Taxes have remained higher than projected for several years. In the past, the Town has conservatively forecasted the sales tax revenues. To reflect a more accurate depiction of the Town’s economic development, the proposed budget reflects 5% growth from FY 2018-2019 year end projected sales tax receipts. Again, this is the second year for the Special Purpose Districts that receive sales tax that had been previously reported in the General Fund. The General Fund is projecting sales tax revenue of \$5,077,532 for FY 2019-2020.

License, Fees and Permits Revenues are projected at \$4,315,353. This is less than the prior year’s collections due to the rate of growth for residential permits. FY 2019-2020 Budget still reflects steady new residential and non-residential construction. It is assumed the Town will issue at least 700 new residential permits in the coming year.

Licenses and Franchise Fees are projected to rise with population. Municipal Court Fines are projected to remain steady in FY 2019-2020.

General Fund Revenues by Source:

<i>Revenue Category</i>	<i>FY 2020 Proposed</i>	<i>% of Total</i>
Property Tax	\$16,580,933	54.6%
Sales Tax	5,077,532	16.7%
License, Fees & Permits	4,315,353	14.2%
Franchise Fees	1,731,376	5.7%
Transfers In	989,087	3.2%
Charges for Services	515,847	1.7%
Fines & Warrants	474,163	1.6%
Investment Income	300,249	1.0%
Parks Fees	255,280	0.8%
Miscellaneous/Grants	153,000	0.5%
Revenue Total	30,392,820	100.0%

GENERAL FUND APPROPRIATIONS

Total General Fund Appropriations for the FY 2019-2020 Proposed Budget are \$30,793,960. This is a decrease of approximately 8% compared to the FY 2018-2019 Amended Budget. The

category of personnel makes up the majority of the General Fund budget. The proposed budget authorizes the Town Manager to hire 16 FTE staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2019-2020 by department are as follows:

Public Works / Streets:

<u>Enhancements</u>	<u>Amount</u>
Annual Street Maintenance Program	\$1,250,000
New Street Maintenance Crew	\$ 147,397

Police:

<u>Enhancements</u>	<u>Amount</u>
Two Lieutenants	\$ 372,412
Two Traffic Officers	\$ 292,904
Reclass Four Officers to Corporals	\$ 53,016
Equipment (radios, MVR upgrade)	\$ 65,694

Fire:

<u>Enhancements</u>	<u>Amount</u>
Restructuring Personnel (6FF) for ladder truck	\$ 791,689
New engine loose equipment	\$ 150,000
Storm Siren	\$ 31,500
Fire Training/Programs	\$ 30,798

Parks:

<u>Enhancements</u>	<u>Amount</u>
Frontier Park Storage Buildings	\$ 285,000
Park Operations Maintenance/Equipment	\$ 200,200
Irrigation Technician	\$ 68,810
Frontier Park baseball plaza repair	\$ 27,000
Frontier Park cheek wall repair	\$ 20,000
Park Admin Building parking resurfacing	\$ 15,000

Administration:

<u>Enhancements</u>	<u>Amount</u>
Failover virtual server cluster	\$ 151,000
Mayor's office space and furniture	\$ 125,000
Consultant for enterprise software	\$ 100,000

A complete summary listing of the proposed enhancements with a detailed explanation can be found in the Appendix section of this document beginning on page 161.

DEBT SERVICE (Interest & Sinking [I&S]) FUND

The Town of Prosper currently holds just over \$127.255 million in outstanding tax supported debt. \$42.3 million of that amount was issued for water, sewer, and storm water infrastructure projects and can be payable from water, sewer, and storm water revenues; however, to obtain more favorable financing terms, the debt has a tax pledge. The balance of tax supported debt, just over \$84.9 million, was issued for general fund purposes. In June of 2017, the Town received upgrades from the two major credit rating houses Moody's and S&P. Each upgraded the Town to their second highest level. The Town's debt rating was upgraded from Aa2 to Aa1 from Moody and from AA to AA+ from S&P. The rating agencies reaffirmed debt rating in June 2019 with the new 2019 debt issuance. Both stating the rating reflects the Town's consistently strong financial management performance while maintaining a healthy reserve.

Appropriations for FY 2018-2019 in the Debt Service Fund will total \$7,022,740. This represents a 13% increase from the current year's budget. The Town recently issued 2019 general obligation and certificate of obligation bonds which is reflected in the increase of appropriations.

WATER and SEWER FUND

The Water and Sewer Fund's principle source of revenues are charges to customers for water consumption, wastewater collection, refuse collection, and fees related to providing consumers with new water and wastewater services. Total fund revenues for FY 2019-2020 are estimated to increase to \$24,953,626 (an increase of 24.33%). The adopted business plan for the Water and Sewer Utility Fund identifies the need for revenue enhancements to cover existing and future operations and maintenance costs as well as debt service and contracted water and sewer costs with the Upper Trinity Regional Water District and North Texas Municipal Water District.

Water, Sewer & Solid Waste Fund Revenues by Source:

<i>Revenue Category</i>	<i>FY 2020 Proposed</i>	<i>% of Total</i>
Water Charges	\$13,623,413	54.6%
Sewer Charges	7,051,798	28.3%
Solid Waste Charges	1,460,230	5.8%
Penalties	113,875	0.5%
Investment Income	142,025	0.6%
License, Fees & Permits	54,258	0.2%
Miscellaneous *	2,508,027	10.0%
Revenue Total	24,953,626	100.0%

The Town of Prosper along with other surrounding municipalities' purchases treated surface water from the North Texas Municipal Water District (NTMWD). The next year proposed budget

reflects an increased water consumption coupled with a 2.4% rate adjustment from NTMWD from \$2.97 per 1,000 to \$3.04 per 1,000 gallons for FY 2019-2020.

The proposed budget authorizes the Town Manager to hire 7 FTE staff members for the Water and Sewer Fund. The major Program Enhancement and Capital item expenses budgeted in the Water/Sewer Utility Fund by department include:

Water:

<u>Enhancements</u>	<u>Amount</u>
Custer Road meter station and water line relocations	\$2,501,275 *
Cook Lane (First-End) water line	\$ 400,000
Water Purchase	\$ 341,042
Broadway (Parvin-Craig) water line	\$ 150,000
Water Quality Technician	\$ 85,133
Senior Backflow Inspector	\$ 97,610
Two water personnel	\$ 100,810
Water well decommissioning and testing (two year phase)	\$ 101,000

Wastewater:

<u>Enhancements</u>	<u>Amount</u>
Sewer Management Fees	\$ 519,409
CCTV camera truck, manhole camera	\$ 225,380
Two wastewater personnel	\$ 100,810

Currently, the Utility Fund holds just under \$42.3 million in outstanding debt. The Town has worked closely with our financial advisors, First Southwest, to develop a sound debt management plan for the Utility Fund. In the future, the Town anticipates annual debt service increasing steadily with a spike in FY 2022 for lower pressure plane pump station and water line expansion as well as the Doe Branch parallel interceptor for wastewater needs and again in FY 2024 for the Doe Branch wastewater treatment plant expansion.

In order to appropriately manage Utility Fund debt, the Town and First Southwest developed a plan to monitor the debt limits by establishing a comprehensive debt management policy. In that policy it states the enterprise fund will target the net revenues available for debt service to exceed 1.25 times the outstanding revenue-backed debt service payments. This will help identify if the net revenues can sustain the committed debt service and any future issuance.

* Miscellaneous revenue reflects TxDOT’s share on Custer Road (1902-WA) water project that is cash flowed by the Town and then reimbursed by TxDOT when complete. The Town’s obligation is \$300,000.

DRAINAGE UTILITY FUND

Currently, the Drainage Utility Fund holds just under \$3 million in outstanding debt. During FY 2017-2018 budget, Council approved a rate increase in order to support debt service payments and still complete routine drainage/storm water maintenance.

CAPITAL IMPROVEMENT FUNDS

The Capital Improvement Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities. The budget for these projects are independent of the operating budget and are typically funded with bonds, grants, fund balance, special restricted revenue or other sources of capital from developers or other private investment.

Street Projects	
Prosper Trail (Coit – Custer) *	7,000,000
Coleman Street (Gorgeous – Prosper Trail)	250,000
FM 2478 (US 380 – FM 1461)	69,168
Coleman Street (at Prosper HS)	90,000
Fishtrap (Segments 1,4, design; Elem to DNT schematic)	1,190,000
Coit Road and US 380 (southbound right turn lane)	35,000
Prosper Trail/DNT Intersection Improvements	1,600,00
Cook Lane (First-End)	2,100,000
Fishtrap (Elem – DNT) 2 then 4 lanes	500,000
Coit Road (First – Frontier) – 4 lanes	800,000
Teel (US 380 intersection improvements)	100,000
Traffic Projects	
Fishtrap & Teel Parkway	300,000
Fishtrap & Gee Road	350,000
Coit Road & Richland Boulevard	350,000
Fishtrap & Windsong Boulevard	50,000
Park Projects	
Lakewood Preserve (22 acres/lights)	2,092,500
Hays Park (2 acres/no lights)	35,000
Pecan Grove Irrigation	85,000
Pecan Grove H&B Trail	30,000
Star Trail Park # 2	535,000
Pecan Grove Phase 2	67,500
Pecan Grove Hike & Bike Trail	30,000
Whitley Place Hike & Bike Trail	280,000
Water Projects	

Custer Road Meter Station and Water Line Relocations	2,501,275
Cook Lane (First – End)	400,000
Broadway (Parvin-Craig)	150,000
Drainage Projects	
Frontier Park/Preston Lakes Improvements	100,000

* Street project – Prosper Trail partially funded from the General Fund Street Maintenance Program.

GENERAL DISCUSSION ITEMS

The following items have also been incorporated into the FY 2019-2020 Proposed Budget:

- The proposed budget includes the revisions to the compensation plans for employees consistent with the discussions held with the Town Council.
- Continued partnerships with other entities have produced multiple saving opportunities for shared services or improving our customer service to residents and visitors alike.
 - The new Town Hall has recently celebrated its one year anniversary of being open to the public.
 - The Town has an Interlocal Agreement with PISD to access their fueling facility.
 - The Town renews its agreements along with several area cities to contract with Collin County for Animal Control and Sheltering Service.
 - The Town has several agreements with Frisco including using Frisco's GIS for our departments and Interlocal agreements for Police and Fire Departments to access their radio system.
 - Interlocal Agreement for landscape services with the City of McKinney and City of Frisco.
 - Parking lot at new Prosper ISD stadium.
 - Three way Interlocal Agreement for Frontier Parkway BNSF overpass with Collin County and the City of Celina.

AWARDS

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Prosper, Texas, for its Annual Budget for the fiscal year beginning October 1, 2018. The Town has received a Distinguished Budget Award for the last two consecutive years. 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.

This 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.

While budgets are always a challenge, we have worked diligently to propose a budget that accomplishes Council goals to expand services and competitively compensate staff while holding the line on the tax rate. We have also presented a future five-year financial plan to help manage the decisions made for the next fiscal year and the impact it has on future fiscal responsibilities. The Town's proposed budget attempts to address the current and future growth and infrastructure expansion demands while recognizing the needs of its residents.

I would also like to compliment and thank the entire Town staff for their dedication, diligence, and fiscal accountability in providing their respective services to the Governing Body and the residents of Prosper.

Sincerely,



Harlan Jefferson
Town Manager

Entity Profile

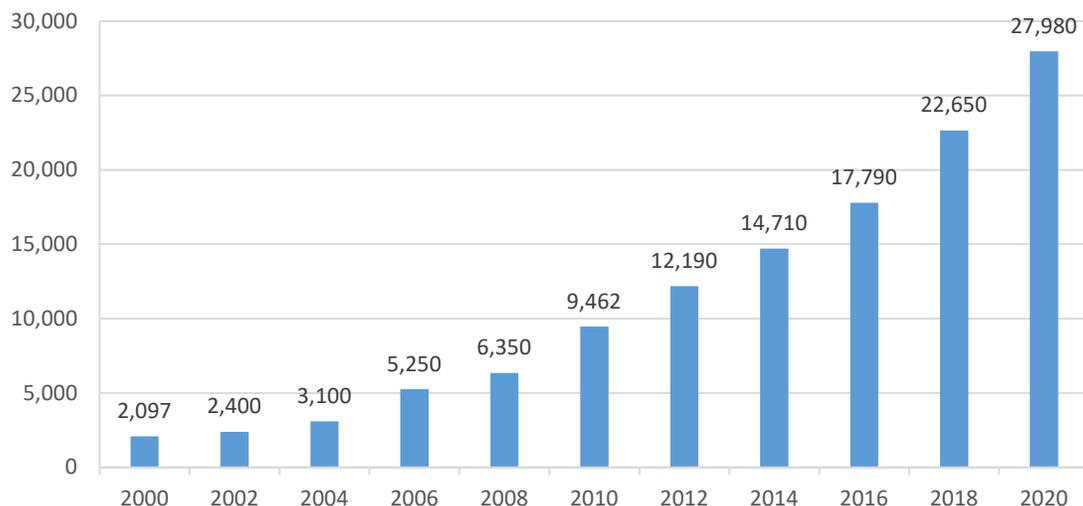
The Town is a political subdivision and a home rule municipality under the law of the state. A Home Rule Charter was approved by the voters of the Town at an election held November 7, 2006, and revised on May 14, 2011 and May 6, 2017. The Town operates as a Council-Manager form of government with the Town Council comprised of the Mayor and six Council members. The term of office is three years. The Town Manager is chief executive officer of the Town.

Services the Town provides include: public safety (police, fire protection, and dispatch), and municipal court, public streets, water/wastewater and storm drainage utilities, parks and recreation, library, public improvements, engineering, planning and zoning, building inspections and code compliance, economic development and general administrative services. Some services such as legal and solid waste/recycling are outsourced in full or in part to the private sector.

The Town is located in North Central Texas, and covers approximately twenty-seven square miles of the Dallas/Fort Worth Metroplex (“DFW”). Prosper includes areas in Collin and Denton Counties, with most of the Town’s population residing in Collin County. The Town is located at the crossroads of Preston Road and US Highway 380, and is just five minutes north of the bustling Dallas North Tollway cities of Frisco and Plano.

The Town is home to first-rate schools receiving top marks in recent grades from TEA and state championship sports teams, over 400 acres of open space and parks, and other amenities. Access to the DFW area, coupled with a commitment to maintain a high standard of living has created rapid growth for the Prosper community. Prosper has led the charge in growth by being ranked #1 in the fastest-growing cities in North Texas according to the Dallas Business Journal (November 2018). This pace is expected to increase over the ensuing years.

The 2010 Census population for the Town was 9,462, and the 2019 estimate is 25,630.



PROSPER TEXAS



Demographics and Economic Statistics

2019 Estimated Population: 25,630

2019 Assessed Valuation: \$4,209,067,499

Median Age: 34.4*

Median Household Income: \$114,267*

Number of Households (includes renter-occupied apartments): 9,808

Square Miles: 27

Unemployment Rate: 3.05%

Major Employers:

Prosper ISD	Public Education	1,916
Kroger	Grocery Store	512
Wal-Mart	Grocery/Retail Store	300
Town of Prosper	Municipality	245
Olive Garden	Restaurant	142
Lowe's	Home Improvement Store	115
Longo Toyota	Automotive	84
Gentle Creek	Golf Course	76
Dicks/Field & Stream	Retail	74
Texas Health Resources	Healthcare Facility	70

Major Taxpayers:

	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
380 & 289 LP	\$ 72,075,348	1.71%
DD Bluestem LLC	55,233,905	1.31%
Orion Prosper Lakes LLC	38,760,000	0.92%
Orion Prosper LLC	31,676,505	0.75%
MQ Prosper Retail LLC	24,931,913	0.59%
Northwest 423/380 LTD	21,679,898	0.52%
Wal-Mart Real Estate Business Trust	19,493,000	0.46%
First Texas Homes	19,456,594	0.46%
Crossland Texas Industrial LLC	17,923,264	0.43%
Kroger Texas LP	17,134,494	0.41%

* Data retrieved from Sperling's Best Places www.bestplaces.net

The Budget Process

PURPOSE OF AN ANNUAL BUDGET

The basic purpose of the Town of Prosper Budget is to serve as a communication tool to residents, businesses, and employees regarding the Town's financial plan. The budget is designed to provide clear and accurate information to Town stakeholders with respect to how their local government is organized and how it operates.

BUDGET DETAILS

The Town's fiscal year is from October 1st to September 30th. Beginning October 1st, the approved budgets are appropriated to the various funds and departments. Amendments may be made to the budget during the fiscal year in accordance with Town Charter provisions. These amendments shall be by ordinance, and shall become an attachment to the original budget. Expenditures may not exceed appropriations at the department level without Town Council approval. The Town budgets for revenues and expenditures on a yearly basis. The final adoption of the Annual Budget takes place in September and the new fiscal year begins October 1. Final adoption of the budget by the Town Council shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year.

PREPARATION OF THE ANNUAL BUDGET DOCUMENT

Budget preparation requires careful consideration and usually begins with Kickoff Meetings when the Finance Director meets with Department Heads to review the budget preparation calendar and to establish the basis for budget submissions.

In April, the Budget Preparation Manual is distributed to departments for review. Submissions include funding requests for personnel, improvements to public services, capital outlays and enhancement projects.

Once received from departments, the Finance Department carefully reviews and evaluates each department's budget submissions for completion and line item consistency. The overall picture of estimated revenues and proposed expenditures is studied. Focusing on the Town Council's vision for Prosper and providing the most efficient and effective services to the Prosper citizens are the major considerations throughout the budget review process.

From June through September, budget workshop sessions are held between the Town Manager and Department Heads. The Town Manager submits the proposed budget to Town Council and it is made public for review. The proposed operating budget includes proposed expenditures and the means of financing them. This eventually culminates into Town Council public hearings in August and possibly September. At this time, the Town Council may further revise the proposed budget as it deems necessary. The final adoption of the Annual Budget takes place in September when the budget is legally enacted through the passage of an ordinance.

BUDGET ADMINISTRATION

The Fiscal Year begins and the approved budgets are then under the management of the responsible Department Head and ultimately the Town Manager. Department Heads are given much discretion to assign funds within their departmental budgets as needed and consult with the Town Manager on any significant variances from a given line item budget.

Any revision that alters total expenditures of any department must be approved by the Town Council.

Expenditures for goods or purchased services are documented by receipts, invoices, purchase orders or contracts.

The Town Manager submits monthly financial reports as required by Town Charter and actively manages any shortfalls in revenues or overages in expenditures. Unless known to be immediately necessary or significant in value, budget amendments will be done towards the close of the fiscal year taking into account other possible savings within the fund.

Encumbered amounts lapse at year end, meaning any encumbrances are canceled or reappropriated as part of the following year's budget.

Basis of Accounting/Budgeting

The budgetary and accounting policies contained in the budget document conform to generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate budgetary and accounting entity. Within the budget, the Town's various funds are grouped into the following categories of fund types:

Governmental Fund Types - Include the General Fund, Debt Service Fund, Capital Project Funds, and Special Revenue Funds. The budget is organized and operated on a modified accrual basis of accounting. A financial measurement focus is utilized here as well. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). Available revenues collected within the current period or soon thereafter are used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources, and other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

Proprietary Fund Types – Include the Enterprise Funds and Internal Service Funds. These are accounted and budgeted for on a cost of services or “capital maintenance” measurement focus, using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when incurred. For purposes of this budget presentation, depreciation is not displayed and capital expenditures and bond principal payments are shown as utilized by each fund.

Governmental Fund Types

Government Fund types are those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town’s expendable financial resources and the related liabilities (except those accounted for in the Proprietary and Fiduciary Fund types) are accounted for through the Governmental Fund Types.

General Fund – The General Fund is the general operating fund of the Town. It is used to account for all revenues and expenditures except for those required to be accounted for in other funds. Major functions financed by the General Fund include: Administration, Public Safety, Community Services, Financial Services, HR, IT, Library, Building and Planning, and Parks and Recreation.

Special Revenue Funds – Special Revenue Funds are used to account for the proceeds of specific revenue sources other than expendable trusts or major capital projects. The Special Revenue Funds include, but are not limited to, TIRZ #1; TIRZ #2; Crime Control and Prevention Special Purpose District; Fire Control, Prevention and Emergency Medical Services Special Purpose District; Park Dedication/Improvement Fund; Impact Fee Funds; and Special Revenue Fund.

Debt Service Fund – The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Projects Funds – The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital items or facilities.

Proprietary Fund Types

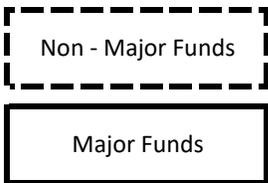
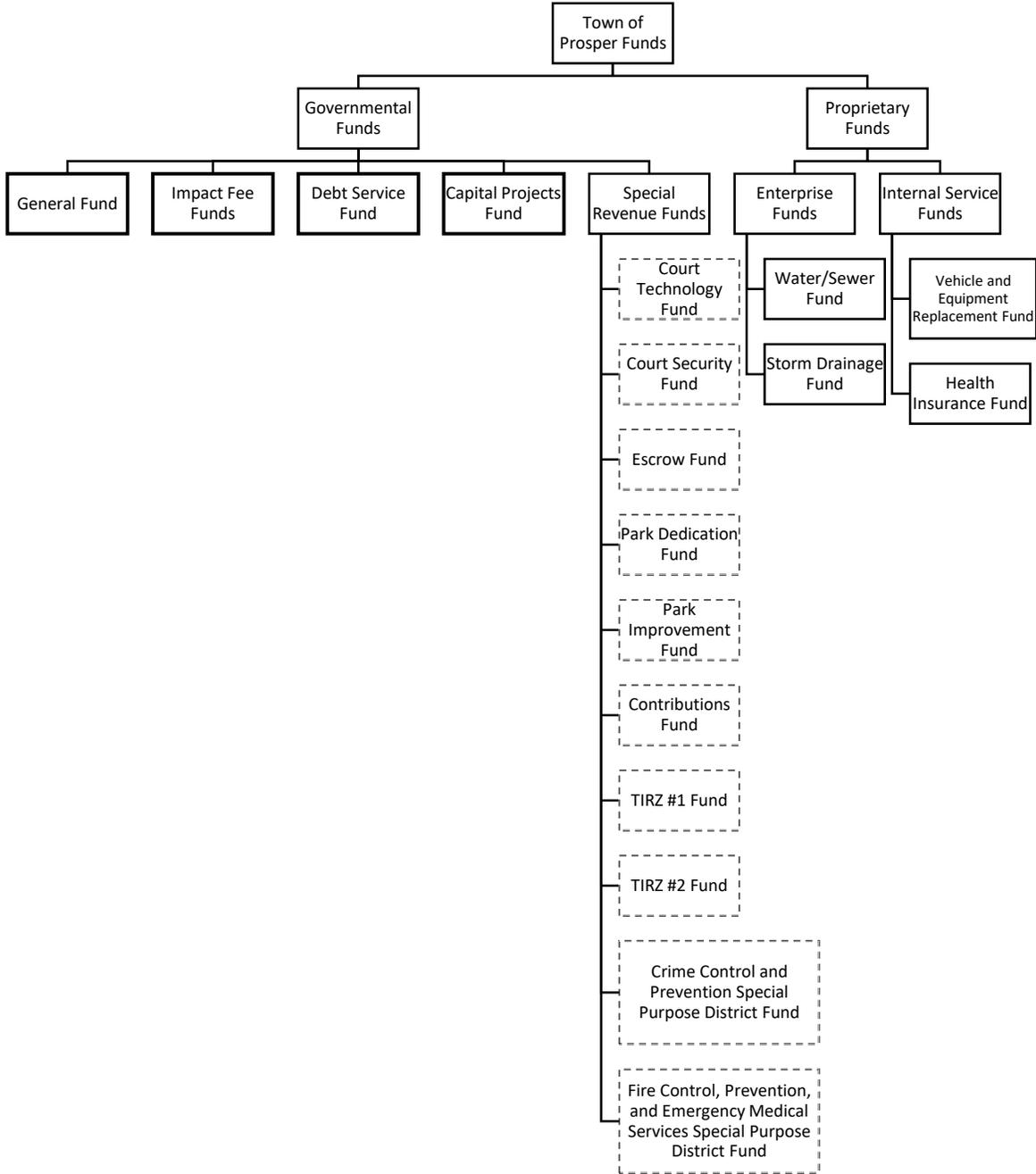
Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management, control, accountability, or other purposes.

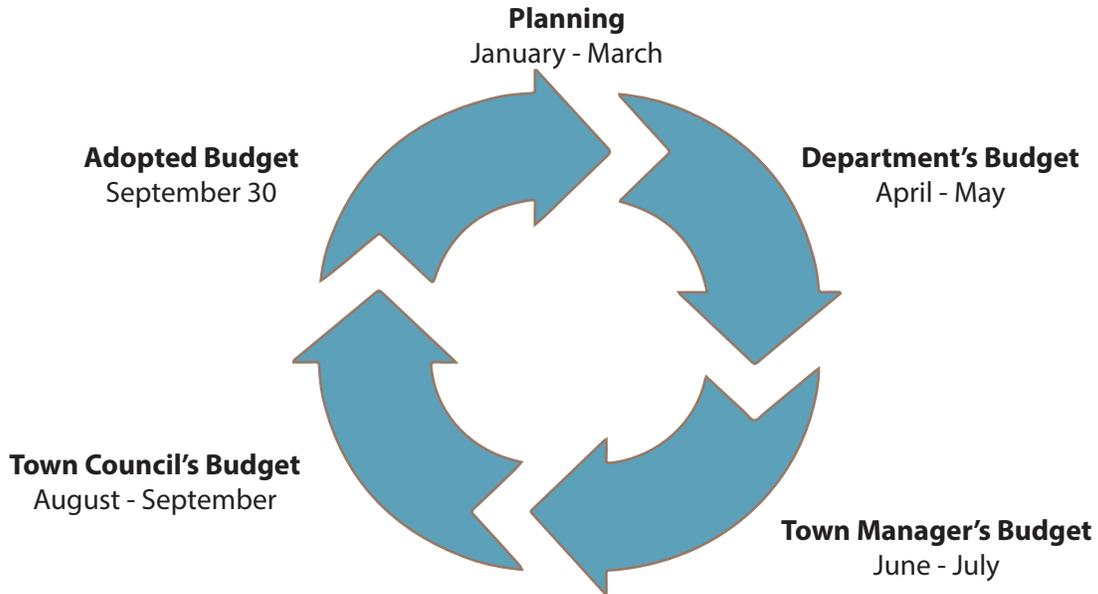
Utility Fund – This fund accounts for water, wastewater, and solid waste collection services for the residents of the Town. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

Stormwater Utility Fund – This fund accounts for the costs associated with the implementation and ongoing administration of stormwater and drainage management needs of the Town. All activities necessary to provide such services are accounted for in the fund, including administration, operation maintenance, and billing and collection.

Internal Service Funds – The Internal Service Funds include the Health Insurance Trust Fund that accounts for the Town’s self-insurance activities, and the Town’s Vehicle and Equipment Replacement Fund which accounts for vehicle and equipment replacements.

Fund Overview





Budget Calendar Actions

Planning January - March

Department's Budget April - May

May 6 - Town staff completes revenue and expenditure projections through the end of the current fiscal year; prepares discretionary and non-discretionary budget requests and related forms.
May 13 - Begin compilation and discussions with Department Heads.

Town Manager's Budget June - July

July 9 - Strategic Planning/Budget Work Session with Town Council and Department Heads.
July 25 - Chief Appraiser certifies appraisal rolls for taxing units.
July 31 - Certification of anticipated collection rate by collector.

Town Council's Budget August - September

August 2 - Calculation of effective and rollback tax rates. 72-hour notice for meeting (Open Meetings Notice).
August 13 - Town Council meeting to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule Public Hearings. Town Manager presents proposed budget for FY 2019-2020. Proposed budget must be posted on website from this date until adopted.
August 14 - "Notice of FY 2019-2020 Budget Public Hearing" notice in newspaper and on Town website published at least seven days before the Public Hearing.
August 16 - Finance Committee reviews Proposed Budget.
August 23 - 72-hour notice for Public Hearing (Open Meetings Notice).
August 27 - First Public Hearing for budget.
September 1 - 72-hour notice for Public Hearing (Open Meetings Notice).
September 5 - Second Public Hearing for budget.
September 7 - 72-hour notice for meeting at which governing body will adopt tax rate (Open Meetings Notice).
September 10 - Town Council meeting to consider passing ordinances adopting the FY 2019-2020 budget and tax rate. Budget must be adopted before the tax rate, and both must be record votes. Meeting is 3 to 14 days after the second Public Hearing. Taxing unit must adopt tax rate before September 30 or 60 days after receiving certified appraisal roll, whichever is later.
September 11 - Final approved budget to be filed with Town Secretary. Submit ordinance to Collin and Denton County Tax
September 11 - Copies of final budget distributed to Town Council and Department Heads; Tax Assessor/Collector and Appraisal District notified of current year tax rates.
October 1 - New fiscal year begins and taxes are billed by the Tax Assessor/Collector.

Town Council



**Mayor
Ray Smith
Term: May 2022**



**Council Member Place 1
Marcus E. Ray
Term: May 2022**



**Council Member Place 2
Craig Andres
Term: May 2021**



**Council Member Place 3
Mayor Pro-Tem
Curry Vogelsang, Jr.
Term: May 2020**



**Council Member Place 4
Meigs Miller
Term: May 2022**

**TOWN
COUNCIL**



**Council Member Place 5
Jeff Hodges
Term: May 2020**



**Council Member Place 6
Deputy Mayor Pro-Tem
Jason Dixon
Term: May 2021**

*The Mayor and each of the six (6)
Council Member places are elected at
large according to the Town Charter.*

Major Initiatives 2018 - 2019 *

Priority Levels: Urgent & Important "1"; Important to Begin or Continue "2"; As Time/Resources Allow "3"

		Status	Priority	Status Update July 2019	Staff Member	Original Estimated Completion Date
1	Goal 1 – Ensure Quality Development					
2	Update Comprehensive Plan Base Map, Demographics and Statistics	In progress	1	Fall 2020	JW	Fall 2020
3	Conduct a complete update of the Comprehensive Plan	On hold	1	Fall 2022	JW	Fall 2022
4	Update non-residential development standards including enhance thoroughfare screening, and vision for DNT/US 380	In progress	3	Fall 2019	JW	Fall 2016
5	Identify and Implement one key Public/Private Partnership project for Downtown	On-going	3	Fall 2020	JW (EDC)	Fall 2018
6	Enhance Old Town Residential Revitalization	In progress	3	Summer 2019	JW	Fall 2018
7						
8	Goal 2 – Maintain Safety and Security					
9	Pursue an improved ISO rating from 2 to 1	Complete	2	Summer 2019	SB	Fall 2019
10	Obtain Texas Fire Chiefs Association Best Practices Recognition	In progress	2	Winter 2019	SB	Spring 2017
11	CPR Training offered for all Town of Prosper Staff	In progress	2	Summer 2019	SB	Summer 2019
12	Ladder Truck put into service	In progress	2	Winter 2019	SB	Winter 2019
13	Obtain & Maintain American Heart Association Mission Lifeline Status	On-going	2		SB	
14						
15	Goal 3 – Provide Efficient and Effective Utilities, Roads and Infrastructure					
16	Develop a railroad crossing strategy.	In progress	1	Fall 2019	HW	Fall 2019
17	Complete construction Fishtrap Elevated Storage Tank (South)	In progress	1	Summer 2020	HW	Summer 2019
18	Complete construction 24" WL Connection from LPP EST to DNT/42" to Coit	In progress	1	Summer 2020	HW	Summer 2019
19	Complete construction Upper Pressure Plane Pump	Complete	1	Summer 2019	HW	Summer 2019
20	Complete construction Lower Pressure Plane Pump Station and Transmission Line	In progress	1	Summer 2023	HW	Summer 2021
21	Complete construction Broadway from McKinley to Coleman	In progress	1	Summer 2019	HW	Summer 2015
22	Complete construction Fishtrap Rd. from FM 1385 to Dallas North Tollway (two Sections)	In progress	1	Summer 2020	HW	Summer 2015
23	> from FM 1385 to Gee Rd.					
24	> from Gee Rd. to Dallas North Tollway - construction completed in Aug. 2016					
25	Collin County complete construction DNT Southbound Frontage Road	In progress	1	Spring 2020	HW	Fall 2018
26	TxDOT complete construction US 380 (Denton County Line to Lovers Lane)	Complete	1	Spring 2019	HW	Fall 2018
27	NTTA complete construction DNT/US 380 Overpass	In progress	1	Fall 2022	HW	Fall 2020
28	Complete construction Prosper Trail (Kroger - Coit)	In progress	1	Summer 2019	HW	Winter 2018
29	Complete design Coit Road (First - Frontier)	In progress	2	Summer 2019	HW	Fall 2018

30	Complete design Prosper Trail (Coit - Custer)	In progress	2	Fall 2019	HW	Fall 2018
31	Complete design Cook Lane and E-W Collector (Cook - DNT)	In progress	2	Fall 2019	HW	Fall 2017
32	Complete construction McKinley from First to Fifth	Complete	1	Spring 2019	HW	Fall 2015
33	Complete construction Fifth from Railroad to Coleman	Complete	1	Spring 2019	HW	Fall 2016
34	Collin County complete construction Frontier Parkway (BNSF Overpass)	In progress	2	Fall 2022	HW	Summer 2021
35	Complete construction Cook Lane	In progress	1	Fall 2020	HW	Summer 2019
36	Complete construction E-W Collector (Cook - DNT)	In progress	1	Fall 2019	HW	Summer 2020
37	TxDOT complete construction FM 2478 (US 380 - FM1461)	In progress	2	Summer 2022	HW	Summer 2022
38	TxDOT complete construction US 380 (US 377 - Denton County Line)	In progress	2	Spring 2024	HW	Summer 2025
39	TxDOT complete construction FM 1461 (SH 289 -CR 165)	In progress	2	2022-2027	HW	2022-2027
40	Complete design Victory Way (Coleman - Frontier)	In progress	2	Fall 2019	HW	Fall 2019
41						
42	Goal 4 – Maximize Recreation and Leisure Opportunities					
43	Evaluate Downtown Parkland/Open Space options	In progress	1	Summer 2019	DR	Summer 2019
44	Evaluate options for a new Community Park	In progress	1	Summer 2019	DR	Spring 2019
45	Update the Parks, Recreation, and Open Space Master Plan	On hold	1	Fall 2023	DR	Fall 2023
46						
47	Goal 5 – Maintain Community Character					
48	Complete US 380 Landscaping (Custer - Lovers)	In progress	2	Summer 2020	DR	Summer 2018
49	Apply for Parks and Recreation National Accreditation	In progress	3	Fall 2020	DR	Fall 2020
50						
51	Goal 6 – Ensure Fiscal Stewardship					
52	Pursue targeted, innovative grant opportunities to optimize operations.	On-going	1		CS (KN)	
53	Enhance operational transparency, capability, and security with new Town-wide enterprise software solution.	In progress	2	Fall 2022	CS (KN)	Fall 2022
54	Renegotiate Franchise Agreements	Complete	2	Winter 2019	CS (KN)	Fall 2017
55	Develop a long-term plan for staffing, Town Facilities, and infrastructure financing	On-going	1		CS (KN)	Fall 2018
56						
57	Goal 7 – Maintain a Quality Workforce					
58	Complete biannual Compensation Study	Complete	1	Spring 2019	CS (KS)	Spring 2019
59	Pursue Organizational Excellence through staff development, training, and industry best practices recognition	On-going	2		CS (KS)	Winter 2019
60						
61	Goal 8 – Improve Town Facilities					
62	Plan and prioritize future facility needs	In progress	1	Winter 2020	CS	
63	Construct and occupy Public Safety facility	In progress	1	Fall 2020	HW/DK	Fall 2020
64	Complete design of Police Station, Phase 1	Complete	1	Summer 2019	HW/DK	Winter 2019
65	Develop a Public/Private Partnerships with the communications industry	On-going	2		CS (LJ)	Fall 2020
66	Develop a Data Transmission Infrastructure Improvements Master Plan	On-going	1		CS (LJ)	Fall 2020
67						
68	Goal 9 – Maintain Proactive Communication with Engaged Residents					
69	Develop a professionally produced Year in Review/Annual Report video	In progress	3	Winter 2020	RB	Winter 2020
70	Make Smart Meter data accessible to residents	In progress	3	Winter 2020	CS (KN)	Winter 2020

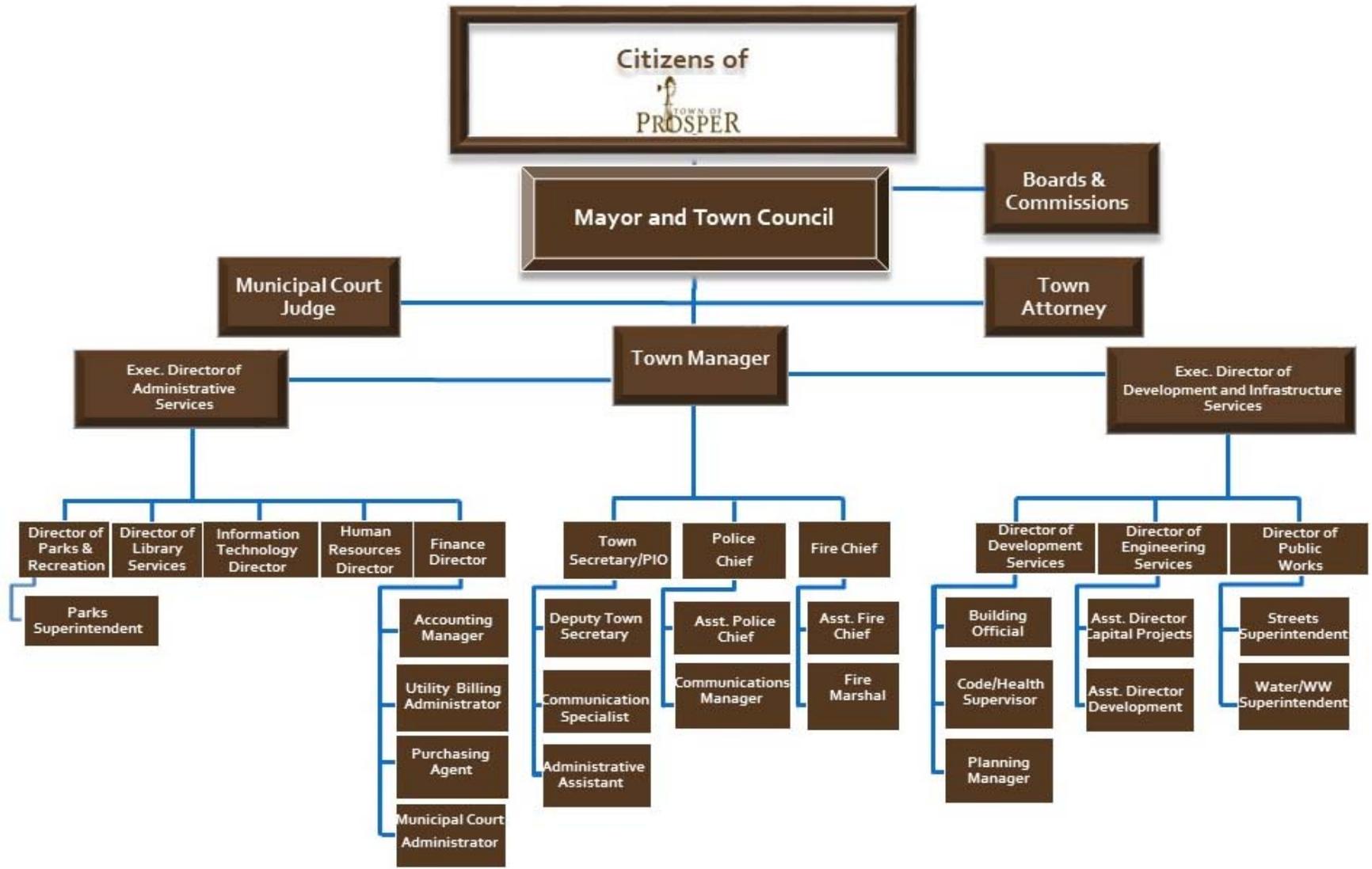
71	Complete 3-year Communication plan	Complete	2	Winter 2019	RB	Fall 2018
72	Conduct CPR Training for Prosper Residents (Friends & Family)	In progress	2	Summer 2019	SB	Summer 2019
73	Conduct Citizens Fire Academy for Residents	In progress	2	Summer 2019	SB	Summer 2019
74	Conduct HOA Presidents Meeting	Complete	2	Winter 2019	RB	Summer 2018
75	Implement effective, new social media tools	On-going	2		RB	Fall 2018
76						
77	Goal 10 – Engage in Effective Intergovernmental Relations					
78	Leverage intergovernmental relationships to achieve regional transportation solutions	On-going	1		HJ	
79	Continue and improve regular communications with PISD to coordinate plans for infrastructure improvements.	On-going	2		HW	
80	Coordinate with the Counties and TxDOT to ensure local interests are considered on major roadway projects.	On-going	2		HW	
81	Work with TML and the Town's lobbyist to monitor issues of local concern before the state legislature.	Complete			HJ	
82						
83	Goal 11 – Develop a Town Council Succession Planning Strategy					
84	Continue to provide opportunities for the Council to engage with the public through Town-sponsored and community events.	On-going	2		RB	
85	Develop opportunities for Citizen Engagement to educate the residents about municipal government operations.	On-going	2		RB	
86	Provide leadership development opportunities for new and existing Town leaders.	On-going	2		RB	

11	Complete	17%
36	In progress	57%
14	On-going	22%
2	On hold	3%
63	Total	100%

** Based upon the January 2019 Staff and Council Strategic Planning Sessions*

Updated July 9, 2019

Organizational Chart



Authorized Positions

Fund	Department	Position Type	Actual 2016-2017	Actual 2017-2018	Adopted 2018-2019	Revised 2018-2019	Adopted 2019-2020
<u>GENERAL FUND</u>							
	Town Manager		1.00	1.00	1.00	1.00	1.00
	Town Secretary		2.00	4.00	4.00	4.00	4.00
	Finance		6.00	7.00	8.00	7.00	7.00
	Human Resources		2.00	3.00	3.00	4.00	4.00
	Information Technology		2.00	2.00	3.00	3.00	3.00
	Court		2.50	3.50	4.00	4.00	4.00
	Police		27.00	30.00	36.00	36.00	40.00
	Dispatch		9.00	9.00	11.00	11.00	11.00
	Fire		34.00	40.00	41.00	41.00	41.00
	On-call temporary pool		15.00	15.00	15.00	15.00	15.00
	Fire Marshal		2.00	2.00	3.00	3.00	3.00
	Inspections		13.00	15.00	16.00	16.00	16.00
	Code Compliance		1.00	2.00	2.00	2.00	3.00
	Planning		4.00	5.00	5.00	5.00	5.00
	Streets		3.00	5.00	6.00	6.00	8.00
	Parks		20.00	22.00	26.00	26.00	27.00
	Library		2.50	6.50	6.50	6.50	6.50
	Engineering		6.00	7.00	8.00	10.00	12.00
		<i>Subtotal Full-Time</i>	134.00	162.00	181.00	183.00	193.00
		<i>Subtotal Part-Time</i>	3.00	2.00	2.50	2.50	2.50
		<i>Subtotal Temporary</i>	15.00	15.00	15.00	15.00	15.00
	Total General Fund		152.00	179.00	198.50	200.50	210.50
<u>WATER/SEWER FUND</u>							
	Utility Billing		3.00	4.00	4.00	4.00	4.00
	Water		18.00	21.00	24.00	24.00	25.00
	Engineering		0.00	0.00	0.00	0.00	4.00
	Wastewater		7.00	9.00	12.00	12.00	14.00
		<i>Subtotal Full-Time</i>	28.00	34.00	40.00	40.00	47.00
		<i>Subtotal Part-Time</i>	0.00	0.00	0.00	0.00	0.00
	Total Water/Sewer Fund		28.00	34.00	40.00	40.00	47.00
<u>DRAINAGE UTILITY FUND</u>							
	Total Drainage Utility Fund	<i>All Full-time</i>	2.00	2.00	2.00	2.00	2.00
<u>ALL FUNDS</u>							
		<i>Total Full-Time</i>	164.00	198.00	223.00	225.00	242.00
		<i>Total Part-Time</i>	3.00	2.00	2.50	2.50	2.50
		<i>Total Temporary</i>	15.00	15.00	15.00	15.00	15.00
	Total All Funds		182.00	215.00	240.50	242.50	259.50



CONSOLIDATED FUND SUMMARY
BY YEAR

	ACTUAL 2017-2018	PROJECTED 2018-2019	ADOPTED 2019-2020
ESTIMATED RESOURCES			
REVENUES:			
Taxes	24,449,666	29,181,638	32,616,350
Inter-governmental	327,326	114,796	554,000
License, Fees & Permits	7,933,411	6,828,507	6,770,142
Charges for Services	21,616,789	23,041,778	26,382,926
Fines & Warrants	406,738	460,352	474,163
Investment Income	1,329,521	770,817	728,274
Miscellaneous Revenue	2,158,923	813,259	3,179,115
Impact Fees	10,059,204	9,672,848	8,025,500
Subtotal-Revenues	\$ 68,281,578	\$ 70,883,994	\$ 78,730,470
OTHER RESOURCES:			
Transfers In	2,037,669	4,447,365	2,902,800
Bond Proceeds	-	-	-
TOTAL ESTIMATED RESOURCES:	\$ 70,319,247	\$ 75,331,359	\$ 81,633,270
ESTIMATED USES			
Direct Expenditures by Function:			
General Government/Central Services	11,583,717	13,582,557	13,292,097
Public Safety	10,221,526	13,544,563	13,292,276
Community Services	6,256,943	4,330,910	5,059,529
Streets & Highways	4,135,131	4,196,904	2,895,652
Development Services	2,362,955	2,843,887	3,173,727
Utility Services	11,207,718	13,231,941	17,762,336
Engineering	982,255	1,506,597	1,726,461
Debt Service	8,097,158	9,674,165	11,181,618
Economic Infrastructure Development	1,846,745	1,695,886	2,109,263
Impact Fee Infrastructure Development	12,965,871	11,514,039	5,951,303
Subtotal-Expenditures	\$ 69,660,018	\$ 76,121,449	\$ 76,444,263
Transfers Out	2,824,887	4,447,365	2,902,800
TOTAL ESTIMATED USES:	\$ 72,484,905	\$ 80,568,814	\$ 79,347,063
EXCESS (DEFICIENCY)	\$ (2,165,659)	\$ (5,237,455)	\$ 2,286,207
BEGINNING FUND BALANCE	\$ 35,873,801	\$ 37,796,536	\$ 30,949,204
EXCESS (DEFICIENCY)	\$ (2,165,659)	\$ (5,237,455)	\$ 2,286,207
ENDING FUND BALANCE	\$ 33,708,142	\$ 32,559,081	\$ 33,235,411

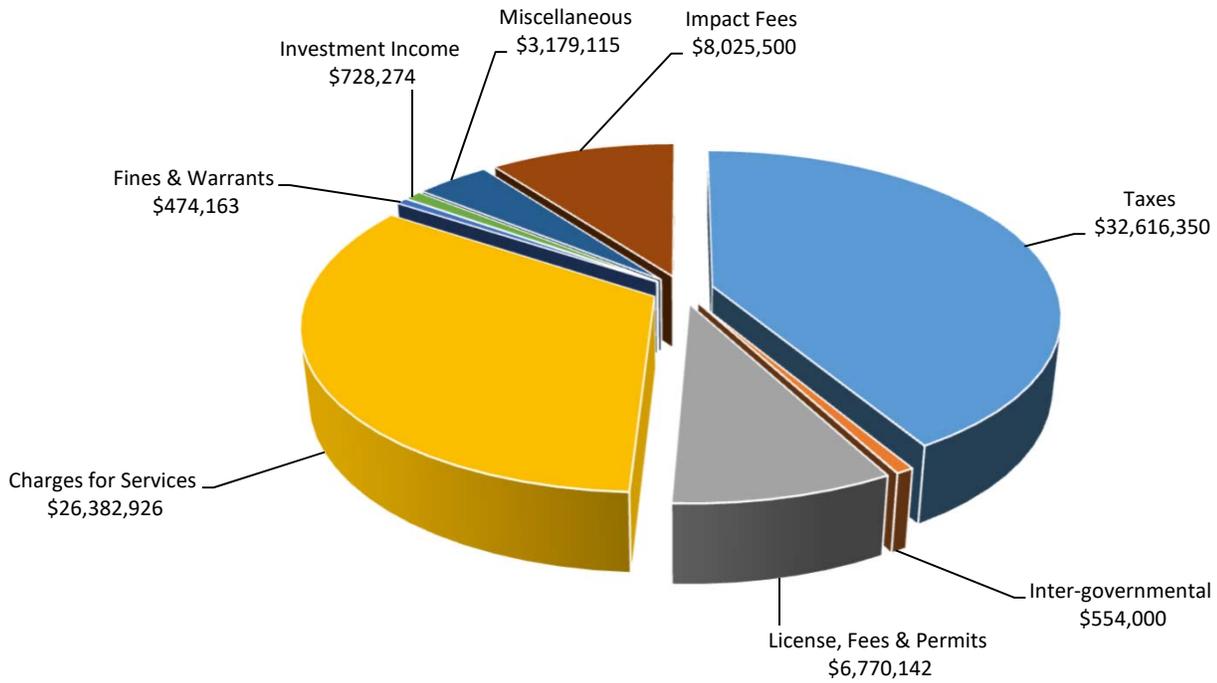
CONSOLIDATED FUND SUMMARY
FISCAL YEAR 2019-2020

	GENERAL FUND	DEBT SERVICE FUND	IMPACT FEE FUNDS	UTILITY FUNDS
ESTIMATED RESOURCES				
REVENUES:				
Taxes	21,658,465	6,855,713	-	-
Inter-governmental	54,000	-	-	-
License, Fees & Permits	6,302,010	-	-	168,133
Charges for Services	435,847	-	-	22,762,597
Fines & Warrants	474,163	-	-	-
Investment Income	\$300,249	45,000	135,000	147,025
Miscellaneous Revenue	\$99,000	-	200,000	2,514,027
Impact Fees	-	-	7,350,000	-
Subtotal-Revenues	\$ 29,323,733	\$ 6,900,713	\$ 7,685,000	\$ 25,591,783
OTHER RESOURCES:				
Transfers In	989,087	-	-	-
Bond Proceeds	-	-	-	-
TOTAL ESTIMATED RESOURCES:	\$ 30,312,820	\$ 6,900,713	\$ 7,685,000	\$ 25,591,783
ESTIMATED USES				
Direct Expenditures by Function:				
General Government/Central Services	5,402,395	20,000	-	2,352,017
Public Safety	10,675,868	-	-	-
Community Services	4,393,574	-	-	-
Streets & Highways	2,895,652	-	-	-
Development Services	3,173,727	-	-	-
Utility Services	-	-	-	17,762,336
Engineering	1,726,461	-	-	-
Debt Service	-	7,002,740	-	4,178,878
Economic Infrastructure Development	-	-	-	-
Impact Fee Infrastructure Development	-	-	5,951,303	-
Subtotal-Expenditures	\$ 28,267,677	\$ 7,022,740	\$ 5,951,303	\$ 24,293,231
Transfers Out	1,597,521	-	-	1,305,279
TOTAL ESTIMATED USES:	\$ 29,865,198	\$ 7,022,740	\$ 5,951,303	\$ 25,598,510
EXCESS (DEFICIENCY)	\$ 447,622	\$ (122,027)	\$ 1,733,697	\$ (6,727)
BEGINNING FUND BALANCE	\$ 8,589,430	\$ 2,435,107	\$ 4,876,176	\$ 8,507,167
EXCESS (DEFICIENCY)	\$ 447,622	\$ (122,027)	\$ 1,733,697	\$ (6,727)
ENDING FUND BALANCE	\$ 9,037,052	\$ 2,313,080	\$ 6,609,873	\$ 8,500,440

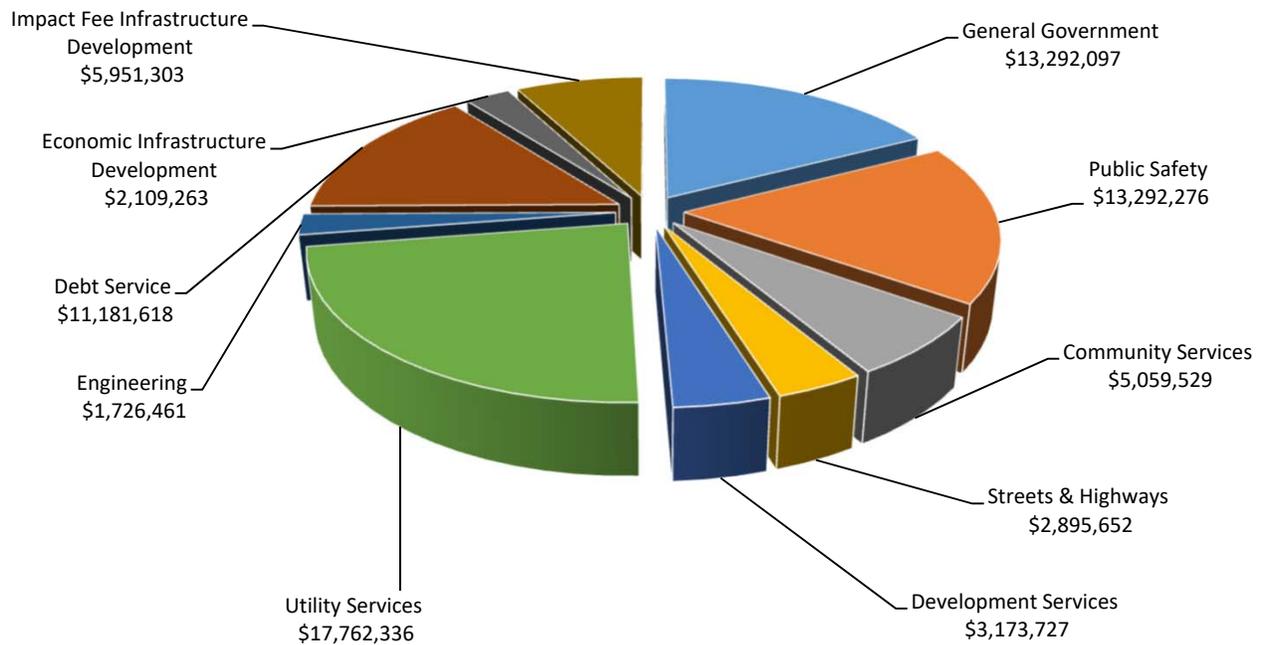
	SPECIAL REVENUE FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
ESTIMATED RESOURCES			
REVENUES:			
Taxes	4,102,172	-	32,616,350
Inter-governmental	500,000	-	554,000
License, Fees & Permits	300,000	-	6,770,142
Charges for Services	-	3,184,482	26,382,926
Fines & Warrants	-	-	474,163
Investment Income	64,000	37,000	728,274
Miscellaneous Revenue	58,700	307,388	3,179,115
Impact Fees	675,500	-	8,025,500
Subtotal-Revenues	\$ 5,700,372	\$ 3,528,870	\$ 78,730,470
OTHER RESOURCES:			
Transfers In	-	1,913,713	2,902,800
Bond Proceeds	-	-	-
TOTAL ESTIMATED RESOURCES:	\$ 5,700,372	\$ 5,442,583	\$ 81,633,270
ESTIMATED USES			
Direct Expenditures by Function:			
General Government/Central Services	1,509,577	4,008,108	13,292,097
Public Safety	2,616,408	-	13,292,276
Community Services	665,955	-	5,059,529
Streets & Highways	-	-	2,895,652
Development Services	-	-	3,173,727
Utility Services	-	-	17,762,336
Engineering	-	-	1,726,461
Debt Service	-	-	11,181,618
Economic Infrastructure Development	2,109,263	-	2,109,263
Impact Fee Infrastructure Development	-	-	5,951,303
Subtotal-Expenditures	\$ 6,901,204	\$ 4,008,108	\$ 76,444,263
Transfers Out	-	-	2,902,800
TOTAL ESTIMATED USES:	\$ 6,901,204	\$ 4,008,108	\$ 79,347,063
EXCESS (DEFICIENCY)	\$ (1,200,832)	\$ 1,434,475	\$ 2,286,207
BEGINNING FUND BALANCE	\$ 4,031,974	\$ 2,509,350	\$ 30,949,204
EXCESS (DEFICIENCY)	\$ (1,200,832)	\$ 1,434,475	\$ 2,286,207
ENDING FUND BALANCE	\$ 2,831,142	\$ 3,943,825	\$ 33,235,411

Combined Graphs

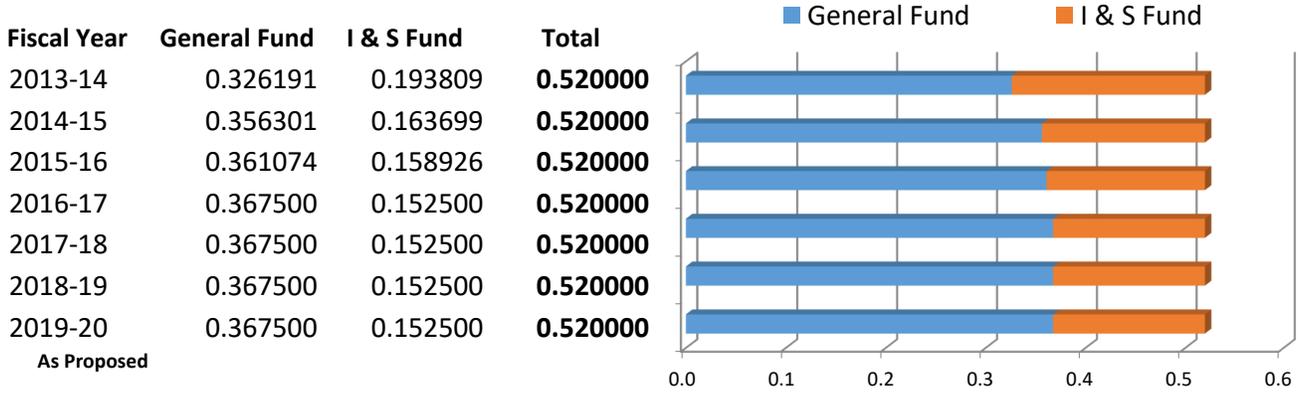
All Funds Revenues by Type



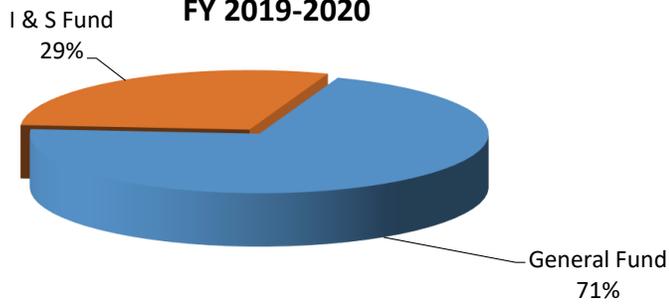
All Funds Expenditures by Type



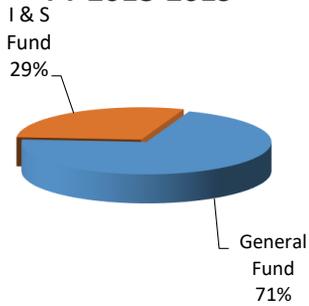
Property Tax Rate Distribution General and I & S Funds



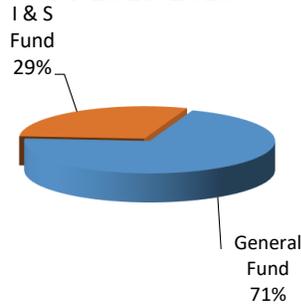
Tax Rate Distribution FY 2019-2020



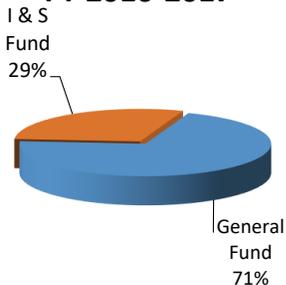
FY 2018-2019



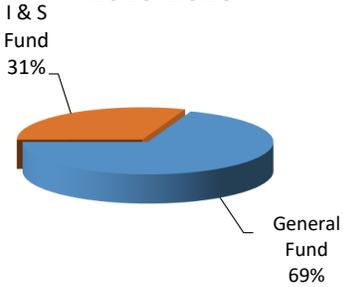
FY 2017-2018



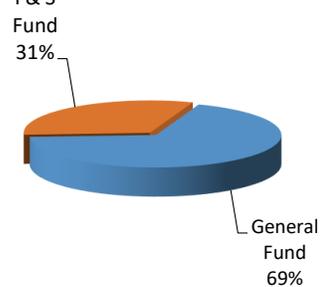
FY 2016-2017



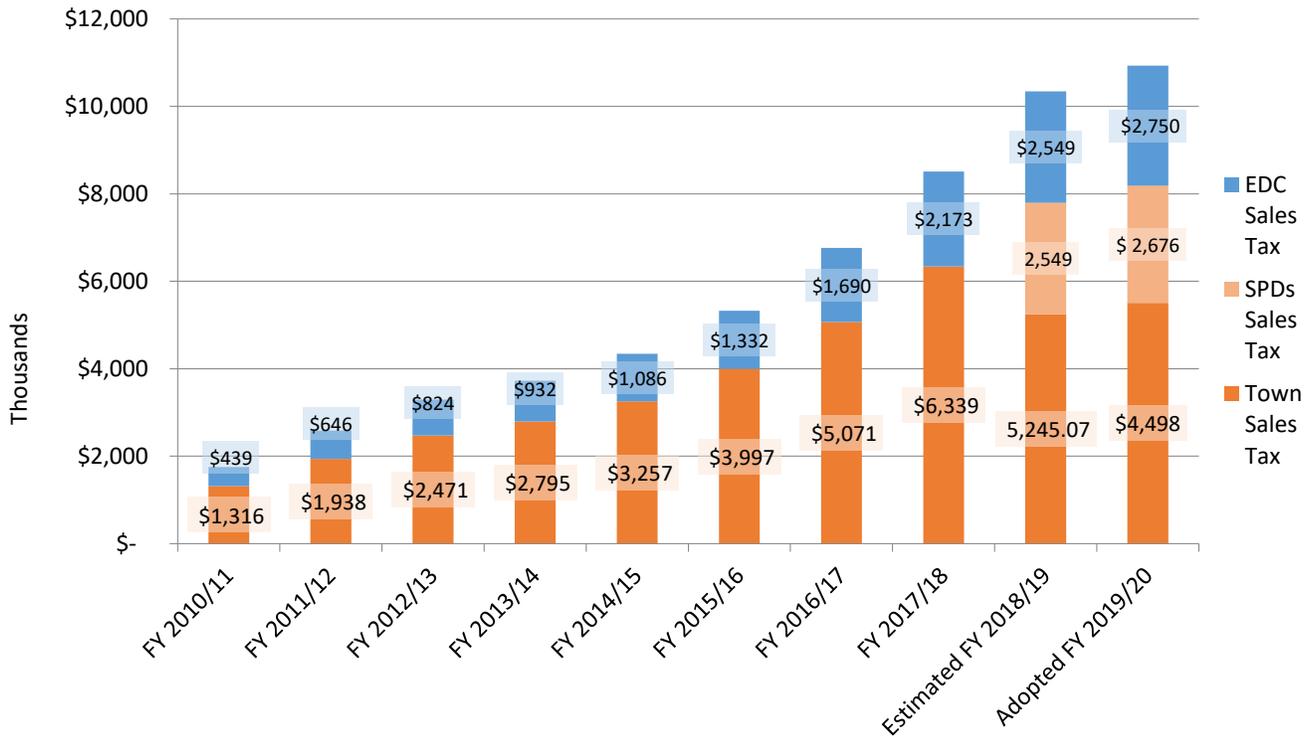
FY 2015-2016



FY 2014-2015



Sales Taxes
General, Special Purpose Districts, and EDC Funds



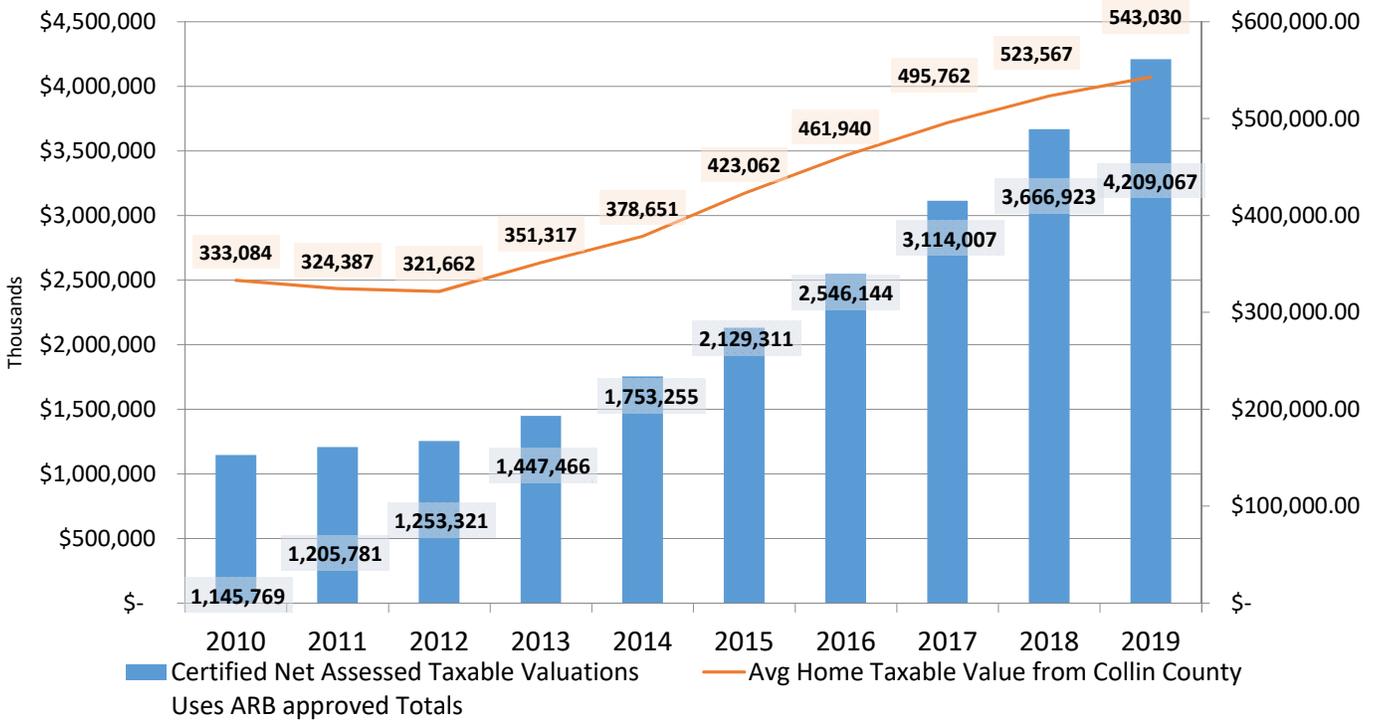
Source: The Texas State Comptrollers Website

Notes: The Town held an election May, 2018 to create two Special Purpose Districts for Crime and Fire that are supported by a quarter of a percent of sales tax collected in the Town.

Sales taxes contribute approximately 16% of General Fund revenues and are the second largest source of revenue for the General Fund budget. The Town examines the market conditions in Prosper and the Metroplex in budgeting sales tax conservatively year to year.

Town Sales Tax revenues are primarily generated within four areas of business. The business types are categorized according to the North American Industry Classification System ("NAICS"). The Town receives some revenues, even though many are small denominations, from over three hundred NAICS codes or business types. The top four contributing NAICS classifications in Prosper (in no particular order) are Retail, General Merchandise, Home Centers, and Concrete Manufacturing. Sales in these top four account for over 50% of the Town's Sales Tax Receipts. Two of the four are directly, and another one is indirectly, tied to the construction industry.

Property Valuations & Ad Valorem Taxes
General and I & S Funds



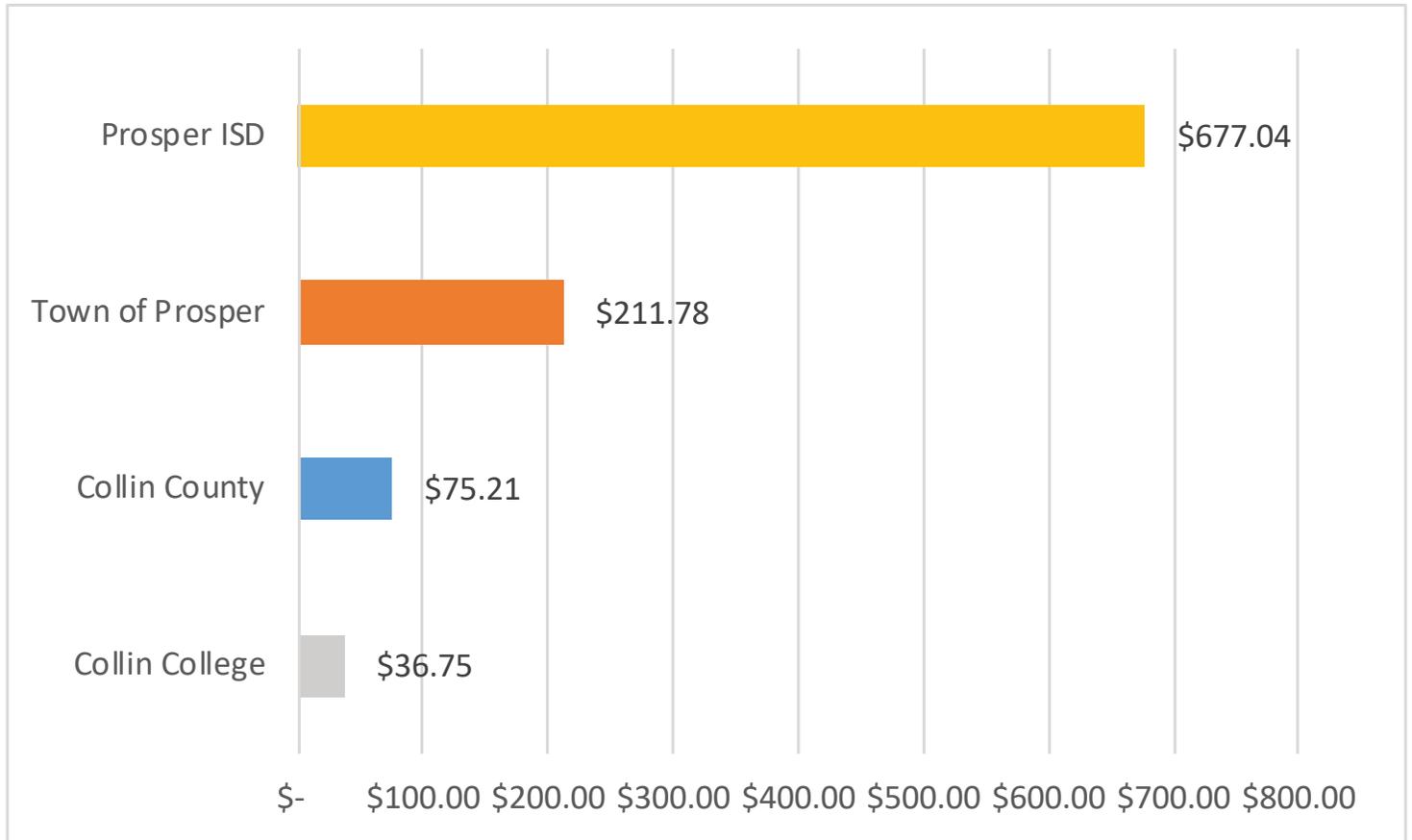
Source: Collin CAD and Denton CAD Certified Totals 2010-2019

Certified Freeze Adjusted Taxable Value Increased 21%
 New Construction Totaled \$414,634,110

Ad Valorem Taxes

Total Freeze Adjusted Taxable Value	\$	4,209,067,499
<i>Times</i> Tax Rate (Per \$100)		0.52
<i>Times</i> Anticipated Tax Collections		100%
<i>Plus</i> Actual Tax on Freeze		\$1,489,707
TOTAL TAX LEVY		\$23,376,858
One Penny on the Tax Rate		\$420,907

What entities do my property taxes fund and what is the monthly cost for each?



Tax Rates

Collin College	\$0.081222 per \$100 valuation
Collin County	\$0.174951 per \$100 valuation
Town of Prosper	\$0.520000 per \$100 valuation
Prosper ISD	\$1.568350 per \$100 valuation

Town of Prosper Tax Breakdown

The median average home value in the Town of Prosper is \$543,030 which translates to the Town property tax of \$211.78 monthly/\$2,541 annually.

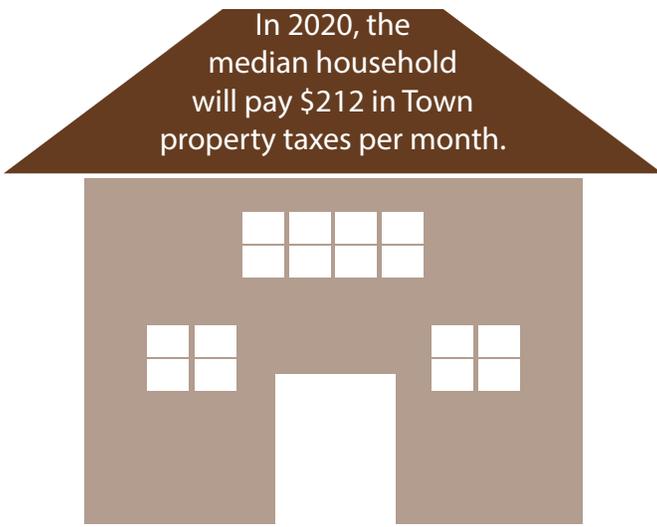


Understanding How Your



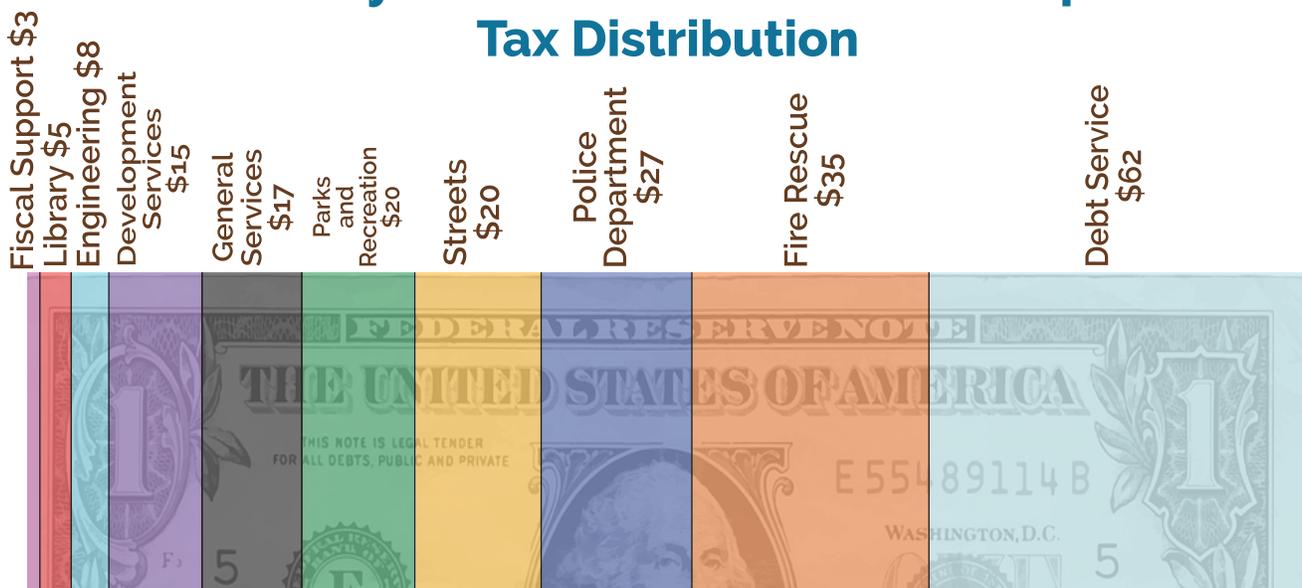
TOWN OF
PROSPER

Tax Dollars Work



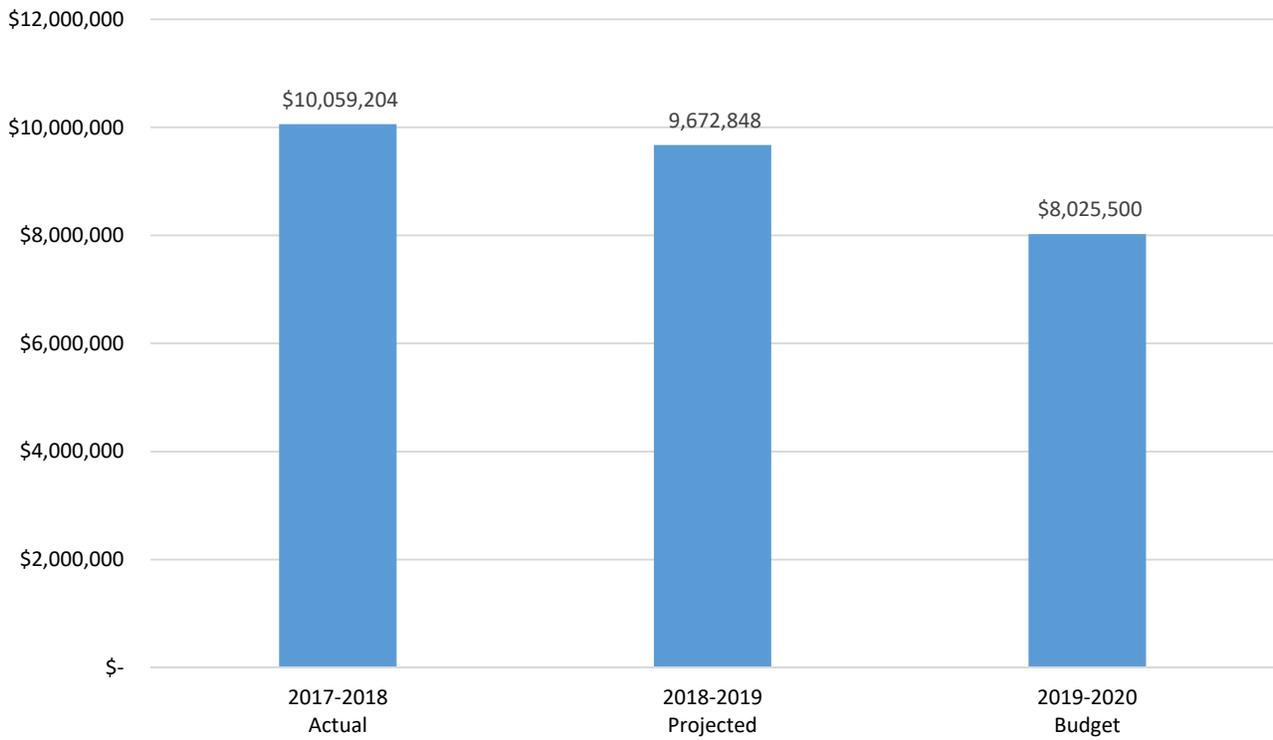
In 2020, the median household will pay \$212 in Town property taxes per month.

Monthly Breakdown of Town of Prosper Tax Distribution



*The median average home value in the Town of Prosper is \$543,030.

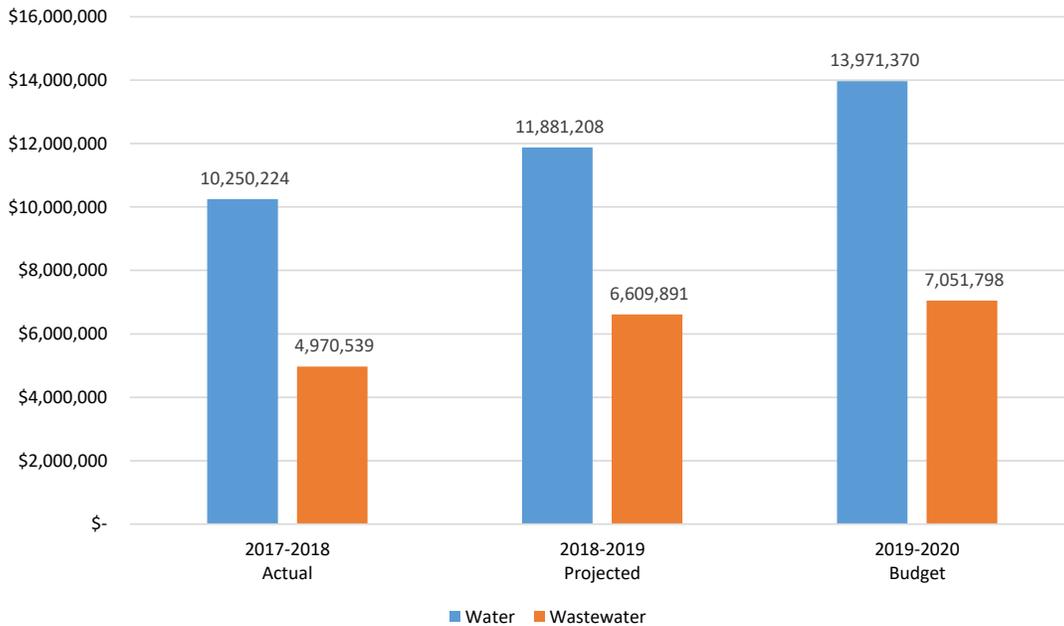
Impact Fee Revenues Impact Fee Funds



Town of Prosper's Code of Ordinances, Section 10.02.001 purpose of impact fees is to assure the provision of adequate public facilities to serve new development in the Town by requiring each such development to pay its share of the costs of such improvements by and attributable to such new development. The budget reflects a conservative revenue forecast for impact fees based on growth that is taking place, but not at the rate reflected in previous years.

Texas Local Government Code Chapter 395 requires an impact fee analysis before impact fees are set. Chapter 395 requires that land use assumptions and capital improvement plans be updated at least every five years, and the Town of Prosper last performed an impact fee analysis in 2011. During FY 2016-2017, Council adopted land use assumptions and a capital improvements plan establishing impact fees for water, wastewater, and roadways by amending Article, 10.02 "Capital Improvements and Impact Fees," of the Town of Prosper Code of Ordinances.

Water and Wastewater Revenues Water & Sewer Fund

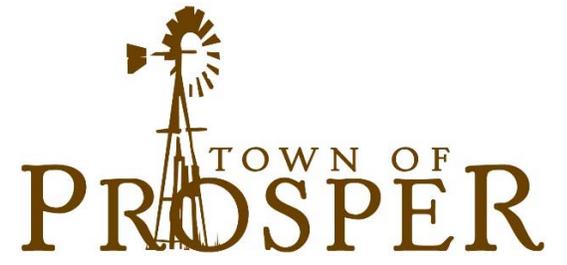


Council approved increases to water rates to be phased in over three years beginning with Fiscal Year 2017-2018. This represents the first increase to Town customers since 2012 despite substantial increases by our water providers over the last several years. Staff reviews the billed water and wastewater rates every year to ensure the rates approved are warranted in order to expand the Town's water and sewer infrastructure, as well as to continue providing our customers with the best service possible. Water and wastewater charges amount to eighty-three percent of the revenue collected by the Water and Sewer fund. During the FY 2019-2020 budget process staff recommended to Council to not phase in the third year of water and wastewater rate increases due to the increased accounts in the Town. Council approved the recommendation along with aligning the commercial base rates for water to mirror the residential base rate charge. The Town is not increasing the water or wastewater rates for the next year and will continue to look at rates to ensure that fund balance reserves are maintained.

Ten Largest Water Customers

Customer	Type of Business	Consumption (gallons)	% of total Usage
Prosper Independent School District	School District	15,038,829	1.04%
Argos Ready Mix	Ready-Mix Concrete Mfg	8,208,000	0.57%
SiteOne Landscape Supply	Landscape Supplier	5,145,500	0.36%
Lattimore Materials	Ready-Mix Concrete Mfg	4,435,800	0.31%
Mario Sinacola and Sons	Construction Company	3,550,150	0.25%
Kroger	Grocery Store	2,919,850	0.20%
Prosper Car Wash	Auto Detailer	2,899,150	0.20%
380 & 289 LP	Shopping Center	2,370,200	0.16%
MQ Prosper Retail	Shopping Center	2,248,500	0.16%
Town of Prosper	Municipality	2,241,800	0.16%





GENERAL FUND

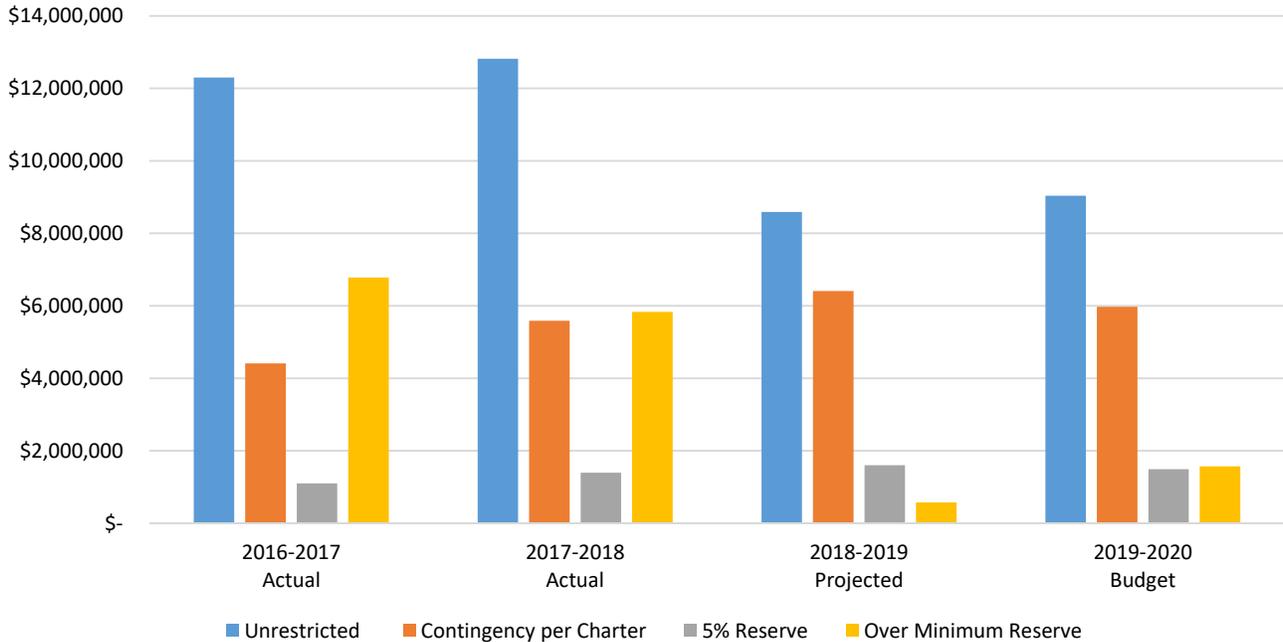


General Fund Description

The General Fund is the operating fund of the Town. The General Fund receives and accounts for all general tax revenues and other receipts that are not restricted by law or contractual agreement to some other designated fund. The General Fund includes a greater variety and amount of revenues, and finances a wider range of governmental activities than any other fund. The primary revenue sources for the General Fund are property taxes, sales taxes, franchise fees, license and permit fees, fines and warrants, and miscellaneous general revenues.

The General Fund accounts for general purpose expenditures for most government functions. Operations in the General Fund provide basic services such as Administration, Police Services, Fire Services, Public Works, Community Services, Development Services, and Engineering. Included for each operational area is an organizational chart, program description, goals and objectives, personnel summary, and an expenditure summary.

General Fund Fund Balance

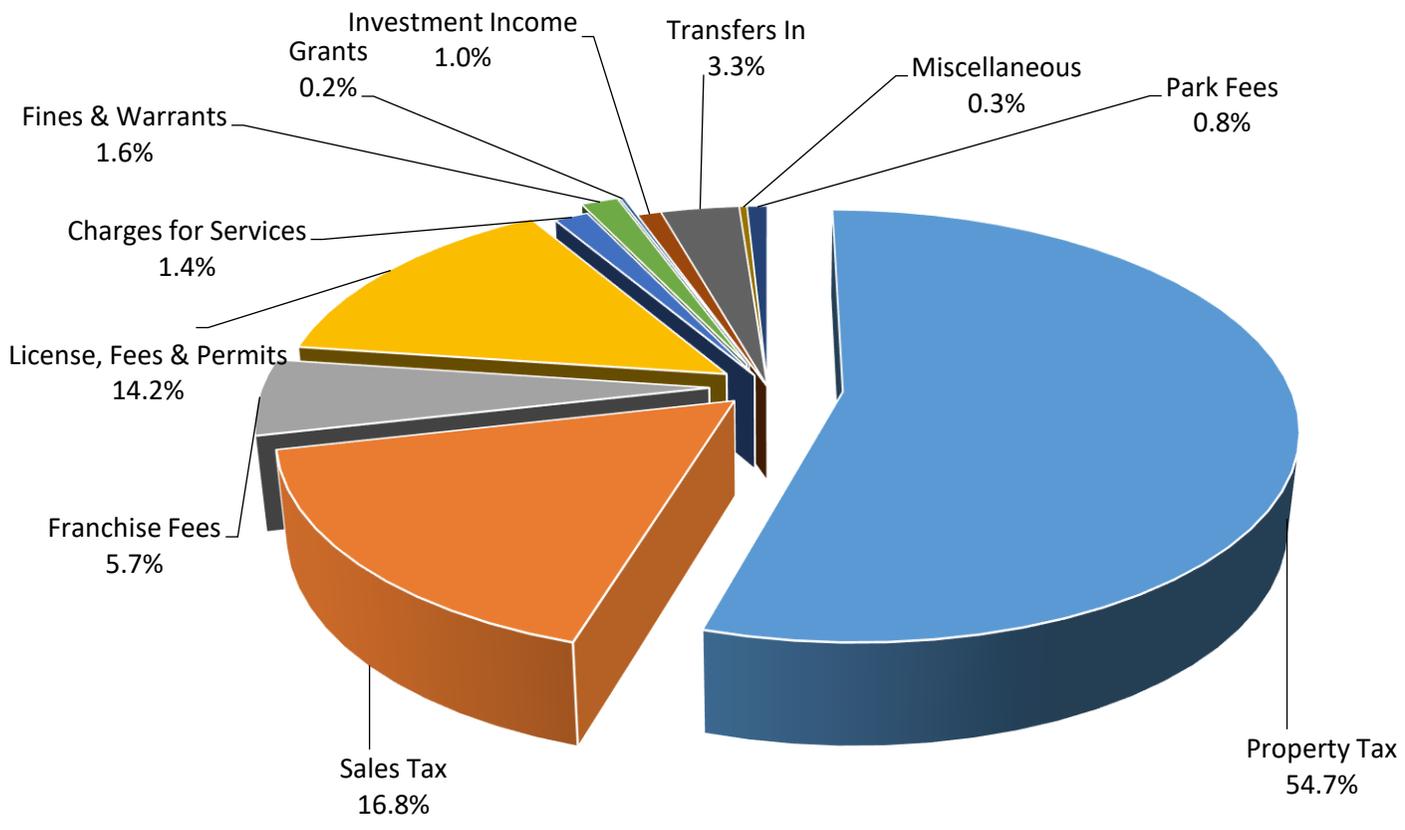


Fiscal Year	Days Over Minimum Reserve	Value of Each Day
2015-2016	117	\$ 48,507
2016-2017	111	\$ 61,280
2017-2018	75	\$ 77,584
2018-2019	6	\$ 89,031
2019-2020	19	\$ 82,959

The Town Charter proposes a legal restriction on a Contingent Reserve of the General Fund in the amount of twenty percent (20%). It is the goal of the Town to achieve and maintain an unassigned fund balance in the General Fund equal to five percent (5%) of budgeted expenditures for unanticipated expenditures, unforeseen revenue fluctuations, or other adverse circumstances. This amount is in addition to the twenty percent (20%) restricted fund balance amount required by the Town Charter. In FY 2018-2019, Council approved one-time capital expenditures by utilizing a strong unrestricted fund balance. This helped fund roads and equipment versus issuing debt, while still maintaining the required reserves per charter and policy.

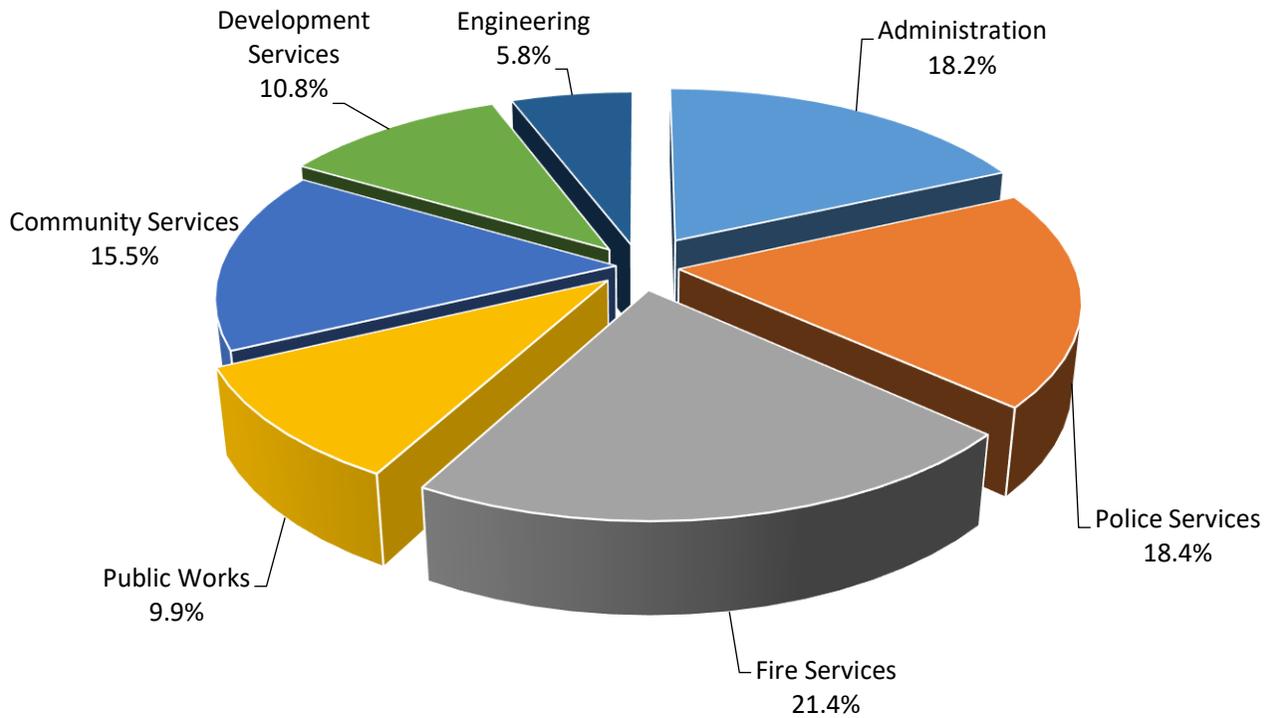
**General Fund Revenues
By Source**

Revenue Category	FY 2020 Adopted	% of Total
Property Tax	\$ 16,580,933	54.7%
Sales Tax	5,077,532	16.8%
Franchise Fees	1,731,376	5.7%
License, Fees & Permits	4,315,353	14.2%
Charges for Services	435,847	1.4%
Fines & Warrants	474,163	1.6%
Grants	54,000	0.2%
Investment Income	300,249	1.0%
Transfers In	989,087	3.3%
Miscellaneous	99,000	0.3%
Park Fees	255,280	0.8%
Revenue Total	\$ 30,312,820	100.0%



**General Fund Appropriations
By Department**

<i>Department</i>	<i>FY 2020 Adopted</i>	<i>% of Total</i>
Administration	\$ 5,442,763	18.2%
Police Services	5,496,662	18.4%
Fire Services	6,384,111	21.4%
Public Works	2,963,896	9.9%
Community Services	4,631,138	15.5%
Development Services	3,211,835	10.8%
Engineering	1,734,793	5.8%
Expense Total	\$ 29,865,198	100.0%



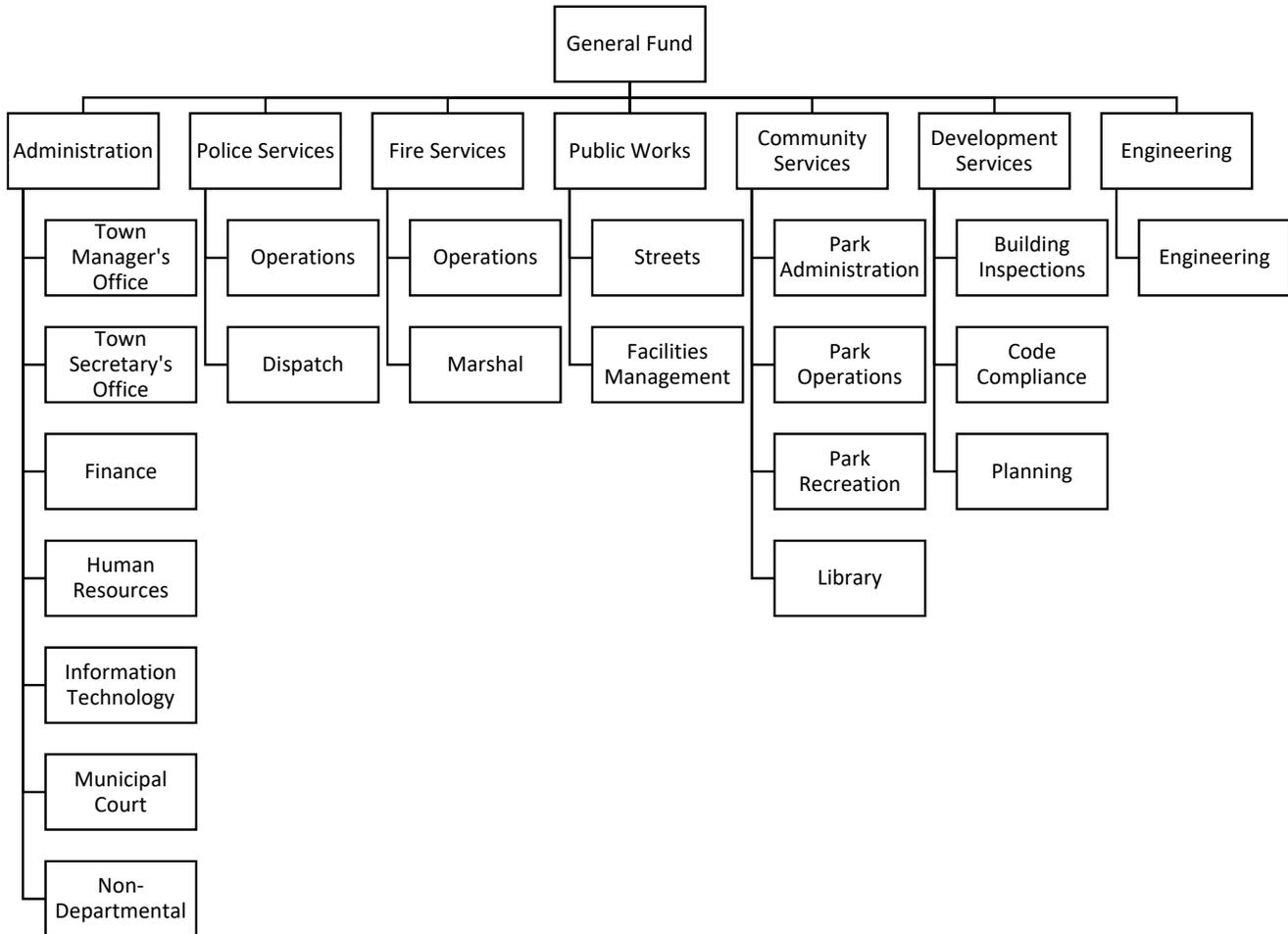
General Fund Summary

FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Property Tax	12,119,078	14,361,960	14,503,134	16,580,933	18,224,026	19,669,948	20,842,927	21,880,461
	Sales Tax	6,685,486	4,500,452	4,832,905	5,077,532	5,328,129	5,486,005	5,648,617	5,816,108
	Franchise Fees	1,705,985	1,425,650	1,608,326	1,731,376	1,751,390	1,782,284	1,814,083	1,847,388
	License, Fees & Permits	5,462,277	5,399,159	4,363,581	4,315,353	4,062,066	4,063,830	4,065,647	4,067,518
	Charges for Services	526,481	351,715	402,227	435,847	456,659	478,497	501,412	525,456
	Fines & Warrants	406,738	427,224	460,352	474,163	474,163	474,163	474,163	474,163
	Grants	58,818	-	114,796	54,000	55,000	55,000	55,000	55,000
	Investment Income	246,761	212,194	294,362	300,249	306,254	312,379	318,627	324,999
	Transfers In	835,439	881,541	885,572	989,087	989,087	989,087	989,087	989,087
	Miscellaneous	\$172,368	\$57,350	145,269	99,000	58,110	58,120	58,130	58,140
	Park Fees	220,574	259,900	215,659	255,280	209,500	219,500	219,500	219,500
	TOTAL REVENUES	\$ 28,440,006	\$ 27,877,145	\$ 27,826,182	\$ 30,312,820	\$ 31,914,385	\$ 33,588,813	\$ 34,987,192	\$ 36,257,819
EXPENDITURES	Administration	5,607,131	7,253,305	7,167,493	5,442,763	6,862,867	5,523,753	5,689,466	5,860,150
	Police Services	4,583,920	4,793,966	4,331,198	5,496,662	5,633,452	6,099,199	6,747,819	6,790,078
	Fire Services	6,253,021	7,856,473	7,706,466	6,384,111	6,611,656	7,151,689	7,837,950	8,186,533
	Public Works	4,206,080	4,621,430	4,230,512	2,963,896	2,930,287	3,018,196	3,108,742	3,202,004
	Community Services	3,902,240	4,266,002	4,221,474	4,631,138	4,233,488	4,360,493	4,491,308	4,626,047
	Development Services	2,393,744	3,098,212	2,885,591	3,211,835	3,006,304	3,096,493	3,189,388	3,285,070
	Engineering	983,944	1,525,759	1,508,287	1,734,793	1,779,895	1,833,291	1,888,290	1,944,939
	TOTAL EXPENDITURES	\$ 27,930,080	\$ 33,415,147	\$ 32,051,021	\$ 29,865,198	\$ 31,057,950	\$ 31,083,115	\$ 32,952,963	\$ 33,894,821
	<i>Net Period Excess/(Deficit)</i>	\$ 509,926	\$ (5,538,002)	\$ (4,224,839)	\$ 447,622	\$ 856,435	\$ 2,505,698	\$ 2,034,230	\$ 2,362,998
NET CHANGE IN FUND BALANCE		\$ 509,926	\$ (5,538,002)	\$ (4,224,839)	\$ 447,622	\$ 856,435	\$ 2,505,698	\$ 2,034,230	\$ 2,362,998
BEGINNING FUND BALANCE		\$ 12,304,343	\$ 12,814,269	\$ 12,814,269	\$ 8,589,430	\$ 9,037,052	\$ 9,893,487	\$ 12,399,185	\$ 14,433,415
ENDING FUND BALANCE		\$ 12,814,269	\$ 7,276,267	\$ 8,589,430	\$ 9,037,052	\$ 9,893,487	\$ 12,399,185	\$ 14,433,415	\$ 16,796,413
BALANCE OF UNRESTRICTED FUNDS		\$ 12,814,269	\$ 7,276,267	\$ 8,589,430	\$ 9,037,052	\$ 9,893,487	\$ 12,399,185	\$ 14,433,415	\$ 16,796,413
Less: Contingency per Charter		5,586,016	6,683,029	6,410,204	5,973,040	6,211,590	6,216,623	6,590,593	6,778,964
5% Reserve		1,396,504	1,670,757	1,602,551	1,493,260	1,552,898	1,554,156	1,647,648	1,694,741
AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET		\$ 5,831,749	\$ (1,077,520)	\$ 576,674	\$ 1,570,753	\$ 2,128,999	\$ 4,628,406	\$ 6,195,174	\$ 8,322,708
% AMOUNT OVER MINIMUM RESERVE TARGET		21%	-3%	2%	5%	7%	15%	19%	25%
AMOUNT OVER (UNDER) IN DAYS OPERATING COST		75	(12)	6	19	25	54	68	88



General Fund Overview



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Town Manager's Office

PROGRAM DESCRIPTION

The Town Manager's office oversees all community functions and services by directing, motivating, and providing leadership to the various departments of the Town. The Town Manager provides administrative guidance to the Town Council and is responsible for the administration of all affairs of the Town with only those exceptions specified in the Town Charter. The Town Manager and Executive Team serve as liaisons between the Town Council, residents, and staff, in order to:

- Better serve our community by providing exceptional customer service and promoting lasting success
- Communicate and accomplish Town Council policies and initiatives
- Cultivate a strong and dynamic future for Prosper

GOALS AND OBJECTIVES

Town Council Goal 6 - Ensure Fiscal Stewardship

- Oversee budget development and administer the annual budget and capital improvement projects adopted by the Town Council.
- Submit for Budget Excellence Award and Popular Annual Financial Reporting Award.
- Continue the multi-year budgeting process adjusting for the 3.5% rollback rate limit.

Town Council Goal 7 - Maintain a Quality Workforce

- Expand the continuous improvement program.

Town Council Goal 8 - Improve Town Facilities

- Complete the construction of the Public Safety facility.

Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure

- Continue to work with wireless providers to expand Town cellular phone service.
- Implement recommendations of the Broadband Committee.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Commercial taxable value as a percentage of total taxable value	12.2%	14.6%	14.2%
Percentage change in taxable commercial property values	38.9%	41.7%	11.5%

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Certified Tax Roll - percentage change from prior year	22.3%	17.8%	14.8%
New property value as a percentage of taxable value growth	62.1%	70.4%	76.5%
Staff turnover as a percentage of total workforce	11.2%	9.5%	10.0%

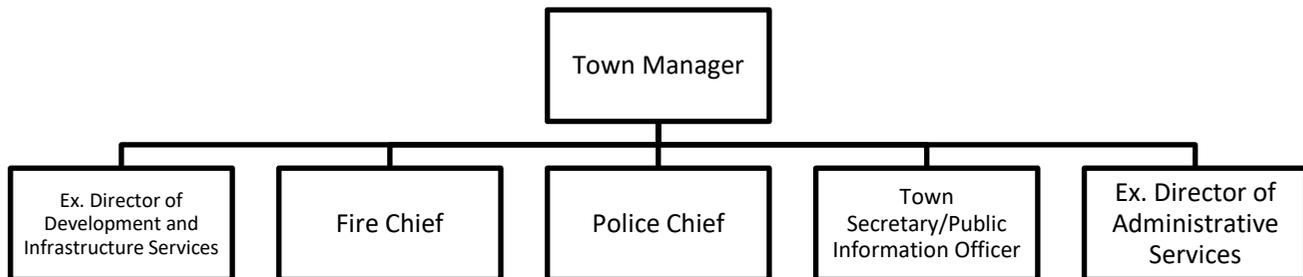
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Town Manager's Office

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 209,193	\$ 211,042	\$ 219,944
Operations	413,300	460,034	390,565
Transfers	623	623	132
TOTAL	\$ 623,116	\$ 671,699	\$ 610,641

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Executive Assistant/Deputy Town Secretary	1.0	0.0	0.0
Executive Director of Administrative Services	1.0	1.0	1.0
TOTAL	2.0	1.0	1.0



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Town Secretary's Office

PROGRAM DESCRIPTION

The Town Secretary/PIO is responsible for administrative support for the Mayor and Town Council, the posting of meeting notices in accordance with the Open Meetings Act, the final preparation and posting of the Town Council Meeting Packet, administration of elections, and responding to Public Information Requests in accordance with the Public Information Act. The Town Secretary/PIO oversees the town-wide records management program, coordinates the storage and disposition of inactive Town records, provides support and training to Town staff on records management procedures, and serves as custodian of the Town's historical records. As Public Information Officer for the Town, the Town Secretary/PIO supervises the Communication Specialist and the Town's third party contractor for public and media relations. The Town Secretary/PIO manages the Town's communication strategy using multiple communication methods including social media, the Town website, printed and digital materials, and community engagement activities to ensure residents and the public are well-informed about Town programs, services and activities.

GOALS AND OBJECTIVES

Town Council Goal 9 - Maintain Proactive Communication to Engage Residents and Stakeholders

- Provide professional, timely, and courteous administrative support to the Town Council.
- Respond promptly to requests for documents, ensuring that internal and external customers receive information in a timely manner.
- Publish legal notices to satisfy state law and inform the public through print media.
- Post meeting notices and other legally-required public notices in accordance with the Open Meetings Act, the Election Code, and state law.
- Maintain official Town records in accordance with the Public Information Act and the Texas State Library guidelines for records management.
- Continue professional development and networking opportunities through ICMA, TCMA, TML, TMCA and TAMIO.
- Establish and maintain positive relationships with elected officials, Town staff, the public, and the media.
- Continue to improve and increase the Town's social media presence through the use of multiple platforms.
- Coordinate and track the dissemination of information via press releases, the Town website, and social media, determining the best platform to use and timing the release of information appropriately.
- Provide outstanding customer service to the public and to Town of Prosper staff.
- Support community engagement activities that serve to build positive relationships with residents and community stakeholders.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Town Facebook Followers	6,013	8,858	11,958
Board and Commission Applications Processed	59	36	40
Registered Voters	12,986	14,406	15,990
Public Information Requests (PIRs) processed	190	195	215

TOWN OF PROSPER

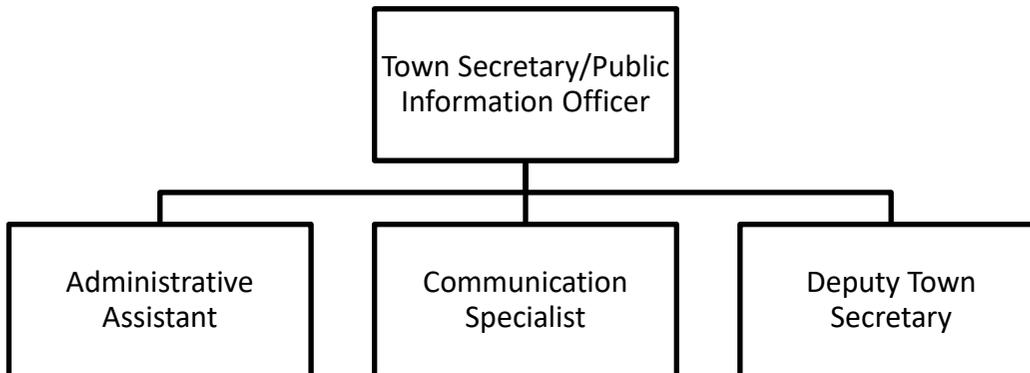
DEPARTMENT:
Administration

DIVISION:
Town Secretary's Office

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Meeting notices and other public notices posted on Town bulletin board and website in accordance with Open Meetings Act	100%	100%	100%
Registered voters as a percentage of population	57%	56%	56%
Responses to PIR's within 10 business days	100%	100%	100%

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 229,905	\$ 335,480	\$ 338,282
Operations	144,030	181,791	174,941
Transfers	3,157	3,157	-
TOTAL	\$ 377,092	\$ 520,428	\$ 513,223

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	1.0	1.0	1.0
Communication Specialist	1.0	1.0	1.0
Deputy Town Secretary	1.0	1.0	1.0
Town Secretary/Public Information Officer	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Finance

PROGRAM DESCRIPTION

The Finance Department is responsible for all fiscal transactions and preparation of financial reports. The department is also responsible for development of the Town's annual operating budget, as well as cash management, purchasing, revenue collection, debt management, payment disbursements and investment of Town funds. An external auditor prepares an annual audit of Town funds to ensure the proper and ethical accounting of public funds. The Payroll function also resides under the Finance Department umbrella and is responsible for the timely and accurate payment of all Town employees.

GOALS AND OBJECTIVES

Town Council Goal 6 - Ensure Fiscal Stewardship

- Continue to maintain our current bond credit rating Moody's Aa1 and S&P AA+.
- Receive the GFOA Budget Presentation award.
- Receive the Certificate of Achievement from GFOA for the Comprehensive Annual Financial Report.
- Receive the GFOA Popular Annual Financial Report award.
- Increase investment revenue and manage cash management to help reduce property taxes.
- Maximize use of e-procurement system.
- Receive the annual Achievement of Excellence in Procurement Award.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Invoices processed	6,486	6,500	6,600
Accounts Payable payments processed	3,699	4,228	4,700
Journal entries processed	2,565	2,400	2,500
Payroll payments processed	4,925	4,882	5,200
Purchase orders/change orders issued	289	379	400
Bids processed	102	75	100
P-card Transactions	2,851	3,369	3,500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Invoices paid within 30 days	90%	89%	90%
Vendors on ACH/Wire payments	15%	18%	18%
Yield to Maturity @ Cost	-	2.273%	2.500%
Treasury Yield	-	1.730%	2.000%
Bids processed online	35%	24%	40%

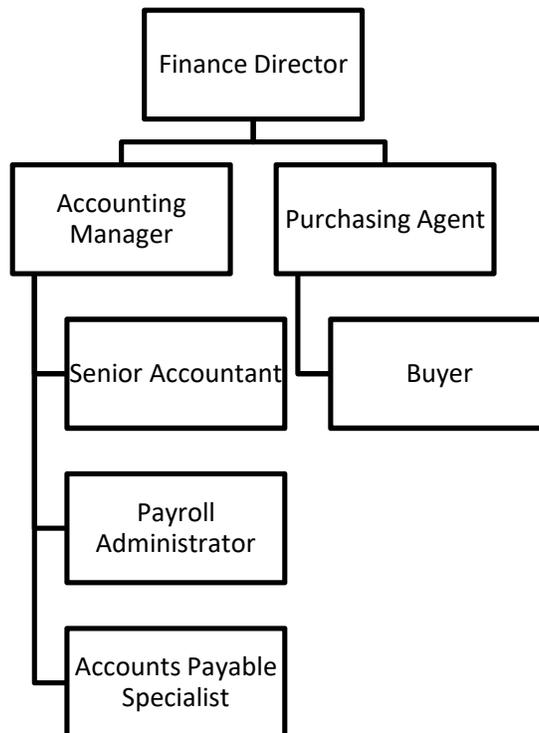
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Finance

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 640,200	\$ 778,028	\$ 781,490
Operations	299,341	315,870	349,991
Transfers	1,819	1,819	-
TOTAL	\$ 941,360	\$ 1,095,717	\$ 1,131,481

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Accountant	1.0	0.0	0.0
Accounting Manager	1.0	1.0	1.0
Accounts Payable Specialist	0.0	1.0	1.0
Buyer	0.0	1.0	1.0
Finance Director	1.0	1.0	1.0
Payroll/Accounts Payable Specialist	1.0	0.0	0.0
Payroll Administrator	0.0	1.0	1.0
Purchasing Agent	1.0	1.0	1.0
Receptionists (Two Part-Time positions)	1.0	0.0	0.0
Senior Accountant	1.0	1.0	1.0
TOTAL	7.0	7.0	7.0



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Human Resources

PROGRAM DESCRIPTION

The Human Resources department is responsible for hiring great talent to support the goals of the Town. The HR Department manages various elements of each employee's work experience including: training and development; benefits administration; compensation processes; performance appraisals; disciplinary processes; and worker's compensation and property liability issues. The HR department supports an atmosphere in which employees are rewarded and recognized for their contributions. The department strives to provide services based on the evolving needs of employees and the Town.

GOALS AND OBJECTIVES

Town Council Goal 7 - Maintain a Quality Workforce

- To maintain a quality workforce through effective recruitment and retention efforts.
- To support positive Town culture through delivering HR services in a timely manner and which meet the needs of employees.
- To facilitate leader and employee development through providing educational tools, resources, and training to support employee growth.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Number of employees hired	58	53	56
Terminations	24	26	29
Training Sessions	-	12	12

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Turnover by Tenure (< 6mos)	15%	10%	10%
Exit Interviews completed (% completed - voluntary terms)	-	95%	95%
Training session evaluations (effectiveness rating)	-	80%	80%

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 246,920	\$ 323,265	\$ 365,890
Operations	53,693	108,524	112,080
Transfers	731	731	1,112
TOTAL	\$ 301,344	\$ 432,520	\$ 479,082

TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Human Resources

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
HR Director	1.0	1.0	1.0
HR Generalist	1.0	1.0	1.0
HR and Risk Specialist	1.0	1.0	1.0
Receptionists (Two Part-Time positions)	0.0	1.0	1.0
TOTAL	3.0	4.0	4.0



TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Information Technology

PROGRAM DESCRIPTION

The Information Technology Department supports key systems for all Town departments including critical public safety operations as well as, directing, planning, supporting, and coordinating all activities related to the acquisition, installation, maintenance, and administration of the Town's technical infrastructure information, telephone, network, and records management resources and systems.

GOALS AND OBJECTIVES

Town Council Goal 8 - Improve Town Facilities

- New Public Safety building build-out.
- Update Access Control System panels to open platform hardware.
- Always-on VPN rollout for Public Safety.
- In-car router rollout for Public Safety.
- Failover virtual server cluster project.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Average help desk tickets opened per month	48	112	150

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Average help desk tickets closed per month	99%	99%	99%

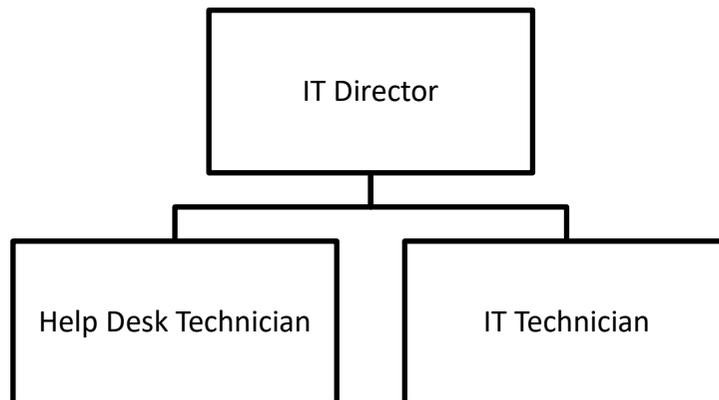
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 271,874	\$ 341,972	\$ 358,847
Operations	275,172	356,532	473,338
Capital	164,206	11,000	186,961
Transfers	16,884	16,884	35,296
TOTAL	\$ 728,136	\$ 726,388	\$ 1,054,442

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Help Desk Technician	0.0	1.0	1.0
IT Director	1.0	1.0	1.0
IT Technician	1.0	1.0	1.0
TOTAL	2.0	3.0	3.0

TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Information Technology



TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Municipal Court

PROGRAM DESCRIPTION

The Municipal Court processes criminal class C misdemeanors filed by the Prosper Police Department and citizens either by citation, incident report, or citizen complaint. Civil matters such as property hearings to determine ownership of recovered stolen property are also handled by the Court. The Court is responsible for ensuring that all persons with matters before the judge are treated professionally, courteously, and most importantly, fairly. The Court staff is available to assist customers by providing quality, ethical, efficient, and effective information and communication related to court procedures, hearings and/or trials. The Court is a legal forum used to protect the legal rights of defendants and victims by following the laws of the United States, the State of Texas, and laws implemented by the Town of Prosper.

GOALS AND OBJECTIVES

Town Council Goal 6 - Ensure Fiscal Stewardship

- Timely file, disposition and dispose of matters pending before the court.
- Responsible for accurate revenue collection and reporting.
- Efficient record management and activity reporting to a number of state agencies.
- Handling and processing delinquent cases for warrant and collections.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Cases Filed (citations, citizen complaints, incident reports)	3,572	4,500	5,000
Warrants Issued (arrests and Capias pro fine)	761	1,250	1,500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Cases Closed (citations, citizen complaints, incident reports)	3,961	4,550	5,500
Warrants Closed/Cleared (arrests and Capias pro fine)	386	630	1,000

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 193,096	\$ 264,484	\$ 276,829
Operations	121,031	121,256	116,191
Transfers	746	6,738	97
TOTAL	\$ 314,873	\$ 392,478	\$ 393,117

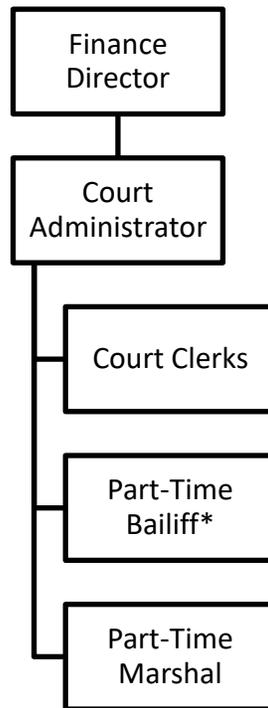
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Municipal Court

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Court Administrator	1.0	1.0	1.0
Court Clerk	2.0	2.0	2.0
Bailiff (Part-Time)*	0.5	0.5	0.5
Marshal (Part-Time)	0.0	0.5	0.5
TOTAL	3.5	4.0	4.0

*This position is paid for in the Court Security Fund



TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental budget supports the Town's property insurance and estimated 380 agreements. Included in capital are one time expenditures for a Public Safety Memorial Wall, as well as office space and furniture for the Mayor in Town Hall.

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel/(Projected Fund Salary Savings)	\$ 390	\$ (50,000)	\$ (205,272)
Operations	835,976	976,534	1,262,317
Capital	160,085	-	200,000
Transfers	1,324,760	2,635,249	3,731
TOTAL	\$ 2,321,211	\$ 3,561,783	\$ 1,260,776

TOWN OF PROSPER

DEPARTMENT:

Police Services

DIVISION:

Operations

PROGRAM DESCRIPTION

The Prosper Police Department provides community policing to all citizens and visitors. The department provides regular patrols, traffic enforcement, call responses, accident investigations and criminal investigations, while providing dependable, courteous and professional service.

The mission of the Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide community service with the highest level of professionalism and ethical standards: "Courtesy - Service - Protection". The Department provides 24-hour a day law enforcement and emergency communication services to a rapidly growing population, which spans over an area of 27 square miles of both residential and commercial development.

In 2017, under the direction of Chief Doug Kowalski, the Department achieved recognition status for compliance with the Texas Police Chiefs Association Best Practices Program for adherence to the Best Practices in Law Enforcement.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain safety and security

- Provide professional public service.

Town Council Goal 6 - Ensure fiscal stewardship

- Ensure fiscal responsibility.

Town Council Goal 7 - Maintain Quality Workforce

- Effective recruitment and retention of highly qualified personnel.
- Provide consistent and proper training opportunities for personnel.
- Adherence to core values, as outlined below:

Character: We are committed to continual adherence to the Law Enforcement Code of Ethics, always doing what is right and to do our best.

Competence: We will adhere to all educational requirements as required by law, continually honing our knowledge, skills and abilities.

Compassion: We will treat all people with dignity and respect; treating others the way we would like to be treated.

Courage: We are committed to operate with the attitude of willingness and with the ability to make decisions under extreme conditions.

Commitment: We will persist, persevere and serve with determination, providing our community with safety and security. We are committed to excellence.

TOWN OF PROSPER

DEPARTMENT:
Police Services

DIVISION:
Operations

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Active criminal investigations reported/investigated <i>(Excludes internal investigations & new-hire background investigations)</i>	725	1,151	1,400
Calls for service	30,462	31,985	33,584
Citations	3,432	3,337	4,004
Felony arrests	48	53	62
Misdemeanor arrests	198	216	255
Motor vehicle accidents-major	274	285	342
Motor vehicle accidents-minor	331	443	531

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Criminal cases investigated	91%	95%	97%
Response time (minutes)	5:21	4:34	5:00

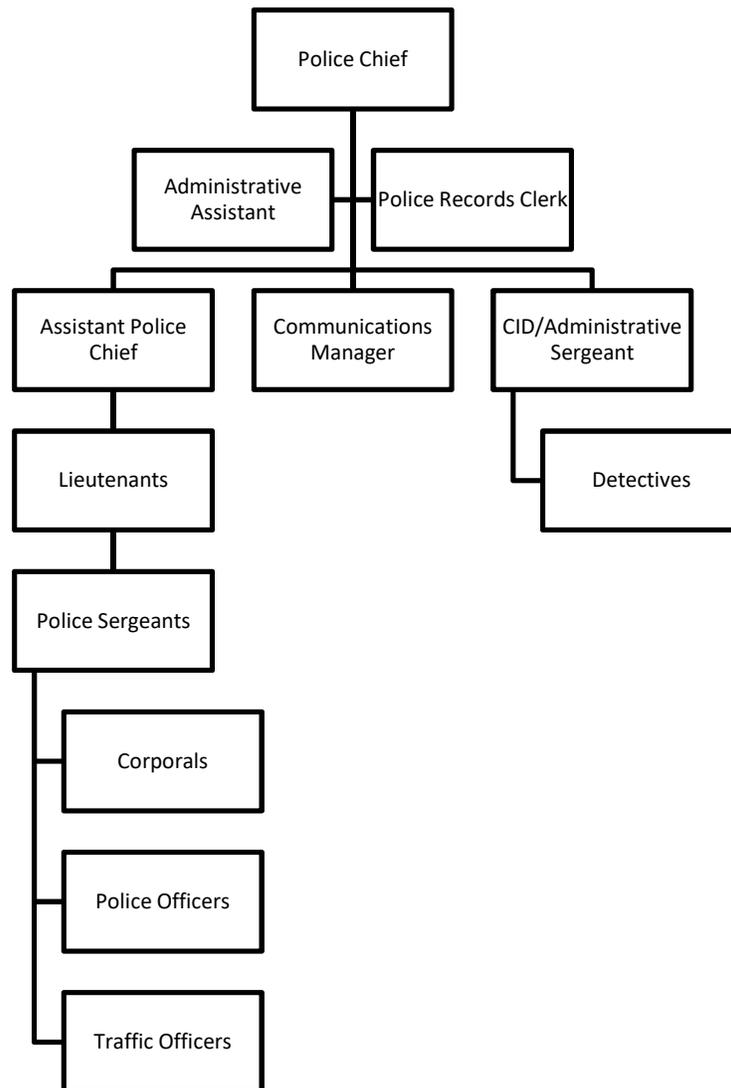
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 2,792,699	\$ 1,886,730	\$ 3,189,563
Operations	540,837	494,784	700,487
Capital	104,444	509,323	208,348
Transfers	303,024	315,759	350,015
TOTAL	\$ 3,741,004	\$ 3,206,596	\$ 4,448,413

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	1.0	1.0	1.0
Assistant Police Chief	1.0	1.0	1.0
CID/Administrative Sergeant	0.0	1.0	1.0
Corporal	0.0	0.0	4.0
Detectives	2.0	3.0	3.0
Lieutenant	0.0	0.0	2.0
Police Chief	1.0	1.0	1.0
Police Officers	20.0	24.0	20.0
Police Records Clerk	1.0	1.0	1.0
Police Sergeants	4.0	4.0	4.0
Traffic Officers	0.0	0.0	2.0
TOTAL	30.0	36.0	40.0

TOWN OF PROSPER

DEPARTMENT:
Police Services

DIVISION:
Operations



TOWN OF PROSPER

DEPARTMENT:
Police Services

DIVISION:
Dispatch

PROGRAM DESCRIPTION

The goal of Prosper Communications is to contribute to the safety and well-being of our community and responders by linking the citizens and visitors of our Town with fast, efficient, reliable, responsive, and professional public safety communication services.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain Safety and Security

- We ensure the safety of our responders by diligently and systematically gathering all pertinent information necessary to ensure a safe and effective response.
- We provide a safety net by conscientiously monitoring, and when necessary, through timely intervention and interaction.

Town Council Goal 7 - Maintain Quality Workforce

- We ensure that the callers first point of contact with public safety is courteous and professional. Our customer service will be top-notch.
- We achieve organizational excellence through commitment, continuing education, support, and advances in technology.
- We employ personnel who meet the highest standards of character and professional excellence.
- We provide entry level training of the highest caliber to all new recruits.
- We promote employee satisfaction by actively involving them in decision-making that effects their workplace.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Calls for service	32,215	33,875	35,517
9-1-1/Non-Emergency calls	35,167	40,000	45,000

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Emergency Medical Dispatch Accuracy	N/A	75%	80%
Answering all 9-1-1 Calls within 10 seconds	92%	94%	95%

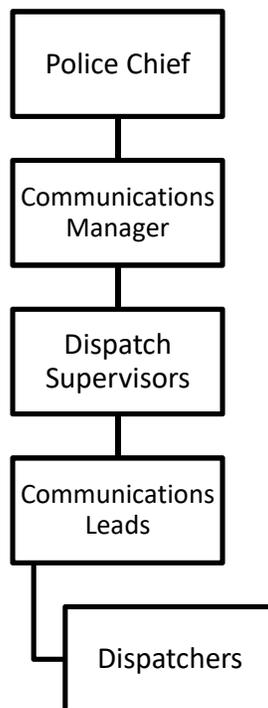
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 636,409	\$ 752,312	\$ 797,301
Operations	205,606	183,238	240,493
Transfers	901	901	10,455
TOTAL	\$ 842,916	\$ 936,451	\$ 1,048,249

TOWN OF PROSPER

DEPARTMENT:
Police Services

DIVISION:
Dispatch

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Communications Manager	1.0	1.0	1.0
Communications Leads	0.0	0.0	2.0
Dispatch Supervisors	2.0	2.0	2.0
Dispatchers	6.0	8.0	6.0
TOTAL	9.0	11.0	11.0



TOWN OF PROSPER

DEPARTMENT:
Fire Services

DIVISION:
Operations

PROGRAM DESCRIPTION

The mission of the Prosper Fire Department is to be a model of a successful fire department focusing on the protection of life, property, and the environment.

The Prosper Fire Department is a group of dedicated professionals working together through our commitment to serve and excellence. We dedicate ourselves to the safety of our community by providing the highest level of service possible. We strive for constant improvement to better serve the community and each other.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain Safety and Security

- Protection of lives and property by providing a timely response to emergency incidents.
- Monitor and plan accordingly for the rapid growth while meeting the immediate needs and planning for the future to maintain the highest level of excellence.
- Continue to meet and exceed community expectations.

Town Council Goal 6 - Ensure Fiscal Stewardship

- Ensure Fiscal Responsibility.

Town Council Goal 7 - Maintain Quality Workforce

- Achieve operational excellence by providing adequate deployment.
- Enhance core competencies and skills through advanced training.
- Continue our commitment to a culture that is built on excellence, honesty, integrity, values, respect, accountability, and family.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Calls for service to emergency incidents	2,185	2,200	2,400

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Average response time to emergency incidents (minutes)	5:19	5:25	5:29

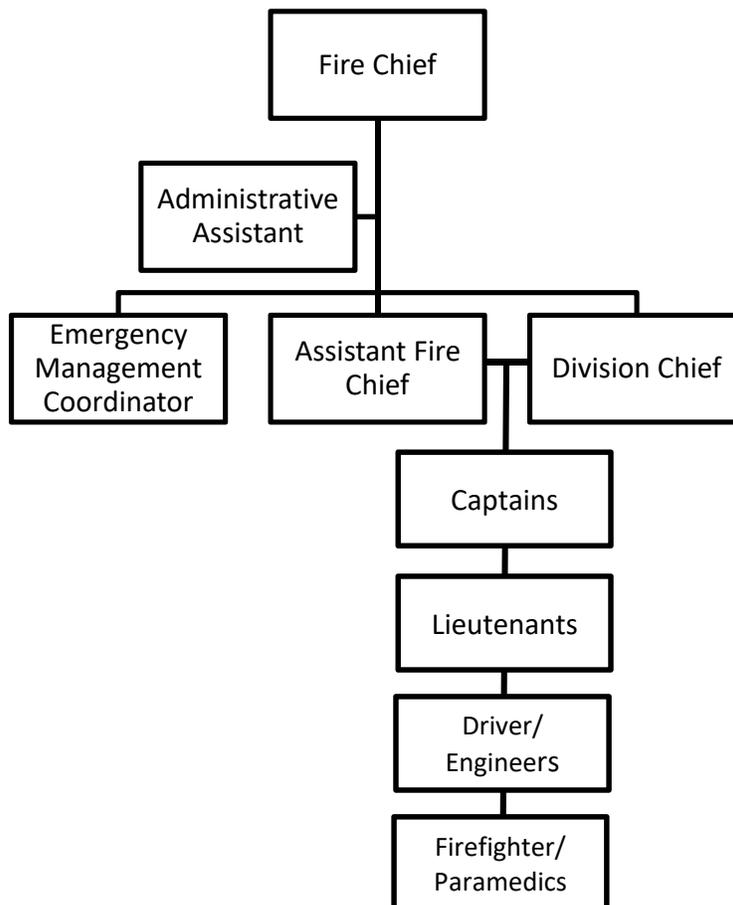
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 4,850,514	\$ 4,068,639	\$ 4,246,746
Operations	666,969	566,286	667,830
Capital	122,007	1,864,544	204,600
Transfers	291,085	749,246	833,359
TOTAL	\$ 5,930,575	\$ 7,248,715	\$ 5,952,535

TOWN OF PROSPER

DEPARTMENT:
Fire Services

DIVISION:
Operations

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0
Division Chief	0.0	1.0	1.0
Driver/Engineers	6.0	6.0	6.0
Emergency Management Coordinator	1.0	1.0	1.0
Captains	3.0	3.0	3.0
Fire Chief	1.0	1.0	1.0
Firefighter/Paramedics	24.0	24.0	24.0
Lieutenants	3.0	3.0	3.0
Firefighter/Paramedics - Temporary Pool	15.0	15.0	15.0
TOTAL	55.0	56.0	56.0



TOWN OF PROSPER

DEPARTMENT:

Fire Services

DIVISION:

Marshal

PROGRAM DESCRIPTION

The Prosper Fire Marshals office exists to prevent and reduce the incidents of fire by increasing the awareness and knowledge of the citizens of Prosper through fire prevention and life safety.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain Safety & Security

- Providing fire prevention services through public education programs and regular life safety inspections of businesses and places of assembly.
- Providing fire investigative services to determine the origin and cause of fires.
- Enforcing fire and life safety codes through plan reviews for new construction, remodeling, and occupancy changes in commercial buildings.
- Providing public education services emphasizing fire safety.
- Monitor and plan accordingly for the rapid growth while meeting the immediate needs and planning for the future to maintain the highest level of excellence.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Inspections	2,431	1,708	2,000

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Businesses inspected annually	94%	97%	97%

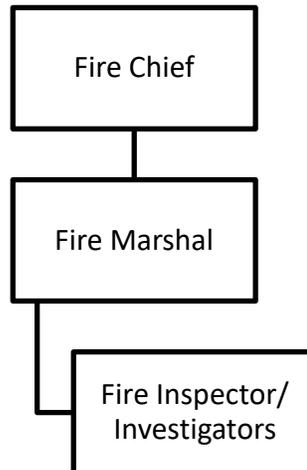
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 284,449	\$ 349,410	\$ 373,308
Operations	30,043	41,374	47,192
Capital	-	51,014	-
Transfers	7,953	15,953	11,076
TOTAL	\$ 322,445	\$ 457,751	\$ 431,576

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	1.0	2.0	2.0
TOTAL	2.0	3.0	3.0

TOWN OF PROSPER

DEPARTMENT:
Fire Services

DIVISION:
Marshal



TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Building Inspections

PROGRAM DESCRIPTION

Building Inspections is a division of the Department of Development Services. The Division provides professional services to ensure the safety and welfare of the general public by enforcing building, electrical, plumbing and mechanical code regulations within the Town. The Division's personnel conduct plan review prior to the issuance of a permit and on-site inspections to verify code compliance throughout the construction process.

GOALS AND OBJECTIVES

Town Council Goal 1 - Ensure Quality Development

- Accommodate growth in a responsible manner.
- Monitor and plan accordingly for continued growth while meeting the immediate needs of service.
- Enforce adopted codes and ordinances through plan review and inspections while providing excellent customer service.

Town Council Goal 7 - Maintain Quality Workforce

- Maintain high level of customer service.
- Retain a quality workforce.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Total permits issued	4,734	4,093	4,000
Single Family permits issued	976	753	700
Certificates of Occupancy issued	190	100	100

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Ensure house permits are reviewed within ten (10) business days	95%	100%	100%
Ensure that all inspections are completed on a daily basis (no roll overs)	100%	100%	100%
Provide training opportunities for staff to ensure they are prepared to take certification exams and become a 100% certified department by 2021	80%	85%	90%

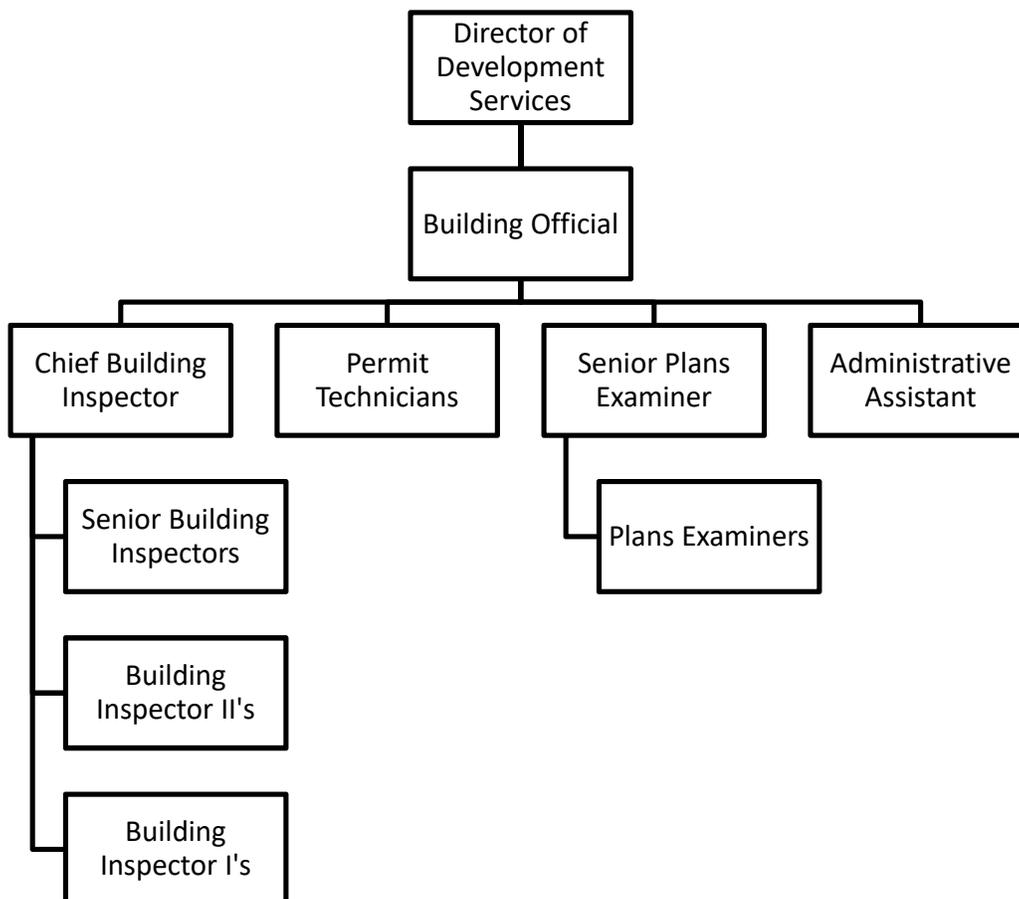
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 1,112,185	\$ 1,343,113	\$ 1,363,341
Operations	366,369	405,314	675,687
Capital	22,157	-	-
Transfers	29,053	31,757	31,026
TOTAL	\$ 1,529,764	\$ 1,780,184	\$ 2,070,054

TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Building Inspections

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2017-2018	2018-2019	2019-2020
Administrative Assistant	1.0	1.0	1.0
Building Inspector I's	2.0	2.0	2.0
Building Inspector II's	3.0	3.0	3.0
Building Official	1.0	1.0	1.0
Chief Building Inspector	1.0	1.0	1.0
Permit Technicians	2.0	3.0	3.0
Senior Plans Examiner	1.0	1.0	1.0
Plans Examiners	2.0	2.0	2.0
Senior Building Inspectors	2.0	2.0	2.0
TOTAL	15.0	16.0	16.0



TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Code Compliance

PROGRAM DESCRIPTION

Code Compliance is a division of the Department of Development Services and provides services to maintain and promote the health, safety, welfare, and property values in Prosper. Staff strives to achieve voluntary compliance of the various land use and nuisance codes through consistent education with all stakeholders.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain Safety & Security

- Uniformly enforce codes.
- Work with Supervisor to update SOP's regarding best code enforcement practices and environmental health related practices.
- Thoroughly understand the 2015 Property Maintenance Code and implement as necessary.
- Inspect all multi-family rental properties.
- Inspect all public and semi-public swimming pools, spas, splash pads, and other recreational bodies of water.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Courtesy notices sent to property owners	870	953	555

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Inspect all food establishments twice per year	100%	80%	100%
Respond to and investigate complaints within same day or within 24 hours	100%	95%	100%
Proactively notify all property owners along major and minor thoroughfares seeking compliance of the high grass and weeds ordinance	100%	100%	100%
Complete the removal of dilapidated mobile homes on FM 1385	50%	70%	100%

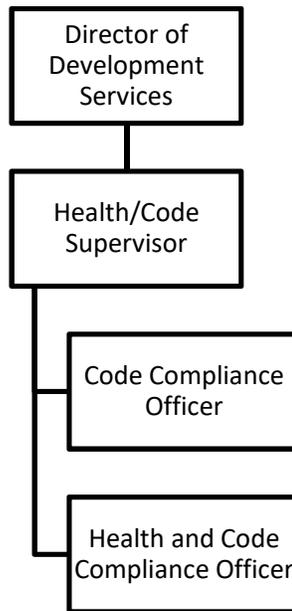
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 103,107	\$ 164,880	\$ 227,742
Operations	129,476	142,308	155,004
Capital	20,820	-	23,616
Transfers	408	8,619	6,077
TOTAL	\$ 253,811	\$ 315,807	\$ 412,439

TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Code Compliance

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Code Compliance Officer	1.0	1.0	1.0
Health and Code Compliance Officer	0.0	0.0	1.0
Health/Code Supervisor	1.0	1.0	1.0
TOTAL	2.0	2.0	3.0



TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Planning

PROGRAM DESCRIPTION

Planning is a division of the Department of Development Services and provides professional expertise in the areas of planning, zoning, land use and strategic decision-making to elected and appointed officials, Town management, citizens, and developers to ensure the future quality of life in the Town of Prosper.

Primary responsibilities of the Planning staff include implementing the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance to achieve the desired objectives of the Town. The division responds to development-related requests, facilitates the development application process and is responsible for developing reports and recommendations to the Town Council, the Planning and Zoning Commission, and the Board of Adjustment. These requests include applications for Zoning changes, Subdivision Plats, Site Plans and Variances.

GOALS AND OBJECTIVES

- Town Council Goal 1 - Ensure Quality Development
Town Council Goal 5 - Maintain Community Character
- Ensure new development is consistent with the Comprehensive Plan.
 - Administer the Zoning and Subdivision Ordinances.
 - Maintain excellent customer services.
 - Implement recommendations of phase 1 Downtown Plan Assessment.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Development and Zoning Cases	150	175	175

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Conduct administrative update to the Comprehensive Plan, including base maps, demographics, and statistics	-	50%	100%
Revise the non-residential standards of the Zoning Ordinance	25%	75%	100%
Revise the downtown non-residential standards of the Zoning Ordinance	-	75%	100%
Place Development submittals on Planning and Zoning Commission agenda within 30 days of receipt of application	100%	100%	100%

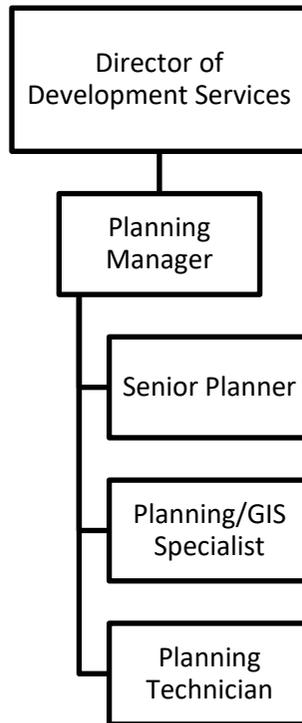
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 451,756	\$ 559,379	\$ 543,772
Operations	157,085	228,893	184,566
Transfers	1,328	1,328	1,005
TOTAL	\$ 610,169	\$ 789,600	\$ 729,343

TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Planning

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Director of Development Services	1.0	1.0	1.0
Planning/GIS Specialist	1.0	1.0	1.0
Planning Manager	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0
TOTAL	5.0	5.0	5.0



TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Streets

PROGRAM DESCRIPTION

The Streets Division is responsible for the repair and maintenance of streets, sidewalks, alleys, and signage. The Division rebuilds asphalt streets, makes minor street and alley repairs, builds and repairs sections of sidewalk and curbs, sweeps streets, and sands driving surfaces during icy weather. The Streets Division also provides the electrical expenditures associated with providing street lights within Town limits.

GOALS AND OBJECTIVES

- Town Council Goal 1 - Ensure Quality Development
 Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads, and Infrastructure
 • Right-of-Way inspections and final walk thrus help ensure Town standards are met.
 Town Council Goal 7 - Maintain Quality Workforce
 • Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Number of Work Orders	302	432	625

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Repair street signs and regulatory signage within four hours of initial contact	85%	90%	90%
Respond to icy road conditions within two hours	100%	100%	100%

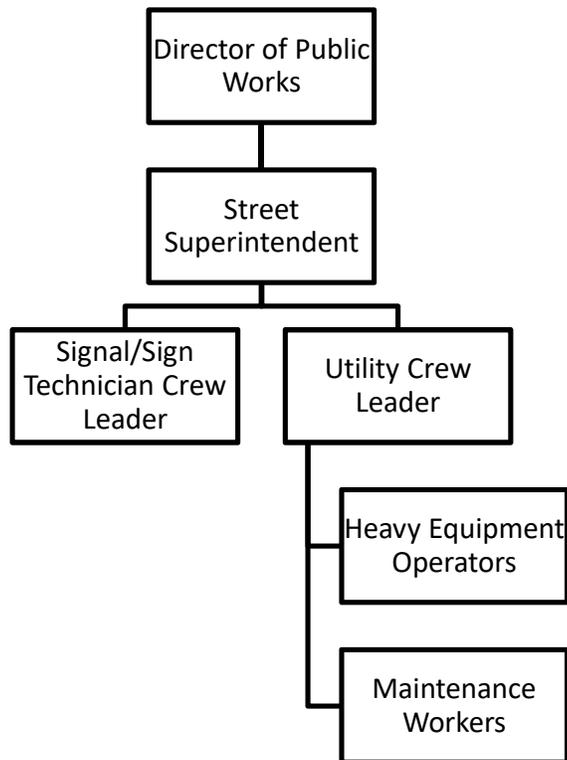
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 337,261	\$ 417,726	\$ 548,440
Operations	1,161,695	1,479,147	1,983,332
Capital	479,954	261,326	29,100
Transfers	2,165,949	1,810,813	68,244
TOTAL	\$ 4,144,859	\$ 3,969,012	\$ 2,629,116

TOWN OF PROSPER

DEPARTMENT:
Public Works

DIVISION:
Streets

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Crew Leader	0.0	0.0	1.0
Heavy Equipment Operator	1.0	1.0	2.0
Maintenance Workers	2.0	2.0	2.0
Signal/Sign Technician Crew Leader	0.0	1.0	1.0
Street Superintendent	1.0	1.0	1.0
Utility Crew Leader	1.0	1.0	1.0
TOTAL	5.0	6.0	8.0





TOWN OF PROSPER

DEPARTMENT:
Public Works

DIVISION:
Facilities Management

PROGRAM DESCRIPTION

The Facilities Management Division was established in Fiscal Year 2017-2018 to consolidate all facility maintenance functions into one central budget. In order to adequately maintain the Town Hall facility and related mechanical systems, the Town has contracted with a facilities management company to oversee the following: custodial services, pest control services, coffee and vending services, deep floor cleaning and polishing, power washing of balconies and parking lots, window washing, HVAC maintenance, generator maintenance, elevator maintenance, fire extinguisher inspection/maintenance, fire suppression system maintenance, and annual roof inspection services. There are currently no personnel allocated to this division.

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ -	\$ -	-
Operations	61,221	261,500	334,780
Transfers			
TOTAL	\$ 61,221	\$ 261,500	\$ 334,780

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Administration

PROGRAM DESCRIPTION

The Park Administration Division oversees and administers all of the Parks and Recreation departmental activities. The division is also responsible for marketing of the department, programs, activities and special events. They also manage the planning and construction of parks and trails. The division reviews the landscape, irrigation and tree preservation plans to ensure compliance with Town ordinances.

GOALS AND OBJECTIVES

Town Council Goal 4 - Maximize Recreation and Leisure Opportunities

- Provide long range planning as well as implementation of the Parks and Recreation Master Plan to meet the parks, trails, and facility needs of the Towns residents.
- Provide park design and construction of parks that meets the needs of the community as well as enhances the value of the property surrounding the park.

Town Council Goal 5 - Maintain Community Character

- Enhance the visual appeal of the Town by implementing the Town's design standards for medians. Prosper will manage the median improvements on US 380.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Provide adequate park land to meet Towns existing and future needs (Master Plan LOS 11.25-20.5 acres per 1000 population)	18	18	18
Review of private development Landscape Plans and Tree Preservation plans	137	105	110

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Total acres of park land within the Town both developed and undeveloped	433	441	448
Total miles of Town owned trails	28	30	33

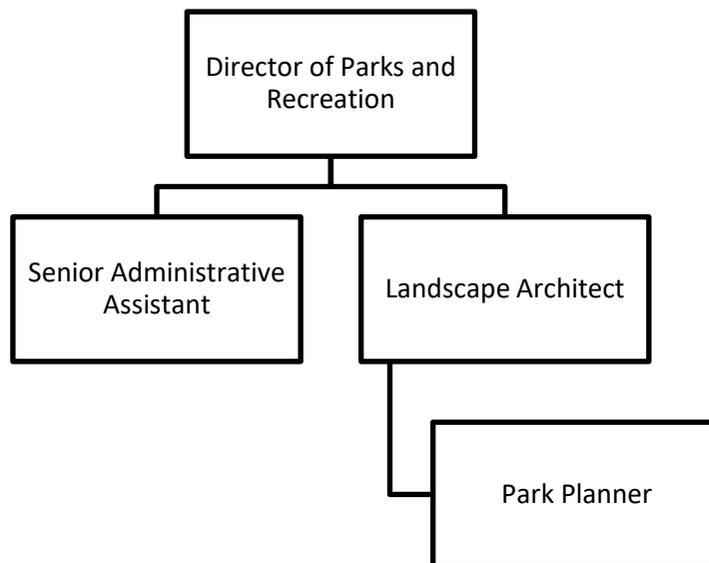
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 412,629	\$ 318,479	\$ 449,287
Operations	203,195	403,299	295,770
Capital	138,023	-	186,727
Transfers	349,738	160,173	657
TOTAL	\$ 1,103,585	\$ 881,951	\$ 932,441

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Administration

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Director of Parks and Recreation	1.0	1.0	1.0
Landscape Architect	1.0	1.0	1.0
Park Planner	1.0	1.0	1.0
Senior Administrative Assistant	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0



TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Operations

PROGRAM DESCRIPTION

The Park Operations Division manages the maintenance of the Town's parks, medians, trails, and open spaces. The Division also prepares sports fields for practices, games, tournaments and assists with special events.

GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain Safety & Security

- Install a new lightning detection system at sports parks.

Town Council Goal 5 - Maintain Community Character

- Install new shade sails at Windmill Park

Town Council Goal 7 - Maintain Quality Workforce

- The addition of the Irrigation Technician position will allow the Irrigation Specialist additional time to program irrigation, as well help the crew work more efficiently.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Provide game and practice facilities to meet the local sports league needs	6,314	7,500	8,600
Acres of park land maintained	205	217	224

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Maintain playgrounds that meet the latest ASTM and CPSC guidelines	84%	90%	90%
Work with outside groups who perform service projects to minimize staff time or provide additional items (Goal: 2 projects per year)	2	2	3

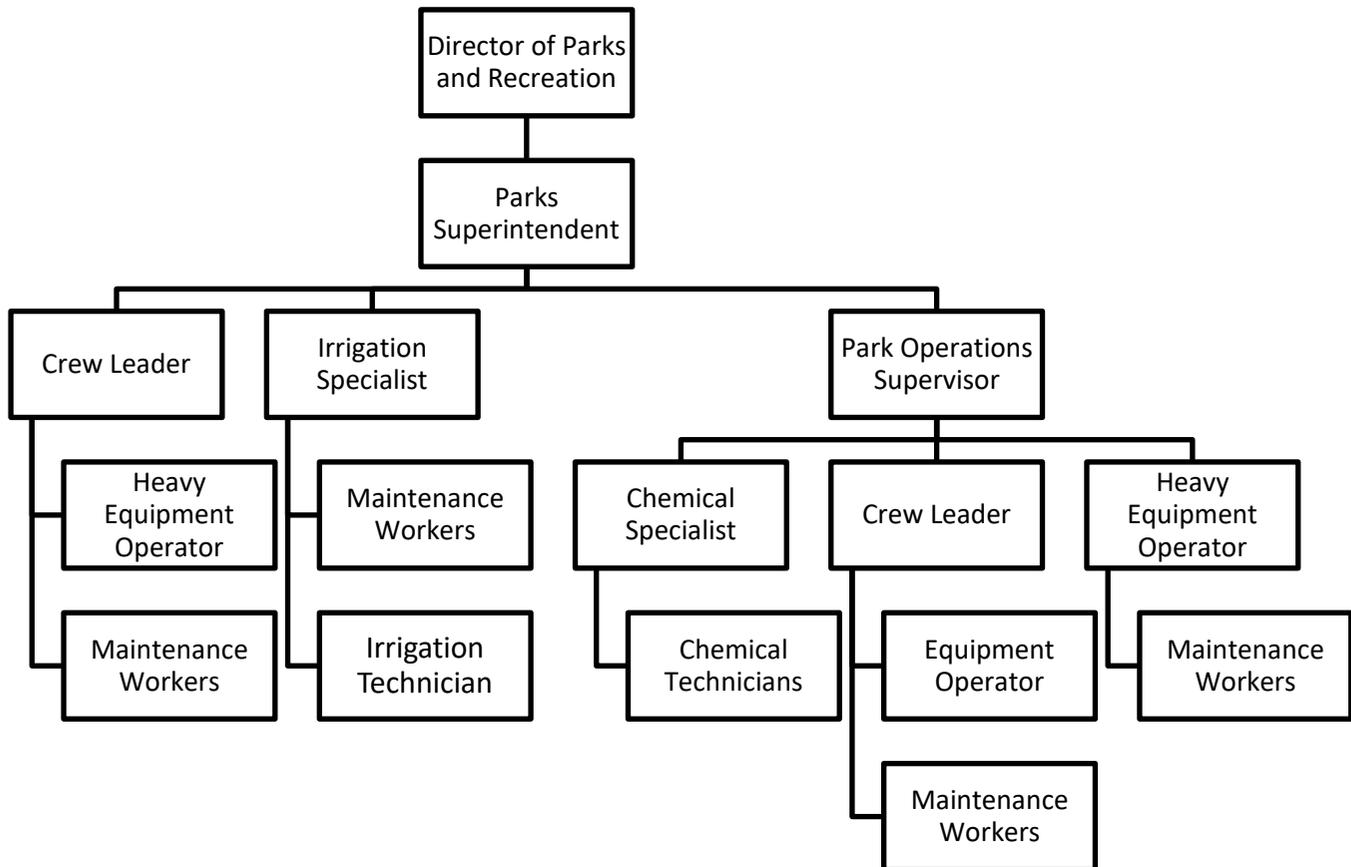
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 1,055,796	\$ 1,331,557	\$ 1,432,868
Operations	943,503	1,008,135	1,075,666
Capital	259,321	105,516	142,689
Transfers	77,653	73,415	230,113
TOTAL	\$ 2,336,273	\$ 2,518,623	\$ 2,881,336

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Operations

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2017-2018	2018-2019	2019-2020
Chemical Specialist	0.0	1.0	1.0
Chemical Technicians	2.0	2.0	2.0
Crew Leaders	2.0	2.0	2.0
Equipment Operator	0.0	1.0	1.0
Heavy Equipment Operators	2.0	2.0	2.0
Irrigation Specialist	1.0	1.0	1.0
Irrigation Technician	0.0	0.0	1.0
Maintenance Workers	8.0	9.0	9.0
Parks Superintendent	1.0	1.0	1.0
Parks Operations Supervisor	1.0	1.0	1.0
TOTAL	17.0	20.0	21.0



TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Recreation

PROGRAM DESCRIPTION

The Park Recreation Division provides programs, activities, and special events that meet the needs of the residents. They also manage field and pavilion rentals, and assist sports groups in scheduling.

GOALS AND OBJECTIVES

Town Council Goal 4 - Maximize Recreation and Leisure Opportunities

- Increase participation in programs and recreation opportunities.
- Offer indoor programming at the community room in Town Hall and the 407 Rec Center.
- Offer well attended community events, with new and original activities to increase participation.
- Enhance health and wellness of our community.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Recreation income	\$ 87,341	\$ 87,000	\$ 96,000
Number of classes and programs offered throughout the year	89	95	110
Attendance of annual Town events (Cedarbrook partnered events not included)	6,900	7,450	7,000
Annual Pavilion rentals*	68	86	90

**Due to construction and an increase in youth sports registration, the pavilion was not rented on Saturdays during the Spring of 2018.*

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Percent of classes/programs that meet attendance requirement	98%	90%	94%

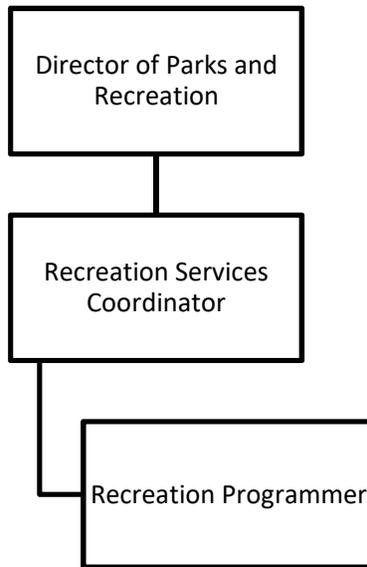
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 52,068	\$ 129,456	\$ 141,535
Operations	95,264	94,733	135,705
Transfers	-	-	-
TOTAL	\$ 147,332	\$ 224,189	\$ 277,240

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Recreation Programmer	0.0	1.0	1.0
Recreation Services Coordinator	1.0	1.0	1.0
TOTAL	1.0	2.0	2.0

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Recreation



TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Library

PROGRAM DESCRIPTION

The Prosper Community Library is a primary resource for the Prosper area, and all citizens shall benefit from the highest-quality resources for learning and enjoyment. Visitors of the library will find a well-maintained library which will be welcoming and encouraging. They will experience a vital and customer friendly environment that features a diverse and comprehensive collection. Along-side the books, visitors will find movies, audiobooks, and technology available in the latest formats. Bright lighting, comfortable seating, and organized shelves will make browsing easy and tempting. The library will be a friendly place, one to meet friends, make friends, and participate in cultural activities.

GOALS AND OBJECTIVES

Town Council Goal 4 - Maximize recreation and leisure opportunities

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Library visits	N/A	16,000	30,000
Items circulated	58,147	65,000	75,000
Program attendance	6,401	7,500	7,500
Library card holders	5,343	5,500	6,000

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Library Card holders as a % of population	24%	21%	21%
Circulation per capita	2.57	4.17	4.50
Library visits per capita	N/A	0.62*	1.05

*2018-2019 4 months of library visits captured

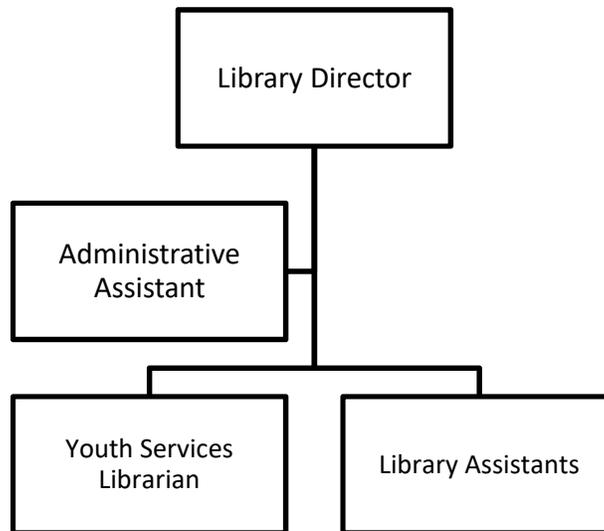
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 220,486	\$ 390,059	\$ 451,485
Operations	93,904	105,992	81,842
Transfers	660	660	6,794
TOTAL	\$ 315,050	\$ 496,711	\$ 540,121

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Library

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	0.0	0.25	0.25
Library Assistants	5.00	4.75	4.75
Library Director	1.0	1.0	1.0
Youth Services Librarian	0.5	0.5	0.5
TOTAL	6.5	6.5	6.5



TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Engineering

PROGRAM DESCRIPTION

The Town of Prosper Engineering Services Department provides full project management services for the planning, design, and construction of all Town-funded projects and provides review services for all privately-funded projects.

GOALS AND OBJECTIVES

Town Council Goal 1 - Ensure Quality Development

- Assist development community with overseeing the design and construction of land development projects for compliance with ordinances, standard construction details, state and federal laws and sound engineering practices within the Town of Prosper.

Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure

- Construct a Water Distribution System, Wastewater Collection System, Drainage System and Transportation Infrastructure that meets the needs of the citizens and businesses of the Town of Prosper, making sure that these systems are adequate for future growth, and reflect the high quality expectations of the Mayor and Council.

Town Council Goal 8 - Maintain a Quality Workforce

- Provide exceptional Customer Service, exceeding the expectations of citizens, developers and other associates, both in Town and in nearby governmental agencies. The Engineering staff will exceed expectations by responding to citizens' and others' inquiries, promptly, accurately, consistently and professionally.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Review developments and subdivisions to construction	96	90	100

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Review all plans submitted within 10-day turnaround	-	95%	100%
Meet all benchmark schedules for design, land acquisition, utility relocation and construction	-	80%	100%

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 831,213	\$ 1,032,090	\$ 1,477,207
Operations	109,742	218,507	249,254
Capital	-	56,000	-
Transfers	42,989	1,690	8,332
TOTAL	\$ 983,944	\$ 1,308,287	\$ 1,734,793

TOWN OF PROSPER

DEPARTMENT:
Engineering

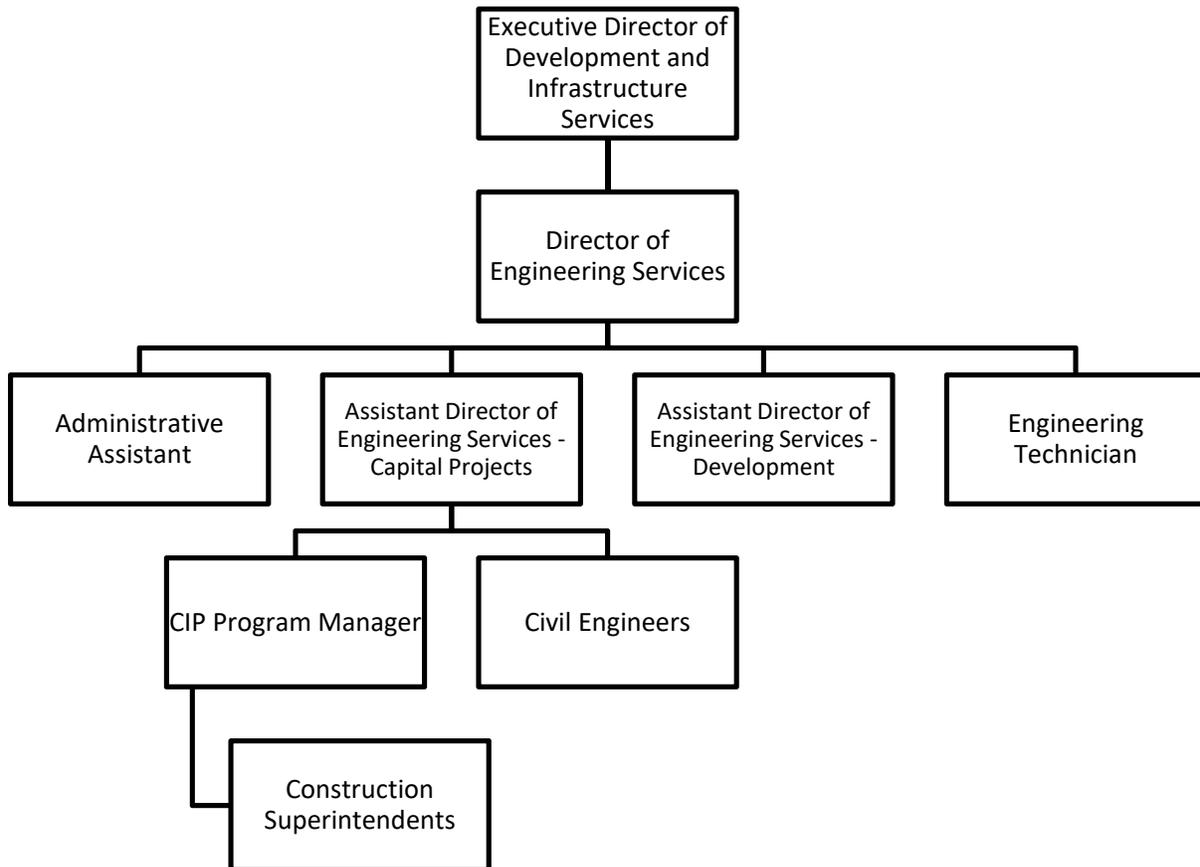
DIVISION:
Engineering

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	1.0	1.0	1.0
Assistant Director of Engineering Services - Capital Projects	0.0	1.0	1.0
Assistant Director of Engineering Services - Development	0.0	1.0	1.0
CIP Program Manager	0.0	1.0	1.0
CIP Project Manager	1.0	0.0	0.0
Civil Engineers	0.0	2.0	3.0
Construction Superintendent	0.0	2.0	2.0
Director of Engineering Services	0.0	1.0	1.0
Deputy Director of Engineering Services	1.0	0.0	0.0
Engineering Technician	0.0	0.0	1.0
Executive Director of Development and Community Services	1.0	0.0	0.0
Executive Director of Development and Infrastructure Services	0.0	1.0	1.0
Graduate Engineer	1.0	0.0	0.0
Senior Engineers	2.0	0.0	0.0
TOTAL	7.0	10.0	12.0

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Engineering





WATER AND SEWER FUND

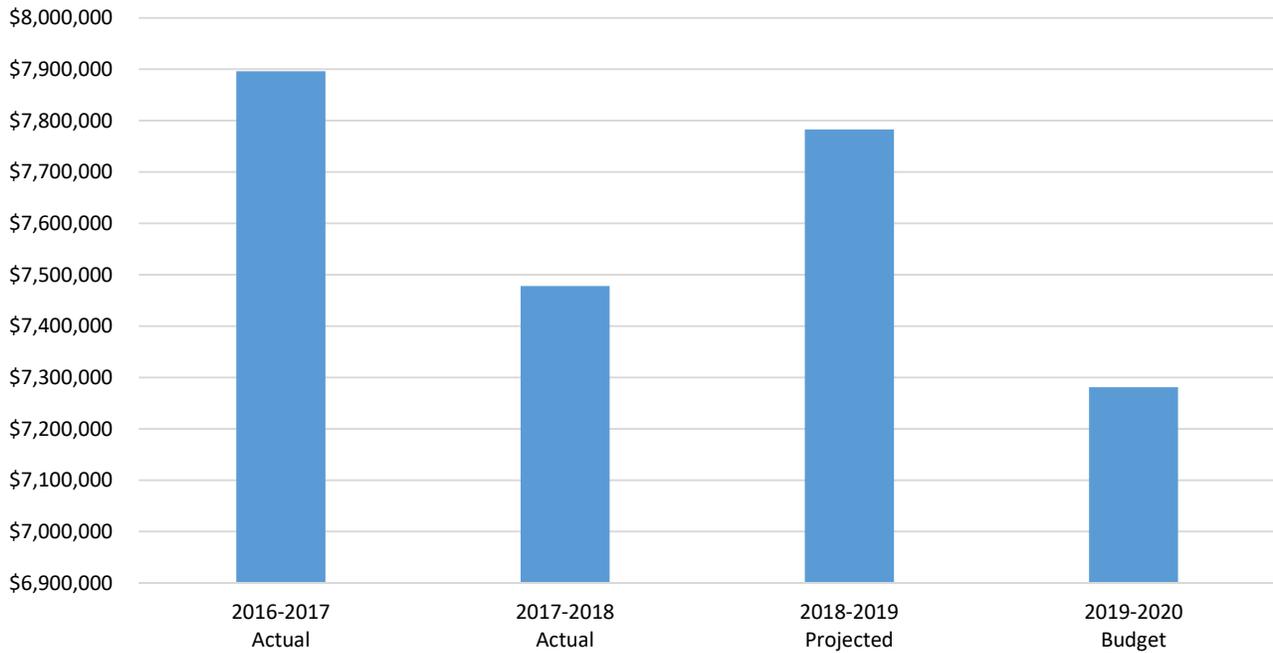


Water and Sewer Fund Description

The Water and Sewer Fund accounts for all costs in providing water and sewer services, as well as solid waste services to residential and commercial utility customers. The operations necessary to provide such services include Administration, Debt Services, Water Purchases, and the treatment of sewage. The operations of the Water and Sewer Fund are financed and operated in a manner similar to a private business enterprise where expenses (including depreciation) of providing services are recovered primarily through user charges.

An annual cash transfer from the Water and Sewer Fund to the General Fund is made for reimbursement of payment of administrative overhead costs incurred. Administrative services, such as operations management, financial management, purchasing, and payroll are included in this overhead charge.

Water and Sewer Fund Net Assets



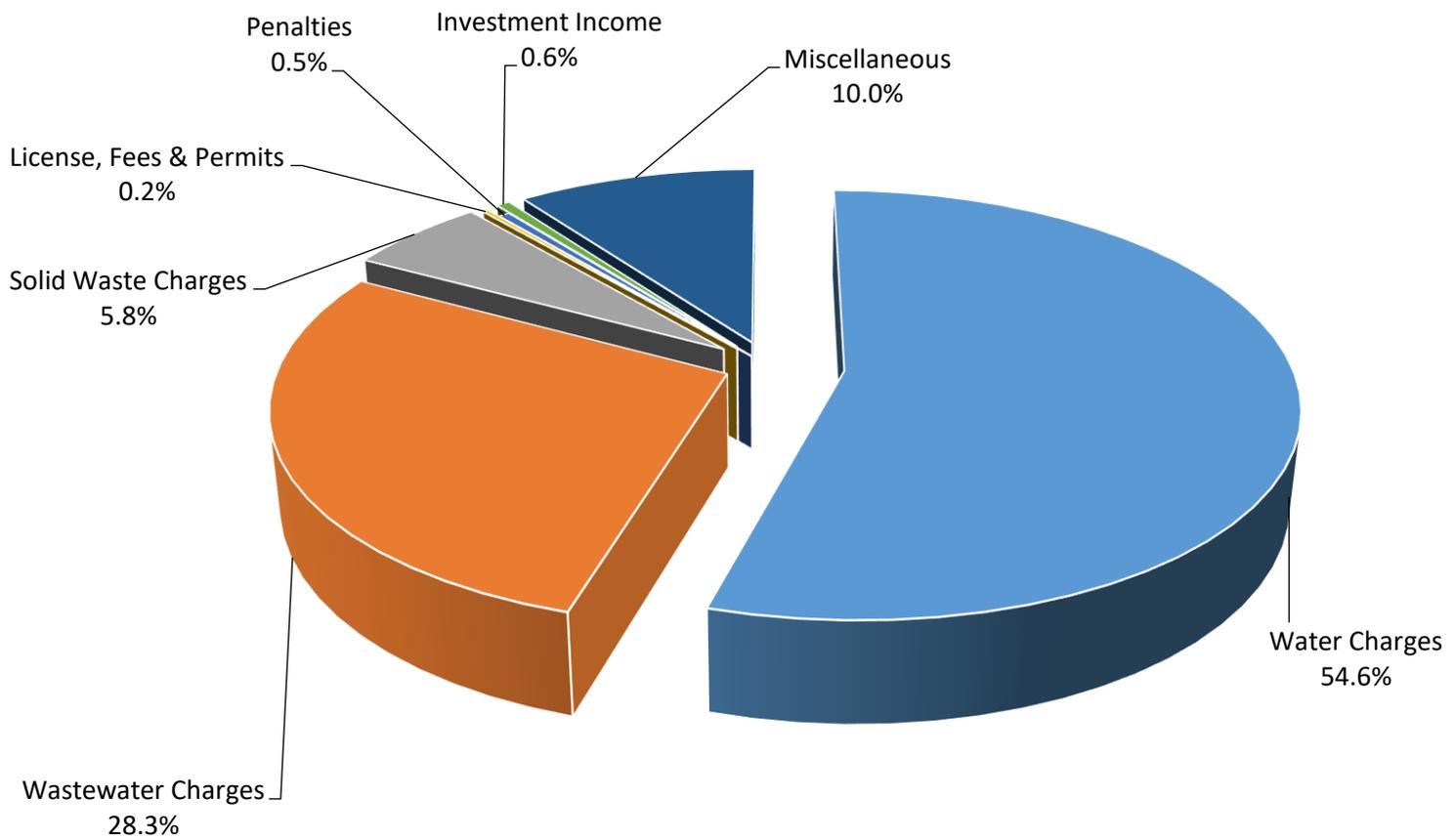
Fiscal Year	Days Over Minimum Reserve	Value of Each Day	%
2015-2016	256	\$ 35,586	70.97%
2016-2017	191	\$ 41,404	54.96%
2017-2018	145	\$ 51,491	42.46%
2018-2019	142	\$ 54,876	41.43%
2019-2020	105	\$ 69,323	32.78%

The Town shall strive to maintain a minimum ending working capital balance (current assets minus current liabilities) of at least twenty-five percent (25%) of budgeted non-capital expenditures for each of the proprietary funds. Net assets fluctuate based on user based charges and one-time capital needs, while maintaining a minimum working capital.

Water and Sewer Fund Revenues

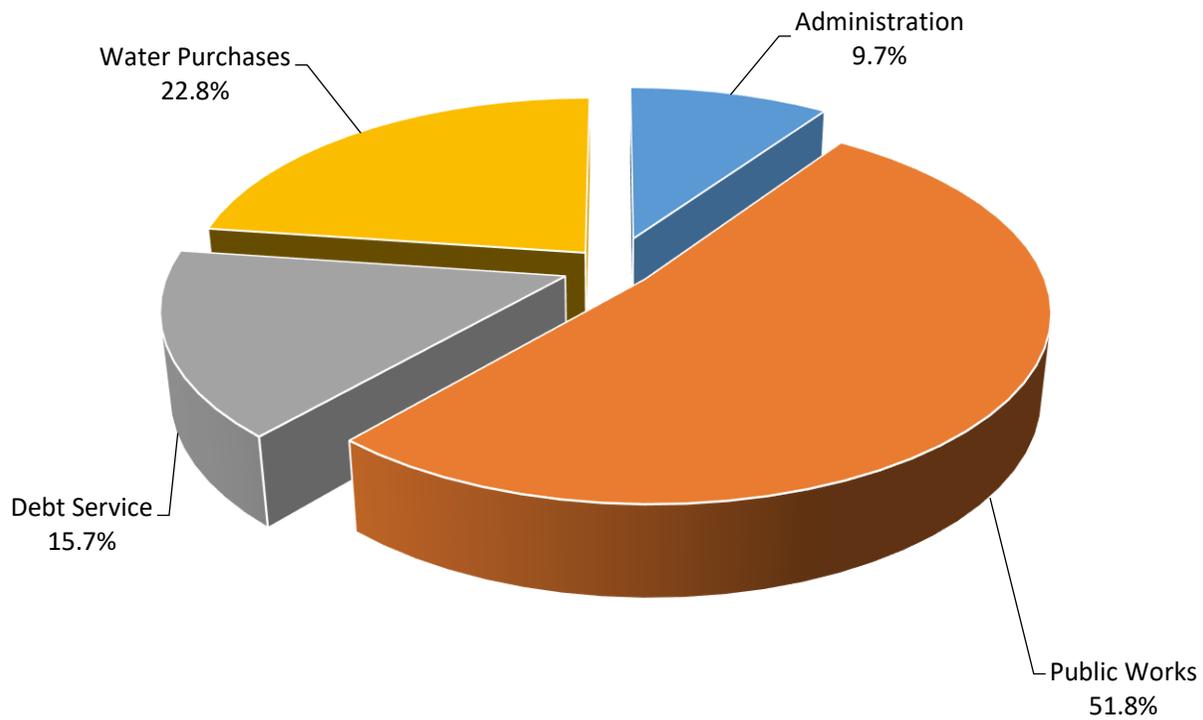
By Source

Revenue Category	FY 2020 Adopted	% of Total
Water Charges	\$ 13,623,413	54.6%
Wastewater Charges	7,051,798	28.3%
Solid Waste Charges	1,460,230	5.8%
License, Fees & Permits	54,258	0.2%
Penalties	113,875	0.5%
Investment Income	142,025	0.6%
Miscellaneous	2,508,027	10.0%
Revenue Total	\$ 24,953,626	100.0%



**Water and Sewer Fund Appropriations
By Department**

<i>Department</i>	<i>FY 2020 Adopted</i>	<i>% of Total</i>
Administration	\$ 2,396,949	9.7%
Public Works	12,938,373	51.8%
Debt Service	3,930,237	15.7%
Water Purchases	5,690,642	22.8%
Expense Total	\$ 24,956,201	100.0%



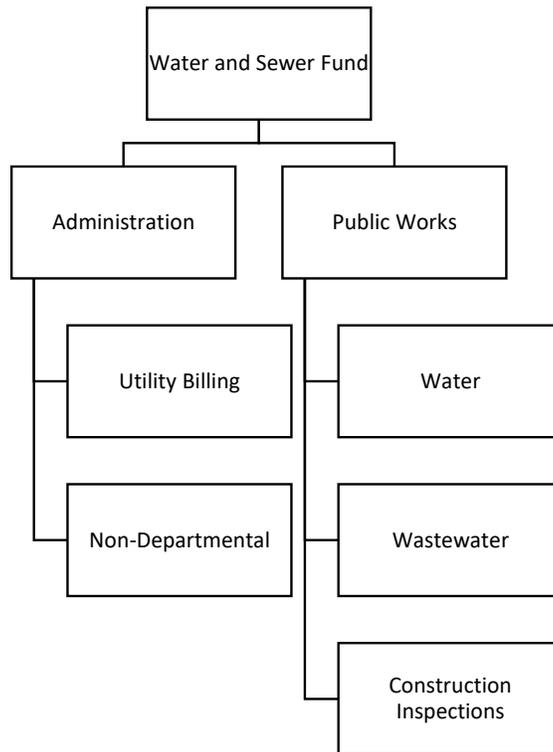
Water and Sewer Fund Summary

NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Water Charges for Services	11,775,105	11,780,047	11,388,445	13,623,413	15,231,978	16,805,638	18,634,340	20,454,804
	Sewer Charges for Services	5,505,993	6,271,457	6,609,891	7,051,798	7,908,792	8,653,613	9,515,312	10,378,919
	Sanitation Charges for Services	1,121,175	1,457,830	1,337,019	1,460,230	1,600,485	1,724,281	1,808,746	1,860,308
	License, Fees & Permits	130,013	42,052	152,010	54,258	55,810	57,410	59,057	60,754
	Water Penalties	1,675	1,850	1,675	1,675	1,800	2,000	2,125	2,250
	Utility Billing Penalties	124,885	99,225	130,950	112,200	112,200	112,200	112,200	112,200
	Investment Income	134,926	98,752	140,619	142,025	156,227	156,227	156,227	156,227
	Other	791,829	270,892	309,280	2,508,027	306,752	306,752	306,752	306,752
	TOTAL REVENUES	\$ 19,585,601	\$ 20,022,105	\$ 20,069,889	\$ 24,953,626	\$ 25,374,046	\$ 27,818,121	\$ 30,594,760	\$ 33,332,214
EXPENDITURES	Administration	3,342,239	2,264,795	2,110,985	2,396,949	3,541,380	2,583,352	2,712,520	2,848,146
	Debt Service	3,133,985	3,493,726	3,493,726	3,930,237	3,701,269	3,712,637	4,476,084	4,911,236
	Water Purchases	4,846,604	5,324,510	5,324,510	5,690,642	6,551,059	7,549,220	8,593,561	9,629,440
	Public Works	7,213,786	9,670,855	8,826,275	12,938,373	10,017,969	10,707,373	11,681,037	12,405,938
	TOTAL EXPENDITURES	\$ 18,536,615	\$ 20,753,886	\$ 19,755,496	\$ 24,956,201	\$ 23,811,678	\$ 24,552,582	\$ 27,463,202	\$ 29,794,760
	<i>Net Income (Loss)</i>	\$ 1,048,986	\$ (731,781)	\$ 314,393	\$ (2,575)	\$ 1,562,368	\$ 3,265,539	\$ 3,131,558	\$ 3,537,454
CHANGE IN NET ASSETS		\$ 1,048,986	\$ (731,781)	\$ 314,393	\$ (2,575)	\$ 1,562,368	\$ 3,265,539	\$ 3,131,558	\$ 3,537,454
BEGINNING NET ASSETS		\$ 6,820,830	\$ 7,869,816	\$ 7,869,816	\$ 8,184,209	\$ 8,181,634	\$ 9,744,002	\$ 13,009,540	\$ 16,141,098
Capital Replacement Maintenance Program-2%		\$ 391,712	\$ 400,442	\$ 401,398	\$ 900,470	\$ 1,407,951	\$ 1,964,314	\$ 2,576,209	\$ 3,242,853
ENDING NET ASSETS		\$ 7,478,104	\$ 6,737,593	\$ 7,782,811	\$ 7,281,164	\$ 8,336,051	\$ 11,045,227	\$ 13,564,889	\$ 16,435,699
1.25 times Debt Service Reserve Limit		2.39	1.93	2.23	1.85	2.25	2.98	3.03	3.35
AMOUNT OVER (UNDER) IN DAYS OPERATING COST		145	117	142	105	126	162	178	199



Water and Sewer Fund Overview



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Utility Billing

PROGRAM DESCRIPTION

Provide accurate monthly billing to Prosper residents and businesses for water, sewer, trash and recycling services. This department is also responsible for initiating, transferring, and terminating services, processing adjustment requests, account maintenance, processing of work orders and collection services.

GOALS AND OBJECTIVES

Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure

- Provide first rate utility billing.
- CSR will have all necessary information on hand to answer and meet our customers needs.

Town Council Goal 6 - Ensure Fiscal Stewardship

- Keep accurate records of all water, trash and sewer accounts billed for the Town of Prosper.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Create/process work orders (annually)	7,505	8,661	10,000
Average payments by auto draft (monthly)	-	1,997	2,500
Average payments by credit card draft (monthly)	-	481	800
Online payments (website) (annually)	16,356	20,315	25,000
Lockbox payments (monthly)	25,498	27,775	31,000
New connects (annually)	2,677	2,650	2,750
Disconnections for non-payment (annually)	434	497	450
Number of customers billed (monthly average)	8,075	8,979	10,500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Manually entered utility billing payments without errors	-	-	100%
Utility bills created before the 20th of each month	-	-	100%
Disconnections at beginning of month	-	-	100%

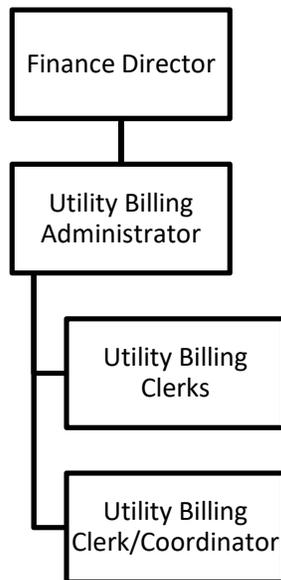
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Utility Billing

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 221,470	\$ 282,844	\$ 276,060
Operations	1,033,476	1,241,077	1,625,430
Transfers	45,124	46,482	44,932
TOTAL	\$ 1,300,070	\$ 1,570,403	\$ 1,946,422

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Utility Billing Administrator	1.0	1.0	1.0
Utility Billing Clerks	2.0	2.0	2.0
Utility Billing Clerk/Coordinator	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental budget supports the Town's property insurance, a franchise fee paid to the General Fund for cost of administrative services, and the debt service payments for the Water/Sewer fund.

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel/(Projected Fund Salary Savings)	\$ -	\$ (55,000)	\$ (36,777)
Operations	192,650	448,319	487,304
Capital	107,818	147,263	-
Transfers	1,649,200	-	-
Debt	3,133,985	3,493,726	3,930,237
TOTAL	\$ 5,083,653	\$ 4,034,308	\$ 4,380,764

TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Water

PROGRAM DESCRIPTION

The Water Division is responsible for the operation, repair, and maintenance of all water lines, meters, valves, and fire hydrants. The Division performs daily water sampling required by the State of Texas to maintain a superior water quality rating for the residents of Prosper. The Town of Prosper purchases treated water from the North Texas Municipal Water District (NTMWD). The water is stored in two ground storage tanks and two elevated storage tanks until it is pumped through pipes to customers. The Prosper Water Education program involves a combination of water use reduction strategies. Initiatives of the program include workshops and training opportunities for homeowners. Public Works Inspections includes inspections of all infrastructure for private development prior to acceptance and Certificate of Occupancy is issued.

GOALS AND OBJECTIVES

Town Council Goal 1 - Ensure Quality Development

Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads, and Infrastructure

- Public Works inspections ensure all tie-ins to Town water and wastewater systems meet Town standards.

Town Council Goal 7 - Maintain Quality Workforce

- Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Work order total	8,126	8,279	8,400
Right-of-way permits	1,206	1,359	1,500
Final acceptance certificates	37	26	26

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Provide Superior Water System from Texas Commission on Environmental Quality (TCEQ)	100%	100%	100%
Maintain TCEQ mandated water sampling and testing	100%	100%	100%
Reduce the total time to repair water leaks to less than five (5) hours and respond to water leaks within thirty (30) minutes of initial contact	96%	95%	95%
Maintain the total unaccounted water under 12%	10%	9%	11%

TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Water

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 1,377,819	\$ 1,733,495	\$ 1,726,036
Operations	6,011,739	6,486,585	7,169,134
Capital	206,725	122,985	81,736
Transfers	764,466	1,390,258	865,696
TOTAL	\$ 8,360,749	\$ 9,733,323	\$ 9,842,602

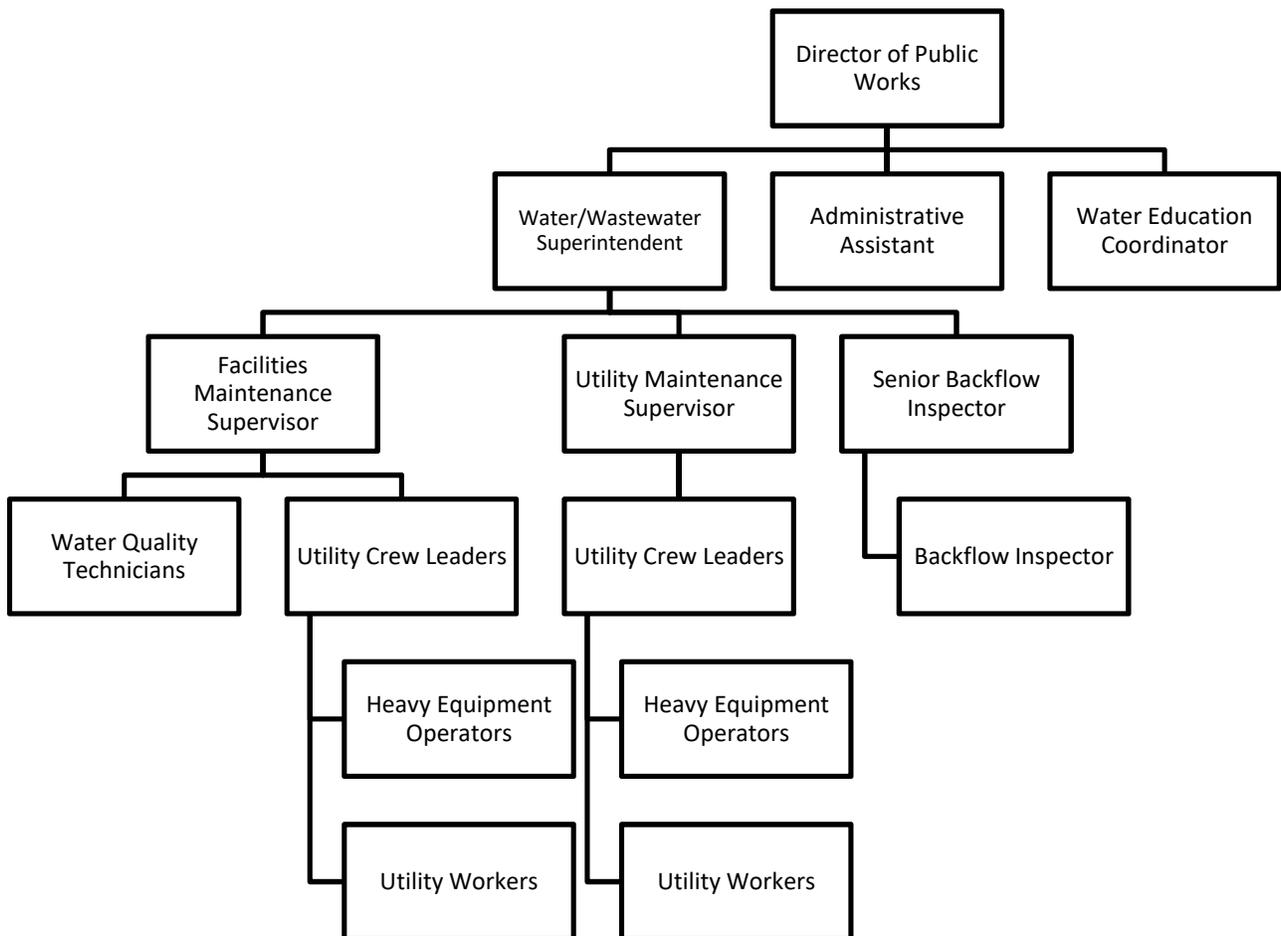
PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Administrative Assistant	1.0	1.0	1.0
Backflow Inspector	1.0	1.0	1.0
Construction Inspectors*	2.0	2.0	0.0
Director of Public Works	1.0	1.0	1.0
Facilities Maintenance Supervisor	1.0	1.0	1.0
Heavy Equipment Operator	1.0	2.0	3.0
Right-Of-Way Inspector*	1.0	1.0	0.0
Senior Backflow Inspector	0.0	0.0	1.0
Senior Construction Inspector*	1.0	1.0	0.0
Utility Crew Leaders	3.0	4.0	4.0
Utility Maintenance Supervisor	0.0	0.0	1.0
Utility Workers	6.0	7.0	8.0
Water and Wastewater Superintendent	1.0	1.0	1.0
Water Education Coordinator	1.0	1.0	1.0
Water Quality Technician	1.0	1.0	2.0
TOTAL	21.0	24.0	25.0

* Positions transferred to the Construction Inspections Division

TOWN OF PROSPER

DEPARTMENT:
Public Works

DIVISION:
Water



TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Wastewater

PROGRAM DESCRIPTION

The Wastewater Division is responsible for the collection of wastewater and its transmission to the wastewater treatment plants. This service includes the operation, maintenance, and repair of all wastewater lines, manholes, and lift stations connected to the system. The North Texas Municipal Water District (NTMWD) and Upper Trinity Regional Water District (UTRWD) operate the wastewater treatment plants. The Prosper Fats, Oils, and Grease (FOG) Program involves the inspection of grease traps and the education of residents and businesses connected to our wastewater collection system. Initiatives of the program include educational materials, one-on-one interaction, and best management practices for business owners. The Construction Inspection Division conducts inspections of all public infrastructure for private development and capital improvement projects for general conformance with Town standards.

GOALS AND OBJECTIVES

- Town Council Goal 1 - Ensure Quality Development
 Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads, and Infrastructure
- Right-of-Way inspections and final walk thrus help ensure Town standards are met.
- Town Council Goal 7 - Maintain Quality Workforce
- Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Public works inspections	1,739	2,097	2,200
Miles of wastewater lines inspected by camera	137,510	83,202	85,000
Work Orders	529	1,180	800
Fats, Oils, and Grease (FOG) Inspections	232	393	500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Minimize reportable wastewater over flows to Texas Commission on Environmental Quality (TCEQ)	100%	100%	100%

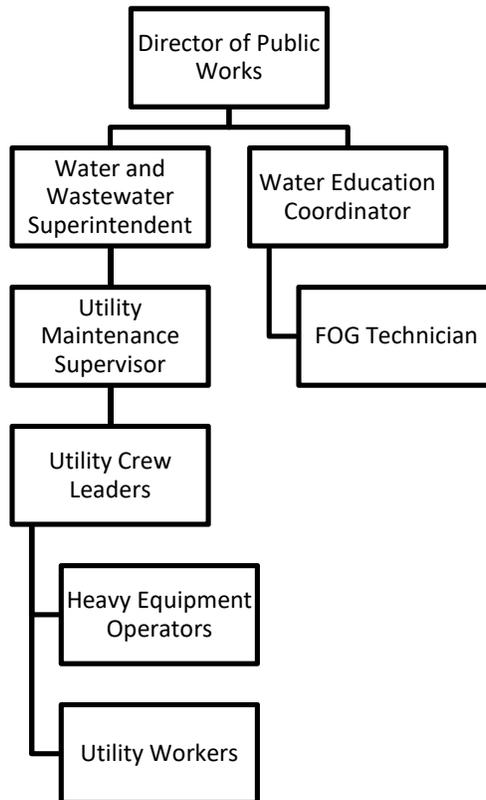
EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ 503,563	\$ 699,345	\$ 872,734
Operations	2,603,899	3,303,033	3,896,237
Capital	374,965	173,768	303,000
Transfers	217,214	241,316	294,516
TOTAL	\$ 3,699,641	\$ 4,417,462	\$ 5,366,487

TOWN OF PROSPER

DEPARTMENT:
Public Works

DIVISION:
Wastewater

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
FOG Technician	0.0	1.0	1.0
Heavy Equipment Operators	1.0	2.0	3.0
Utility Crew Leaders	4.0	4.0	4.0
Utility Maintenance Supervisor	1.0	1.0	1.0
Utility Workers	3.0	4.0	5.0
TOTAL	9.0	12.0	14.0



TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Construction Inspections

PROGRAM DESCRIPTION

The Construction Inspection Division conducts inspections of all public infrastructure for private development and capital improvement projects for general conformance with Town standards. The division also oversees right-of-way permitting and right-of-way inspections of private franchise utility construction.

GOALS AND OBJECTIVES

Goal 1 - Ensure Quality Development

- Assist development community with overseeing the construction of land development projects for compliance with ordinances, standard construction details, state and federal laws and sound engineering practices within the Town of Prosper.
- Construction inspection walk thru's help ensure Town standards are met on an orderly manner.

Goal 3 - Provide Efficient and Effective Utilities, Roads, and Infrastructure

- Manage construction of Town's Capital Improvement Program to ensure project completed on budget and on schedule.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Conduct and document daily inspections of all private and Town infrastructure improvements (3x10x5x52)	-	-	7,800
Conduct and document daily inspections of all CIP and Town infrastructure improvements (2x5x5x52)	-	-	2,600
Inquiries from citizens, government agencies, and other general inquiries	-	-	260

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Respond to contractors request for information within 3 working days	-	-	100%
Process monthly pay applications within 5 days of satisfactory submittal	-	-	100%
Submit daily reports on all Town CIP projects	-	-	100%
Conduct private development inspections within 24 hours of request	-	-	100%

TOWN OF PROSPER

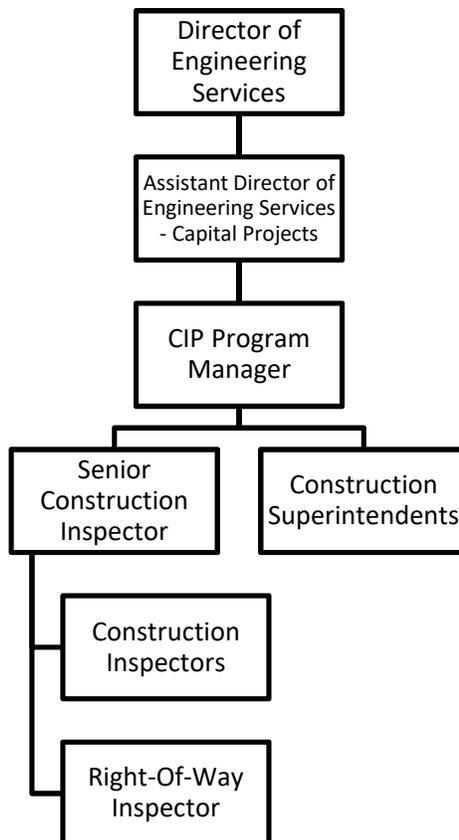
DEPARTMENT:
Public Works

DIVISION:
Construction Inspections

EXPENDITURE SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Personnel	\$ -	\$ -	\$ 318,631
Operations	-	-	50,020
Capital	-	-	3,051,275
Transfers	-	-	-
TOTAL	\$ -	\$ -	\$ 3,419,926

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Construction Inspectors*	0.0	0.0	2.0
Right-Of-Way Inspector*	0.0	0.0	1.0
Senior Construction Inspector*	0.0	0.0	1.0
TOTAL	0.0	0.0	4.0

*Positions previously included in Public Works Water Division







DEBT SERVICE FUND



Debt Service Fund Description

The Debt Service Fund accounts for the accumulation of resources and the payment of general long-term debt principal and interest. General Obligation Bonds and Certificates of Obligation are issued to finance major improvements for the construction of streets, parks, libraries, recreation centers, fire stations, police stations, and other general governmental improvements. Property taxes are the principal source of revenue in the Debt Service Fund. The tax rate allocation for the Debt Service Fund is \$0.1525, which is 29.30% of the 2019 tax rate (\$0.52). The purpose of this fund is to retire outstanding general obligation bonds and pay interest on the indebtedness.

Debt Service Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Property Tax	5,090,222	5,958,720	5,996,350	6,855,713	7,530,363	8,130,443	8,625,844	9,070,704
	Investment Income	60,297	40,000	79,896	45,000	45,000	45,000	45,000	45,000
	Bond Proceeds	-	-	-	-	-	-	-	-
	TOTAL REVENUES	\$ 5,150,519	\$ 5,998,720	\$ 6,076,246	\$ 6,900,713	\$ 7,575,363	\$ 8,175,443	\$ 8,670,844	\$ 9,115,704
EXPENDITURES	Principal	2,554,100	3,340,450	3,340,450	3,819,354	4,420,377	4,486,423	5,104,006	5,905,722
	Interest	2,155,806	2,839,989	2,839,989	3,183,386	3,124,924	3,647,870	3,674,996	3,617,781
	TOTAL EXPENDITURES	\$ 4,709,906	\$ 6,180,439	\$ 6,180,439	\$ 7,002,740	\$ 7,545,301	\$ 8,134,293	\$ 8,779,002	\$ 9,523,503
	<i>Period Excess / (Deficit)</i>	<i>\$ 440,613</i>	<i>\$ (181,719)</i>	<i>\$ (104,193)</i>	<i>\$ (102,027)</i>	<i>\$ 30,062</i>	<i>\$ 41,150</i>	<i>\$ (108,158)</i>	<i>\$ (407,799)</i>
OTHER FINANCING	Administrative Fees	29,630	18,000	18,930	20,000	20,200	20,400	20,600	20,800
	Transfers Out for Debt Service	-	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ 29,630	\$ 18,000	\$ 18,930	\$ 20,000	\$ 20,200	\$ 20,400	\$ 20,600	\$ 20,800
NET CHANGE IN FUND BALANCE		\$ 410,983	\$ (199,719)	\$ (123,123)	\$ (122,027)	\$ 9,862	\$ 20,750	\$ (128,758)	\$ (428,599)
BEGINNING FUND BALANCE		\$ 2,147,247	\$ 2,558,230	\$ 2,558,230	\$ 2,435,107	\$ 2,313,080	\$ 2,322,942	\$ 2,343,692	\$ 2,214,934
ENDING FUND BALANCE		\$ 2,558,230	\$ 2,358,511	\$ 2,435,107	\$ 2,313,080	\$ 2,322,942	\$ 2,343,692	\$ 2,214,934	\$ 1,786,335

Projection of Debt Margin Based on Town Policy

	Tax Supported Debt Service Fiscal Year 2019-2020					
	<i>Actual</i> Position as of FYE 9.30.2019	<i>Projected</i> Position as of FYE 9.30.2020	<i>Projected</i> Position as of FYE 9.30.2021	<i>Projected</i> Position as of FYE 9.30.2022	<i>Projected</i> Position as of FYE 9.30.2023	<i>Projected</i> Position as of FYE 9.30.2024
1. Market Value of taxable property	\$ 3,672,644,937 <i>(certified)</i>	\$ 4,209,067,499 <i>(certified)</i>	\$ 4,585,297,204 <i>(projected)</i>	\$ 4,952,120,980 <i>(projected)</i>	\$ 5,249,248,239 <i>(projected)</i>	\$ 5,564,203,133 <i>(projected)</i>
2. Town's Target (6% limit)	\$ 220,358,696	\$ 252,544,050	\$ 275,117,832	\$ 297,127,259	\$ 314,954,894	\$ 333,852,188
Unreserved Debt Capacity	\$ 220,358,696	\$ 252,544,050	\$ 275,117,832	\$ 297,127,259	\$ 314,954,894	\$ 333,852,188
3. Outstanding Debt	\$ 84,942,577	\$ 81,745,777	\$ 77,366,577	\$ 72,871,277	\$ 68,082,077	\$ 62,316,377
4. Proposed Issues	-	13,840,000	7,010,000	8,000,000	6,200,000	475,000
5. Balance of Proposed Issues	-	-	12,890,000	19,035,000	25,750,000	30,315,000
Total Debt Subject to Limit	\$ 84,942,577	\$ 95,585,777	\$ 97,266,577	\$ 99,906,277	\$ 100,032,077	\$ 93,106,377
6. Available Unreserved Debt Capacity (\$)	\$ 135,416,119	\$ 156,958,273	\$ 177,851,255	\$ 197,220,982	\$ 214,922,817	\$ 240,745,811
7. Available Unreserved Debt Capacity (%)	61.45%	62.15%	64.65%	66.38%	68.24%	72.11%
8. I&S Tax Rate	0.1525	0.1525	0.1523	0.1521	0.1550	0.1602
9. Town's target of 35% or less of Total Tax Rate-\$0.52	29.30%	29.30%	29.30%	29.20%	29.80%	30.80%

Notes:

- Total Assessed valuation plus utility valuation growth assumption is 10% in FY 2021, 8% in FY 2022, 6% in FY 2023, and 5% in FY 2024 + per year.
- Town debt policy limits total principal amount of GO bonds together with the principle amount of all other outstanding tax indebtedness will be targeted to not exceed six percent (6%) of the total assessed valuation of the Town's tax rolls.
- Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
- Debt issues subject to limit proposed are part of the Capital Improvements Plan and are anticipated to be issued during the referenced fiscal year. Sizing includes estimated cost of issuance.
- Debt balance on issues in Capital Improvements Plan.
- Debt capacity available after deducting the reserved capacity.
- Percentage of debt capacity available after deducting the reserved capacity.
- Town's FY 2020 I&S tax rate and projected I&S rates are calculated based on 99% collections.
- Percentage of overall \$0.52 total tax rate.

BOND RATINGS

The Town has utilized two different rating agencies over the years - Moody's Investor Services and Standard and Poors. Moody has assigned the Town's outstanding general obligation limited tax debt outlook as stable at Aa1 to the Town's \$4.090 million General Obligation Bonds, Series 2019 and the \$17.230 million Combination Tax and Surplus Revenue Certificates of Obligation, Series 2019. Standard and Poor's Global Ratings ("S&P") also assigned its rating of AA+ to both the Town of Prosper's General Obligation (GO) debt and the Town's 2019 Combination Tax and Surplus Revenue Certificates of Obligation. The Aa1 and AA+ ratings are the second highest ratings of each agency and reflect the Town's very strong economy and rapidly expanding moderately sized tax base due to significant ongoing development while maintaining through conservative budgeting and formal policies which will attract investors. The chart below reflects ratings since October 2011.

Rating Entity	Prior Rating	Prior Rating Period	Current Rating
Standard & Poor's	AA+	June 2018	AA+
Moody's	Aa1	June 2018	Aa1
Standard & Poor's	AA+	June 2017	AA+
Moody's	Aa1	June 2017	Aa1
Standard & Poor's	AA	June 2016	AA+
Moody's	Aa2	June 2016	Aa1
Standard & Poor's	AA	February 2014	AA+
Moody's	Aa2	February 2014	Aa1
Moody's	Aa3	June 2012	Aa1
Moody's	Aa3	October 2011	Aa1

Outstanding Principal on Debt

Tax Supported Debt Fiscal Year 2019-2020

Issue	Principal Outstanding	Final Maturity
2012 General Obligation Bonds	2,975,000	2032
2013 General Obligation Bonds	2,925,000	2033
2014 General Obligation Refunding Bonds	1,300,000	2024
2014 General Obligation Bonds	820,000	2034
2015 Certificates of Obligation	7,955,000	2035
2015 General Obligation Bonds	3,335,000	2035
2015 General Obligation Refunding Bonds	9,058,500	2029
2016 Certificates of Obligation	6,750,000	2036
2016 General Obligation Bonds	3,310,000	2036
2016 General Obligation Refunding Bonds	1,242,000	2021
2017 Certificates of Obligation Bonds	9,645,000	2037
2018 General Obligation Bonds	3,785,000	2038
2018 Certificates of Obligation Bonds	11,510,000	2038
2019 General Obligation Bonds	4,065,000	2039
2019 Certificates of Obligation Bonds	13,070,277	2039
	\$ 81,745,777	

Water/Sewer/Drainage Supported Debt Fiscal Year 2019-2020

Issue	Principal Outstanding	Final Maturity
2012 Certificates of Obligation	4,205,000	2032
2013 Certificates of Obligation	4,000,000	2033
2014 General Obligation Refunding Bonds	2,110,000	2024
2014 Certificates of Obligation	10,260,000	2034
2015 General Obligation Refunding Bonds	3,351,500	2029
2016 General Obligation Refunding Bonds	138,000	2021
2016 Certificates of Obligation	1,165,000	2036
2017 Certificates of Obligation	920,000	2037
2018 Certificates of Obligation	9,520,000	2038
2019 Certificates of Obligation	4,419,723	2039
	\$ 40,089,223	

Principal and Interest Debt Schedule

Tax Supported Debt Service
Fiscal Year 2019-2020

Year	Principal	Interest	Total
2020	3,819,354	3,183,386	7,002,740
2021	3,470,377	3,038,337	6,508,714
2022	3,621,423	2,904,498	6,525,921
2023	3,819,006	2,750,272	6,569,278
2024	4,270,722	2,584,258	6,854,980
2025	4,375,966	2,403,615	6,779,581
2026	5,038,512	2,205,656	7,244,168
2027	4,755,394	1,990,005	6,745,399
2028	4,963,313	1,773,074	6,736,387
2029	5,199,469	1,543,343	6,742,812
2030	4,485,097	1,331,292	5,816,389
2031	4,666,253	1,142,164	5,808,417
2032	4,844,935	959,622	5,804,557
2033	4,737,354	781,943	5,519,297
2034	4,619,773	605,555	5,225,328
2035	4,717,191	437,001	5,154,192
2036	3,944,610	280,808	4,225,418
2037	2,990,766	159,021	3,149,787
2038	2,253,185	71,071	2,324,256
2039	1,153,077	17,296	1,170,373
TOTALS	\$ 81,745,777	\$ 30,162,217	\$ 111,907,994

Principal and Interest Debt Schedule

Water/Sewer/Drainage Supported Debt Service
Fiscal Year 2019-2020

Year	Principal	Interest	Total
2020	2,610,647	1,568,231	4,178,878
2021	2,479,623	1,467,238	3,946,861
2022	2,603,577	1,362,202	3,965,779
2023	2,590,995	1,255,778	3,846,773
2024	2,689,279	1,145,073	3,834,352
2025	2,379,035	1,026,216	3,405,251
2026	2,486,489	924,394	3,410,883
2027	2,129,606	828,870	2,958,476
2028	2,211,687	739,882	2,951,569
2029	2,300,532	647,850	2,948,382
2030	2,294,903	556,089	2,850,992
2031	2,378,748	462,361	2,841,109
2032	2,470,065	370,203	2,840,268
2033	2,192,646	283,157	2,475,803
2034	1,895,227	198,513	2,093,740
2035	1,032,808	129,127	1,161,935
2036	1,065,388	93,736	1,159,124
2037	1,009,233	58,626	1,067,859
2038	971,814	25,197	997,011
2039	296,921	4,454	301,375
TOTALS	\$ 40,089,223	\$ 13,147,197	\$ 53,236,420

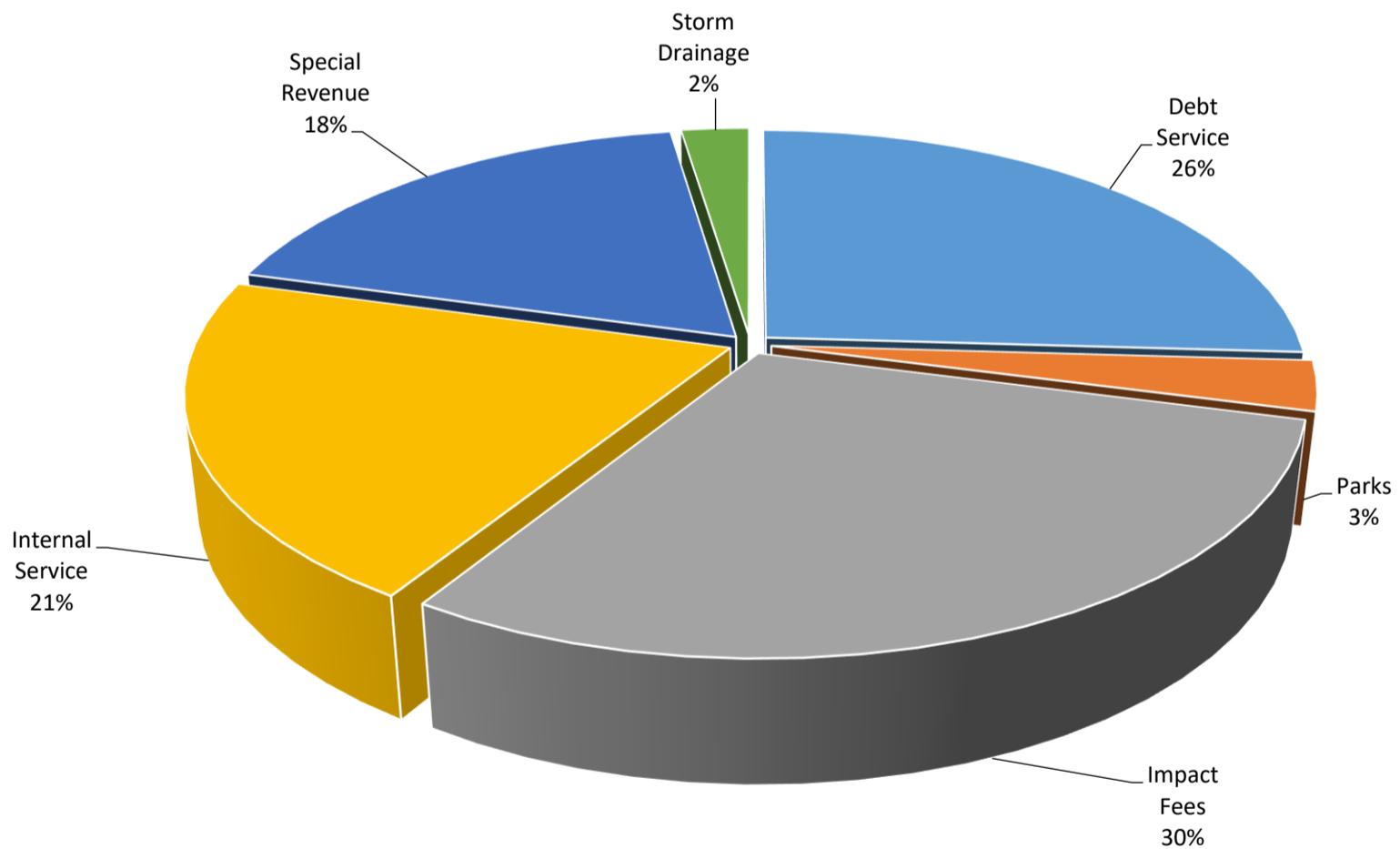


OTHER FUNDS



**Other Funds Revenues
By Source**

Revenue Category	Debt Service	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	\$ 6,855,713	\$ -	\$ -	\$ -	\$ 514,832	\$ -
Sales Tax	-	-	-	-	3,587,340	-
Investment Income	45,000	40,000	135,000	37,000	24,000	5,000
License, Fees & Permits	-	-	-	-	-	627,156
Impact Fees	-	-	7,350,000	-	675,500	-
Bond Proceeds	-	-	-	-	-	-
Charges for Services	-	200,000	-	3,184,482	-	6,000
Contribution	-	100,000	243,418	-	58,700	-
Grants	-	500,000	-	-	-	-
Other Transfers In	-	-	-	1,913,713	-	-
Miscellaneous	-	-	200,000	307,388	-	-
Revenue Total	\$ 6,900,713	\$ 840,000	\$ 7,928,418	\$ 5,442,583	\$ 4,860,372	\$ 638,156



TIRZ #1 Fund Description

The Town of Prosper designated a certain area within the Town as Tax Increment Reinvestment Zone Number 1 in 2008. The Town Council desires to promote the development or redevelopment of said geographic area by designation of a reinvestment zone, as authorized by the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code. This fund is to account for the restricted revenue sources detailed in the agreement along with the reimbursements to the developer for agreed upon expenditures.

TIRZ # 1 Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fee Revenue	516,922	500,000	115,930	350,000	350,000	-	-	-
	Property Taxes-Town	132,016	290,232	340,626	387,623	426,386	460,497	488,126	512,533
	Property Taxes-County	34,862	83,081	73,604	110,960	122,056	131,820	139,730	146,716
	Property Taxes-Rollback Taxes	-	-	-	-	-	-	-	-
	Sales Taxes - Town	211,137	450,000	471,783	495,372	520,141	535,745	551,817	568,372
	Sales Taxes - EDC	176,827	390,000	395,485	415,259	436,022	449,103	462,576	476,453
	Investment Income	5,333	5,000	8,121	7,500	7,500	5,000	5,000	5,000
	Other	875,700	-	1,449	-	-	-	-	-
	TOTAL REVENUES	\$ 1,952,797	\$ 1,718,313	\$ 1,406,998	\$ 1,766,715	\$ 1,862,104	\$ 1,582,165	\$ 1,647,249	\$ 1,709,074
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-
	Developer Reimbursement	1,846,745	1,718,313	1,675,550	1,766,715	1,862,104	1,582,165	1,647,249	1,709,074
	TOTAL EXPENDITURES	\$ 1,846,745	\$ 1,718,313	\$ 1,675,550	\$ 1,766,715	\$ 1,862,104	\$ 1,582,165	\$ 1,647,249	\$ 1,709,074
	<i>Period Excess / (Deficit)</i>	\$ 106,052	\$ -	\$ (268,552)	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 106,052	\$ -	\$ (268,552)	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ 187,500	\$ 293,552	\$ 293,552	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
ENDING FUND BALANCE		\$ 293,552	\$ 293,552	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

TIRZ #2 Fund Description

The Town of Prosper designated a certain area within the Town as Tax Increment Reinvestment Zone Number 2 in 2013. The Town Council desires to promote the development or redevelopment of said geographic area by designation of a reinvestment zone, as authorized by the Tax Increment Financing Act, Chapter 311 of the Texas Tax Code. This fund is to account for the restricted revenue sources detailed in the agreement along with the reimbursements to the developer for agreed upon expenditures.

TIRZ # 2 Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fee Revenue	-	325,500	-	325,500	325,500	325,500	325,500	325,500
	Property Taxes-Town	-	15,053	15,053	12,633	13,896	15,008	15,908	16,703
	Property Taxes-County	-	4,308	3,738	3,616	3,978	4,296	4,554	4,781
	Sales Taxes - Town	19	150	15	150	150	150	150	150
	Sales Taxes - EDC	19	150	15	150	150	150	150	150
	Investment Income	414	1,000	587	500	500	500	500	500
	Other	-	-	-	-	-	-	-	-
	TOTAL REVENUES	\$ 452	\$ 346,161	\$ 19,407	\$ 342,549	\$ 344,174	\$ 345,604	\$ 346,762	\$ 347,785
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-
	Developer Reimbursement	-	346,161	20,336	342,549	344,174	345,604	346,762	347,785
	TOTAL EXPENDITURES	\$ -	\$ 346,161	\$ 20,336	\$ 342,549	\$ 344,174	\$ 345,604	\$ 346,762	\$ 347,785
	<i>Period Excess / (Deficit)</i>	\$ 452	\$ -	\$ (929)	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 452	\$ -	\$ (929)	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ 25,477	\$ 25,929	\$ 25,929	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
ENDING FUND BALANCE		\$ 25,929	\$ 25,929	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

Crime Control and Prevention District Description

The Town of Prosper held a special election in 2018 that established a Crime Control and Prevention Special Purpose District allowed under Texas Local Government Code, Chapter 363 and Texas Tax Code, Section 323.105. Crime Control and Prevention District is dedicated to crime reduction programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Crime Control and Prevention District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of crime control and crime prevention including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Crime Control and Prevention District funded twelve and a half existing Police Officers plus additional personnel costs.

Crime Control and Prevention Special Purpose District

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Sales Taxes - Town	-	1,227,504	1,274,480	1,338,204	1,405,114	1,447,268	1,490,686	1,535,406
	Investment Income	-	5,000	-	5,000	5,000	7,000	7,000	8,500
	Other	-	-	-	-	-	-	-	-
	TOTAL REVENUES	\$ -	\$ 1,232,504	\$ 1,274,480	\$ 1,343,204	\$ 1,410,114	\$ 1,454,268	\$ 1,497,686	\$ 1,543,906
EXPENDITURES	Personnel	-	1,149,504	1,226,465	1,308,204	1,410,114	1,454,268	1,497,686	1,543,906
	Other	-	83,000	63,540	-	-	-	-	-
	TOTAL EXPENDITURES	\$ -	\$ 1,232,504	\$ 1,290,005	\$ 1,308,204	\$ 1,410,114	\$ 1,454,268	\$ 1,497,686	\$ 1,543,906
	<i>Period Excess / (Deficit)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (15,525)</i>	<i>\$ 35,000</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
NET CHANGE IN FUND BALANCE		\$ -	\$ -	\$ (15,525)	\$ 35,000	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ -	\$ -	\$ -	\$ (15,525)	\$ 19,475	\$ 19,475	\$ 19,475	\$ 19,475
ENDING FUND BALANCE		\$ -	\$ -	\$ (15,525)	\$ 19,475	\$ 19,475	\$ 19,475	\$ 19,475	\$ 19,475

Fire Control, Prevention, and Emergency Medical Services District Description

The Town of Prosper held a special election in 2018 that established a Fire Control, Prevention, and Emergency Medical Services Special Purpose District allowed under Texas Local Government Code, Chapter 344 and Texas Tax Code, Section 321.106. Fire Control, Prevention and Emergency Medical Services District is dedicated to fire safety and emergency medical services programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Fire Control, Prevention, and Emergency Medical Services District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of fire control, prevention, and emergency services including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Fire Control, Prevention, and Emergency Medical Services District funded twelve and a half existing Firefighter/Paramedics plus additional personnel costs.

Fire Control, Prevention and Emergency Medical Services Special Purpose District

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Sales Taxes - Town	-	1,227,504	1,274,480	1,338,204	1,405,114	1,447,268	1,490,686	1,535,406
	Investment Income	-	5,000	-	5,000	5,000	7,000	7,000	8,500
	Other	-	-	-	-	-	-	-	-
	TOTAL REVENUES	\$ -	\$ 1,232,504	\$ 1,274,480	\$ 1,343,204	\$ 1,410,114	\$ 1,454,268	\$ 1,497,686	\$ 1,543,906
EXPENDITURES	Personnel	-	1,160,004	1,242,483	1,308,204	1,410,114	1,454,268	1,497,686	1,543,906
	Other	-	72,500	56,270	-	-	-	-	-
	TOTAL EXPENDITURES	\$ -	\$ 1,232,504	\$ 1,298,752	\$ 1,308,204	\$ 1,410,114	\$ 1,454,268	\$ 1,497,686	\$ 1,543,906
	<i>Period Excess / (Deficit)</i>	\$ -	\$ -	\$ (24,272)	\$ 35,000	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ -	\$ -	\$ (24,272)	\$ 35,000	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ -	\$ -	\$ -	\$ (24,272)	\$ 10,728	\$ 10,728	\$ 10,728	\$ 10,728
ENDING FUND BALANCE		\$ -	\$ -	\$ (24,272)	\$ 10,728	\$ 10,728	\$ 10,728	\$ 10,728	\$ 10,728

Park Improvement/Dedication Fund Description

Park Improvement Fund - This fund is to account for contributions to the Town for improvements to Town parks per development agreements. Developers are reimbursed for the reasonable costs of any park improvements constructed and accepted by the Town. For multi-family development projects and for complete phases of a single-family subdivision plat, the Developer may elect to apply the entire amount to be reimbursed under this section as a credit against park fees due for the residential development, provided that the application of the credit does not result in a partial fee for any dwelling unit, in accordance with guidelines established by the Town. The Town shall retain sole discretion to determine whether to accept proposed park improvements.

Park Dedication Fund - This fund is to account for contributions to the Town for the creation of parks within the Town per development agreements. Fund expenditures must be used for the acquisition, development, expansion, or upgrading of parks located within the same park district or general area where the proposed development for which payment was made is located.

Park Dedication/Improvement Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Park Dedication Fees	223,433	600,000	375,146	200,000	200,000	200,000	200,000	200,000
	Park Improvement Fees	69,200	250,000	113,784	100,000	100,000	100,000	100,000	100,000
	Grants-Improvement Fund	268,508	-	-	500,000	-	-	-	-
	Park Dedication-Interest	28,650	10,000	18,061	25,000	15,000	12,000	10,000	10,000
	Park Improvement-Interest	19,493	8,000	19,689	15,000	5,000	10,000	10,000	10,000
	TOTAL REVENUES	\$ 609,285	\$ 868,000	\$ 526,681	\$ 840,000	\$ 320,000	\$ 322,000	\$ 320,000	\$ 320,000
EXPENDITURES	General - Parks Dedication	1,554,313	-	-	-	250,000	250,000	250,000	-
	General - Parks Improvement	880,682	665,490	185,490	665,955	530,000	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 2,434,995	\$ 665,490	\$ 185,490	\$ 665,955	\$ 780,000	\$ 250,000	\$ 250,000	\$ -
	<i>Period Excess / (Deficit)</i>	<i>\$ (1,825,710)</i>	<i>\$ 202,510</i>	<i>\$ 341,191</i>	<i>\$ 174,045</i>	<i>\$ (460,000)</i>	<i>\$ 72,000</i>	<i>\$ 70,000</i>	<i>\$ 320,000</i>
	NET CHANGE IN FUND BALANCE	\$ (1,825,710)	\$ 202,510	\$ 341,191	\$ 174,045	\$ (460,000)	\$ 72,000	\$ 70,000	\$ 320,000
	BEGINNING FUND BALANCE	\$ 3,683,496	\$ 3,683,496	\$ 3,683,496	\$ 2,198,977	\$ 2,373,022	\$ 1,913,022	\$ 1,913,022	\$ 1,985,022
	PARKS DEDICATION ENDING FUND BALANCE	\$ 773,974	\$ 1,383,974	\$ 1,167,181	\$ 1,392,181	\$ 1,357,181	\$ 1,319,181	\$ 1,317,181	\$ 1,529,181
	PARKS IMPROVEMENTS ENDING FUND BALANCE	\$ 1,083,812	\$ 676,322	\$ 1,031,796	\$ 980,841	\$ 555,841	\$ 665,841	\$ 665,841	\$ 775,841



Impact Fee Fund Description

Impact Fees were established to assure the availability of funds for major capital projects needed as a result of development. They are broken out into the following four funds: East Thoroughfare, West Thoroughfare, Water, and Wastewater. The laws governing the collection and disbursement of impact fees require separate accounting and reporting of these funds. Additionally, an analysis and update of the fee structure is required every five years. Appropriations from these funds are being utilized to provide supplemental funding for eligible capital improvement projects.

Water – water capital improvements projects shown on the Town’s adopted Water System Capital Improvement Plan.

Wastewater – wastewater capital improvement projects shown on the Town’s adopted Wastewater System Capital Improvement Plan.

East Thoroughfare – roadway capital improvement projects shown on the Town’s adopted Thoroughfare Plan east of Preston Road.

West Thoroughfare – roadway capital improvement projects shown on the Town’s adopted Thoroughfare Plan west of Preston Road.

Water Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fees	3,946,469	3,584,000	3,312,314	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
	Investment Income	84,203	40,000	45,526	45,000	40,000	40,000	50,000	50,000
	TOTAL REVENUES	\$ 4,030,673	\$ 3,624,000	\$ 3,357,840	\$ 3,045,000	\$ 3,040,000	\$ 3,040,000	\$ 3,050,000	\$ 3,050,000
EXPENDITURES	Operations-Developer Agreements	2,347,269	1,619,750	1,827,047	930,910	980,000	1,030,000	630,000	428,074
	Capital	1,117,772	6,734,822	4,019,460	-	3,000,000	2,000,000	-	-
	TOTAL EXPENDITURES	\$ 3,465,041	\$ 8,354,572	\$ 5,846,508	\$ 930,910	\$ 3,980,000	\$ 3,030,000	\$ 630,000	\$ 428,074
<i>Period Excess / (Deficit)</i>		\$ 565,632	\$ (4,730,572)	\$ (2,488,668)	\$ 2,114,090	\$ (940,000)	\$ 10,000	\$ 2,420,000	\$ 2,621,926
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(195,000)	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ (195,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 370,632	\$ (4,730,572)	\$ (2,488,668)	\$ 2,114,090	\$ (940,000)	\$ 10,000	\$ 2,420,000	\$ 2,621,926
BEGINNING FUND BALANCE		\$ 3,700,126	\$ 4,070,758	\$ 4,070,758	\$ 1,582,090	\$ 3,696,180	\$ 2,756,180	\$ 2,766,180	\$ 5,186,180
ENDING UNRESTRICTED FUND BALANCE		\$ 4,070,758	\$ (659,815)	\$ 1,582,090	\$ 3,696,180	\$ 2,756,180	\$ 2,766,180	\$ 5,186,180	\$ 7,808,106

Wastewater Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fees	708,668	600,000	910,434	850,000	850,000	780,000	770,000	645,000
	Equity Fees	251,500	200,000	223,500	200,000	200,000	200,000	200,000	200,000
	Investment Income	23,932	12,000	29,317	35,000	35,000	35,000	35,000	35,000
	TOTAL REVENUES	\$ 984,100	\$ 812,000	\$ 1,163,251	\$ 1,085,000	\$ 1,085,000	\$ 1,015,000	\$ 1,005,000	\$ 880,000
EXPENDITURES	Operations-Developer Reimbursements	504,463	460,275	677,831	866,225	849,080	781,225	770,490	644,921
	Capital	183,781	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 688,243	\$ 460,275	\$ 677,831	\$ 866,225	\$ 849,080	\$ 781,225	\$ 770,490	\$ 644,921
	<i>Period Excess / (Deficit)</i>	<i>\$ 295,857</i>	<i>\$ 351,725</i>	<i>\$ 485,421</i>	<i>\$ 218,775</i>	<i>\$ 235,920</i>	<i>\$ 233,775</i>	<i>\$ 234,510</i>	<i>\$ 235,079</i>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(56,478)	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ (56,478)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 239,379	\$ 351,725	\$ 485,421	\$ 218,775	\$ 235,920	\$ 233,775	\$ 234,510	\$ 235,079
BEGINNING FUND BALANCE		\$ 1,017,459	\$ 1,256,837	\$ 1,256,837	\$ 1,742,258	\$ 1,961,033	\$ 2,196,954	\$ 2,430,729	\$ 2,665,239
ENDING UNRESTRICTED FUND BALANCE		\$ 1,256,837	\$ 1,608,562	\$ 1,742,258	\$ 1,961,033	\$ 2,196,954	\$ 2,430,729	\$ 2,665,239	\$ 2,900,318

East Thoroughfare Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fees	2,103,683	2,825,000	1,296,235	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
	Investment Income	84,121	50,000	26,621	25,000	30,000	30,000	30,000	35,000
	Other	-	-	-	132,438				
	TOTAL REVENUES	\$ 2,187,804	\$ 2,875,000	\$ 1,322,856	\$ 1,157,438	\$ 1,030,000	\$ 1,030,000	\$ 1,030,000	\$ 1,035,000
EXPENDITURES	Operations-Developer Reimbursements:	-	350,000	462,510	300,000	200,000	200,000	-	-
	Capital:	7,341,662	2,112,109	1,282,078	654,168	-	375,000	400,000	-
	TOTAL EXPENDITURES	\$ 7,341,662	\$ 2,462,109	\$ 1,744,588	\$ 954,168	\$ 200,000	\$ 575,000	\$ 400,000	\$ -
	<i>Period Excess / (Deficit)</i>	\$ (5,153,858)	\$ 412,891	\$ (421,732)	\$ 203,270	\$ 830,000	\$ 455,000	\$ 630,000	\$ 1,035,000
OTHER FINANCING	Transfers In	23,688	-	1,963,832	-	-	-	-	-
	Transfers Out	(768,656)	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ (744,968)	\$ -	\$ 1,963,832	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ (5,898,826)	\$ 412,891	\$ 1,542,100	\$ 203,270	\$ 830,000	\$ 455,000	\$ 630,000	\$ 1,035,000	
BEGINNING FUND BALANCE	\$ 5,003,075	\$ (895,751)	\$ (895,751)	\$ 646,349	\$ 849,618	\$ 1,679,618	\$ 1,679,618	\$ 2,134,618	
ENDING UNRESTRICTED FUND BALANCE	\$ (895,751)	\$ (482,860)	\$ 646,349	\$ 849,618	\$ 1,679,618	\$ 2,134,618	\$ 2,309,618	\$ 3,169,618	

West Thoroughfare Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Impact Fees	2,783,462	2,035,000	4,037,935	2,500,000	2,100,000	2,100,000	2,000,000	2,000,000
	Investment Income	26,467	20,000	56,719	30,000	20,000	7,500	10,000	15,000
	Other	-	-	-	110,980				
	TOTAL REVENUES	\$ 2,809,929	\$ 2,055,000	\$ 4,094,655	\$ 2,640,980	\$ 2,120,000	\$ 2,107,500	\$ 2,010,000	\$ 2,015,000
EXPENDITURES	Operations-Developer Agreements	1,151,643	1,443,384	761,519	2,400,000	1,800,000	1,800,000	1,800,000	1,800,000
	Capital	124,282	2,795,588	2,483,594	800,000	575,000	-	-	-
	TOTAL EXPENDITURES	\$ 1,275,925	\$ 4,238,972	\$ 3,245,113	\$ 3,200,000	\$ 2,375,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
	<i>Period Excess / (Deficit)</i>	\$ 1,534,004	\$ (2,183,972)	\$ 849,541	\$ (559,020)	\$ (255,000)	\$ 307,500	\$ 210,000	\$ 215,000
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	1,963,832	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ 1,963,832	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	\$ 1,534,004	\$ (2,183,972)	\$ (1,114,291)	\$ (559,020)	\$ (255,000)	\$ 307,500	\$ 210,000	\$ 215,000	
BEGINNING FUND BALANCE	\$ 485,766	\$ 2,019,770	\$ 2,019,770	\$ 905,479	\$ 346,460	\$ 91,460	\$ 398,960	\$ 608,960	
ENDING FUND BALANCE	\$ 2,019,770	\$ (164,202)	\$ 905,479	\$ 346,460	\$ 91,460	\$ 398,960	\$ 608,960	\$ 823,960	

Stormwater Drainage Utility Fund Description

The Town's Stormwater Drainage Division is managed in a coordinated fashion by both the Town's Engineering and Public Works Departments. Engineering selects consultants and contractors to design and construct major repairs and improvements to the Town's stormwater systems, and reviews flood studies and drainage plans to ensure conformance with Federal, State and Town codes. Public Works' stormwater and drainage crews maintain all improved and unimproved drainage facilities within the Town to ensure the free flow of stormwater and to minimize the probability of structure flooding. The Stormwater Drainage Division also administers the Phase II Municipal Separate StormWater System (MS4) Permit by implementing and managing programs to improve water quality in accordance with regulatory requirements through public education, eliminating illicit discharges, and control of construction site runoff.

Stormwater Drainage Utility Fund

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Stormwater Drainage Fees	550,923	577,248	608,889	627,156	645,970	665,350	672,003	678,723
	Other	-	-	-	6,000	6,000	60,000	6,000	6,000
	Investment Income	6,031	7,500	2,791	5,000	5,500	5,750	6,000	6,500
	TOTAL REVENUES	\$ 556,954	\$ 584,748	\$ 611,680	\$ 638,156	\$ 657,470	\$ 731,100	\$ 684,003	\$ 691,223
EXPENDITURES	Operating Expenses	129,008	183,060	176,433	293,533	198,527	201,630	206,211	211,152
	Debt Service	253,267	-	-	248,641	245,592	308,309	360,189	365,345
	Transfers Out	143,483	73,740	73,740	100,135	102,100	102,100	102,100	102,100
	TOTAL EXPENDITURES	\$ 525,757	\$ 256,800	\$ 250,173	\$ 642,309	\$ 546,219	\$ 612,039	\$ 668,500	\$ 678,597
<i>Period Excess / (Deficit)</i>		\$ 31,197	\$ 327,948	\$ 361,507	\$ (4,153)	\$ 111,251	\$ 119,060	\$ 15,503	\$ 12,626
NET CHANGE IN FUND BALANCE		\$ 31,197	\$ 327,948	\$ 361,507	\$ (4,153)	\$ 111,251	\$ 119,060	\$ 15,503	\$ 12,626
BEGINNING FUND BALANCE		\$ (69,746)	\$ (38,549)	\$ (38,549)	\$ 322,958	\$ 318,805	\$ 430,056	\$ 549,116	\$ 564,619
ENDING FUND BALANCE		\$ (38,549)	\$ 289,399	\$ 322,958	\$ 318,805	\$ 430,056	\$ 549,116	\$ 564,619	\$ 577,246
AMOUNT OVER (UNDER) IN DAYS OPERATING COST				465	179	283	323	304	306

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Stormwater Drainage

PROGRAM DESCRIPTION

The core service of the Stormwater Drainage Division is to ensure compliance with the Phase II Municipal Separate Storm Water System (MS4) Permit by implementing and managing programs to improve water quality in accordance with regulatory requirements, through public education, by eliminating illicit discharges, and rigorous construction site runoff control.

GOALS AND OBJECTIVES

Town Council Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure

- Improve the water quality of the Town's storm sewer system, creeks and waterways by insuring that construction sites implement adequate stormwater erosion protection measures.
- Verify that the Town meets the requirements of the MS4 Permit.
- Educate the construction community as well as the general community at large regarding best management practices (BMPs) for erosion control measures to improve stormwater quality.

ACTIVITY DEMAND / ACTIVITY WORKLOAD

	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
--	---------------------	----------------------	---------------------

Inspect construction projects, post construction BMP's, FOG facilities, and residents' complaints within the Town's Jurisdiction to verify compliance with TCEQ Stormwater requirements	600	600	600
Complete Annual MS4 permit update/Insure that Town's MS4 paperwork is in order	Annually	Annually	Annually

EFFICIENCY / EFFECTIVENESS MEASURES

	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
--	---------------------	----------------------	---------------------

Inspect construction projects within the Town's jurisdiction monthly to verify compliance with TCEQ Stormwater requirements	95%	95%	100%
Timely submittal of MS4 permit annually	100%	100%	100%

EXPENDITURE SUMMARY

	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
--	---------------------	----------------------	---------------------

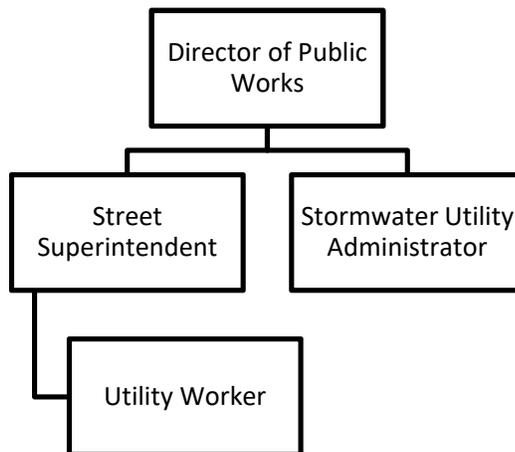
Personnel	\$ 117,532	\$ 162,360	\$ 166,833
Operations	5,067	11,945	126,700
Debt Service	253,267	-	248,641
Transfers	143,483	621,089	100,135
TOTAL	\$ 519,349	\$ 795,394	\$ 642,309

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Stormwater Drainage

PERSONNEL SUMMARY	ACTUAL 2017-2018	REVISED 2018-2019	BUDGET 2019-2020
Stormwater Utility Administrator	1.0	1.0	1.0
Utility Worker	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0



Special Revenue Funds Description

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are normally restricted to expenditures for specified purposes. The following funds have been consolidated and presented in one summary.

Court Technology Fund - This fund is to account for a misdemeanor offense and pay a technology fee of \$4 as technology cost of the Court. These funds are used to finance the purchase of, or to maintain technology enhancements for the Municipal Court for the following: computer systems, networks, hardware and software, electric kiosks, electronic ticket writers, and docket management systems.

Court Security Fund - This fund is used to account for a misdemeanor offense and pay a \$3 security fee as a cost of the court. These funds are used to finance security personnel, services and items related to the facility that house the operations of the municipal court.

Contributions Fund - This fund is used to account for various special revenue sources. Typical revenues seen in this fund would include Police Department donations, Fire Department donations, Police Seized funds, Child Safety funds, and developer contributions.

Special Revenue Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Police Donations	17,146	15,000	16,058	15,000	15,000	15,000	15,000	15,000
	Fire Donations	14,335	39,310	39,310	13,200	13,200	13,200	13,200	13,200
	Child Safety Fees	13,107	5,000	12,607	12,000	12,000	12,000	12,000	12,000
	Court Security Revenue	7,531	7,700	9,293	8,500	8,500	8,500	8,500	8,500
	Court Technology Revenue	10,042	10,395	12,116	10,000	10,000	10,000	10,000	10,000
	Tree Mitigation Revenue	27,475	-	-	-	-	-	-	-
	Escrow Income	13,470	-	-	-	-	-	-	-
	Cash Seizures	-	-	2,966	-	-	-	-	-
	Miscellaneous	3,968	4,000	-	-	-	-	-	-
	Interest Income	7,857	2,765	6,928	6,000	6,000	6,000	6,000	6,000
	Transfer In	-	-	-	-	-	-	-	-
	TOTAL REVENUES		\$ 114,930	\$ 84,170	\$ 99,279	\$ 64,700	\$ 64,700	\$ 64,700	\$ 64,700
EXPENDITURES	General Government	160,807	85,310	76,883	155,000	64,700	64,700	64,700	64,700
	Other - Escrow Funds	-	-	-	1,354,577	-	-	-	-
	TOTAL EXPENDITURES		\$ 160,807	\$ 85,310	\$ 76,883	\$ 1,509,577	\$ 64,700	\$ 64,700	\$ 64,700
Period Excess / (Deficit)		\$ (45,876)	\$ (1,140)	\$ 22,396	\$ (1,444,877)	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ (45,876)	\$ (1,140)	\$ 22,396	\$ (1,444,877)	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ 1,800,399	\$ 1,800,399	\$ 1,800,399	\$ 1,822,795	\$ 377,918	\$ 377,918	\$ 377,918	\$ 377,918
ENDING FUND BALANCE		\$ 1,754,523	\$ 1,799,259	\$ 1,822,795	\$ 377,918	\$ 377,918	\$ 377,918	\$ 377,918	\$ 377,918

Vehicle and Equipment Replacement Fund Description

The Vehicle and Equipment Replacement Fund was established in Fiscal Year 2014-2015 to account for the costs associated with the acquisition of capital assets, such as vehicles, equipment, and computer equipment. Annual contributions are determined by amortizing the replacement cost for the life expectancy of the vehicle/equipment and are allocated as transfers from each department.

Vehicle Equipment and Replacement Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Charges for Services	-	-	-	-	-	-	-	-
	Other	-	20,000	41,411	307,388	-	-	-	-
	Interest Income	34,485	25,000	35,000	30,000	35,000	35,000	35,000	35,000
	Transfers In	1,078,827	1,597,961	1,597,961	1,913,713	2,013,510	2,013,510	2,013,510	2,013,510
	TOTAL REVENUES	\$ 1,113,312	\$ 1,642,961	\$ 1,674,372	\$ 2,251,101	\$ 2,048,510	\$ 2,048,510	\$ 2,048,510	\$ 2,048,510
EXPENDITURES	Technology Expenses	84,887	85,870	62,801	82,650	74,720	243,905	23,570	50,000
	Equipment Expenses	90,828	277,336	292,910	26,000	495,547	23,080	168,866	152,537
	Vehicles Expenses	310,354	1,272,664	1,330,527	787,517	1,524,094	318,901	708,196	329,005
	TOTAL EXPENDITURES	\$ 486,069	\$ 1,635,870	\$ 1,686,237	\$ 896,167	\$ 2,094,361	\$ 585,886	\$ 900,632	\$ 531,542
	<i>Period Excess / (Deficit)</i>	\$ 627,243	\$ 7,091	\$ (11,865)	\$ 1,354,934	\$ (45,851)	\$ 1,462,624	\$ 1,147,878	\$ 1,516,968
NET CHANGE IN FUND BALANCE		\$ 627,243	\$ 7,091	\$ (11,865)	\$ 1,354,934	\$ (45,851)	\$ 1,462,624	\$ 1,147,878	\$ 1,516,968
BEGINNING FUND BALANCE		\$ 1,710,537	\$ 2,337,780	\$ 2,337,780	\$ 2,325,914	\$ 3,680,848	\$ 3,634,997	\$ 5,097,621	\$ 6,245,499
ENDING FUND BALANCE		\$ 2,337,780	\$ 2,344,871	\$ 2,325,914	\$ 3,680,848	\$ 3,634,997	\$ 5,097,621	\$ 6,245,499	\$ 7,762,467



Vehicle and Equipment Replacement Listing
Items to be replaced in Fiscal Year 2019-2020

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST
<i>Vehicles</i>				
Police Operations	2016	Chevrolet	Tahoe	\$ 46,500
Police Operations	2016	Chevrolet	Tahoe	45,466
Fire Operations	2011	Chevrolet	C3500 Ambulance	291,000
Fire Operations	2012	Chevrolet	Tahoe	63,870
Fire Marshal	2012	Ford	F150 1/2 Ton	40,823
Streets	2006	Ford	F250 3/4 Ton	29,064
Streets	2012	Chevrolet	2500	29,064
Park Operations	2011	Toyota	Tundra	36,157
Park Operations	2011	Ford	F150 1/2 Ton	26,457
Park Operations	2012	Ford	F250 3/4 Ton	31,728
Water	2012	Chevrolet	2500	31,196
Water	2012	Chevrolet	1500	25,269
Water	2014	Ford	F250 4x4	34,456
Water	2008	Chevrolet	2500	31,196
Wastewater	2014	Ford	F250 4x2	25,269
Total cost of vehicle replacements				\$ 787,515
<i>Equipment</i>				
Police Operations	2006	Wanco	Speed Radar Trailer	\$ 6,000
Water	2010	Insight Vision	Camera-TV	10,000
Water	2010	Aries	Camera-TV	10,000
Total cost of equipment replacements				\$ 26,000
Total cost of all replacements				813,515

Health Insurance Trust Fund Description

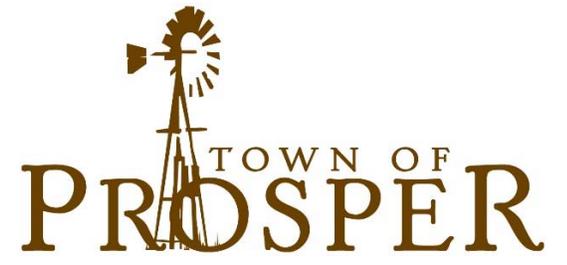
The Town of Prosper initiated a self-funded health and dental plan effective January 1, 2017 for Town employees and their dependents. The Town maintains the Employee Health Insurance Trust Fund to account for the Town's employee health and dental care coverage. In addition, excess insurance has been obtained for an individual unit health and prescription drugs claims exceeding \$75,000. The Town's claim administrator is Blue Cross and Blue Shield of Texas through 12/31/2019. Beginning January 3, 2020 the claims administrator will be UMR for medical claims and ProAct for pharmacy claims.

Health Insurance Trust Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2017-2018	AMENDED BUDGET 2018-2019	PROJECTED 2018-2019	ADOPTED BUDGET 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024
REVENUES	Transfers In	99,714	-	-	-	-	-	-	-
	Employer Contributions	1,567,141	1,983,503	1,926,800	2,529,386	2,681,149	2,868,830	3,069,648	3,253,827
	Employee Contributions	569,970	705,308	635,882	655,096	687,851	722,243	765,578	803,857
	Investment Income	5,409	4,500	6,579	7,000	7,000	7,000	7,000	7,000
	Other Income	40,051	-	-	-	-	-	-	-
	TOTAL REVENUES	\$ 2,282,286	\$ 2,693,311	\$ 2,569,261	\$ 3,191,482	\$ 3,376,000	\$ 3,598,073	\$ 3,842,226	\$ 4,064,683
EXPENDITURES	Operating Expenses	-	192,449	239,684	267,836	250,000	250,000	250,000	250,000
	Claims	1,666,306	2,315,241	2,133,213	2,570,237	2,827,261	3,053,442	3,297,717	3,462,603
	Insurance	199,858	203,231	228,733	267,868	273,225	278,690	284,264	289,949
	Wellness Program	-	6,000	-	6,000	6,000	6,000	6,000	6,000
	Transfers Out	167,133	-	-	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 2,033,297	\$ 2,716,921	\$ 2,601,630	\$ 3,111,941	\$ 3,356,486	\$ 3,588,131	\$ 3,837,981	\$ 4,008,552
	<i>Period Excess / (Deficit)</i>	\$ 248,989	\$ (23,610)	\$ (32,369)	\$ 79,541	\$ 19,514	\$ 9,942	\$ 4,245	\$ 56,132
NET CHANGE IN FUND BALANCE		\$ 248,989	\$ (23,610)	\$ (32,369)	\$ 79,541	\$ 19,514	\$ 9,942	\$ 4,245	\$ 56,132
BEGINNING FUND BALANCE		\$ (33,185)	\$ 215,804	\$ 215,804	\$ 183,435	\$ 262,976	\$ 282,490	\$ 292,432	\$ 296,677
ENDING FUND BALANCE		\$ 215,804	\$ 192,194	\$ 183,435	\$ 262,976	\$ 282,490	\$ 292,432	\$ 296,677	\$ 352,808





APPENDIX



Supplemental Budget Requests

Each year departments are provided with a base operating budget for their department. Any additional funding requests are made as supplemental requests. There are two categories of supplemental request:

Non-Discretionary - These are considered necessary for maintaining service delivery at current levels, and are usually the result of goods or services required by the Town. These requests are considered higher priority than Discretionary packages, as denial of these requests would reduce the level of service currently provided to the citizens of Prosper. Non-Discretionary packages might include increased costs for maintenance contracts, electricity, paper and printing, postage, phone rates, internet access, etc.

Discretionary - These should be completed for new personnel or other increases or additions to current service levels. The Executive Team will rank all new Discretionary packages from each fund. The Town Manager will determine if the requests are funded in the budget submission to the Town Council. Every discretionary package will be presented to Town Council regardless of the funding status.

Discretionary packages are separated into three priority rankings:

Discretionary 1 - Must do

Discretionary 2 - Should do

Discretionary 3 - Nice to do

**TOWN OF PROSPER
FY 2019-2020
DISCRETIONARY PACKAGES
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
168	TOWN SECRETARY'S OFFICE	2	CODIFY ZONING ORDINANCE		3,000	2,000	5,000		5,000
169	TOWN SECRETARY'S OFFICE	3	VIDEOGRAPHY SERVICES		-	13,000	13,000		13,000
170	IT	1	FAILOVER VIRTUAL SERVER CLUSTER		151,000	-	151,000		151,000
171	IT	2	LASERFICHE PUBLIC ACCESS MODULE		32,096	3,000	35,096		35,096
172	IT	3	IN-VEHICLE ROUTERS FOR PUBLIC SAFETY		50,000	-	50,000		50,000
173	IT	4	ALWAYS-ON VPN SOFTWARE		-	25,000	25,000		25,000
174	NON-DEPARTMENTAL	1	COMPENSATION - MARKET ADJUSTMENT GENERAL FUND		-	127,672	127,672		127,672
175	NON-DEPARTMENTAL	2	CONSULTING ON ERP SOFTWARE SOLUTION		50,000	-	50,000		50,000
176	NON-DEPARTMENTAL	3	PUBLIC SAFETY MEMORIAL WALL		75,000	-	75,000		75,000
177	NON-DEPARTMENTAL	4	MAYOR OFFICE SPACE AND FURNITURE		125,000	1,000	126,000		126,000
178	POLICE OPERATIONS	1	TWO LIEUTENANTS (NEW PERSONNEL)	2.0	126,805	245,607	372,412		372,412
180	POLICE OPERATIONS	2	TWO TRAFFIC OFFICERS - TRAFFIC UNIT (NEW PERSONNEL)	2.0	119,325	173,579	292,904		292,904
182	POLICE OPERATIONS	3	RECLASS FOUR OFFICERS TO CORPORALS		9,060	43,956	53,016		53,016
184	POLICE OPERATIONS	6	RADIOS (HAND-HELD)		40,000	-	40,000		40,000
185	POLICE OPERATIONS	7	MVR UPGRADE		25,694	-	25,694		25,694
186	POLICE DISPATCH	3	RECLASS TWO COMM. OFFICERS TO COMM. LEAD		-	5,092	5,092		5,092
187	POLICE DISPATCH	5	APCO RPL CERTIFICATION		-	995	995		995
188	FIRE OPERATIONS	3	NEW ENGINE LOOSE EQUIPMENT - VERF DIFFERENCE		140,000	10,000	150,000		150,000
189	FIRE OPERATIONS	4	VEHICLE FOR EMERGENCY MANAGEMENT COORDINATOR		19,213	5,087	24,300		24,300
190	FIRE OPERATIONS	5	FIRE TRAINING/OFFICER DEVELOPMENT PROGRAMS		-	9,000	9,000		9,000
191	FIRE OPERATIONS	6	AMERICAN HEART ASSOCIATION CPR PROGRAMS		-	5,000	5,000	(750)	4,250
192	FIRE OPERATIONS	7	STORM SIREN		30,215	1,285	31,500		31,500
193	CODE COMPLIANCE	1	HEALTH AND CODE COMPLIANCE OFFICER (NEW PERSONNEL)	1.0	31,593	64,767	96,360		96,360
196	CODE COMPLIANCE	2	SOFTWARE FOR HEALTH INSPECTIONS		1,500	1,200	2,700		2,700
197	STREETS	1	INCREASE IN ANNUAL STREET MAINTENANCE PROGRAM		-	250,000	250,000		250,000
198	STREETS	2	HEAVY EQUIPMENT OPERATOR - STREETS (NEW PERSONNEL)	1.0	200	54,735	54,935		54,935
200	STREETS	3	CREW LEADER - STREETS (NEW PERSONNEL)	1.0	32,430	60,032	92,462		92,462
202	PARK ADMINISTRATION	2	CONTRACT SERVICES - PROGRAMMING AND ACCREDITATION		2,210	45,000	47,210		47,210
203	PARK ADMINISTRATION	3	FRONTIER PARK CHEEK WALL REPAIR		20,000	-	20,000		20,000
204	PARK ADMINISTRATION	5	PICKUP TRUCK - PARK ADMIN		20,825	3,720	24,545		24,545

**TOWN OF PROSPER
FY 2019-2020
DISCRETIONARY PACKAGES
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
205	PARK ADMINISTRATION	9	FRONTIER PARK STORAGE BUILDINGS		146,927	1,000	147,927		147,927
206	PARK ADMINISTRATION	13	MULTI-PURPOSE AND PARKS ADMIN PARKING RESURFACING		15,000	-	15,000		15,000
207	PARK ADMINISTRATION	14	DOWNTOWN LIVE!		50,000	-	50,000		50,000
208	PARK OPERATIONS	1	FRONTIER SHADE STRUCTURE		20,000	-	20,000		20,000
209	PARK OPERATIONS	2	FRONTIER PARK/CONCESSION PAVILION STAINING		15,000	-	15,000		15,000
210	PARK OPERATIONS	4	IRRIGATION TECHNICIAN (NEW PERSONNEL)	1.0	24,089	44,721	68,810		68,810
212	PARK OPERATIONS	5	TREE SPADE AND TREE AUGER		35,725	3,275	39,000		39,000
213	PARK OPERATIONS	6	EQUIP RENTAL AND SERVICE TO MAINTAIN HIGH ELEMENTS		-	7,500	7,500		7,500
214	PARK OPERATIONS	7	DOWNTOWN BANNER/FLAG PROGRAM		-	18,700	18,700		18,700
215	PARK RECREATION	1	ADDITIONAL RECREATION PROGRAMMING		3,700	24,900	28,600	(3,300)	25,300
216	LIBRARY	1	INCREASE LIBRARY HOURS TO INCLUDE MONDAYS		-	19,291	19,291		19,291
217	ENGINEERING	1	CIVIL ENGINEER (NEW PERSONNEL)	1.0	2,765	93,172	95,937		95,937
219	ENGINEERING	2	ENGINEERING TECHNICIAN (NEW PERSONNEL)	1.0	3,975	75,746	79,721		79,721
221	ENGINEERING	3	THIRD PARTY MATERIAL TESTING		-	150,000	150,000	(150,000)	-
222	ENGINEERING	4	ENGINEERING ELECTRONIC REVIEW SOFTWARE		-	7,000	7,000	(6,000)	1,000
TOTAL PROPOSED				10.0	\$ 1,422,347	\$ 1,596,032	\$ 3,018,379	\$ (160,050)	\$ 2,858,329

**TOWN OF PROSPER
FY 2019-2020
DISCRETIONARY PACKAGES
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
CUT PACKAGES									
263	TOWN SECRETARY'S OFFICE	1	COMMUNICATIONS MANAGER (NEW PERSONNEL)	1.0	8,945	75,019	83,964		83,964
265	TOWN SECRETARY'S OFFICE	4	LASERFICHE EMPOWER CONFERENCE		-	2,625	2,625		2,625
266	POLICE OPERATIONS	4	K-9 UNIT		103,311	40,217	143,528		143,528
267	POLICE OPERATIONS	5	TRUCK FOR SKYWATCH TOWER, RADAR TRAILER, EVENTS		38,439	7,729	46,168		46,168
268	POLICE OPERATIONS	8	OFF-DUTY EMPLOYMENT SOFTWARE		-	3,245	3,245		3,245
269	POLICE DISPATCH	1	INCREASE IN TRAVEL		-	6,950	6,950		6,950
270	POLICE DISPATCH	2	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	2.0	-	90,829	90,829		90,829
272	POLICE DISPATCH	4	GUARDIAN TRACKING SOFTWARE		800	2,500	3,300		3,300
273	POLICE DISPATCH	6	INCREASE TRAINING BUDGET		-	1,500	1,500		1,500
274	POLICE DISPATCH	7	PLS DISPATCH PRO ONLINE REALITY BASED TRAINING		-	1,560	1,560		1,560
275	FIRE OPERATIONS	1	OVERTIME - FIRE		-	83,516	83,516		83,516
276	FIRE OPERATIONS	2	BRUSH TRUCK REPLACEMENT VERF DIFFERENCE		108,969	-	108,969		108,969
277	FIRE OPERATIONS	8	TACTICAL MEDIC PROGRAM		17,340	60,461	77,801		77,801
278	CODE COMPLIANCE	3	INDEPENDENT CONTRACTOR - HEALTH INSPECTIONS		-	20,000	20,000		20,000
279	PARK ADMINISTRATION	1	MARKETING COORDINATOR (NEW PERSONNEL)	1.0	3,010	65,378	68,388		68,388
281	PARK ADMINISTRATION	4	ADDITIONAL CHRISTMAS DECORATIONS		29,200	6,500	35,700		35,700
282	PARK ADMINISTRATION	6	DOG WASTE STATIONS		43,000	5,960	48,960		48,960
283	PARK ADMINISTRATION	7	RENTAL TENTS FOR EVENTS		-	18,500	18,500		18,500
284	PARK ADMINISTRATION	12	PARK PLANNER (NEW PERSONNEL)	1.0	3,460	63,364	66,824		66,824
286	PARK OPERATIONS	3	SKY LIFT		40,992	3,008	44,000		44,000
TOTAL PROPOSED CUTS				5.0	\$ 397,466	\$ 558,861	\$ 956,327	\$ -	\$ 956,327

**TOWN OF PROSPER
FY 2019-2020
DISCRETIONARY PACKAGES
WATER/SEWER FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
223	UTILITY BILLING	1	WATER CUSTOMER ENGAGEMENT AMI CONSUMPTION		21,000	10,300	31,300		31,300
224	NON-DEPARTMENTAL	1	COMPENSATION - MARKET ADJUSTMENT		-	19,903	19,903		19,903
225	WATER	1	UTILITY MAINTENANCE SUPERVISOR (NEW PERSONNEL)	1.0	33,027	72,034	105,061		105,061
227	WATER	2	WATER QUALITY TECHNICIAN (NEW PERSONNEL)	1.0	27,099	58,034	85,133		85,133
229	WATER	3	ROOF REPAIRS AND REPLACEMENT		30,000	-	30,000		30,000
230	WATER	4	WATER QUALITY IMPROVEMENTS		12,000	19,000	31,000		31,000
231	WATER	6	SENIOR BACKFLOW INSPECTOR (NEW PERSONNEL)	1.0	27,100	70,510	97,610		97,610
233	WATER	7	ELECTRICAL CLASS - WATER		6,600	-	6,600		6,600
234	WATER	8	UTILTY WORKER - WATER (NEW PERSONNEL)	1.0	-	46,476	46,476		46,476
236	WATER	9	HEAVY EQUIPMENT OPERATOR - WATER (NEW PERSONNEL)	1.0	200	54,134	54,334		54,334
238	WATER	10	WELL DECOMMISSIONING AND REQUIRED TESTING		-	101,000	101,000		101,000
239	WATER	11	CITYWORKS LICENSES		4,400	10,120	14,520		14,520
240	WASTEWATER	1	INLINE AND MANHOLE REHAB		-	120,000	120,000		120,000
241	WASTEWATER	2	CCTV CAMERA TRUCK, MANHOLE CAMERA, AND POLE DRIVER		199,000	26,380	225,380	(36,000)	189,380
242	WASTEWATER	3	HEAVY EQUIPMENT OPERATOR - WW (NEW PERSONNEL)	1.0	-	54,334	54,334		54,334
244	WASTEWATER	4	UTILTY WORKER - WASTEWATER (NEW PERSONNEL)	1.0	-	46,476	46,476		46,476
246	ENGINEERING	1	CUSTER RD METER STATION AND WL RELOCATIONS		2,501,275	-	2,501,275	(2,201,275)	300,000
247	ENGINEERING	2	COOK LANE (FIRST_END) WATER LINE		400,000	-	400,000		400,000
248	ENGINEERING	3	BROADWAY (PARVIN -CRAIG) WATER LINE		150,000	-	150,000		150,000

TOTAL PROPOSED 7.0 \$ 3,411,701 \$ 708,701 \$ 4,120,402 \$(2,237,275) \$ 1,883,127

**TOWN OF PROSPER
 FY 2019-2020
 DISCRETIONARY PACKAGES
 WATER/SEWER FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
CUT PACKAGES									
287	WATER	5	METER REPLACEMENT PROGRAM		-	200,000	200,000		200,000
288	WATER	12	WATERSMART INNOVATIONS 2020 CONFERENCE		-	2,024	2,024		2,024
							-		-
TOTAL CUT					\$ -	\$ 202,024	\$ 202,024	\$ -	\$ 202,024

**TOWN OF PROSPER
FY 2019-2020
DISCRETIONARY PACKAGES
OTHER FUNDS**

#	FUND	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
249	CRIME CONTROL SPD	1	COMPENSATION - MARKET ADJUSTMENT PUBLIC SAFETY		-	9,555	9,555		9,555
250	FIRE CONTROL SPD	1	COMPENSATION - MARKET ADJUSTMENT PUBLIC SAFETY		-	9,555	9,555		9,555
251	STORM DRAINAGE	1	FRONTIER PARK/LAKES OF PROSPER DRAINAGE DESIGN		100,000	-	100,000		100,000
252	STORM DRAINAGE	2	COMPENSATION - MARKET ADJUSTMENT		-	360	360		360
253	SPECIAL REVENUE FUND - PD DONATIONS	1	DRONES - SPECIAL RESPONSE TEAM		6,309	-	6,309		6,309
254	SPECIAL REVENUE FUND - PD DONATIONS	2	BODY CAMERAS AND LICENSES		5,607	-	5,607		5,607
255	SPECIAL REVENUE FUND - PD DONATIONS	3	RADIOS (HAND-HELD) - DONATION FUND		40,000	-	40,000		40,000
256	SPECIAL REVENUE FUND - PD DONATIONS	4	LAPTOPS FOR EVACUATION		3,500	-	3,500		3,500
257	SPECIAL REVENUE FUND - FD DONATIONS	1	LP15 DEFIBRILLATOR 4G MODEMS		3,615	-	3,615		3,615
258	SPECIAL REVENUE FUND - FD DONATIONS	2	PULSE OXIMETRY PROBES WITH CO CAPABILITY		6,000	-	6,000		6,000
259	SPECIAL REVENUE FUND - FD DONATIONS	3	DRONES/UAS		3,211	-	3,211		3,211
260	PARK IMPROVEMENT	1	HAYS PARK DESIGN		35,000	-	35,000		35,000
261	PARK IMPROVEMENT	2	PECAN GROVE PARK		67,500	-	67,500		67,500
262	PARK IMPROVEMENT	3	PECAN GROVE HIKE AND BIKE TRAIL EXTENSION		30,000	-	30,000		30,000
TOTAL PROPOSED				0.0	\$ 300,742	\$ 19,470	\$ 320,212	\$ -	\$ 320,211

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-02EXP TOWN SECRETARY'S OFFICE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CODIFY ZONING ORDINANCE		TYPE	DISCRETIONARY - 2		RANK	2
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5480 CONTRACT SERVICES	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
TOTAL	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The Town's Zoning Ordinance is currently being managed and updated by Town staff, which takes a significant amount of time and effort. Franklin Publishing currently codified the Code of Ordinances for the Town. This request would provide funds for Franklin to begin codifying updates to the Zoning Ordinance as well.				The Zoning Ordinance is not currently codified with the Code of Ordinances. Codifying both documents would make it easier for the public to find documents related to zoning ordinance updates. It would also relieve staff of the time and effort to manage the Zoning Ordinance in-house. The new Document Vault feature on the Franklin website would also allow the Town to link PDF documents of zoning changes to the website, which is not currently being done.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Town staff will continue to manage and update the Zoning Ordinance in-house.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ADMINISTRATION

100-10-02EXP TOWN SECRETARY'S OFFICE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VIDEOGRAPHY SERVICES	TYPE	DISCRETIONARY - 2			RANK	3
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5410 PROFESSIONAL SERVICES	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
TOTAL	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The Town has increased the use of video as part of our communications plan. The Prosper EDC provided funding for the first annual budget video, which was professionally produced and released in 2018, with much success. During the 2019 Strategic Planning Session, the Council included a Major Initiative to have a professionally produced Digital Year-In-Review/Annual Report. This request would provide funding for both of these projects on an annual basis, plus a third project to be determined.				The use of video on social media and other communication venues continues to be a top trend in municipal communications. This request would allow the Town to outsource three professionally produced video projects per year.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Currently, the Town's Communication Specialist is able to produce short, uncomplicated video projects. The Town does not have the staff or equipment to produce professional-quality video projects.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-05EXP INFORMATION TECHNOLOGY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FAILOVER VIRTUAL SERVER CLUSTER	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6125 CAPITAL EXPENSE-TECHNOLOGY	\$151,000	\$0	\$0	\$15,000	\$0
TOTAL	\$151,000	\$0	\$0	\$15,000	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To establish a failover virtual server cluster in the new Public Safety Facility to provide full redundancy to all critical public safety and non-public safety systems.			The secondary cluster will provide load balancing for all server loads as well as immediate failover capabilities in the event of a disaster or outage at either Town Hall or the new Public Safety building. It will effectively reduce RTO to a matter of seconds in the event of any outage. Note: The initial purchase would include three years of support services; \$15,000 is specified in 2023 for the renewal of those services.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The primary server cluster at Town Hall will remain a single point of failure for systems such as Computer Aided Dispatch, email services, file access for all departments, and public records.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

170

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ADMINISTRATION

100-10-05EXP INFORMATION TECHNOLOGY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LASERFICHE PUBLIC ACCESS MODULE & TRAINING		TYPE	DISCRETIONARY - 2		RANK	2
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5419 IT LICENSES	\$35,096	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL	\$35,096	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To add the Laserfiche Public Portal module to our existing implementation. The second proposal would provide hands-on training to staff.				This license will allow staff to create publicly-accessible forms in Laserfiche (like Board & Commission Applications, FOIA requests, etc.) and link those forms to a workflow for reviews, approvals, and processing. It will also enable documents filed by the Town Secretary to be directly linked from the website (or other means) to documents stored in Laserfiche. This will increase the ease with which publicly-accessible documents can be served up to the public, while maintaining a single document repository, eliminating the duplication of data and effort. Additionally, Laserfiche's workflow and automation tools can be leveraged to build an efficient process for publishing the documents. Lastly, it will allow staff to access policies, procedures, and forms from the newly-launched intranet site. The proposed module will add ten concurrent connections from both public and staff users. Lastly, the training program will provide an unlimited number of employees the opportunity to receive hands-on training in the Forms and Workflow modules of Laserfiche.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Only authenticated users will be able to access forms created in Laserfiche (i.e. no public forms and no general staff forms will be accessible). Additionally, any documents required for public viewing or staff access will have to be maintained in two separate systems (Laserfiche and the website/intranet site). All processes for making the information accessible will be manual and time-intensive. Lastly, without an opportunity for training, users will either need to attend the Laserfiche seminar in California individually, or use the product without sufficient skills or knowledge.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-05EXP INFORMATION TECHNOLOGY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	IN-VEHICLE ROUTERS FOR PUBLIC SAFETY	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5225 COMPUTER HARDWARE	\$50,000	\$0	\$0	\$0	\$0
TOTAL	\$50,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Procurement and installation of in-vehicle routers for all public safety vehicles.			As in-car technology and data needs expand, an in-vehicle router will be invaluable in expanding the capabilities of, and consolidating the connections of both current and future devices and sensors. Those devices include, but are not limited to, LPR systems, printers, camera systems, iPads, and MDCs. Additionally, in-vehicle routers negate the need to maintain separate LTE data plans for each of the devices used. For Fire Department apparatuses, this could reduce the number of data plans from four or more to one per apparatus. The proposed in-vehicle routers will be FirstNet-capable so that if the Town decides to take advantage of that system in the future, the hardware will already be capable of connecting.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Annual reduction of required LTE data plans ranging from \$2,735 to \$3,647.			Each individual device in any vehicle requiring network access will require a separate LTE data plan from the Town's cellular provider.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

172

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-05EXP INFORMATION TECHNOLOGY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ALWAYS-ON VPN SOFTWARE	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5418 IT FEES	\$25,000	\$26,500	\$28,000	\$29,500	\$31,000
TOTAL	\$25,000	\$26,500	\$28,000	\$29,500	\$31,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Procurement and implementation of an always-on VPN service for all public safety and mobile users.			A more robust secure connection to the internal network for both public safety and non-public safety remote users, both of whom have experienced issues with the current secure remote connection platforms being used (RadiolIP for public safety and a manually-established firewall VPN client for other staff). The proposed platform enables an always-on VPN connection back to the internal network, seamless routing between secure and non-secure networks (both wired and wireless), and robust diagnostic tools to allow IT to quickly identify and resolve connectivity issues.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Employees will continue to experience connectivity and profile problems under the current system.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

173

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ADMINISTRATION

100-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPENSATION - MARKET ADJUSTMENT - GENERAL FUND	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$127,672	\$127,672	\$127,672	\$0	\$0
TOTAL	\$127,672	\$127,672	\$127,672	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.			Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CONSULTING ON ERP SOFTWARE SOLUTION		TYPE	DISCRETIONARY - 1		RANK	2	
RESOURCES REQUESTED								
LINE ITEM	2020	2021	2022	2023	2024			
5480 CONTRACTED SERVICES	\$50,000	\$50,000	\$0	\$0	\$0			
TOTAL	\$50,000	\$50,000	\$0	\$0	\$0			
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose of this request is to hire a consulting firm to help develop, analyze, and assist in the RFP on an ERP system for the Town.				Consulting services would assist staff in project management of the implementation of the ERP system. 1. Complete business needs assessment of all departments. 2. Build RFP requirements based on business needs. 3. Assist in vendor selection. 4. Contract negotiations. 5. Assist in implementation.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Enhance operational transparency, capability, and security with new Town-wide enterprise software solution. Instill best practices and leverage change on procedures and policies.				Continue same level of service with existing software. Existing software is not keeping up with growth, reporting and lack of support. Not accomplish Strategic Goal 6 Ensure Fiscal Stewardship.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A								

175

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ADMINISTRATION

100-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PUBLIC SAFETY MEMORIAL WALL	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6610 CAPITAL	\$75,000	\$0	\$0	\$0	\$0
TOTAL	\$75,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Installation of a active duty and public safety memorial wall outside of Town Hall to honor those that serve our Country.			This provides a memorialized wall to honor active duty and first responders.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			This capital project would not be erected outside Town Hall.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ADMINISTRATION

100-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MAYOR OFFICE AND FURNITURE		TYPE	DISCRETIONARY - 3		RANK	4
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5210 OFFICE SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
6610 CAPITAL	\$125,000	\$0	\$0	\$0	\$0		
TOTAL	\$126,000	\$1,000	\$1,000	\$1,000	\$1,000		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To accommodate office space in Town Hall from the shell space on the third floor.				Helps provide the Mayor with office space to meet with developers and citizens for Town of Prosper business.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Currently the Mayor does not have space to setup meetings as a representative of the Town.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TWO LIEUTENANTS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$149,976	\$199,968	\$199,968	\$199,968	\$199,968
5115 SALARIES - OVERTIME	\$24,300	\$32,400	\$32,400	\$32,400	\$32,400
5143 CELL PHONE ALLOWANCE	\$1,530	\$2,040	\$2,040	\$2,040	\$2,040
5145 SOCIAL SECURITY EXPENSE	\$10,900	\$14,533	\$14,533	\$14,533	\$14,533
5150 MEDICARE EXPENSE	\$2,549	\$3,399	\$3,399	\$3,399	\$3,399
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$14,670	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$630	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$45	\$60	\$60	\$60	\$60
5175 LIABILITY (TML) WORKERS COMP	\$7,598	\$10,131	\$10,131	\$10,131	\$10,131
5180 TMRS EXPENSE	\$23,822	\$31,762	\$31,762	\$31,762	\$31,762
5185 LONG TERM/SHORT TERM DISABILIT	\$334	\$445	\$445	\$445	\$445
5186 WELLE-WELLNESS PROG REIMB EMPL	\$900	\$1,200	\$1,200	\$1,200	\$1,200
5192 PHYSICAL AND PSYCHOLOGICAL	\$1,050	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$400	\$400	\$400	\$400	\$400
5215 AMMUNITION	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
5350 VEHICLE EXPENSE	\$600	\$600	\$600	\$600	\$600
5352 FUEL	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438
5353 OIL/GREASE/INSPECTIONS	\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$6,838	\$0	\$0	\$0	\$0
5410 PROFESSIONAL SERVICES	\$7,700	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5620 TOOLS AND EQUIPMENT	\$39,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$72,217	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$18,055	\$18,055	\$18,055	\$18,055

178

TOTAL	\$372,412	\$342,810	\$342,810	\$342,810	\$342,810
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Many of the benchmark cities have a Lieutenant as a watch or shift commander. It provides the Police Department with a layer of mid-level management and makes us compliant with the National Incident Management System (N.I.M.S.) and the Incident Command System (I.C.S.).			The Police Department currently has only first line supervisors and upper level management. This will provide a mid-level management level that is essential to the adequate supervision of line personnel in a growing community and department that provides police services 24/7/365. First Lieutenant will supervise the (2) two day shift Sergeants and (1) one K-9 Unit. The second Lieutenant will supervise the (2) two night shift Sergeants and (1) one K-9 Unit. Both will assist the Assistant Chief with supervision of line operations as a Police patrol function and collateral administrative duties incumbent thereto.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Department would continue to suffer from inadequate management supervision over the growing shifts, especially when the Sergeant takes a holiday, vacation day or sick day. The continuation of the lack of direct management oversight on evenings and weekend shifts.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
Two Lieutenants in January 2020.					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TWO TRAFFIC OFFICERS - TRAFFIC UNIT(NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$93,132	\$124,176	\$124,176	\$124,176	\$124,176
5115 SALARIES - OVERTIME	\$24,300	\$32,400	\$32,400	\$32,400	\$32,400
5143 CELL PHONE ALLOWANCE	\$1,080	\$1,440	\$1,440	\$1,440	\$1,440
5145 SOCIAL SECURITY EXPENSE	\$7,348	\$9,797	\$9,797	\$9,797	\$9,797
5150 MEDICARE EXPENSE	\$1,718	\$2,291	\$2,291	\$2,291	\$2,291
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$14,670	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$630	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$45	\$60	\$60	\$60	\$60
5175 LIABILITY (TML) WORKERS COMP	\$5,120	\$6,827	\$6,827	\$6,827	\$6,827
5180 TMRS EXPENSE	\$16,058	\$21,411	\$21,411	\$21,411	\$21,411
5185 LONG TERM/SHORT TERM DISABILIT	\$225	\$300	\$300	\$300	\$300
5186 WELLE-WELLNESS PROG REIMB EMPL	\$900	\$1,200	\$1,200	\$1,200	\$1,200
5192 PHYSICAL AND PSYCHOLOGICAL	\$1,050	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$400	\$400	\$400	\$400	\$400
5215 AMMUNITION	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
5350 VEHICLE EXPENSE	\$600	\$600	\$600	\$600	\$600
5352 FUEL	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438
5353 OIL/GREASE/INSPECTIONS	\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$8,838	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5620 TOOLS AND EQUIPMENT	\$39,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$70,437	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$17,610	\$17,610	\$17,610	\$17,610
TOTAL	\$292,904	\$246,329	\$246,329	\$246,329	\$246,329

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
An increase in motor vehicle accidents, hit and runs, commercial motor vehicle traffic, and traffic complaints contribute to the necessity of a Traffic Unit. Along with responding to these incidents, officers in the Traffic Unit will also become commercial motor vehicle (CMV) and motorcoach safety inspection certified. Motor vehicle accident data categories in 2018 are as follow: Major Accidents-289; Minor-343; Hit and Runs - 3. Data gathered between 2014 and current indicate an increased trend with the total accidents for 2018 at 635; as of April 5, 2019 at 212. Approval of these positions would comply with Town Council Goal 2, "Maintain Safety and Security".	Motor vehicle accidents often require a two Patrol Officer response and sometimes more. A vehicle crash increase has required more attention from the Patrol Officers and may keep them unavailable for other emergencies that may require a quick police response. With Traffic Officers being the primary Officers responding to motor vehicle accidents, this would allow the Patrol Officers to remain available and maintain their patrol duties. In addition, Traffic Officers would also be the primary response for hit and run crashes. Traffic Officers would conduct the investigations and take a small workload off CID, which is already overloaded with criminal cases. Supporting documents include Five-Year Strategic Patrol and Investigations Staffing Plan by the University of North Texas in May 2018.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Patrol officers will continue to be unavailable to respond to potential high priority emergency calls while investigating motor vehicle accidents that on average take 45 minutes to an hour to clear. Traffic complaints from citizens may not receive the necessary on-going attention due to Patrol Officers having other assignments or calls for service. Commercial motor vehicles will not be inspected and could potentially present a safety concern for travelers on the Town's roadways. CID Detectives will be required to further investigate criminal offenses involving motor vehicle accidents, which will take them away from higher priority criminal cases.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two Police Officers assigned to Traffic Unit beginning January 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECLASS FOUR OFFICERS TO CORPORALS	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
5143 CELL PHONE ALLOWANCE	\$4,080	\$4,080	\$4,080	\$4,080	\$4,080
5145 SOCIAL SECURITY EXPENSE	\$2,113	\$2,113	\$2,113	\$2,113	\$2,113
5150 MEDICARE EXPENSE	\$494	\$494	\$494	\$494	\$494
5155 SUTA EXPENSE	\$648	\$648	\$648	\$648	\$648
5170 LIFE / ADD INSURANCE	\$120	\$120	\$120	\$120	\$120
5175 LIABILITY (TML) WORKERS COMP	\$1,308	\$1,308	\$1,308	\$1,308	\$1,308
5180 TMRS EXPENSE	\$4,618	\$4,618	\$4,618	\$4,618	\$4,618
5185 LONG TERM/SHORT TERM DISABILIT	\$65	\$65	\$65	\$65	\$65
5400 UNIFORM EXPENSE	\$1,360	\$0	\$0	\$0	\$0
5410 PROFESSIONAL SERVICES	\$7,700	\$0	\$0	\$0	\$0
TOTAL	\$53,016	\$43,956	\$43,956	\$43,956	\$43,956
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This reclassification is being requested as a necessity to ensure supervision of each patrol shift and adherence to our high standards and policies. In the absence of a Sergeant, the Officer-in-Charge (OIC) has been assigned from previous Field Training Officers (FTO). This becomes problematic as FTO's are being required to stay on particular shifts and asked to supervise shifts with no formalized supervisor position. Seven out of our ten benchmark cities surveyed are utilizing Corporals on patrol; one of the ten cities did not reply. Two agencies, McKinney and Plano, are large enough to have multiple Sergeants on each shift for individual sectors/areas that can serve as Supervisors, in the event a Sergeant is absent. (McKinney discontinued utilizing corporals for this task in the last couple of years). This request is consistent with area law enforcement agencies as they have found a need for this position as well. Under general supervision of a Police Sergeant or commanding officer, the Police Corporal provides first line supervision and serves as the commanding officer. May oversee supervision of assigned unit(s) or shift(s) providing a variety of police services. Assists in performance of duties of assigned unit(s). Supervises assigned Police Department Staff.			Prosper PD would benefit by having officially assigned personnel who meet specific criteria to command a shift in the absence of a Patrol Sergeant. This would provide a more structured command system and eliminate the current issues of assigning OIC duties based on FTO status. With this reclass, this will eliminate the pay for OIC and show a potential savings of \$13,000 based on the last twelve months of activity.		

182

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Continued lack of organized and official supervision of a shift in the absence of a Patrol Sergeant. This would help line out organizational structure as well as adherence to Department policy and procedures on a day to day operational level. Officers would also have an additional resource to help alleviate patrol related issues in the event Sergeants are unavailable due to other requirements/absences.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Reclassify four Officers in January 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RADIOS (HAND-HELD)	TYPE	DISCRETIONARY - 1	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$40,000	\$0	\$0	\$0	\$0
TOTAL	\$40,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Police Department received notice from Motorola Solutions that fifteen (15) of our current radios, part of their APX 6000 group, will no longer be supported or available for purchase. The end-of-support date is December 31, 2019. Cost to replace this equipment is \$80,000. Half of the cost will be funded in the Special Revenue Police Donations account.			Continued service.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Funding is necessary to prevent a dramatic impact to operations.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MVR UPGRADE	TYPE	DISCRETIONARY - 1			RANK	7
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$25,694	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$25,694	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The purchase of (4) four L3 mobile video recorders (MVR), which are the cameras mounted on the dash of each of our patrol units, would upgrade four existing MVR's that are outdated and not capable of working with our current evidence storage equipment. The four existing MVR systems will not talk to our current server and cannot be upgraded per the manufacturer. Officers have to manually upload data captured on these cameras instead of it automatically uploading to the server like the new generation MVR's do.				Adding the MVR's would enable officers to remain on patrol instead of spending time at the PD manually uploading MVR data.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Increased risk of video recorders not capturing evidence.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECLASS TWO COMM. OFFICERS TO COMM. LEAD	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$4,008	\$4,008	\$4,008	\$4,008	\$4,008
5145 SOCIAL SECURITY EXPENSE	\$286	\$286	\$286	\$286	\$286
5150 MEDICARE EXPENSE	\$66	\$66	\$66	\$66	\$66
5175 LIABILITY (TML) WORKERS COMP	\$100	\$100	\$100	\$100	\$100
5180 TMRS EXPENSE	\$624	\$624	\$624	\$624	\$624
5185 LONG TERM/SHORT TERM DISABILIT	\$8	\$8	\$8	\$8	\$8
TOTAL	\$5,092	\$5,092	\$5,092	\$5,092	\$5,092
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Reclassifying two Communications Officers to Communication Leads positions. This would compensate the Communications personnel that perform the duties of a Communications Supervisor in the Supervisor's absence. Several employees perform significantly more duties than their peers. The Communications Leads would be the acting Supervisor in the absence of the Supervisor. They would perform duties not required of normal Communications Officers. Adding two Communications Leads will allow three on duty on every shift. This allows for mandatory minimums to remain two in the room, but the vast majority of the time three in the room would be possible. By having three in the room, the Supervisor/Lead can oversee the supervision of the room and not be covering an active channel. This would allow us to better supervise, ensure consistency, ensure policies are followed and have the ability to provide quality control on our calls. In addition, it would allow Communications to provide better service to our citizens and our Responders. Currently, they have to place callers on hold to answer incoming lines, ask Responders to stand-by or repeat their information due to performing other duties, etc.			Reclassification of two current Communications Officers to Communications Leads would allow for 24/7 supervisory coverage on all shifts. Currently if a Supervisor is not present, newly released line Communications Officers are required to make a split second decision or contact a Supervisor via telephone. When requesting data from benchmark cities, several had these types of positions (Little Elm, Frisco, McKinney, Plano and Allen) and advised they were doing a reclassification in the upcoming budget. Reclassifying these positions would ensure the quality and efficiency of the services provided to first responders and citizens. It would improve the quality of our workforce and ensure a knowledgeable individual is available 24/7 for needed guidance.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Having three the vast majority of the time with a minimum staffing of two would cut the cost of mandatory overtime currently paid to employees.			Continued inadequate supervision for a minimum of 80 hours per week, resulting in less efficient service, which is a vital link to the citizens of Prosper and emergency services.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
Reclassify two Communications Officers to two Communications Lead positions in October 2019.					

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

POLICE

DIVISION

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	APCO RPL CERTIFICATION	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5536 TRAINING/SEMINARS	\$995	\$995	\$995	\$0	\$150
TOTAL	\$995	\$995	\$995	\$0	\$150
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To have all of the Supervisors certified through APCO's Registered Public-Safety Leader (RPL) course. Course Cost: \$995 per person Recertification: \$150 every 4 years			RPL helps to develop a solid foundation of management and supervisory skills necessary for running a successful PSAP. The first five of six online courses focus on managing and supervising successful teams. The sixth course is completing a service project. The request is to send three employees through the certification one at a time in order for all of us to be certified in three years.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Supervisors will continue to manage at their current educational/knowledge level.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	NEW ENGINE LOOSE EQUIPMENT	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6140 CAPITAL EQUIPMENT REPLACEMENT ENGINE	\$150,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$150,000	\$10,000	\$10,000	\$10,000	\$10,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purposes of this request is to fund the necessary loose equipment to adequately stock the new engine replacement. The engine being replaced is less than 25% stocked and most equipment on the existing engine is 22 years old and is well past it's service life.			The Engine would be ready to respond to any emergency incident without delay. Attached to this request is an equipment list that was used in 2016. All pricing is from 2016 and are shown to show the number of items necessary to have an engine ready to respond as a backup. Reserve engines are also used at special events by off duty personnel in addition to being reserves.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Equipment would have to be relocated from one engine to another every time it is out of service for repairs or warranty work and it would not be able to immediately respond if the front line failed to start, or was incapacitated for any reason including engine troubles, electrical, flat tires, etc.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VEHICLE FOR EMERGENCY MANAGEMENT COORDINATOR	TYPE	DISCRETIONARY - 2	RANK	4
--------------	----------------------------------------------	-------------	-------------------	-------------	---

RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5320 REPAIRS AND MAINTENANCE	\$0	\$1,000	\$1,000	\$1,000	\$1,000
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5353 OIL/GREASE/INSPECTIONS	\$200	\$200	\$200	\$200	\$200
6160 CAPITAL EXPENDITURE - VEHICLES	\$23,100	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,887	\$2,887	\$2,887	\$2,887
TOTAL	\$24,300	\$5,087	\$5,087	\$5,087	\$5,087

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
The purpose of this request is to provide a vehicle for the Emergency Management Coordinator to respond to incidents, attend meetings, etc.	The Emergency Management Coordinator position is required to attend out of Town meetings very often, and responds to emergency incidents and disasters. This will allow him to respond to emergency incidents, meetings, and events, in a marked vehicle to access areas that are typically very limited.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The Emergency Management Coordinator would be required to use his personal vehicle to attend meetings and events, respond to emergencies, disasters, etc. Access could be denied to some areas without the use of a marked vehicle.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	

100

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FIRE TRAINING/OFFICER DEVELOPMENT PROGRAMS	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5536 TRAINING/SEMINARS	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
TOTAL	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund an increased requirement in the training requirements for Prosper Fire Rescue and the continued officer development training for our company officers/leadership.			Prosper Fire Rescue is a growing and dynamically developing department. With the receipt of the new ladder truck in 2019, as well as new personnel, it is vital that our entire department become completely functional and tactical masters of truck company operations and the specialized equipment carried on it. This will require extensive and ongoing training, as well as the normal supportive training we conduct annually on our other tools, equipment and tactical situations. High rise/mid rise fire operations are highly specialized and require equally specialized training. We will also continue to provide strong leadership and company officer management training for our administrative and company officer leadership team.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Not funding will minimize the content and number of applications of training opportunities for our personnel on truck company operations and expanding our skill profile for structures in the Town of Prosper.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	AMERICAN HEART ASSOCIATION CPR PROGRAMS	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5440 EMS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund the annual operating cost of the new American Heart Association CPR program for the Town of Prosper			The Town of Prosper is now aligned as an American Heart Association training site and will be delivering both certification courses as well as the Friends and Family courses to Town of Prosper employees, residents, businesses, and PISD personnel. This amount covers the annual operating costs of the programs, as well as the replacement of CPR mannequins due to use over the course of the year.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
As this is a new program we are rolling out, we are only able to estimate revenue that will be charged for the card classes only. We expect approximately \$750 to be received in revenue from the certification classes.			We will not be able to maintain didactic materials for citizens or employees, as well as maintain and upkeep on practice mannequins		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

191

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

FIRE

DIVISION

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	STORM SIREN	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5445 EMERGENCY MANAGEMENT EXPENSE	\$0	\$1,285	\$1,285	\$1,285	\$1,285
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$31,500	\$0	\$0	\$0	\$0
TOTAL	\$31,500	\$1,285	\$1,285	\$1,285	\$1,285
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Add one additional storm siren to our emergency warning system to cover new neighborhoods including Star Trail which is experiencing major growth and expansion. We would like to complete this project in Winter 2019 in preparation for severe weather in the spring when it is most prominent. This pricing includes powder coating the pole.			Coverage to areas not covered by storm sirens at this time. This will warn all effected residents in the Dallas Parkway/Prosper Trail area including multiple new and existing neighborhoods.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Areas in Town that have had growth during the last few years that are currently outside the system area, will continue to not have severe weather warning siren coverage.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

DEVELOPMENT SERVICES

100-40-02EXP CODE COMPLIANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	HEALTH AND CODE COMPLIANCE OFFICER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$38,466	\$51,288	\$51,288	\$51,288	\$51,288
5115 SALARIES - OVERTIME	\$360	\$480	\$480	\$480	\$480
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$2,455	\$3,273	\$3,273	\$3,273	\$3,273
5150 MEDICARE EXPENSE	\$574	\$765	\$765	\$765	\$765
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$163	\$217	\$217	\$217	\$217
5180 TMRS EXPENSE	\$5,365	\$7,153	\$7,153	\$7,153	\$7,153
5185 LONG TERM/SHORT TERM DISABILIT	\$75	\$100	\$100	\$100	\$100
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$150	\$150	\$150	\$150	\$150
5220 OFFICE EQUIPMENT	\$8,127	\$150	\$150	\$150	\$150
5230 DUES, FEES, AND SUBSCRIPTIONS	\$420	\$420	\$420	\$420	\$420
5350 VEHICLE EXPENSE	\$294	\$392	\$392	\$392	\$392
5352 FUEL	\$567	\$756	\$756	\$756	\$756
5353 OIL/GREASE/INSPECTIONS	\$25	\$25	\$25	\$25	\$25
5400 UNIFORM EXPENSE	\$150	\$150	\$150	\$150	\$150
5419 IT LICENSES	\$2,940	\$2,940	\$2,940	\$2,940	\$2,940
5530 TRAVEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5533 MILEAGE EXPENSE	\$300	\$300	\$300	\$300	\$300
5536 TRAINING/SEMINARS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

193

5630 SAFETY EQUIPMENT	\$250	\$250	\$250	\$250	\$250
6160 CAPITAL EXPENDITURE - VEHICLES	\$23,616	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,486	\$3,486	\$3,486	\$3,486
TOTAL	\$96,360	\$87,324	\$87,324	\$87,324	\$87,324

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request is to add another qualified and experienced Inspector who is able to conduct code compliance and health inspections, as well as improve customer service to citizens and other customers. Due to the current growth in numbers of food establishments as well as residential and commercial properties, the quality of services and the amount of time an inspector can interact and build a relationship with a customer have both been reduced. The FDA guideline ratio for a full-time employee, devoted only to food inspection, is 280 establishments per employee, this equates to a minimum of 560 inspections. This guideline allows time for the inspector to thoroughly conduct routine inspections. In addition to 560 inspections, staff also has to conduct follow-ups of critical violations, complaints inspections, food-borne illness investigations, trace back assessments, process improvement, food safety training at each site, and additional oversight of establishment operations which adds many additional inspections above the 560 routine inspections. Since June of 2018, staff has completed 156 food inspections. Each site should be inspected twice or more depending on the risk of food-borne illness. However, because staffing is limited, only one routine inspection is being performed. The Town previously subcontracted all health inspections to a third party contractor. Record retention of viable documents was at the contractor's discretion and was minimally maintained. Since the Town brought the services in-house, staff has created standard operating procedures, application forms, inspection reports, checklists, new ordinances, guidance documents and additional programs for multifamily developments. This process is ongoing and additional staff is necessary to maintain and provide enhanced services to our residents. Currently, all health and swimming pool permits, applications, and plans for construction are reviewed by one staff member. Due to the increase in commercial development, additional staff is necessary to assist with plan review, inspections, and ensure office coverage during training and employee absences. The Town currently has 34 swimming pools and spas under permit. Each location should minimally receive two inspections per season, April to October. In the event that each location receives one complaint from a citizen during the season, the inspector is required to conduct 102 swimming pool inspections while conducting food establishment inspections as well as the items stated previously. The current staff member has worked 2169 hours out of the possible 1920, that equates to 249 hours of over-time and \$13,229 in possible over-time funds (attached). In the past five years, the staff has consistently opened 951 to 1060 new Code Enforcement cases per year. In addition to ensuring compliance within the neighborhood standards, code compliance also oversees new developments. Code Compliance monitors each development during construction, ensuring developers and builders comply with the sign, zoning, building, and planning ordinances as well as provides and maintains consistent field coverage for both health and code compliance. Additional staff is needed to provide and maintain excellent customer service, promote community relationships, ensure the quality of inspections, decrease current employee overtime, divide weekend coverage between multiple staff members, provide future services and programs for the division.</p>	<p>Projects will be completed on time, additional programs can be catered to the needs of the business and customers such as swimming pool safety, food safety training or providing homeowner seminars on home repairs or informative meetings to help maintain their properties in compliance. This position will add one qualified and experienced Combination Inspector to conduct code compliance and health inspections. This addition will improve customer service, increase productivity in field inspections, improve ability to conduct the increased food establishment, swimming pool, and multi-family dwelling inspections to better ensure the safety and well-being of residents and patrons. This position will allow us to provide the highest quality of customer care and service to the residents and customers in Prosper.</p>

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>With the increasing number of required inspections for food establishments, swimming pools, residential and commercial properties will not get inspected in a timely manner by health and code, for which the State mandates a minimum of twice a year for all food establishments. The number of complaints from citizens will continue to increase as will the response time to each complaint when the amount of complaints exceeds the ability of the Inspector to complete in one business day, which is the current response requirement. The quality of customer service will diminish due to an excessive workload. The extra workload will result in working longer hours and increases the chances of burnout and lower employee retention. Employees may view goals and objectives unattainable. New responsibilities added to the division during the past year, such as the Multi-Family Dwelling Program, have added approximately 150 additional inspections this year. With additional planned properties and current zoning, the Town is expected to have an increase in number of units from 948 to potentially 3719 units. This will increase the number of required inspections to 371 a year and more if complaints response and follow up are required. Increased workload will require an increase to our overtime budget, or we will be forced to hire a contractor on a regular basis. Historically when the Town used a third party to conduct inspection services, the inspection report form and the quality of inspection services were found to be sub-par and lacking in the customer interaction between the Inspector and the business owner at the establishment. Due to gaps in data and information on each establishment, current staff has spent hours updating records and incomplete reports. The amount of time spent reconciling data and reports greatly reduced time available to complete inspections in the field.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Health and Code Compliance Officer in January 2020.	

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-02EXP CODE COMPLIANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SOFTWARE FOR HEALTH INSPECTIONS	TYPE	DISCRETIONARY - 1	RANK	2
--------------	---------------------------------	-------------	-------------------	-------------	---

RESOURCES REQUESTED

LINE ITEM	2020	2021	2022	2023	2024
5419 IT LICENSES	\$2,700	\$1,200	\$1,200	\$1,200	\$1,200
TOTAL	\$2,700	\$1,200	\$1,200	\$1,200	\$1,200

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To enter into a contract with SWEEPS, health inspection software used specifically for record retention, history, and tracking violations, complaint and investigation at food establishments and swimming pools. This software will help fill the gaps between now and when the new software for the Town, which will include health inspection capabilities is launched.	The current software Building Inspections uses is not adaptable, therefore all health inspection reports are handwritten twice at each food establishment. This process takes an excessive amount of time and large increase in printing. This software will allow staff to provide consistent reports to each establishment, along with a detailed narrative of the code violation and solution to correct each violation. This software will also automatically schedule follow-up and next inspections and manage how often each food establishment should be inspected based on the risk associated with food-borne illness. The report capabilities will provide essential data for staff to use when applying for grant opportunities and scholarships for educational conferences. Additional benefits include reduced printing cost and paper waste, increase efficiencies and provide easy and accessible data to staff and citizens by providing the ability to post online inspection.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<ol style="list-style-type: none"> 1. Ineligible for grant opportunities 2. Establishments and Swimming pools will not get inspected in a timely manner due to hand writing each report. 3. Accurate record retention is lost 4. Increase in printing associated cost 5. Excessive paper waste
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	

196

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

PUBLIC WORKS

DIVISION

100-50-01EXP STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE ANNUAL STREET MAINTENANCE PROGRAM			TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5485 CONTRACT SVCS - ANNUAL STREET	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	
TOTAL	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
This purpose of this request is to increase the annual street maintenance budget in the Streets Department from \$1,000,000 to \$1,250,000. Originally Craig Street from Preston to Fifth was proposed to be funded from the annual street maintenance budget but can be delayed one year to FY2021, to allow the \$1,250,000 to be used to offset some of the \$7,000,000 costs for construction of two lanes of Prosper Trail from Coit Road to Custer Road.				To provide additional funding this year for the construction of two lanes of Prosper Trail from Coit Road to Custer Road.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				There will not be adequate funding for two lanes of Prosper Trail from Coit Road to Custer Road.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

PUBLIC WORKS

100-50-01EXP STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	HEAVY EQUIPMENT OPERATOR - STREETS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$34,855	\$46,474	\$46,474	\$46,474	\$46,474
5145 SOCIAL SECURITY EXPENSE	\$2,161	\$2,881	\$2,881	\$2,881	\$2,881
5150 MEDICARE EXPENSE	\$505	\$674	\$674	\$674	\$674
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$1,527	\$2,036	\$2,036	\$2,036	\$2,036
5180 TMRS EXPENSE	\$4,723	\$6,297	\$6,297	\$6,297	\$6,297
5185 LONG TERM/SHORT TERM DISABILIT	\$66	\$88	\$88	\$88	\$88
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$54,935	\$72,059	\$72,059	\$72,059	\$72,059
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To hire a Heavy Equipment Operator for the Streets Department. This position would operate machinery on job sites and must be able to perform skilled tasks in the construction, maintenance, and repair of Town streets.			Currently there is one Operator in streets which hinders us when we have multiple projects occurring at the same time. With an additional Operator on staff, we will have the ability to provide efficient staff on multiple projects concurrently. Additionally, an Operator can also help fill voids when Crew Leaders are absent and provide extra leadership support that is needed.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The department will continue to operate, preventing efficient repairs. Many projects will continue to be delayed due to a shortage of staff.		

108

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Heavy Equipment Operator in January 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

PUBLIC WORKS

100-50-01EXP STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CREW LEADER - STREETS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$35,727	\$47,636	\$47,636	\$47,636	\$47,636
5145 SOCIAL SECURITY EXPENSE	\$2,215	\$2,953	\$2,953	\$2,953	\$2,953
5150 MEDICARE EXPENSE	\$518	\$691	\$691	\$691	\$691
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$1,565	\$2,086	\$2,086	\$2,086	\$2,086
5180 TMRS EXPENSE	\$4,841	\$6,455	\$6,455	\$6,455	\$6,455
5185 LONG TERM/SHORT TERM DISABILIT	\$68	\$91	\$91	\$91	\$91
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,110	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$440	\$440	\$440	\$440	\$440
5352 FUEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5353 OIL/GREASE/INSPECTIONS	\$180	\$180	\$205	\$205	\$205
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5620 TOOLS AND EQUIPMENT	\$2,000	\$500	\$500	\$500	\$500
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
6160 CAPITAL EXPENDITURE - VEHICLES	\$29,100	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,638	\$3,638	\$3,638	\$3,638
TOTAL	\$92,462	\$81,359	\$81,384	\$81,384	\$81,384

200

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To provide structure, additional support, and leadership to the Street Department.</p> <p>Additionally, a 2019 Chevy Silverado 2500 WT Double Cab is included with this request.</p>	<p>Currently the Street Department has one Crew Leader. Additional leadership in the Street Department is needed to help oversee and maintain an additional crew. This position would report to the Streets Superintendent and would assist in job duties such as grading roads, patching potholes, installing signs, mowing, and correcting drainage issues. This position would allow the Town to have greater response times to reported issues, and repairs to Town property would be done in a more timely manner.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The Street Department will have to outsource more of the work in order to complete jobs in a timely manner. Less efficient productivity will continue as additional leadership is needed to transition crews to oversee various projects.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Crew Leader in January 2020.	

FUND	TOWN OF PROSPER	DEPARTMENT	DIVISION
10 GENERAL		COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
SUPPLEMENTAL DETAILS - ACTIVE			

TITLE	CONTRACT SERVICES - PROGRAMMING AND ACCREDITATION	TYPE	DISCRETIONARY - 1	RANK	2
--------------	---------------------------------------------------	-------------	-------------------	-------------	---

RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5220 OFFICE EQUIPMENT	\$2,210	\$0	\$0	\$0	\$0
5480 CONTRACT SERVICES	\$45,000	\$45,000	\$45,000	\$0	\$0
TOTAL	\$47,210	\$45,000	\$45,000	\$0	\$0

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To hire contract staff to assist with preparing plans, policies and best practices for the Department. The Town set a goal of submitting for the National Parks and Recreation Agency (NRPA) Accreditation in 2020. Receiving accreditation is not the end goal, accreditation is a benchmark for the Town to use to ensure that the Parks and Recreation Department is operating at a high level and utilizing industry recognized best practices.</p> <p>This contractor can also assist with special events and recreation programming.</p> <p>There are a few retired executive-level Parks and Recreation professionals in the area who have expressed that they would be willing to do contract work. It is not the intent of this request to start paying for assistance that was previously done as a volunteer. The expectation is that whomever is selected, would maintain their, at no charge, volunteer commitments.</p> <p>Estimating 1,000 hours per year at a contract rate of \$45 per hour.</p>	<p>Due to growth, workloads, and recent vacancies in staff, the department is behind in preparing for accreditation. This additional person will assist in preparing plans, internal policies, etc., as well as perform routine items that will allow other staff members time to concentrate on putting plans, policies and best practices in place in anticipation of submitting for NRPA accreditation.</p> <p>This consultant will be able to infuse a great deal of knowledge while not having the long term burden of an additional staff member, who at some point would be less needed.</p> <p>This individual would also be able to assist with Senior programming and youth programming.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	It is very unlikely that staff will be able to meet the Fall 2020 goal of submitting to NRPA for accreditation as identified in the major initiatives.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Hire a contract employee part time to help with items needed for agency accreditation and to work on routine items freeing up staff time to work on items needed for accreditation.	

202

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARK CHEEK WALL REPAIR		TYPE	DISCRETIONARY - 2		RANK	3
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5320 REPAIRS AND MAINTENANCE	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To add concrete, approximately 6' wide, on the slopes adjacent to the cheek walls at the baseball bleacher seating areas at Frontier Park. Presently grass will not grow in these areas due to shade, foot traffic, and steep slope. This lack of grass allows the soil to erode onto the pedestrian walkway causing maintenance issues.				This addition will create a low maintenance solution to an ongoing maintenance problem. This meets the following Town Council Goals: Goal 2: Maintain Safety and Security Goal 4: Maximize Recreation and Leisure Opportunities Goal 8: Improve Town Facilities			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The slopes will continue to erode and could cause structural issues to the bleachers if the area is not maintained and the soil erodes from underneath the concrete.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

203

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PICKUP TRUCK - PARK ADMIN	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5352 FUEL	\$525	\$525	\$525	\$525	\$525
5353 OIL/GREASE/INSPECTIONS	\$220	\$220	\$220	\$220	\$220
6160 CAPITAL EXPENDITURE - VEHICLES	\$23,800	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,975	\$2,975	\$2,975	\$2,975
TOTAL	\$24,545	\$3,720	\$3,720	\$3,720	\$3,720
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase a vehicle to be used by Parks Administration, as well as the Recreation Division when needed to conduct Town business. 1/2 ton PU with bed liner and floor mats.			This vehicle will be shared by multiple people within the department. It will allow staff to use a Town vehicle when traveling to meetings or between Town buildings on official business. It would also be used when performing site investigation and field visits associated with administering the Landscape and Tree Preservation Ordinance and while visiting sites associated with Parks CIP projects. It will also be used to transport supplies for different programs and special events.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to use their private vehicles to perform Town business.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

204

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARK STORAGE BUILDINGS		TYPE	DISCRETIONARY - 2		RANK	9
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5320 REPAIRS AND MAINTENANCE	\$0	\$500	\$500	\$500	\$500	\$500	\$500
5525 ELECTRICITY	\$0	\$500	\$500	\$500	\$500	\$500	\$500
6110 CAPITAL EXPENDITURE	\$147,927	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$147,927	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To design and construct storage facilities at Frontier Park. This proposal includes 1 - 10x10 storage area and 1 - 15'X15' storage area. The larger area will be utilized by Town staff to store maintenance equipment and materials used for park maintenance. This will help with machinery transportation. While the smaller area will be utilized by one or more sports leagues.				The storage buildings will provide the necessary onsite storage for the Town. These storage areas will keep equipment secure, reducing the need to haul equipment and the need for storage pods on site. With the construction of these storage areas, it will minimize the amount of equipment Parks staff will need to haul to and from the site, saving on gas and man hours. This will also increase the amount of Town available storage. This aligns with the following Town Council Goals: Goal 2 Maintain Safety and Security Goal 4 Maximize Recreation and Leisure Opportunities Goal 8 Improve Town Facilities			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				By not funding this, Town staff will continue to haul equipment to the park.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

2025

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MULTI-PURPOSE AND PARKS ADMIN PARKING RESURFACING	TYPE	DISCRETIONARY - 2			RANK	13
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6110 CAPITAL EXPENDITURE	\$15,000	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$15,000	\$0	\$0	\$0	\$0	\$0	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Resurface the parking lot at the Parks Administration building and the multi-purpose building (407 and 409 E. First Street) with 2" overlay of asphalt.				The parking lot is in need of resurfacing as the asphalt is starting to fail. With the new multi-purpose building remodeled, this will assist the residents utilizing the new facility and provide ADA compliant parking spaces. This aligns with the following Town Council Goals: Goal 2 Maintain Safety and Security Goal 4 Maximize Recreation and Leisure Opportunities Goal 8 Improve Town Facilities			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The parking lot would remain in its existing condition.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

206

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	DOWNTOWN LIVE!	TYPE	DISCRETIONARY - 2			RANK	14
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5995 RECREATION ACTIVITIES	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The funds requested will be used to secure the necessary items needed for DownTown Live! With the funding less than the previous year, staff will visit with Council to understand the desires and the budget for the event.				Most Towns have a number of special events in their downtown area. It is vital for a downtown to thrive that the public visit the area, and learn what business and establishments are in the downtown. Events such as this also help build a sense of community among the residents.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
It is possible to generate revenue from food and drink sales, and sponsorship.				There will be no DownTown Live! in 2020.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

207

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER SHADE STRUCTURE		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6120 CAPITAL EXP-PK IMPROVEMENTS	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Upgrade the Windmill Playground shade structure for safety and reduce costly maintenance and repairs over the years. The existing Windmill Playground structure has had issues over the years with shade fabrics tearing and connection points of the cables breaking. This in turn leaves a loose cable whipping in the wind until staff is made aware and can remove it. Currently, three of seven shade sails need to be repaired. This proposal is to have the existing installation retrofitted with more durable and robust hardware as well as install new shade sails to replace the damaged sails. This does not include the larger two sail system as it has not experienced the same failures to date.				Since 2005 various shade sails and mounting hardware have failed and broken during storms. Cables or turnbuckles break which leads to the shade sails tearing. Staff has reached out to a company who is a leader in the industry and staff feels the company's engineers can overcome the shortcoming of the existing design. This company installed the shade structures at Frontier Park North. There have been no failures on the new installation, while we have experienced failures at the Windmill playground structure during the same storms. Staff has worked with this company in the past and are confident they will provide the best solution. Shade sails will fail from time to time, as it is their nature, but this proposal will greatly reduce the frequency and the extent of failures at Windmill Playground.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The system will continue to fail and could potentially injure someone on the playground as the cables whip in the wind until staff is able to remove them. Funds will continue to be spent on repairs.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

208

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARK CONCESSION/PAVILION STAINING	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$15,000	\$0	\$15,000	\$0	\$15,000
TOTAL	\$15,000	\$0	\$15,000	\$0	\$15,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To fund materials and labor to re-stain the cedar facade on concession stand areas and the pavilion at Windmill Park.			Ensure the longevity and structural integrity at Frontier Park concession stands, as well as the appearance of park sites. Continued appearance of structures at Frontier Park and Windmill Park pavilion. This request will ensure wood rot, insect infestation due to rotting wood and unsafe structural damage will NOT occur, and resident desirability for rentals/use will continue.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Wood decay, insect inhabitation, resident safety and overall appearance of park structures will decline.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

209

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	IRRIGATION TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$27,909	\$37,212	\$37,212	\$37,212	\$37,212
5143 CELL PHONE ALLOWANCE	\$540	\$720	\$720	\$720	\$720
5145 SOCIAL SECURITY EXPENSE	\$1,764	\$2,352	\$2,352	\$2,352	\$2,352
5150 MEDICARE EXPENSE	\$413	\$551	\$551	\$551	\$551
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$36	\$49	\$49	\$49	\$49
5175 LIABILITY (TML) WORKERS COMP	\$488	\$651	\$651	\$651	\$651
5180 TMRS EXPENSE	\$3,855	\$5,140	\$5,140	\$5,140	\$5,140
5185 LONG TERM/SHORT TERM DISABILIT	\$54	\$72	\$72	\$72	\$72
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 SUPPLIES	\$50	\$50	\$50	\$50	\$50
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100
5352 FUEL	\$450	\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$600	\$350	\$350	\$350	\$350
5530 TRAVEL/LODGING/MEALS EXPENSE	\$300	\$300	\$300	\$300	\$300
5536 TRAINING/SEMINARS	\$150	\$150	\$150	\$150	\$150
5630 SAFETY EQUIPMENT	\$150	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$23,689	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,983	\$2,983	\$2,983	\$2,983
TOTAL	\$68,810	\$62,242	\$62,242	\$62,242	\$62,242
COMMENTS					

210

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To request an additional Park Operations staff member in order to split the irrigation staff into two crews. This addition will add one additional licensed Irrigator.</p> <p>This request is needed per the staffing projections and in line with the Town's benchmark cities.</p>	<p>This will allow the existing Irrigation Specialist to spend more time programming, looking at landscape/irrigation plans, and overseeing the install of all irrigation and landscape projects.</p> <p>This additional oversight will help insure that contractors working on parks and medians will meet the Town specifications and provide a quality product after acceptance. It will also help minimize contractors taking short cuts resulting in Town staff troubleshooting and making repairs.</p> <p>By allowing the Specialist to spend more time programming the system, it will operate more efficiently and reduce irrigation cost while providing a higher quality of turf grass ensuring that trees and ornamental plants have adequate water during the summer months.</p> <p>Licensed Irrigators have much more experience and are able to teach staff in the field the proper and most efficient way to make repairs.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>When our specialist is in the office programming the system, the field crew is not staffed with a licensed Irrigator. Field personnel cannot work on backflows, meter tie in's, or RPZ's without a licensed Irrigator onsite. There is less oversight of Contractors working in the medians and parks, resulting in more long term issues.</p> <p>There isn't always adequate time to program the water schedules for onsite conditions.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Irrigation Technician in January 2020.	

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TREE SPADE AND TREE AUGER	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5353 OIL/GREASE/INSPECTIONS	\$0	\$25	\$25	\$25	\$25
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$39,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,250	\$3,250	\$3,250	\$3,250
TOTAL	\$39,000	\$3,275	\$3,275	\$3,275	\$3,275
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase a tree spade, auger and bit that can be mounted on a skid steer. This will allow Parks to use the skid steer to perform numerous functions, including tree planting and root pruning at the tree farm and for tree relocation.			Parks will gain the ability and flexibility to remove dead trees and add new trees, and pull trees from the tree farm to prevent rooting, until we are ready to plant in a permanent spot. Staff will utilize one of Public Works' skid steers until Parks is able to purchase a skid steer.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
We will be able to save thousands of dollars a year with this spade translating to long term savings for the Town. To date, the Town has spent \$10,000 on a contractor to assist with tree spade work. If the yearly root pruning could have taken place this year, an additional \$3,000 expense would have been incurred.			The Town will be at the mercy of the contractor's availability and pricing and lose the ability to perform the task at the time it needs to be done. Allocating funds for contract work will be required. No rental companies offer a 50 inch spade. Staff will not be able to perform critical work. For example, in FY 2018/2019, staff was not able to perform the yearly root pruning of trees at the tree farm due to weather and lack of contractor availability. Root pruning is required to help the trees grow a compact root ball and minimize the amount of roots disturbed when the trees are ultimately moved and planted.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

212

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	EQUIP RENTAL AND SERVICES TO MAINTAIN HIGH ELEMENT			TYPE	DISCRETIONARY - 1		RANK	6	
RESOURCES REQUESTED									
LINE ITEM	2020	2021	2022	2023	2024				
5310 RENTAL EXPENSE	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				
5480 CONTRACT SERVICES	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500				
TOTAL	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?					DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To rent aerial man lifts and hire contractors to do work that requires a person to maintain items that are high.					<p>As the Parks system continues to age, there are more and more items that require maintenance. The use of ladders is not always the fastest or safest way to reach them.</p> <p>Changing fuses and light bulbs within our parks. This occurs on a fairly regular basis. Does not include the ball field lights, but would include pedestrian, pavilion and parking lot lights.</p> <p>Trimming trees that overhang roads providing a safe work platform when removing hazard trees along walking trails and other areas. Our crews are not trained in tree climbing and the Town must contract this work when needed.</p> <p>Painting foul poles.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?					WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A					Staff will continue to use ladders when possible, and funding to hire contractors to perform duties that must be performed by contractors will be used from another account, minimizing what can be done.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST					FINANCE / BUDGET OFFICE / CMO COMMENTS				

213

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	DOWNTOWN BANNER/FLAG PROGRAM	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5212 BUILDING SUPPLIES	\$18,700	\$18,700	\$18,700	\$18,700	\$18,700
TOTAL	\$18,700	\$18,700	\$18,700	\$18,700	\$18,700
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To have three sets of banners made for spring, 4th of July and Fall to be placed on the light poles along Main Street and Broadway. This also includes the cost of purchasing US flags to be placed on the light poles. Cost for one set of banners \$5,000 Cost of Flags \$3,700			The light poles were installed with banner arms. By installing and rotating out the banners through out the year, it will help bring visibility to the downtown area. The US flags can be placed on the light poles for the 4th of July.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			No banners or flags will be placed in the downtown area.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-03EXP RECREATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ADDITIONAL RECREATIONAL PROGRAMMING	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5220 OFFICE EQUIPMENT	\$3,700	\$0	\$0	\$0	\$0
5995 RECREATION ACTIVITIES	\$24,900	\$24,900	\$24,900	\$24,900	\$24,900
TOTAL	\$28,600	\$24,900	\$24,900	\$24,900	\$24,900
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
<p>There is a need for additional recreational programming for all ages and demographics. With the addition of space for recreational programming now available at 407 East First Street, the ability to provide needed programming has increased. Anticipated costs in this request include Instructors, operating supplies and implementation for five additional programs and two camps.</p> <p>Class Instructor cost - \$19,500 Camp Instructor cost - \$4,200 Fourteen tables and sixty chairs - \$3,700. Recreational supplies - \$1,200</p>			<p>Recreation programming classes are desired by Town residents as is proven by most all recreational classes being at or near capacity. By adding additional programs, the Town will be able to meet the desires of the community.</p> <p>For the Senior demographic, the Town would promote healthy aging by giving the participants access to multiple classes and programs to help them stay active and independent.</p> <p>Benchmark cities offering both youth and senior programming: Allen - Yes Colleyville - Yes Coppell - Yes Frisco - Yes Keller - Yes Little Elm - Yes McKinney - Yes Plano - Yes Southlake - Yes University Park - Neither are offered</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
<p>Typically there is a 70/30 split for instructors, with 30% of the revenue going to the Town for soft cost and supplies. The 70% portion covers the Instructors cost.</p> <p>With the addition of three recreational classes and two camps, the Town expects to generate \$10,500 in revenue which will result in a \$3,300 net positive revenue to the Town. Typically Senior programs do not operate on a cost recovery basis.</p>			<p>Without the funding the Town would offer fewer quality programs than the Town residents desire. Implementing new programs and sustaining current programs helps give the Town a sense of community. Furthermore, by providing safe and adequate programs we are providing opportunities for education, community enhancement, and improved quality of life.</p>		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

21

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-05EXP LIBRARY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE LIBRARY HOURS TO INCLUDE MONDAYS	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$17,920	\$23,296	\$23,296	\$23,296	\$23,296
5145 SOCIAL SECURITY EXPENSE	\$1,111	\$1,444	\$1,444	\$1,444	\$1,444
5150 MEDICARE EXPENSE	\$260	\$338	\$338	\$338	\$338
TOTAL	\$19,291	\$25,078	\$25,078	\$25,078	\$25,078
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase staff hours to open the library to the public on Mondays. This would result in increased operating hours to 48.5. Many members in our community attempt to access the library on Mondays only to find it closed. This would also allow for additional programs and events one more day a week. The Library Board has discussed and recommend the hours be extended. Effective 1/1/20 for 40 weeks = \$19,291. 52 weeks = \$25,078.			The library will be available to the community an additional day for use of space and computers, an additional day for programs and events, and for increased opportunity to borrow materials and resources. As the Town's population grows, so does the library membership and usage.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Disappointed patrons who want to visit and utilize the library on Mondays. No growth in children's daytime program offerings or library usage.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

210

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ENGINEERING

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CIVIL ENGINEER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$66,236	\$88,314	\$88,314	\$88,314	\$88,314
5145 SOCIAL SECURITY EXPENSE	\$4,107	\$5,475	\$5,475	\$5,475	\$5,475
5150 MEDICARE EXPENSE	\$960	\$1,281	\$1,281	\$1,281	\$1,281
5160 HEALTH INSURANCE	\$7,370	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$52	\$68	\$68	\$68	\$68
5175 LIABILITY (TML) WORKERS COMP	\$1,431	\$1,908	\$1,908	\$1,908	\$1,908
5180 TMRS EXPENSE	\$8,975	\$11,967	\$11,967	\$11,967	\$11,967
5185 LONG TERM/SHORT TERM DISABILIT	\$126	\$168	\$168	\$168	\$168
5210 OFFICE SUPPLIES	\$75	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,000	\$100	\$100	\$100	\$100
5230 DUES, FEES, AND SUBSCRIPTIONS	\$75	\$100	\$100	\$100	\$100
5330 COPIER EXPENSE	\$75	\$100	\$100	\$100	\$100
5419 IT LICENSES	\$2,165	\$200	\$200	\$200	\$200
5520 TELEPHONE EXPENSE	\$1,000	\$385	\$385	\$385	\$385
5530 TRAVEL	\$300	\$300	\$300	\$300	\$300
5533 MILEAGE EXPENSE	\$75	\$100	\$100	\$100	\$100
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$200	\$50	\$50	\$50	\$50
7145 TRANSFER TO VERF	\$0	\$400	\$400	\$400	\$400
TOTAL	\$95,937	\$121,616	\$121,616	\$121,616	\$121,616
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request for an additional Civil Engineer is to better manage and implement Capital Improvement Projects throughout the Town. This request complies with the recommendations in the Jim Cline analysis of staffing levels in the Engineering Department Report.</p>	<p>The addition of a Civil Engineer would allow the Engineering Department to continue to excel in the preparation of improvement plans for the Town of Prosper. The Engineering Department would be able to better manage our projects, which in turn allows us to more closely monitor our funding levels and construction schedules.</p> <p>The proposed Civil Engineer will be responsible for assisting the Assistant Director of Engineering Services in all aspects of civil engineering activities which includes, but is not limited to, monitoring and reviewing capital improvement projects; responding to citizen and professional inquiries and complaints; reviewing grading plans; analyzing and making recommendations for drainage problems; assist with contract administration for professional services and capital improvement projects. Manage funding for Town CIP projects including the programming of fiscal year funding, appropriations, encumbrances, pay estimates, change orders, transfers and closing out project accounts per established Town procedures.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>N/A</p>	<p>The amount of infrastructure improvements the Town of Prosper has undertaken in order to meet the demands of its rapidly growing population requires that the Engineering Department execute at the highest levels within the profession. In order to meet this demand, staffing requirements must keep up with the infrastructure growth. If we are unable to add additional staff we must continue to try and execute the council adopted Capital Improvement Program to a minimal standard that does not allow us to excel.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>One Civil Engineer in January 2020.</p>	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ENGINEERING

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ENGINEERING TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$51,905	\$56,624	\$56,624	\$56,624	\$56,624
5143 CELL PHONE ALLOWANCE	\$935	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$3,276	\$3,574	\$3,574	\$3,574	\$3,574
5150 MEDICARE EXPENSE	\$766	\$836	\$836	\$836	\$836
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$8,965	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$385	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$43	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$99	\$108	\$108	\$108	\$108
5180 TMRS EXPENSE	\$7,160	\$7,811	\$7,811	\$7,811	\$7,811
5185 LONG TERM/SHORT TERM DISABILIT	\$100	\$108	\$108	\$108	\$108
5186 WELLE-WELLNESS PROG REIMB EMPL	\$550	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$1,910	\$100	\$100	\$100	\$100
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5419 IT LICENSES	\$2,665	\$500	\$500	\$500	\$500
5533 MILEAGE EXPENSE	\$100	\$100	\$100	\$100	\$100
5536 TRAINING/SEMINARS	\$200	\$200	\$200	\$200	\$200
7145 TRANSFER TO VERF	\$0	\$382	\$382	\$382	\$382
TOTAL	\$79,721	\$82,872	\$82,872	\$82,872	\$82,872
COMMENTS					

219

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request is to provide needed staff to assist Engineers with day-to-day tasks. With a multitude of upcoming capital projects and a high volume of development, current staff struggles to maintain high level of customer service and ensure high-quality end results, which are all aspects of public improvements. The majority of comparison cities have an Engineering Technician or similar position, with all of the cities in the north Dallas area experiencing similar growth having that position (i.e. McKinney has several specialized non-engineering staff that would serve similar roles, but not an Engineering Technician by name). This position would indirectly support several strategic priorities by allowing other engineering staff the ability to place more focus on actual strategic goals that are influenced by this department. The Engineering Technician will primarily be responsible for processing permits, managing final acceptance material, coordinating review tracking, and maintaining engineering record drawings and related GIS layers.</p>	<p>This position will assist current engineering staff in taking over the more routine workload, but still very vital, so the Engineers can keep focus on more technical and more specialized areas. The position will allow the department to continue to provide a high level of service while helping with the high volume of development, increased number of capital projects and ever-growing population.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Increased work load on existing staff which may include increased review times, delayed responses on information requests, and customer service level decreasing.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Engineering Technician in November 2019.	

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ENGINEERING

DIVISION

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	THIRD PARTY MATERIAL TESTING	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
TOTAL	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Currently Developers contract out material testing services for a construction project for public infrastructure on their development. To address the testing issues the Town experienced with the Windsong roads failures, staff is recommending that the Town contract out material testing for all public infrastructure projects being constructed by Developers.			The Town will be able to oversee the quality, consistency, and integrity of the material testing being performed on the Town's infrastructure installed by the development community.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Staff is evaluating the construction inspection fee to see how it needs to be increased in order to cover the expected additional expense related to the Town contracting the material testing services.			The Developers will continue to contract out the material testing services for their development.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

NS

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ENGINEERING

DIVISION

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ENGINEERING ELECTRONIC REVIEW SOFTWARE	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5419 IT LICENSES	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
TOTAL	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To obtain the software needed to provide electronic plan submittals and reviews of all engineering civil plans. (also includes 2 licenses for the Parks Department)			The ability to receive electronic plan submittals and provide review comments electronically will reduce review time since more than one person can review the plans simultaneously. This will also provide substantial savings to the Developers in time related to plan delivery, and costs related to printing plan sets. The Engineering Technician position proposed in the FY 2020 budget will be responsible for many tasks. That person will be able to collect the review fee, upload the electronic plan submittals into the software, and provide better tracking of all projects under review.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Staff is evaluating an electronic plan review fee that will be less than the printing cost the Developers pay currently for plan sets. The Developers spend approximately \$400 to \$500 for production and delivery of plans throughout the plan review process. CIP projects would also save on similar printing and courier costs. Using an estimation of 40 projects/year, an engineering plan review fee of \$150 would generate \$6,000, enough to cover most of the cost for the software. Savings on CIP projects would make up the difference.			Plan review will continue to follow the same process resulting in an increase in storage of plan materials. There will also not be an increase in plan submittal and review efficiency that could allow Town staff more time for other tasks.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

222

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

ADMINISTRATION

DIVISION

200-10-08EXP UTILITY BILLING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WATER CUSTOMER ENGAGEMENT AMI CONSUMPTION		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5419 IT LICENSES	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	
5480 CONTRACT SERVICES	\$21,000	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$31,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Enhance water service to customers by providing a direct access to AMI consumption data.				Water customers will have the opportunity to self-serve through transparency into their water bills by seeing their water usage daily, provide customers with resources to conserve water; equip our water customers with tools to understand their automated meter data and consumption; and alert customers engaged through actionable alerts. Access to detailed billing statements, complete billing history and bill comparison tools from different periods. Reduction in call volume related to billing inquires and information requests. Reducing the cost to serve. Improving customer satisfaction and water conservation programs. Visibility into AMI consumption. Less than 10 cents a month per customer to provide this service.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Continue at current level of service. Not meeting Strategic Planning Goal 9 - Maintain Proactive Communication with Engaged Residents.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

223

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

ADMINISTRATION

DIVISION

200-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPENSATION - MARKET ADJUSTMENT - WATER/SEWER	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$19,903	\$19,903	\$19,903	\$0	\$0
TOTAL	\$19,903	\$19,903	\$19,903	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To ensure that all employees are paid a competitive rate for their position within the Town, address internal pay compression issues, and encourage employee retention to maintain a quality workforce.			Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	UTILITY MAINTENANCE SUPERVISOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$46,877	\$62,502	\$62,502	\$62,502	\$62,502
5145 SOCIAL SECURITY EXPENSE	\$2,906	\$3,875	\$3,875	\$3,875	\$3,875
5150 MEDICARE EXPENSE	\$680	\$906	\$906	\$906	\$906
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$1,013	\$1,350	\$1,350	\$1,350	\$1,350
5180 TMRS EXPENSE	\$6,352	\$8,469	\$8,469	\$8,469	\$8,469
5185 LONG TERM/SHORT TERM DISABILIT	\$89	\$119	\$119	\$119	\$119
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,110	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$459	\$459	\$459	\$459	\$459
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5353 OIL/GREASE/INSPECTIONS	\$180	\$205	\$205	\$205	\$205
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
6160 CAPITAL EXPENDITURE - VEHICLES	\$31,197	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$4,322	\$4,322	\$4,322	\$4,322
TOTAL	\$105,061	\$98,396	\$98,396	\$98,396	\$98,396
COMMENTS					

23

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request is to create a position that would supervise Crew Leaders, assign tasks and work assignments, supervise repairs and maintenance, and assist with any and all work being done on water lines.</p> <p>Additionally, a 2019 Chevrolet Silverado 2500 WT Double Cab 4x4 is included in this request.</p>	<p>This position will relieve the Water and Wastewater Superintendent from traveling to job sites to supervise jobs and entering work orders. The Superintendent will be able to use his time more efficiently to develop new programs and operating procedures as required by the EPA. The current Supervisor oversees seven crews. With an additional Supervisor productivity will increase.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	There will remain a shortage of leadership staff and necessary tasks will be left unfinished in order to supervise staff on job sites and in the field.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Utility Maintenance Supervisor in January of 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WATER QUALITY TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$35,727	\$47,636	\$47,636	\$47,636	\$47,636
5145 SOCIAL SECURITY EXPENSE	\$2,215	\$2,953	\$2,953	\$2,953	\$2,953
5150 MEDICARE EXPENSE	\$518	\$691	\$691	\$691	\$691
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$772	\$1,029	\$1,029	\$1,029	\$1,029
5180 TMRS EXPENSE	\$4,841	\$6,455	\$6,455	\$6,455	\$6,455
5185 LONG TERM/SHORT TERM DISABILIT	\$68	\$91	\$91	\$91	\$91
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,110	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$435	\$435	\$435	\$435	\$435
5352 FUEL	\$800	\$800	\$800	\$800	\$800
5353 OIL/GREASE/INSPECTIONS	\$180	\$205	\$205	\$205	\$205
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
6160 CAPITAL EXPENDITURE - VEHICLES	\$25,269	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,581	\$3,581	\$3,581	\$3,581
TOTAL	\$85,133	\$79,065	\$79,065	\$79,065	\$79,065
COMMENTS					

227

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To ensure the safe and continuing service of the Town's water supply by collecting water samples and checking system pressure, performing inspections and investigations of water facilities, and maintaining water quality. Currently, staff takes water samples to North Texas Municipal Water District in Wylie once a week, along with daily water samples and added Nitrate/Nitrite testing as required. Our sample site number is increasing with the newest population data, and additional personnel will be needed to balance the current and future workload.</p> <p>Additionally, a 2019 Chevy Silverado 1500 Double Cab WT LD 6.6 is included with this request.</p>	<p>As we grow we will need to be taking more water samples to ensure timely and more frequent testing. Additionally, this position would take the water samples for projects, ensuring that the correct samples are taken to the lab for the appropriate projects. Currently, Crew Leaders are helping to respond to water quality complaints. An added Water Quality Technician will be more versed and specialized in handling those complaints.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The inability to keep up with growth and water testing demand could potentially lead to water quality problems, non-compliance with State requirements and subsequent health issues.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Water Quality Technician in January 2020.	

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ROOF REPAIRS AND REPLACEMENT	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5340 BUILDING REPAIRS	\$30,000	\$0	\$0	\$0	\$0
TOTAL	\$30,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To repair and replace the roof on the Public Works facility modular building. Removal of existing materials and replacement. Install flashing and repair vents. Install gutters on East and West side of building.			Currently the Public Works facility has several roof leaks which will potentially deteriorate necessary framework for the facility. Additionally, ceiling tiles and flooring are being damaged due to the leaks. This building was intended to be utilized for at least ten years making it to 2024. The repairs are needed in order to insure the building will remain in an acceptable condition until 2024.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Public Works facility will continue to deteriorate needing more costly repairs in the future.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

229

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WATER QUALITY IMPROVEMENTS		TYPE	DISCRETIONARY - 1		RANK	4
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5670 SYSTEM IMPROVEMENTS/REPAIRS	\$31,000	\$19,000	\$19,000	\$0	\$0		
TOTAL	\$31,000	\$19,000	\$19,000	\$0	\$0		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To purchase twelve new sample site stations, six new fire hydrant auto flushers, and leak detection equipment. Bac-T Sample Stations - \$1000 each Fire hydrant auto flushers - \$2000 each Leak detection Equipment - \$7,000				Due to TCEQ requirements for population, our number of required sample sites have increased. In order to maintain superior water quality throughout the distribution system, it's necessary to flush certain water lines at different times throughout the day. Six new auto flushers are requested in order to flush those hot spots at more appropriate times. The leak detection equipment will help to pinpoint leaks under pavement. This will help when cutting out concrete to repair leaks, we will have a better idea as to where the leak is located. The leak detection equipment will save time and money by locating the leak and reducing the amount of concrete to be removed.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				We won't meet TCEQ requirements with numbers of sample sites. It will be more difficult and less efficient to maintain residuals in the system. We will continue to guess the location of leaks, which leads to taking out more concrete than needed, and jobs will continue to take longer time than necessary.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

230

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SENIOR BACKFLOW INSPECTOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$46,877	\$62,502	\$62,502	\$62,502	\$62,502
5145 SOCIAL SECURITY EXPENSE	\$2,906	\$3,875	\$3,875	\$3,875	\$3,875
5150 MEDICARE EXPENSE	\$680	\$906	\$906	\$906	\$906
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$1,013	\$1,350	\$1,350	\$1,350	\$1,350
5180 TMRS EXPENSE	\$6,352	\$8,469	\$8,469	\$8,469	\$8,469
5185 LONG TERM/SHORT TERM DISABILIT	\$89	\$119	\$119	\$119	\$119
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,110	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$435	\$435	\$435	\$435	\$435
5352 FUEL	\$500	\$500	\$500	\$500	\$500
5353 OIL/GREASE/INSPECTIONS	\$180	\$205	\$205	\$205	\$205
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
6160 CAPITAL EXPENDITURE - VEHICLES	\$25,270	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,581	\$3,581	\$3,581	\$3,581
TOTAL	\$97,610	\$96,131	\$96,131	\$96,131	\$96,131
COMMENTS					

231

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>Under general supervision of the Water and Wastewater Superintendent, the Public Works Senior Backflow Inspector performs a variety of tasks in support of the utility function including backflow inspection, reviewing and verifying plans and specifications for installation and maintenance of backflow devices, and compiling reports of annual testing by contractors, as well as written notifications to businesses and homeowners for required testing of backflow devices. Employees within this title shall perform a full range of duties as assigned under general supervision. This level receives only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies.</p> <p>Additionally, a 2019 Chevy Silverado 1500 Double Cab WT LD 6.6 Bed is included with this request.</p>	<p>This position will supervise the Backflow Inspectors in order to provide adequate, specialized supervision over the Backflow Inspector (and future Inspectors) which is necessary to meet new legislation requirements that will go into effect when the official 2020 census numbers are released. The benefits associated with this request will be providing senior-level knowledge and supervision to the Backflow Inspectors, which will help assist with the growth of the crew and keeping up with the changing State laws regarding backflow following the official census release. This will relieve the Water/Wastewater Superintendent from supervising multiple Inspectors, which is consistent with other crew supervision within the department. This additional staff will allow the Public Works Department to adequately meet the Town's Strategic Goals set by Town Council, as well as State legislation requirements.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>Staff will be unable to meet the guidelines of the new State legislation regarding backflow devices following the official results of the 2020 Census. The department will also be left with one Backflow Inspector. The Water and Wastewater Superintendent will have an increase in direct reports with future staff, and supervision will be inconsistent with other crews within the Department. Staff will also fail to adequately meet the Town's Strategic Goals set by Town Council.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Senior Backflow Inspector in January 2020.	

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ELECTRICAL CLASS - WATER	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5536 TRAINING/SEMINARS	\$6,600	\$0	\$0	\$0	\$0
TOTAL	\$6,600	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To send three employees to a two day Electrical Training class to provide a foundation for basic electricity and electrical troubleshooting for liftstation and pumpstation electrical panels.			This course will provide hands-on skills improvement that is specifically designed for non-electrical personnel. The employees will acquire basic skills for troubleshooting, troubleshooting control circuits, motors, power distribution, lighting, controllers, as well as preventative maintenance techniques. These employees will be able to troubleshoot power outages and help to repair the issue quicker than calling in a contractor to help.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Less contracting services would be needed, since our employees will have the knowledge and skills to figure out the issue in the liftstations and pumpstations.			We will continue the sit-and-wait method, waiting for someone to come and troubleshoot and fix power outages during emergencies.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

233

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	UTILITY WORKER - WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$29,323	\$39,097	\$39,097	\$39,097	\$39,097
5145 SOCIAL SECURITY EXPENSE	\$1,818	\$2,424	\$2,424	\$2,424	\$2,424
5150 MEDICARE EXPENSE	\$425	\$567	\$567	\$567	\$567
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$633	\$844	\$844	\$844	\$844
5180 TMRS EXPENSE	\$3,973	\$5,298	\$5,298	\$5,298	\$5,298
5185 LONG TERM/SHORT TERM DISABILIT	\$56	\$74	\$74	\$74	\$74
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$46,476	\$61,263	\$61,263	\$61,263	\$61,263
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This position would assist a Crew Leader and possibly an Operator with daily job functions as well as other special projects as assigned.			This position would allow for more maintenance work to be done, which would help to decrease the need for repair work. This position would help ensure that Prosper continues to provide first-rate utilities. Additionally, fifty percent of the time the employee would be devoted to valve and hydrants, inspecting, painting, and making repairs. The Town would be divided into a six part grid and each grid would be inspected/painted every three years.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There would be an increase in cost of repairs because a higher paid person would have to do the work, and there would be delays in repairs based on current workload.		

234

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Utility Worker in January 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	HEAVY EQUIPMENT OPERATOR - WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 3	RANK	9
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$34,855	\$46,474	\$46,474	\$46,474	\$46,474
5145 SOCIAL SECURITY EXPENSE	\$2,161	\$2,881	\$2,881	\$2,881	\$2,881
5150 MEDICARE EXPENSE	\$505	\$674	\$674	\$674	\$674
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$826	\$1,101	\$1,101	\$1,101	\$1,101
5180 TMRS EXPENSE	\$4,723	\$6,297	\$6,297	\$6,297	\$6,297
5185 LONG TERM/SHORT TERM DISABILIT	\$66	\$88	\$88	\$88	\$88
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$54,334	\$71,124	\$71,124	\$71,124	\$71,124
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To hire a Heavy Equipment Operator for the Water Department. This position would operate machinery on job sites and must be able to perform skilled tasks in the construction, maintenance and repair of the Town water lines and related facilities.			The limited number of Operators in the Water Department hinders our department when we have multiple projects occurring at the same time. With an additional Operator on staff, we will have the ability to provide efficient staff on multiple projects concurrently.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Department will continue to operate, preventing efficient repairs. Many projects will continue to be delayed due to a shortage of staff.		

236

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Heavy Equipment Operator in January 2020.	

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WELL DECOMMISSIONING AND REQUIRED TESTING	TYPE	DISCRETIONARY - 3	RANK	10
--------------	-------------------------------------------	-------------	-------------------	-------------	----

RESOURCES REQUESTED

LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$101,000	\$101,000	\$0	\$0	\$0
TOTAL	\$101,000	\$101,000	\$0	\$0	\$0

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To plug three wells to complete the decommissioning process and complete water sample testing and camera inspection required by TCEQ every five years on two wells at the First Street well site that has been planned to be used in the future by the Park's Department. Also included in this request is to decommission Dodson and Prosper Trail well sites and demolish the ground storage tanks and associated equipment to clean up the site. Plug three wells and complete water and camera inspections = \$76,000 First Street and Parvin: Removal of old elevated storage tank = \$35,000 Dodson Well Site: Removal of two ground storage tanks, pump building, air tank and fence = \$40,000 Prosper Trail Well Site: Removal of one 300,000 gallon ground storage tank, pump building and fence = \$50,000	Plugging and completing the wells will reduce the maintenance costs required by TCEQ. Additionally, the demolition of the ground storage tanks will clean up our site and provide extra room for equipment storage.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Wells and ground storage tanks will continue to deteriorate, remaining an eye sore for those who pass by. Additionally, the camera inspections and water testing will continue to remain in compliance with TCEQ, although the wells are no longer being utilized.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	

2023

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CITYWORKS LICENSES	TYPE	DISCRETIONARY - 3	RANK	11
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5220 OFFICE EQUIPMENT	\$4,400	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$9,160	\$10,000	\$10,000	\$10,000	\$10,000
5520 TELEPHONE EXPENSE	\$960	\$960	\$960	\$960	\$960
7145 TRANSFER TO VERF	\$0	\$880	\$880	\$880	\$880
TOTAL	\$14,520	\$11,840	\$11,840	\$11,840	\$11,840
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to add additional logins for CityWorks and to purchase two tablets for field use with data plans to trial run field use input into the work order system. Pro-ration period from Oct. 1, 2019 - Sept. 14, 2020 = 10 logins @ \$916.00 Subsequent years maintenance = 10 logins @ \$1000/year Two Tablets @ \$2200 each plus data plans of \$480/year each			With additional personnel, logins are needed for Crew Leaders and other appropriate personnel for service requests and work orders. CityWorks is utilized for generic service requests when callers contact the Town for a variety of issues, work orders that are utilized when a call turns into work being completed on a water line, hydrant, wastewater line or manhole. Cityworks is also utilized for pulling reports on repairs or complaints, as well as grease trap and lift station inspections.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Our work order system will not be utilized to its potential. We will not have the ability to enter information about who completed the work. We will have a select few staff members entering all information into the system, thus not entering complete or accurate information to better our department and provide accurate data to residents, TCEQ, and EPA.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

2020

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INLINE AND MANHOLE REHAB	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5670 SYSTEM IMPROVEMENTS/REPAIRS	\$120,000	\$120,000	\$0	\$0	\$0
TOTAL	\$120,000	\$120,000	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase spray liners for wastewater mainlines and manholes. Manhole liners = 11 at \$8,500 Mainline Rehab = \$26,500 in various locations			We will have the ability to spray liner to permanently repair wastewater lines and manholes with I&I. The repair is quicker and more efficient than replacing the line or manhole with the same durability. Nine manholes from La Cima 2 are in need of rehab as well as one from Reynolds Middle School and one at Lakes of Prosper. Having less I&I in the system will help to reduce treatment costs by approximately \$22,100 per year. We may also accumulate penalties from NTMWD and UTRWD.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We will continue to spot repair the lines the old fashioned way and take longer to get repairs completed.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

240

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CCTV CAMERA TRUCK, MANHOLE CAMERA, AND POLE DRIVER	TYPE	DISCRETIONARY - 1	RANK	2
--------------	----------------------------------------------------	-------------	-------------------	-------------	---

RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5352 FUEL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5353 OIL/GREASE/INSPECTIONS	\$180	\$180	\$205	\$205	\$205
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$24,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$200,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL	\$225,380	\$26,380	\$26,405	\$26,405	\$26,405

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To purchase a CCTV Camera Truck with a life expectancy of 8 years. To purchase a hydraulic pole driver and a manhole camera.	The LEAN Program consists of camera inspections of all new wastewater lines and services. An additional camera truck is needed to maintain the CMOM inspection requirements of 10% of the wastewater lines and camera inspections on lines prior to maintenance bond expiration. The manhole camera will allow crews to record and store the video footage of a manhole inspection in the Wincan System. The hydraulic pole driver will be used to drive pole markers around manholes in order to prevent them from being damaged by farm equipment. Having less I&I in the system will help to reduce treatment costs. We may also accumulate penalties from NTMWD and UTRWD.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Camera inspection on new wastewater lines and services will generate revenue. 12,000 linear feet of line at \$1.00 per ft. x 3 subdivisions/yr. = \$36,000.	We will have to choose between the LEAN Program or completing our requirements for the CMOM Plan. Farm equipment will continue to run over and damage our manholes causing I&I and costly repairs.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	

211

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	HEAVY EQUIPMENT OPERATOR - WW (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$34,855	\$46,474	\$46,474	\$46,474	\$46,474
5145 SOCIAL SECURITY EXPENSE	\$2,161	\$2,881	\$2,881	\$2,881	\$2,881
5150 MEDICARE EXPENSE	\$505	\$674	\$674	\$674	\$674
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$826	\$1,101	\$1,101	\$1,101	\$1,101
5180 TMRS EXPENSE	\$4,723	\$6,297	\$6,297	\$6,297	\$6,297
5185 LONG TERM/SHORT TERM DISABILIT	\$66	\$88	\$88	\$88	\$88
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5520 TELEPHONE EXPENSE	\$850	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$54,334	\$71,224	\$71,224	\$71,224	\$71,224
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To hire a Heavy Equipment Operator for the Wastewater Department. This position would operate machinery on job sites and must be able to perform skilled tasks in the construction, maintenance and repair of the Town wastewater lines and related facilities.			The limited number of Operators in the Wastewater Department hinders our department when we have multiple projects occurring at the same time. With an additional Operator on staff, we will have the ability to provide efficient staff on multiple projects concurrently. Additionally, the smoke testing program is in place, resulting in many immediate repairs needed on wastewater mains and manholes throughout Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The department will continue to operate, preventing efficient repairs. Many projects will continue to be delayed due to a shortage of staff.		

212

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Heavy Equipment Operator in January 2020.	

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	UTILITY WORKER - WASTEWATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	4
--------------	----------------------------------------------------	-------------	--------------------------	-------------	----------

RESOURCES REQUESTED

LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$29,323	\$39,097	\$39,097	\$39,097	\$39,097
5145 SOCIAL SECURITY EXPENSE	\$1,818	\$2,424	\$2,424	\$2,424	\$2,424
5150 MEDICARE EXPENSE	\$425	\$567	\$567	\$567	\$567
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$633	\$844	\$844	\$844	\$844
5180 TMRS EXPENSE	\$3,973	\$5,298	\$5,298	\$5,298	\$5,298
5185 LONG TERM/SHORT TERM DISABILIT	\$56	\$74	\$74	\$74	\$74
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$46,476	\$61,263	\$61,263	\$61,263	\$61,263

214

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
Assist crews on job sites and in emergency situations. The employees' main task will be cleaning and inspecting our wastewater lines. Also, this position will create another crew to help clean and camera 10% of Town lines.	We will have more staff to assist with repairs and preventative maintenance. According to the Administrative Order by the EPA and the CMOM implementation, 10% of all of our wastewater lines are required to be cleaned and inspected each year. This will also help with records such as the conditions and assessments of the lines.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	We will remain short handed on crews and preventative maintenance and line inspections will not be completed in a timely manner. We will not be able to meet the EPA and CMOM requirements.

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Utility Worker in January 2020.	

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-98EXP CONSTRUCTION INSPECTIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CUSTER ROAD METER STATION AND WL RELOCATIONS	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6610 CAPITAL	\$2,501,275	\$0	\$0	\$0	\$0
TOTAL	\$2,501,275	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To fund the relocation of the water line and water meter location at the Custer Road Pump Station to make room for the widening of Custer Road north of US 380. It is anticipated that TxDOT will reimburse the Town for the costs associated with the relocations except for \$300,000, that are for Town responsible costs associated with the relocations.			Relocating the water line and water meter will allow the Texas Department of Transportation to widen Custer Road north of US 380 from the existing 2-lane asphalt roadway to a 6-lane divided concrete curb and gutter roadway.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			If the water line and water meter are not relocated, then TxDOT will not be able to proceed with the widening of Custer Road.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

210

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-98EXP CONSTRUCTION INSPECTIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COOK LANE (FIRST - END) WATER LINE	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6610 CAPITAL	\$400,000	\$0	\$0	\$0	\$0
TOTAL	\$400,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To fund the construction of a 12" water line on Cook Lane from First Street to where the existing Cook Lane ends today.			The water line will provide a looped water system that will serve the Police Station and Dispatch Facility with a second water line feed as well as provide future service to the adjacent undeveloped properties along Cook Lane.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The water line will be constructed in conjunction with the construction of Cook Lane. Not installing the water line with the roadway project will be more costly in the future. In addition, the Police Station and Dispatch Facility will not have a second water line feed.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

247

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-98EXP CONSTRUCTION INSPECTIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BROADWAY (PARVIN - CRAIG) WATER LINE		TYPE	DISCRETIONARY - 2		RANK	3
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6610 CAPITAL	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To fund the construction of a new water line along Broadway from Parvin to Craig.				Will provide better water service to the adjacent properties.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The water service provided to the adjacent properties will be lacking.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

120 POLICE SPD

DEPARTMENT

POLICE

DIVISION

120-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPENSATION - MARKET ADJUSTMENT POLICE SPD	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES AND WAGES	\$9,555	\$9,555	\$9,555	\$0	\$0
TOTAL	\$9,555	\$9,555	\$9,555	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.			Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

130 FIRE SPD

DEPARTMENT

FIRE

DIVISION

130-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPENSATION - MARKET ADJUSTMENT FIRE SPD	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES AND WAGES	\$9,555	\$9,555	\$9,555	\$0	\$0
TOTAL	\$9,555	\$9,555	\$9,555	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.			Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

250

TOWN OF PROSPER

FUND

45 STORM DRAINAGE UTILITY FUND

DEPARTMENT

ENGINEERING

DIVISION

450-98-02EXP STORMWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARK/LAKES OF PROSPER DRAINAGE DESIGN	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5410 PROFESSIONAL SERVICES	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To design the drainage channel improvements west of Frontier Park from the Lakes of Prosper development to Frontier Parkway. These downstream improvements are necessary to facilitate the hydraulic outfall design of drainage from the Lakes of Prosper development, Frontier Park, and the PISD Stadium site. Construction of the drainage channel improvements will be constructed after the Frontier Parkway roadway widening project is complete. Construction is estimated at \$985,000 and will be budgeted in FY 2022.				The channel improvements will ensure that the on-site drainage from Frontier Park and the PISD Stadium drainage as well as the retention pond from the Lakes of Prosper development are able to adequately drain downstream and not back up onto those properties in a 100-year storm event.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Without the design of the channel improvements, the extent of the improvements to alleviate the drainage from the Lakes of Prosper development, Frontier Park and the PISD Stadium site will remain unknown. Without the improvements, the risk of damage to these properties is expected in a 100-year storm event.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

251

TOWN OF PROSPER

FUND

45 STORM DRAINAGE UTILITY FUND

DEPARTMENT

ENGINEERING

DIVISION

450-98-02EXP STORMWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPENSATION- MARKET ADJUSTMENT	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$360	\$360	\$360	\$0	\$0
TOTAL	\$360	\$360	\$360	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.			Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

252

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	DRONES - SPECIAL RESPONSE TEAM		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5205 POLICE DONATION EXP	\$6,309	\$0	\$0	\$0	\$0		\$0
TOTAL	\$6,309	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Drones for inside building audio/visual surveillance. Vendors quote is for Loki 1.0 Professional Edition containing two drones.				Allows officers to clear structures and minimizes safety risk.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Will reduce some necessity for mutual aid from other agencies.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BODY CAMERAS AND LICENSES	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5205 POLICE DONATION EXP	\$5,607	\$0	\$0	\$0	\$0
TOTAL	\$5,607	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Upgrade eight existing body cameras to newer models that are high-density (HD).			The purchase of newer cameras will reduce chances of maintenance due to age and greatly enhance the quality of evidence produced due to the upgraded, high definition cameras. This would help in future criminal prosecutions and potential nefarious claims against officers.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Older cameras going out of service/maintenance issues.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RADIOS (HAND-HELD) - DONATION FUND	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5205 POLICE DONATION EXP	\$40,000	\$0	\$0	\$0	\$0
TOTAL	\$40,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Police Department received notice from Motorola Solutions that fifteen (15) of our current radios, part of their APX 6000 group, will no longer be supported or available for purchase. The end-of-support date is December 31, 2019. Half of the cost will be funded in the General Fund.			Continued Service		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Funding is necessary to prevent a dramatic impact to operations.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

255

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LAPTOPS FOR EVACUATIONS	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5205 POLICE DONATION EXP	\$3,500	\$0	\$0	\$0	\$0
TOTAL	\$3,500	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Laptops to use in the event of an emergency at the Police Department which would cause the need to evacuate.			At this time we do not have a back-up facility nor an evacuation plan. In the event of an emergency, Communications would not have the ability to continue operations without using pen/paper and a portable radio. With the addition of two laptops Communications could continue normal operating activities anywhere. The Communications Manager can move a license from one computer to another allowing the division to continue using CAD during an emergency.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Communications Officers would continue to use pen/paper during an evacuation/emergency.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

256

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LP15 DEFIBRILLATOR 4G MODEMS	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5206 FIRE DEPT DONATION EXP	\$3,615	\$0	\$0	\$0	\$0
TOTAL	\$3,615	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund the replacement of the current 3G modems in the LP15 cardiac monitors/defibrillators with the manufacturer required 4G modems.			These modems provide the timely and critical transfer of cardiac data while in the field at the patients side into the receiving cardiac treatment facilities in order to have potential life saving measures at the ready upon patient arrival. The current 3G modem technology is no longer being supported by the manufacturer or receiving cardiac facilities.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Cardiac treatment facilities and cath labs will not be ready to receive and begin immediate treatment, thus delaying life saving measures on behalf of the patient.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

257

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PULSE OXIMETRY PROBES WITH CO CAPABILITY		TYPE	DISCRETIONARY - 1		RANK	2
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5206 FIRE DEPT DONATION EXP	\$6,000	\$0	\$0	\$0	\$0		
TOTAL	\$6,000	\$0	\$0	\$0	\$0		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The purpose of this request is to fund the purchase of adult/pediatric pulse oximetry probes used in conjunction with the LP15 cardiac monitors that have the capability of monitoring both SPO2 and carbon monoxide.				Current probes only monitor SPO2 (oxygen levels in the blood stream). A separate piece of equipment is used to monitor CO (carbon monoxide). We currently have two (2) CO monitors that have reached their functional life span and will have to be replaced, as well as the cost of one additional monitor for the reserve Medic (total cost of \$12,800). By funding this request, we will not have to replace the two (2) CO monitors nor purchase the one for the reserve medic, thus saving \$6,800 to the budget.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				We will need to purchase lesser SPO2 probes for our LP15 equipment and then purchase outdated CO monitors to replace existing equipment.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

258

TOWN OF PROSPER

FUND

67 SPECIAL REVENUE-DONATIONS

DEPARTMENT

ADMINISTRATION

DIVISION

670-10EXP ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	DRONE/UAS	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5206 FIRE DEPT DONATION EXP	\$3,211	\$0	\$0	\$0	\$0
TOTAL	\$3,211	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to purchase a Drone/UAS to maintain the current Town of Prosper drone program. Our current drone is no longer supported by the manufacturer and parts are no longer available. The amount requested also includes the air data plan we must have to track all flight information with the FAA. This was a requirement we were recently made aware of to remain in compliance with the FAA.			The benefits gained by this request will allow the Fire Department to sustain the current Drone/UAS Program. The drone/UAS is utilized by FD and PD for emergency response as well as non-emergency operations such as pre-fire planning and aerial photos/videos for the Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Without funding this request, we stand the chance of shutting down the Drone/UAS program. The current Drone/UAS is no longer supported and we cannot get parts for it.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

259

TOWN OF PROSPER

FUND

62 PARK IMPROVEMENT FUND

DEPARTMENT

PARK IMPROVEMENT

DIVISION

620-60EXP PARK IMPROVEMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	HAYS PARK DESIGN		TYPE	DISCRETIONARY - 2		RANK	1
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6610 HAYS PARK	\$35,000	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$35,000	\$0	\$0	\$0	\$0	\$0	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide funding for professional services to generate construction drawings and specifications for Hays Park. These plans will be used for bidding purposes. Next year, a request will be made to provide funds for the construction. Construction cost to be further defined once design is complete. Estimate \$300,000 in FY 2021.				Completing the design of Hays Park, which is currently undeveloped, will begin the process to serve this neighborhood with a nearby park that accommodates recreation and leisure needs and improves the area's desirability. It's anticipated the design will include elements to commemorate the Hays family, specifically Bill Hays' contributions to the Town. A playground, picnic pavilion, other amenities and signage, and the removal of the existing water tanks and fence, will further enhance the site, bringing a Town identity to the area. This project is aligned with the following Town Council Goals: Goal 5 Maximize Recreation and Leisure Opportunities Goal 6 Maintain Community Character Goal 9 Improve Town Facilities			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
The development of this park will increase community appeal and create a lasting tribute to the Hays family. Because studies show that additional park spaces provide increased tourism and recreation-related spending, these enhancements will serve to increase local tax revenues and heighten property values. Additionally, there may be grants available through the Texas Parks and Wildlife Department which can be pursued once the project is approved.				Not funding the design of Hays Park will delay the development of Prosper's park system and this neighborhood will continue to lack a public park to serve the needs of its residents.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

260

TOWN OF PROSPER

FUND

62 PARK IMPROVEMENT FUND

DEPARTMENT

PARK IMPROVEMENT

DIVISION

620-60EXP PARK IMPROVEMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PECAN GROVE PARK	TYPE	DISCRETIONARY - 2	RANK	2
--------------	------------------	-------------	-------------------	-------------	---

RESOURCES REQUESTED

LINE ITEM	2020	2021	2022	2023	2024
6610 CAPITAL	\$67,500	\$0	\$0	\$0	\$0
TOTAL	\$67,500	\$0	\$0	\$0	\$0

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To provide design services to add a basketball court, pavilion, parking lot and additional picnic tables to Pecan Grove Park. The anticipated construction estimate for this project is \$675,000 which is shown on the 5 year CIP to be asked for in FY 2020-2021.	Pecan Grove Park was completed in 2004 and was constructed with the development of the neighborhood. The existing park currently has open space and a playground. The proposed improvements would align the park to the standards of the other neighborhood parks in the park system, which would include a pavilion, basketball court and parking lot. The proposed improvements meet the following Town Council Goals: Goal 2 Maintain Safety and Security Goal 4 Maximize Recreation and Leisure Opportunities Goal 5 Maintain Community Character
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
The development of this park will increase community appeal. Studies show that additional park spaces provide increased tourism and recreation-related spending, these enhancements will serve to increase local tax revenues and heighten property values. Additionally, there may be grants available through the Texas Parks and Wildlife Department or Collin County Funding Assistance which can be pursued once the project is approved.	Not funding the design of Pecan Grove Park will delay the development of Prosper's park system and this neighborhood will continue to lack typical park amenities to serve the needs of its residents.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	

201

TOWN OF PROSPER

FUND

62 PARK IMPROVEMENT FUND

DEPARTMENT

PARK IMPROVEMENT

DIVISION

620-60EXP PARK IMPROVEMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PECAN GROVE HIKE AND BIKE TRAIL EXTENSION		TYPE	DISCRETIONARY - 2		RANK	3
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
6610 CAPITAL	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide professional services to design and prepare construction documents for a trail connection and other amenities such as a pavilion and seating areas with the Pecan Grove Park. This project generally consists of approximately 1200 l.f. of 10' wide multi-use concrete trail and related improvements. The anticipated construction estimate for this project is \$410,000 which is shown on the 5 year CIP to be asked for in FY 2019-2020.				The Pecan Grove Trail and Amenities Improvements will provide a critical link in the overall trail system and safe passage way by providing a connection from Kiowa Dr. down the west side of the power line easement. This portion of trail is shown on the Council-approved Parks Master Plan and meets the following Town Council Goals: Goal 2 Maintain Safety and Security Goal 4 Maximize Recreation and Leisure Opportunities Goal 5 Maintain Community Character			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
This connection comprises a portion of Prosper's hike and bike trail system and will increase safety, as well as community appeal. Studies show additional trails increase tourism and recreation-related spending, which increases local tax revenues and heightens property values. Other amenities will be evaluated through the design process that would not only enhance the trail experience, but the park experience as well.				Not funding this request will delay the completion of the trail master plan and delay the safe passage of pedestrians via the trail connection.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

262

TOWN OF PROSPER

FUND
10 GENERAL

DEPARTMENT
ADMINISTRATION

DIVISION
100-10-02EXP TOWN SECRETARY'S OFFICE

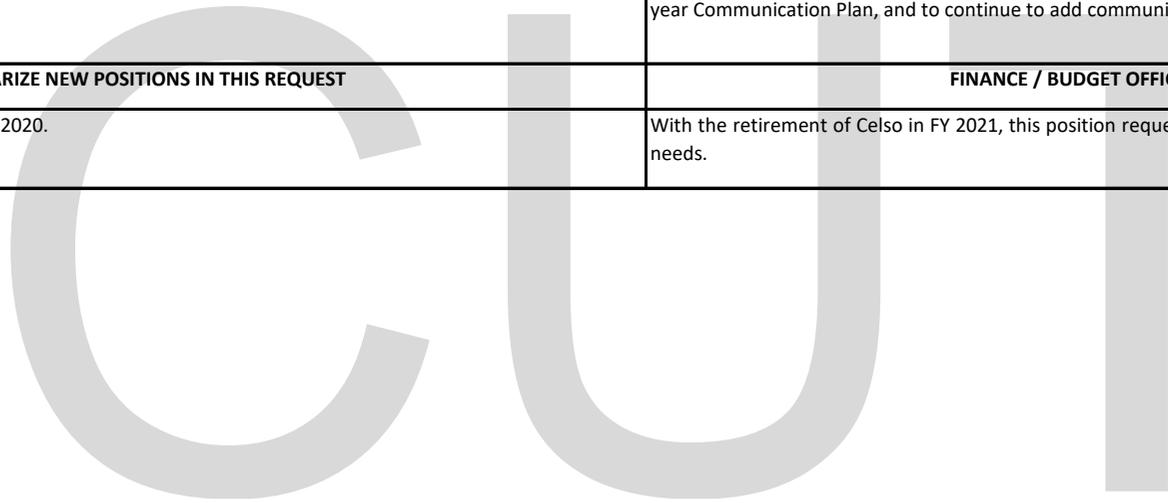
SUPPLEMENTAL DETAILS - CUT

TITLE	COMMUNICATIONS MANAGER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$51,750	\$69,000	\$69,000	\$69,000	\$69,000
5115 SALARIES-OVERTIME	\$900	\$1,200	\$1,200	\$1,200	\$1,200
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$3,312	\$4,416	\$4,416	\$4,416	\$4,416
5150 MEDICARE EXPENSE	\$775	\$1,033	\$1,033	\$1,033	\$1,033
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$51	\$68	\$68	\$68	\$68
5175 LIABILITY (TML) WORKERS COMP	\$100	\$133	\$133	\$133	\$133
5180 TMRS EXPENSE	\$7,238	\$9,650	\$9,650	\$9,650	\$9,650
5185 LONG TERM/SHORT TERM DISABILIT	\$101	\$135	\$135	\$135	\$135
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$8,945	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$165	\$165	\$165	\$165	\$165
5530 TRAVEL	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
5536 TRAINING/SEMINARS	\$300	\$300	\$300	\$300	\$300
7145 TRANSFER TO VERF	\$0	\$279	\$279	\$279	\$279
TOTAL	\$83,964	\$99,661	\$99,661	\$99,661	\$99,661
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

CUT

263

<p>The position will report to the Town Secretary/PIO and will supervise the Communication Specialist. The demand for communication, social media, and digital marketing services continues to grow for the Town. In FY 2018-2019, the Town's Public and Media Relations programs continued to grow with the addition of the Town Talks speakers bureau, the quarterly HOA Presidents Meetings, a Citizens Academy in the fall of 2019, the approval of the State of the Community Event in 2020, and the expanded use live and recorded produced video content. The Communication Specialist continues to receive an increased number of requests for website assistance, photography and videography services, and the creation of marketing materials, such as posters, flyers, brochures, calendars, as well as the Finance Department's PAFR. The addition of an in-house staff person with professional public and media relations expertise in FY 2019-2020 will help prepare for that transition by supplementing the increased workload of the Communication Specialist. It will also streamline the transition of bringing the tasks and duties of the PAMR consultant in-house, while making the most of the consultant's skills and knowledge of the Town through the duration of his contract.</p>	<p>The addition of this position will allow the Town Secretary/PIO more time for planning and management in other areas. A professionally trained Communication Manager will enhance the Town's ability to communicate effectively with residents using current trends in communication methods. Assist the Town Secretary/PIO with the implementation of the Town's Communication Plan, and make recommendations on additional communication methods and strategies. Oversee the development of the Town's media releases, marketing materials, and social media content. Assist with public engagement activities such as the HOA Presidents Meetings, State of the Community, and Special Events.</p>
<p>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</p>	<p>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</p>
<p>N/A</p>	<p>The continued growth of the Town's Public and Media Relations program is dependent on attracting and retaining high-quality staff. Additional public and media relations personnel will be necessary to implement the Town's three-year Communication Plan, and to continue to add community engagement activities.</p>
<p>SUMMARIZE NEW POSITIONS IN THIS REQUEST</p>	<p>FINANCE / BUDGET OFFICE / CMO COMMENTS</p>
<p>One Communications Manager in January 2020.</p>	<p>With the retirement of Celso in FY 2021, this position request will be reviewed again in the future to determine the needs.</p>



TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-02EXP TOWN SECRETARY'S OFFICE

SUPPLEMENTAL DETAILS - CUT

TITLE	LASERFICHE EMPOWER CONFERENCE		TYPE	DISCRETIONARY - 3		RANK	4
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5530 TRAVEL	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725
5536 TRAINING/SEMINARS	\$900	\$900	\$900	\$900	\$900	\$900	\$900
TOTAL	\$2,625	\$2,625	\$2,625	\$2,625	\$2,625	\$2,625	\$2,625
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The annual Laserfiche Empower conference is a week-long training on the newest features and functions of the software program. The conference provides hands-on training to users and administrators on how to maximize the functionality of the software				The Town is currently using Laserfiche as a records repository, however, we have not yet maximized its functionality. Additional training in Laserfiche's workflow capability and forms functionality could streamline operations and increase efficiency.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Town staff will continue to utilize online training modules, technical support, and training services provided by the Town's Laserfiche provider.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A				IT presented a request to expand the usage as well as training in-house across all departments that utilize Laserfiche.			

2025

TOWN OF PROSPER

FUND
10 GENERAL

DEPARTMENT
POLICE

DIVISION
100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	K-9 UNIT	TYPE	DISCRETIONARY - 1	RANK	4
--------------	-----------------	-------------	--------------------------	-------------	----------

RESOURCES REQUESTED

LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$13,104	\$13,104	\$13,104	\$13,104	\$13,104
5145 SOCIAL SECURITY EXPENSE	\$812	\$812	\$812	\$812	\$812
5150 MEDICARE EXPENSE	\$190	\$190	\$190	\$190	\$190
5180 TMRS EXPENSE	\$1,776	\$1,776	\$1,776	\$1,776	\$1,776
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100
5265 PROMOTIONAL EXPENSE	\$500	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$1,255	\$1,255	\$1,255	\$1,255	\$1,255
5410 PROFESSIONAL SERVICES	\$3,980	\$3,980	\$3,980	\$3,980	\$3,980
5530 TRAVEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5536 TRAINING/SEMINARS	\$17,500	\$1,000	\$1,000	\$1,000	\$1,000
5620 TOOLS AND EQUIPMENT	\$14,811	\$0	\$0	\$0	\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$16,500	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$72,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$18,750	\$18,750	\$18,750	\$18,750
TOTAL	\$143,528	\$41,967	\$41,967	\$41,967	\$41,967



COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
K-9 on night shift that would split the workload with the current K-9 officer and dog; offering day shift and night shift K-9 coverage for the Department. The dog will be used for narcotics detection, building searches, tracking/trailing, area searches, evidence recovery, criminal apprehension. Outside agency assistance often is not available and/or unpredictable. Regarding a specialized vehicle, per Defender Supply, the difference is approximately \$7,000.	Having two K-9 Units available, would give the Department K-9 coverage most of the time.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Wear and tear on the K-9 as well as not having K-9 coverage for night shift.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
N/A	Will revisit in the future in adding another K-9 unit to the Police workforce. More data needed to warrant another K-9.

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	TRUCK FOR SKYWATCH TOWER, RADAR TRAILER, EVENTS	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5350 VEHICLE EXPENSE	\$600	\$600	\$600	\$600	\$600
5352 FUEL	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438
5353 OIL/GREASE/INSPECTIONS	\$200	\$200	\$200	\$200	\$200
6160 CAPITAL EXPENDITURE - VEHICLES	\$43,930	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$5,491	\$5,491	\$5,491	\$5,491
TOTAL	\$46,168	\$7,729	\$7,729	\$7,729	\$7,729
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Truck will be purchased to haul large SkyWatch tower and radar trailers for Town special events, Police service events, and future departmental recruiting. Current Police Tahoe's are not rated to haul the SkyWatch tower, and therefore, this vehicle is necessary. Weight of tower is 12,000 pounds.			The purchase of this truck would greatly reduce the maintenance cost on the current PD fleet due to damage being caused from pulling trailers they are not rated to pull.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The wear and tear on Police Tahoe's from pulling the SkyWatch tower and radar trailers would be greatly increased.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Informed Police to utilize current fleet or request from Public Works a truck to move such equipment. Does not warrant adding to fleet when Police could utilize current fleet in the Town.		

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	OFF-DUTY EMPLOYMENT SOFTWARE	TYPE	DISCRETIONARY - 1	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5419 IT LICENSES	\$3,245	\$3,245	\$3,245	\$3,245	\$3,245
TOTAL	\$3,245	\$3,245	\$3,245	\$3,245	\$3,245
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purchase of this scheduling software would enable officers to view and sign up for off duty and overtime jobs via a web based server. The officers would be able to use this software on any type of mobile device.			Having an online scheduling system would provide the opportunity for the department to easily track which officers are working which event and what the officers are being paid. The current scheduling software is for day to day shift scheduling and does not have the capability to track off duty employment.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Increased risk of shift scheduling errors.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Not vetted through the Town's Human Resources Department and recommended using an in-house system to track schedules.		

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

POLICE

DIVISION

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - CUT

TITLE	INCREASE IN TRAVEL	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5530 TRAVEL	\$6,950	\$6,950	\$6,950	\$6,950	\$6,950
TOTAL	\$6,950	\$6,950	\$6,950	\$6,950	\$6,950
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase the travel budget to provide a hotel for each person attending training and to pay for parking/mileage, which is currently not in our budget.			Currently when we attend training we are sharing a hotel room. As we add male staff and staff of varying sexual orientation, sharing a hotel room is not feasible. We need to add one hotel room for each planned training conference. In addition, we currently pay for parking and mileage out of our own pocket. The request is to add this to the budget so Communications personnel are not paying out of their own money to attend training mandated by the State of Texas for licensing.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Communications will have to continue sharing hotel rooms which can be a liability in and of itself.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Dispatch's travel budget was increased 5 times the amount in FY 2019 and year to date expenses do not see the department spending more than budgeted.		

TOWN OF PROSPER

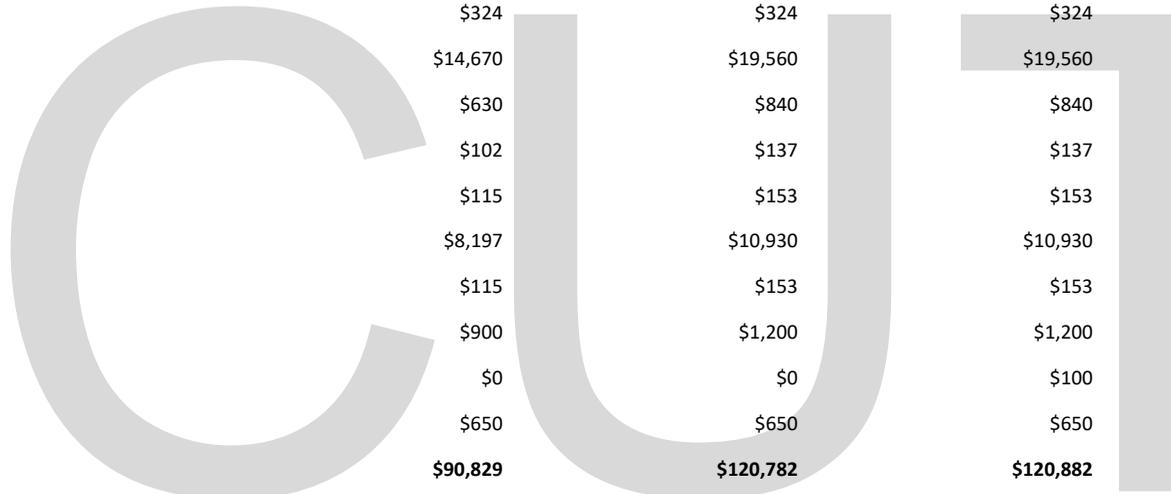
FUND
10 GENERAL

DEPARTMENT
POLICE

DIVISION
100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - CUT

TITLE	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$60,498	\$80,664	\$80,664	\$80,664	\$80,664
5145 SOCIAL SECURITY EXPENSE	\$3,751	\$5,001	\$5,001	\$5,001	\$5,001
5150 MEDICARE EXPENSE	\$877	\$1,170	\$1,170	\$1,170	\$1,170
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$14,670	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$630	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$102	\$137	\$137	\$137	\$137
5175 LIABILITY (TML) WORKERS COMP	\$115	\$153	\$153	\$153	\$153
5180 TMRS EXPENSE	\$8,197	\$10,930	\$10,930	\$10,930	\$10,930
5185 LONG TERM/SHORT TERM DISABILIT	\$115	\$153	\$153	\$153	\$153
5186 WELLE-WELLNESS PROG REIMB EMPL	\$900	\$1,200	\$1,200	\$1,200	\$1,200
5230 DUES, FEES, AND SUBSCRIPTIONS	\$0	\$0	\$100	\$0	\$100
5536 TRAINING/SEMINARS	\$650	\$650	\$650	\$650	\$650
TOTAL	\$90,829	\$120,782	\$120,882	\$120,782	\$120,882



COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
Adding personnel would allow the Communication Officers to work more efficiently with the increased amount of responders for whom they answer radio traffic. With an increase in population the Town of Prosper has increased its call volumes from citizens. 2016 Telephone Calls: 28,889 2017 Telephone Calls: 30,754 2018 Telephone Calls: 36,688 Telephone Calls Increase: 27% 2016 Calls for Service: 27,983 2017 Calls for Service: 40,575 Calls for Service Increase: 45% Our current staffing does not adhere to national standards set forth by NENA, APCO, nor NFPA.	The addition of two Communication Officers would allow additional persons on shift. This would allow coverage of three in the room the majority of days and we could increase our minimums to two in the room at all times. By staffing two additional personnel, we will be able to reduce our overtime costs and still maintain a healthy work environment for our employees. Reduce liability for the Town with more Communication Officers on duty when major incidents occur; less disruption of job duties - Police/Fire and phones.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Dispatch will be forced to continue working short staffed and the increased payment of overtime will be necessary when someone is in training, sick, vacation, etc...

270

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two Communications Officers in January 2020.	Staffing was increased in FY 2019 from 9 to 11 positions. Dispatch is also seeing vacancies within the department. Maximize current approved workforce and review request in FY 2021.

CUT

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

POLICE

DIVISION

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - CUT

TITLE	GUARDIAN TRACKING SOFTWARE	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$3,300	\$2,500	\$2,500	\$2,500	\$2,500
TOTAL	\$3,300	\$2,500	\$2,500	\$2,500	\$2,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Currently, every Supervisor tracks their employees differently. Guardian Tracking is an out of the box employee documentation software that promotes transparency through every level.			The software allows you to track all performance, both good and bad. When a Supervisor creates an entry into the software the employee gets a copy of it. The software also mitigates liability by documenting incidents as they happen. Cost breakdown: \$850 one time implementation fee and \$2428 per year for 51 employees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Supervisors will continue to use various ways of tracking performance.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Software not vetted through the Town's Human Resources department and not recommending departments move into a different direction when it comes to performance tracking that has not been approved by HR.		

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - CUT

TITLE	INCREASE TRAINING BUDGET	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5536 TRAINING/SEMINARS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
TOTAL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase the Training Budget for Dispatchers to attend classes for re-certification.			Currently the department shares \$6500 for training purposes. This is less than \$600 per person. Increasing this will allow Dispatchers to attend local training that has registration fees. Currently they are attending classes in Arlington for free, but these classes are repetitive and there are many organizations that host great training at a cost. National Seminars Training has fantastic courses that are local with a cost range of \$149-\$299 per person. ILEA also hosts great courses with an average cost of \$350-\$500 per person.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We are required training hours in order to remain licensed by TCOLE and IAED. It is difficult to obtain these hours on an annual basis with the funds we currently have.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Dispatch's training budget was increased 5 times the amount in FY 2019 and year to date expenses do not see the department spending more than budgeted.		

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - CUT

TITLE	PLS DISPATCH PRO ONLINE REALITY BASED TRAINING	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5536 TRAINING/SEMINARS	\$1,560	\$1,560	\$1,560	\$1,560	\$1,560
TOTAL	\$1,560	\$1,560	\$1,560	\$1,560	\$1,560
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide Communications Officers with cost-effective online reality-based training.			PLS Dispatch Pro is a training resource that is cost effective and reality-based. The training modules will assist Prosper Communications in satisfying their re-certification requirements for EMD. In addition, the training will help ensure that the Communications Officers are well trained and ready to respond in an emergency situation.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Dispatch will continue to attend local training that is hosted by DENCO, NCT911, and Tarrant County.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Dispatch's training budget was increased 5 times the amount in FY 2019 and year to date expenses do not see the department spending more than budgeted.		

TOWN OF PROSPER

FUND
10 GENERAL

DEPARTMENT
FIRE

DIVISION
100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	OVERTIME - FIRE	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$68,908	\$68,908	\$68,908	\$68,908	\$68,908
5145 SOCIAL SECURITY EXPENSE	\$4,272	\$4,272	\$4,272	\$4,272	\$4,272
5150 MEDICARE EXPENSE	\$999	\$999	\$999	\$999	\$999
5180 TMRS EXPENSE	\$9,337	\$9,337	\$9,337	\$9,337	\$9,337
TOTAL	\$83,516	\$83,516	\$83,516	\$83,516	\$83,516
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund the anticipated shortfall in overtime. It also includes the FY2020 Step Plan increases which accounts for 13,661.40 of the request.			We will fully fund necessary overtime to account for all vacation and holiday leave hours, mandatory training, fire prevention shows, and unknown variables that include sick, workers compensation, military, and bereavement.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Annually we have a significant shortfall in overtime. In previous years we have been able to fund this with surplus from other accounts. Our budget is lean and we can no longer afford to do this without another department need suffering. Budgeting the known variables is easy. It is difficult to predict the human element as we don't know when someone will be injured, sick, be deployed through the military, or bereavement.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Reviewed the last three years of historical OT as well as what is being budgeted into the GF and the Special Purpose District for next year. The Chief and Finance feel this is not warranted due to increasing the base OT in the SPD by almost 11% due to increase sales tax projections.		

TOWN OF PROSPER

DEPARTMENT

DIVISION

FUND
10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	BRUSH TRUCK REPLACEMENT VEF DIFFERENCE	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
7145 TRANSFER TO VEF	\$108,969	\$0	\$0	\$0	\$0
TOTAL	\$108,969	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of the request to is fund the shortfall in the VEF to replace Brush 1 three years prior to it's original fifteen year cycle. The current price is \$167,000 and is expected to increase in the Fall to 172,000. The price estimated includes the expected price increase in the Fall. The VEF shows 63,031 as of September 2019.			We would avoid paying expensive repair bills. The main benefit would be to have a brush truck that is dependable without fear of failure of the pump. We have requested through the VEF to change the schedule to a ten year cycle instead of the fifteen previously setup based on repair costs and recommendations from the manufacturer (see attachments).		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
The Department is seeking to obtain a grant to cover a portion of the truck.			Without replacing the truck we run the risk of having to take the brush truck out of service or sending the truck back to the manufacturer in Kansas to have a rear pump motor replaced. The estimated expense would be \$15-20,000. In addition, an engine leak was noticed by Bob Tomes Ford at a recent service visit. Two years ago a similar leak cost \$3700. It would cost \$200-400 to diagnose due to the fact that much of the top motor components have to be removed to get to the motor.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			This fleet replacement is scheduled for FY 2021 based on the estimated life of the asset. Per the VEF policy, annually the VEF contributions are adjusted to reflect anticipated market adjustments. This allows the General Fund to normalize payments into the VEF based on the replacement life cycle of each asset.		

276

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	TACTICAL MEDIC PROGRAM	TYPE	DISCRETIONARY - 2	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$38,976	\$38,976	\$38,976	\$38,976	\$38,976
5145 SOCIAL SECURITY EXPENSE	\$2,417	\$2,417	\$2,417	\$2,417	\$2,417
5150 MEDICARE EXPENSE	\$565	\$565	\$565	\$565	\$565
5180 TMRS EXPENSE	\$5,273	\$5,273	\$5,273	\$5,273	\$5,273
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
5335 RADIO/VIDEO REPAIRS	\$2,790	\$250	\$250	\$250	\$250
5440 EMS	\$2,945	\$1,920	\$1,920	\$1,920	\$1,920
5536 TRAINING/SEMINARS	\$6,900	\$6,900	\$0	\$0	\$0
5630 SAFETY EQUIPMENT	\$16,885	\$3,110	\$3,110	\$3,110	\$3,110
TOTAL	\$77,801	\$60,461	\$53,561	\$53,561	\$53,561
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Prosper PD has requested FD provide paramedic members to be part of PD Special Response Team (SRT). The purpose of this request is to equip and train three existing Firefighter/Paramedics to become tactical medics to be part of the Police Department's Special Response Team. The added overtime, dues, and all other charges are estimated fees provided by the Police Department to cover all costs associated for three FD personnel, one per shift, if the tactical paramedic program is approved.			Support for Police Department Special Response Team (SRT). Provide medical assistance during SWAT operations. Tactical Medics can initiate advanced pre-hospital patient care of wounded officers in hostile environments.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Without paramedic trained members on the team, the team will not have the training and/or equipment to handle/stabilize an injured Police Officer, victim or suspect in a pre-hospital setting.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			This request is not a priority from the Fire department due to other needs. We will continue to review this in the future based on the request of Chief and the priorities of the department.		

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-02EXP CODE COMPLIANCE

SUPPLEMENTAL DETAILS - CUT

TITLE	INDEPENDENT CONTRACTOR - HEALTH INSPECTIONS	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
If the supplemental for the new Health and Code Compliance Officer does not get approved, this division would like to request the services of an independent contractor to conduct and provide health inspections services during the weekends and in the absence of the Health and Code supervisor.			The assistance of this individual will help ensure annually permitted facilities and temporary events are inspected in a timely manner and serve as Town Sanitarian in the event of emergencies during the absence of the Health and Code Supervisor.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to conduct routine health inspections, increase in overtime for staff may be requested, and inability to schedule mandatory training for required certifications.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Cut this request due to the funding of a new Health and Code Compliance Officer.		

278

TOWN OF PROSPER

FUND
10 GENERAL

DEPARTMENT
COMMUNITY SERVICES

DIVISION
100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - CUT

TITLE	MARKETING COORDINATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$44,618	\$59,490	\$59,490	\$59,490	\$59,490
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$2,814	\$3,752	\$3,752	\$3,752	\$3,752
5150 MEDICARE EXPENSE	\$658	\$877	\$877	\$877	\$877
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$85	\$113	\$113	\$113	\$113
5180 TMRS EXPENSE	\$6,149	\$8,199	\$8,199	\$8,199	\$8,199
5185 LONG TERM/SHORT TERM DISABILIT	\$86	\$115	\$115	\$115	\$115
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$3,010	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$795	\$795	\$795	\$795	\$795
5400 UNIFORM EXPENSE	\$50	\$75	\$75	\$75	\$75
5419 IT LICENSES	\$165	\$165	\$165	\$165	\$165
5533 MILEAGE EXPENSE	\$50	\$100	\$100	\$100	\$100
5536 TRAINING/SEMINARS	\$745	\$745	\$745	\$745	\$745
7145 TRANSFER TO VERF	\$0	\$442	\$442	\$442	\$442
TOTAL	\$68,388	\$86,997	\$86,997	\$86,997	\$86,997
COMMENTS					

CUT

279

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The Marketing Coordinator will help meet the Strategic Goal of Maximizing Leisure Opportunities by developing effective marketing and communications that make citizens aware of and informed about classes, camps, programs and events that are offered by the Town.</p> <p>Of the benchmark communities, Coppell, Allen, Frisco, McKinney, and Southlake all have a marketing person in their Parks and Recreation Department that focuses on Parks and Recreation marketing and communications.</p>	<p>Goal 5 speaks to promoting community through unique spaces and events. Effective marketing and publications promote community and public engagement by informing citizens of when, where and for whom activities are offered and why they should attend. Communications help ensure that the spaces and events are known and well-attended. Goal 8 speaks to meeting the citizens' needs through quality facilities. Again, effective marketing is essential to promoting the quality programs and facilities offered by the Town so citizens become aware of and familiar with the opportunities available to meet their needs. Of the benchmark communities, Coppell, Allen, Frisco, McKinney, and Southlake all have a designated marketing person in the Parks and Recreation Department who focuses on Parks and Recreation marketing and communications.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>With better marketing and awareness programs and classes will be more well attended.</p>	<p>The department's Administrative Assistant will continue to do what she is able to accomplish with regards to marketing, but it will be less than needed. Also, as her time is dedicated to these marketing efforts, she will not have time to assist staff requiring managers and the Director to spend time on administrative duties which reduces their work capacity.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>One Marketing Coordinator in January 2020.</p>	<p>Timing of the new 402 rec center requires more data regarding the need for a position. Will monitor this request for future needs.</p>

CURT

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - CUT

TITLE	ADDITIONAL CHRISTMAS DECORATIONS	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5212 BUILDING SUPPLIES	\$29,200	\$0	\$0	\$0	\$0
5480 CONTRACT SERVICES	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
TOTAL	\$35,700	\$6,500	\$6,500	\$6,500	\$6,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase additional Christmas decorations for the exterior of Town Hall (Main Street, Broadway Street.) To fund the installation of existing and new Christmas decorations.			Outside Town Hall: (8) 36" wreaths on building \$7,600 Broadway/Main: Garland wrap light poles \$9,100 Wreaths on poles \$19,000 Not included 10' Christmas tree extension \$31,250 Banners \$4,800 Big Christmas ball setting \$7,250		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There will not be funds to purchase additional decorations nor install the existing decorations.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Due to the General Fund's reduction in fund balance, this will be put off and reviewed in the future. This is more of a nice to have therefore not funded this year.		

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - CUT

TITLE	DOG WASTE STATIONS	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5320 REPAIRS AND MAINTENANCE	\$48,960	\$5,960	\$5,960	\$5,960	\$5,960
TOTAL	\$48,960	\$5,960	\$5,960	\$5,960	\$5,960
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide dog waste stations around hike and bike trails throughout the Town. The Town has approximately 30 miles of hike and bike trails. The waste stations will be placed approximately every 2000 linear foot. To meet this need, approximately 80 dog waste stations will need to be purchased. Additional stations will be installed as new trails are built as needed.			Residents utilizing the hike and bike trails will have easier access to dog waste stations. The stations have bags that can be used to pick up pet waste and a receptacle for the waste. These meet the following Town of Prosper Strategic Goals: Goal 4: Maximize Recreation and Leisure Opportunities Goal 5: Maintain Community Character Goal 8: Improve Town Facilities Maintenance estimate - 2 times a week cleaning and restock can liners \$660 per year Pick up bags - est. 50 cases at \$1,000 = \$5,000 per year Cleaner - \$300 per year		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			By not funding this request, the residents will not have easily accessible waste stations, requiring pet owners to bring their own bags, resulting in a higher probability that they will not pick up their dog waste.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Due to the General Fund's reduction in fund balance, this will be put off and reviewed in the future. This is more of a nice to have therefore not funded this year.		

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - CUT

TITLE	RENTAL TENTS FOR EVENTS	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5601 EVENT - PROSPER CHRISTMAS	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500
TOTAL	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
<p>The Christmas Festival Committee, comprised of residents and staff, has asked staff to put forward a proposal for event tents at the festival which would be set up by a professional company. Due to the event location moving to downtown and its increasing size and popularity, the committee feels that uniform, professional tents will improve the overall look and feel of the event, create a more upscale backdrop for photos, and also be safer. Each year, there are cases where portable pop up tents blow over or collapse, potentially causing injury. Having tents professionally set up will ensure they are safe, sturdy, and look good, while assisting the vendors with much less to carry into the event site.</p>			<p>Due to vendors supplying their own tents it is a mismatched grouping. Each year, several vendors do not bring adequate weights resulting in instability and/or a collapse during the event. Uniform professional tents have a more polished appearance and will also eliminate the need for the Town to provide additional pop up tents and sand bags for those who need them. Professional tents will reduce vendor frustration and reduce staff and volunteer time needed coordinating tents the day of the event.</p> <p>Tent Rental - \$18,500</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
<p>The committee has recommended that if rented tents are provided, the Town could charge a higher sponsorship price. Festival sponsors are solicited throughout the year, so the first year tents are provided, we will not be able to pass along the cost. However, in subsequent years approximately \$6,500 in increase tent revenue would help offset the additional cost.</p>			<p>The event will have mismatched pop up tents that fail, and staff and volunteers will spend a great deal of time coordinating and helping vendors with tents the day of the event. It is not anticipated that Town Hall restrooms will be available for public use the day of the event.</p>		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Due to the General Fund's reduction in fund balance, this will be put off and reviewed in the future. This is more of a nice to have therefore not funded this year.		

TOWN OF PROSPER

FUND
10 GENERAL

DEPARTMENT
COMMUNITY SERVICES

DIVISION
100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - CUT

TITLE	PARK PLANNER I (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	12
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$42,462	\$56,616	\$56,616	\$56,616	\$56,616
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$2,680	\$3,573	\$3,573	\$3,573	\$3,573
5150 MEDICARE EXPENSE	\$627	\$836	\$836	\$836	\$836
5155 SUTA EXPENSE	\$162	\$166	\$166	\$166	\$166
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$36	\$38	\$38	\$38	\$38
5175 LIABILITY (TML) WORKERS COMP	\$743	\$991	\$991	\$991	\$991
5180 TMRS EXPENSE	\$5,857	\$7,810	\$7,810	\$7,810	\$7,810
5185 LONG TERM/SHORT TERM DISABILIT	\$82	\$110	\$110	\$110	\$110
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$150	\$155	\$155	\$155	\$155
5220 OFFICE EQUIPMENT	\$3,460	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$100	\$105	\$105	\$105	\$105
5419 IT LICENSES	\$500	\$515	\$515	\$515	\$515
5533 MILEAGE EXPENSE	\$500	\$515	\$515	\$515	\$515
5536 TRAINING/SEMINARS	\$500	\$515	\$515	\$515	\$515
7145 TRANSFER TO VERF	\$0	\$532	\$532	\$532	\$532
TOTAL	\$66,824	\$84,397	\$84,397	\$84,397	\$84,397
COMMENTS					

CUT

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To hire staff to manage park, trail, and median landscape improvement projects. This additional staff person will assist the Landscape Architect with managing capital projects including coordinating and meeting with consultants, developing project timelines and budgets, reviewing plans and coordinating utility efforts and permits, performing onsite monitoring and inspections, and closing out projects. Other duties include updating and maintaining GIS and AutoCAD system mapping and preparing graphic support material for grant submittals and other various projects. Staff has benchmark data for each of the communities and the ratio is approximately one staff person per 31,000 population for Plano, McKinney and Frisco, and one staff person per 12,500 population for Prosper, Allen, Coppel, Keller and Southlake.</p>	<p>This request will help meet Town Strategic Goals:</p> <ol style="list-style-type: none"> 1. Ensure Quality Development: The Park Planner will manage Capital Projects to assist with the growth, expansion and sustenance of parks, recreation facilities, trails and park-related landscapes. 2. Maintain Safety and Security: Will assist the Landscape Architect in reviewing and implementing the Towns Hike and Bike Trail Master Plan, and assuring the connectivity and safe-harbor routes are within compliance. 4. Maximize Recreation and Leisure Opportunities: Will assist in providing recreation destinations that will enhance quality of life and spur economic development. 5. Maintain Community Character: Will assist the Landscape Architect on reviewing landscape and irrigation plans to ensure compliance with the Town's Subdivision Ordinance. <p>Goal 7 Maintain Quality Workforce. Goal 8 Improve Town Facilities Goal 9 Maintain Proactive Communication to Engage Residents and Stakeholders</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>By not funding this position, existing Parks staff and Parks Director will continue to manage projects to the best of their abilities. This will affect the number and quality of park amenities to the residents. This will also affect the quality of information and graphical support for the residents, as this position would assist with the development of park graphical information such as monthly reports, informational brochures, and the pursuit of awards/certification recognition.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Park Planner I in January 2020.	Parks just recently filled a parks planner position that had been vacant for awhile. This request will be reviewed in the future as to the need for another position.

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - CUT

TITLE	SKY LIFT	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5353 OIL/GREASE/INSPECTIONS	\$0	\$75	\$75	\$75	\$75
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$44,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,933	\$2,933	\$2,933	\$2,933
TOTAL	\$44,000	\$3,008	\$3,008	\$3,008	\$3,008
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase a Tow-able man lift.			The man lift will provide a safe way for staff to perform numerous duties, including: Changing fuses and light bulbs within our parks. This occurs on a fairly regular basis. Does not include the ball field lights, but does include pedestrian, pavilion and parking lot lights. Trimming trees that overhang roads providing a safe work platform when removing hazard trees along walking trails and other areas. Our crews are not trained in tree climbing and the Town must contract this work when needed. A man lift is a safer option to use when possible. Hanging Christmas lights and standing up the large Town Christmas tree instead of renting a lift. Painting foul poles. Will be used to install banners along Main Street and Broadway if that supplemental funding is approved. Public Works would be able to use it from time to time when needed.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Park Operations will continue to contract certain projects and rent equipment when needed. Placing staff on lean ladders on poles will continue, which is not always the safest.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			After further review and discussions, it was recommended to outsource such duties due to safety and liability.		

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - CUT

TITLE	METER REPLACEMENT PROGRAM	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5545 METER PURCHASES	\$200,000	\$200,000	\$200,000	\$0	\$0
TOTAL	\$200,000	\$200,000	\$200,000	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The AMI meters were placed into the Town over 12 years ago. Based on a replacement program, this infrastructure has a life span of 12-15 years. The Water department would like to institute a three year replacement program. There is currently over 9,000 AMI meters located in the Town.			Providing citizens with up to date meters that provide more accurate data of consumption.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Continued at current level of service. Not meeting Strategic Planning Goal 3 - Provide efficient and effective utilities, roads and infrastructure. Public Works would also experience future replacements based on reaction to dead meters vs a proactive approach to replacing sooner.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Public Works randomly pulled meters placed during the original program and tested their reading. They all came in with 99% or better in meter flow. This program will be reviewed over the next couple of years and gather empirical data to warrant the start of such a program.		

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - CUT

TITLE	WATERSMART INNOVATIONS 2020 CONFERENCE		TYPE	DISCRETIONARY - 3		RANK	12
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5530 TRAVEL	\$1,234	\$1,234	\$1,234	\$1,234	\$1,234	\$1,234	\$1,234
5536 TRAINING/SEMINARS	\$790	\$790	\$790	\$790	\$790	\$790	\$790
TOTAL	\$2,024	\$2,024	\$2,024	\$2,024	\$2,024	\$2,024	\$2,024
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To send two employees to the WaterSmart Innovations 2020 Conference to gain knowledge and perspectives from speakers from around the globe and across the country, each willing to share their fresh, unique points of view based on first-hand experiences in water efficient programs, policies and practices and to achieve Town Council Goal 10 Engage in Effective Intergovernmental Relations. Conference = \$395 per person Flight = \$182 Round trip per person = 364 Hotel = \$100 a night x 3 nights x 2 rooms = 600 Food = \$45 per day x 3 days x 2 people = 270				This event showcases new water-efficient technology; builds and strengthens effective, interdisciplinary relationships. Some topics for the 2019 conference include: Maintaining a Conservation Focus in the Face of Customer Distrust; Working with Media to Expand Outreach and Education; Advancing Sustainable Landscapes on Commercial and Industrial Properties; Relationship Building with 200 Gallons of Water; The struggle with HOAs is real!; and Water Agencies Nudging Landscape Contractors to Perform. Broader education for the employees of our Town, and the opportunity to learn from water educators from all over the world.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Staff will continue to utilize information from surrounding cities, and will not have the opportunity to grow and develop conservation skills and ideas from networking with other states and countries on water conservation efforts.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A				Further review on year to date expenses, this department can absorb such conference within their base budget.			

**TOWN OF PROSPER
FY 2019-2020
NON-DISCRETIONARY PACKAGES
GENERAL FUND**

289

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
293	FINANCE	APPRAISAL/TAX FEES		-	30,000	30,000		30,000
294	POLICE DISPATCH	INCREASE IN CONTRACTED SERVICES FEES		-	9,459	9,459		9,459
295	POLICE DISPATCH	INCREASE IN IT LICENSE FEES		-	7,931	7,931		7,931
296	POLICE DISPATCH	INCREASE IN CAD LICENSES		42,327	8,739	51,066		51,066
297	FIRE OPERATIONS	CERTIFICATION PAY		-	16,798	16,798		16,798
298	FIRE OPERATIONS	MEDICAL CONTROL INCREASE		-	11,500	11,500		11,500
299	FIRE OPERATIONS	EMS SUPPLIES/CONSUMABLES		-	7,500	7,500		7,500
300	FIRE OPERATIONS	US DIGITAL DESIGNS (USDD) CONTRACT		-	13,420	13,420		13,420
301	FIRE OPERATIONS	CONTRACT MOWING SERVICES AT FIRE STATIONS		-	7,750	7,750		7,750
302	FIRE MARSHAL	NFPA CODES AND STANDARDS ANNUAL SUBSCRIPTION		-	1,495	1,495		1,495
303	BUILDING INSPECTIONS	BUREAU VERITAS CONTRACT SERVICES		260,000	-	260,000	(260,000)	-
304	CODE COMPLIANCE	COLLIN COUNTY ANIMAL CONTROL SERVICES		-	9,021	9,021		9,021
305	PLANNING	FRISCO GIS SERVICES		-	21,500	21,500		21,500
306	STREETS	OVERTIME - STREETS		-	10,500	10,500		10,500
307	FACILITIES MAINTENANCE	FACILITIES MAINTENANCE SERVICES		-	62,155	62,155		62,155
308	PARK ADMINISTRATION	FRONTIER PARK BASEBALL COMPLEX PLAZA REPAIR		27,000	-	27,000		27,000
309	PARK OPERATIONS	WAREHOUSE LEASE INCREASE		-	2,000	2,000		2,000
310	PARK OPERATIONS	LIGHTNING SYSTEM		53,406	6,594	60,000		60,000
311	PARK OPERATIONS	MOWING OF PROPERTIES		-	38,000	38,000		38,000
312	PARK RECREATION	ADDITIONAL FIREWORKS COST		-	5,000	5,000		5,000
313	LIBRARY	INCREASE PHYSICAL COLLECTION		-	6,000	6,000		6,000
314	ENGINEERING	VEHICLE EXPENSE FOR ADDED FLEET		-	3,570	3,570		3,570
TOTAL PROPOSED			0.0	\$ 382,733	\$ 278,932	\$ 661,665	\$ (260,000)	\$ 401,665

**TOWN OF PROSPER
 FY 2019-2020
 NON-DISCRETIONARY PACKAGES
 GENERAL FUND**

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
CUT PACKAGES								
327	FIRE OPERATIONS	RESTRUCTURING & PERSONNEL FOR LADDER TRUCK	6	38,912	752,777	791,689		791,689
329	CODE COMPLIANCE	LEGAL FEES		-	2,500	2,500		2,500
TOTAL PROPOSED CUTS			0.0	\$ -	\$ 755,277	\$ 794,189	\$ -	\$ 794,189

**TOWN OF PROSPER
FY 2019-2020
NON-DISCRETIONARY PACKAGES
WATER/SEWER FUND**

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE'S	ONE TIME	ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
315	UTILITY BILLING	SOLID WASTE ANNUAL CONTRACT INCREASE		-	165,000	165,000	(165,000)	-
316	NON-DEPARTMENTAL	WATER AND WASTEWATER ANNUAL RATE STUDY		25,000	-	25,000		25,000
317	WATER	CUSTER PUMP STATION MAINTENANCE		48,000	-	48,000		48,000
318	WATER	UCMR4 EPA TESTING		5,225	-	5,225		5,225
319	WATER	FIRE HYDRANT METER RPZ		20,000	-	20,000		20,000
320	WATER	380 PRV VAULT PROJECT		45,000	-	45,000		45,000
321	WATER	WATER PURCHASES - NTMWD			341,042	341,042		341,042
322	WATER	ELECTRICITY - INCREASE TO BASE			41,000	41,000		41,000
323	WASTEWATER	SMOKE TEST PROGRAM PHASE 4-6		-	45,000	45,000		45,000
324	WASTEWATER	LIFT STATION PUMPS		79,000	-	79,000		79,000
325	WASTEWATER	SEWER MANAGEMENT FEES			519,409	519,409		519,409
TOTAL PROPOSED			0.0	\$ 222,225	\$ 1,111,451	\$ 1,333,676	\$(165,000)	\$ 1,168,676
CUT PACKAGES								
330	WATER	OVERTIME - WATER		-	35,754	35,754		35,754
332	WASTEWATER	OVERTIME - WASTEWATER		-	17,694	17,694		17,694
TOTAL PROPOSED CUTS			0.0	\$ -	\$ 53,448	\$ 53,448	-	\$ 53,448

**TOWN OF PROSPER
 FY 2019-2020
 NON-DISCRETIONARY PACKAGES
 OTHER FUNDS**

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	ONE TIME	ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
326	PARK IMPROVEMENT	FRONTIER PARKS TRAIL		15,955	-	15,955		15,955
		TOTAL PROPOSED		\$ 15,955	\$ -	\$ 15,955	\$	\$ 15,955

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-03EXP FINANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	APPRAISAL/TAX FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5414 APPRAISAL / TAX FEES	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
TOTAL	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This request will fund the increase to tax collection/appraisal fees paid to CCAD, DCAD and Collin County tax collector. Collection rates are charged per property assessed and billed by the respective agencies. We have seen an average of 20% to 22% increase from year to year in collection fees overall. The increase from DCAD tends to run much higher due to the number of properties being added in that jurisdiction. Estimated Increases: CCAD = 18,500 DCAD = 7,750 Kenneth Maun = 3,750			Continued collection of property tax by the respective entities on behalf of the Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We will not be able to pay the vendors for the appraisal/collection of property taxes.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

203

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE IN CONTRACTED SERVICES FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$9,459	\$16,780	\$16,780	\$16,780	\$16,780
TOTAL	\$9,459	\$16,780	\$16,780	\$16,780	\$16,780
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase in Contract Services fees. Motorola: Increase from \$17,049.14 to \$22,179.75 = Increase of \$5,130.61 with FY21 estimated to be \$29,500 City of Frisco: increase from \$33,172.00 to \$37,500.00 = Increase of \$4,328.			Continue radio communication for public safety. Motorola indicated that they had incorrectly loaded our information into the quoting tool for the previous years and once it was corrected it resulted in a substantial price increase of \$29,500. They provided a 25% discount on the FY 2020 quote in order to slowly walk up the price to \$29,500. The City of Frisco also raised the price slightly.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Loss of public safety radio communication.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

204

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE IN IT LICENSE FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5419 IT LICENSES	\$7,931	\$7,931	\$7,931	\$7,931	\$7,931
TOTAL	\$7,931	\$7,931	\$7,931	\$7,931	\$7,931
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To pay for the increase in the IT License fees. Currently our base budget is \$68,791. Our current IT licenses that will increase are: ICS: \$4000 PowerDMS (Replaced Target Solutions): \$3931			With the addition of the Town of Prosper Public Safety employees the cost for our IT license renewal has increased. We will continue to have access to our IT licenses.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Current licenses will be removed.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

2025

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

POLICE

100-20-05EXP DISPATCH

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE IN CAD LICENSES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5419 IT LICENSES	\$51,066	\$8,739	\$8,739	\$8,739	\$8,739
TOTAL	\$51,066	\$8,739	\$8,739	\$8,739	\$8,739
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Additional licenses for new positions/apparatus. 5 Police MDC Licenses: \$25,933.25 (For PD vehicles/personnel approved in FY 2019) 1 Fire MDC License \$5366.65 (For the Fire Truck approved in FY 2019) 4 Police Law Records Licenses: \$8221.00 (For PD personnel approved in FY 2019) 1 Group (5) Stat Mon Licenses: \$2500.00 (For PD requested personnel in FY 2020) 1 Property Room Management Licenses: \$1500.00 (For PD approved personnel in FY 2019) 4 Property Room View Only Licenses: \$3000.00 (For current PD positions approved in past budget years) 3 Geo-Mapping Licenses: \$4695.00 (For the approved position in FY19 (1 Admin Sgt) requested positions in FY20 (2 LT's)			Additional CAD licenses are necessary due to the new personnel and apparatus that have been added from FY 2019 and the requested personnel in FY 2020.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			New positions/apparatus will not have access to the necessary software.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

200

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CERTIFICATION PAY	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5127 SALARIES-CERTIFICATION PAY	\$13,860	\$13,860	\$13,860	\$13,860	\$13,860
5145 SOCIAL SECURITY EXPENSE	\$859	\$859	\$859	\$859	\$859
5150 MEDICARE EXPENSE	\$201	\$201	\$201	\$201	\$201
5180 TMRS EXPENSE	\$1,878	\$1,878	\$1,878	\$1,878	\$1,878
TOTAL	\$16,798	\$16,798	\$16,798	\$16,798	\$16,798
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Certification pay program is a fluid amount as people are added and existing people achieve higher levels of education.			The Town of Prosper offers certification pay for all Fire Department employees. This allows the department to fully fund existing personnel that attain higher level of certifications throughout the year.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We would be unable to fund the adopted certification pay for employees.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MEDICAL CONTROL INCREASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5440 EMS	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
TOTAL	\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund increases in costs associated with medical control and direction along with medical continuing education for staff.			July 1st, Prosper Fire Rescue entered a new agreement for Medical Control and Direction with Medical City Plano. The amount requested includes the increase in overall costs for services and to cover the additional personnel to be hired later in 2019 that will staff the aerial ladder truck.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			All operations of the EMS Division of the Fire Department are under the direction and authority of the Medical Director. Medical Direction and Continuing Education is mandatory and must be fully funded or the department could lose their ability to respond to emergency medical service calls entirely.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	EMS SUPPLIES/CONSUMABLES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5440 EMS	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
TOTAL	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund the increased demand on EMS supplies and consumables based upon annual EMS call volume and continued increases projected.			Prosper Fire Rescue is currently installing a materials management/logistics program to move towards the minimizing of expiring supplies and a controlled ordering system based upon data driven PAR levels. This program, as part of the Town's commitment to continuous improvement projects, will take approximately nine to twelve months to fully realize the impact of the cost savings. In the interim, based upon increased percentages of EMS call volumes, as well as acuity of the calls for service, it is still anticipated that we will require the requested amount to supply needed consumables.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Short supply or EMS consumables not on hand to provide the expected level or standard of care for our EMS patients.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

299

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	US DIGITAL DESIGNS (USDD) CONTRACT		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5419 IT LICENSES	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420
TOTAL	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420	\$13,420
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The purpose of this request is to fund the station alerting manufactured maintenance for future years. This current FY 2019 we had to do a mid-year budget amendment to fund the previous year and FY 2019 of \$46,492. The ongoing year was quoted at \$13,420.				The benefits include software and firmware upgrades necessary to keep the system up to date with our computer aided dispatch vendor. Replacement parts would also be covered for the system if something quits working.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Any upgrades to the system from our computer aided dispatch would virtually disable the station alerting capabilities. These updates must be completed to keep the system up to date.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

300

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

FIRE

DIVISION

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CONTRACT MOWING SERVICES AT FIRE STATIONS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750
TOTAL	\$7,750	\$7,750	\$7,750	\$7,750	\$7,750
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund lawn mowing services at both stations. Originally we requested a mower in the budget but were asked by Finance to remove the mower and provide pricing for mowing services instead.			Firefighters can use their time to work on more important projects and no equipment will need to be purchased. This will also reduce repair costs associated with the mowers, weed eaters, edgers, blowers, etc.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Funding would be required to purchase new equipment that failed last year. Currently the department is using a retired mower from Parks that was at the end of its service life and set to go to auction last year.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

301

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-05EXP MARSHAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	NFPA CODES AND STANDARDS ANNUAL SUBSCRIPTION	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5250 PUBLICATIONS	\$1,495	\$1,495	\$1,495	\$1,495	\$1,495
TOTAL	\$1,495	\$1,495	\$1,495	\$1,495	\$1,495
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund the annual subscriptions to the NFPA (National Fire Protection Association) Codes and Standards.			The Town of Prosper has adopted the NFPA Codes and Standards. The NFPA has over 300 consensus codes and standards that are the backbone of the Fire Marshals Office approval and enforcement process. The codes and standards undergo multiple changes, modifications, or new standards that are adopted every year. This would provide Inspectors and the Fire Marshal to maintain their knowledge and keep up with new standards, changes, or modifications in real time.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Not funding this request makes it difficult to know new codes or standards, changes, or modifications. This makes it difficult to provide professional and correct information to developers, builders, or contractors. The NFPA does not allow online access or hard copies of codes or standards without purchasing the annual subscriptions. Without this, enforcement of codes and standards would be extremely difficult.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

302

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

DEVELOPMENT SERVICES

100-40-01EXP BUILDING INSPECTIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BUREAU VERITAS CONTRACT SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5410 PROFESSIONAL SERVICES	\$260,000	\$0	\$0	\$0	\$0
TOTAL	\$260,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Retain the services of Bureau Veritas to provide third party, professional plan review and inspection services for commercial and multi-family projects above and beyond what is currently budgeted for FY 2019-2020. Staff is currently aware of twenty-six (26) commercial projects for FY 2019-2020 that will be submitting permit applications. While Town Staff will review and inspect the majority of the projects, there are three (3) projects with an estimated gross square feet of 600,000 and an estimated permit value \$530,000. A significant portion for the need of BV's service will be for the Westside Apartments, PISD High School number 3 and the Cook Children's three story hospital.			Maintaining customer service with the builder and development community by providing timely and professional plan review and inspections of commercial and multi-family projects		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
While there is not a revenue enhancement for this request, the revenue generated by the commercial building permits will offset this cost.			Without this additional service, there is a high probability that staff will not be able to review the commercial plans within twenty (20) business days (established goal) nor be able to respond to all inspection requests within twenty-four (24) hours		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

303

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-02EXP CODE COMPLIANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COLLIN COUNTY ANIMAL CONTROL SERVICES		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5480 CONTRACT SERVICES	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021
TOTAL	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021	\$9,021
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Since FY 2006-2007 the Town has executed agreements with Collin County to provide animal control and animal sheltering services. Each year during the budget preparation process, Town staff anticipate a 5% - 10% cost increase by the County. This was the case when the FY 2018-2019 budget was being developed last year. A total of \$66,600 was provided in the budget for animal control and animal sheltering. When the budget was being presented to the Town Council, staff was informed by the County that both services would require significant cost increases taking into account overhead costs and higher costs of staff time for animal sheltering and animal control. The County had retained the services of a consultant who recommended the pro-rata costs for all of the ILA's with the towns and cities served by the County; therefore, all of the County's customer cities experienced increases. The increase for Prosper was \$18,037, which reflected a 27% increase vs. what was budgeted. By utilizing some funds intended for Municipal Mosquito and then processing a budget amendment, staff was able to accommodate the increase in FY 2018-2019. Collin County has provided the costs for FY 2019-2020. Staff is requesting a recurring additional amount of \$9,021 in the base budget to adequately cover the costs of the County's services in future years.				Continuation of current contract.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Inability to maintain county contract. The Town will need to independently provide animal and shelter services to the Town residents.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

304

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-03EXP PLANNING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRISCO GIS SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5410 PROFESSIONAL SERVICES	\$21,500	\$21,500	\$21,500	\$21,500	\$21,500
TOTAL	\$21,500	\$21,500	\$21,500	\$21,500	\$21,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to accommodate the cost increase of GIS services requested by the City of Frisco for the FY 2020 GIS ILA. During FY 2019, the cost of services was \$61,000; however, Frisco has indicated there are variable cost increases for services for FY 2020, and the expected cost will not exceed \$84,000. The approximate \$23,000 cost increase includes the following: \$6,000 for maintenance and security of interactive mapping applications \$5,000 increase for map and map book services (removed during FY 2019) \$5,000 for server infrastructure cost increases \$4,000 adjustment for third party data conversion service cost increase \$3,000 annual cost increase including adjustment of percentage Total increase is from Frisco GIS is \$23K, but Planning's professional services line item can absorb the difference and only requesting \$21,500.			The Town would retain the high level of GIS services needed to seamlessly continue current GIS operations.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff relies on the City of Frisco for the majority of its GIS needs. Not allocating funds for the City of Frisco to account for their increased GIS service costs could result in a discontinuation of GIS services by Frisco in the future. If this were to occur, staff would be required to explore alternative options from the private sector, which would likely be much more expensive.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

GIS

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

PUBLIC WORKS

100-50-01EXP STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OVERTIME - STREETS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$8,663	\$8,663	\$8,663	\$8,663	\$8,663
5145 SOCIAL SECURITY EXPENSE	\$537	\$537	\$537	\$537	\$537
5150 MEDICARE EXPENSE	\$126	\$126	\$126	\$126	\$126
5180 TMRS EXPENSE	\$1,174	\$1,174	\$1,174	\$1,174	\$1,174
TOTAL	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide additional funds for working special events and staff for the bulk trash drop off twice a month. Trash Drop Off = 16 hours x 12 months x 31.5 rate = \$6,048 Christmas Festival - 8 hours x 5 employees x 31.5 rate = \$1,260 Community Picnic and Pride in the Sky - 8 hours x 3 employees x 31.5 rate = \$756 x 2 = \$1,512 On Call Traffic = 7 days @ 1 hr./day x 48 weeks = \$8,400			Special events and bulk trash drop off will be staffed with the necessary employees. Due to an increase in traffic signal requirements, staff will need to maintain traffic signal on call personnel.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will not be able to participate in the special events or bulk trash drop off.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

000

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

PUBLIC WORKS

100-50-05EXP FACILITIES MANAGEMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FACILITIES MAINTENANCE SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$62,155	\$62,155	\$62,155	\$62,155	\$62,155
TOTAL	\$62,155	\$62,155	\$62,155	\$62,155	\$62,155
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Town has added the following services to accommodate the maintenance of Town Hall: floor cleaning - deep cleaning and polishing, bathroom floors and Library stairs, power washing - balconies and parking lots, window washing, HVAC maintenance, generator maintenance, elevator maintenance, fire extinguisher inspection/maintenance, and fire suppression system maintenance.			It is in the best interest of our citizens to preserve the pristine condition of our new Town Hall to the best of our ability. Therefore, staff must be diligent in maintaining both the appearance and mechanical systems of the building.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inadequate maintenance can lead to voiding warranties, and can increase the potential for excessive wear and tear, damages due to negligence, and systems failures due to inadequate maintenance.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

307

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARK BASEBALL COMPLEX PLAZA REPAIR	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
TOTAL	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To repair failed pavement at the Frontier Park baseball complex within the plaza area. The current pavement continues to settle and will continue to do so until repaired. This item is proposed to be an ongoing expense to fund the repair of larger capital items in future years. Future years this would include items such as sidewalk/ trail repair due to shifting soils, dock repairs at Greenspoint park if needed, parking lot repairs, construction of retaining walls if needed to stop erosion.			This will replace and repair paving that has settled and is an on-going issue within the plaza. The funding will allow the failed pavement to be removed, repair any collapsed drain or irrigation leaks, re-compact the sub-grade and replace the pavement. This meets the following Town Council Goals: Goal 2 Maintain Safety and Security Goal 4 Maximize Recreation and Leisure Opportunities Goal 8 Improve Town Facilities		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The plaza area may continue to have pavement that fails, and may become a larger issue if left to remain without remedy. Each year additional request will be made for large ticket items that need to be repaired.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

308

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WAREHOUSE LEASE INCREASE		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5310 RENTAL EXPENSE	\$2,000	\$4,000	\$6,000	\$8,000	\$10,000		
TOTAL	\$2,000	\$4,000	\$6,000	\$8,000	\$10,000		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Fund the triple net fees incurred for the lease of the Parks Operations' shop at Frontier Parkway.				Parks Operations will be able to pay the triple net fees imposed by the property owner for the maintenance shop at Frontier Parkway.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				There will not be sufficient funds to pay rent for the building Parks Operations uses for offices and equipment storage.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

309

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LIGHTNING SYSTEM		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5480 CONTRACT SERVICES	\$0	\$6,594	\$6,594	\$6,594	\$6,594	\$6,594	
6120 CAPITAL EXP-PK IMPROVEMENTS	\$60,000	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$60,000	\$6,594	\$6,594	\$6,594	\$6,594	\$6,594	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
<p>To replace and upgrade the severe weather warning system at the Towns' sports facilities. The system in place was considered state of the art when installed, but has proven to be less than perfect. The new generation of systems offers features not available on the existing system.</p> <p>This request is to replace the existing unit at Frontier Park and add three additional systems so there is coverage at each park where the majority of youth sports are played.</p> <p>One at Folsom Park One at Eagles Landing Two at Frontier Community Park</p> <p>The recurring costs associated with this purchase is for four units and ensures all technology updates, cellular data, weather station data and web dashboard information are current.</p>				<p>To alert citizens of severe weather that is approaching in real time in order to avoid possible injury from storms, and to allow police access to a public address system in emergency situations.</p> <p>The existing system measures static electricity in the sky and tries to predict when conditions are favorable for lightning. In certain conditions, it alerts you on a clear day that conditions are favorable for lightning, which never occurs. This has reduced people's trust in the system.</p> <p>Perry Weather, the system being recommended, has its own weather station and is connected to software that provides access to real-time weather information including live radar, lightning mapping, storm tracks and all-clear timers. With the systems Apps the Town can give controlled access to league coordinators. This will allow them additional information to know the storm conditions in the area and if storms are tracking toward Prosper. This will allow staff to make more educated decisions on when and how to prepare people for the severe weather that is approaching.</p> <p>The system can also be used as a public address system that police or other designated staff members can type a message such as , "please make your way to cars, a storm is coming" or "we need help with a lost child". The horns can be blasted to get people's attention and then sound each message.</p>			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				<p>Continue to use a system that has limited features and does not provide all of the information needed to allow the staff and league directors at the fields to make an informed decision.</p> <p>As it is, they may be receiving conflicting information from weather trackers they see on their phone and what the onsite lightning prediction system is signaling.</p>			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-02EXP PARK OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MOWING OF PROPERTIES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$38,000	\$39,200	\$40,400	\$41,600	\$42,800
TOTAL	\$38,000	\$39,200	\$40,400	\$41,600	\$42,800
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The US380 medians and Legacy Dr. properties will be added requiring maintenance.			The new properties will be maintained by contract bid due to the unknown timeline of Town acceptance. We will have the ability to maintain medians within code and TxDOT requirements.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Parks Division would have to maintain these new properties and we are not currently staffed for acquiring these properties.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-03EXP RECREATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ADDITIONAL FIREWORKS COST	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5600 SPECIAL EVENTS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To increase the yearly funding for the 4th of July fireworks display.			Per the Town's agreement with Cedarbrook Media, the Town funds the cost of fireworks for the annual 4th of July celebration. This request ensures that adequate funding is available to meet this obligation.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Funds will not be available to meet the Town's obligation for fireworks.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

COMMUNITY SERVICES

100-60-05EXP LIBRARY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE PHYSICAL COLLECTION	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5281 BOOK PURCHASES	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5282 DVD PURCHASES	\$500	\$500	\$500	\$500	\$500
5283 AUDIOBOOK PURCHASES	\$500	\$500	\$500	\$500	\$500
TOTAL	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase funds for the physical collection. Items in collection must continue to grow at the pace of the accreditation set population to continue Texas State Library Accreditation rules of one item per capita. The cost of books has increased with the rate of inflation as well.			Accreditation will be granted to our library. Reputation will continue to be that of meeting expectations and standards set by our state's governing board. Meet high standard/expectations of the community regarding our collection. State accreditation mandates the library's collection match population growth. The library must keep pace with the projected 27,937 population.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Possible grant awards.			Accreditation will not be awarded to our library. Reputation of library will fall greatly. Without accreditation libraries are not eligible for any government funding, and typically are removed from private or corporate grant opportunities as well.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

313

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

ENGINEERING

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VEHICLE EXPENSE FOR ADDED FLEET	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5350 VEHICLE EXPENSE	\$870	\$870	\$870	\$870	\$870
5352 FUEL	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
TOTAL	\$3,570	\$3,570	\$3,570	\$3,570	\$3,570
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To add the vehicle expense estimated from Enterprise and fuel costs for two trucks that were approved with the Engineering Department reorganization in February 2019, but not included in the budget amendment for an increase to the Engineering Department base budget.			Will provide funding necessary for the required maintenance and operation of the two trucks that will be in use.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			No funding would result in either limited use of the vehicles to cut costs, or decrease of other approved departmental funding for needed items like office supplies, legal fees, and training.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

314

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

ADMINISTRATION

DIVISION

200-10-08EXP UTILITY BILLING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SOLID WASTE ANNUAL CONTRACT INCREASE		TYPE	NON-DISCRETIONARY		RANK
RESOURCES REQUESTED						
LINE ITEM	2020	2021	2022	2023	2024	
5470 TRASH COLLECTION	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
TOTAL	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To continue trash and recycling services for both residential and commercial customers. The increase is due to an annual rate adjustment per the contract with our service provider effective 2/01/2020.			To maintain current level of services.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Funds will not be available to pay contract increase.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A						

3
51

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

ADMINISTRATION

DIVISION

200-10-99EXP NON-DEPARTMENTAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WATER AND WASTEWATER ANNUAL RATE REVIEW	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5410 PROFESSIONAL SERVICES	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Outsource an annual comprehensive water and wastewater rate study to help future funding for the following areas: capital improvement needs, debt service for capital needs, demand growth, O&M costs, reserves for emergencies/shortfalls, and rate stabilization.			By reviewing the water and wastewater funds fiscal impact as well as rate structure provides a fiscally prudent approach. This forward review allows the water and wastewater fund to continue to move in the future for capital structure growth and have water supply and treatment the citizens of Prosper need, while continuing to encourage conservation efforts for our customers.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Develop a rate structure that establishes user charges and fees at a level that attempts to recover the full cost of providing the service. User fees should identify the relative costs of serving different classes of customers. Establish revenue rates that establish average for charge for fees.			If not funded, the water and wastewater rates could not be in line in providing such service to keep up with inflation, fund capital needs, meet financial metrics and maintain excellent bond ratings despite volatility of utility revenues.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

310

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CUSTER PUMP STATION MAINTENANCE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5480 CONTRACT SERVICES	\$48,000	\$0	\$0	\$0	\$0
TOTAL	\$48,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide necessary maintenance to pumps 1, 2, and 3 at the Custer Pump Station.			Pumps 1, 2, and 3 have over 15,000 hours and are in need of maintenance. The bearings are due to be replaced. Other parts are in need of replacement due to wear and tear. Preventative maintenance is important to ensure the Town's distribution system is in the appropriate condition to avoid potential failures.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Not funding this request would put us at a higher risk of having pumps fail at Custer Pump Station.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

317

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	UCMR4 EPA TESTING	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5540 WATER TESTING	\$5,225	\$5,225	\$0	\$0	\$0
TOTAL	\$5,225	\$5,225	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To complete Unregulated Contaminant Monitoring Rule 4 (UCMR4) testing to satisfy EPA requirements.			We will continue to be in compliance with the EPA in regards to unregulated contaminant testing for the next two years.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We would be subject to fines and violations.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FIRE HYDRANT METER RPZ	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5545 METER PURCHASES	\$20,000	\$0	\$0	\$0	\$0
TOTAL	\$20,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase RPZ's for the fire hydrant construction meters.			Due to stricter regulations of cross contamination we are replacing all of the backflow devices on the fire hydrant meters from double checks to RPZ's. Since fire hydrant construction meters are classified as high health hazards, our backflow devices are in need of being updated and have to be replaced as they break or freeze bust.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			If appropriate backflow devices are not installed, potential cross connections and backflow can contaminate our water system causing high health issues to our water users.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

30

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	380 PRV VAULT PROJECT	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5670 SYSTEM IMPROVEMENTS/REPAIRS	\$45,000	\$0	\$0	\$0	\$0
TOTAL	\$45,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To extend a 20" waterline into a vault, add a PRV valve, and bypass the main for the Lower Plain area.			The project will help supply the additional water needed for the water line expansions on the West side of town. Pressure regulation and water supply for the new areas of water lines is the main goal for this project.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Water supply on the West side of Town will not be an option for the expanding sections.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

320

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	WATER PURCHASES - NTMWD		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5550 WATER PURCHASES	\$341,042	\$860,417	\$998,161	\$1,044,341	\$1,035,879		
TOTAL	\$341,042	\$860,417	\$998,161	\$1,044,341	\$1,035,879		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To purchase water from NTMWD to maintain demand for current residents including growth.				To maintain adequate supply for Town needs.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				We would be required to increase water restrictions, restricting the use of water for irrigational purposes.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ELECTRICITY - INCREASE TO BASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5525 ELECTRICITY	\$41,000	\$41,000	\$41,000	\$41,000	\$41,000
TOTAL	\$41,000	\$41,000	\$41,000	\$41,000	\$41,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide adequate electricity needs for operating pumps to supply water to water customers.			Providing Public Works with adequate electricity to pump required water to account for increased growth.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The inability to supply water to meet the demand of usage.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SMOKE TEST PROGRAM PHASE 4-6		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2020	2021	2022	2023	2024		
5480 CONTRACT SERVICES	\$45,000	\$45,000	\$45,000	\$0	\$0		
TOTAL	\$45,000	\$45,000	\$45,000	\$0	\$0		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To smoke test existing wastewater lines in three different phases. Phase 4 - 51,169 linear feet and 134 manholes Phase 5 - 49,173 linear feet and 110 manholes. Phase 6 - 44,959 linear feet and 172 manholes.				By smoke testing these areas we will have the exact locations of inflow and infiltration (I&I), typically during rain events. We will have the ability to repair those sections of lines where gaps or breaks are present. We won't be sending wastewater back that has entered the system during a rain event due to inefficiencies in our collection system.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Increased wastewater treatment costs and more deterioration of the collection system.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

CS

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LIFT STATION PUMPS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$79,000	\$0	\$0	\$0	\$0
TOTAL	\$79,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to purchase three 15 hp, one 40 hp, and rebuild three 75 hp hydromatic lift station pumps. 15 hp - two pumps are in need of replacement at Lakes of Prosper Lift Station, and the other would be stored for a backup. These are \$7,368 each. 40 hp - Spare pump needed for Legacy Lift Station at \$14,787. 75 hp - Three pumps are in need of being rebuilt. These pumps will serve as backups for Fifth Street and La Cima 1 Lift Stations.			Recently several pumps failed within the same time frame causing panic and potential SSO events in the Town. Having new and refurbished pumps on hand for crisis situations will lessen the chance of SSO's, and we will be more prepared for unforeseeable emergency events.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We will continue to operate with older equipment with the possibility of more failures and more emergency situations leaving the Town and its staff ill prepared for such events. Events associated with pump failures could lead to TCEQ and EPA violations and fines.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

CS4

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SEWER MANAGEMENT FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5560 SEWER MANAGEMENT FEES	\$519,409	\$562,244	\$731,010	\$854,740	\$849,367
TOTAL	\$519,409	\$562,244	\$731,010	\$854,740	\$849,367
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide funds for additional growth.			The Town will have the ability to continue providing services for additional growth.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Funds will not be available for the treatment of the additional wastewater.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

33
51

TOWN OF PROSPER

FUND

62 PARK IMPROVEMENT FUND

DEPARTMENT

PARK IMPROVEMENT

DIVISION

620-60EXP PARK IMPROVEMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FRONTIER PARKS TRAIL	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
6610 CAPITAL	\$15,955	\$0	\$0	\$0	\$0
TOTAL	\$15,955	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To repay Prosper ISD for the construction of a portion of trail at Frontier Park.			During the construction of Frontier Park North, a portion of trail that was to be constructed on park property adjacent to Frontier Parkway was delayed. This portion was placed on hold which minimized the ISD damaging it and having to repair it, as well as gave them increased access to the site for construction of the lift station. This was all to help reduce the cost to construct the lift station. The cost of this request is a direct pass through cost from Pogue Construction to build the trail.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Town will not be able to repay the ISD for the trail construction as agreed.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

CS

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

FIRE

100-30-01EXP OPERATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RESTRUCTURING & PERSONNEL FOR LADDER TRUCK	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5110 SALARIES	\$428,782	\$428,782	\$428,782	\$428,782	\$428,782
5115 SALARIES - OVERTIME	\$86,400	\$86,400	\$86,400	\$86,400	\$86,400
5116 SALARIES - FLSA OVERTIME	\$11,946	\$11,946	\$11,946	\$11,946	\$11,946
5127 SALARIES-CERTIFICATION PAY	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
5143 CELL PHONE ALLOWANCE	\$3,060	\$3,060	\$3,060	\$3,060	\$3,060
5145 SOCIAL SECURITY EXPENSE	\$32,499	\$32,499	\$32,499	\$32,499	\$32,499
5150 MEDICARE EXPENSE	\$7,600	\$7,600	\$7,600	\$7,600	\$7,600
5155 SUTA EXPENSE	\$972	\$972	\$972	\$972	\$972
5160 HEALTH INSURANCE	\$58,680	\$58,680	\$58,680	\$58,680	\$58,680
5165 DENTAL EXPENSE	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520
5170 LIFE / ADD INSURANCE	\$945	\$945	\$945	\$945	\$945
5175 LIABILITY (TML) WORKERS COMP	\$18,288	\$18,288	\$18,288	\$18,288	\$18,288
5180 TMRS EXPENSE	\$71,026	\$71,026	\$71,026	\$71,026	\$71,026
5185 LONG TERM/SHORT TERM DISABILIT	\$889	\$889	\$889	\$889	\$889
5186 WELLE-WELLNESS PROG REIMB EMPL	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
5194 FD ANNUAL PHY AND SCREENING	\$8,442	\$3,600	\$3,600	\$3,600	\$3,600
5210 OFFICE SUPPLIES	\$300	\$300	\$300	\$300	\$300
5220 OFFICE EQUIPMENT	\$6,870	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5400 UNIFORM EXPENSE	\$9,000	\$4,500	\$4,500	\$4,500	\$4,500
5530 TRAVEL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5536 TRAINING/SEMINARS	\$4,770	\$4,770	\$4,770	\$4,770	\$4,770
5630 SAFETY EQUIPMENT	\$23,100	\$400	\$400	\$400	\$400
TOTAL	\$791,689	\$752,777	\$752,777	\$752,777	\$752,777
COMMENTS					

327

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
The purpose of this request is to restructure personnel and add new personnel to adequately staff the new ladder truck approved in the FY 2019 Budget.	This will provide apparatus staffing including the Captain, Driver, and one Firefighter on the ladder truck daily.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	There would not be adequate personnel or Texas Commission on Fire Protection Certified Drivers or Officers to drive or supervise a highly technical ladder truck and personnel.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
6 new Firefighters, restructuring 3 Firefighters to Driver, 3 Drivers to the existing Lieutenants position, and 3 existing Lieutenants to the Captains position for the officer position of the ladder truck. The personnel start date is planned for October 1st to allow for a small window of training prior to the truck going in service.	

CUT

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-02EXP CODE COMPLIANCE

SUPPLEMENTAL DETAILS - CUT

TITLE	LEGAL FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5430 LEGAL FEES	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
TOTAL	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Consultations with legal to determine the correct course of action for continual non-compliance code compliance and health code cases.			We will be able to pay for legal services in regards to code compliance and health code cases.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inability to pay contracted legal fees.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Further review of legal fees over the last two years, this line item can absorb the increase in legal fees within their base budget.		

329

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - CUT

TITLE	OVERTIME - WATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$29,500	\$29,500	\$29,500	\$29,500	\$29,500
5145 SOCIAL SECURITY EXPENSE	\$1,829	\$1,829	\$1,829	\$1,829	\$1,829
5150 MEDICARE EXPENSE	\$428	\$428	\$428	\$428	\$428
5180 TMRS EXPENSE	\$3,997	\$3,997	\$3,997	\$3,997	\$3,997
TOTAL	\$35,754	\$35,754	\$35,754	\$35,754	\$35,754
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide overtime to on call Water Department personnel due to an increase in after hour calls and two employees responding on weekends to complete the water quality rounds. One employee is required to inspect lift stations, pump stations, and water tower and ground storage water quality. An additional employee flushes various hydrants throughout Town to check water quality in low water use areas.			To continue to meet Town Council Goal 2 - Maintain Safety and Security and Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure. We will continue to provide only the highest quality drinking water to our water users. We will reduce the chance of a potential water catastrophe since chlorine residuals drop drastically in areas with low water use very quickly. We will continue to reduce the number of water quality complaints, and ensure only the highest quality water is delivered to our water users.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is a potential of losing all chlorine residuals in some parts of Town resulting in high health hazards for our water users and TCEQ and EPA violations, penalties, and fines.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Further review of historical and expenses to date, the department is able to absorb overtime costs due to salary savings from vacancies.		

03



TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

PUBLIC WORKS

200-50-03EXP WASTEWATER

SUPPLEMENTAL DETAILS - CUT

TITLE	OVERTIME - WASTEWATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2020	2021	2022	2023	2024
5115 SALARIES - OVERTIME	\$14,600	\$14,600	\$14,600	\$14,600	\$14,600
5145 SOCIAL SECURITY EXPENSE	\$905	\$905	\$905	\$905	\$905
5150 MEDICARE EXPENSE	\$211	\$211	\$211	\$211	\$211
5180 TMRS EXPENSE	\$1,978	\$1,978	\$1,978	\$1,978	\$1,978
TOTAL	\$17,694	\$17,694	\$17,694	\$17,694	\$17,694
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide overtime to on call Wastewater personnel due to increase in after hour calls and two employees responding on weekends to complete the water quality rounds. One employee is required to inspect lift stations, pump stations, and water tower and ground storage water quality. An additional employee flushes various hydrants throughout Town to check water quality in low water use areas.			To continue to meet Town Council Goal 2 - Maintain Safety & Security and Goal 3 - Provide Efficient and Effective Utilities, Roads and Infrastructure. We will continue to provide only the highest quality drinking water to our water users. We will reduce the chance of a potential water catastrophe, since chlorine residuals drop drastically in areas with low water use very quickly. We will continue to reduce the number of water quality complaints, and ensure only the highest quality water is delivered to our water users.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is a potential of losing all chlorine residuals in some parts of Town resulting in high health hazards for our water users and TCEQ and EPA violations, penalties, and fines.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A			Further review of historical and expenses to date, the department is able to absorb overtime costs due to salary savings from vacancies.		

33

Five-Year Capital Improvement Program

The five-year CIP is an integral part of the Town's strategic project planning process related to capital infrastructure for streets, traffic improvements, parks, Town facilities, water, wastewater and drainage lines. Future needs are identified to aid the development of operating and capital budgets. Operating budgets are funded by current revenues, while the capital budgets are funded from various sources, including impact fees, developer contributions, one-time uses of surplus fund balance or from debt proceeds. Debt service payments for the retirement of debts are built into the operating budgets by allocating I&S property taxes and transfers from other sources. The following pages outline the projected needs for the Town.

**Summary of Capital Improvement Program - 09/10 ADOPTED
General Fund Projects**

Index	Street Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	DNT Southbound Frontage Road	17,000,000							17,000,000
02	Matthews Southwest, TIRZ No. 2	628,953							628,953
03	1511-ST Prosper Trail (Kroger - Coit); (Design)	305,000							305,000
04	1511-ST Prosper Trail (Kroger - Coit); (Construction)	4,503,209	190,846						4,694,055
05	1512-ST First Street (DNT - Coleman); (Design)	2,786,567							2,786,567
06	1512-ST First Street (DNT - Coleman); (Construction)							10,500,000	10,500,000
07	1507-ST West Prosper Road Improvements; (Design & Construction)	12,781,000	3,404,618						16,185,618
08	Gates of Prosper, TIRZ No. 1 (Richland, Lovers Lane, Detention)	11,906,669	3,125,025						15,031,694
09	1708-ST E-W Collector (Cook Lane - DNT); design done w/ Cook Lane	1,375,000							1,375,000
10	1820-ST First Street/DNT Intersection Improvements; (Design)	137,000							137,000
11	1820-ST First Street/DNT Intersection Improvements; (Construction)	1,250,000							1,250,000
12	1823-ST Victory Way (Coleman - Frontier) - 2 lanes; (Design)	250,000							250,000
13	1823-ST Victory Way (Coleman - Frontier) - 2 lanes; (Construction)		2,250,000						2,250,000
14	1709-ST Prosper Trail (Coit - Custer) - 4 lanes; (Design)	810,000							810,000
15	1709-ST Prosper Trail (Coit - Custer) - 4 lanes; (Construction)							16,000,000	16,000,000
16	2008-ST Prosper Trail (Coit - Custer) - 2 lanes; (Design & Construction)		6,000,000						6,000,000
17	1825-ST Coleman (Gorgeous - Prosper Trail) - 4 lanes; (Design)	375,000						250,000	625,000
18	1825-ST Coleman (Gorgeous - Prosper Trail) - 4 lanes; (Construction)							2,000,000	2,000,000
19	1805-ST FM 2478 (US 380 - FM 1461)	323,205	69,000	57,000,000					57,392,205
20	1819-ST Coleman Street (at Prosper HS); (Design & Construction)	700,000	90,000						790,000
21	1923-ST Fishtrap (Segments 1, 4); (Elem to DNT) schematic; (Design)	778,900							778,900
22	2009-ST Fishtrap, Segment 1 (Teel - Middle School); (Construction)		1,190,000						1,190,000
23	1932-ST Coit Road and US 380 (SB Right Turn Lane); (Design)	6,300							6,300
24	1932-ST Coit Road and US 380 (SB Right Turn Lane); (Construction)		35,000						35,000
25	Craig Street (Preston - Fifth); (Construction)			1,250,000					1,250,000
26	1830-ST Prosper Trail/DNT Intersection Improvements; (Design)	88,000							88,000
27	1830-ST Prosper Trail/DNT Intersection Improvements; (Construction)		1,600,000						1,600,000
28	1824-ST Fishtrap (Teel Intersection Improvements); (Design)	150,000							150,000
29	1824-ST Fishtrap (Teel Intersection Improvements); (Construction)		1,350,000						1,350,000
30	1708-ST Cook Lane (First - End); (Design)	150,000							150,000
31	1708-ST Cook Lane (First - End); (Construction)		2,100,000						2,100,000
32	1934-ST DNT Overpass at US380			90,000,000		10,000,000			100,000,000
33	First Street (Coit - Custer) - 4 lanes; (Design)		1,000,000						1,000,000
34	First Street (Coit - Custer) - 4 lanes; (Construction)							15,000,000	15,000,000
35	First Street (Coit & Custer) Intersection Improvements; (Construction)					1,000,000			1,000,000
36	2010-ST Fishtrap (Teel - Gee Road); (Design)		400,000						400,000
37	2010-ST Fishtrap (Teel - Gee Road); (Construction)							5,000,000	5,000,000
38	2011-ST Gee Road (Fishtrap - Windsong Retail); (Design)		250,000						250,000
39	2011-ST Gee Road (Fishtrap - Windsong Retail); (Construction)							2,500,000	2,500,000
40	2012-ST Fishtrap (Elem - DNT) - 4 lanes; (Design)				900,000				900,000
41	Fishtrap (Elem - DNT) - 2 lanes; (Construction)							15,750,000	15,750,000
42	1710-ST Coit Road (First - Frontier) - 4 lanes; (Design)	1,289,900							1,289,900
43	1710-ST Coit Road (First - Frontier) - 4 lanes; (ROW)		800,000						800,000
44	1710-ST Coit Road (First - Frontier) - 4 lanes; (Construction)				15,500,000				15,500,000
45	1307-ST Frontier Parkway (BNSF Overpass)	3,650,000		25,664,464					29,314,464
46	1933-ST Fishtrap (Segment 2) - PISD reimbursement				1,164,000				1,164,000
47	Fishtrap, Segment 4 (Middle - Elem) - 4 lanes; (Construction)			2,270,000					2,270,000
48	2013-ST Teel (US 380 Intersection Improvements); (Design)		100,000						100,000
49	2013-ST Teel (US 380 Intersection Improvements); (Construction)			275,000					275,000
50	Coleman Road (Prosper Trail - High School); (Design)			350,000					350,000
51	Coleman Road (Prosper Trail - High School); (Construction)							4,000,000	4,000,000
52	Parvin Road (FM 1385 - Legacy Drive); (Design)				800,000				800,000
53	Parvin Road (FM1385 - Legacy Drive); (Construction)							8,500,000	8,500,000
54	Legacy Drive (Prosper Trail - Parvin); (Design)							567,500	567,500
55	Legacy Drive (Prosper Trail - Parvin); (Construction)							5,107,500	5,107,500
56	1936-ST US 380 (US 377 - Denton County Line)			178,000,000					178,000,000
57	1937-ST DNT Main Lane (US 380 - FM 428)			87,500,000			262,500,000		350,000,000
58	Sixth Street (Main - End)							150,000	150,000
59	Crown Colony (Meadow Run - High Point)							1,025,000	1,025,000
60	Ridgewood (Hays - Crown Colony)							600,000	600,000
61	Waterwood (Ridgewood - End)							175,000	175,000
62	Colonial (Ridgewood - End)							175,000	175,000
63	Shady Oaks Lane (Ridgewood - End)							175,000	175,000
64	Riverhill (Ridgewood - End)							175,000	175,000
65	Plymouth Colony (Bradford - High Point) & Plymouth Colony Circle							650,000	650,000
66	Prestonview (Hays - Betts)							775,000	775,000
67	Betts Lane (Prestonview - High Point)							275,000	275,000
68	High Point Drive (Hays - Betts)							750,000	750,000
69	West Yorkshire Drive (High Point - Bradford)							625,000	625,000
70	Bradford Drive (West Yorkshire-Plymouth Colony)							725,000	725,000
71	Chandler Circle (Preston Road-Hays)							300,000	300,000
72	Parvin Road (Good Hope - FM 1385)							425,000	425,000
73	Pasewark (Preston - Hickory)							53,000,000	53,000,000
74	1938-ST FM 1461 (SH 289 - CR 165)							650,000	650,000
75	Coleman (Prosper HS - Preston); (Design)							5,850,000	5,850,000
76	Coleman (Prosper HS - Preston); (Construction)							475,000	475,000
77	Teel Parkway (US 380 - Fishtrap); (Design)							4,275,000	4,275,000
78	Teel Parkway (US 380 - Fishtrap); (Construction)								
	Subtotal	61,244,703	24,854,489	442,309,464	17,464,000	11,000,000	262,500,000	156,700,000	976,072,656

Design	7,126,667	2,650,000	350,000	800,000	0	0	1,942,500	12,869,167
Construction	10,778,209	8,715,846	29,459,464	16,664,000	1,000,000	0	101,757,500	168,375,019
Design & Construction	43,339,827	12,688,643	412,500,000	0	10,000,000	262,500,000	53,000,000	794,028,470
Land/Easements	0	800,000	0	0	0	0	0	800,000

Index	Traffic Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	1827-TR Median Lighting - US 380 (Denton County - Custer)	485,000							485,000
02	Median Lighting - Coit Road (First - Frontier); (Design)							100,000	100,000
03	Median Lighting - Coit Road (First - Frontier); (Construction)							900,000	900,000
04	Median Lighting - First Street (Craig - Coit); (Design)							62,500	62,500
05	Median Lighting - First Street (Craig - Coit); (Construction)							562,500	562,500
06	Median Lighting - Prosper Trail (Dallas Pkwy - Preston); (Design)							82,500	82,500
07	Median Lighting - Prosper Trail (Dallas Pkwy - Preston); (Construction)							742,500	742,500
08	Median Lighting - Prosper Trail (Preston - Coit); (Design)							62,500	62,500
09	Median Lighting - Prosper Trail (Preston - Coit); (Construction)							562,500	562,500
10	1909-TR Traffic Signal - Coit Rd & First Street; (Construction)	288,244							288,244
11	1939-TR Traffic Signal - DNT & Frontier; (Collin County)	400,000							400,000
12	1940-TR Traffic Signal - DNT & Prosper Trail; (Collin County)	400,000							400,000
13	1928-TR Traffic Signal - Fishtrap & Teel Parkway; (Design)	34,100							34,100
14	1928-TR Traffic Signal - Fishtrap & Teel Parkway; (Construction)		250,000						250,000
15	2004-TR Traffic Signal - Fishtrap & Gee Road; (Design)		50,000						50,000
16	2004-TR Traffic Signal - Fishtrap & Gee Road; (Construction)			250,000					250,000
17	2007-TR Traffic Signal - SH 289 & Lovers Lane (TIRZ #1)			300,000					300,000
18	2005-TR Traffic Signal - Coit Rd & Richland; (Design)			50,000					50,000
19	2005-TR Traffic Signal - Coit Rd & Richland; (Construction)			250,000					250,000
20	2006-TR Traffic Signal - Fishtrap & Windsong Pkwy; (Design)			50,000					50,000
21	2006-TR Traffic Signal - Fishtrap & Windsong Pkwy; (Construction)				300,000				300,000
22	1935-TR Traffic Signal - FM 1385 & Fishtrap; (TxDOT)			125,000					125,000
23	Traffic Signal - FM 2478 (Custer Rd) & First Street; (TxDOT)				300,000				300,000
24	Traffic Signal - First Street & La Cima; (Design)				50,000				50,000
25	Traffic Signal - First Street & La Cima; (Construction)				325,000				325,000
26	Traffic Signal - First Street & Coleman; (Design)					50,000			50,000
27	Traffic Signal - First Street & Coleman; (Construction)					350,000			350,000
	Subtotal	1,607,344	1,200,000	425,000	675,000	400,000	0	3,075,000	7,382,344

Other Sources	Funding Sources			Issued 2018-2019	Unissued Debt Schedule					2024-2029	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		
17,000,000	X										01
628,953	J										02
305,000	A										03
4,465,846	A,D,K	228,209									04
2,439,915	AD	346,652									05
9,780,069	B,C,K	6,405,549	10,500,000	2,100,000						10,500,000	06
15,031,694	H										07
1,375,000	A										08
137,000	D										09
1,250,000	A										10
250,000	D										11
810,000	A	2,250,000		2,250,000							12
1,250,000	D		16,000,000							16,000,000	13
625,000	D		4,750,000		4,750,000						14
			2,000,000							2,000,000	15
57,392,205	A,K,X										16
790,000	C,K										17
778,900	D										18
6,300	AD		1,190,000		1,190,000						19
35,000	A										20
1,250,000	D										21
88,000	AD		1,600,000		1,600,000						22
150,000	D										23
150,000	A	1,350,000		1,350,000							24
95,000,000	D,J,X		2,100,000		2,100,000						25
			5,000,000					5,000,000			26
			1,000,000		1,000,000						27
			15,000,000							15,000,000	28
			1,000,000					1,000,000			29
400,000	C										30
250,000	C		5,000,000							5,000,000	31
300,000	A,D,K		2,500,000							2,500,000	32
1,289,900	AX		600,000		600,000						33
			15,750,000							15,750,000	34
12,312,930	AX		800,000		800,000						35
26,254,464	AX	949,004	3,187,070				3,187,070				36
			2,110,996		2,110,996						37
			1,164,000				1,164,000				38
100,000	AK		2,270,000		2,270,000						39
275,000	A										40
			350,000			350,000					41
			4,000,000							4,000,000	42
			800,000				800,000				43
			8,500,000							8,500,000	44
			567,500							567,500	45
			5,107,500							5,107,500	46
178,000,000	X										47
350,000,000	X										48
			150,000							150,000	49
			1,025,000							1,025,000	50
			600,000							600,000	51
			175,000							175,000	52
			175,000							175,000	53
			175,000							175,000	54
			175,000							175,000	55
			650,000							650,000	56
			775,000							775,000	57
			275,000							275,000	58
			750,000							750,000	59
			275,000							275,000	60
			625,000							625,000	61
			725,000							725,000	62
			300,000							300,000	63
			425,000							425,000	64
53,000,000	X										65
			650,000							650,000	66
			5,850,000							5,850,000	67
			475,000							475,000	68
			4,275,000							4,275,000	69
833,171,176	0	11,529,413	0	131,372,066	5,700,000	12,040,000	4,730,996	5,151,070	6,000,000	0	103,450,000

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					2024-2029	Index
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		
485,000	D										01
100,000	D										02
900,000	D										03
62,500	D										04
562,500	D										05
82,500	D										06
742,500	D										07
62,500	D										08
562,500	D										09
288,244	AD										10
400,000	X										11
400,000	X										12
34,100	A										13
250,000	A										14
50,000	A										15
250,000	A										16
300,000	H										17
50,000	A										18
250,000	A										19
50,000	A										20
300,000	A										21
125,000	X										22
300,000	X										23
50,000	A										24
325,000	A										25
50,000	A										26
350,000	A										27
7,382,344	0	0	0	0	0	0	0	0	0	0	0

Design	34,100	450,000	0	50,000	50,000	0	307,500	891,600
Construction	288,244	750,000	300,000	325,000	350,000	0	2,767,500	4,780,744
Design & Construction	1,285,000	300,000	125,000	300,000	0	0	0	2,010,000
Land/Easements	0	0	0	0	0	0	0	0

Index	Park Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
Neighborhood Park									
01	1806-PK Star Trail Park #1 (7.5 Acres / No Lights): (Construction)	985,000							985,000
02	Lakewood Preserve (22 Acres / Lights): (Design)			85,000					85,000
03	Lakewood Preserve (22 Acres / Lights): (Construction)	423,000		2,007,500					2,430,500
04	1802-PK Hays Park (2 Acres / No Lights): (Design)	50,000	35,000						85,000
05	1802-PK Hays Park (2 Acres / No Lights): (Construction)			310,000					310,000
06	Prairie Park (6.7 Acres / No Lights)	300,000							300,000
07	Tanners Mill Park: (Construction)	468,000			600,000				1,068,000
08	Town Hall Open Space Park: (Design)	55,000						2,000,000	2,055,000
09	Pecan Grove Irrig. (21.5 Acres / No Lights): (Design)								0
10	Pecan Grove Irrig. (21.5 Acres / No Lights): (Construction)		85,000						85,000
11	Star Trail Park #2 (7.5 Acres / No Lights): (Construction)		535,000						535,000
12	Windsong Ranch Park #2 (7.5 Acres / No Lights): (Construction)			260,000					260,000
13	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Design)		67,500						67,500
14	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Construction)			675,000					675,000
15	Park Operations Park (Convert area where Ops is into park) (17 Acres / No Lights): (Design)					51,000			51,000
16	Park Operations Park (Convert area where Ops is into park) (17 Acres / No Lights): (Construction)						475,000		475,000
17	Windsong Ranch Park #3 (7.5 Acres / No Lights): (Construction)				1,300,000				1,300,000
18	Star Trail Park #3 7.5 Acres / No Lights): (Construction)				1,160,000				1,160,000
19	Cedar Grove Phase 2 (9.8 Acres / No Lights): (Design)				20,000				20,000
20	Cedar Grove Phase 2 (9.8 Acres / No Lights): (Construction)				305,000				305,000
21	1303-PK Cockrell Park (8.4 Acres / No Lights)(Construction)	90,000						1,150,000	1,240,000
22	Legacy School LA (Playground cost share)	35,000							35,000
Trails									
23	1801-PK Whitley Place H&B Trail Extension: (Design)	70,000							70,000
24	1801-PK Whitley Place H&B Trail Extension: (Construction)	680,000							680,000
25	Windsong H&B Trail Ph 3C,5,6A, 6B, 7, 8, and 9: (Construction)	901,048	450,524	475,000	495,000				2,321,572
26	1910-PK Hike and Bike Master Plan: (Design)	68,000							68,000
27	1911-PK Pecan Grove H&B Trail: (Design)		30,000						30,000
28	1911-PK Pecan Grove H&B Trail: (Construction)			410,000					410,000
29	Star Trail H&B Trail Phases 1, 2, 3, and 4: (Construction)	100,000	100,000					1,000,000	1,200,000
30	1926-PK Whitley Place H&B Trail (OH Easement): (Design)		10,000						10,000
31	1926-PK Whitley Place H&B Trail (OH Easement): (Construction)		270,000						270,000
32	H&B Trail Heads / H&B Trail Gateways: (Design)			13,000		15,000		60,000	88,000
33	H&B Trail Heads / H&B Trail Gateways: (Construction)			90,000		95,000		440,000	625,000
34	Future unnamed H&B Trail							1,000,000	1,000,000
Community Park									
35	1603-PK Frontier Park - North Field Improvements (17 Acres / Lights)	11,392,010							11,392,010
36	1808-PK West Park Land (200 Acres / Lights)	50,000							50,000
37	Frontier Park Storage: (Design & Construction)		147,927						147,927
38	Town Lake Improvements (24 Acres / Lights): (Design)			16,000					16,000
39	Town Lake Improvements (24 Acres / Lights): (Construction)				320,000				320,000
40	Sexton Park (69 Acres / Lights) (Sports Fields): (Design)				1,200,000				1,200,000
41	Sexton Park (69 Acres / Lights) (Sports Fields): (Construction)							12,500,000	12,500,000
42	Sexton Park Phase 2 (Lights) (Addtl Sports Fields): (Design)							1,200,000	1,200,000
43	Sexton Park Phase 2 (Lights) (Addtl Sports Fields): (Construction)							10,800,000	10,800,000
44	Windsong Ranch Community Park (51 Acres / Lights): (Design)							1,700,000	1,700,000
45	Windsong Ranch Community Park (51 Acres / Lights): (Construction)							15,300,000	15,300,000
46	Prosper Center Community Park (30 Acres / no lights): (Design)							1,500,000	1,500,000
47	Prosper Center Community Park (30 Acres / no lights): (Construction)							13,500,000	13,500,000
48	Star Trail Park Community Park (30 Acres / Lights): (Design)							1,500,000	1,500,000
49	Star Trail Park Community Park (30 Acres / Lights): (Construction)							13,500,000	13,500,000
Medians									
50	1417-PK Richland Boulevard Median Landscaping	5,000						170,000	175,000
51	1723-PK State Highway 289 Gateway Monument	474,752							474,752
52	1818-PK Additional Turf Irrigation SH 289	80,000							80,000
53	1813-PK SH 289/US 380 Green Ribbon Landscape Irrigation	809,250							809,250
54	1922-PK Downtown Monument (Broadway/Preston)	300,000							300,000
Subtotal		17,336,060	1,730,951	4,341,500	5,400,000	161,000	475,000	77,320,000	106,764,511

Design	243,000	142,500	114,000	1,220,000	66,000	0	7,960,000	9,745,500
Construction	17,043,060	1,440,524	4,227,500	4,180,000	95,000	475,000	69,360,000	96,821,084
Design & Construction	0	147,927	0	0	0	0	0	147,927
Land/Easements	50,000	0	0	0	0	0	0	50,000

Index	Facility Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	1713-FC Police Station and Dispatch - Professional Services	1,644,696							1,644,696
02	1904-FC Police Station and Dispatch - Development Costs	550,000							550,000
03	1905-FC Police Station and Dispatch - Construction	12,645,804							12,645,804
04	1906-FC Police Station and Dispatch - Furniture, Fixtures, and Equipment	1,165,000							1,165,000
05	1809-FC Parks Operations and Public Works Complex	3,450,000						10,900,000	14,350,000
06	Westside Radio Tower for Public Safety			500,000					500,000
07	Central Fire Station Administration							2,546,000	2,546,000
08	Central Fire Station, Phase II (Bunk Gear Climate Storage)							850,000	850,000
09	Fire Station #3							8,000,000	8,000,000
10	Recreation Center							15,000,000	15,000,000
11	Senior Facility							9,000,000	9,000,000
Subtotal		19,455,500	0	500,000	0	0	0	46,296,000	66,251,500

Design	2,194,696	0	0	0	0	0	0	0	2,194,696
Construction	13,810,804	0	0	0	0	0	0	0	13,810,804
Design & Construction	0	0	500,000	0	0	0	0	35,396,000	35,896,000
Land/Easements	3,450,000	0	0	0	0	0	0	10,900,000	14,350,000

Grand Total General Fund	99,643,607	27,785,440	447,575,964	23,539,000	11,561,000	262,975,000	283,391,000	1,156,471,011
---------------------------------	-------------------	-------------------	--------------------	-------------------	-------------------	--------------------	--------------------	----------------------

Design	9,598,463	3,242,500	464,000	2,070,000	116,000	0	10,210,000	25,700,963
Construction	41,920,317	10,906,370	33,986,964	21,169,000	1,445,000	475,000	173,885,000	283,787,651
Design & Construction	44,624,827	13,136,570	413,125,000	300,000	10,000,000	262,500,000	88,396,000	832,082,397
Land/Easements	3,500,000	800,000	0	0	0	0	10,900,000	15,200,000

Description Codes - Other Sources							
A	Impact Fees	D	General Fund	G	Park Development Fund	K	Escrows
B	Grant/Interlocal Funds	E	Water / Wastewater Fund	H	TIRZ #1	X	Non-Cash Contributions
C	Developer Agreements	F	Stormwater Drainage Fund	J	TIRZ #2	Z	Other Sources (See Detail)

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					2024-2029	Index
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		
985,000 C,G											01
85,000 C											02
882,500 C			1,548,000			1,548,000					03
85,000 G											04
310,000 G											05
300,000 C											06
468,000 C			600,000				600,000				07
55,000 D			2,000,000							2,000,000	08
0 G											09
85,000 G											10
535,000 C											11
260,000 C											12
500 G			67,000		67,000						13
249,500 G			425,500			425,500					14
			51,000					51,000			15
			475,000						475,000		16
260,000 C			1,040,000			1,040,000					17
785,000 C,G			375,000				375,000				18
			20,000				20,000				19
			305,000				305,000				20
90,000 G			1,150,000							1,150,000	21
35,000 G											22
70,000 G											23
500,000 G	180,000			180,000							24
2,321,572 C											25
68,000 D											26
30,000 G											27
220,000 G			190,000			190,000					28
1,200,000 C											29
			10,000		10,000						30
			270,000		270,000						31
			88,000			13,000		15,000		60,000	32
			625,000			90,200		95,000		440,000	33
			1,000,000							1,000,000	34
1,834,590 B,G	9,557,420										35
50,000 D											36
147,927 D											37
			16,000			16,000					38
			320,000				320,000				39
			1,200,000				1,200,000				40
			12,500,000							12,500,000	41
			1,200,000							1,200,000	42
			10,800,000							10,800,000	43
			1,700,000							1,700,000	44
			15,300,000							15,300,000	45
			1,500,000							1,500,000	46
			13,500,000							13,500,000	47
			1,500,000							1,500,000	48
			13,500,000							13,500,000	49
175,000 D											50
474,752 D											51
80,000 D											52
809,250 B,D											53
300,000 C											54
13,751,591 e	9,737,420	0	83,275,500	180,000	347,000	3,322,700	2,820,000	161,000	475,000	76,150,000	

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					2024-2029	Index
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		
31,293 D	1,613,403			385,000							01
	550,000			550,000							02
1,435,000 D	11,210,804			11,065,000							03
1,165,000 D											04
2,550,000 E,G	900,000		10,900,000							10,900,000	05
			500,000			500,000					06
			2,546,000							2,546,000	07
			850,000							850,000	08
			8,000,000							8,000,000	09
			15,000,000							15,000,000	10
			9,000,000							9,000,000	11
5,181,293	14,274,207	0	46,796,000	12,000,000	0	500,000	0	0	0	46,296,000	

859,486,404	0	35,541,041	0	261,443,566	17,880,000	12,387,000	8,553,696	7,971,070	6,161,000	475,000	225,896,000
--------------------	----------	-------------------	----------	--------------------	-------------------	-------------------	------------------	------------------	------------------	----------------	--------------------

**Summary of Capital Improvement Program - 09/10 ADOPTED
Enterprise Fund Projects**

Index	Water Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	1902-WA Custer Road Meter Station and WL Relocations: (Design)	290,325							290,325
02	1902-WA Custer Road Meter Station and WL Relocations: (Construction)		2,501,275						2,501,275
03	1715-WA Fishtrap 2.5 MG Elevated Storage Tank: (Design)	325,700							325,700
04	1715-WA Fishtrap 2.5 MG Elevated Storage Tank: (Construction)	6,108,000							6,108,000
05	1716-WA LPP Water Line Phase 1a & 1b: (Design)	829,850							829,850
06	1716-WA LPP Water Line Phase 1a & 1b: (Construction)	10,658,200							10,658,200
07	1716-WA LPP Water Line Phase 1 Easement Costs	1,691,500							1,691,500
08	1501-WA LPP Pump Station and LPP WL Phase 2: (Design)	1,585,100							1,585,100
09	1501-WA LPP Pump Station and LPP WL Phase 2: (Construction)				15,200,000				15,200,000
10	1810-WA LPP Water Line Phase 2 Easement Costs			1,000,000					1,000,000
11	1708-WA E-W Collector (Cook Lane - DNT) Water Line: (Construction)	295,775							295,775
12	1708-WA Cook Lane (First - End): (Construction)		400,000						400,000
13	LPP Future Expansion (2026): (Design)							1,400,000	1,400,000
14	LPP Future Expansion (2026): (Construction)							12,600,000	12,600,000
15	1924-WA Fifth (Parvin-Craig); Craig (Fifth-Broadway): (Construction)	200,000							200,000
16	1930-WA Broadway (Parvin-Craig): (Construction)		150,000						150,000
	Subtotal	21,984,450	3,051,275	1,000,000	15,200,000	0	0	14,000,000	55,235,725
	Design	3,030,975	0	0	0	0	0	1,400,000	4,430,975
	Construction	17,261,975	3,051,275	0	15,200,000	0	0	12,600,000	48,113,250
	Design & Construction	0	0	0	0	0	0	0	0
	Land/Easements	1,691,500	0	1,000,000	0	0	0	0	2,691,500

Index	Wastewater Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	Gates of Prosper, TIRZ No. 1 (Middle Doe Branch Line)	5,802,882							5,802,882
02	Matthews Southwest, TIRZ No. 2 (Lower Doe Branch Line)	1,333,414							1,333,414
03	1903-WW Church / Parvin Wastewater Reconstruction: (Construction)		100,000						100,000
04	Doe Branch Parallel Interceptor (2021): (Design)			500,000					500,000
05	Doe Branch Parallel Interceptor (2021): (Construction)			4,500,000					4,500,000
06	Doe Branch, Phase 3 WWTP (2025): (Design)					1,450,000		0	1,450,000
07	Doe Branch, Phase 3 WWTP (2025): (Construction)					13,050,000			13,050,000
	Subtotal	7,136,297	100,000	5,000,000	0	14,500,000	0	0	26,736,297
	Design	0	0	500,000	0	1,450,000	0	0	1,950,000
	Construction	0	100,000	4,500,000	0	13,050,000	0	0	17,650,000
	Design & Construction	7,136,297	0	0	0	0	0	0	7,136,297
	Land/Easements	0	0	0	0	0	0	0	0

Index	Drainage Projects	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
01	1614-DR Coleman Street Channel Improvements: (Design)	17,500							17,500
02	1614-DR Coleman Street Channel Improvements: (Construction)			300,000					300,000
03	1613-DR Old Town Drainage - Church & Parvin: (Design)	40,000							40,000
04	1613-DR Old Town Drainage - Church & Parvin: (Construction)		460,000						460,000
05	1718-DR Old Town Regional Retention - Broadway: (Design)	25,000							25,000
06	1718-DR Old Town Regional Retention - Broadway: (Construction)		622,765						622,765
07	Old Town Regional Retention Pond #2 - Land Acquisition			385,000					385,000
08	Old Town Regional Retention Pond #2: (Design)							100,000	100,000
09	Old Town Regional Retention Pond #2: (Construction)							900,000	900,000
10	2003-DR Frontier Park/Preston Lakes Drainage: (Design)		100,000						100,000
11	2003-DR Frontier Park/Preston Lakes Drainage: (Construction)				985,000				985,000
	Subtotal	82,500	1,182,765	685,000	985,000	0	0	1,000,000	3,935,265
	Design	82,500	100,000	0	0	0	0	100,000	282,500
	Construction	0	1,082,765	300,000	985,000	0	0	900,000	3,267,765
	Design & Construction	0	0	0	0	0	0	0	0
	Land/Easements	0	0	385,000	0	0	0	0	385,000

Grand Total Enterprise Funds	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
	29,203,247	4,334,040	6,685,000	16,185,000	14,500,000	0	15,000,000	85,907,287
Design	3,113,475	100,000	500,000	0	1,450,000	0	1,500,000	6,663,475
Construction	17,261,975	4,234,040	4,800,000	16,185,000	13,050,000	0	13,500,000	69,031,015
Design & Construction	7,136,297	0	0	0	0	0	0	7,136,297
Land/Easements	1,691,500	0	1,385,000	0	0	0	0	3,076,500

Description Codes - Other Sources							
A	Impact Fees	D	General Fund	G	Park Development Fund	K	Escrows
B	Grant/Interlocal Funds	E	Water / Wastewater Fund	H	TIRZ #1	X	Non-Cash Contributions
C	Developer Agreements	F	Stormwater Drainage Fund	J	TIRZ #2	Z	Other Sources (See Detail)

**Summary of Capital Improvement Program - 09/10 ADOPTED
Capital Improvement Program Summary**

Capital Improvement Program Summary	Prior Years	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029	Total Cost
General Fund	99,843,607	27,785,440	447,575,964	23,539,000	11,561,000	262,975,000	283,391,000	1,156,471,011
Enterprise Funds	29,203,247	4,334,040	6,685,000	16,185,000	14,500,000	0	15,000,000	85,907,287
Grand Total Capital Improvement Program	128,846,854	32,119,480	454,260,964	39,724,000	26,061,000	262,975,000	298,391,000	1,242,378,298
Design	12,711,938	3,342,500	964,000	2,070,000	1,566,000	0	11,710,000	32,364,438
Construction	59,182,292	15,140,410	38,786,964	37,354,000	14,495,000	475,000	187,385,000	352,818,666
Design & Construction	51,761,124	13,136,570	413,125,000	300,000	10,000,000	262,500,000	88,396,000	839,218,694
Land/Easements	5,191,500	800,000	1,385,000	0	0	0	10,900,000	18,276,500

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					Index	
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		2024-2029
290,325 E											01
2,501,275 E											02
325,700 A											03
3,143,000 A	2,965,000			207,500							04
829,850 A											05
175,000 A	10,483,200			4,420,311							06
0 A	1,691,500										07
277,081 A	1,308,019										08
4,000,000 A			11,200,000				5,600,000	5,600,000			09
1,000,000 A											10
289,750 E	6,025										11
400,000 E											12
			1,400,000							1,400,000	13
			12,600,000							12,600,000	14
200,000 E											15
150,000 E											16
13,581,981	16,453,744	0	25,200,000	4,627,811	0	0	5,600,000	5,600,000	0	14,000,000	

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					Index	
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		2024-2029
5,802,882 H											01
1,333,414 J											02
100,000 E											03
			500,000				500,000				04
			4,500,000				4,500,000				05
			1,450,000						1,450,000	0	06
			13,050,000						13,050,000		07
7,236,297	0	0	19,500,000	0	0	0	5,000,000	0	14,500,000	0	

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Issued 2018-2019	Unissued Debt Schedule					Index	
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024		2024-2029
17,500 F											01
		(0)	300,000				300,000				02
40,000 F											03
	460,000										04
	25,000			0							05
	622,765										06
			385,000				385,000				07
			100,000							100,000	08
			900,000							900,000	09
100,000 F											10
			985,000				985,000				11
157,500	1,107,764	0	2,670,000	0	0	685,000	985,000	0	0	1,000,000	

20,975,778	17,561,508	0	47,370,000	4,627,811	0	685,000	11,585,000	5,600,000	14,500,000	15,000,000	
-------------------	-------------------	----------	-------------------	------------------	----------	----------------	-------------------	------------------	-------------------	-------------------	--

Funding Sources Other Sources	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2029
859,486,404	35,541,041	0	261,443,566	17,880,000	12,387,000	8,553,696	7,971,070	6,161,000	475,000	225,896,000
20,975,778	17,561,508	0	47,370,000	4,627,811	0	685,000	11,585,000	5,600,000	14,500,000	15,000,000
880,462,181	53,102,549	0	308,813,566	22,507,811	12,387,000	9,238,696	19,556,070	11,761,000	14,975,000	240,896,000

Capital Projects Summary
Summary of Project Expenditures

PROJECT	Inception to SOY	Current Year Expenditures	Future Planned Expenditures	Total Planned Expenditures
1507-ST West Prosper Rd	12,125,313	3,404,618	655,687	16,185,618
1511-ST Prosper Trail (Kroger - Coit)	3,290,567	190,846	1,517,642	4,999,055
1708-ST Cook Lane (First - End)	665,440	2,100,000	859,560	3,625,000
1710-ST Coit Rd (First - Frontier)	783,873	800,000	16,006,027	17,589,900
1805-ST FM2478 (US380 - FM1461)	148,832	69,000	174,373	392,205
1819-ST Coleman Street (at Prosper High School)	-	90,000	700,000	790,000
1823-ST Victory Way (Coleman - Frontier)	-	2,250,000	-	2,250,000
1824-ST Fishtrap (Teel Intersection Improvements)	5,027	1,350,000	144,973	1,500,000
1830-ST Prosper Trail/DNT Intersection Improvements	-	1,600,000	88,000	1,688,000
1932-ST Coit Road and US 380 (SB Right Turn Lane)	-	35,000	6,300	41,300
2008-ST Prosper Trail (Coit - Custer)	-	6,000,000	-	6,000,000
2009-ST Fishtrap, Segment 1 (Teel - Middle School)	-	1,190,000	-	1,190,000
2010-ST Fishtrap (Teel - Gee Road)	-	400,000	5,000,000	5,400,000
2011-ST Gee Road (Fishtrap - Windsong Retail)	-	250,000	2,500,000	2,750,000
2012-ST Fishtrap (Elem - DNT)	-	900,000	15,750,000	16,650,000
2013-ST Teel (US 380 Intersection Improvements)	-	100,000	275,000	375,000
Street Projects	17,019,052	20,729,464	43,677,562	81,426,078
1928-TR Traffic Signal - Fishtrap & Teel Parkway	12,978	250,000	21,122	284,100
2004-TR Traffic Signal - Fishtrap & Gee Road	-	300,000	-	300,000
2005-TR Traffic Signal - Coit Road & Richland	-	300,000	-	300,000
2006-TR Traffic Signal - Fishtrap & Windsong Pkwy	-	50,000	300,000	350,000
2007-TR Traffic Signal - SH 289 & Lovers Lane	-	300,000	-	300,000
Traffic Projects	12,978	1,200,000	321,122	1,534,100
1801-PK Whitley Place H&B Trail Extension	28,597	500,000	151,403	680,000
1802-PK Hays Park	6,000	35,000	348,000	389,000
1911-PK Pecan Grove (H&B Trail)	-	30,000	410,000	440,000
2015-PK Pecan Grove Park	-	85,000	657,500	742,500
Park Projects	34,597	650,000	1,566,903	2,251,500
1713-FC Police Station and Dispatch - Prof. Services	1,204,200	440,496	-	1,644,696
1809-FC Park Operations and Public Works Complex	2,291,795	-	12,058,205	14,350,000
1904-FC Police Station and Dispatch - Development	-	550,000	-	550,000
1905-FC Police Station and Dispatch - Construction	1,475,204	11,170,600	-	12,645,804
1906-FC Police Station and Dispatch - FFE	-	-	1,165,000	1,165,000
Facility Projects	4,971,199	12,161,096	13,223,205	30,355,500
1708-WA Cook Lane (First - End)	284,775	400,000	11,000	695,775
1902-WA Custer Road Meter Station and WL Relocation	38,113	2,501,275	252,212	2,791,600
1930-WA Broadway (Parvin - Craig)	-	150,000	-	150,000
Water & Wastewater Projects	322,888	3,051,275	263,212	3,637,375
1613-DR Church and Parvin	65,368	434,632	-	500,000
1718-DR Old Town Regional Retention - Broadway	114,600	533,165	-	647,765
2003-DR Frontier Park/Preston Lakes Drainage	-	100,000	985,000	1,085,000
Drainage Projects	179,968	1,067,797	985,000	2,232,765
1901-EQ Aerial Ladder Truck	416,997	1,233,003	-	1,650,000
Vehicles	416,997	1,233,003	-	1,650,000

Charter Article VII - Financial Procedure Sections

As Revised May 6, 2017

ARTICLE VII

Financial Procedures

SECTION 7.01 Fiscal Year

The fiscal year of the Town shall begin on the first day of October and end on the last day of September on the next succeeding year. Such fiscal year shall also constitute the budget and accounting year.

SECTION 7.02 Submission of Budget and Budget Message

On or before the fifteenth (15th) day of August of the fiscal year, the Town Manager shall submit to the Town Council a budget for the ensuing fiscal year and an accompanying budget message.

SECTION 7.03 Budget Message

The Town Manager's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the Town for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the Town's debt position and include such other material as the Town Manager deems desirable.

SECTION 7.04 Budget a Public Record

The budget and all supporting schedules shall be filed with the person performing the duties of Town Secretary when submitted to the Town Council and shall be open to public inspection by anyone interested.

SECTION 7.05 Public Hearing on Budget

At the Town Council meeting when the budget is submitted, the Town Council shall name the date and place of a public hearing, which shall be scheduled and published in accordance with the requirements of Chapter 102, Local Government Code, as amended. At this hearing, interested citizens may express their opinions concerning items of expenditures, giving their reasons for wishing to increase or decrease any items of expense.

SECTION 7.06 Proceeding on Adoption of Budget

After public hearing, the Town Council shall analyze the budget, making any additions or deletions which they feel appropriate, and shall, prior to the beginning of the next fiscal year, adopt the budget by the affirmative vote of a majority of the full membership of the Town Council. Should the Town Council take no final action on or prior to such day, the current budget shall be in force on a month-to-month basis until a new budget is adopted.

SECTION 7.07 Budget, Appropriation and Amount to be Raised by Taxation

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by the Town Council shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus the undesignated fund balance from the previous fiscal year. Unused appropriations may be transferred to any item required for the same general purpose.

Charter Article VII - Financial Procedure Sections
As Revised May 6, 2017

SECTION 7.08 Contingent Reserve

Provision shall be made in the annual budget maintaining a contingency reserve fund balance designation in an amount not less than twenty percent (20%) of the total general fund expenditures, to be used in case of unforeseen items of expenditure or revenue shortfalls. This shall apply to current operating expenses and shall not overlap with any other amount of reserves maintained by the Town. Such contingency reserve appropriation shall be under the control of the Town Manager and distributed by him or her only in the event of an emergency or after supplemental appropriation by the Town Council. The proceeds of the contingency reserves shall be disbursed only by transfer to departmental appropriation, the spending of which shall be charged to the departments or activities for which the appropriations are made.

SECTION 7.09 Amending the Budget

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the Town Council may, by the affirmative vote of a majority of the full membership of the Town Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance, and shall become an attachment to the original budget.

SECTION 7.10 Certification; Copies Made Available

A copy of the budget, as finally adopted, shall be filed with the person performing the duties of Town Secretary and such other places required by state law or as the Town Council shall designate. The final budget shall be printed or otherwise reproduced and sufficient copies shall be made available for the use of all offices, agencies, and for the use of interested persons and civic organizations.

SECTION 7.11 Capital Program

The Town Manager shall submit a five-year (5-year) capital program as an attachment to the annual budget. The program as submitted shall include:

- (1) A clear general summary of its contents;
- (2) A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
- (3) Cost estimates, method of financing, and recommended time schedules for each improvement; and
- (4) The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. The Capital program will be updated and presented to the Town Council annually.

SECTION 7.12 Defect Shall Not Invalidate the Tax Levy

Errors or defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not nullify the tax levy or the tax rate.

Charter Article VII - Financial Procedure Sections

As Revised May 6, 2017

SECTION 7.13 Lapse of Appropriations

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made had been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

SECTION 7.14 Borrowing

The Town shall have the power to borrow money on the credit of the Town and also to issue or incur bonds and other evidences of indebtedness, and such powers may be exercised to finance public improvements or for any other public purpose not prohibited by the Constitution and the laws of the State of Texas, and the Town may issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the Town previously issued or incurred. All such bonds and other evidences of indebtedness shall be issued in conformity with the laws of the State of Texas and may be secured by or paid, in whole or in part, from ad valorem tax revenues, revenues derived from other taxing powers of the Town, revenues derived by the Town from any fee or service charge, including revenues derived from the operations of any public utilities, utility systems, recreational facilities or any other municipal function to the extent not prohibited by the Constitution and laws of the State of Texas. Such bonds or evidences of indebtedness may be a charge upon and payable from the properties, or interest therein pledged, or the income therefrom, or both to the extent not prohibited by the Constitution or laws of the State of Texas. The proceeds of bonds or other evidences of indebtedness issued or incurred by the Town shall be used only for the purpose for which the bonds or other indebtedness was issued or incurred.

SECTION 7.15 Purchasing

- (1) The Town Council may by ordinance, give the Town Manager general authority to contract for expenditure without further approval of the Town Council for all budgeted items not exceeding limits set by the Town Council within the ordinance.
- (2) All contracts for expenditures or purchases involving more than the limits must be expressly approved in advance by the Town Council. All contracts or purchases involving more than the limits set by the Town Council shall be awarded by the Town Council in accordance with state law.
- (3) Emergency contracts as authorized by law and this Charter may be negotiated by the Town Council or Town Manager if given authority by the Town Council, without competitive bidding, and in accordance with State law. Such emergency may be declared by the Town Manager and approved by the Town Council or declared by the Town Council.

Charter Article VII - Financial Procedure Sections
As Revised May 6, 2017

SECTION 7.16 Administration of Budget

- (1) No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made, unless the Town Manager, or the Town Manager's designee, first certifies that there is a sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable.
- (2) Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal. Such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such payment or obligation, and the officer shall also be liable to the Town for any amount so paid.
- (3) This prohibition shall not be construed to prevent the making or authorizing of payments, or making of contracts for capital improvements to be financed wholly or partly by the pledge of taxes, the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, providing that such action is made or approved by ordinance.
- (4) The Town Manager shall submit to the Town Council each month a report covering the revenues and expenditures of the Town in such a form as requested by the Town Council.

SECTION 7.17 Depository

All monies received by any person, department or agency of the Town for or in connection with the affairs of the Town shall be deposited promptly in the Town depository or depositories. The Town depositories shall be designated by the Town Council in accordance with such regulations and subject to the requirements as to security for deposits and interest thereon as may be established by ordinance and law. Procedures for withdrawal of money or the disbursement of funds from the Town depositories shall be prescribed by ordinance.

SECTION 7.18 Independent Audit

At the close of each fiscal year, and at such other times as may be deemed necessary, the Town Council shall call for an independent audit to be made of all accounts of the Town by a certified public accountant. No more than five (5) consecutive annual audits shall be completed by the same firm. The certified public accountant selected shall have no personal interest, directly or indirectly, in the financial affairs of the Town or any of its officers. The report of audit, with the auditor's recommendations will be made to the Town Council. Upon completion of the audit, the Independent Auditor's Report and Annual Financial Report shall be published on the Town's website and copies of the audit placed on file in the office of the person performing the duties of Town Secretary, as a public record.

Charter Article VII - Financial Procedure Sections

As Revised May 6, 2017

SECTION 7.19 Power to Tax

- (1) The Town shall have the power to levy, assess and collect taxes of every character and type for any municipal purpose not prohibited by the Constitution and laws of the State of Texas as now written or hereafter amended.
- (2) The Town shall have the power to grant tax exemptions in accordance with the laws of the State of Texas.

SECTION 7.20 Office of Tax Collector

There shall be an office of taxation to collect taxes, the head of which shall be the Town Tax Collector. The Town Council may contract for such services.

SECTION 7.21 Taxes; When Due and Payable

- (1) All taxes due in the Town shall be payable at the office of the Town Tax Collector, or at such location or locations as may be designated by the Town Council, and may be paid at any time after the tax rolls for the year have been completed and approved. Taxes for each year shall be paid before February 1 of the next succeeding year, and all such taxes not paid prior to that date shall be deemed delinquent, and shall be subject to penalty and interest as the Town Council shall provide by ordinance. The Town Council may provide discounts for the payment of taxes prior to January 1 in an amount not to exceed those authorized by the laws of the State of Texas.
- (2) Failure to levy and assess taxes through omission in preparing the appraisal rolls shall not relieve the person, firm or corporation so omitted from obligation to pay such current or past due taxes as shown to be payable by recheck of the rolls and receipts for the years in question, omitting penalty and interest.

SECTION 7.22 Tax Liens, Liabilities and Suits

- (1) All taxable property located in the Town on January 1 of each year shall stand charged from that date with a special lien in favor of the Town for taxes due. All persons purchasing any such property on or after January 1 in any year shall take the property subject to the liens provided above. In addition to the liens herein provided, on January 1 of any year, the owner of property subject to taxation by the Town shall be personally liable for the taxes due for that year.
- (2) The Town shall have the power to sue for and recover personal judgement for taxes without foreclosure, or to foreclose its lien or liens, or to recover both personal judgement and foreclosure. In any such suit where it appears that the description of any property in the Town appraisal rolls is insufficient to identify such property, the Town shall have the right to plead a good description of the property to be assessed, to prove the same, and to have its judgement foreclosing the tax lien or for personal judgement against the owners for such taxes.

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 17: FINANCIAL MANAGEMENT POLICY

SECTION 17.01: PURPOSE AND OVERVIEW

This policy is developed to help guide the Finance Department, and staff in financial matters. The overriding goal of the Financial Management Policy is to enable the Town to achieve a long-term stable and positive financial condition while conducting its operations consistent with the council-manager form of government established in the Town Charter.

The purpose of the Financial Management Policy is to provide guidelines for the financial management staff in planning and directing the Town's day-to-day financial affairs and in developing recommendations to the Town Manager.

SECTION 17.02: SCOPE

The scope of the Town's Financial Management Policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control, and debt management.

SECTION 17.03: ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

A. Accounting

The Town's Accounting Manager is responsible for establishing and maintaining the chart of accounts, and for properly recording financial transactions.

B. Funds

Self-balancing groups of accounts are used to account for the Town's financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. In essence, the General Fund is intended for operations of the Town. Funds are created and fund names are changed by Town Council approval through resolution either during the year or in the Town Council's approval of the annual operating budget ordinances. (See Fund Balance Policy)

C. External Auditing

At the close of each fiscal year, and at such other times as may be deemed necessary, the Town Council shall call for an independent audit to be made of all accounts of the Town. The auditors must be a certified public accounting firm capable of conducting the Town's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards,

and contractual requirements. No more than five (5) consecutive annual audits shall be completed by the same firm. The certified public accountant selected shall have no personal interest, directly or indirectly, in the financial affairs of the Town or any of its officers. The report of the audit, with the auditor's recommendations will be made to the Town Council. Upon completion of the audit, the Independent Auditor's Report and Annual Financial Report shall be published on the Town's website and copies of the audit placed on file in the office of the person performing the duties of Town Secretary, as public record. (See Town Charter Article VII, Section 7.18 Independent Audit)

D. External Financial Reporting

The Town will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles, and will be presented annually to the Government Finance Officers Association (GFOA) for evaluation and awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to Town Council within 180 days after the end of the fiscal year.

E. Internal Financial Reporting

The Finance Department will prepare internal financial reports sufficient for management to plan, monitor, and control the Town's financial affairs.

SECTION 17.04: INTERNAL CONTROLS

A. Written Procedures

The Finance Director is responsible for developing town-wide written guidelines on accounting, cash handling, grant management, and other financial matters.

B. Department Directors Responsibilities

Each department director is responsible to the Town Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent auditor internal control recommendations are addressed.

SECTION 17.05: OPERATING BUDGET

A. Preparation

The Town's "Operating Budget" is the Town's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation and revenue supported Debt Service Fund, but excluding Capital Projects Funds. The budget is prepared by the Finance Department with the cooperation of all Town departments, and is submitted to the Town Manager who makes any necessary changes and transmits the document on or before the fifteenth (15th) day of August of the fiscal year to Town Council.

The proposed budget and all supporting schedules shall be filed with the person performing the duties of Town Secretary when submitted to the Town Council and shall be open to public inspection by anyone interested. Thereafter, the Town Council should enact the final budget prior to fiscal year end. The operating budget shall be submitted to the GFOA annually for evaluation and consideration of awarding the Award for Distinguished Budget Presentation.

B. Balanced Budget

The final adoption of the operating budget by the Town Council shall constitute the official appropriations as proposed by expenditures for the current year and shall constitute the basis of official levy of the property tax as the amount of tax to be assessed and collected for the corresponding tax year. Estimated expenditures will not exceed proposed revenue plus the undesignated fund balance from the previous fiscal year. Unused appropriations may be transferred to any item required for the same general purpose.

C. Budgetary Control

The level of budgetary control is the department level budget in the General Fund, Utility Fund, and the fund level in all other funds. Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the Town Council may, by the affirmative vote of a majority of the full membership of the Town Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance, and shall become an attachment to the original budget.

D. Contingency Reserve

Provisions shall be made in the annual budget maintaining a contingency reserve fund balance designation in an amount not less than twenty percent (20%) of the total general fund expenditures, to be used in case of unforeseen items of expenditure or revenue shortfalls. (See Town Charter Article VII, Section 7.08). It is also the goal of the Town to achieve and maintain an unassigned fund balance in the General Fund equal to five percent (5%) of budgeted expenditures for unanticipated expenditures, unforeseen revenue fluctuations, or other adverse circumstances.

E. Planning

The budget process will be coordinated in concert with the Town Council's major strategic planning objectives. A one-year budget is adopted each year and a four-year financial plan is presented to help manage the decisions made for the next fiscal year and the impact it has on future fiscal responsibilities.

F. Reporting

Periodic financial reports will be prepared to enable the department directors to manage their budgets and to enable the Finance Department to monitor and control the budget as authorized by the Town Council. Summary financial reports will be presented to the Town Council each month. Such reports will include current year revenue and expenditures in comparison to budget and prior year actual revenues and expenditures.

G. Performance Measures and Productivity Indicators

Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting processes.

SECTION 17.06: CAPITAL IMPROVEMENT PROGRAM

A. Preparation

The Town’s Capital Improvement Program will include all capital projects. The Capital Improvement Program will be prepared annually to be a comprehensive five-year (5) capital program as an attachment to the annual budget.

B. Program Planning

The program as submitted shall include:

1. A clear general summary of its contents;
2. A list of all capital improvements which are proposed to be undertaken during the five (5) fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements;
3. Cost estimates, method of financing, and recommended time schedules for each improvement; and
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.

The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition. The Capital Improvement Program will be updated and presented to the Town Council, annually.

C. Alternate Resources

Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects, which have a primary benefit to certain property owners.

D. Debt Financing

Recognizing that debt is usually a more expensive financing method. Alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives, which equal or exceed the average life of the debt issued. The exception to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts, which are attached to major equipment purchases.

E. Reporting

Periodic financial reports will be prepared to enable the department managers to manage their capital budgets and to enable the Finance Department to monitor the capital budget as authorized by the Town Council.

SECTION 17.07: REVENUE MANAGEMENT

A. Simplicity

The Town will strive to keep the revenue system simple, which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

B. Administration

The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness. Where appropriate, the Town will use the administrative processes of state or federal collection agencies in order to reduce administrative costs.

C. Dedication of Revenues

Revenues will not be dedicated for specific purposes unless required by law or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.

D. Financial Stability

Current revenues will fund current expenditures and one-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

E. Property Tax Revenues

Property shall be assessed at 100% of the fair market value as appraised by the Collin and Denton Appraisal Districts. Reappraisal and reassessment shall be done regularly, as required by state law.

All delinquent taxes will be pursued and turned over to a private attorney. A penalty will be assessed to compensate the attorney as allowed by state law, and in accordance with the attorney's contract.

F. User-Based Fees

For services associated with a user fee or a fee to offset charge, the direct and indirect costs of that service will be imposed. There will be a periodic review of fees and charges to ensure that

fees provide adequate coverage of costs of services. User charges may be classified as “full cost recovery,” “partial cost recovery,” and “minimal cost recovery,” based on Town Council policy.

G. Impact Fees

Impact fees are currently imposed for water, wastewater, and roadway in accordance with applicable Town ordinances and state law. Impact fees will be re-evaluated at least every five years, as required by law.

H. Utility Rates

The Town will review utility rates periodically, and if necessary, adopt new rates that will generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs and debt service requirements. This policy does not preclude drawing down cash balance to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

I. Interest Income

Interest earned from investment of available cash resources, whether pooled or not, will be distributed to the funds in accordance with the average monthly cash balances.

J. Revenue Monitoring

Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

SECTION 17.08: EXPENDITURE CONTROL

A. Appropriations

The level of budgetary controls is explained in Section 17.05.C. Budgetary Control. When budget amendments between departments and/or funds are necessary, Town Council must approve these. Budget appropriation amendments at lower levels of control shall be made in accordance with the applicable administrative procedures.

B. Purchasing

All purchases shall be in accordance with the Town’s Purchasing Policy.

C. Lapse of Appropriations

Every appropriation, except an appropriation for capital expenditures, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purchase of any such appropriation shall be deemed

abandoned if three (3) years pass without any disbursement form or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

SECTION 17.09: ASSET MANAGEMENT

A. Investments

The Town's investment practices will be conducted in accordance with the Town Council approved Investment Policy and Strategy.

B. Cash Management

The Town's cash flow will be managed to maximize the cash available to invest.

C. Investment Performance

A quarterly report on investment performance will be provided by the Finance Director for presentation to the Town Council.

D. Fixed Assets and Inventory

These assets will be reasonably safeguarded and properly accounted for, and prudently insured.

SECTION 17.10: FINANCIAL CONDITION AND RESERVES

A. No Operating Deficits

Current expenditures will be paid with current revenues and prior year surplus. Deferrals, short-term loans, or one-time resources will be avoided as budget balance techniques. Reserves will be used only for emergencies or non-recurring expenditures.

B. Operating Reserves

In accordance with GASB-54, it is the policy of the Town to classify fund balances as Non-spendable, Restricted, Committed, Assigned, or Unassigned and develop policy for establishment and activity of each classification. See Fund Balance Policy that defines such categories.

C. Minimum Unassigned Fund Balance

It is the goal of the Town to achieve and maintain an unassigned fund balance in the General Fund equal to five percent (5%) of budgeted expenditures for unanticipated expenditures, unforeseen revenue fluctuations, or other adverse circumstances. This amount is in addition to the twenty percent (20%) restricted fund balance amount required by the Town Charter.

D. Risk Management Program

The Town will aggressively pursue every opportunity to provide for the public's and Town employees' safety and to manage its risks.

E. Loss Financing

All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance, and risk retention.

F. Enterprise Fund Self-Sufficiency

The Town's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses in lieu of property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the Town Council may waive general and administrative expenses in lieu of property taxes and/or franchise fees until the fund is able to pay them.

SECTION 17.11: DEBT MANAGEMENT

A. General

The Town's borrowing practices will be conducted in accordance with the Town Council approved Debt Management and Debt Post Issuance Policies.

B. Self-Supporting Debt

When appropriate, self-supporting revenues will pay debt services in lieu of tax revenues.

C. Analysis of Financing Alternatives

The Town will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves.

D. Voter Authorization

The Town shall obtain voter authorization before issuing General Obligation Bonds as required by law. In general, voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation.

SECTION 17.12: STAFFING AND TRAINING

A. Adequate Staffing

Staffing levels will be adequate for the fiscal functions of the Town to function effectively. Comparison of workload and staffing levels of comparison cities will be explored before adding staff.

B. Training

The Town will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

C. Awards, Credentials

The Town will support efforts and involvements which result in meeting standards and receiving exemplary recitations on behalf of any of the Town’s fiscal policies, practices, processes, products, and personnel. Staff certifications may include Certified Public Accountant, Certified Management Accountant, Certified Internal Auditor, Certified Payroll Professional, Certified Government Finance Officer, Professional Public Buyer, Certified Cash Manager, PFIA investment training, and others as approved by the Town Manager upon recommendation of the Finance Director.

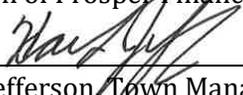
SECTION 17.13: GRANT MANAGEMENT

A. General

The Town’s grant management practices will be conducted in accordance with the Town’s Grant Management Policy.

(This policy was reviewed and approved by the Finance Subcommittee for submission to the Town Manager for approval on October 10, 2017.)

The Town of Prosper Financial Management Policy was approved on the 18th of October, 2017.



Harlan Jefferson, Town Manager

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 15: DEBT MANAGEMENT POLICY

SECTION 15.01: PURPOSE AND OVERVIEW

The Town of Prosper recognizes that the foundation of any well-managed debt program is a comprehensive debt management and post issuance policy outlining the parameters for issuing new debt and managing the existing debt portfolio; identifying the types and amounts of permissible debt; providing guidance to decision makers regarding the purposes for which debt may be issued; and verifying that the IRS regulations regarding post issuance compliance are met to preserve the tax-exempt status of the Town's bonds.

Adherence to a debt management policy helps ensure that the Town maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit.

The Town's Debt Management Policy ("the Debt Policy") provides guidance for staff to:

1. Ensure high quality debt management decisions;
2. Ensure support for debt issuances both internally and externally;
3. Impose order and discipline in the debt issuance process;
4. Promote consistency and continuity in the decision making process;
5. Ensure that the debt management decisions are viewed positively by rating agencies, investment community and taxpayers; and
6. Demonstrate a commitment to long-term financial planning objectives.

SECTION 15.02: SCOPE

This Policy applies to all debt instruments issued by the Town regardless of the funding source. Funding sources can be derived from, and debt secured by, ad valorem taxes, general Town revenues, enterprise fund revenues or any other identifiable source of revenue that may be identified for appropriate pledging for bonded indebtedness.

SECTION 15.03: OBJECTIVES

The primary objective of this Policy is to ensure that the Town establishes and maintains a solid position with respect to its debt service and bond proceed funds and that proceeds from long-term debt will not be used for current operations but rather for capital improvements, and related expenses, and other long-term assets in accordance with state law and Town ordinances.

The Town will seek all possible federal and state reimbursement for mandated projects and/or programs. The Town will pursue a balanced relationship between issuing debt and pay-as-you-go financing as dictated by prevailing economic factors and as directed by the Town Council.

Other objectives include:

1. Bonds shall be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project;
2. Decisions shall be made based on a number of factors and will be evaluated against long-term goals rather than a short-term fix; and
3. Debt service and bond proceed funds shall be managed and invested in accordance with all federal, state and local laws and in conjunction with the Tax Compliance Certificate of each bond issue to assure availability to cover project costs and debt service payments when due.

SECTION 15.04: IMPLEMENTATION

The Policy requires:

1. Payment of principal and interest on all outstanding debt in full and timely manner;
2. Incurrence of debt for those purposes permissible under State law and the home-rule charter of the Town;
3. Development, approval and financing of capital improvements in accordance with Town Code and the capital improvement budgeting process;
4. Structuring of principal and interest retirement schedules to: 1) achieve a low borrowing cost for the Town, 2) accommodate the debt service payments of existing debt, and 3) respond to perceptions of market demand. Shorter maturities shall always be encouraged to demonstrate to rating agencies that debt is being retired at a sufficiently rapid pace;
5. Selection of a method of sale that shall maximize the financial benefit to the Town;
6. Effective communication with bond rating agencies to ensure complete and clear understanding of the credit worthiness of the Town; and
7. Full, complete, and accurate disclosure of financial conditions and operating results in every financial report, bond prospectus and Annual Information Statement ("AIS"). All reports shall

conform to guidelines issued by the Government Finance Officers Association ("GFOA"), Securities and Exchange Commission ("SEC"), and the Internal Revenue Service (IRS) to meet the disclosure needs of rating agencies, underwriters, investors, and taxpayers.

SECTION 15.05: STRUCTURE OF DEBT

Debt service shall be structured to the greatest extent possible to:

1. Target projected cash flows and pledged revenues;
2. Minimize the impact on future tax levies;
3. Target a consistent and as rapid as feasible payment of principal;
4. Maintain a level overall annual debt service payment structure; and
5. Target the equal or the lesser of the useful life of the asset being financed, or the maximum legal maturity for the obligations issued to finance the acquisition and construction of the asset.

A. Fixed Interest versus Variable Interest

The Town generally issues fixed rate bonds primarily to protect the Town against interest rate risk. The Town has the option to issue variable rate bonds if market conditions warrant and Council approves it.

B. Other Considerations

Bonds are generally issued such that:

1. The average life is 20 years or less for general obligation bonds and revenue bonds, the Town may choose a longer term for revenue bonds for projects whose lives are greater than 20 years.
2. Debt service interest is paid in the first fiscal year after a bond sale, and principal is targeted to commence no later than the second fiscal year after the debt is issued. However, the Town may defer principal for a longer period of time in order to maintain a specific I&S tax rate or a certain level of debt service.
3. Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the Town. The targeted maximum length to call is 10 years. However, the Town may opt for a call date longer than 10 years in order to achieve the necessary goals of the particular issue.

SECTION 15.06: FINANCING ALTERNATIVES

The Town shall develop a level of cash and debt funded capital improvement projects that provide the citizens with the desired amount of Town services at the lowest cost. Town staff shall assess all financial alternatives for funding capital improvements prior to issuing debt.

Long-term general obligation debt, including certificates of obligation, or revenue bonds shall be issued to finance significant and desirable capital improvements. Proceeds of general obligation debt will be used only for the purposes approved by voters in bond elections or set forth in the notices of intent for certificates of obligation or to refund previously issued general obligation bonds, certificates of obligation or revenue bonds. All bonds shall be sold in accordance with applicable law.

A. Pay-As-You-Go Financing

Pay-as-you-go financing should be considered before issuing any debt. Pay-as-you go financing may include: intergovernmental grants from federal, state and other sources, current revenues or fund balances, private sector contributions, and public/private partnerships. Once the Town has determined that pay-as-you-go is not a feasible or sufficient financing option, the Town may use bonds, loans, or other debt financing sources as deemed appropriate by Town staff and approved by Council.

B. General Obligation Bonds

General obligation bonds may be used if the following criteria are met:

1. The size of the issuance is \$1 million or above;
2. The GO bond funds are used for new and expanded facilities, major repair or renovations to existing facilities, or quality-of-life projects;
3. The useful life of the capital asset acquired/constructed/improved will be ten (10) years or more, or the funds will extend the useful life of an asset for more than ten (10) years; and
4. Voter authorization is given through approval in a bond election in accordance with State law.

GO bonds may be used to fund quality-of-life projects that include, but are not limited to, the Town's parks, libraries, non-public safety facilities, internet and entertainment, sports and amusement-type facilities.

C. Certificates of Obligation

COs will be issued for the following projects/acquisitions:

1. Finance permanent improvements and land acquisition;
2. Acquire equipment/vehicles;

3. Leverage grant funding;
4. Renovate, acquire, construct facilities and facility improvements;
5. Construct street improvements;
6. Provide funding for master plans/studies;
7. Infrastructure projects (street and draining work)
8. Emergency Town facilities rehabilitation (storm water draining, etc.)
9. Major core service facilities (police, fire, streets, etc.)

Notwithstanding the policy set forth herein, certificates of obligation or other long-term debt may be considered if the following criteria are met:

1. The need for the project is urgent and immediate;
2. The project(s) is necessary to prevent an economic loss to the Town;
3. Source of revenue is specific and can be expected to cover the additional debt;
4. The expected debt is the most cost effective financing option available.

In addition, the average maturity of non-voter approved debt shall not exceed the average life of the project financed. Capital items shall have a value of at least \$5,000 and a life of at least four years.

D. Reimbursement Resolutions

Reimbursement resolutions, if required for funds to be advanced prior to issuance of General Obligation bonds, may be used for projects funded through General and Certificate Obligation bonds.

E. Certificates of Obligations - Enterprise Fund

Certificates of obligation for an enterprise system will be limited to only those projects, which can demonstrate the capability to support the certificate debt either through its own revenues, or another pledged source other than ad valorem taxes and meet the same criteria as outlined in 15.06 above.

F. Revenue Bonds

Revenue bonds will be issued for projects that generate revenues that are sufficient to repay the debt. Except where otherwise required by state statutes, revenue bonds may be issued without voter approval and only in accordance with the laws of Texas.

G. Other debt obligations

The use of other debt obligations, permitted by law, including but not limited to public property finance act contractual obligations, pension obligation bonds; tax notes and lease purchase obligations will be reviewed on a case-by-case basis. The findings in 15.06 above will be considered for the use of these obligations.

SECTION 15.07: METHODS OF SALE

The Town's debt obligations may be sold by competitive or negotiated sale methods. The selected method of sale depends upon the option which is expected to result in the lowest cost and most favorable terms to the Town given the financial structure used, market conditions, and prior experience. When considering the method of sale, the Town may consider the following issues:

1. Financial conditions;
2. Market conditions;
3. Transaction-specific conditions;
4. Town-related conditions;
5. Risks associated with each method;
6. Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter, to improve the investors' willingness to purchase;
7. Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have some flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes;
8. Familiarity of Underwriters with the Town's Credit Quality – If underwriters are familiar with the Town's credit quality, a lower True Interest Cost (TIC) may be achieved. Awareness of the credit quality of the Town has a direct impact on the TIC an underwriter will bid on an issue. Therefore, where additional information in the form of presale marketing benefits the interest rate, a negotiated sale may be recommended. The Town strives to maintain an excellent bond rating. As a result, the Municipal Bond Market is generally familiar with the Town's credit quality; and

9. Size of the Issue – The Town may choose to offer sizable issues as negotiated sales so that pre-marketing and buyer education efforts may be done to more effectively promote the bond sale.

A. Competitive Sale

In a competitive sale, bonds are awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provides the lowest TIC bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

B. Negotiated Sale

In a negotiated sale, the Town chooses an underwriter or underwriting syndicate that is interested in reoffering a particular series of bonds to investors. The terms of the sale, including the size of the underwriter's discount, date of sale, and other factors, are negotiated between the two parties. Although the method of sale is termed negotiated, individual components of the sale may be competitively bid. The components are subject to a market analysis and reviewed prior to recommendation by staff. Negotiated sales are more advantageous when flexibility in the sale date is needed or when less conventional bond structures are being sold. Negotiated sales are also often used when the issue is particularly large or if the sale of the debt issuance would be perceived to be more successful with pre-marketing efforts.

C. Private Placement

A private placement is a negotiated sale of debt securities to a limited number of selected investors including financial institutions, government agencies, or authorities. The Town may engage a placement agent to identify likely investors if deemed necessary. A private placement may be beneficial when the issue size is small, when the security of the bonds is somewhat weaker, or when a governmental lending agency or authority can provide beneficial interest rates or terms compared to financing in the public market.

SECTION 15.08: REFUNDING OF DEBT

All forms of refunding debt shall be approved by Council in accordance with Town ordinances and the Department of Finance and Administration in accordance with state law.

A. Advance Refunding

Advanced refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

B. Current Refunding

Current refunding transactions issued for savings maybe considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent.

C. Refunding for Debt Restructuring

From time to time, the Town may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the bonds.

SECTION 15.09: DEBT LIMITS

The total principal amount of general obligation bonds together with the principal amount of all other outstanding tax indebtedness of the Town will be targeted to not exceed six percent of the total assessed valuation of the Town's tax rolls.

The Town will target an I&S tax rate that makes up 35% or less of the Town's total tax rate (M&O tax rate plus I&S tax rate).

The Enterprise Fund will target the net revenues available for debt service to exceed 125 times the outstanding revenue-backed debt service payments.

SECTION 15.10: MATURITY LEVELS

A. Revenue Debt

The term of revenue debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed thirty years.

B. General Obligation Debt

The term of general obligation debt shall be targeted not to exceed twenty years.

SECTION 15.11: MANAGEMENT OF DEBT SERVICE FUND

A. Interest Earnings

Interest earnings on bond and loan proceeds shall be used solely to fund direct or related capital expenditures, or to service current and future debt payments.

B. Debt Service Reserves – General Obligation Bonds

Debt service reserves for general obligation bonds shall not be required.

C. Debt Service Reserves – Revenue Bonds

Debt service reserves for revenue bonds shall be maintained at levels required by controlling bond ordinances.

D. IRS Rules and Regulations

The Town shall comply with all IRS rules and regulations including, but not limited to, arbitrage.

SECTION 15.12: RATINGS

Adherence to a debt management policy helps insure that the Town maintains the current or an improved bond rating in order to minimize borrowing costs and preserve access to credit. Toward that end, the Town will take the following steps.

1. Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.
2. Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.
3. Make timely disclosure of annual financial information or other requested information to the rating agencies.

SECTION 15.13: CONTINUING DISCLOSURE

The Town will take all appropriate steps to comply with federal securities laws, including, but not limited to, Securities and Exchange Commission ("SEC") Rule 15c2 -12 the ("Rule"). The Town will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

SECTION 15.14: SELECTION OF FINANCIAL ADVISOR

The Town shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of Town debt obligations, issuance and post- issuance services, the preparation of offering documents (each, an "Official Statement") and other services, as necessary. The Town will seek the advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the Town Council. The financial advisor will not bid on nor underwrite any Town debt issues in accordance with MSRB rules.

SECTION 15.15: SELECTION OF BOND COUNSEL

The Town shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the Town Council in all matters pertaining to its bond ordinance(s) and /or resolution(s). No action shall be taken with respect to any obligation until a written instrument (e.g., Certificate for Ordinance or other legal instrument) has been prepared by the bond attorneys certifying the legality of the proposal. The bond attorneys shall prepare all ordinances and other legal instruments required for the execution and sale of any bonds issued which shall then be reviewed by the Town Attorney and the Director of Finance. The Town will also seek the advice of bond counsel on all other types of debt and on any other questions involving state law and federal tax or arbitrage law. Special counsel may be retained to protect the Town's interest in complex negotiations.

The Town of Prosper Debt Management Policy was approved the 27th day of June, 2017.



Harlan Jefferson, Town Manager

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 16: DEBT POST ISSUANCE POLICY

SECTION 16.01: PURPOSE AND OVERVIEW

It is the policy of the Town of Prosper to actively pursue the following Post-Issuance Tax Compliance Procedures (the "Procedures") to ensure that all applicable post-issuance requirements of federal income tax law are met to preserve the tax-exempt status of the Town's bonds.

SECTION 16.02: GENERAL PROCEDURES

A. The Tax Compliance Certificate

1. The Tax Compliance Certificate ("Tax Certificate") issued for each bond issue describing the requirements and provisions of the Code must be followed in order to maintain the tax-exempt status of the interest on such bonds.
2. The Tax Certificate will contain the reasonable expectations of the Town at the time of issuance of the related bonds with respect to the use of the gross proceeds of such bonds and the assets to be financed or refinanced with the proceeds thereof.

B. Procedures

The procedures supplement and support the covenants and representations made by the Town in the Tax Certificate related to specific issues of tax-exempt bonds. In order to comply with the covenants and representations set forth in the bond documents and in the Tax Certificate the Town will monitor all Town bond issues using the post issuance compliance requirements.

SECTION 16.03: DESIGNATION OF RESPONSIBLE PERSON

The Town Finance Director shall maintain an inventory of bonds and assets financed which contains the pertinent data to satisfy the Town's monitoring responsibilities. Any transfer, sale or other disposition of bond-financed assets shall be reviewed and approved by the Town Council, in accordance with state law and the Town's ordinances.

SECTION 16.04: EXTERNAL ADVISORS/DOCUMENTATION

The Town shall consult with bond counsel and other legal counsel and advisors as needed throughout the issuance process to identify requirements and to establish procedures necessary or appropriate so that the bonds will continue to qualify for tax-exempt status. Those

requirements and procedures shall be documented in the Tax Certificate and/or other documents finalized at or before issuance of the bonds. Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the bonds.

1. The Town also shall consult with bond counsel and other legal counsel and advisors as needed following issuance of the bonds to ensure that all applicable post-issuance requirements are met. This shall include, without limitation, consultation in connection with future long-term contracts with private parties for the use of bond-financed or refinanced assets.
2. The Town shall engage expert advisors (a "Rebate Service Provider") to assist in the calculation of the arbitrage rebate payable with respect to the investment of the bond proceeds, unless the Tax Certificate documents that arbitrage rebate will not be applicable to an issue of bonds.
3. Unless otherwise provided by the resolution or other authorizing documents relating to the bonds, unexpended bond proceeds shall be held in a segregated bond account. The investment of bond proceeds shall be managed by the Town. The Town shall prepare regular, periodic statements regarding the investments and transactions involving bond proceeds.

SECTION 16.05: ARBITRAGE REBATE AND YIELD

Unless the Tax Certificate documents that arbitrage rebate will not be applicable to an issue of bonds, the Town shall be responsible for:

1. Engaging, by contract, the services of a Rebate Service Provider, procured in accordance with State law and Town ordinances.
2. Providing to the Rebate Service Provider, as may be requested, additional documents and information pertaining to the expenditure of proceeds from each bond issue being annually reviewed.
3. Monitoring the services of the Rebate Service Provider.
4. Assuring payment of the required rebate amounts, if any, no later than sixty (60) days after each five (5) year anniversary of the issue date of the bonds, and no later than sixty (60) days after the last bond of each issue is redeemed.
5. During the construction period of each capital project financed in whole or in part by bonds, monitoring the investment and expenditure of bond proceeds and consulting with the Rebate Service Provider to determine compliance with the applicable exceptions with any arbitrage rebate requirements.
6. Retaining copies of all arbitrage reports and account statements as described below under "Record Keeping Requirements."

SECTION 16.06: USE OF BOND PROCEEDS AND BOND-FINANCED OR REFINANCED ASSETS

The Town, in the Tax Certificate and/or other documents finalized at or before the issuance of the bond, shall be responsible for the following tasks:

1. Monitoring the use of bond proceeds and the use of bond-financed or refinanced assets (e.g. facilities, furnishing or equipment) throughout the term of the bonds to ensure compliance with covenants and restrictions set forth in the Tax Certificate.
2. Maintaining records identifying the capital assets or portion of capital assets that are financed or refinanced with proceeds of the bonds, including a final allocation of bond proceeds as described below under "Record Keeping Requirements."
3. Consulting with bond counsel and other legal counsel and advisors in the review of any contracts or arrangements involving private use of bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate.
4. Maintaining records for any contracts or arrangements involving the use of bond-financed or refinanced assets as described below under "Record Keeping Requirements."
5. To the extent that the Town discovers that any applicable tax restrictions regarding use of the bond proceeds and bond-financed or refinanced assets may have or may be violated, consulting promptly with bond counsel and other legal advisors to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

SECTION 16.07: RECORD KEEPING REQUIREMENT

The Town shall be responsible for maintaining the following documents for the term of the issuance of bonds (including refunding bonds, if any) plus at least three years.

1. A copy of the bond closing transcript(s) and other relevant documentation delivered to the Town at or in connection with closing of the issuance of bonds, including any elections made by the Town in connection therewith.
2. A copy of all material documents relating to capital expenditures financed or refinanced by bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, requisitions and payment records, draw requests for bond proceeds and evidence as to the amount and date for each draw down of bond proceeds, as well as documents relating to costs paid or reimbursed with bond proceeds and records identifying the asset or portion of assets that are financed or refinanced with bond proceeds, including a final allocation of bond proceeds.
3. A copy of all contracts and arrangements involving the use of bond-financed or refinanced assets.

4. A copy of all records of investments, investment agreements, arbitrage reports and underlying documents in connection with any investment agreements, and copies of all bidding documents, if any. [Paying agent account statements, bank statements for reserve funds, etc.]

The Town of Prosper Debt Post Issuance Policy was approved the 13th day of June, 2017.



Harlan Jefferson, Town Manager

Glossary

Accounting System: The total structure of records and procedures which discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups, and organizational components. Sometimes referred to as Chart of Accounts and/or Account Classification System.

Accounts Receivable: Amounts owing on open account from private persons, firms, or corporations for goods and services furnished by a governmental unit (but not including amounts due from other funds of the same governmental unit).

Accrual Basis: The basis of accounting under which revenues are recorded when earned and expenditures are recorded as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or the payment of the expenditure may take place, in whole or in part, in another accounting period. See also Accrue and Levy.

Accrue: To record revenues when earned and to record expenditures as soon as they result in liabilities for benefits received, notwithstanding that the receipt of the revenue or payment of the expenditure may take place, in whole or in part, in another accounting period. See also Accrual Basis, Accrued Expenses, and Accrued Revenue.

Accrued Expenses: Expenses incurred during the current account period but which are not payable until a subsequent accounting period. See also Accrual Basis and Accrue.

Accrued Interest on Investments Purchased: Interest accrued on investments between the last interest payment date and the date of purchase. The account is carried as an asset until the first interest payment date after date of purchase. At that time an entry is made debiting cash and crediting the Accrued Interest on Investments Purchased account for the amount of interest purchased and an Interest Earnings account for the balance.

Accrued Interest Payable: A liability account which represents the amount of interest accrued at the balance sheet date but which is not due until a later date.

Accrued Revenue: Revenue earned during the current accounting period but which is not collected until a subsequent accounting period. See also Accrual Basis and Accrue.

Activity: A specific and distinguishable line of work performed by one or more organizational components of a governmental unit for the purpose of accomplishing a function for which the governmental unit is responsible. For example, "Code Enforcement" is an activity performed in the discharge of the "Public Safety" function. See also Function.

Activity Classification: A grouping of expenditures on the basis of specific lines of work performed by organization units.

Ad Valorem: In proportion to value. A basis for levy of taxes upon property.

Allocate: To divide a lump-sum appropriation into parts which are designated for expenditure by specific organization units and/or for specific purposes, activities, or objects. See also Allocation.

Allocation: A part of a lump-sum appropriation which is designated for expenditure by specific organization units and/or for special purposes, activities, or objects. See also Allocate.

Glossary

Allot: To divide an appropriation into amounts which may be encumbered or expended during an allotment period. See also Allotment and Allotment Period.

Allotment: A part of an appropriation which may be encumbered or expended during an allotment period. See also Allot and Allotment Period.

Allotment Period: A period of time less than one fiscal year in length during which an allotment is effective. Bimonthly and quarterly allotment periods are most common. See also Allot and Allotment.

Appraisal: (1) The act of appraising. See Appraise. (2) The estimated value resulting from such action.

Appraise: To make an estimate of value, particularly of the value of property.

Note: If the property is valued for purposes of taxation, the less inclusive term "assess" is substituted for the above term.

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

Assess: To value property officially for the purpose of taxation.

Note: The term is also sometimes used to denote the levy of taxes, but such usage is not correct because it fails to distinguish between the valuation process and the tax levy process.

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

Assessment: (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

Assessment Roll: In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property, and its assessed value.

Assets: Property owned by a governmental unit, which has a monetary value.

Audit: The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

(a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principals applicable to governmental units and on a basis consistent with that of the preceding year.

(b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.

(c) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

Audit Report: The report prepared by an auditor covering the audit or investigation made by him or her. As a rule, the report should include:

Glossary

(a) a statement of the scope of the audit;

(b) explanatory comments (if any) concerning exceptions by the auditor as to application of generally accepted auditing standards;

(c) opinions;

(d) explanatory comments (if any) concerning verification procedures;

(e) financial statements and schedules; and

(f) sometimes statistical tables, supplementary comments, and recommendations. The auditor's signature follows item (c) or (d).

Balance Sheet: A statement which discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date, properly classified to exhibit financial position of the fund or unit at that date.

Note: If a single balance sheet is prepared for several funds, it must be in columnar or sectional form so as to exhibit the accounts of each fund and balanced account group, individually.

Bond: A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

Note: The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

Bond Fund: A fund formerly used to account for the proceeds of general obligation bond issues. Such proceeds are now accounted for in a Capital Projects Fund.

Bond Ordinance or Resolution: An ordinance or resolution authorizing a bond issue.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.

Bonds Authorized and Un-issued: Bonds which have been legally authorized but not issued and which can be issued and sold without further authorization.

Note: This term should not be confused with the term "margin of borrowing power" or "legal debt margin," either one of which represents the difference between the legal debt limit of a governmental unit and the debt outstanding against it.

Bonds Issued: Bonds sold.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

Note: The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See also Current Budget, Capital Budget, and Capital Program.

Glossary

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

Budget Message: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

Budgetary Accounts: Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts. See also Proprietary Accounts.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget. See also Capital Program.

Capital Expenditures: See Capital Outlays.

Capital Improvement Program: See Capital Program.

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

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

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets (other than those financed by special assessment, trust, special revenue, and enterprise funds). See also Bond Fund.

Cash: Currency, coin, checks, postal and express money orders, and bankers' drafts, on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Basis: The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Chart of Accounts: The classification system used to organize the accounting for various funds.

Clearing Account: An account used to accumulate total charges or credits for the purpose of distributing them later among the accounts to which they are allocated or for the purpose of transferring the net differences to the proper account.

Glossary

Coding: A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information. See also Symbolization.

Combination Bond: A bond issued by a governmental unit which is payable from the revenues of a governmental enterprise, but which is also backed by the full faith and credit of the governmental unit.

Combined Balance Sheet: A single balance sheet which displays the individual balance sheets of each class of funds and the balanced account groups of a governmental unit in separate, adjacent columns.

Note: There are no interfund elimination or consolidations in a combined balance sheet for a governmental unit.

Contingent Fund: Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

Note: The term should not be used to describe a reserve for contingencies. The latter is set aside out of the fund balance of a fund but does not constitute a separate fund. Similarly, an appropriation is not a fund.

Coverage: See Net Revenue Available for Debt Service.

Current: A term which, when applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

Current Budget: The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.

Current Funds: Funds the resources of which are expended for operating purposes during the current fiscal period. In its usual application in plural form, it refers to General, Special Revenue, Debt Service, and Enterprise Funds of a governmental unit. In the singular form, the current fund is synonymous with the general fund. See also General Fund.

Current Liabilities: Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Revenue: Revenues of a governmental unit that are available to meet expenditures of the current fiscal year. See Revenue.

Current Taxes: (1) Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached. (2) Taxes levied in the preceding fiscal period but becoming due in the current fiscal period, from the time they become due until a penalty for nonpayment is attached.

Current Year's Tax Levy: Taxes levied for the current fiscal period.

Data Processing: (1) The preparation and handling of information and data from source media through prescribed procedures to obtain such end results as classification, problem solution, summarization, and reports. (2) Preparation and handling of financial information wholly or partially by mechanical or electronic means. See also Electronic Data Processing (EDP).

Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt. See also Bond, Notes Payable, Long-Term Debt, and General Long-Term Debt.

Glossary

Debt Limit: The maximum amount of gross or net debt that is legally permitted.

Debt Service Fund: A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Debt Service Fund Requirements: The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

Deficit: (1) The excess of the liabilities and reserves of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intragovernmental Service Funds, the excess of expense over income during an accounting period.

Delinquent Taxes: Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until abated, canceled, paid, or converted into tax liens.

Note: The term is sometimes limited to taxes levied for the fiscal period or periods preceding the current one, but such usage is not entirely correct. See also Current Taxes, Current Year's Tax Levy, and Prior Years' Tax Levies.

Deposit: (1) Money placed with a banking or other institution, or with a person either as a general deposit subject to check or as a special deposit made for some specified purpose. (2) Securities lodged with a banking or other institution or with a person for some particular purpose. (3) Sums deposited by customers for electric meters, water meters, etc., and by contractors and others to accompany and guarantee their bids.

Depreciation: (1) Expiration of the service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical elements for functional causes. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

Note: The cost of a fixed asset is prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds and trust funds where expenses, net income, and/or capital maintenance are measured.

Direct Debt: The debt that a governmental unit has incurred in its own name, or assumed through the annexation of territory or consolidation with another governmental unit. See also Overlapping Debt.

Direct Expense: Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.

Due to Fiscal Agent: Amounts due to fiscal agents, such as commercial banks, for servicing a governmental unit's maturing interest and principal payments on indebtedness.

Effective Interest Rate: The rate of earning on a bond investment based on the actual price paid for the bond, the coupon rate, the maturity date, and the length of time between interest dates, in contrast with the nominal interest rate.

Electronic Data Processing (EDP): Data processing by means of high-speed electronic equipment. See also Data Processing.

Glossary

Encumbrances: Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Debt: Debt that is to be retired primarily from the earnings of publicly owned and operated enterprises. See also Revenue Bonds.

Enterprise Fund: A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, and transit systems.

Equipment: Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings) which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

Estimated Revenue: For revenue accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis recommended for some funds by the Governmental Accounting Standards Board, estimated revenues include both cash and accrual basis revenues. See also Cash Basis, Accrual Basis, and Modified Accrual Basis.

Expenditures: Where the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes.

Note: Encumbrances are not expenditures.

Expenses: Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Note: Legal provisions sometimes make it necessary to treat charges whose benefits extend over future periods as expenses. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which is to be in force for a period longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year, even though their benefits extend also to other periods.

Fiduciary Fund Types: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Fiscal Period: Any period at the end of which a governmental unit determines its financial position and the results of its operations.

Fiscal Year: A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

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

Note: The term does not indicate the immobility of an asset, which is the distinctive character of "fixture."

Glossary

Fixed Charges: Expenses (the amount of which is set by agreement). Examples are interest, insurance, and contributions to pension funds.

Fixtures: Attachments to buildings that are not intended to be removed and which cannot be removed without damage to the latter.

Note: Those fixtures with a useful life presumed to be as long as that of the building itself, are considered a part of such building; all others are classified as equipment.

Force Account Method: A method employed in the construction and/or maintenance of fixed assets whereby a governmental unit's own personnel are used instead of an outside contractor.

Note: This method also calls for the purchase of materials by the governmental unit and the possible use of its own equipment, but the distinguishing characteristic of the force account method is the use of the unit's own personnel.

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.

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations.

Note: Bonds carrying such pledges are usually referred to as general obligation bonds or full faith and credit bonds.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which the Town is responsible. For example, public safety is a function.

Functional Classification: A grouping of expenditures on the basis of the principal purposes for which they are made. Examples are public safety, public health, public welfare, etc. See also Activity Classification and Object Classification.

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

Fund Accounts: All accounts necessary to set forth the financial operations and financial condition of a fund.

Note: Sometimes the term is used to denote budgetary accounts as distinguished from proprietary accounts, but such usage is not recommended.

Fund Balance: The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period.

Fund Balance Sheet: A balance sheet for a single fund. See Fund and Balance Sheet.

Fund Group: A group of funds that are similar in purpose and character. For example, several special revenue funds constitute a fund group.

Funding: The conversion of floating debt or time warrants into bonded debt.

Funding Bonds: Bonds issued to retire outstanding floating debt and to eliminate deficits.

General Audit: An audit made at the close of a normal accounting period, which covers all of the funds and balanced account groups of a governmental unit. Such audits may involve some detailed verification, as determined by the professional judgment of the auditor, but usually they are based on appropriate tests and checks. See also Special Audit.

Glossary

General Fixed Assets: Those fixed assets of a governmental unit that are not accounted for in Enterprise, Trust, or Intragovernmental Service Funds.

General Fixed Assets Group of Accounts: A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit. See General Fixed Assets.

General Fund: A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.

Note: The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

General Long-Term Debt: Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit. See Long-Term Debt.

General Obligation Bonds: Bonds for whose payment the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues. See also Full Faith and Credit.

General Revenue: The revenues of a governmental unit other than those derived from and retained in an enterprise.

Note: If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the General Fund, the amounts transferred constitute general revenue of the governmental unit.

Goal: A statement of broad direction, purpose or intent based on the need of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

Governmental Accounting: The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance.

Grant: A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, public safety), but it is sometimes also for general purposes.

Gross Bonded Debt: The total amount of direct debt of a governmental unit represented by outstanding bonds before deduction of any assets available and earmarked for their retirement. See also Direct Debt.

Improvements: Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers.

Note: Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term improvements other than buildings is preferred.

Glossary

Improvements Other Than Buildings: A fixed asset account that reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.

Income: A term used in accounting for governmental enterprises to represent the excess of revenues earned over the expenses incurred in carrying on the enterprise's operations. It should not be used without an appropriate modifier, such as Operating, Non-operating, or Net.

Note: The term Income should not be used in lieu of Revenue in non-enterprise funds.

Interfund Accounts: Accounts in which transactions between funds are reflected. See Interfund Transfers.

Interfund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenue received from other governments in the form of grants, shared revenues, or payments in lieu of taxes.

Interim Borrowing: (1) Short-term loans to be repaid from general revenues during the course of a fiscal year. (2) Short-term loans in anticipation of tax collections or bond issuance.

Internal Control: A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.

Internal Service Fund: A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit. Amounts expended by the fund are restored thereto either from operating earnings or by transfers from other funds, so that the original fund is kept intact.

Inventory: A detailed list showing quantities, descriptions, and values of property, and frequently also lists units of measure and unit prices.

Inventory of Supplies: The cost value of supplies on hand.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in Town operations.

Judgment: An amount to be paid or collected by a governmental unit as the result of a court decision, including a condemnation award in payment for private property taken for public use.

Judgments Payable: Amounts due to be paid by a governmental unit as the result of court decisions, including condemnation awards in payment for private property taken for public use.

Land: A fixed asset account that reflects the value of land owned by a governmental unit. If land is purchased, this account shows the purchase price and costs such as legal fees, filling and excavation costs, and the like, which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects the estimated fair value at the time of acquisition.

Glossary

Legal Investments: Investments which governmental units are permitted to make by law.

Levy: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Note: The term does not include encumbrances.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Machinery and Equipment: See Equipment.

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

Modified Accrual Basis: A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. The extent of modification varies in practice, depending upon the accountant's judgment.

Municipal: In its broadest sense, an adjective that denotes the state and all subordinate units of government. In a more restricted sense, an adjective that denotes a city or town, as opposed to other units of local government.

Municipal Bond: A bond issued by a state or local government unit.

Municipal Corporation: A body politic and corporate established pursuant to state authorization for the purpose of providing governmental services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population, and is usually organized with the consent of its residents. It usually has a seal and may sue and be sued.

Net Bonded Debt: Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Net Income: A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period. See also Income, Operating Revenues, Operating Expenses, Non-operating Income, and Non-operating Expenses.

Net Revenue Available for Debt Service: Gross operating revenues of an enterprise, less operating and maintenance expenses, yet exclusive of depreciation and bond interest. "Net Revenue" as thus defined computes "coverage" on revenue bond issues.

Note: Under the laws of some states and the provisions of some revenue bond indentures, net revenues used for computation of coverage are required to be on a cash basis rather than an accrual basis.

Nominal Interest Rate: The contractual interest rate shown on the face and in the body of a bond and representing the amount of interest to be paid, in contrast to the effective interest rate.

Non-operating Expenses: Expenses incurred for non-operating properties or in the performance of activities not directly related to supplying the basic services of a governmental enterprise. An example of a non-operating expense is interest paid on outstanding revenue bonds. See also Non-operating Properties.

Non-operating Income: Income of governmental enterprises that is not derived from the basic operations of such enterprises. An example is interest on investments or on bank time deposits.

Non-operating Properties: Properties that are owned by a governmental enterprise but which are not used in the provision of basic services for which the enterprise exists.

Glossary

Notes Payable: In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

Notes Receivable: A note payable held by a governmental unit.

Object: As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies. See also Activity Classification, Functional Classification, and Object Classification.

Objective: Desired output oriented accomplishments that can be measured and achieved within a given time frame. Achievement of the objective advances the activity and organization toward a corresponding goal.

Object Classification: A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies and equipment. See also Functional Classification and Activity Classification.

Obligations: Amounts that a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Obsolescence: The decrease in the value of fixed assets resulting from economic, social, technological, or legal changes.

Operating Budget: Operating budgets serve many purposes within a government entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See Budget.

Operating Expenses: (1) As used in the accounts of governmental enterprises, the term means those costs which are necessary to the maintenance of the enterprise, the rendering of services, the sale of merchandise, the production and disposition of commodities produced, and the collection of enterprise revenues, and (2) the term is also sometimes used to describe expenses for general governmental purposes.

Operating Income: Income of a governmental enterprise that is derived from the sale of its goods and/or services. For example, income from the sale of water by a municipal water utility is operating income. See also Operating Revenues.

Operating Revenues: Revenues derived from the operation of governmental enterprises of a business character.

Operating Statement: A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet which shows financial position at a given moment in time.

Ordinance: A formal legislative enactment by the council or 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.

Note: The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Glossary

Original Cost: The total of assets given and/or liabilities assumed to acquire an asset. In utility accounting, the original cost to the first owner who dedicated the plant to service of the public.

Overhead: Those elements of cost necessary in the production of an article or the performance of a service which are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditures which do not become an integral part of the finished product or service such as rent, heat, light, supplies, management, supervision, etc.

Overlapping Debt: The proportionate share of the debts of local governmental units located wholly or in part within the limits of the reporting government which must be borne by property within each governmental unit. **Note:** Except for special assessment debt, the amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction. Special assessment debt is allocated on the basis of the ratio of assessments receivable in each jurisdiction, which will be used wholly or in part to pay off the debt to total assessments receivable, which will be used wholly or in part for this purpose.

Pay-As-You-Go: A method of financing improvements that refers to the allocation of a significant portion of operating revenues each year to a revenue fund. The monies in this fund are to be used for annual improvements or saved until they are sufficient for large projects. A regular allocation made from the operating budget to smooth budget allocations for expenditures and eliminate the need for bond financing. Sometimes referred to as pay-as-you-acquire financing.

Pay-As-You-Use: A method of financing long-term improvements by serial debt issues with maturities arranged so that the retirement of debt coincides with the depreciation or useful life of the improvement. In theory, the interest and debt retirement charges paid by each generation of taxpayers or users coincide with their use and enjoyment of the improvement. Under pay-as-you-use, each user group pays for its own improvements. No one is forced to provide free goods or services for a future generation or to contribute toward facilities for a community in which he or she will not live, nor will new members of the community derive benefits from improvements that they have not assisted in financing.

Prior Years' Tax Levies: Taxes levied for fiscal periods preceding the current one.

Private Trust Fund: A trust fund that will ordinarily revert to private individuals or will be used for private purposes; for example, a fund that consists of guarantee deposits.

Program: A group of related activities performed by one or more organization units for the purpose of accomplishing a function for which the town is responsible.

Project: A plan of work, job, assignment, or task.

Proprietary Accounts: Those accounts which show actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

Public Trust Fund: A trust fund whose principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

Glossary

Purchase Order: A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Special Purpose District: allows for a dedicated sales tax resource.

Rate Base: The value of utility property used in computing an authorized rate of return as authorized by law or a regulatory commission.

Receipts: This term, unless otherwise qualified, means cash received. See also Revenue.

Recoverable Expenditures: An expenditure made for or on behalf of another governmental unit, fund, or department, or for a private individual, firm, or corporation, which will subsequently be recovered in cash or its equivalent.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Registered Bond: A bond, the owner of which is registered with the issuing governmental unit, and which cannot be sold or exchanged without a change of registration. Such a bond may be registered as to principal and interest or as to principal only.

Reimbursement: Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

Replacement Cost: The cost as of a certain date of a property which can render similar service (but need not be of the same structural form) as the property to be replaced. See also Reproduction Cost.

Reproduction Cost: The cost as of a certain date of reproducing an exact new property in the same place. Note: Sometimes this term is designated as "reproduction cost new" to distinguish it from "depreciated reproduction cost," which is the reproduction cost of a given property less the estimated amount of accumulated depreciation applicable to it. In the absence of any modifier, however, the term "reproduction cost" is understood to be synonymous with "reproduction cost new." See also Replacement Cost.

Requisition: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserve: An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure. A Reserve for Inventories equal in amount to the Inventory of Supplies on the balance sheet of a General Fund is an example of such a reserve.

Reserve for Revenue Bond Debt Service: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted to current servicing of revenue bonds in accordance with the terms of a bond indenture.

Reserve for Revenue Bond Retirement: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted for future servicing of revenue bonds in accordance with the terms of a bond indenture.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an order or statute. See also Ordinance.

Glossary

Resources: The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc., plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and unissued.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and which are not reserved for any specific purpose.

Retirement Fund: A fund out of which retirement annuities and/or other benefits are paid to authorized and designated public employees. A retirement fund is accounted for as a Trust Fund.

Revenue: For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash. See also Accrual Basis, Modified Accrual Basis, Cash Basis, Net Revenue Available for Debt Service, and Receipts.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.

Schedules: (1) The explanatory or supplementary statements that accompany the balance sheet or other principal statements periodically prepared from the accounts. (2) The accountant's or auditor's principal work papers covering his examination of the books and accounts. (3) A written enumeration or detailed list in orderly form. See also Statements.

Securities: Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments. See also Investments.

Self-Supporting or Self-Liquidating Debt: Debt obligations whose principal and interest are payable solely from the earnings of the enterprise for the construction or improvement of which they were originally issued. See also Revenue Bonds.

Serial Annuity Bonds: Serial bonds in which the annual installments of bond principal are so arranged that the combined payments for principal and interest are approximately the same each year.

Serial Bonds: Bonds the principal of which is repaid in periodic installments over the life of the issue.

Shared Revenue: Revenue which is levied by one governmental unit but shared, usually in proportion to the amount collected, with another unit of government or class of governments.

Short-Term Debt: Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

Special Assessment: A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

Note: The term should not be used without a modifier (for example, "special assessments for street paving," or "special assessments for street sprinkling") unless the intention is to have it cover both improvements and services, or unless the particular use is apparent from the context.

Glossary

Special Assessment Bonds: Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

Special Assessment Fund: A fund set up to finance and account for the construction of improvements or provision of services which are to be paid for, wholly or in part, from special assessments levied against benefited property. See also Special Assessment and Special Assessment Bonds.

Special Assessment Roll: The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

Special Audit: An audit which is limited to some particular phase of a governmental unit's activity, such as the examination of a Projects Fund, or an audit which covers all of the governmental unit's activities for a shorter or longer period of time than the usual accounting period of one fiscal year. Such audits may involve some detailed verifications as determined by the professional judgment of the auditor, but usually they are based on appropriate tests and checks. See General Audit.

Special District: An independent unit of local government organized to perform a single governmental function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities, and electric power authorities.

Special Fund: Any fund that must be devoted to some special use in accordance with specific regulations and restrictions. Generally, the term applies to all funds other than the General Fund.

Special Revenue Fund: A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government. Includes intergovernmental revenue in the form of state and federal grant funds.

Statements: (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental unit for a particular accounting period. See also Schedules.

Statute: A written law enacted by a duly organized and constituted legislative body. See also Ordinance and Resolution.

Stores: Goods on hand in storerooms, subject to requisition and use.

Straight Serial Bonds: Serial Bonds in which the annual installments of a bond principal are approximately equal.

Surety Bond: A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. An example is a surety bond given by a contractor or by an official handling cash or securities.

Surplus: The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations, the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance, and Retained Earnings.

Glossary

Symbolization: The assignment of letters, numbers, or other marks or characters to the ordinary titles of the ledger accounts. Each letter or number should have the same meaning wherever used and should be selected with great care so that it will indicate, immediately and with certainty, the title of the account, as well as its place in the classification. The use of proper symbols saves much time and space in making the book record and adds to its precision and accuracy. See also Coding.

Tax Levy: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Levy Ordinance: An ordinance by means of which taxes are levied.

Tax Liens: Claims which governmental units have upon properties until taxes levied against them have been paid.

Note: The term is sometimes limited to those delinquent taxes for the collection of which legal action has been taken through the filing of liens.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Tax Rate Limit: The maximum rate at which a governmental unit may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes; and may apply to a single government, to a class of governments, or to all governmental units operating in a particular area. Overall, tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Tax Supplement: A tax levied by a local unit of government which has the same base as a similar tax levied by a higher level of government, such as a state or province. The local tax supplement is frequently administered by the higher level of government along with its own tax. A locally imposed, state-administered sales tax is an example of a tax supplement.

Taxes: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water and sewer charges.

Taxes Receivable-Current: The uncollected portion of taxes that a governmental unit has levied, which has become due but on which no penalty for nonpayment attaches.

Taxes Receivable-Delinquent: Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until paid, abated, canceled, or converted into tax liens.

Term Bonds: Bonds that the entire principal of which matures on one date. Also called sinking fund bonds.

Trust and Agency Funds: Funds used to account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

Trust Fund: A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of a trust. See also Private Trust Fund and Public Trust Fund.

Glossary

Unappropriated Budget Surplus: Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal period.

User Charges: The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Utility Fund: See Enterprise Fund.

Work Program: A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.

Town Staff and Consultants

Town Staff

Town Manager's Office	Harlan Jefferson, Town Manager
	Chuck Springer, Executive Director of Administrative Services
Town Secretary's Office	Robyn Battle, Town Secretary/Public Information Officer
Finance	Kelly Neal, Finance Director
Human Resources	Kala Smith, Human Resources Director
Information Technology	Leigh Johnson, Information Technology Director
Municipal Court	Celia O'Dell, Court Administrator
Police	Doug Kowalski, Police Chief
Fire	Stuart Blasingame, Fire Chief
Infrastructure Services	Vacant, Executive Director of Infrastructure Services
Development Services	John Webb, Development Services Director
Public Works	Frank Jaromin, Public Works Director
Parks and Recreation	Dudley Raymond, Parks and Recreation Director
Library	Leslie Scott, Library Director
Engineering	Hulon Webb, Director of Engineering Services

Consultants

Auditors	Pattillo, Brown, & Hill - John K. Manning, Partner
Bond Counsel	McCall, Parkhurst & Horton LLP - Dan Culver
Town Attorney	Brown & Hofmeister LLP - Terry Welch
Financial Advisors	First Southwest - Jason Hughes
Risk Management	TML Intergovernmental Risk Pool

NOTICE OF 2019 TAX YEAR PROPOSED PROPERTY TAX RATE FOR TOWN OF PROSPER

A tax rate of \$0.520000 per \$100 valuation has been proposed for adoption by the governing body of Town of Prosper. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of Town of Prosper proposes to use revenue attributable to the tax rate increase for the purpose of funding additional public safety, streets, and parks workforce along with needed enhancements in the Town's infrastructure.

PROPOSED TAX RATE	\$0.520000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.520000 per \$100
EFFECTIVE TAX RATE	\$0.494939 per \$100
ROLLBACK TAX RATE	\$0.530272 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for Town of Prosper from the same properties in both the 2018 tax year and the 2019 tax year.

The rollback tax rate is the highest tax rate that Town of Prosper may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS
FOLLOWS:

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

For assistance or detailed information about tax calculations, please contact:

Kenneth L. Maun
Tax Assessor-Collector
2300 Bloomdale Road
McKinney, TX 75071
972-547-5020
kmaun@collincountytx.gov
www.prospertx.gov

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 27, 2019 at 6:15 PM at Council Chambers of Prosper Town Hall, 200 S. Main, Prosper, TX 75078.

Second Hearing: September 5, 2019 at 5:45 PM at Council Chambers of Prosper Town Hall, 200 S. Main, Prosper, TX 75078.



THANK YOU BUDGET TEAM!

The Town Budget truly takes teamwork and I trust more hands went into this effort than are recognized here.

I'd like to thank those listed below who were instrumental in preparation of the proposed budget.

Kelly Neal, Finance Director

Hulon Webb, Engineering

*Betty Pamplin, Accounting
Manager*

Robyn Battle, Town Secretary

Chief Kowalski, Police

*Chuck Springer, Administrative
Services*

Kala Smith, Human Resources

Chief Blasingame, Fire

Leigh Johnson, IT

Harlan Jefferson
Town Manager

