

# **Town of Prosper Adopted Budget**

## **Fiscal Year 2018-2019**

**October 1, 2018 - September 30, 2019**

**Five-Year Financial Plan Included**





# **Town of Prosper**

## **Fiscal Year 2018-2019**

### **Budget Cover Page**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,438,192, which is a 25 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 \$2,024,893.

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

<b>FOR:</b>	Ray Smith, Mayor	Craig Andres, Place 2
	Curry Vogelsang, Jr., Mayor Pro-Tem	Meigs Miller, Place 4
	Michael Korbuly, Place 1	Jeff Hodges, Place 5
<b>AGAINST:</b>	None	
<b>PRESENT</b> and not voting:	None	
<b>ABSENT:</b>	Jason Dixon, Deputy Mayor Pro-Tem	

#### **Property Tax Rate Comparison**

	<b>FY 2018-2019</b>	<b>FY 2017-2018</b>
Property Tax Rate:	\$0.520000/100	\$0.520000/100
Effective Tax Rate:	\$0.531332/100	\$0.450157/100
Effective Maintenance & Operations Tax Rate:	\$0.397119/100	\$0.378393/100
Rollback Tax Rate:	\$0.581388/100	\$0.508702/100
Debt Rate:	\$0.152500/100	\$0.152500/100

Total debt obligation for Town of Prosper secured by property taxes: \$6,198,439

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





# FISCAL YEAR 2018-2019

## 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, Ex. Dir. of Development & Community Services*

*Adopted by the Town Council on September 11, 2018*

*Ray Smith, Mayor*

*Curry Vogelsang, Jr., Mayor Pro-Tem*

*Jason Dixon, Deputy Mayor Pro-Tem*

*Meigs Miller, Council Member*

*Michael Korbuly, Council Member*

*Craig Andres, Council Member*

*Jeff Hodes, 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, 2017**

*Christopher P. Monill*

Executive Director

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***Thank you Budget Team!***



# INTRODUCTION



# Memo

**To:** Honorable Mayor and Town Council  
**From:** Harlan Jefferson, Town Manager  
**Date:** September 11, 2018  
**Re:** Fiscal Year 2018-2019 Adopted Budget

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The proposed budget was submitted to the Town Council on August 3, 2018. Following the Public Hearing, the Town Council adopted the budget on September 11, 2018. The adopted budget includes minor revisions from the proposed budget. The table below displays the proposed fund budgets as presented on August 3, the adopted fund budgets, and the change.

<u>Fund Name</u>	<u>Proposed</u>	<u>Adopted</u>	<u>\$ Change</u>
General Fund	\$29,943,861	\$30,454,489	\$510,628
Water/Sewer Fund	\$20,212,471	\$20,551,362	\$338,891
East Thoroughfare Impact	\$5,597,000	\$5,797,000	\$200,000
TIRZ # 1	\$1,247,610	\$1,718,313	\$470,703
Crime Control -SPD	\$1,155,956	\$1,232,504	\$76,548
Fire Control - SPD	\$1,155,956	\$1,232,504	\$76,548
VERF	\$918,545	\$895,545	(\$23,000)

The General Fund increase in the adopted budget was a result of the Council's request to fund the open space design at Town Hall, street projects, modular building for Fire, and salary savings shifted to the Special Purpose District Funds in the FY 2018-2019 budget year.

- Open space design at Town Hall = \$55,000
- Coleman Road = \$375,000
- Custer Road = \$100,000
- Modular building for Fire = \$141,628
- Library books = \$6,000
- Police and Fire salary savings = (\$167,000)

The Water/Sewer Fund had reductions in the adopted budget related to NTMWD rate reduction of \$252,162, added E-W Collector water lines of \$250,000, Custer Road meter station and lines of \$290,325, Church/Parvin wastewater project of \$100,000 and salary savings of \$49,272.

East Thoroughfare Impact Fees Fund was increased for the Coit Road plan design fees.

TIRZ #1 increased to reflect a more accurate picture of increased sales tax which is then offset by the budget expenditure to the developer per the TIRZ # 1 agreement.

Both the Crime and Fire Control Special Purpose District Funds increased to reflect the projected increase in sales tax collections and the offset is to personnel expenditures.

VERF Fund was reduced for Park's budget amendment approved in the FY 2017-2018 budget for an equipment piece that was planned for replacement in FY 2018-2019. Therefore the budget was reduced in the adopted budget.



August 14, 2018

To The Honorable Mayor and Town Council

**Re: *The FY 2018-2019 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 2018-2019 Proposed Budget addresses increased service levels to Town residents in response to continued growth, provides required or money-saving 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 2018-2019 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 2018-2019 Proposed Budget Appropriations total \$50,245,542 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 \$28,675,828 is for General Fund operations and maintenance, \$1,155,956 for the Crime Control and Prevention Special Purpose District, \$1,155,956 for the Fire Control, Prevention and Emergency Medical Services Special Purpose District, and \$19,257,802 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 \$6,198,439.

#### **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 48 months. According to the most recent population estimates published by the North Central Texas Council of Governments, the Town of Prosper's new population as of January 1, 2018 was 22,650 which reflects a 12% growth rate. The Town has forecasted the construction of 14 residential subdivision phases that are either under construction or are approved for construction to accommodate 1,041 single family homes in the next 24 months.

In 2018, the Town saw the tax roll add an additional 928 properties for Denton County with an average market value increase of 23.5%, and 707 properties for Collin County with an average market value increase of 7%. The Town is anticipating an overall 18% increase in projected assessed values for the 2018 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 \$1,544,282. In 2018 tax roll, the Town is projecting an additional 251 properties for the Denton County, with an average taxable value of \$417,859, which is an estimated increase of 15.42% over last year, and 1,619 properties for Collin County, with an average taxable value of \$523,567, which is an estimated increase of 5.61% over last year.

## **PROPERTY VALUES**

Certified property valuations increased by \$552,915,550 (17.76%) for FY 2018-2019. Property values increased from \$3,114,007,223 to \$3,666,922,773. Of the increase, \$389,402,483, or 10.38%, resulted from new construction, compared with \$352,783,446 last year. This year, the Town's value in Denton County increased by more than 42% and Collin County increased by more than 14%.

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:

Name	Open Date	Square Feet
<i>Gates of Prosper</i>		
Wal-Mart	Open	189,543
Chili's	Open	6,046
Texas Roadhouse	Open	7,420
Dick's and Field & Stream	Open	88,400
Whataburger	Open	3,578
Gates of Prosper (Tenant Space)	Open/Pending	250,000
Chick-fil-A	Summer 2018	4,676
Panera Bread	Fall/Winter 2018	4,447
7-Eleven	Winter 2018	3,010
<i>Windsong Ranch Marketplace</i>		
Kroger	Open	123,494
Chase Bank	Open	3,558
Windsong Marketplace (Tenant Space)	Open/Pending	40,000
Jack in the Box	Fall 2018	2,644
Panera Bread	Fall/Winter 2018	4,391
Raising Cane's	Winter 2018	3,030
<i>Shops at Prosper Trail</i>		
Kroger	Open	114,788
Bank of America	Open	3,800
Shops at Prosper Trail (Tenant Space)	Open/Pending	70,000
<i>Westfork Crossing</i>		
RaceTrac	Open	5,488
Westfork Crossing Retail	Winter 2018/Spring 2019	14,625
<i>Other Development</i>		
Chase Bank (Saddle Creek)	Open	3,470
Tribute Memory Care	Summer 2018	55,074
North Preston Village Retail	Fall 2018	14,300
Total Care Animal Hospital	Fall/Winter 2018	10,600
World Wide Rock	Spring/Summer 2019	24,440
Chrysler, Dodge, Jeep, Ram	Spring/Summer 2019	68,662
Cook Children's Medical Center	Winter 2020	219,789

## PROPERTY TAX RATE

The Proposed FY 2018-2019 Budget is again proposing a property tax rate of \$0.52 per \$100 of taxable assessed valuation. If adopted, this would mark the ninth straight year of maintaining this property tax rate. When compared with other cities in our area, the Town is still one of the lowest per-capita property tax levy. 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 debt service is approximately 29% of the overall Town tax rate.

The average taxable single-family home value for the 2018 tax year is approximately \$523,567, an increase of \$27,805 from the previous year. At the proposed tax rate of \$0.52 the municipal taxes paid on the average single family home will be \$2,450.

### **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. Overall, the Proposed Budget includes \$6,800,657 in sales tax revenues, compared to \$6,165,834 in the FY 2017-2018 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 of 15.6% of revenue in the Proposed Budget. See table under Value of Taxable Property and Growth above 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.

### **EMPLOYEE PAY AND BENEFITS**

The Town is in its second year of implementing the market adjustments done during FY 2016-2017 that benchmarked salaries to the Town's benchmark cities. Sworn Fire and Police personnel are on a step plan and civilian pay on average sees a three percent increase. The Town will also provide merit base increase for all other Town employees at an average of 3%.

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 total Town contribution cost is \$1,565,520 for the plan year (January - December 2018). The fiscal year 2018-2019 budget includes an estimated 3% increase in the cost

of health benefits provided to full-time employees. This is the second year the Town has been self-insured. As the costs within the medical field continue to rise, the Town is always looking at various ways to manage such costs while continue to offer an attractive benefits package to the Town's full-time employees.

## PROGRAM AND STAFFING LEVELS

The Town of Prosper currently has 198 authorized full-time equivalent (FTE) staff members allocated among the various operating departments. The proposed budget recommends an increase of 25.5 full-time positons. Staffing levels have been increased as the new Town Hall facility will be able to accommodate such staff as well as to maintain quality service delivery as our population and demand for services continue to grow. The proposed budget recommends the following staffing additions and changes to occur in January 2019:

Department	Proposed Staffing Positions	FTE
Finance	Buyer	1
IT	Help Desk Technician	1
Court	Part-Time Marshal	0.5
Police	Patrol Officers	5
Police	CID/Administrative Sergeant	1
Dispatch	Communications Officers	2
Fire	Division Chief	1
Fire Marshal	Fire Inspector/Investigator	1
Building Inspections	Permit Technician	1
Streets	Senior Signal/Sign Technician	1
Park Operations	Equipment Operator	1
Park Operations	Maintenance Worker	1
Park Operations	Chemical Specialist	1
Park & Recreation	Recreation Programmer	1
Engineering	Engineer	1
Water	Utility Worker	1
Water	Heavy Equipment Operator	1
Water	Crew Leader	1
Wastewater	FOG Technician	1
Wastewater	Utility Worker	1
Wastewater	Heavy Equipment Operator	1
<b>Total FTE</b>		<b>25.5</b>

## 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 our 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 implementing the second-year of the three-year adopted rate plan structure. The rate plan design is reflected in the proposed budget. The average residential water and wastewater consumer will see an increase of 10% in their monthly charges and an average commercial consumer will see an increase of 12% in their monthly charges. The Town will continue to re-evaluate the rate plan every year.

The Town issued an RFP for solid waste collection and recycling services as we are now in our second year of services with Waste Connections. Staff will be presenting to Council for approval the franchise agreement with the selected vendor on August 28, 2018. 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 2018-2019 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 2017-2018, is \$0.531332 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 \$0.581388 per \$100 of assessed value. Each additional penny of the tax rate generates approximately \$366,692 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.

FY 2017-2018 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 2016-2017 was \$12,296,841. The revised Fund Balance prior to the final audit for FY 2017-2018 is expected to decrease (\$1,601,542) to \$10,695,299. The reduction to Fund Balance is comprised primarily of 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 2018-2019, the projected total Fund Balance reflects a decrease of (\$2,237,421) to \$8,457,878. The Proposed Budget contemplates using \$1,500,000 in one-time expenditures

to fund furniture, fixtures, and equipment for the new public safety facility, \$1,650,000 for the purchase of a ladder truck, and implementing an ongoing street maintenance program of \$1,000,000 every year.

## **GENERAL FUND REVENUES**

For the FY 2018-2019 fiscal year, General Fund revenues are expected to total \$27,706,440 which is an increase of 7% over the previous year's budget. This increase is from increased property tax, permit fees, park fees, 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 growth as well as the commercial development coming online during FY 2018-2019 that will have an impact on sales tax revenue (see Sales Tax section above). The proposed budget reflects a reduction to the General Fund in sales tax due to the creation of the Special Purpose Districts. The General Fund is projecting the 1% projected sales tax of \$4,335,996 for FY 2018-2019.

License, Fees and Permits Revenues are projected to increase to \$5,399,159 or 39% when compared to the FY 2017-2018 Budget reflecting steady new residential and non-residential construction. It is assumed the Town will issue at least 815 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 2018-2019.

General Fund Revenues by Source:

<b>Revenue Category</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>
Property Tax	\$14,361,960	51.8%
License, Fees & Permits	5,399,159	19.5%
Sales Tax	4,335,996	15.6%
Interfund Transfers In	881,541	3.2%
Franchise Fees	1,425,651	5.1%
Fines & Warrants	427,224	1.5%
Charges for Services	345,465	1.2%
Investment Income	212,194	0.8%
Miscellaneous	57,350	0.2%
Park Fees	259,900	1.1%
<b>Revenue Total</b>	<b>27,775,758</b>	<b>100.0%</b>

## GENERAL FUND APPROPRIATIONS

Total General Fund Appropriations for the FY 2018-2019 Proposed Budget are \$29,943,861. This is an increase of approximately 1.6% compared to the FY 2017-2018 Adopted Budget. The category of personnel makes up the majority of the General Fund budget. The proposed budget authorizes the Town Manager to hire 19 FTE and 0.5 PTE staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2018-2019 by department are as follows:

***Public Works / Streets:***

<u>Enhancements</u>	<u>Amount</u>
Annual Street Maintenance Program	\$1,000,000
BNSF Quiet Zone (First & Fifth)	\$ 145,000
Senior Signal/Sign Technician	\$ 99,980

***Police:***

<u>Enhancements</u>	<u>Amount</u>
Five Patrol Officers	\$ 539,351
CID/Administrative Sergeant	\$ 150,558
K9 Unit	\$ 129,001
FLIR SkyWatch Tower	\$ 153,247
Two Dispatch Officers	\$ 102,316

***Fire:***

<u>Enhancements</u>	<u>Amount</u>
Mid-Mount Platform Ladder Truck	\$1,650,000
Additional Funding for Ambulance Replacement	\$ 91,000
Division Chief	\$ 181,909
Additional Funding for Future Vehicle Replacement	\$ 368,220
Fire Inspector/Investigator	\$ 128,329

***Parks:***

<u>Enhancements</u>	<u>Amount</u>
Chemical Injection System	\$ 115,000

***Administration:***

<u>Enhancements</u>	<u>Amount</u>
Public Safety Complex – FF&E	\$1,500,000
Continuous Process Improvement Program	\$ 70,000

A complete summary listing of the proposed enhancements with a detailed explanation can be found in the Appendix of the FY 2018-2019 Proposed Budget.

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

The Town of Prosper currently holds just over \$107.16 million in outstanding tax supported debt. \$39.16 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 \$68.00 million, was issued for general fund purposes. In June of 2017, the Town's 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 2018 with the new 2018 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 \$6,198,439. This represents a 31% increase from the current year's budget. The Town recently issued 2018 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 2018-2019 are estimated to increase to \$20,022,105 (an increase of 19.06%). 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:

<b>Revenue Category</b>	<b>FY 2019 Proposed</b>	<b>% of Total</b>
Water Charges	\$11,780,046	58.8%
Sewer Charges	6,271,457	31.3%
Solid Waste Charges	1,457,830	7.3%
Penalties	101,075	0.5%
Investment Income	98,752	0.5%
License, Fees & Permits	42,052	0.2%
Miscellaneous	270,892	1.4%
<b>Revenue Total</b>	<b>\$20,022,105</b>	<b>100.0%</b>

The Town of Prosper along with other surrounding municipalities' purchase treated surface water from the North Texas Municipal Water District (NTMWD). The next year proposed budget reflects an increase water consumption coupled with a 10% rate adjustment from NTMWD from \$2.83 per 1,000 to \$3.11 per 1,000 gallons for FY 2018-2019.

The proposed budget authorizes the Town Manager to hire 6 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>
Water Purchase	\$1,400,597

**Wastewater:**

<u>Enhancements</u>	<u>Amount</u>
Sewer Management Fees	\$ 802,211
WWTP Decommission	\$ 900,000

Currently, the Utility Fund holds just under \$36.16 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 2021 and again in FY 2024.

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.

### **DRAINAGE UTILITY FUND**

Currently, the Drainage Utility Fund holds just under \$3 million in outstanding debt. Last year 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	
West Prosper Roads	3,100,000
Prosper Trail (Coit – Custer)	200,000
Coit Road (Frist – Frontier)	400,000
E-W Collector (Cook Lane – DNT)	1,250,000
First (DNT Intersection Improvements)	1,250,000
Victory Way (Coleman – Frontier)	2,250,000
Prosper Trail (DNT Intersection Improvements)	75,000
Frontier Parkway BNSF Overpass	2,180,000
First Street/BNSF RR Overpass Study	40,000
Prosper Trail/BNSF RR Overpass Study	40,000
FM 2478 (US 380 – FM 1461) ROW Payment 2 of 3	69,000
First Street (Parvin-Craig) *	400,000
Lane Street (First – Third) *	225,000
North Street (Seventh – Eighth) *	175,000
Pecan Street (First – End) *	200,000
Traffic Projects	
Median Lighting – US 380 (Denton County – Custer)	485,000
Traffic Signal – Coit Rd & First Street	250,000
Park Projects	
Star Trail Park #1	450,000
Whitley Place H&B Trail Extension	500,000
Hike and Bike Master Plan	35,000
Pecan Grove H&B Trail	30,000
Facility Projects	
Police Station and Dispatch - Professional Services	650,000
Police Station and Dispatch – Development Costs	850,000
Police Station and Dispatch – Construction	10,500,000
Police Station and Dispatch – Furniture, Fixtures, and Equipment	1,500,000
Mid-Mount Platform Ladder Truck	1,650,000
Water Projects	
Custer Road Meter Station and Water Line Relocations – Design	290,325
Fishtrap Elevated Storage Tank (South)	5,415,000
Water Supply Line Phase 1	9,694,479
Water Supply Line Phase 1 Easement Costs	1,487,150
E-W Collector (Cook Lane – DNT) Water Line	250,000
Wastewater Projects	
Public Works WWTP Decommission	900,000
Doe Branch WWTP 0.25 MGD Expansion (2018)	3,625,000

Church/Parvin Wastewater Reconstruction	100,000
<b>Drainage Projects</b>	
Coleman Street Channel Improvements	290,979
Old Town Drainage – Church & Parvin Drainage Improvements	460,000
Old Town Regional Retention – Broadway	550,000
Old Town Drainage – Fifth Street Trunk Main	400,000

\* Street projects to be funded from the General Fund Street Maintenance Program.

### **GENERAL DISCUSSION ITEMS**

The following items have also been incorporated into the FY 2018-2019 Proposed Budget:

- The proposed budget includes the revisions to the compensation plans for employees consistent with the discussions held with the Town Council during the Strategic Planning Sessions.
- 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 is completed and an open house with a State of the Town address occurred August 2. In order to streamline the maintenance of the state of the art facility, the Town contracted with a facility management company.
  - 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.

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

## **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 Manager'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**

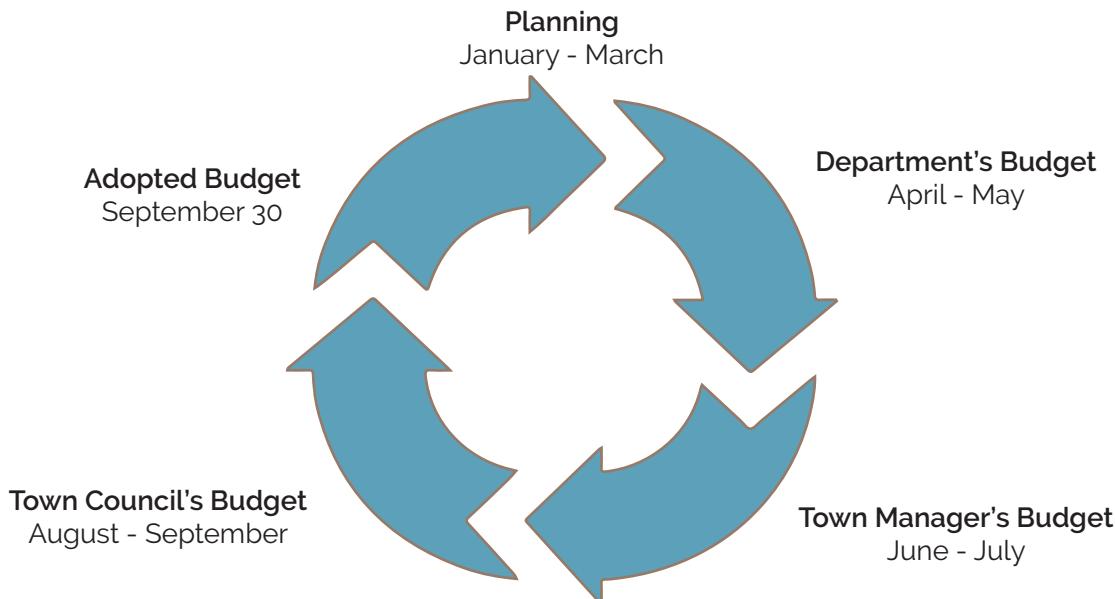
Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance,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

# Town of Prosper Annual Budget Calendar



## Budget Calendar Actions

### Planning January - March

January 24 - Council Strategic Planning Session

### Department's Budget April - May

April 9 - Budget Kickoff - Budget manual, forms, and guidelines distributed to departments.

May 7 - Town staff completes revenue and expenditure projections through the end of the current fiscal year; prepares next year's discretionary and non-discretionary budget requests and related forms.

May 14-June 1 - Finance begins compilation and discussions with Department Heads.

### Town Manager's Budget June - July

June 8 - Finance submits budget to Town Manager.

July 11 - Strategic Planning/Budget Work Session with Town Council and Department Heads.

July 25 - Chief Appraiser certifies appraisal rolls for taxing units.

### Town Council's Budget August - September

August 3 - Calculation of effective and rollback tax rates. 72-hour notice for meeting (Open Meetings Notice).

August 14 - Town Manager presents proposed budget for FY 2018-2019. Town Council to discuss the proposed tax rate. Post proposed budget on website.

August 15 - "Notice of FY 2018-2019 Budget Public Hearing" in newspaper and on Town website

August 17 - Finance Committee reviews Proposed Budget.

August 24 - 72-hour notice for Public Hearing (Open Meetings Notice).

August 28 - First Public Hearing for Proposed Budget.

September 8 - 72-hour notice for meeting at which governing body will adopt tax rate (Open Meetings Notice).

September 11 - Town Council meeting to consider passing ordinances adopting the FY 2018-2019 budget and tax rate.

September 12 - Final approved budget to be filed with Town Secretary. Submit ordinance to Collin and Denton County Tax Offices.

September 12 - Copies of final budget distributed to Town Council and Department Heads; Tax Assessor/Collector and Appraisal District notified of current year tax rates.

### Adopted Budget September 30

October 1 - New fiscal year begins and taxes are billed by the Tax Assessor/Collector.

October 23 - Council adopts certified tax roll.

December - Submit budget to Government Finance Officer Association (GFOA).

## Town Council



**Council Member Place 1**

**Mike Korbuly**

**Term: May 2019**



**Mayor  
Ray Smith**  
**Term: May 2019**



**Council Member Place 2**

**Craig Andres**

**Term: May 2021**



**Council Member Place 3**

**Mayor Pro-Tem**

**Curry Vogelsang, Jr.**

**Term: May 2020**



# TOWN COUNCIL



**Council Member Place 5**

**Jeff Hodges**

**Term: May 2020**



**Council Member Place 4**

**Meigs Miller**

**Term: May 2019**



**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 2017 - 2018 \*

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

		Status	Priority	Status Update April 2018	Staff Member	Original Estimated Completion Date
<b>Goal 1 – Ensure Quality Development</b>						
Update non-residential development standards including enhance thoroughfare screening, and vision for DNT/US 380	In progress	3	Fall 2018	HW (JW)		Fall 2016
Update home occupation zoning regulations	Complete	2	Spring 2018	HW (JW)		Fall 2016
Implement a multi-family rental inspections program	In progress	3	Fall 2018	HW (JW)		Fall 2015
Identify and Implement one key Public/Private Partnership project	In progress	3	Fall 2018	HW (JW)		Fall 2018
Enhance Old Town Residential Revitalization	In progress	3	Fall 2018	HW (JW)		Fall 2018
Adopt 2015 Building Codes	In progress	1	Fall 2018	HW (JW)		Fall 2018
Invest in placemaking, public art, and an area for community gathering	On hold				HW (JW)	
<b>Goal 2 – Maintain Safety and Security</b>						
Pursue an improved ISO rating from 2 to 1	In progress	2	Fall 2019	SB		Fall 2019
Obtain Texas Fire Chiefs Association Best Practices Recognition	In progress	2	Summer 2019	SB		Spring 2017
Continue Creation and Implementation of Crime Control and Fire Control Districts	Complete	2	Summer 2018	DK/SB		Summer 2018
<b>Goal 3 – Provide Efficient and Effective Utilities, Roads and Infrastructure</b>						
Smoke test downtown wastewater lines for I & I "Inflow and Infiltration" (Three Phases) > Ph. One: Completed Sept. 2016; > Ph. Two: Completed Summer 2017; > Ph. Three: In Progress	In progress	1	Summer 2018	HW (FJ)		Summer 2018
Complete construction Fishtrap Elevated Storage Tank (South)	In progress	1	Spring 2020	HW (PA)		Summer 2019
Complete construction 24" WL Connection from LPP EST to DNT/42" to Coit	In progress	1	Spring 2020	HW (PA)		Summer 2019
Complete construction Upper Pressure Plane Pump	In progress	1	Summer 2019	HW (PA)		Summer 2019
Complete construction Lower Pressure Plane Pump Station and Transmission Line	In progress	1	Summer 2021	HW (PA)		Summer 2021
Doe Branch WWTP Expansion Evaluation on Next Phase	In progress	2	Summer 2018	HW (FJ)		Summer 2018
Complete construction Broadway from McKinley to Main	In progress	1	Fall 2018	HW (MB)		Summer 2015
Complete construction Fishtrap Rd. from FM 1385 to Dallas North Tollway (two Sections) > from FM 1385 to Gee Rd. > from Gee Rd. to Dallas North Tollway - construction completed in Aug. 2016	In progress	1	Summer 2019	HW (MB)		Summer 2015

24	Complete construction Main Street from First to Broadway	Complete	1	Summer 2018	HW (MB)	Fall 2014
	Collin County complete construction DNT Southbound Frontage Road	In progress	1	Spring 2020	HW	Fall 2018
	TxDOT complete construction US 380 (Denton County Line to Lovers Lane)	In progress	1	Spring 2019	HW	Fall 2018
	NTTA complete construction DNT/US 380 Overpass	In progress	1	Fall 2022	HW	Fall 2020
	Complete construction Prosper Trail (Kroger - Coit)	In progress	1	Summer 2019	HW (PA)	Winter 2018
	Develop strategy to avoid road failures similar to Windsong ( <i>i.e., increased inspections/changing some of the standards, etc.</i> )	In progress	1	Fall 2018	HW	Fall 2017
	Complete design Coit Road (First - Frontier)	In progress	2	Fall 2018	HW (PA)	Fall 2018
	Complete design Prosper Trail (Coit - Custer)	In progress	2	Fall 2018	HW (PA)	Fall 2018
	Complete design Cook Lane and E-W Collector (Cook - DNT)	In progress	2	Fall 2018	HW (PA)	Fall 2017
	Complete construction McKinley from First to Fifth	In progress	1	Spring 2019	HW (MB)	Fall 2015
	Complete construction Fifth from Railroad to Coleman	In progress	1	Spring 2019	HW (MB)	Fall 2016
	Collin County complete construction Frontier Parkway (BNSF Overpass)	In progress	2	Fall 2021	HW	Summer 2021
	Complete construction Cook Lane	In progress	1	Summer 2020	HW (PA)	Summer 2019
	Complete construction E-W Collector (Cook - DNT)	In progress	1	Spring 2020	HW (PA)	Summer 2020
	TxDOT complete construction FM 2478 (US 380 - FM1461)	In progress	2	Summer 2022	HW	Summer 2022
	TxDOT complete construction US 380 (US 377 - Denton County Line)	In progress	2	Summer 2025	HW	Summer 2025
	TxDOT complete construction FM 1461 (SH 289 -CR 165)	In progress	2	2022-2027	HW	2022-2027
	Complete design Victory Way (Coleman - Frontier)	In progress	2	Fall 2019	HW (PA)	Fall 2019
	Complete construction street lights Coit Road (US 380 - First)	Complete	1	Spring 2018	HW (PA)	Winter 2017
	Work with wireless providers on Town cell tower master plan	Complete	2	Winter 2018	HW (JW)	Fall 2015
	First St. and Fifth St. Silent Crossing Intersection Improvements	On hold	1	Fall 2019	HW (MB)	Fall 2019
	Acquire ROW for BNSF RR Overpass at First and Prosper Trail	On hold	2	Fall 2019	HW (MB)	Fall 2019
<b>Goal 4 – Maximize Recreation and Leisure Opportunities</b>						
Complete Frontier Park North Field Improvements						
<b>Goal 5 – Maintain Community Character</b>						
Complete Gateway Monument design						
Complete US 380 Landscaping (Custer - Lovers)						
Apply for Parks and Recreation National Accreditation						
Focus on existing events and engage more volunteers in the planning and working the events						
Update Property Maintenance Code						
Update Tree Mitigation Ordinance						
Apply for Scenic City Upgrade						
Present a plan to Council to give trees to residents						
<b>Goal 6 – Ensure Fiscal Stewardship</b>						
Renegotiate Franchise Agreements						
Develop a long-term plan for staffing, Town Facilities, and infrastructure financing						
<b>Goal 7 – Maintain a Quality Workforce</b>						

Pursue Organizational Excellence through staff development, training, and industry best practices recognition	On-going	2	Winter 2019	CS (KS)	Winter 2019
Conduct media training for staff, and possibly Town Council	Complete	2	Winter 2018	RB	Fall 2017
<b>Goal 8 – Improve Town Facilities</b>					
Build Town Hall/Multi-Purpose Facility	In progress	1	Summer 2018	HJ (HW)	2016
Purchase land for Parks Operations and Public Works facility (Mahard property)	In progress	2	Fall 2018	HW (PA)	Fall 2016
Complete design of Police Station, Phase 1	In progress	1	Summer 2019	HW/DK	Winter 2019
Develop a Public/Private Partnerships with the communications industry	On-going	2	Fall 2020	CS (LJ)	Fall 2020
Develop a Data Transmission Infrastructure Improvements Master Plan	On-going	1	Fall 2020	CS (LJ)	Fall 2020
<b>Goal 9 – Maintain Proactive Communication with Engaged Residents</b>					
Complete 3-year Communication plan	In progress	2	Fall 2018	RB	Fall 2018
Conduct HOA Presidents Meeting	In progress	2	Summer 2018	RB	Summer 2018
Implement effective, new social media tools	Ongoing	2	Fall 2018	RB	Fall 2018
<b>Goal 10 – Engage in Effective Intergovernmental Relations</b>					
Continue and improve regular communications with PISD to coordinate plans for infrastructure improvements.	On-going	2		HW	
Coordinate with the Counties and TxDOT to ensure local interests are considered on major roadway projects.	On-going	2		HW	
Work with TML and the Town's lobbyist to monitor issues of local concern before the state legislature.				HJ	

12	Complete	19%
41	In progress	66%
5	On-going	8%
4	On hold	6%

62 **Total**

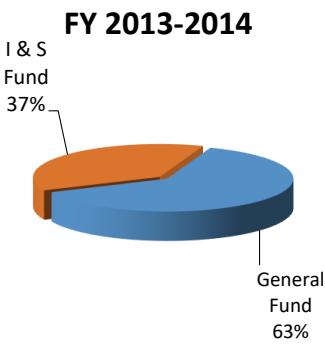
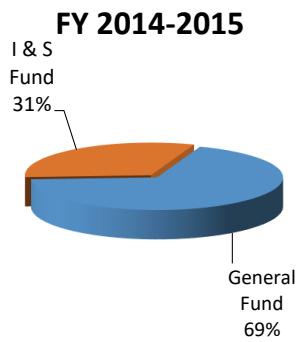
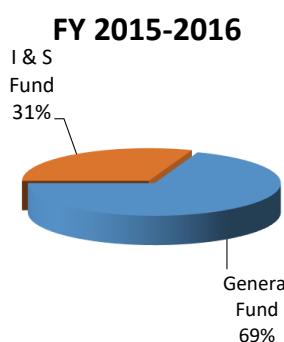
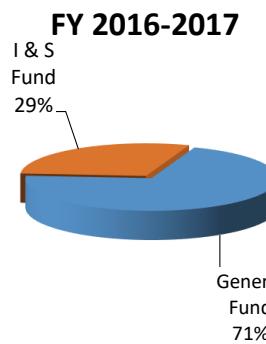
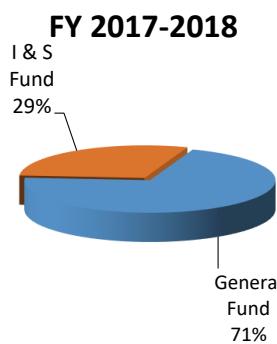
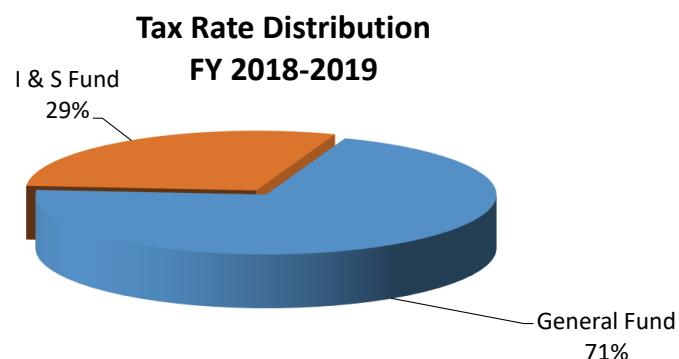
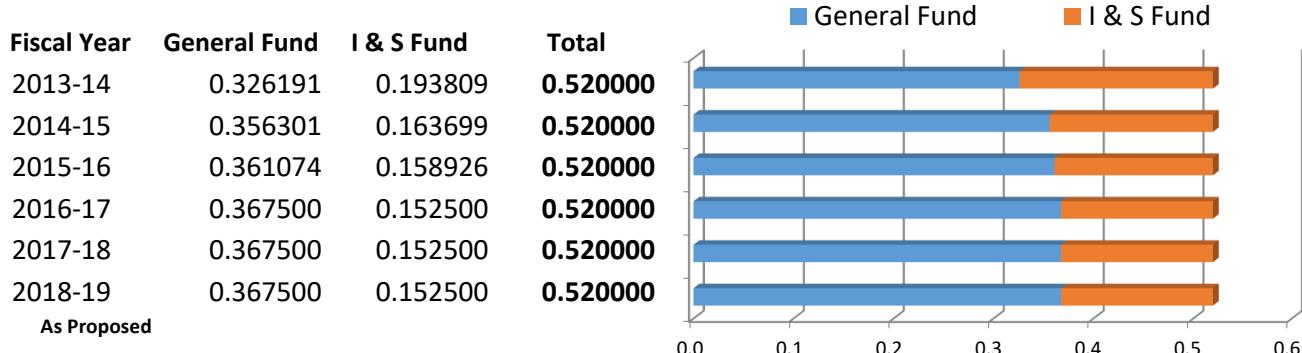
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\* Based upon direction from the Jan. 2014, Jan. and June 2015, and Jan. and June 2016, Jan. and June 2017, and Jan. 2018 Strategic Planning Sessions

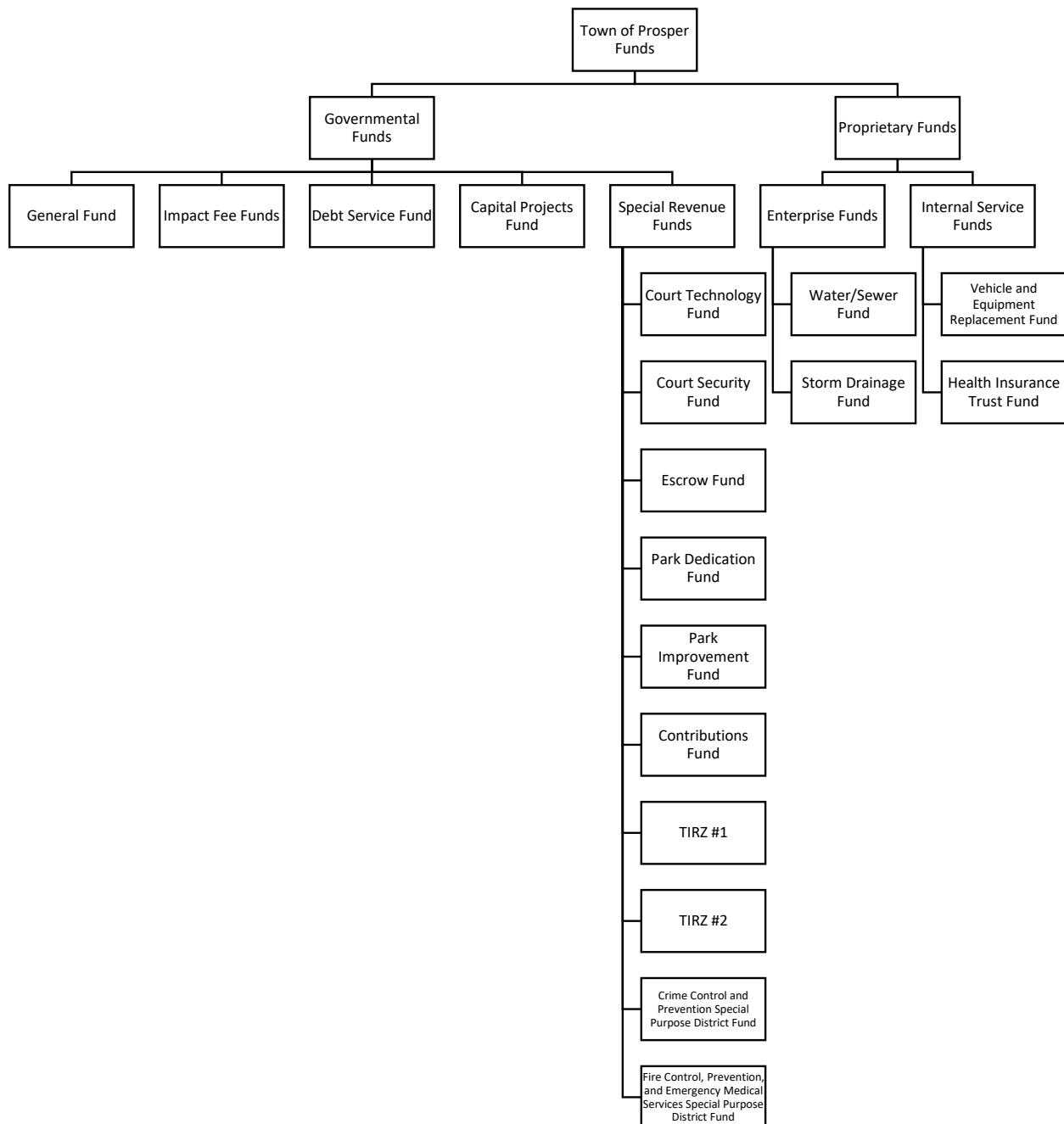
Revised  
July 9, 2018



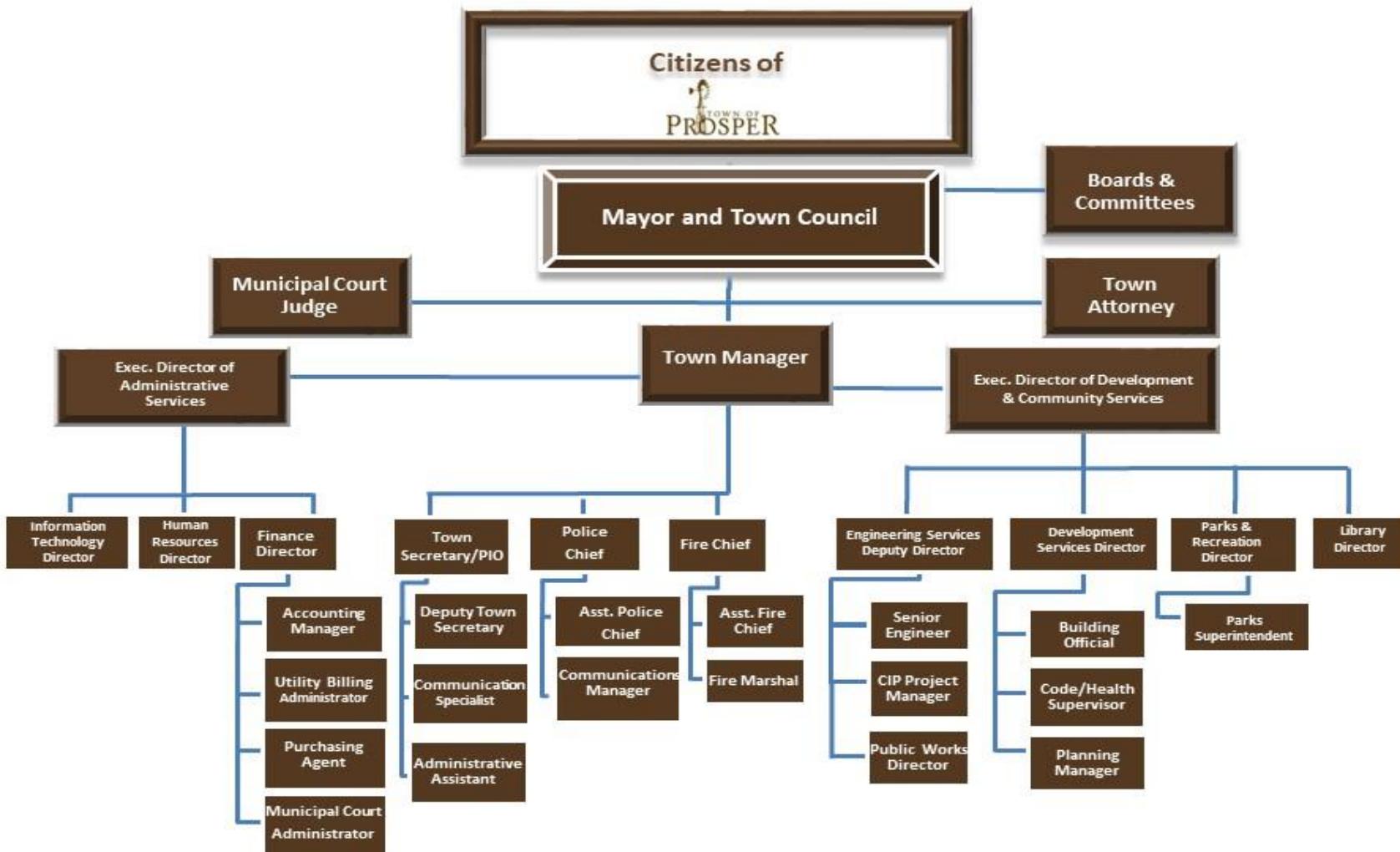
**Property Tax Rate Distribution**  
**General and I & S Funds**



## Fund Overview



## Organizational Chart



### Authorized Positions

Fund	Department	Position Type	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Revised 2017-2018	Proposed 2018-2019
<b><u>GENERAL FUND</u></b>							
	Town Manager		1.00	1.00	1.00	1.00	1.00
	Town Secretary		2.00	2.00	3.00	4.00	4.00
	Finance		5.00	6.00	7.00	7.00	8.00
	Human Resources		2.00	2.00	3.00	3.00	3.00
	Information Technology		2.00	2.00	2.00	2.00	3.00
	Court		2.50	2.50	3.50	3.50	4.00
	Police		22.00	27.00	28.00	30.00	36.00
	Dispatch		9.00	9.00	9.00	9.00	11.00
	Fire		33.00	34.00	40.00	40.00	41.00
	On-call temporary pool		15.00	15.00	15.00	15.00	15.00
	Fire Marshal		1.00	2.00	2.00	2.00	3.00
	Inspections		13.00	13.00	14.00	15.00	16.00
	Code Compliance		1.00	1.00	2.00	2.00	2.00
	Planning		4.00	4.00	5.00	5.00	5.00
	Streets		3.00	3.00	5.00	5.00	6.00
	Parks		18.00	20.00	22.00	22.00	26.00
	Library		2.50	2.50	6.50	6.50	6.50
	Engineering		6.00	6.00	7.00	7.00	8.00
	<i>Subtotal Full-Time</i>		124.00	134.00	158.00	162.00	181.00
	<i>Subtotal Part-Time</i>		3.00	3.00	2.00	2.00	2.50
	<i>Subtotal Temporary</i>		15.00	15.00	15.00	15.00	15.00
<b><i>Total General Fund</i></b>			<b><i>142.00</i></b>	<b><i>152.00</i></b>	<b><i>175.00</i></b>	<b><i>179.00</i></b>	<b><i>198.50</i></b>
<b><u>WATER/SEWER FUND</u></b>							
	Utility Billing		3.00	3.00	4.00	4.00	4.00
	Water		15.00	18.00	21.00	21.00	24.00
	Wastewater		4.00	7.00	9.00	9.00	12.00
	<i>Subtotal Full-Time</i>		22.00	28.00	34.00	34.00	40.00
	<i>Subtotal Part-Time</i>		0.00	0.00	0.00	0.00	0.00
<b><i>Total Water/Sewer Fund</i></b>			<b><i>22.00</i></b>	<b><i>28.00</i></b>	<b><i>34.00</i></b>	<b><i>34.00</i></b>	<b><i>40.00</i></b>
<b><u>DRAINAGE UTILITY FUND</u></b>							
	<b><i>Total Drainage Utility Fund</i></b>	<i>All Full-time</i>	2.00	2.00	2.00	2.00	2.00
 <b><u>ALL FUNDS</u></b>							
		Position Type	Actual 2015-2016	Actual 2016-2017	Adopted 2017-2018	Revised 2017-2018	Proposed 2018-2019
		<i>Total Full-Time</i>	<b><i>148.00</i></b>	<b><i>164.00</i></b>	<b><i>194.00</i></b>	<b><i>198.00</i></b>	<b><i>223.00</i></b>
		<i>Total Part-Time</i>	<b><i>3.00</i></b>	<b><i>3.00</i></b>	<b><i>2.00</i></b>	<b><i>2.00</i></b>	<b><i>2.50</i></b>
		<i>Total Temporary</i>	<b><i>15.00</i></b>	<b><i>15.00</i></b>	<b><i>15.00</i></b>	<b><i>15.00</i></b>	<b><i>15.00</i></b>
	<b><i>Total All Funds</i></b>		<b><i>166.00</i></b>	<b><i>182.00</i></b>	<b><i>211.00</i></b>	<b><i>215.00</i></b>	<b><i>240.50</i></b>

**CONSOLIDATED FUND SUMMARY**  
**BY YEAR**

	ACTUAL 2016-2017	PROJECTED 2017-2018	PROPOSED 2018-2019
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes	20,328,837	24,143,756	28,509,113
Inter-governmental	141,362	21,980	-
License, Fees & Permits	6,736,199	7,321,729	8,077,837
Charges for Services	16,606,316	18,120,695	23,120,856
Fines & Warrants	371,686	427,224	427,224
Investment Income	2,446,038	775,487	546,711
Miscellaneous Revenue	1,170,569	361,739	610,587
Impact Fees	8,203,546	9,318,617	9,869,500
<b>Subtotal-Revenues</b>	<b>\$ 56,004,552</b>	<b>\$ 60,491,226</b>	<b>\$ 71,161,829</b>
<b>OTHER RESOURCES:</b>			
Transfers In	2,252,091	2,368,880	2,479,502
Bond Proceeds	-	-	-
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 58,256,643</b>	<b>\$ 62,860,106</b>	<b>\$ 73,641,331</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	8,453,866	8,456,784	11,854,400
Public Safety	9,026,063	11,250,311	13,800,803
Community Services	3,353,365	5,350,636	4,355,754
Streets & Highways	1,939,023	2,128,302	3,664,411
Development Services	2,105,965	2,703,108	2,986,984
Utility Services	9,246,804	12,266,782	14,027,927
Engineering	897,522	1,069,979	1,234,618
Debt Service	7,326,994	7,968,115	9,674,165
Economic Infrastructure Development	1,329,635	1,887,240	2,064,474
Impact Fee Infrastructure Development	8,114,424	8,985,085	18,364,397
<b>Subtotal-Expenditures</b>	<b>\$ 51,793,662</b>	<b>\$ 62,066,343</b>	<b>\$ 82,027,933</b>
Transfers Out	2,971,132	2,836,320	2,479,502
<b>Total ESTIMATED USES:</b>	<b>\$ 54,764,794</b>	<b>\$ 64,902,663</b>	<b>\$ 84,507,435</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 3,491,849</b>	<b>\$ (2,042,557)</b>	<b>\$ (10,866,104)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 39,234,463</b>	<b>\$ 39,500,975</b>	<b>\$ 39,418,890</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 3,491,849</b>	<b>\$ (2,042,557)</b>	<b>\$ (10,866,104)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 42,726,312</b>	<b>\$ 37,458,418</b>	<b>\$ 28,552,786</b>

## CONSOLIDATED FUND SUMMARY

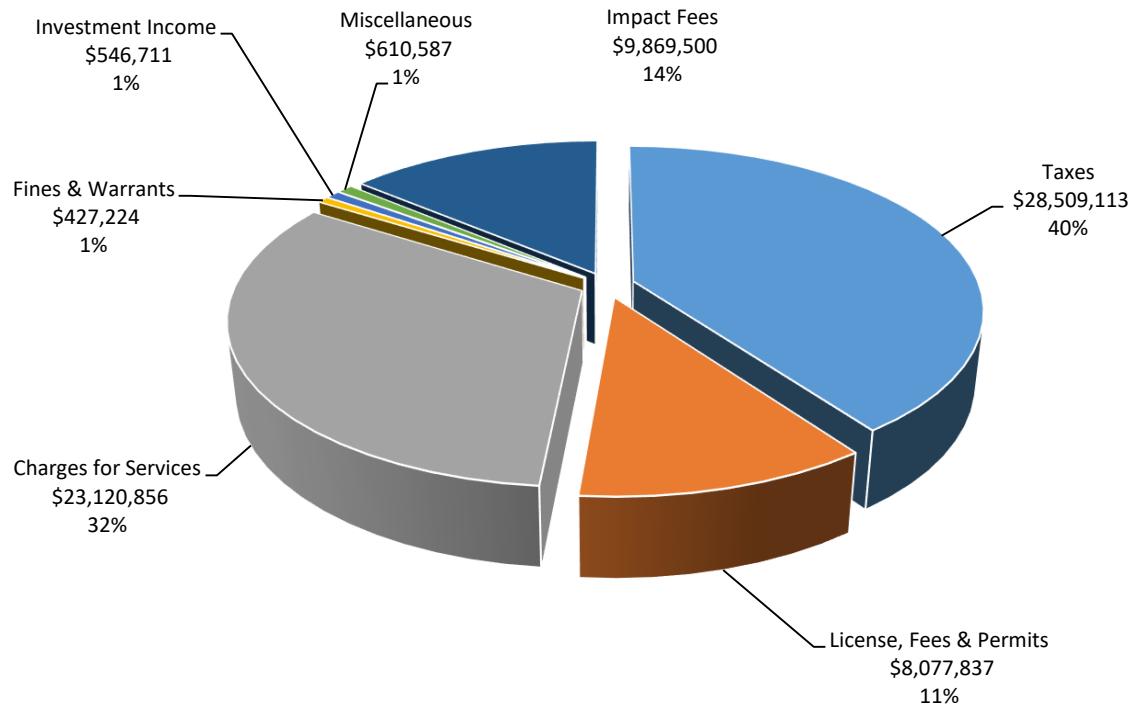
FISCAL YEAR 2018-2019

	GENERAL FUND	DEBT SERVICE FUND	IMPACT FEE FUNDS	UTILITY FUNDS
<b><i>ESTIMATED RESOURCES</i></b>				
<b>REVENUES:</b>				
Taxes 18,862,411 5,958,720 - - Inter-governmental - - - - License, Fees & Permits 7,084,710 - - 143,127 Charges for Services 345,465 - - 20,086,581 Fines & Warrants 427,224 - - - Investment Income \$212,194 40,000 122,000 106,252 Miscellaneous Revenue \$63,600 - 200,000 270,892 Impact Fees - - 9,044,000 - <b>Subtotal-Revenues</b> \$ 26,995,604 \$ 5,998,720 \$ 9,366,000 \$ 20,606,853				
<b>OTHER RESOURCES:</b>				
Transfers In \$881,541 - - - Bond Proceeds - - - - <b>TOTAL ESTIMATED RESOURCES:</b> \$ 27,877,145 \$ 5,998,720 \$ 9,366,000 \$ 20,606,853				
<b><i>ESTIMATED USES</i></b>				
<b>Direct Expenditures by Function:</b>				
General Government/Central Services 6,088,894 18,000 - 2,075,040 Public Safety 11,335,795 - - - Community Services 3,875,754 - - - Streets & Highways 3,664,411 - - - Development Services 2,986,984 - - - Utility Services - - - 14,027,927 Engineering 1,234,618 - - - Debt Service - 6,180,439 - 3,493,726 Economic Infrastructure Development - - - - Impact Fee Infrastructure Development - - - 18,364,397 - <b>Subtotal-Expenditures</b> \$ 29,186,456 \$ 6,198,439 \$ 18,364,397 \$ 19,596,693				
Transfers Out 1,268,033 - - 1,211,469 <b>Total ESTIMATED USES:</b> \$ 30,454,489 \$ 6,198,439 \$ 18,364,397 \$ 20,808,162				
<b>EXCESS (DEFICIENCY)</b>				
\$ (2,577,344) \$ (199,719) \$ (8,998,397) \$ (201,309)				
<b>BEGINNING FUND BALANCE</b>				
\$ 11,358,373 \$ 2,515,970 \$ 11,540,842 \$ 7,317,380				
<b>EXCESS (DEFICIENCY)</b>				
\$ (2,577,344) \$ (199,719) \$ (8,998,397) \$ (201,309)				
<b>ENDING FUND BALANCE</b>				
\$ 8,781,029 \$ 2,316,251 \$ 2,542,445 \$ 7,116,071				

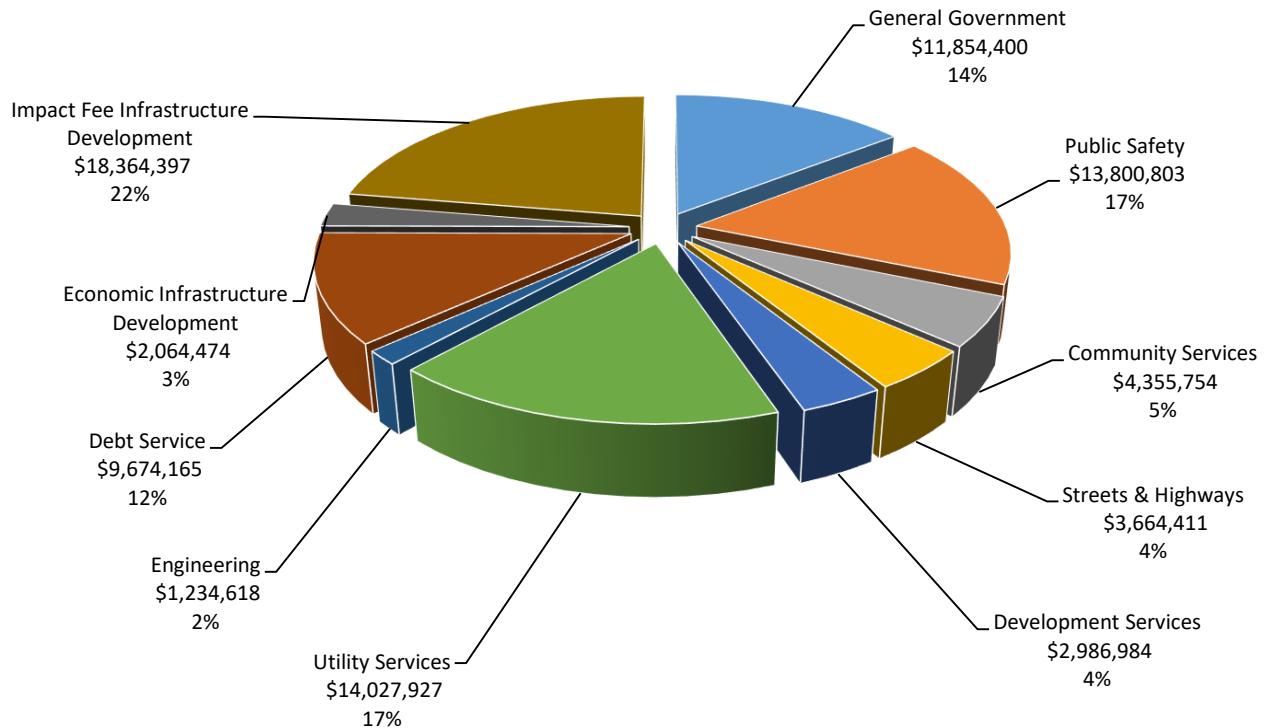
	SPECIAL REVENUE FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes			
Taxes	3,687,982	-	28,509,113
Inter-governmental	-	-	-
License, Fees & Permits	850,000	-	8,077,837
Charges for Services	-	2,688,811	23,120,856
Fines & Warrants	-	-	427,224
Investment Income	36,765	29,500	546,711
Miscellaneous Revenue	56,095	20,000	610,587
Impact Fees	825,500	-	9,869,500
<b>Subtotal-Revenues</b>	<b>\$ 5,456,342</b>	<b>\$ 2,738,311</b>	<b>\$ 71,161,829</b>
<b>OTHER RESOURCES:</b>			
Transfers In	-	1,597,961	2,479,502
Bond Proceeds	-	-	-
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 5,456,342</b>	<b>\$ 4,336,272</b>	<b>\$ 73,641,331</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	60,000	3,612,466	11,854,400
Public Safety	2,465,008	-	13,800,803
Community Services	480,000	-	4,355,754
Streets & Highways	-	-	3,664,411
Development Services	-	-	2,986,984
Utility Services	-	-	14,027,927
Engineering	-	-	1,234,618
Debt Service	-	-	9,674,165
Economic Infrastructure Development	2,064,474	-	2,064,474
Impact Fee Infrastructure Development	-	-	18,364,397
<b>Subtotal-Expenditures</b>	<b>\$ 5,069,482</b>	<b>\$ 3,612,466</b>	<b>\$ 82,027,933</b>
Transfers Out	-	-	2,479,502
<b>Total ESTIMATED USES:</b>	<b>\$ 5,069,482</b>	<b>\$ 3,612,466</b>	<b>\$ 84,507,435</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 386,860</b>	<b>\$ 723,806</b>	<b>\$ (10,866,104)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,258,503</b>	<b>\$ 2,427,822</b>	<b>\$ 39,418,890</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 386,860</b>	<b>\$ 723,806</b>	<b>\$ (10,866,104)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,645,363</b>	<b>\$ 3,151,628</b>	<b>\$ 28,552,786</b>

## Combined Graphs

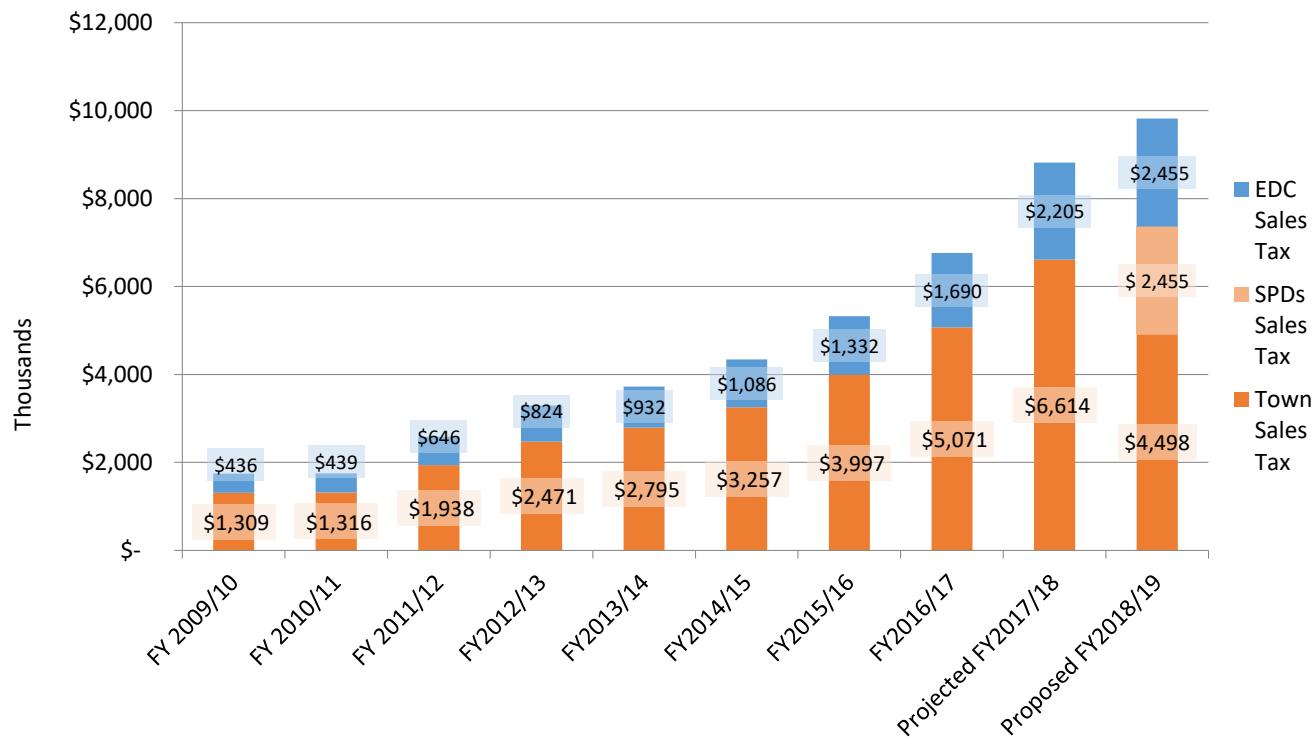
All Funds Revenues by Type



All Funds Expenditures by Type



**Sales Taxes**  
**General, Special Purpose Districts, and EDC Funds**



Source: The Texas State Comptrollers Website

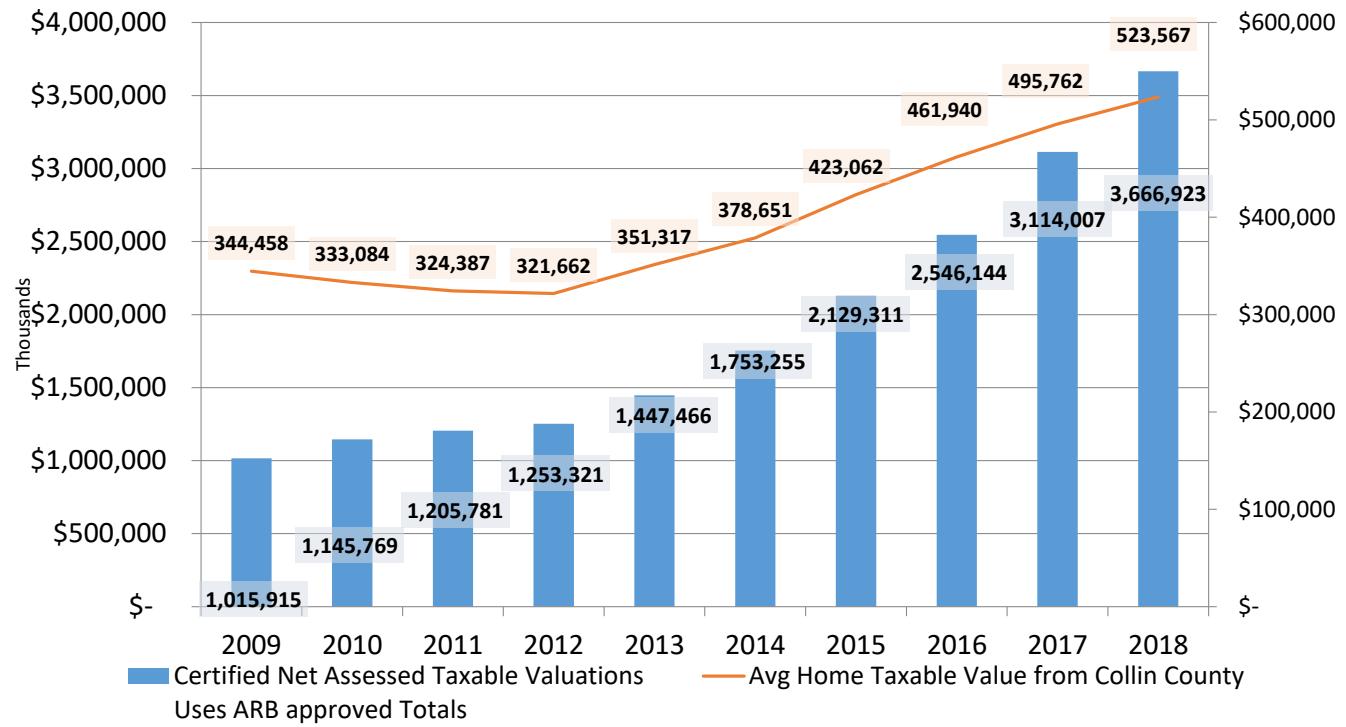
Notes: The Town held an election May, 2018 to create two Special Purpose Districts for Crime and Fire that is supported by a quarter of a percent of sales tax collected in the Town.

Sales taxes contribute approximately 16% of General Fund revenues and are the third 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 2009-2018

## Certified Freeze Adjusted Taxable Value Increased 18%

New Construction Totaled \$389,402,483

## Ad Valorem Taxes

Total Freeze Adjusted Taxable Value	\$	3,666,922,773
<i>Times</i>	Tax Rate (Per \$100)	0.52
<i>Times</i>	Anticipated Tax Collections	100%
<i>Plus</i>	Actual Tax on Freeze	\$1,231,616
<b>TOTAL TAX LEVY</b>		<b>\$20,299,614.42</b>
One Penny on the Tax Rate		\$366,692

# 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	\$0.208395 per \$100 valuation
Town of Prosper	\$0.520000 per \$100 valuation
Prosper ISD	\$1.670000 per \$100 valuation

### Town of Prosper Tax Breakdown

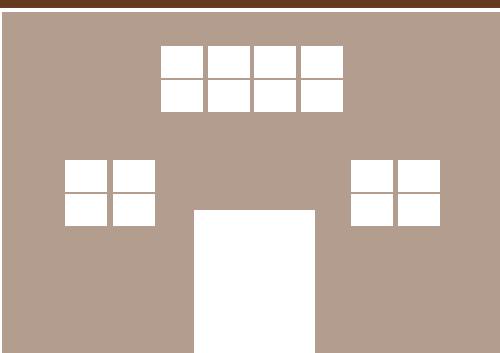
The median average home value in the Town of Prosper is \$532,567 which translates to the Town property tax of \$204 monthly/\$2,450 annually.

# Understanding How Your

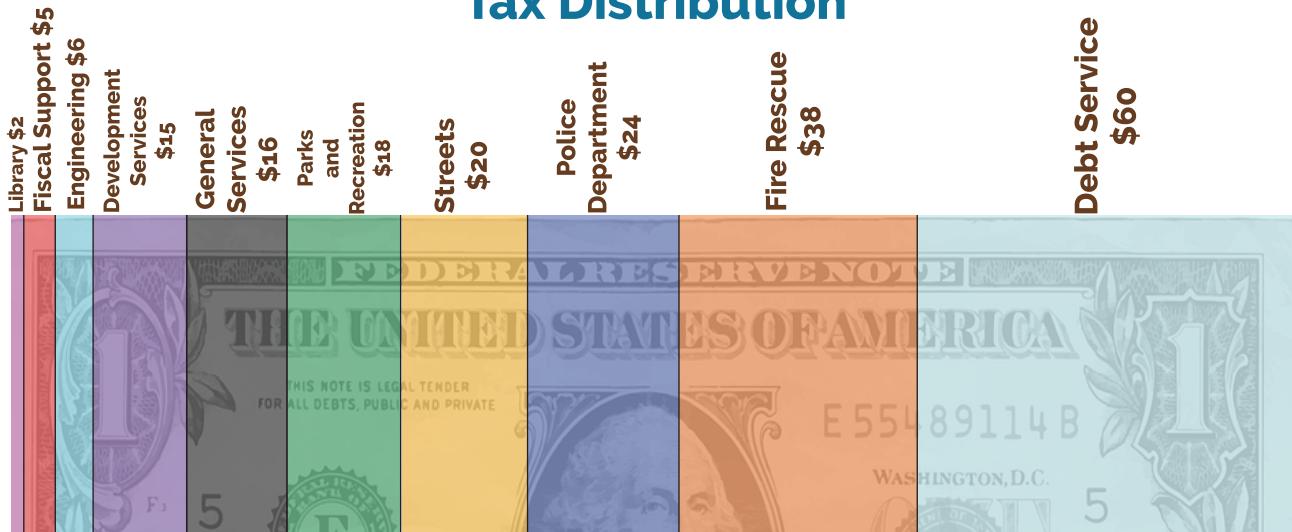


## Tax Dollars Work

In 2019, the median household will pay \$204 in Town property taxes per month.

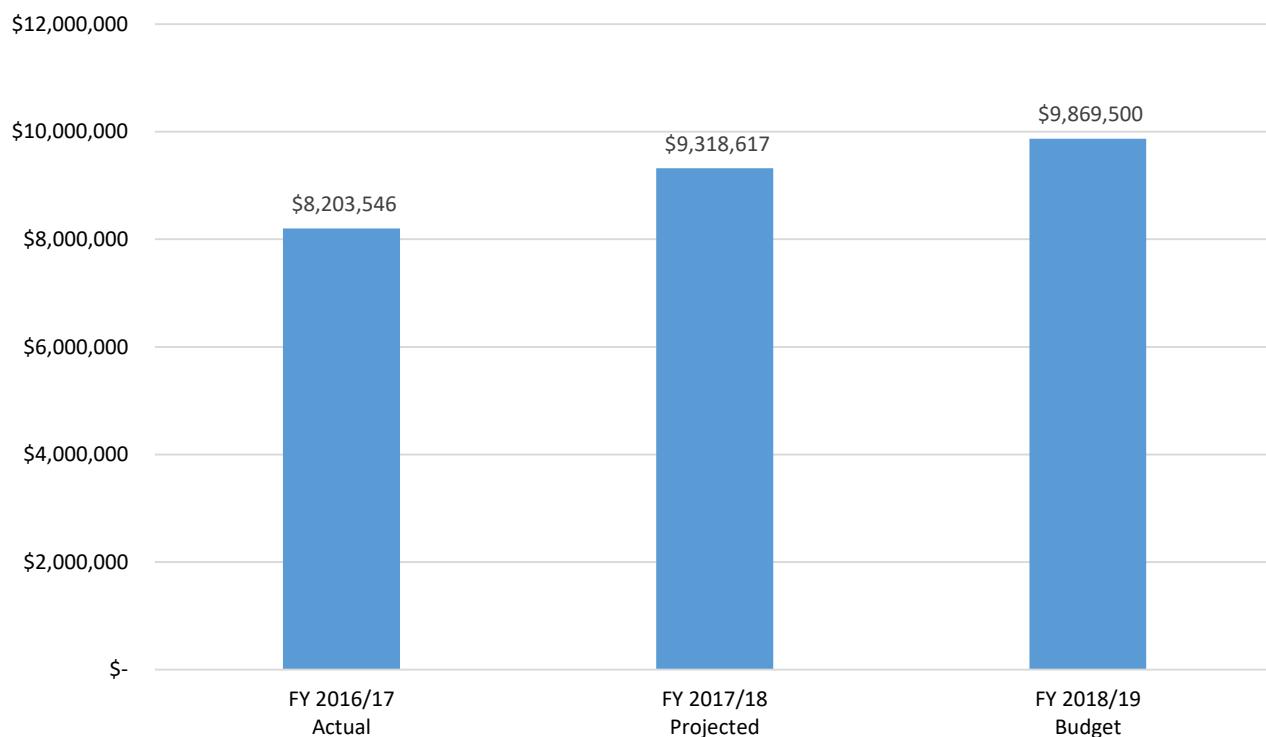


### Monthly Breakdown of Town of Prosper Tax Distribution



\*The median average home value in the Town of Prosper is \$523,567

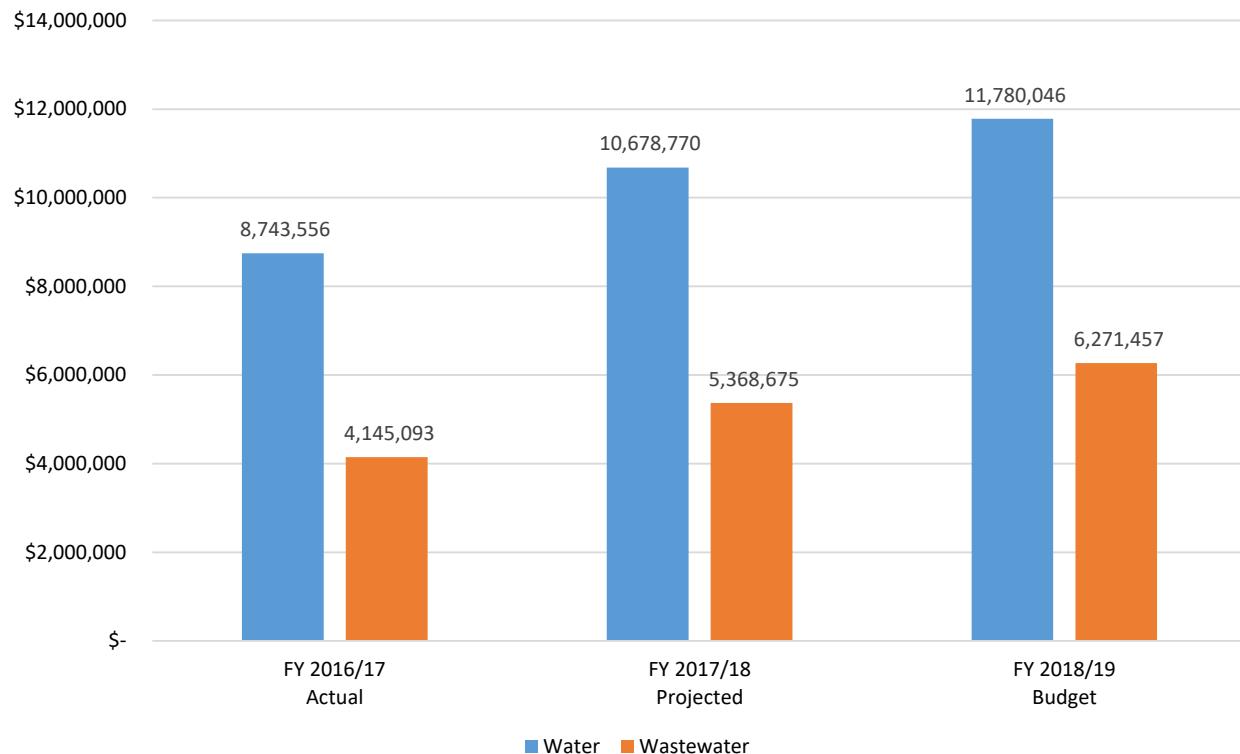
## Impact Fees Impact Fee Funds



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.

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 Water & Wastewater Fund



An increase to water rates will 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. This rate increase is necessary to continue 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 ninety-one percent of the revenue collected by the Water and Sewer fund.

### Ten Largest Water Customers

Customer	Type of Business	Consumption (gallons)	% of total Usage
PISD	School District	15,466,540	1.25%
FCS Construction	Construction Company	13,282,800	1.07%
Mario Sinacola & Sons	Construction Company	10,943,450	0.88%
Lattimore	Ready-Mix Concrete Mfg	8,202,400	0.66%
Argos	Ready-Mix Concrete Mfg	5,753,650	0.46%
Crossland Construction	Construction Company	4,869,100	0.39%
Russo Corporation	Construction Company	4,651,800	0.38%
RPM Xconstruction	Construction Company	2,906,000	0.23%
Kroger	Grocery Store	2,848,700	0.23%
Town of Prosper	Local Government	2,832,500	0.23%



# GENERAL FUND

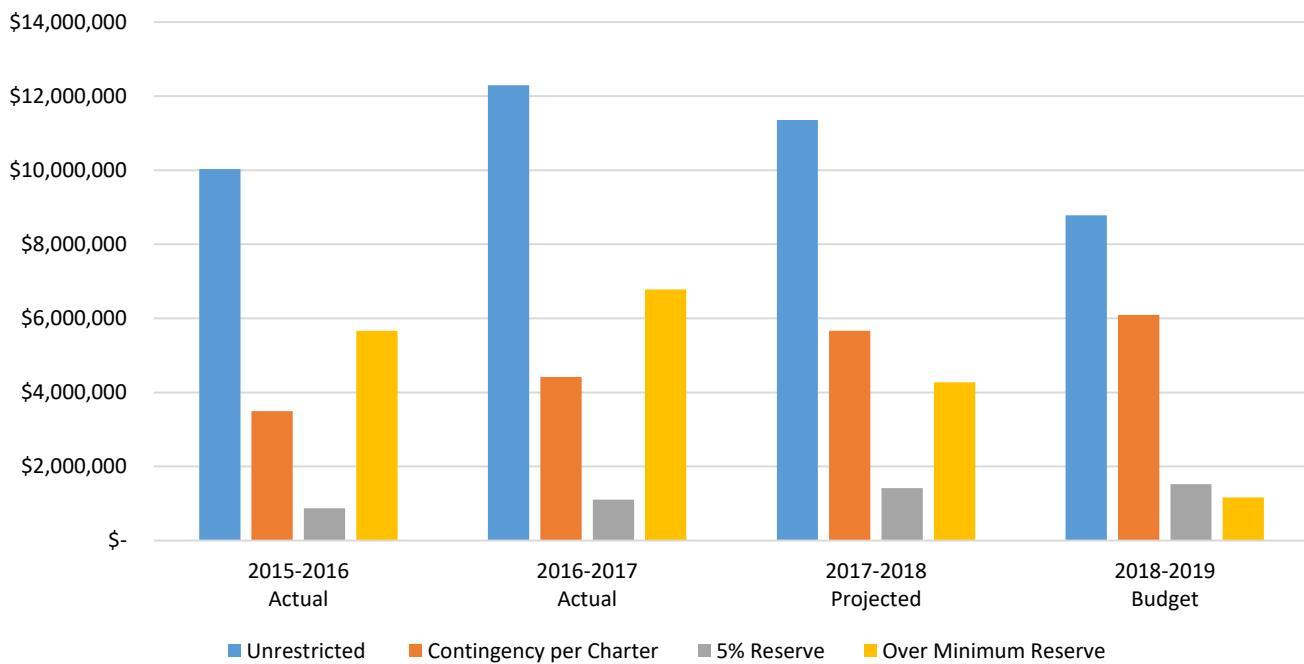


## **General Fund Description**

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

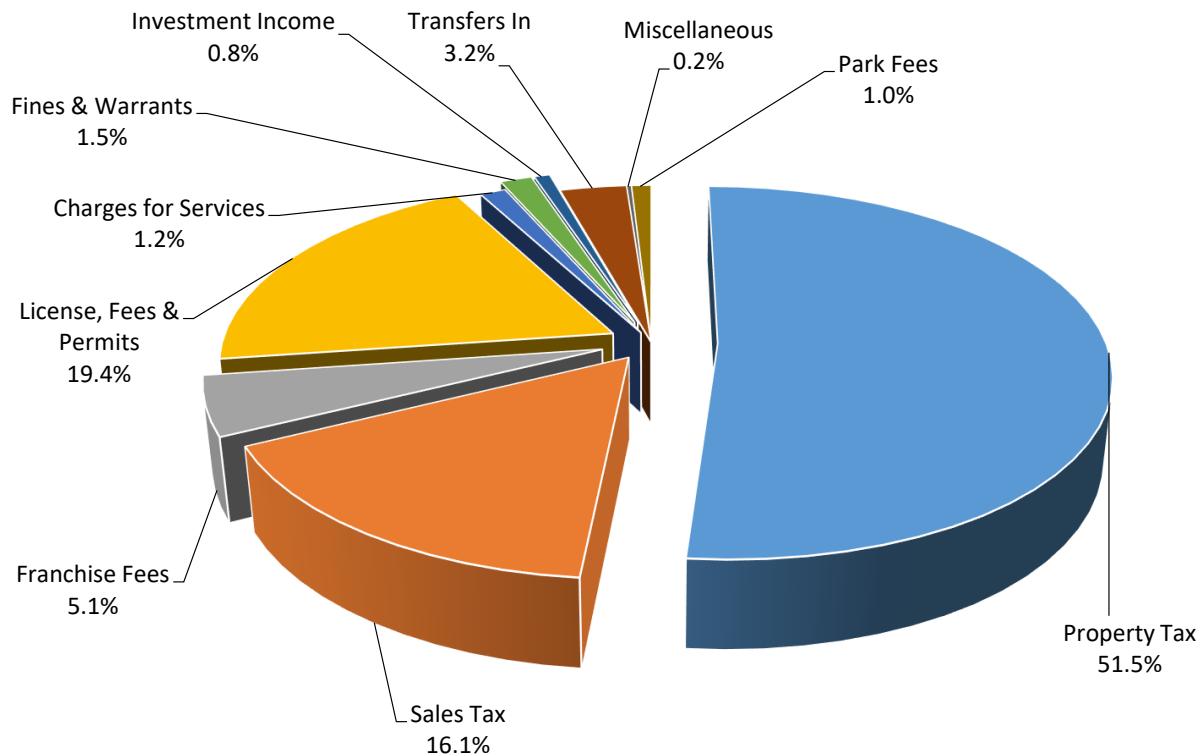


Fiscal Year	Days Over Minimum Reserve	Value of Each Day
2015-2016	117	\$ 48,507
2016-2017	111	\$ 61,280
2017-2018	54	\$ 78,716
2018-2019	14	\$ 84,596

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.

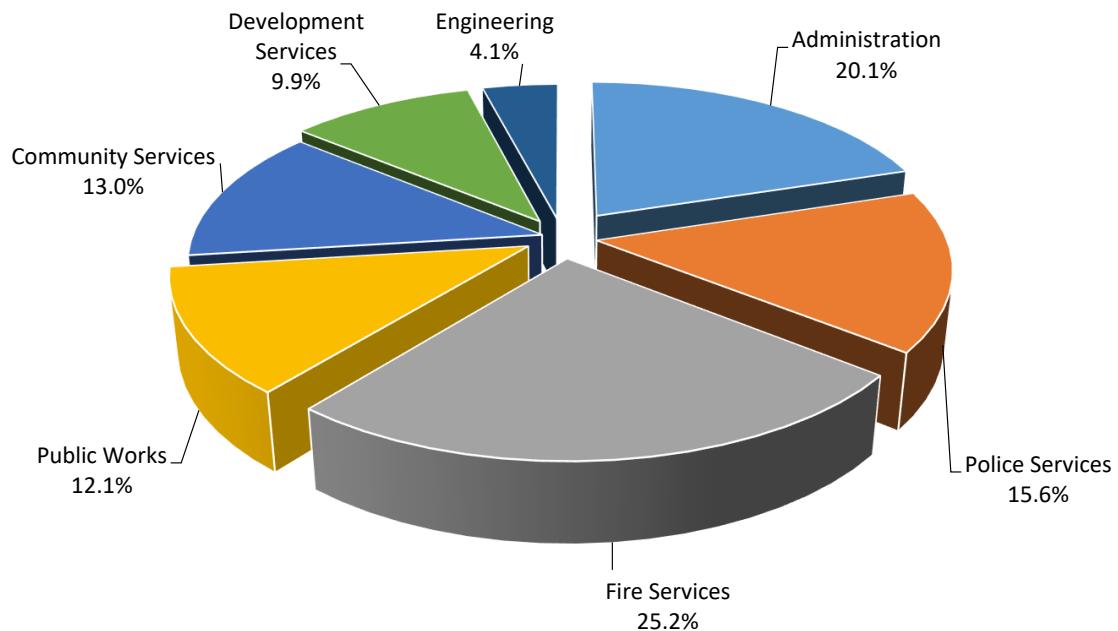
**General Fund Revenues**  
**By Source**

<b>Revenue Category</b>	<b>FY 2019 Adopted</b>	<b>% of Total</b>
Property Tax	\$ 14,361,960	51.5%
Sales Tax	4,500,452	16.1%
Franchise Fees	1,425,651	5.1%
License, Fees & Permits	5,399,159	19.4%
Charges for Services	345,465	1.2%
Fines & Warrants	427,224	1.5%
Investment Income	212,194	0.8%
Transfers In	881,541	3.2%
Miscellaneous	63,600	0.2%
Park Fees	259,900	1.0%
<b>Revenue Total</b>	<b>\$ 27,877,145</b>	<b>100.0%</b>



**General Fund Appropriations**  
**By Department**

<b><i>Department</i></b>	<b><i>FY 2019 Adopted</i></b>	<b><i>% of Total</i></b>
Administration	\$ 6,122,012	20.1%
Police Services	4,742,276	15.6%
Fire Services	7,675,378	25.2%
Public Works	3,698,019	12.1%
Community Services	3,951,808	13.0%
Development Services	3,028,688	9.9%
Engineering	1,236,308	4.1%
<b>Expense Total</b>	<b>\$ 30,454,489</b>	<b>100.0%</b>



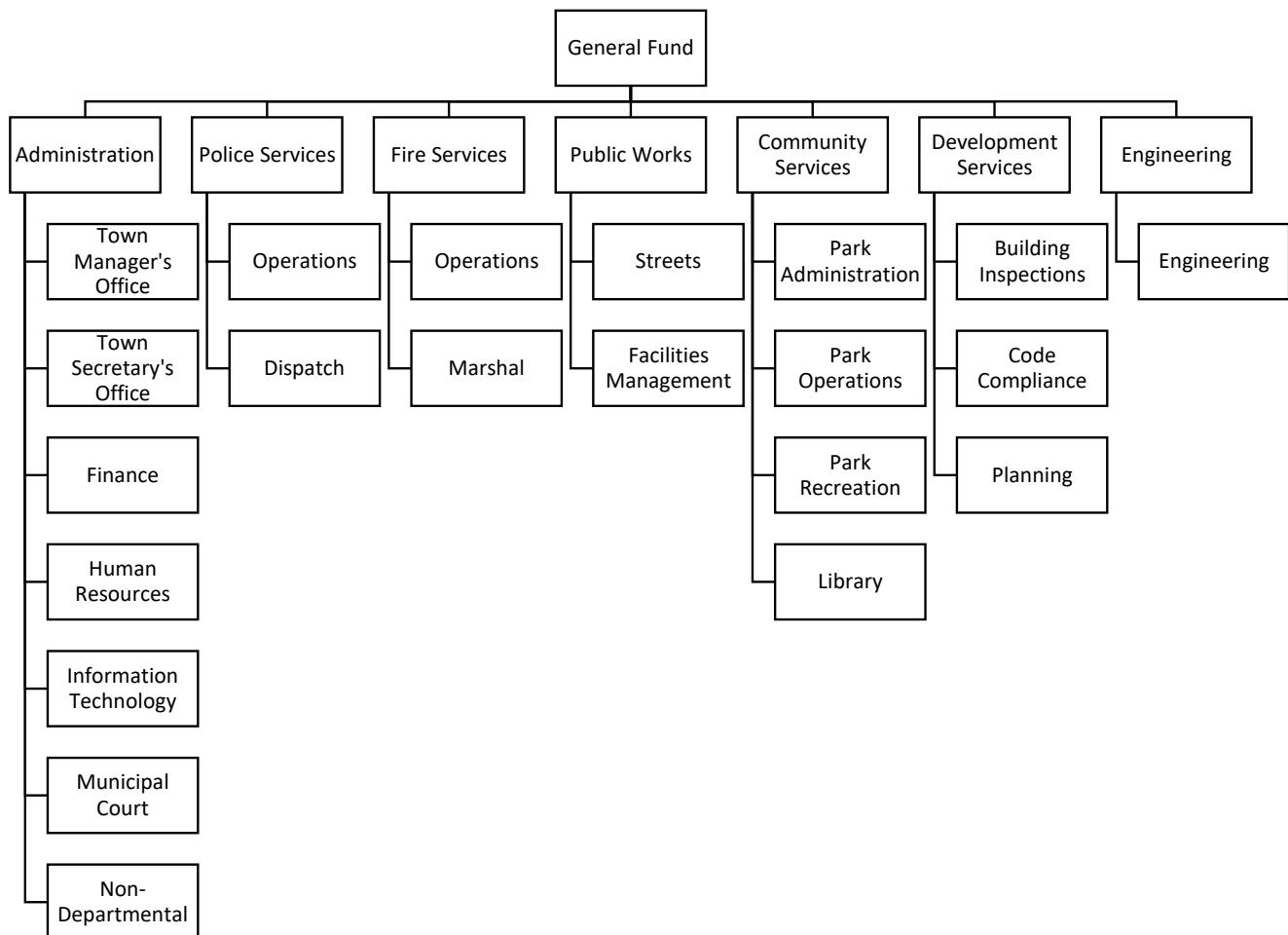
## General Fund Summary

### FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Property Tax	10,454,610	12,203,683	12,123,266	14,361,960	15,787,457	17,041,895	18,396,688	19,859,864
	Sales Tax	5,271,470	6,165,834	6,463,847	4,500,452	4,723,452	4,863,943	5,008,648	5,157,694
	Franchise Fees	967,056	1,105,089	1,420,089	1,425,651	1,427,319	1,429,021	1,430,757	1,432,972
	License, Fees & Permits	4,780,297	3,896,201	5,245,710	5,399,159	4,000,395	4,001,668	4,002,979	4,004,330
	Charges for Services	533,521	405,983	427,004	345,465	362,273	379,910	398,418	417,840
	Fines & Warrants	371,686	419,580	427,224	427,224	427,224	427,224	427,224	427,224
	Grants	141,362	-	21,980	-	-	-	-	-
	Investment Income	98,200	147,930	208,034	212,194	216,438	220,767	225,182	229,686
	Transfers In	1,091,166	896,634	770,919	881,541	881,541	881,541	881,541	881,541
	Miscellaneous	463,443	521,760	111,836	63,600	57,610	57,620	57,630	57,640
	Park Fees	156,374	134,800	179,370	259,900	259,900	259,900	259,900	259,900
	<b>TOTAL REVENUES</b>	<b>\$ 24,329,185</b>	<b>\$ 25,897,494</b>	<b>\$ 27,399,277</b>	<b>\$ 27,877,145</b>	<b>\$ 28,143,610</b>	<b>\$ 29,563,489</b>	<b>\$ 31,088,967</b>	<b>\$ 32,728,690</b>
<b>EXPENDITURES</b>	Administration	3,255,107	5,656,869	4,990,498	6,122,012	6,270,819	6,458,944	6,652,712	6,852,293
	Police Services	3,985,318	4,986,440	4,985,786	4,742,276	4,593,588	5,286,812	5,770,348	6,555,543
	Fire Services	5,040,745	6,278,631	6,264,525	7,675,378	6,152,597	6,472,175	6,801,340	7,140,380
	Public Works	4,179,023	4,795,478	4,368,302	3,698,019	2,840,578	2,925,796	3,013,570	3,103,977
	Community Services	2,597,038	4,198,262	3,955,547	3,951,808	3,817,729	3,932,261	4,050,229	4,171,736
	Development Services	2,105,965	2,710,744	2,703,108	3,028,688	3,087,208	3,179,824	3,275,219	3,373,475
	Engineering	897,522	1,092,619	1,069,979	1,236,308	1,273,397	1,311,599	1,350,947	1,391,476
	<b>TOTAL EXPENDITURES</b>	<b>\$ 22,060,718</b>	<b>\$ 29,719,043</b>	<b>\$ 28,337,745</b>	<b>\$ 30,454,489</b>	<b>\$ 28,035,917</b>	<b>\$ 29,567,410</b>	<b>\$ 30,914,364</b>	<b>\$ 32,588,879</b>
	<i>Net Period Excess/(Deficit)</i>	<i>\$ 2,268,467</i>	<i>\$ (3,821,549)</i>	<i>\$ (938,468)</i>	<i>\$ (2,577,344)</i>	<i>\$ 107,693</i>	<i>\$ (3,921)</i>	<i>\$ 174,603</i>	<i>\$ 139,811</i>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 2,268,467</b>	<b>\$ (3,821,549)</b>	<b>\$ (938,468)</b>	<b>\$ (2,577,344)</b>	<b>\$ 107,693</b>	<b>\$ (3,921)</b>	<b>\$ 174,603</b>	<b>\$ 139,811</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 10,028,374</b>	<b>\$ 12,296,841</b>	<b>\$ 12,296,841</b>	<b>\$ 11,358,373</b>	<b>\$ 8,781,029</b>	<b>\$ 8,888,722</b>	<b>\$ 8,884,801</b>	<b>\$ 9,059,404</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 12,296,841</b>	<b>\$ 8,475,292</b>	<b>\$ 11,358,373</b>	<b>\$ 8,781,029</b>	<b>\$ 8,888,722</b>	<b>\$ 8,884,801</b>	<b>\$ 9,059,404</b>	<b>\$ 9,199,215</b>
	<b>BALANCE OF UNRESTRICTED FUNDS</b>	<b>\$ 12,296,841</b>	<b>\$ 8,475,292</b>	<b>\$ 11,358,373</b>	<b>\$ 8,781,029</b>	<b>\$ 8,888,722</b>	<b>\$ 8,884,801</b>	<b>\$ 9,059,404</b>	<b>\$ 9,199,215</b>
	Less: Contingency per Charter	4,412,144	5,943,809	5,667,549	6,090,898	5,607,183	5,913,482	6,182,873	6,517,776
	<b>5% Reserve</b>	<b>1,103,036</b>	<b>1,485,952</b>	<b>1,416,887</b>	<b>1,522,724</b>	<b>1,401,796</b>	<b>1,478,371</b>	<b>1,545,718</b>	<b>1,629,444</b>
	<b>AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET</b>	<b>\$ 6,781,662</b>	<b>\$ 1,045,532</b>	<b>\$ 4,273,937</b>	<b>\$ 1,167,407</b>	<b>\$ 1,879,743</b>	<b>\$ 1,492,949</b>	<b>\$ 1,330,813</b>	<b>\$ 1,051,995</b>
	<b>% AMOUNT OVER MINIMUM RESERVE TARGET</b>	<b>31%</b>	<b>4%</b>	<b>15%</b>	<b>4%</b>	<b>7%</b>	<b>5%</b>	<b>4%</b>	<b>3%</b>
	<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>	<b>111</b>	<b>13</b>	<b>54</b>	<b>14</b>	<b>24</b>	<b>18</b>	<b>15</b>	<b>12</b>



## 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

- 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
- Insure internal controls are in place and coordinate existing programs to include analysis of organizational needs and methods
  - Begin a continuous improvement program
  - Expand the multi-year budgeting process
- Direct the daily operations of Town services and functions
  - Complete the design and begin construction of the Police facility
  - Purchase a ladder truck and continue to work to receive an ISO 1 rating
- Provide communication with residents, customers, and staff through the media outlets established
  - Work with wireless providers to expand Town cellular phone service
  - Implement the new solid waste provider and expanded services

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Number of Residential Permits as of December 31 (actual and estimated)	669	777	1045
Commercial taxable value as a percentage of total taxable value	10.7%	12.2%	14.6%
Percentage change in taxable commercial property values	41.7%	38.9%	49.4%

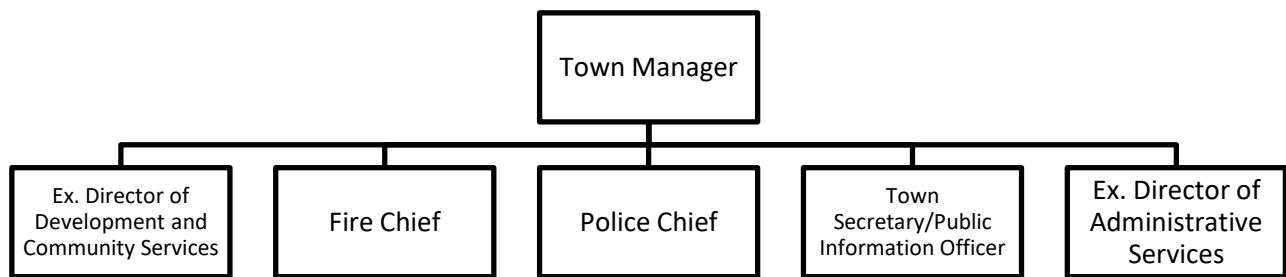
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Certified Tax Roll - percentage change from prior year	19.6%	22.3%	17.8%
New property value as a percentage of taxable value growth	56.0%	62.1%	70.4%
Staff turnover as a percentage of total workforce	10.0%	13.0%	11.0%

# TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Administration	Town Manager's Office

EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 91,354	\$ 246,141	\$ 211,042
Operations	384,040	391,409	460,565
Transfers	-	623	623
<b>TOTAL</b>	<b>\$ 475,394</b>	<b>\$ 638,173</b>	<b>\$ 672,230</b>

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Executive Assistant/Deputy Town Secretary	1.0	0.0	0.0
Executive Director of Administrative Services	0.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>



# 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 administrator for public relations to establish and maintain external and internal communications that serve to enhance the understanding, perception, and image of the Town, ensuring the Town's messages are consistent, timely, and relevant.

## GOALS AND OBJECTIVES

- 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.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Town Facebook Followers	4,885	6,013	7,400
Board and Commission Applications Processed	31	59	75
Registered Voters	11,495	12,986	14,675
Public Information Requests (PIRs)	150	190	240

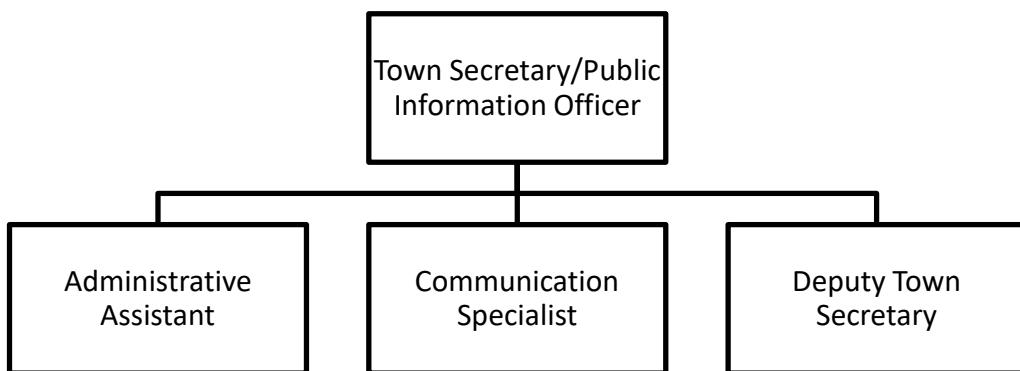
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Meeting notices and other public notices posted on Town bulletin board and website in accordance with Open Meetings Act	100%	100%	100%
Registered voters as a percentage of population	57%	57%	57%
Responses to PIR's within 10 business days	100%	100%	100%

# TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Administration	Town Secretary's Office

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 157,561	\$ 250,970	\$ 335,595
Operations	101,449	124,369	160,791
Transfers	-	3,157	3,157
<b>TOTAL</b>	<b>\$ 259,010</b>	<b>\$ 378,496</b>	<b>\$ 499,543</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Administrative Assistant	0.0	1.0	1.0
Communication Specialist	0.0	1.0	1.0
Deputy Town Secretary	0.0	1.0	1.0
Part-Time Administrative Assistant	1.0	0.0	0.0
Part-Time Social Media/Content Specialist	1.0	0.0	0.0
Town Secretary/Public Information Officer	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>



# 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

- 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.
- 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 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Invoices processed	5,748	6,200	6,500
Accounts Payable payments processed	3,634	3,685	3,700
Journal entries processed	2,629	2,765	2,900
Payroll payments processed	4,419	4,900	5,500
Purchase orders issued	213	272	250
Bids processed	70	100	110
P-card Transactions	2,368	2,655	2,750

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Invoices paid within 30 days	91%	90%	95%
Vendors on ACH/Wire payments	20%	15%	20%
Increase investment earnings annually	37.3%	3.4%	6.6%
Bids processed online	27%	20%	27%

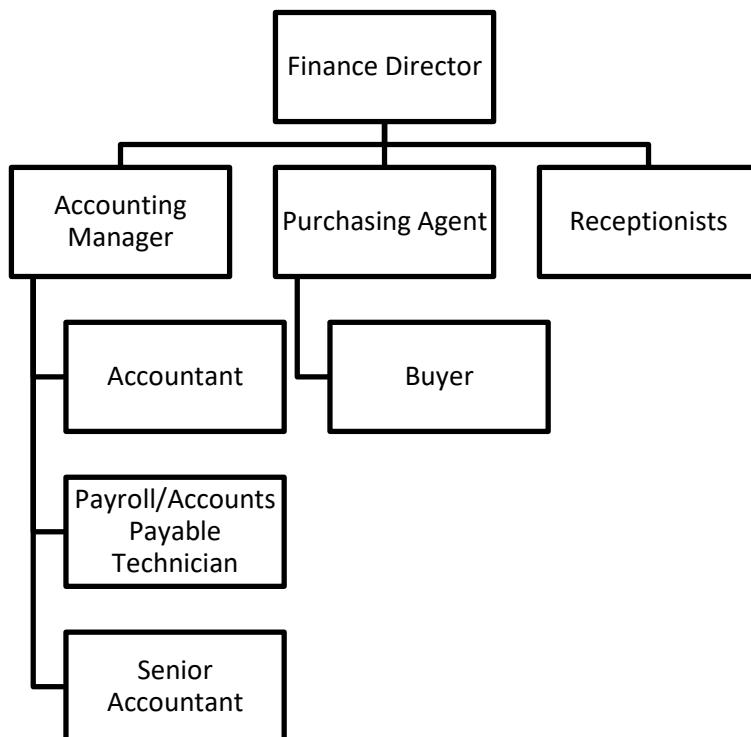
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Finance

EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 540,470	\$ 684,346	\$ 778,007
Operations	289,827	314,977	322,376
Transfers	-	1,819	1,819
<b>TOTAL</b>	<b>\$ 830,297</b>	<b>\$ 1,001,142</b>	<b>\$ 1,102,202</b>

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Accountant	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0
Buyer	0.0	0.0	1.0
Finance Director	1.0	1.0	1.0
Payroll/Accounts Payable Specialist	1.0	1.0	1.0
Purchasing Agent	1.0	1.0	1.0
Receptionists (Two Part-Time positions)	0.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
<b>TOTAL</b>	<b>6.0</b>	<b>7.0</b>	<b>8.0</b>



# TOWN OF PROSPER

**DEPARTMENT:**

Administration

**DIVISION:**

Human Resources

## PROGRAM DESCRIPTION

The Human Resources Department understands the importance of providing a caring and work-friendly environment so that our team members can be successful within the organization. The department provides team support and services in the following areas: Recruitment and Employment; Benefits and Retirement; Wellness; Compensation; Training and Development; Employee Relations; HRIS/Payroll; Safety, Risk Management and Worker's Compensation.

## GOALS AND OBJECTIVES

- 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	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Number of employees hired	44	58	53
Terminations	24	24	26
Training Sessions	10	0	12

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Turnover by Tenure (< 6mos)	17%	15%	10%
Exit Interviews completed (% completed - voluntary terms)	-	-	95%
Training session evaluations (effectiveness rating)	-	-	80%

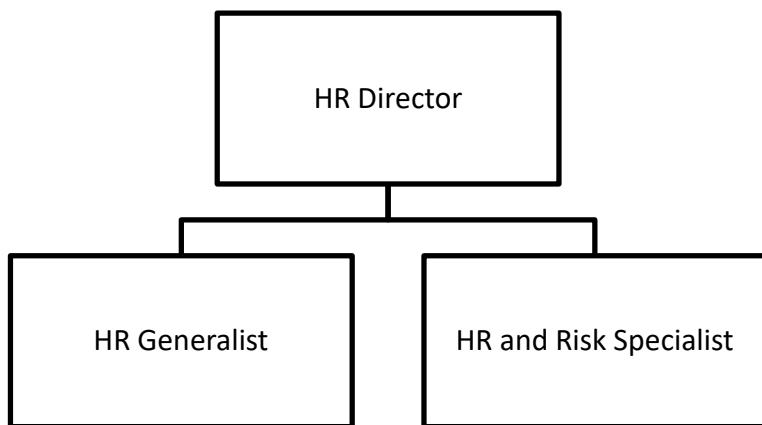
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 252,390	\$ 267,926	\$ 323,243
Operations	79,842	69,129	112,080
Transfers	-	731	731
<b>TOTAL</b>	<b>\$ 332,232</b>	<b>\$ 337,786</b>	<b>\$ 436,054</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Human Resources

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
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
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>



# 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

- Advise and consult re: new Public Safety Complex I.T. and facilities requirements.
- Refresh aging switch infrastructure.
- Update wireless infrastructure to match new Town Hall systems.
- Establish Microsoft Enterprise Agreement.
- Training for I.T. certifications.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Average help desk tickets opened per month	43	48	55

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Average help desk tickets closed per month	99%	99%	99%

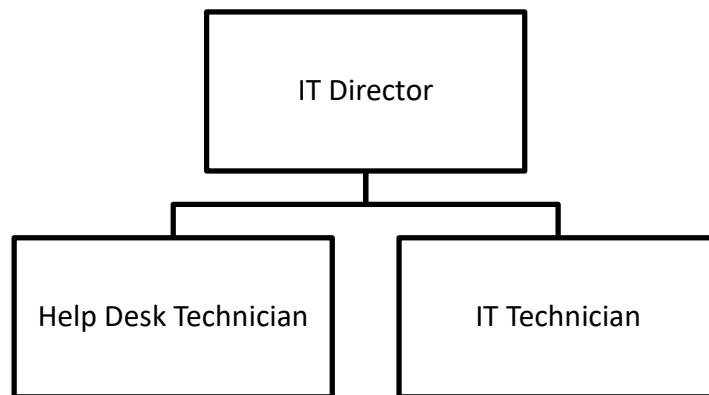
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 251,711	\$ 268,327	\$ 346,472
Operations	286,905	273,577	361,508
Capital	10,971	165,167	41,000
Transfers	-	16,884	16,884
<b>TOTAL</b>	<b>\$ 549,587</b>	<b>\$ 723,955</b>	<b>\$ 765,864</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Help Desk Technician	0.0	0.0	1.0
IT Director	1.0	1.0	1.0
IT Technician	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>

# 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

- 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 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Cases Filed (citations, citizen complaints, incident reports)	1,965	3,700	4,500
Warrants Issued (arrests and Capias pro fine)	659	878	950

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Cases Closed (citations, citizen complaints, incident reports)	2,227	3,700	4,100
Warrants Closed/Cleared (arrests and Capias pro fine)	524	400	625

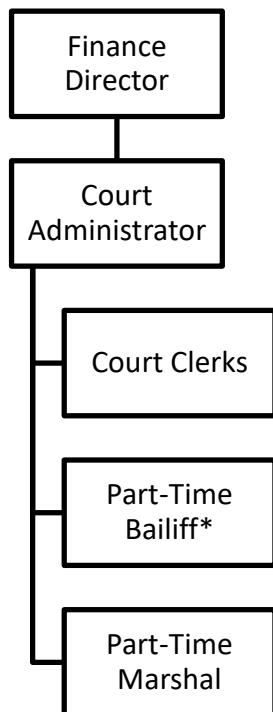
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 176,703	\$ 222,862	\$ 265,671
Operations	107,841	131,621	132,221
Transfers	-	746	6,738
<b>TOTAL</b>	<b>\$ 284,544</b>	<b>\$ 355,229</b>	<b>\$ 404,630</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Municipal Court

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Court Administrator	1.0	1.0	1.0
Court Clerk	1.0	2.0	2.0
Bailiff (Part-Time)*	0.5	0.5	0.5
Marshal (Part-Time)	0.0	0.0	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>3.5</b>	<b>4.0</b>



\*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. Capital includes a one-time expense for the purchase of furniture, fixtures, and equipment for the proposed Public Safety complex.

EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Projected Fund Salary Savings	\$ -	\$ (750,000)	\$ (288,151)
Operations	523,404	820,872	1,026,473
Capital	-	160,085	1,500,000
Transfers	639	1,324,760	3,167
<b>TOTAL</b>	<b>\$ 524,043</b>	<b>\$ 1,555,717</b>	<b>\$ 2,241,489</b>

# 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 Town of Prosper Police Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards, through the use of Courtesy - Service - and 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 that is comprised of both residential and commercial development.

In 2017, the Prosper Police Department, under the direction of Chief Doug Kowalski, achieved recognition status for compliance with the Texas Law Enforcement Agency Best Practices Recognition Program.

## GOALS AND OBJECTIVES

- Maintain safety and security
- Ensure fiscal responsibility
- Providing professional public service
- Effective recruitment and retention of highly qualified personnel
- Provide consistent and proper training opportunities for police personnel
- Adherence to core values, as outlined below:

Character: We are committed to continually adhere 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.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Active criminal investigations	356	573	922
Calls for service	27,983	40,575	58,834

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Criminal cases closed	50%	74%	74%
Response time	1:12	1:13	1:13

# TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Police Services	Operations

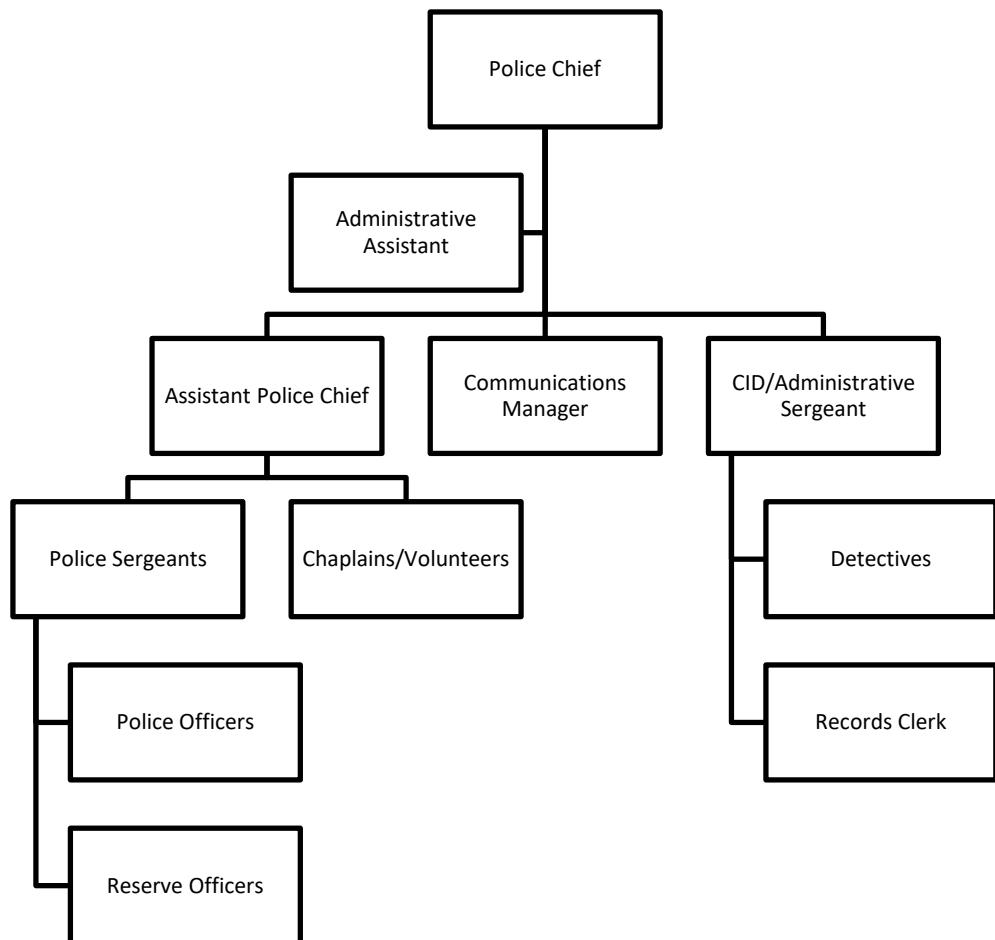
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 2,358,569	\$ 3,097,171	\$ 2,536,830
Operations	642,895	574,246	548,946
Capital	224,831	67,730	403,471
Transfers	44,753	303,024	315,759
<b>TOTAL</b>	<b>\$ 3,271,048</b>	<b>\$ 4,042,171</b>	<b>\$ 3,805,006</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Administrative Assistant	1.0	1.0	1.0
Assistant Police Chief	1.0	1.0	1.0
CID/Administrative Sergeant	0.0	0.0	1.0
Detectives	2.0	2.0	3.0
Police Chief	1.0	1.0	1.0
Police Officers	18.0	20.0	24.0
Police Records Clerk	0.0	1.0	1.0
Police Sergeants	4.0	4.0	4.0
<b>TOTAL</b>	<b>27.0</b>	<b>30.0</b>	<b>36.0</b>

# 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

- We ensure that the caller's first point of contact with public safety is courteous and professional. Our customer service will be top-notch.
- 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.
- 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	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Calls for service	27,983	40,575	58,834
9-1-1/Non-Emergency calls	29,821	35,188	41,522

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
EMD Accuracy	N/A	N/A	80%
Answering all 9-1-1 Calls within 10 seconds	93%	93%	93%

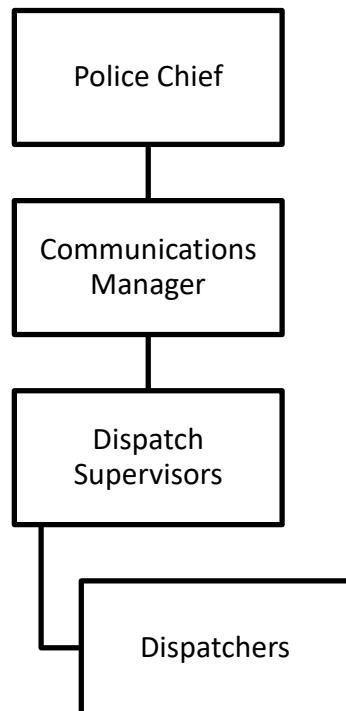
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 526,157	\$ 737,498	\$ 752,712
Operations	188,113	205,216	183,657
Transfers	-	901	901
<b>TOTAL</b>	<b>\$ 714,270</b>	<b>\$ 943,615</b>	<b>\$ 937,270</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Police Services

**DIVISION:**  
Dispatch

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Communications Manager	0.0	1.0	1.0
Dispatch Supervisors	1.0	2.0	2.0
Dispatchers	8.0	6.0	8.0
<b>TOTAL</b>	<b>9.0</b>	<b>9.0</b>	<b>11.0</b>



# 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

- Protection of lives and property by providing a timely response to emergency incidents.
- Continue our commitment to a culture that is built on excellence, honesty, integrity, values, respect, accountability, and family.
- Ensure Fiscal Responsibility.
- Continue to meet and exceed community expectations.
- 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.
- Achieve operational excellence by providing adequate deployment.
- Enhance core competencies and skills through advanced training.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Calls for service to emergency incidents	1,963	2,200	2,400

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Average response time to emergency incidents	5:14	5:14	5:16

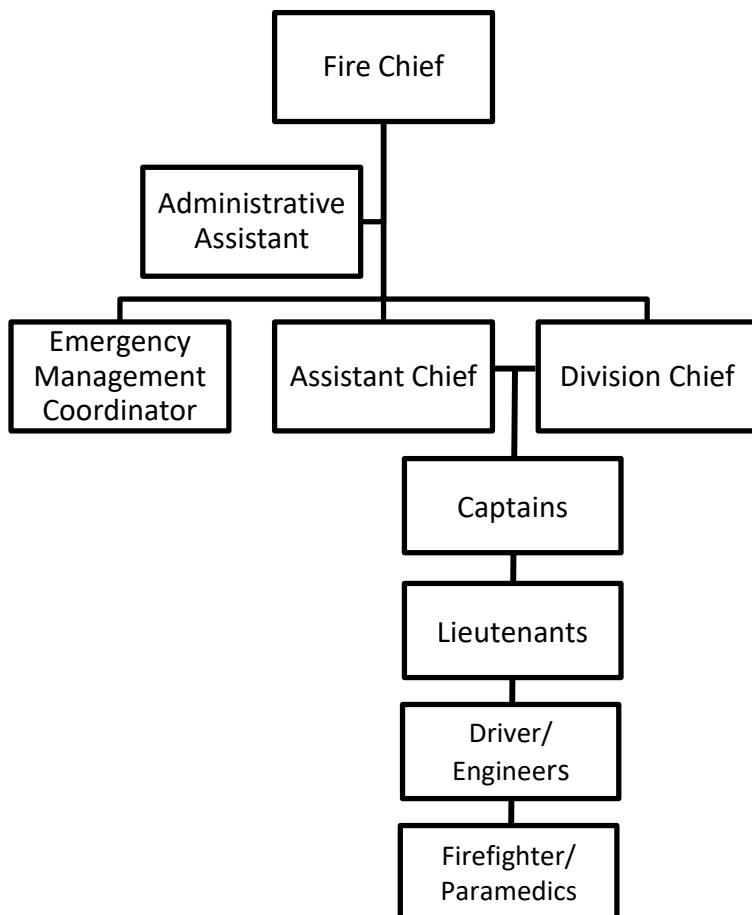
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 3,973,627	\$ 4,867,865	\$ 4,068,639
Operations	658,874	664,751	522,990
Capital	58,587	115,612	1,864,578
Transfers	14,941	291,085	749,246
<b>TOTAL</b>	<b>\$ 4,706,029</b>	<b>\$ 5,939,313</b>	<b>\$ 7,205,453</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

**DIVISION:**  
Operations

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED	BUDGET
		2017-2018	2018-2019
Administrative Assistant	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0
Division Chief	0.0	0.0	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	18.0	24.0	24.0
Lieutenants	3.0	3.0	3.0
Firefighter/Paramedics - Temporary Pool	15.0	15.0	15.0
<b>TOTAL</b>	<b>49.0</b>	<b>55.0</b>	<b>56.0</b>



# 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

- 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	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Inspections	1,189	1,608	1,981

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Businesses inspected annually	94%	94%	94%

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 257,158	\$ 284,734	\$ 349,410
Operations	36,498	32,525	53,562
Capital	41,060	-	51,000
Transfers	-	7,953	15,953
<b>TOTAL</b>	<b>\$ 334,716</b>	<b>\$ 325,212</b>	<b>\$ 469,925</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	1.0	1.0	2.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>

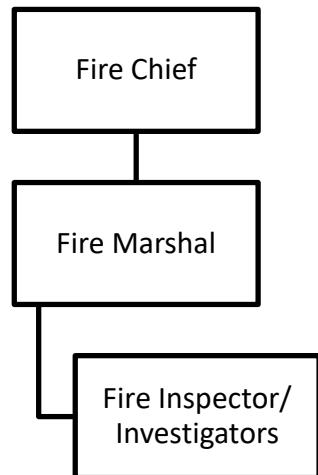
# TOWN OF PROSPER

DEPARTMENT:

Fire Services

DIVISION:

Marshal



# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
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

- Accommodate growth in a responsible manner.
- Maintain high level of customer service.
- Retain a quality workforce.
- Utilize TrakIt to its fullest potential - expand TrakIt functionality.
- Prepare draft multifamily rental inspection program.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Total permits issued	4,238	4,440	4,600
Single Family permits issued	703	925	815
Certificates of Occupancy issued	178	108	100

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Ensure house permits are reviewed within ten (10) business days	90%	95%	100%
Ensure that all inspections are completed on a daily basis (no roll overs)	100%	100%	100%
Set up eTrakit to allow registered contractors to apply for certain simple over the counter permits	75%	90%	100%
Provide training opportunities for staff to ensure they are prepared to take certification exams and become a 100% certified department by 2020	80%	85%	90%

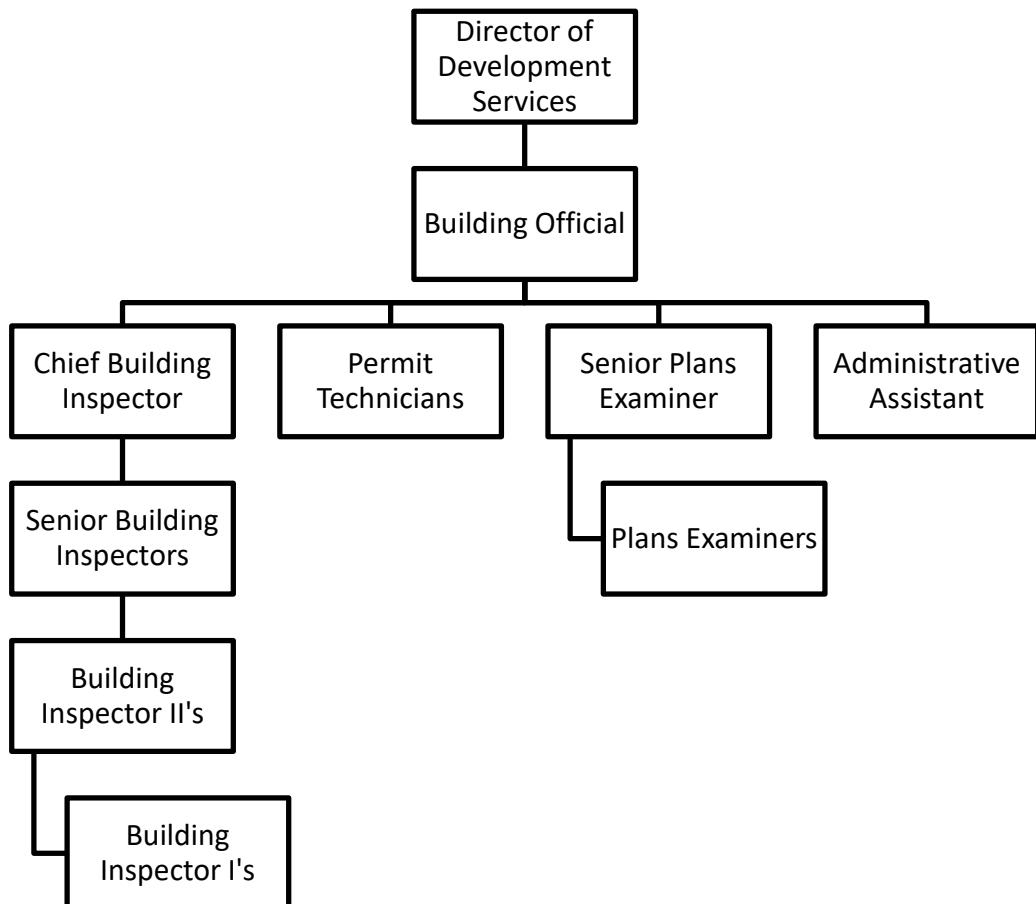
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 1,035,062	\$ 1,171,779	\$ 1,346,013
Operations	364,841	437,686	626,586
Transfers	-	29,053	31,757
<b>TOTAL</b>	<b>\$ 1,399,903</b>	<b>\$ 1,638,518</b>	<b>\$ 2,004,356</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Inspections

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED	BUDGET
		2017-2018	2018-2019
Administrative Assistant	1.0	1.0	1.0
Building Inspector I's	2.0	2.0	2.0
Building Inspector II's	2.0	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	2.0	3.0
Senior Plans Examiner	0.0	1.0	1.0
Plans Examiners	2.0	2.0	2.0
Senior Building Inspectors	2.0	2.0	2.0
<b>TOTAL</b>	<b>13.0</b>	<b>15.0</b>	<b>16.0</b>



# 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

- Uniformly enforce codes.
- Work with new Supervisor to update SOP regarding best code enforcement practices and new health-related practices.
- Assist new Health/Code Supervisor when hired.
- Thoroughly understand the 2015 Property Maintenance Code and implement as necessary.
- Assist with the development and implementation of the multi-family rental inspection program.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Courtesy notices sent to property owners	832	917	975

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Inspect all restaurants twice per year	-	80%	100%
Respond to and investigate complaints within same day or within 24 hours	95%	95%	100%
Proactively notify all property owners along major and minor thoroughfares seeking compliance of the high grass and weeds ordinance	95%	95%	100%
Increase number of sign violations by two	-	-	100%
Complete the removal of dilapidated mobile homes on FM 1385	50%	80%	100%

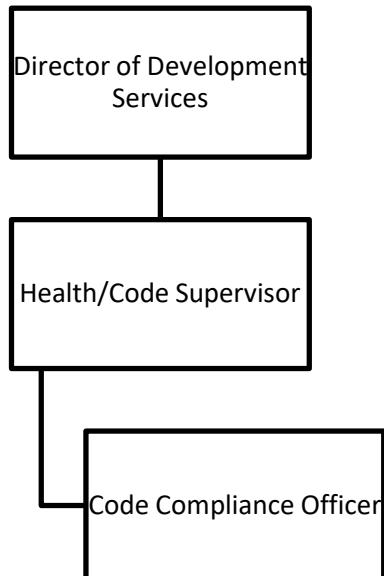
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 73,313	\$ 113,540	\$ 164,880
Operations	100,932	144,606	127,060
Capital	-	20,820	-
Transfers	268	408	8,619
<b>TOTAL</b>	<b>\$ 174,513</b>	<b>\$ 279,374</b>	<b>\$ 300,559</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Code Compliance

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Code Compliance Officer	1.0	1.0	1.0
Health/Code Supervisor	0.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>



# 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

- 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 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Development and Zoning Cases	150	175	175

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Revise the non-residential standards of the Zoning Ordinance	25%	75%	100%
Implement interactive mapping applications	-	100%	100%
Place Development submittals on Planning and Zoning Commission agenda within 30 days of receipt of application	100%	100%	100%
Complete residential lot analysis	50%	100%	100%

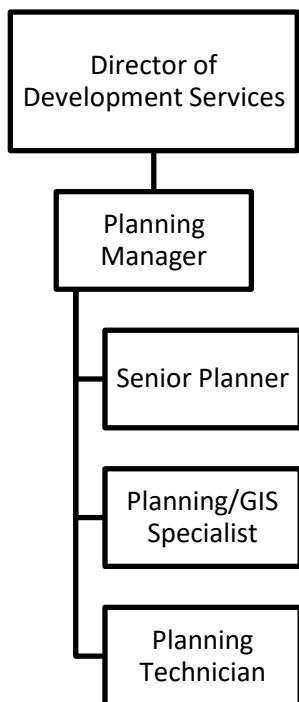
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 399,694	\$ 547,162	\$ 559,379
Operations	131,856	236,726	163,066
Transfers	-	1,328	1,328
<b>TOTAL</b>	<b>\$ 531,550</b>	<b>\$ 785,216</b>	<b>\$ 723,773</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Planning

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED	BUDGET
		2017-2018	2018-2019
Director of Development Services	1.0	1.0	1.0
Planner	1.0	0.0	0.0
Planning/GIS Specialist	0.0	1.0	1.0
Planning Manager	0.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>



# 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 Street Division also provides the electrical expenditures associated with providing street lights within Town limits.

## GOALS AND OBJECTIVES

- Maintain a quality workforce.
- Provide efficient and effective roads and infrastructure.
- Provide a quick response time.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Number of Work Orders	170	200	250

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Provide training opportunities to ensure employee certifications are maintained	95%	90%	90%
Overlay and reconstruct major roadways	95%	90%	90%
Repair street signs and regulatory signage within four hours of initial contact	85%	85%	90%
Respond to icy road conditions within two hours	100%	100%	100%

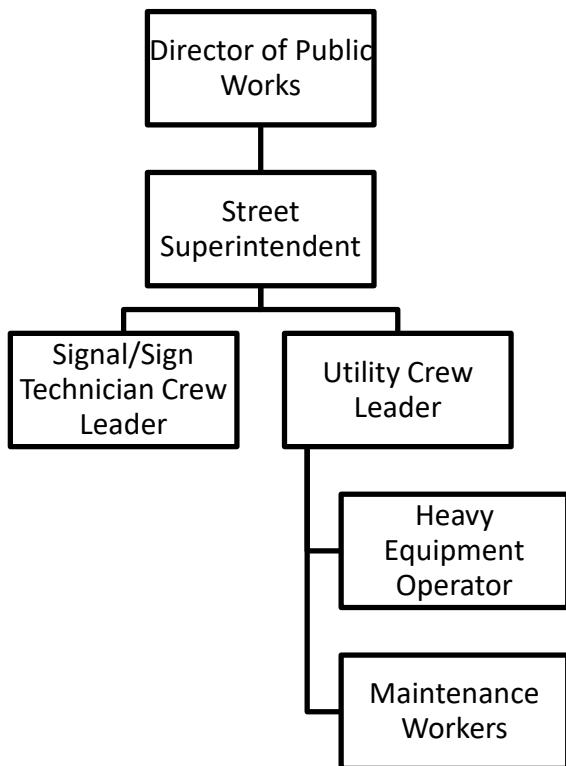
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 233,187	\$ 350,207	\$ 417,726
Operations	649,839	2,554,019	2,116,682
Capital	29,867	333,202	857,378
Transfers	3,266,130	1,065,949	33,608
<b>TOTAL</b>	<b>\$ 4,179,023</b>	<b>\$ 4,303,377</b>	<b>\$ 3,425,394</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Streets

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Heavy Equipment Operator	1.0	1.0	1.0
Maintenance Workers	0.0	2.0	2.0
Signal/Sign Technician Crew Leader	0.0	0.0	1.0
Street Superintendent	1.0	1.0	1.0
Utility Crew Leader	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>5.0</b>	<b>6.0</b>





# 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. With the new Town Hall being constructed, it is vital that all maintenance costs are consolidated to accurately reflect the costs associated with Town Hall. Prior to Fiscal Year 2017-2018, departments allocated facility costs amongst the different divisions that were housed at each location. There are currently no personnel allocated to this division.

EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Personnel	\$ -	\$ -	\$ -
Operations		64,925	272,625
Capital		-	-
Transfers		-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 64,925</b>	<b>\$ 272,625</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

## PROGRAM DESCRIPTION

The Park Administration division oversees and administers all 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

- 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.
- 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.
- 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.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Provide adequate park land to meet Towns existing and future needs (Master Plan LOS 11.25-20.5 acres per 1000 population)	23	18	18
Review of private development Landscape Plans and Tree Preservation plans	456	370	375

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Total acres of park land within the Town both developed and undeveloped	407	433	448
Total miles of Town owned trails	22	29	32

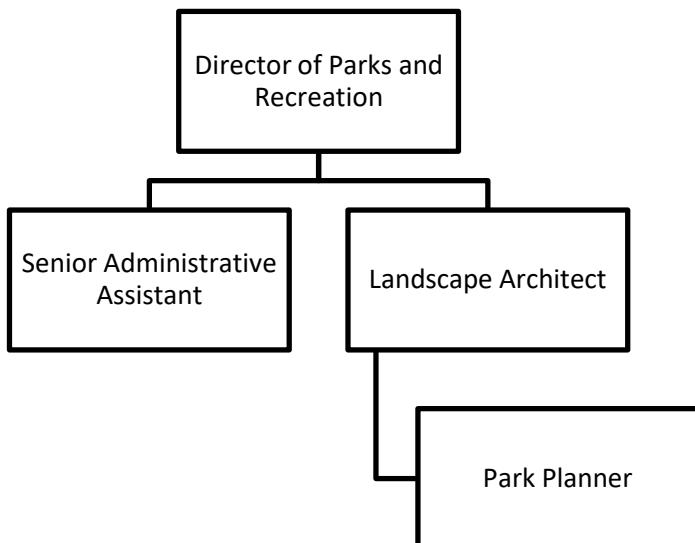
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 365,380	\$ 419,241	\$ 430,479
Operations	51,117	259,640	271,615
Capital	-	257,417	-
Transfers	-	1,979	1,979
<b>TOTAL</b>	<b>\$ 416,497</b>	<b>\$ 938,277</b>	<b>\$ 704,073</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b>	<b>REVISED</b>	<b>BUDGET</b>
	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
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
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>



# 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

- Bring Frontier Park back to life with the help of the chemical plan, see progress in the growing of the turf.
- Maintain more parks (mow) by staff.
- Utilize the skid steer for tree removal and planting of more trees.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Provide game and practice facilities to meet the local sports league needs	5,145	6,314	7,000
Acres of parkland maintained	180	205	213

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Maintain playgrounds that meet the latest ASTM and CPSC guidelines	80%	84%	90%
Work with outside groups who perform service projects to minimize staff time or provide additional items (Goal 2 projects per year)	1	2	3

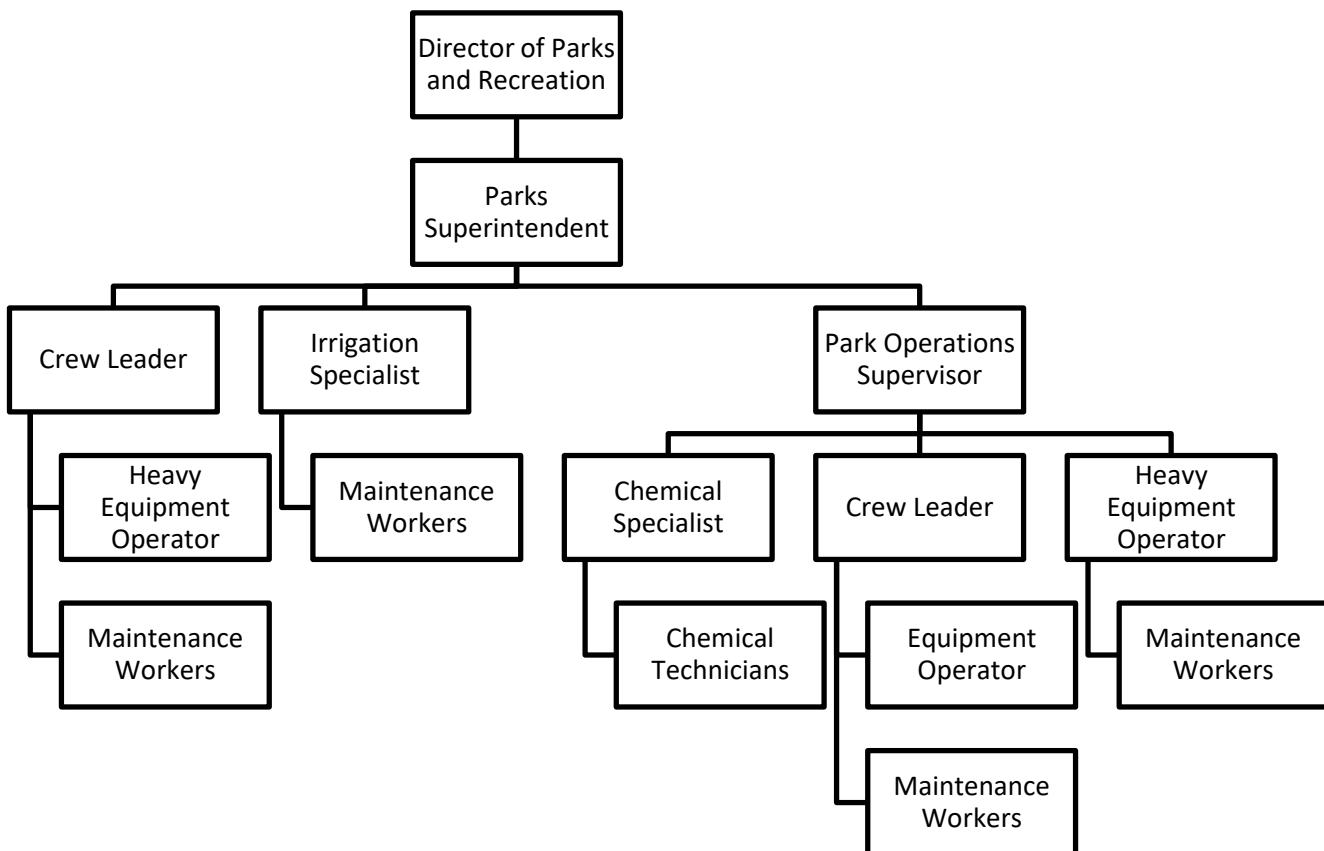
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 912,717	\$ 1,145,326	\$ 1,331,557
Operations	755,882	897,608	1,007,166
Capital	60,904	262,109	131,600
Transfers	113,743	77,653	73,415
<b>TOTAL</b>	<b>\$ 1,843,246</b>	<b>\$ 2,382,696</b>	<b>\$ 2,543,738</b>

# TOWN OF PROSPER

DEPARTMENT:  
Community Services

DIVISION:  
Park Operations

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Chemical Specialist	0.0	0.0	1.0
Chemical Technicians	2.0	2.0	2.0
Crew Leaders	1.0	2.0	2.0
Equipment Operator	1.0	0.0	1.0
Heavy Equipment Operator	1.0	2.0	2.0
Irrigation Specialist	1.0	1.0	1.0
Maintenance Workers	7.0	8.0	9.0
Parks Superintendent	1.0	1.0	1.0
Parks Operations Supervisor	1.0	1.0	1.0
<b>TOTAL</b>	<b>15.0</b>	<b>17.0</b>	<b>20.0</b>



# 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

- Increase participation in programs and recreation opportunities.
- Offer indoor programming at the community room in Town Hall.
- 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 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Grow recreation programming and increase recreation income	\$ 65,574	\$ 81,150	\$ 110,438
Increase the number of classes and programs offered throughout the year	90	89	95
Attendance of annual Town events* (Cederbrook partnered events not included)	1,400	8,800	9,500
Annual Pavilion rentals**	87	68	90

\* Drop in 2016-2017 was due to canceled Christmas Festival due to inclement weather

\*\* 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 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Percent of classes/programs that are offered will make	90%	98%	90%

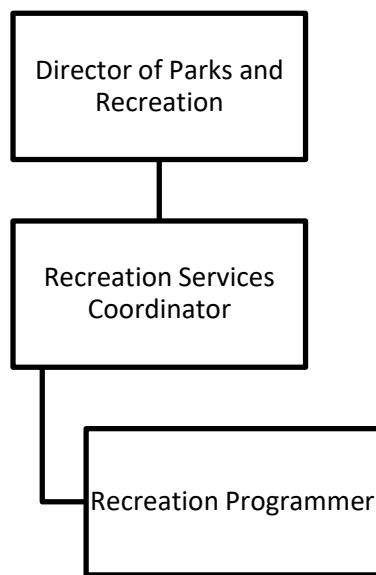
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Personnel	\$ 59,658	\$ 65,438	\$ 129,456
Operations	67,020	97,990	101,980
Transfers	-	-	-
<b>TOTAL</b>	<b>\$ 126,678</b>	<b>\$ 163,428</b>	<b>\$ 231,436</b>

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Recreation Programmer	0.0	0.0	1.0
Recreation Services Coordinator	1.0	1.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>

# 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

- Maximize recreation and leisure opportunities.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Library visits	-	-	15,367
Items circulated	-	-	21,027
Program attendance	-	-	2,878
Library card holders	-	-	2,234

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Create STEM/STEAM opportunities	100%	100%	-
Create Parenting Collection	100%	100%	-
Launch Book Trail	100%	100%	-
Implement monthly staff meetings	-	-	50%
Implement quarterly staff development	-	-	50%
Increase Programs & Event opportunities	-	-	25%

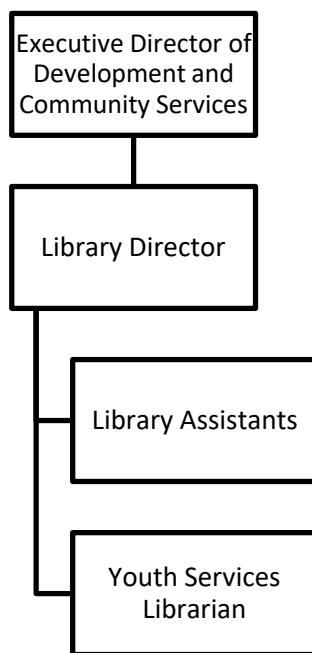
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET
			2018-2019
Personnel	\$ 153,871	\$ 376,437	\$ 390,059
Operations	56,746	94,049	81,842
Transfers	-	660	660
<b>TOTAL</b>	<b>\$ 210,617</b>	<b>\$ 471,146</b>	<b>\$ 472,561</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Library

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Library Assistants	1.0	5.0	5.0
Library Director	1.0	1.0	1.0
Youth Services Librarian	0.5	0.5	0.5
<b>TOTAL</b>	<b>2.5</b>	<b>6.5</b>	<b>6.5</b>



# 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

- 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, all while being fiscally responsible.
- 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.
- 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 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Review developments and subdivisions to construction	87	96	140
Respond to inquiries from citizens, other governmental agencies, and other general inquiries	30/week	40/week	45/week
Manage Town's CIP program, including; planning, design, bidding, land acquisition, utility coordination, and construction	20	19	20
Coordinate with other entities on infrastructure projects within the Town	16	16	14
Develop/Update standards and processes for Infrastructure Improvements	Ongoing	Ongoing	Ongoing
Plan for and implement strategies for future growth of the Town	Ongoing	Ongoing	Ongoing

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Review all plans submitted within 10-day turnaround	-	88%	95%
Meet all benchmark schedules for design, land acquisition, utility relocation and construction	-	82%	90%
Keep standards and processes current with Industry Standards and Council Authorization	-	Review Quarterly	Review Quarterly
Establish and keep Comprehensive Infrastructure Plans up to date	-	Review Quarterly	Review Quarterly

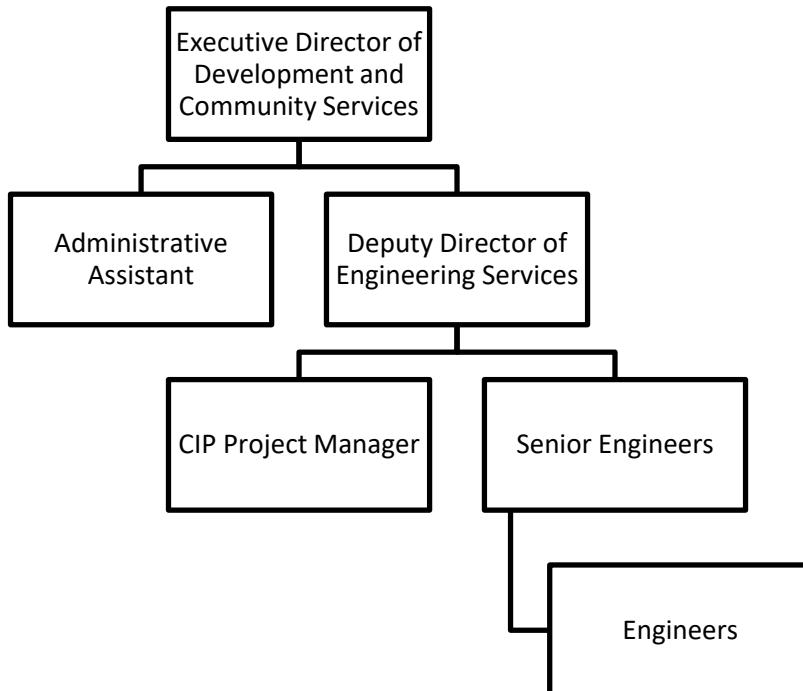
# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Engineering

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 761,277	\$ 915,535	\$ 1,072,904
Operations	73,695	152,754	161,714
Transfers	62,550	1,690	1,690
<b>TOTAL</b>	<b>\$ 897,522</b>	<b>\$ 1,069,979</b>	<b>\$ 1,236,308</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Administrative Assistant	1.0	1.0	1.0
CIP Project Manager	1.0	1.0	1.0
Deputy Director of Engineering Services	1.0	1.0	1.0
Executive Director of Development and Community Services	1.0	1.0	1.0
Graduate Engineer	0.0	1.0	0.0
Engineers	0.0	0.0	2.0
Senior Engineers	2.0	2.0	2.0
<b>TOTAL</b>	<b>6.0</b>	<b>7.0</b>	<b>8.0</b>







# WATER AND SEWER FUND

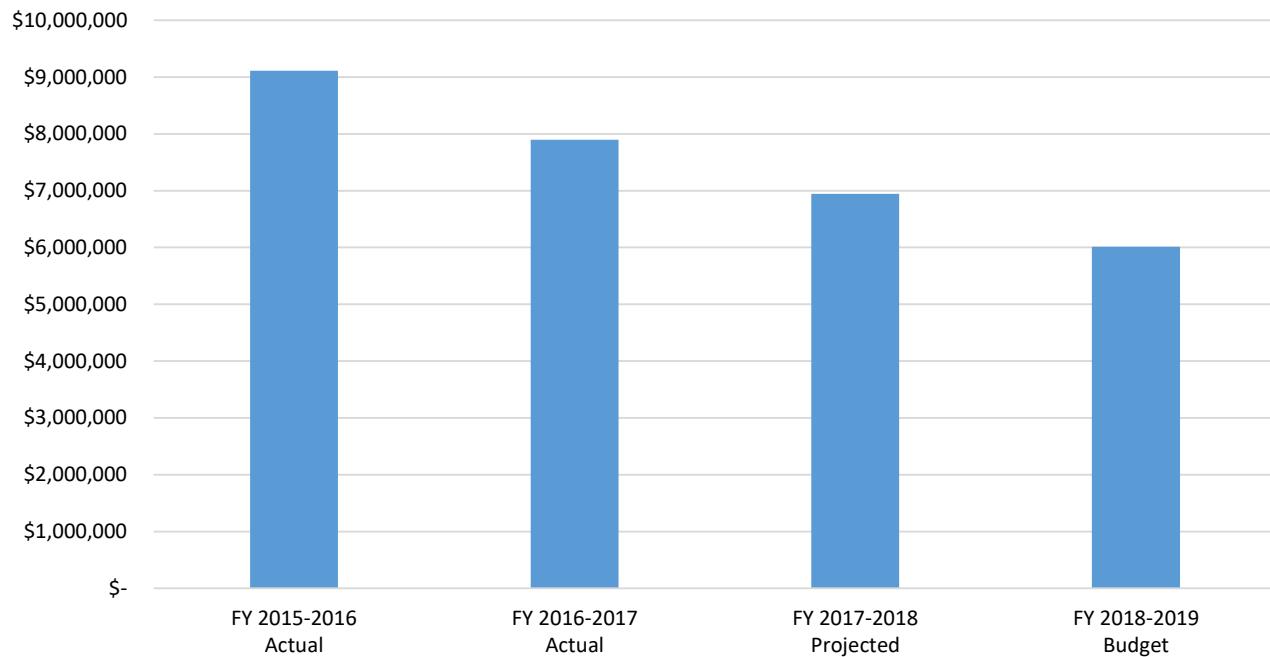


## **Water and Sewer Fund Description**

The Water and Sewer Fund accounts for all costs in providing water and sewer 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**

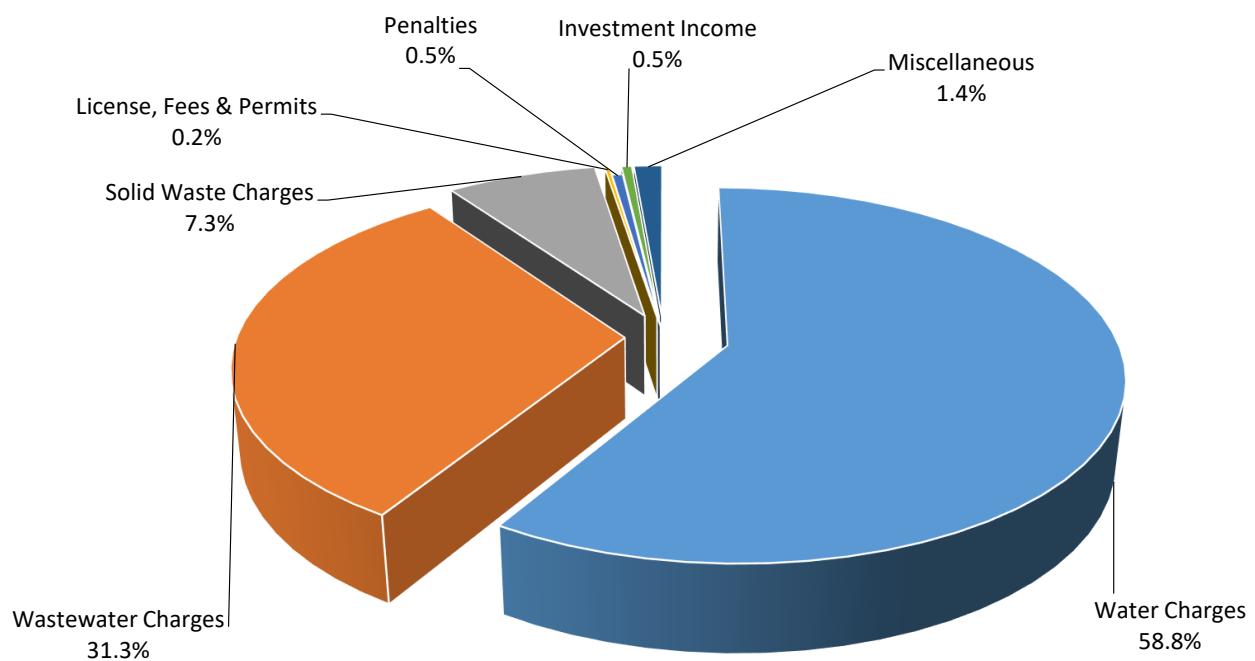


Fiscal Year	Days Over Minimum Reserve	Value of Each Day	%
2015-2016	256	\$ 35,586	70.97%
2016-2017	191	\$ 41,404	54.96%
2017-2018	135	\$ 51,401	39.42%
2018-2019	105	\$ 57,087	32.92%

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.

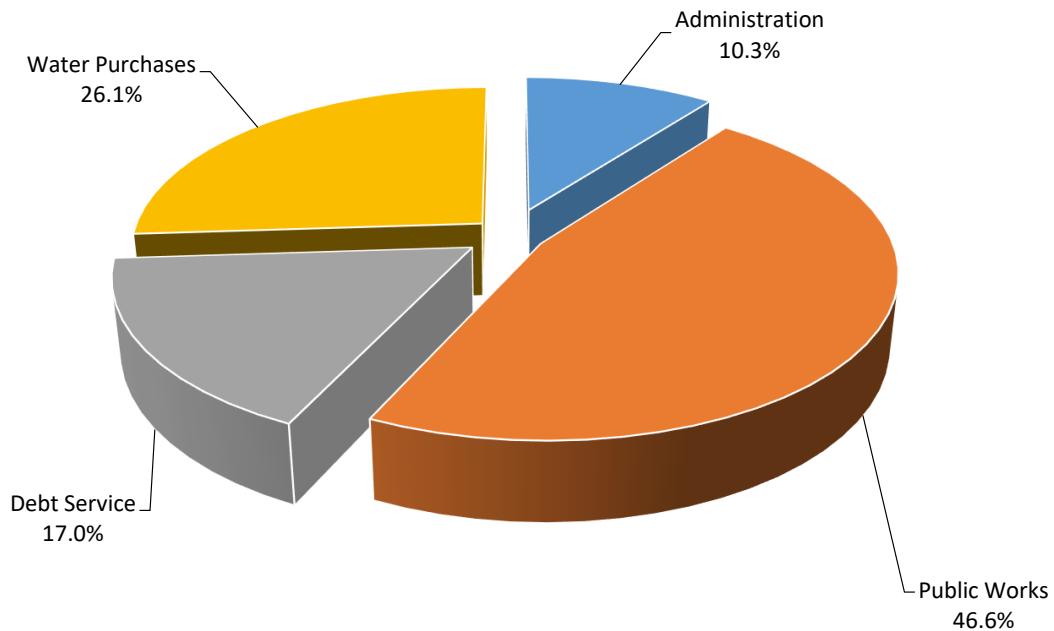
**Water and Sewer Fund Revenues**  
**By Source**

<b>Revenue Category</b>	<b>FY 2019 Adopted</b>	<b>% of Total</b>
Water Charges	\$ 11,780,046	58.8%
Wastewater Charges	6,271,457	31.3%
Solid Waste Charges	1,457,830	7.3%
License, Fees & Permits	42,052	0.2%
Penalties	101,075	0.5%
Investment Income	98,752	0.5%
Miscellaneous	270,892	1.4%
<b>Revenue Total</b>	<b>\$ 20,022,105</b>	<b>100.0%</b>



**Water and Sewer Fund Appropriations**  
**By Department**

<b><i>Department</i></b>	<b><i>FY 2019 Adopted</i></b>	<b><i>% of Total</i></b>
Administration	\$ 2,121,521	10.3%
Public Works	9,586,605	46.6%
Debt Service	3,493,726	17.0%
Water Purchases	5,349,510	26.1%
<b>Expense Total</b>	<b>\$ 20,551,362</b>	<b>100.0%</b>



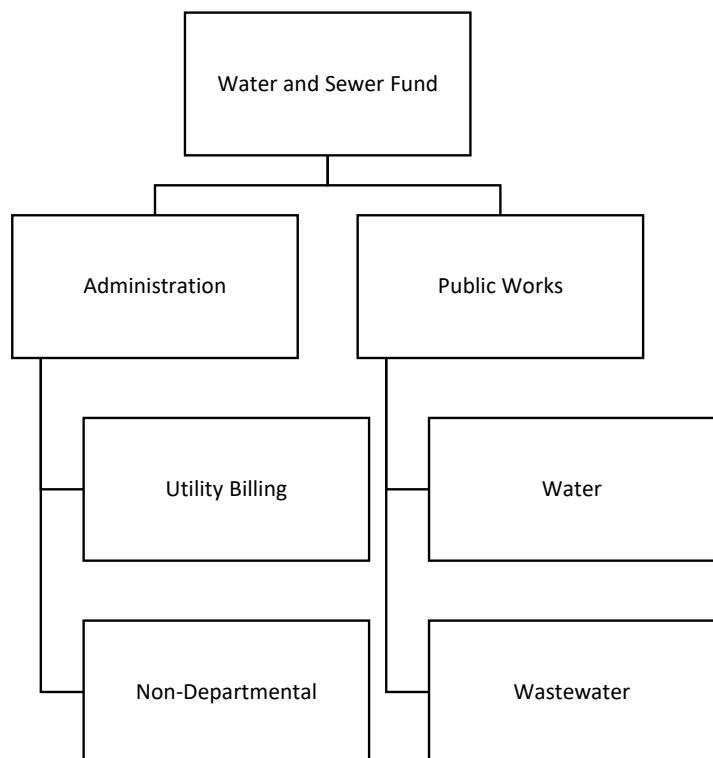
## Water and Sewer Fund Summary

### NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	
<b>REVENUES</b>	Water Charges for Services	8,743,556	10,297,713	10,678,770	11,780,046	14,035,362	15,887,493	17,701,849	19,606,444	
	Sewer Charges for Services	4,145,093	4,970,539	5,368,675	6,271,457	7,855,883	9,105,363	10,027,208	10,922,143	
	Sanitation Charges for Services	1,117,227	1,149,760	1,106,762	1,457,830	1,598,013	1,721,735	1,855,230	1,946,243	
	License, Fees & Permits	99,399	108,706	109,850	42,052	43,239	44,461	45,720	47,016	
	Water Penalties	1,350	1,850	1,750	1,850	2,050	2,250	2,450	2,650	
	Utility Billing Penalties	104,965	99,225	102,355	99,225	102,202	105,268	108,426	111,679	
	Investment Income	75,372	71,421	91,862	98,752	108,627	110,000	110,000	110,000	
	Other	524,021	117,178	146,479	270,892	270,892	270,892	270,892	270,892	
		<b>TOTAL REVENUES</b>	<b>\$ 14,810,983</b>	<b>\$ 16,816,392</b>	<b>\$ 17,606,503</b>	<b>\$ 20,022,105</b>	<b>\$ 24,016,268</b>	<b>\$ 27,247,461</b>	<b>\$ 30,121,774</b>	<b>\$ 33,017,067</b>
<b>EXPENDITURES</b>	Administration	2,869,005	3,997,633	3,354,717	2,121,521	2,185,167	2,250,722	2,318,243	2,387,791	
	Debt Service	2,937,175	2,973,872	2,974,312	3,493,726	4,177,975	4,617,509	5,438,756	5,348,813	
	Water Purchases	3,829,953	4,201,075	4,384,285	5,349,510	6,198,692	7,094,396	8,018,132	8,998,007	
	Public Works	5,269,208	7,388,058	7,791,109	9,586,605	9,979,143	8,316,162	8,565,647	8,822,616	
		<b>TOTAL EXPENDITURES</b>	<b>\$ 14,905,341</b>	<b>\$ 18,560,638</b>	<b>\$ 18,504,423</b>	<b>\$ 20,551,362</b>	<b>\$ 22,540,977</b>	<b>\$ 22,278,789</b>	<b>\$ 24,340,778</b>	<b>\$ 25,557,226</b>
		<i>Net Income (Loss)</i>	<i>\$ (94,358)</i>	<i>\$ (1,744,246)</i>	<i>\$ (897,920)</i>	<i>\$ (529,257)</i>	<i>\$ 1,475,292</i>	<i>\$ 4,968,673</i>	<i>\$ 5,780,997</i>	<i>\$ 7,459,841</i>
<b>CHANGE IN NET ASSETS</b>			<b>\$ (94,358)</b>	<b>\$ (1,744,246)</b>	<b>\$ (897,920)</b>	<b>\$ (529,257)</b>	<b>\$ 1,475,292</b>	<b>\$ 4,968,673</b>	<b>\$ 5,780,997</b>	<b>\$ 7,459,841</b>
<b>BEGINNING NET ASSETS</b>			<b>\$ 8,286,615</b>	<b>\$ 8,192,257</b>	<b>\$ 8,192,257</b>	<b>\$ 7,294,337</b>	<b>\$ 6,765,080</b>	<b>\$ 8,240,372</b>	<b>\$ 13,209,045</b>	<b>\$ 18,990,041</b>
Capital Replacement Maintenance Program-2%			\$ 296,220	\$ 336,328	\$ 352,130	\$ 752,572	\$ 1,232,898	\$ 1,777,847	\$ 2,380,282	\$ 3,040,624
<b>ENDING NET ASSETS</b>			<b>\$ 7,896,037</b>	<b>\$ 6,111,683</b>	<b>\$ 6,942,207</b>	<b>\$ 6,012,508</b>	<b>\$ 7,007,474</b>	<b>\$ 11,431,198</b>	<b>\$ 16,609,759</b>	<b>\$ 23,409,259</b>
1.25 times Debt Service Reserve Limit			2.69	2.06	2.33	1.72	1.68	2.48	3.05	4.38
<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>			<b>191</b>	<b>119</b>	<b>135</b>	<b>105</b>	<b>112</b>	<b>185</b>	<b>246</b>	<b>330</b>



## 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 cart 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

- Provide first rate utility billing.
- Ensure fiscal stewardship.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Create/process work orders (annually)	11,244	13,000	15,000
Average payments by auto draft (monthly)	-	4,800	5,790
Billed customers (average monthly)	7,097	7,900	9,000
Actual shutoffs for non-payment (annually)	270	300	350

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Manually entered utility billing payments without errors	99%	100%	100%
Collections ratio	65%	50%	50%
Utility bills created before the 20th of each month	100%	100%	100%

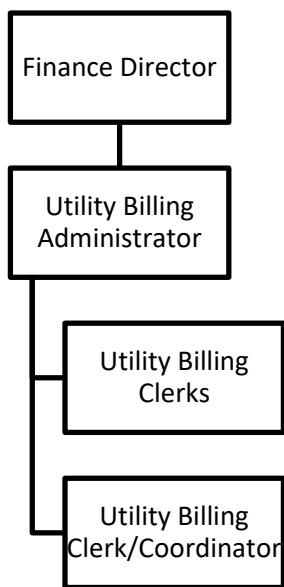
EXPENDITURE SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Personnel	\$ 204,545	\$ 243,589	\$ 282,844
Operations	1,015,529	1,031,647	1,429,130
Transfers	-	45,124	46,481
<b>TOTAL</b>	<b>\$ 1,220,074</b>	<b>\$ 1,320,360</b>	<b>\$ 1,758,455</b>

PERSONNEL SUMMARY	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Utility Billing Administrator	1.0	1.0	1.0
Utility Billing Clerks	1.0	2.0	2.0
Utility Billing Clerk/Coordinator	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Utility Billing



# 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	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Projected Fund Salary Savings	\$ -	\$ -	\$ (49,272)
Operations	164,815	334,357	412,338
Capital	56,188	1,700,000	-
Transfers	1,427,928	-	-
Debt	2,937,175	2,974,312	3,493,726
<b>TOTAL</b>	<b>\$ 4,586,106</b>	<b>\$ 5,008,669</b>	<b>\$ 3,856,792</b>

# 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. 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

- Maintain a quality workforce.
- Provide first rate utilities.
- Ensure fiscal stewardship.
- Ensure water quality.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Work order total	6,753	7,499	8,323
Right-of-way permits	1,157	1,338	1,512
Final acceptance certificates	27	32	39

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Provide training opportunities to ensure employee certifications are maintained	100%	95%	90%
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%	100%	100%	100%

# TOWN OF PROSPER

<b>DEPARTMENT:</b>	<b>DIVISION:</b>
Public Works	Water

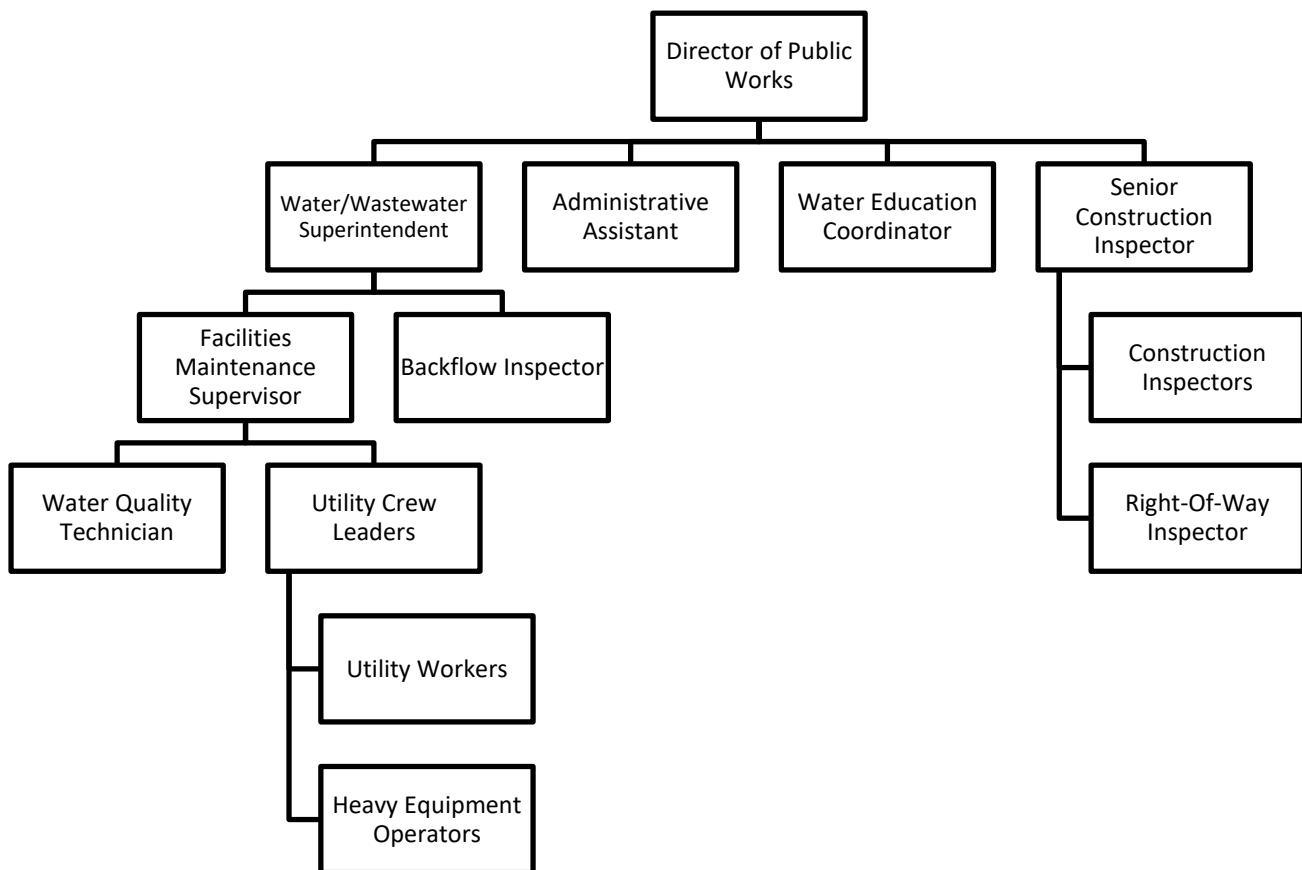
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 1,262,721	\$ 1,531,256	\$ 1,733,495
Operations	4,786,195	5,587,464	6,517,820
Capital	20,696	238,321	596,452
Transfers	259,122	757,883	849,933
<b>TOTAL</b>	<b>\$ 6,328,734</b>	<b>\$ 8,114,924</b>	<b>\$ 9,697,700</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Administrative Assistant	1.0	1.0	1.0
Backflow Inspector	1.0	1.0	1.0
Construction Inspectors	1.0	2.0	2.0
Director of Public Works	1.0	1.0	1.0
Facilities Maintenance Supervisor	0.0	1.0	1.0
Heavy Equipment Operator	1.0	1.0	2.0
Right-Of-Way Inspector	1.0	1.0	1.0
Senior Construction Inspector	1.0	1.0	1.0
Utility Crew Leaders	3.0	3.0	4.0
Utility Workers	5.0	6.0	7.0
Water and Wastewater Superintendent	1.0	1.0	1.0
Water Education Coordinator	1.0	1.0	1.0
Water Quality Technician	0.0	1.0	1.0
<b>TOTAL</b>	<b>17.0</b>	<b>21.0</b>	<b>24.0</b>

# 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 system has over 75 grease interceptors, 104.2 miles of wastewater lines, 5 lift stations, 8 miles of force mains, and 1,700 manholes. The North Texas Municipal Water District (NTMWD) and Upper Trinity Regional Water District (UTRWD) operate the wastewater treatment plants.

## GOALS AND OBJECTIVES

- Maintain a quality workforce.
- Provide first rate utilities.
- Ensure fiscal stewardship.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Public works inspections	1,236	1,509	1,660
CCTV WW Gravity Main	155,124	337,333	371,066
Work Orders	689	676	700
Fats, Oils, and Grease (FOG) Inspections	110	238	340

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Provide training opportunities to ensure employee certifications are maintained	100%	95%	90%
Minimize reportable wastewater over flows to Texas Commission on Environmental Quality (TCEQ)	100%	100%	95%
Maintain TCEQ mandated wastewater rehab schedule	100%	100%	100%
Reduce the total time to repair wastewater leaks to less than five (5) hours and respond to water leaks within thirty (30) minutes of initial contact	97%	97%	95%

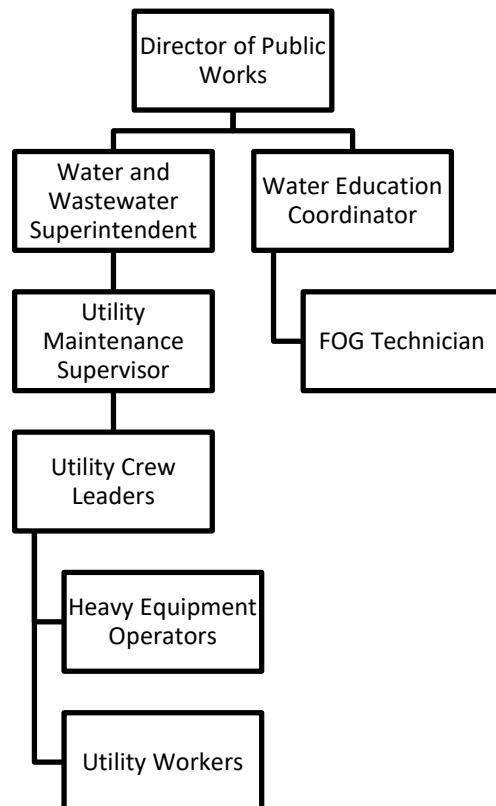
# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Wastewater

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Personnel	\$ 349,717	\$ 573,147	\$ 699,345
Operations	2,270,710	2,878,098	4,126,654
Capital	-	392,011	171,100
Transfers	150,000	217,214	241,316
<b>TOTAL</b>	<b>\$ 2,770,427</b>	<b>\$ 4,060,470</b>	<b>\$ 5,238,415</b>

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2016-2017	2017-2018	2018-2019
Heavy Equipment Operator	1.0	1.0	2.0
Utility Crew Leaders	3.0	4.0	4.0
Utility Maintenance Supervisor	1.0	1.0	1.0
Utility Workers	2.0	3.0	4.0
FOG Technician	0.0	0.0	1.0
<b>TOTAL</b>	<b>7.0</b>	<b>9.0</b>	<b>12.0</b>







# 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 2018 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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Property Tax	4,448,579	4,987,025	5,040,735	5,958,720	6,554,592	7,078,959	7,645,276	8,256,898
	Investment Income	26,147	36,000	46,176	40,000	42,000	45,000	45,000	45,000
	Bond Proceeds	-	-	-	-	-	-	-	-
	<i><b>TOTAL REVENUES</b></i>	<i><b>\$ 4,474,726</b></i>	<i><b>\$ 5,023,025</b></i>	<i><b>\$ 5,086,911</b></i>	<i><b>\$ 5,998,720</b></i>	<i><b>\$ 6,596,592</b></i>	<i><b>\$ 7,123,959</b></i>	<i><b>\$ 7,690,276</b></i>	<i><b>\$ 8,301,898</b></i>
<b>EXPENDITURES</b>	Principal	2,362,950	2,554,100	2,554,100	3,340,450	2,981,600	3,569,200	4,080,300	4,309,200
	Interest	1,788,454	2,148,158	2,148,158	2,839,989	3,500,973	3,982,767	3,846,446	3,724,020
	<i><b>TOTAL EXPENDITURES</b></i>	<i><b>\$ 4,151,404</b></i>	<i><b>\$ 4,702,258</b></i>	<i><b>\$ 4,702,258</b></i>	<i><b>\$ 6,180,439</b></i>	<i><b>\$ 6,482,573</b></i>	<i><b>\$ 7,551,967</b></i>	<i><b>\$ 7,926,746</b></i>	<i><b>\$ 8,033,220</b></i>
	<i><b>Period Excess / (Deficit)</b></i>	<i><b>\$ 323,322</b></i>	<i><b>\$ 320,767</b></i>	<i><b>\$ 384,653</b></i>	<i><b>\$ (181,719)</b></i>	<i><b>\$ 114,019</b></i>	<i><b>\$ (428,008)</b></i>	<i><b>\$ (236,470)</b></i>	<i><b>\$ 268,678</b></i>
<b>OTHER FINANCING</b>	Administrative Fees	17,800	16,050	15,930	18,000	19,200	20,400	21,600	22,800
	Transfers Out for Debt Service	-	-	-	-	-	-	-	-
	<i><b>TOTAL OTHER FINANCING SOURCES (USES)</b></i>	<i><b>\$ 17,800</b></i>	<i><b>\$ 16,050</b></i>	<i><b>\$ 15,930</b></i>	<i><b>\$ 18,000</b></i>	<i><b>\$ 19,200</b></i>	<i><b>\$ 20,400</b></i>	<i><b>\$ 21,600</b></i>	<i><b>\$ 22,800</b></i>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 305,522</b>	<b>\$ 304,717</b>	<b>\$ 368,723</b>	<b>\$ (199,719)</b>	<b>\$ 94,819</b>	<b>\$ (448,408)</b>	<b>\$ (258,070)</b>	<b>\$ 245,878</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 1,841,725</b>	<b>\$ 2,147,247</b>	<b>\$ 2,147,247</b>	<b>\$ 2,515,970</b>	<b>\$ 2,316,251</b>	<b>\$ 2,411,069</b>	<b>\$ 1,962,661</b>	<b>\$ 1,704,591</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 2,147,247</b>	<b>\$ 2,451,964</b>	<b>\$ 2,515,970</b>	<b>\$ 2,316,251</b>	<b>\$ 2,411,069</b>	<b>\$ 1,962,661</b>	<b>\$ 1,704,591</b>	<b>\$ 1,950,469</b>

### Projection of Debt Margin Based on Town Policy

	Tax Supported Debt Service Fiscal Year 2018-2019					
	<b>Actual</b> Position as of FYE 9.30.2018	<b>Projected</b> Position as of FYE 9.30.2019	<b>Projected</b> Position as of FYE 9.30.2020	<b>Projected</b> Position as of FYE 9.30.2021	<b>Projected</b> Position as of FYE 9.30.2022	<b>Projected</b> Position as of FYE 9.30.2023
1. Market Value of taxable property	\$ 3,114,007,223 <i>(certified)</i>	\$ 3,666,922,773 <i>(certified)</i>	\$ 4,054,572,789 <i>(projected)</i>	\$ 4,378,938,612 <i>(projected)</i>	\$ 4,729,253,701 <i>(projected)</i>	\$ 4,918,423,849 <i>(projected)</i>
2. Town's Target (6% limit)	\$ 186,840,433	\$ 220,015,366	\$ 243,274,367	\$ 262,736,317	\$ 283,755,222	\$ 295,105,431
<b>Unreserved Debt Capacity</b>	<b>\$ 186,840,433</b>	<b>\$ 220,015,366</b>	<b>\$ 243,274,367</b>	<b>\$ 262,736,317</b>	<b>\$ 283,755,222</b>	<b>\$ 295,105,431</b>
3. Outstanding Debt	\$ 67,807,300	\$ 64,610,500	\$ 61,898,900	\$ 58,944,700	\$ 55,859,400	\$ 52,600,200
4. Proposed Issues	-	18,400,000	11,320,000	1,940,000	1,465,000	1,400,000
5. Balance of Proposed Issues	-	-	18,135,000	28,845,000	29,800,000	30,225,000
<b>Total Debt Subject to Limit</b>	<b>\$ 67,807,300</b>	<b>\$ 83,010,500</b>	<b>\$ 91,353,900</b>	<b>\$ 89,729,700</b>	<b>\$ 87,124,400</b>	<b>\$ 84,225,200</b>
6. Available Unreserved Debt Capacity (\$)	\$ 119,033,133	\$ 137,004,866	\$ 151,920,467	\$ 173,006,617	\$ 196,630,822	\$ 210,880,231
7. Available Unreserved Debt Capacity (%)	63.71%	62.27%	62.45%	65.85%	69.30%	71.46%
8. I&S Tax Rate	0.1525	0.1525	0.1525	0.1525	0.1525	0.1524
9. Town's target of 35% or less of Total Tax Rate-\$0.52	29.30%	29.30%	29.30%	29.30%	29.30%	29.30%

Notes:

1. Total Assessed valuation plus utility valuation growth assumption is 10% in FY 2020, 8% in FY 2021 and FY 2022 per year, and 4% in FY 2023-2025 per year.
2. 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.
3. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged.
4. 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.
5. Debt balance on issues in Capital Improvements Plan.
6. Debt capacity available after deducting the reserved capacity.
7. Percentage of debt capacity available after deducting the reserved capacity.
8. Town's FY 2019 I&S tax rate and projected I&S rates are calculated based on 99% collections.
9. 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 Poor's. Moody assigned an Aa1 rating to the Town's recent GO and Combination Tax and Surplus Revenue Certificate of Obligation, Series 2018. The outlook is stable. The Aa1 reflects the Town's rapidly growing and moderately sized tax base, strong wealth indicators, and solid financial position supported by strong financial management. The rating also incorporates the Town's above average debt burden but overall manageable fixed costs given a modest pension liability. Standard and Poor's Global Rating (S&P) assigned its AA+ long-term rating to the Town's 2018 combination tax and surplus revenue certificates of obligation. The increased rating reflects the Town's robust and sustained growth that is anticipated to persist as the Dallas metro area continues to expand, contributing to rising market values, incomes, and population growth. The rating action also reflects the Town's consistently strong financial performance and very strong flexibility position, afforded through the expanding tax base and the Town's strong financial management practices. The chart below reflects rating increases since October 2011.

Rating Entity	Prior Rating	Prior Rating Period	Current Rating
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 2018-2019**

Issue	Principal Outstanding	Final Maturity
2012 General Obligation Bonds	3,160,000	2032
2013 General Obligation Bonds	3,085,000	2033
2014 General Obligation Refunding Bonds	1,525,000	2024
2014 General Obligation Bonds	860,000	2034
2015 Certificates of Obligation	8,015,000	2035
2015 General Obligation Bonds	3,510,000	2035
2015 General Obligation Refunding Bonds	9,058,500	2029
2016 Certificates of Obligation	6,790,000	2036
2016 General Obligation Bonds	3,310,000	2036
2016 General Obligation Refunding Bonds	2,188,800	2021
2017 Certificates of Obligation	10,000,000	2037
2018 General Obligation Bonds	3,900,000	2038
2018 Certificates of Obligation	12,405,000	2038
	 \$ 67,807,300	

**Water/Sewer/Drainage Supported Debt**  
**Fiscal Year 2018-2019**

Issue	Principal Outstanding	Final Maturity
2012 Certificates of Obligation	4,550,000	2032
2013 Certificates of Obligation	4,220,000	2033
2014 General Obligation Refunding Bonds	2,485,000	2024
2014 Certificates of Obligation	10,745,000	2034
2015 General Obligation Refunding Bonds	3,351,500	2029
2016 General Obligation Refunding Bonds	551,200	2021
2016 Certificates of Obligation	1,215,000	2036
2017 Certificates of Obligation	955,000	2037
2018 Certificates of Obligation	9,820,000	2038
	 \$ 37,892,700	

## **Principal and Interest Debt Schedule**

### Tax Supported Debt Service Fiscal Year 2018-2019

<b>Year</b>		<b>Principal</b>		<b>Interest</b>		<b>Total</b>
2019	\$	3,196,800	\$	2,734,050	\$	5,930,850
2020		2,711,600		2,610,535		5,322,135
2021		2,954,200		2,520,870		5,475,070
2022		3,085,300		2,402,815		5,488,115
2023		3,259,200		2,265,028		5,524,228
2024		3,765,700		2,114,986		5,880,686
2025		3,656,700		1,952,708		5,609,408
2026		4,299,300		1,776,626		6,075,926
2027		3,992,500		1,583,506		5,576,006
2028		4,173,000		1,393,825		5,566,825
2029		4,373,000		1,199,588		5,572,588
2030		3,620,000		1,027,850		4,647,850
2031		3,765,000		873,919		4,638,919
2032		3,915,000		720,994		4,635,994
2033		3,775,000		573,950		4,348,950
2034		3,630,000		427,994		4,057,994
2035		3,695,000		289,619		3,984,619
2036		2,895,000		164,503		3,059,503
2037		1,905,000		74,747		1,979,747
2038		1,140,000		19,781		1,159,781
<b>TOTALS</b>	<b>\$</b>	<b>67,807,300</b>	<b>\$</b>	<b>26,727,894</b>	<b>\$</b>	<b>94,535,194</b>

## **Principal and Interest Debt Schedule**

### Water/Sewer/Drainage Supported Debt Service Fiscal Year 2018-2019

Year		Principal		Interest		Total
2019	\$	2,223,200	\$	1,519,514	\$	3,742,714
2020		2,283,400		1,421,766		3,705,166
2021		2,355,800		1,335,505		3,691,305
2022		2,474,700		1,234,260		3,708,960
2023		2,455,800		1,131,798		3,587,598
2024		2,574,300		1,024,845		3,599,145
2025		2,193,300		910,499		3,103,799
2026		2,295,700		814,324		3,110,024
2027		1,932,500		724,619		2,657,119
2028		2,007,000		642,681		2,649,681
2029		2,087,000		560,081		2,647,081
2030		2,070,000		479,281		2,549,281
2031		2,145,000		394,681		2,539,681
2032		2,230,000		309,631		2,539,631
2033		1,945,000		229,900		2,174,900
2034		1,640,000		152,800		1,792,800
2035		770,000		91,184		861,184
2036		795,000		63,791		858,791
2037		730,000		36,925		766,925
2038		685,000		11,988		696,988
<b>TOTALS</b>	<b>\$</b>	<b>37,892,700</b>	<b>\$</b>	<b>13,090,073</b>	<b>\$</b>	<b>50,982,773</b>

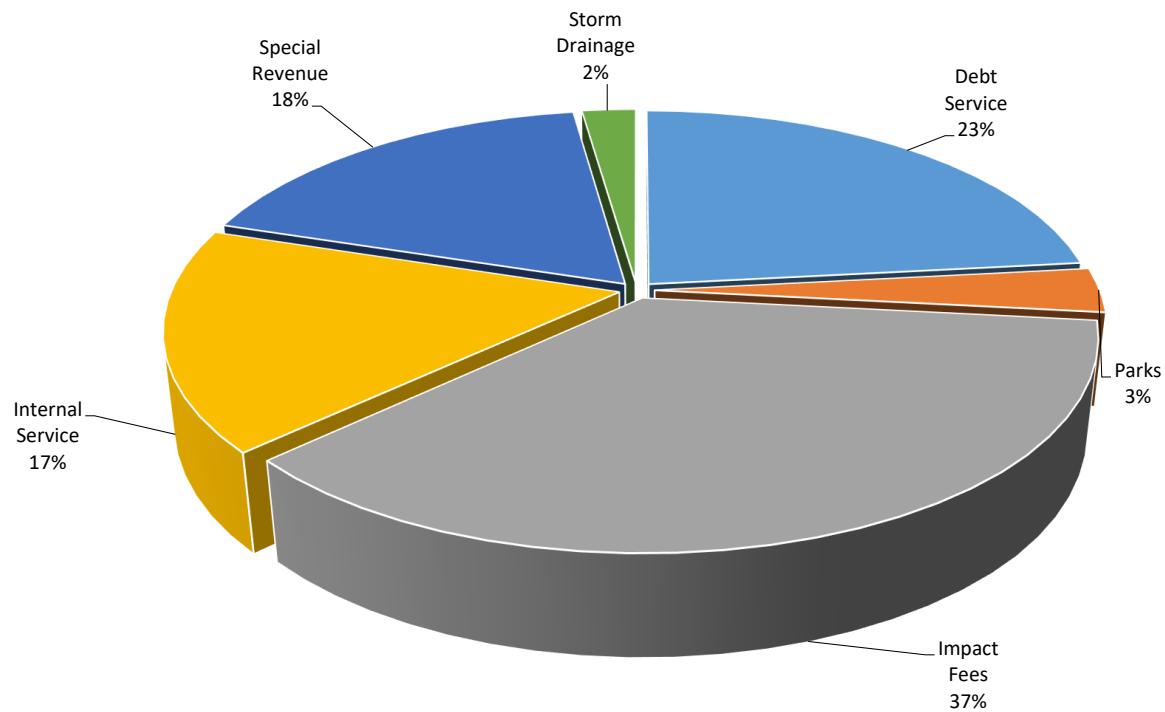


# OTHER FUNDS



**Other Funds Revenues**  
By Source

Revenue Category	Debt Service	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	\$ 5,958,720	\$ -	\$ -	\$ -	\$ 392,674	\$ -
Sales Tax	-	-	-	-	3,295,008	-
Investment Income	40,000	18,000	122,000	29,500	18,765	7,500
License, Fees & Permits	-	-	-	-	-	577,248
Impact Fees	-	-	9,044,000	-	825,500	-
Bond Proceeds	-	-	-	-	-	-
Charges for Services	-	600,000	-	2,688,811	-	-
Contribution	-	250,000	-	-	52,095	-
Grants	-	-	-	-	-	-
Other Transfers In	-	-	-	1,597,961	-	-
Miscellaneous	-	-	200,000	20,000	4,000	-
<b>Revenue Total</b>	<b>\$ 5,998,720</b>	<b>\$ 868,000</b>	<b>\$ 9,366,000</b>	<b>\$ 4,336,272</b>	<b>\$ 4,588,042</b>	<b>\$ 584,748</b>



## **TIRZ #1 Fund Description**

The Town of Prosper designated a certain area within the Town as a 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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	
<b>REVENUES</b>	Impact Fee Revenue	948,249	366,153	1,205,142	500,000	500,000	-	-	-	
	Property Taxes-Town	102,457	212,036	132,016	290,232	319,255	344,795	372,379	402,169	
	Property Taxes-County	29,329	84,975	34,862	83,081	91,389	98,700	106,596	115,124	
	Property Taxes-Rollback Taxes	265,867	-	-	-	-	-	-	-	
	Sales Taxes - Town	12,186	365,000	189,574	450,000	472,500	486,675	501,275	516,314	
	Sales Taxes - EDC	10,206	203,792	159,455	390,000	409,500	421,785	434,439	447,472	
	Investment Income	2,712	20,000	2,881	5,000	5,000	5,000	5,000	5,000	
	Other	-	-	-	-	-	-	-	-	
		<b>TOTAL REVENUES</b>	<b>\$ 1,371,006</b>	<b>\$ 1,251,956</b>	<b>\$ 1,723,931</b>	<b>\$ 1,718,313</b>	<b>\$ 1,797,644</b>	<b>\$ 1,356,955</b>	<b>\$ 1,419,689</b>	<b>\$ 1,486,078</b>
<b>EXPENDITURES</b>	Professional Services	-	-	-	-	-	-	-	-	
	Developer Reimbursement	1,176,006	1,245,915	1,886,431	1,718,313	1,797,644	1,356,955	1,419,689	1,486,078	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,176,006</b>	<b>\$ 1,245,915</b>	<b>\$ 1,886,431</b>	<b>\$ 1,718,313</b>	<b>\$ 1,797,644</b>	<b>\$ 1,356,955</b>	<b>\$ 1,419,689</b>	<b>\$ 1,486,078</b>	
		<i>Period Excess / (Deficit)</i>	<i>\$ 195,000</i>	<i>\$ 6,041</i>	<i>\$ (162,500)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
		<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 195,000</b>	<b>\$ 6,041</b>	<b>\$ (162,500)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>BEGINNING FUND BALANCE</b>	<b>\$ (7,500)</b>	<b>\$ 187,500</b>	<b>\$ 187,500</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
		<b>ENDING FUND BALANCE</b>	<b>\$ 187,500</b>	<b>\$ 193,541</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

## **TIRZ #2 Fund Description**

The Town of Prosper designated a certain area within the Town as a 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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	
<b>REVENUES</b>	Impact Fee Revenue	178,629	206,190	-	325,500	325,500	325,500	325,500	325,500	
	Property Taxes-Town	-	-	-	15,053	16,558	17,882	19,313	20,858	
	Property Taxes-County	-	-	-	4,309	4,740	5,119	5,528	5,971	
	Sales Taxes - Town	-	-	20	150	150	150	150	15	
	Sales Taxes - EDC	-	-	20	150	150	150	150	150	
	Investment Income	477	-	291	1,000	1,000	1,000	1,000	1,000	
	Other	-	-	-	-	-	-	-	-	
		<b>TOTAL REVENUES</b>	<b>\$ 179,106</b>	<b>\$ 206,190</b>	<b>\$ 332</b>	<b>\$ 346,161</b>	<b>\$ 348,098</b>	<b>\$ 349,801</b>	<b>\$ 351,641</b>	<b>\$ 353,494</b>
<b>EXPENDITURES</b>	Professional Services	-	-	-	-	-	-	-	-	
	Developer Reimbursement	153,629	206,978	809	346,161	348,098	349,801	351,641	353,494	
	<b>TOTAL EXPENDITURES</b>	<b>\$ 153,629</b>	<b>\$ 206,978</b>	<b>\$ 809</b>	<b>\$ 346,161</b>	<b>\$ 348,098</b>	<b>\$ 349,801</b>	<b>\$ 351,641</b>	<b>\$ 353,494</b>	
		<i>Period Excess / (Deficit)</i>	<i>\$ 25,477</i>	<i>\$ (788)</i>	<i>\$ (477)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
		<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 25,477</b>	<b>\$ (788)</b>	<b>\$ (477)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
		<b>BEGINNING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 25,477</b>	<b>\$ 25,477</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	
		<b>ENDING FUND BALANCE</b>	<b>\$ 25,477</b>	<b>\$ 24,689</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	

## **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 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 will fund twelve and a half existing Patrol Officers plus additional personnel costs.

**Crime Control and Prevention Special Purpose District**

**FUND BALANCE**

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Sales Taxes - Town	-	-	-	1,227,504	1,288,879	1,327,546	1,367,372	1,408,393
	Investment Income	-	-	-	5,000	5,000	7,000	7,000	8,500
	Other	-	-	-	-	-	-	-	-
<i><b>TOTAL REVENUES</b></i>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,232,504</b>	<b>\$ 1,293,879</b>	<b>\$ 1,334,546</b>	<b>\$ 1,374,372</b>	<b>\$ 1,416,893</b>
<b>EXPENDITURES</b>	Personnel	-	-	-	1,232,504	1,293,879	1,334,546	1,374,372	1,416,893
	Other	-	-	-	-	-	-	-	-
<i><b>TOTAL EXPENDITURES</b></i>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,232,504</b>	<b>\$ 1,293,879</b>	<b>\$ 1,334,546</b>	<b>\$ 1,374,372</b>	<b>\$ 1,416,893</b>
<i><b>Period Excess / (Deficit)</b></i>									
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **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 will fund 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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Sales Taxes - Town	-	-	-	1,227,504	1,288,879	1,327,546	1,367,372	1,408,393
	Investment Income	-	-	-	5,000	5,000	7,000	7,000	8,500
	Other	-	-	-	-	-	-	-	-
<b><i>TOTAL REVENUES</i></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,232,504</b>	<b>\$ 1,293,879</b>	<b>\$ 1,334,546</b>	<b>\$ 1,374,372</b>	<b>\$ 1,416,893</b>
<b>EXPENDITURES</b>	Personnel	-	-	-	1,232,504	1,293,879	1,334,546	1,374,372	1,416,893
	Other	-	-	-	-	-	-	-	-
	<b><i>TOTAL EXPENDITURES</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,232,504</b>	<b>\$ 1,293,879</b>	<b>\$ 1,334,546</b>	<b>\$ 1,374,372</b>	<b>\$ 1,416,893</b>
<b><i>Period Excess / (Deficit)</i></b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **Park Dedication/Improvement Fund Description**

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 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 multifamily 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/Improvement Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	
<b>REVENUES</b>	Park Dedication Fees	916,665	370,718	292,000	600,000	250,000	200,000	200,000	200,000	
	Park Improvement Fees	485,337	398,000	68,000	250,000	350,000	250,000	250,000	250,000	
	GO Debt Issuance for Land Purchase	-	900,000	900,000	-	-	-	-	-	
	Grants-Improvement Fund	606,493	-	268,508	-	-	-	-	-	
	Park Dedication-Interest	12,165	10,000	22,599	10,000	10,000	10,000	10,000	10,000	
	Park Improvement-Interest	8,099	8,000	15,596	8,000	8,000	8,000	8,000	8,000	
		<b>TOTAL REVENUES</b>	<b>\$ 2,028,759</b>	<b>\$ 1,686,718</b>	<b>\$ 1,566,702</b>	<b>\$ 868,000</b>	<b>\$ 618,000</b>	<b>\$ 468,000</b>	<b>\$ 468,000</b>	
<b>EXPENDITURES</b>	General - Parks Dedication	38,750	1,600,658	1,810,808	-	-	250,000	250,000	-	
	General - Parks Improvement	192,577	1,373,985	984,282	480,000	770,000	-	-	-	
	Transfers Out	262,500	-	-	-	-	-	-	-	
		<b>TOTAL EXPENDITURES</b>	<b>\$ 493,827</b>	<b>\$ 2,974,642</b>	<b>\$ 2,795,089</b>	<b>\$ 480,000</b>	<b>\$ 770,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	
		<i>Period Excess / (Deficit)</i>	<i>\$ 1,534,932</i>	<i>\$ (1,287,924)</i>	<i>\$ (1,228,387)</i>	<i>\$ 388,000</i>	<i>\$ (152,000)</i>	<i>\$ 218,000</i>	<i>\$ 218,000</i>	<i>\$ 468,000</i>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 1,534,932</b>	<b>\$ (1,287,924)</b>	<b>\$ (1,228,387)</b>	<b>\$ 388,000</b>	<b>\$ (152,000)</b>	<b>\$ 218,000</b>	<b>\$ 218,000</b>	<b>\$ 468,000</b>	
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,148,564</b>	<b>\$ 3,683,496</b>	<b>\$ 3,683,496</b>	<b>\$ 2,455,109</b>	<b>\$ 2,843,109</b>	<b>\$ 2,691,109</b>	<b>\$ 2,691,109</b>	<b>\$ 2,909,109</b>	
<b>PARKS DEDICATION ENDING FUND BALANCE</b>		<b>\$ 2,076,203</b>	<b>\$ 904,725</b>	<b>\$ 1,479,994</b>	<b>\$ 2,089,994</b>	<b>\$ 2,349,994</b>	<b>\$ 2,309,994</b>	<b>\$ 2,309,994</b>	<b>\$ 2,519,994</b>	
<b>PARKS IMPROVEMENTS ENDING FUND BALANCE</b>		<b>\$ 1,607,293</b>	<b>\$ 639,308</b>	<b>\$ 975,115</b>	<b>\$ 753,115</b>	<b>\$ 341,115</b>	<b>\$ 599,115</b>	<b>\$ 599,115</b>	<b>\$ 857,115</b>	



## **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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Impact Fees	3,299,149	3,584,000	3,584,000	3,584,000	3,584,000	3,584,000	3,584,000	3,584,000
	Investment Income	37,283	40,000	63,483	40,000	40,000	40,000	40,000	40,000
	<b>TOTAL REVENUES</b>	<b>\$ 3,336,432</b>	<b>\$ 3,624,000</b>	<b>\$ 3,647,483</b>	<b>\$ 3,624,000</b>	<b>\$ 3,624,000</b>	<b>\$ 3,624,000</b>	<b>\$ 3,624,000</b>	<b>\$ 3,624,000</b>
<b>EXPENDITURES</b>	Operations-Developer Agreements	2,380,848	1,709,275	1,379,200	1,619,750	1,619,750	1,619,750	1,619,750	1,619,750
	Capital	1,882,638	5,953,534	1,776,700	6,426,988	2,000,000	2,000,000	-	-
	Transfer Out	255,900	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 4,263,485</b>	<b>\$ 7,662,809</b>	<b>\$ 3,155,900</b>	<b>\$ 8,046,738</b>	<b>\$ 3,619,750</b>	<b>\$ 3,619,750</b>	<b>\$ 1,619,750</b>	<b>\$ 1,619,750</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ (927,053)</b>	<b>\$ (4,038,809)</b>	<b>\$ 491,583</b>	<b>\$ (4,422,738)</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>	<b>\$ 2,004,250</b>	<b>\$ 2,004,250</b>
<b>OTHER FINANCING</b>	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (927,053)</b>	<b>\$ (4,038,809)</b>	<b>\$ 491,583</b>	<b>\$ (4,422,738)</b>	<b>\$ 4,250</b>	<b>\$ 4,250</b>	<b>\$ 2,004,250</b>	<b>\$ 2,004,250</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 4,900,480</b>	<b>\$ 3,973,426</b>	<b>\$ 3,973,426</b>	<b>\$ 4,465,010</b>	<b>\$ 42,272</b>	<b>\$ 46,522</b>	<b>\$ 50,772</b>	<b>\$ 2,055,022</b>
<b>RESTRICTED FUND BALANCE FOR PROJECTS:</b>									
County Line elevated storage - Land purchase		\$ 240,450							
Connector County Line EST		32,850							
<b>TOTAL RESTRICTED FUND BALANCE FOR PROJECTS</b>		<b>\$ 273,300</b>							
<b>ENDING UNRESTRICTED FUND BALANCE</b>		<b>\$ 3,700,126</b>	<b>\$ (65,383)</b>	<b>\$ 4,465,010</b>	<b>\$ 42,272</b>	<b>\$ 46,522</b>	<b>\$ 50,772</b>	<b>\$ 2,055,022</b>	<b>\$ 4,059,272</b>

## Wastewater Impact Fee Fund Summary

### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Impact Fees	472,481	600,000	586,023	600,000	600,000	600,000	600,000	600,000
	Equity Fees	109,500	-	246,000	200,000	200,000	200,000	200,000	200,000
	Investment Income	13,636	10,000	16,163	12,000	12,000	12,000	12,000	12,000
	<b>TOTAL REVENUES</b>	<b>\$ 595,617</b>	<b>\$ 610,000</b>	<b>\$ 848,187</b>	<b>\$ 812,000</b>	<b>\$ 812,000</b>	<b>\$ 812,000</b>	<b>\$ 812,000</b>	<b>\$ 812,000</b>
<b>EXPENDITURES</b>	Operations-Developer Reimbursements	272,855	354,425	360,275	460,275	460,275	460,275	460,275	413,757
	Capital	954,170	250,802	232,774	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,227,025</b>	<b>\$ 605,227</b>	<b>\$ 593,049</b>	<b>\$ 460,275</b>	<b>\$ 460,275</b>	<b>\$ 460,275</b>	<b>\$ 460,275</b>	<b>\$ 413,757</b>
	<i>Period Excess / (Deficit)</i>	<i>\$ (631,408)</i>	<i>\$ 4,773</i>	<i>\$ 255,138</i>	<i>\$ 351,725</i>	<i>\$ 351,725</i>	<i>\$ 351,725</i>	<i>\$ 351,725</i>	<i>\$ 398,243</i>
<b>OTHER FINANCING</b>	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (631,408)</b>	<b>\$ 4,773</b>	<b>\$ 255,138</b>	<b>\$ 351,725</b>	<b>\$ 351,725</b>	<b>\$ 351,725</b>	<b>\$ 351,725</b>	<b>\$ 398,243</b>
<b>BEGINNING FUND BALANCE</b>									
\$ 1,648,867									
<b>RESTRICTED FUND BALANCE FOR PROJECTS:</b>									
PW Interceptor \$ 165,130									
<b>TOTAL RESTRICTED FUND BALANCE FOR PROJECTS</b>									
\$ 165,130									
<b>ENDING UNRESTRICTED FUND BALANCE</b>									
\$ 852,329									
\$ 1,022,232									
\$ 1,272,597									
\$ 1,624,322									
\$ 1,976,047									
\$ 2,327,772									
\$ 2,679,497									
\$ 3,077,740									

### East Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Impact Fees	(75,609)	2,785,000	1,468,734	2,825,000	2,825,000	2,825,000	2,825,000	2,825,000
	Investment Income	40,118	35,000	63,465	50,000	50,000	50,000	60,000	60,000
	<b>TOTAL REVENUES</b>	<b>\$ (35,491)</b>	<b>\$ 2,820,000</b>	<b>\$ 1,532,199</b>	<b>\$ 2,875,000</b>	<b>\$ 2,875,000</b>	<b>\$ 2,875,000</b>	<b>\$ 2,885,000</b>	<b>\$ 2,885,000</b>
<b>EXPENDITURES</b>	Operations-Developer Reimbursements:	-	150,000	150,000	350,000	-	-	-	-
	Capital:	886,467	4,536,738	4,730,172	5,447,000	319,000	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 886,467</b>	<b>\$ 4,686,738</b>	<b>\$ 4,880,172</b>	<b>\$ 5,797,000</b>	<b>\$ 319,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ (921,958)</b>	<b>\$ (1,866,738)</b>	<b>\$ (3,347,973)</b>	<b>\$ (2,922,000)</b>	<b>\$ 2,556,000</b>	<b>\$ 2,875,000</b>	<b>\$ 2,885,000</b>	<b>\$ 2,885,000</b>
<b>OTHER FINANCING</b>	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
136	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (921,958)</b>	<b>\$ (1,866,738)</b>	<b>\$ (3,347,973)</b>	<b>\$ (2,922,000)</b>	<b>\$ 2,556,000</b>	<b>\$ 2,875,000</b>	<b>\$ 2,885,000</b>	<b>\$ 2,885,000</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 8,046,534</b>	<b>\$ 7,124,576</b>	<b>\$ 7,124,576</b>	<b>\$ 3,776,603</b>	<b>\$ 854,603</b>	<b>\$ 3,410,603</b>	<b>\$ 3,410,603</b>	<b>\$ 6,285,603</b>
	<b>RESTRICTED FUND BALANCE FOR PROJECTS</b>								
	Frontier BNSF Overpass	\$ 2,340,000							
	Prosper Trail ( Kroger to Coit)	2,780,000							
	Prosper Trail ( Coit - Custer)	-							
	<b>TOTAL RESTRICTED FUND BALANCE FOR PROJECTS</b>	<b>\$ 5,120,000</b>							
	<b>ENDING UNRESTRICTED FUND BALANCE</b>	<b>\$ 2,004,576</b>	<b>\$ 5,257,838</b>	<b>\$ 3,776,603</b>	<b>\$ 854,603</b>	<b>\$ 3,410,603</b>	<b>\$ 6,285,603</b>	<b>\$ 6,295,603</b>	<b>\$ 9,170,603</b>

### West Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Impact Fees	3,380,646	1,850,000	2,474,717	2,035,000	2,035,000	2,035,000	2,035,000	2,035,000
	Investment Income	4,957	7,500	15,161	20,000	30,000	40,000	45,000	45,000
	<b>TOTAL REVENUES</b>	<b>\$ 3,385,603</b>	<b>\$ 1,857,500</b>	<b>\$ 2,489,879</b>	<b>\$ 2,055,000</b>	<b>\$ 2,065,000</b>	<b>\$ 2,075,000</b>	<b>\$ 2,080,000</b>	<b>\$ 2,080,000</b>
<b>EXPENDITURES</b>	Operations-Developer Agreements	2,651,179	1,650,000	650,000	1,443,384	900,000	900,000	900,000	900,000
	Capital	193,891	104,431	299,013	2,617,000	750,000	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,845,070</b>	<b>\$ 1,754,431</b>	<b>\$ 949,013</b>	<b>\$ 4,060,384</b>	<b>\$ 1,650,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>	<b>\$ 900,000</b>
	<i>Period Excess / (Deficit)</i>	<i>\$ 540,533</i>	<i>\$ 103,070</i>	<i>\$ 1,540,865</i>	<i>\$ (2,005,384)</i>	<i>\$ 415,000</i>	<i>\$ 1,175,000</i>	<i>\$ 1,180,000</i>	<i>\$ 1,180,000</i>
<b>OTHER FINANCING</b>	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 540,533</b>	<b>\$ 103,070</b>	<b>\$ 1,540,865</b>	<b>\$ (2,005,384)</b>	<b>\$ 415,000</b>	<b>\$ 1,175,000</b>	<b>\$ 1,180,000</b>	<b>\$ 1,180,000</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ (54,767)</b>	<b>\$ 485,766</b>	<b>\$ 485,766</b>	<b>\$ 2,026,632</b>	<b>\$ 21,248</b>	<b>\$ 436,248</b>	<b>\$ 1,611,248</b>	<b>\$ 2,791,248</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 485,766</b>	<b>\$ 588,836</b>	<b>\$ 2,026,632</b>	<b>\$ 21,248</b>	<b>\$ 436,248</b>	<b>\$ 1,611,248</b>	<b>\$ 2,791,248</b>	<b>\$ 3,971,248</b>

## **Stormwater Drainage Utility Fund Description**

The Town's Storm 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 insure 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 Storm 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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Storm Drainage Fees	349,352	528,351	539,484	577,248	594,565	606,456	618,586	630,957
	Other	-	-	-	-	-	-	-	-
	Investment Income	4,420	10,000	6,470	7,500	7,500	8,000	9,000	10,000
	<i>TOTAL REVENUES</i>	<i>\$ 353,772</i>	<i>\$ 538,351</i>	<i>\$ 545,954</i>	<i>\$ 584,748</i>	<i>\$ 602,065</i>	<i>\$ 614,456</i>	<i>\$ 627,586</i>	<i>\$ 640,957</i>
<b>EXPENDITURES</b>	Operating Expenses	147,643	175,599	91,388	183,060	190,275	197,375	204,858	212,751
	Debt Service	238,415	291,545	291,545	-	248,641	245,592	285,642	256,897
	Transfers Out	205,045	131,428	70,233	73,740	73,740	73,740	73,740	73,740
	<i>TOTAL EXPENDITURES</i>	<i>\$ 591,103</i>	<i>\$ 598,572</i>	<i>\$ 453,166</i>	<i>\$ 256,800</i>	<i>\$ 512,656</i>	<i>\$ 516,707</i>	<i>\$ 564,240</i>	<i>\$ 543,388</i>
	<i>Period Excess / (Deficit)</i>	<i>\$ (237,331)</i>	<i>\$ (60,221)</i>	<i>\$ 92,788</i>	<i>\$ 327,948</i>	<i>\$ 89,409</i>	<i>\$ 97,749</i>	<i>\$ 63,346</i>	<i>\$ 97,569</i>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (237,331)</b>	<b>\$ (60,221)</b>	<b>\$ 92,788</b>	<b>\$ 327,948</b>	<b>\$ 89,409</b>	<b>\$ 97,749</b>	<b>\$ 63,346</b>	<b>\$ 97,569</b>
130	<b>BEGINNING FUND BALANCE</b>	<b>\$ 167,585</b>	<b>\$ (69,746)</b>	<b>\$ (69,746)</b>	<b>\$ 23,042</b>	<b>\$ 350,990</b>	<b>\$ 440,399</b>	<b>\$ 538,148</b>	<b>\$ 601,494</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ (69,746)</b>	<b>\$ (129,967)</b>	<b>\$ 23,042</b>	<b>\$ 350,990</b>	<b>\$ 440,399</b>	<b>\$ 538,148</b>	<b>\$ 601,494</b>	<b>\$ 699,063</b>
	<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>			<b>18</b>	<b>492</b>	<b>309</b>	<b>375</b>	<b>384</b>	<b>463</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Stormwater Drainage

## PROGRAM DESCRIPTION

The core service of the Storm 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

- 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 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Inspect construction projects within the Town's Jurisdiction to verify compliance with TCEQ Stormwater requirements	50	50	50
Review the Town's progress regarding the different requirements of the MS4 permit for compliance	As Needed	As Needed	As Needed
Instruct contractors in the field regarding BMPs and TCEQ compliance, as well as educate the Town at large in various public sectors	As Needed	As Needed	As Needed
Complete Annual MS4 permit update/Insure that Town's MS4 paperwork is in order	Annually	Annually	Annually

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2016-2017	REVISED 2017-2018	BUDGET 2018-2019
Inspect construction projects within the Town's jurisdiction weekly to verify compliance with TCEQ Stormwater requirements	Visit all sites 1/week	Visit all sites 1/week	Visit all sites 1/week
Periodically review the Town's progress regarding the different requirements of the MS4 permit for compliance	Review Quarterly	Review Quarterly	Review Quarterly
Instruct Contractors in the field regarding BMPs and TCEQ compliance as well as educate the Town at large in various avenues	Meet Permit Requirements	Meet Permit Requirements	Meet Permit Requirements
Timely submittal of MS4 permit annually	Annually	Annually	Annually

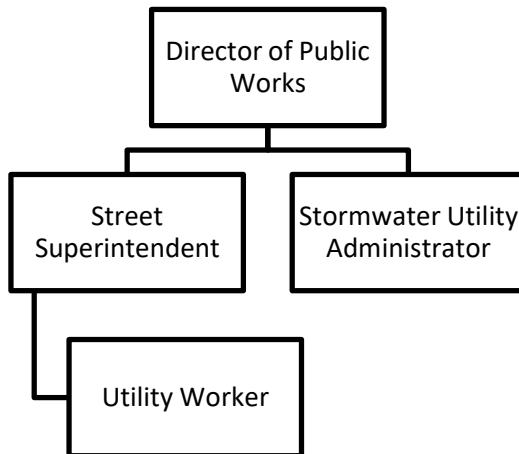
# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Stormwater Drainage

<b>EXPENDITURE SUMMARY</b>	<b>ACTUAL</b> <b>2016-2017</b>	<b>REVISED</b> <b>2017-2018</b>	<b>BUDGET</b> <b>2018-2019</b>
Personnel	\$ 138,052	\$ 74,668	\$ 162,360
Operations	9,591	16,720	20,700
Debt Service	238,415	291,545	-
Transfers	205,045	70,233	73,740
<b>TOTAL</b>	<b>\$ 591,103</b>	<b>\$ 453,166</b>	<b>\$ 256,800</b>

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL</b> <b>2016-2017</b>	<b>REVISED</b> <b>2017-2018</b>	<b>BUDGET</b> <b>2018-2019</b>
Stormwater Utility Administrator	1.0	1.0	1.0
Utility Worker	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>



## **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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	
<b>REVENUES</b>	Police Donations	15,744	15,000	15,366	15,000	15,000	15,000	15,000	15,000	
	Fire Donations	13,497	14,000	13,284	14,000	14,000	14,000	14,000	14,000	
	Child Safety Fees	12,690	5,000	3,194	5,000	5,000	5,000	5,000	5,000	
	Court Security Revenue	6,731	7,700	8,202	7,700	8,085	8,490	8,900	9,345	
	Court Technology Revenue	8,974	10,395	11,936	10,395	10,915	11,460	12,033	12,635	
	Prosper Christmas Revenue	13,706	-	-	-	-	-	-	-	
	Tree Mitigation Revenue	-	-	27,475	-	-	-	-	-	
	Escrow Income	84,551	-	-	-	-	-	-	-	
	Cash Seizures	3,814	-	-	-	-	-	-	-	
	Miscellaneous	3,398	3,000	3,968	4,000	4,000	4,000	4,000	4,000	
	Interest Income	1,417	2,765	5,626	2,765	2,880	2,995	3,110	3,225	
	Transfer In	18,053	-	-	-	-	-	-	-	
		<i><b>TOTAL REVENUES</b></i>	<i><b>\$ 182,575</b></i>	<i><b>\$ 57,860</b></i>	<i><b>\$ 89,051</b></i>	<i><b>\$ 58,860</b></i>	<i><b>\$ 59,880</b></i>	<i><b>\$ 60,945</b></i>	<i><b>\$ 62,043</b></i>	<i><b>\$ 63,205</b></i>
<b>EXPENDITURES</b>	General Government	503,242	81,717	136,055	60,000	60,000	60,000	60,000	60,000	
	<i><b>TOTAL EXPENDITURES</b></i>	<i><b>\$ 503,242</b></i>	<i><b>\$ 81,717</b></i>	<i><b>\$ 136,055</b></i>	<i><b>\$ 60,000</b></i>	<i><b>\$ 60,000</b></i>	<i><b>\$ 60,000</b></i>	<i><b>\$ 60,000</b></i>	<i><b>\$ 60,000</b></i>	
	<i><b>Period Excess / (Deficit)</b></i>	<i><b>\$ (320,667)</b></i>	<i><b>\$ (23,857)</b></i>	<i><b>\$ (47,004)</b></i>	<i><b>\$ (1,140)</b></i>	<i><b>\$ (120)</b></i>	<i><b>\$ 945</b></i>	<i><b>\$ 2,043</b></i>	<i><b>\$ 3,205</b></i>	
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (320,667)</b>	<b>\$ (23,857)</b>	<b>\$ (47,004)</b>	<b>\$ (1,140)</b>	<b>\$ (120)</b>	<b>\$ 945</b>	<b>\$ 2,043</b>	<b>\$ 3,205</b>	
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,121,066</b>	<b>\$ 1,800,399</b>	<b>\$ 1,800,399</b>	<b>\$ 1,753,394</b>	<b>\$ 1,752,254</b>	<b>\$ 1,752,134</b>	<b>\$ 1,753,079</b>	<b>\$ 1,755,122</b>	
<b>ENDING FUND BALANCE</b>		<b>\$ 1,800,399</b>	<b>\$ 1,776,542</b>	<b>\$ 1,753,394</b>	<b>\$ 1,752,254</b>	<b>\$ 1,752,134</b>	<b>\$ 1,753,079</b>	<b>\$ 1,755,122</b>	<b>\$ 1,758,327</b>	

## **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 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Charges for Services	500,781	-	-	-	-	-	-	-
	Other	36,217	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Interest Income	15,460	15,000	26,037	25,000	25,000	25,000	25,000	25,000
	Transfers In	13,279	1,076,644	1,083,017	1,597,961	1,532,986	1,532,986	1,532,986	1,532,986
	<i><b>TOTAL REVENUES</b></i>	<i><b>\$ 565,737</b></i>	<i><b>\$ 1,111,644</b></i>	<i><b>\$ 1,129,054</b></i>	<i><b>\$ 1,642,961</b></i>	<i><b>\$ 1,577,986</b></i>	<i><b>\$ 1,577,986</b></i>	<i><b>\$ 1,577,986</b></i>	<i><b>\$ 1,577,986</b></i>
<b>EXPENDITURES</b>	Technology Expenses	27,800	94,700	81,872	85,870	82,997	56,512	37,505	145,120
	Equipment Expenses	-	92,936	91,360	277,336	58,669	111,819	21,380	168,866
	Vehicles Expenses	297,336	335,433	312,439	532,339	629,046	1,272,770	374,142	529,520
	<i><b>TOTAL EXPENDITURES</b></i>	<i><b>\$ 325,136</b></i>	<i><b>\$ 523,069</b></i>	<i><b>\$ 485,671</b></i>	<i><b>\$ 895,545</b></i>	<i><b>\$ 770,712</b></i>	<i><b>\$ 1,441,101</b></i>	<i><b>\$ 433,027</b></i>	<i><b>\$ 843,506</b></i>
	<i><b>Period Excess / (Deficit)</b></i>	<i><b>\$ 240,601</b></i>	<i><b>\$ 588,575</b></i>	<i><b>\$ 643,383</b></i>	<i><b>\$ 747,416</b></i>	<i><b>\$ 807,274</b></i>	<i><b>\$ 136,885</b></i>	<i><b>\$ 1,144,959</b></i>	<i><b>\$ 734,480</b></i>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 240,601</b>	<b>\$ 588,575</b>	<b>\$ 643,383</b>	<b>\$ 747,416</b>	<b>\$ 807,274</b>	<b>\$ 136,885</b>	<b>\$ 1,144,959</b>	<b>\$ 734,480</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 1,469,936</b>	<b>\$ 1,710,537</b>	<b>\$ 1,710,537</b>	<b>\$ 2,353,920</b>	<b>\$ 3,101,336</b>	<b>\$ 3,908,610</b>	<b>\$ 4,045,495</b>	<b>\$ 5,190,454</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 1,710,537</b>	<b>\$ 2,299,112</b>	<b>\$ 2,353,920</b>	<b>\$ 3,101,336</b>	<b>\$ 3,908,610</b>	<b>\$ 4,045,495</b>	<b>\$ 5,190,454</b>	<b>\$ 5,924,934</b>



**Vehicle and Equipment Replacement Listing**  
**Items to be replaced in Fiscal Year 2018-2019**

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST	
<i>Vehicles</i>					
Police Operations	2010	Chevrolet	Tahoe	\$	44,934
Police Operations	2015	Chevrolet	Tahoe		59,622
Police Operations	2015	Chevrolet	Tahoe		53,283
Fire Operations	2011	Chevrolet	C3500		291,000
Code Compliance	2007	Ford	F150		21,500
Streets	2007	Ford	F450		35,000
Wastewater	2008	GMC	C1500		27,000
<b>Total cost of vehicle replacements</b>				<b>\$</b>	<b>532,339</b>
<i>Equipment</i>					
Park Operations	2009	John Deere	Z-Turn 72"	\$	9,200
Park Operations	2011	John Deere	5-Gang		41,429
Park Operations	2011	John Deere	Gator		7,825
Park Operations	2011	John Deere	Bunker/Field Rake		10,720
Park Operations	2011	John Deere	Bunker/Field Rake		10,720
Park Operations	2011	John Deere	Z-Turn 60"		6,500
Park Operations	2011	John Deere	Z-Turn 60"		6,500
Park Operations	2012	Toro	7-Gang		33,485
Park Operations	2012	Toro	7-Gang		*
Water	2006	Caterpillar	Backhoe/Loader		120,000
<b>Total cost of equipment replacements</b>				<b>\$</b>	<b>246,379</b>
<b>Total cost of all replacements</b>					<b>778,718</b>

\* Two 2012 Toro 7-Gang mowers will be replaced with one 5-Gang mower.

## **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 Town employee health and dental care coverage. In addition, excess insurance of up to \$1,000,000 has been obtained for an individual unit health prescription drug claims exceeding \$50,000. The Town's claim administrator is Blue Cross and Blue Shield of Texas.

## Health Insurance Trust Fund Summary

### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2016-2017	AMENDED BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED BUDGET 2018-2019	PLANNING YEAR 2019-2020	PLANNING YEAR 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023
<b>REVENUES</b>	Transfers In	65,628	99,812	99,651	-	-	-	-	-
	Contributions	1,717,567	2,089,870	2,125,953	2,688,811	3,092,132	3,555,952	4,089,345	4,702,746
	Investment Income	760	-	4,818	4,500	5,000	5,000	5,000	5,000
	Other Income	-	-	40,051	-	-	-	-	-
	<i><b>TOTAL REVENUES</b></i>	<i><b>\$ 1,783,955</b></i>	<i><b>\$ 2,189,682</b></i>	<i><b>\$ 2,230,422</b></i>	<i><b>\$ 2,693,311</b></i>	<i><b>\$ 3,097,132</b></i>	<i><b>\$ 3,560,952</b></i>	<i><b>\$ 4,094,345</b></i>	<i><b>\$ 4,707,746</b></i>
<b>EXPENDITURES</b>	Operating Expenses	-	173,318	151,592	192,449	200,000	200,000	200,000	200,000
	Claims	1,787,392	1,816,542	1,816,542	2,315,241	2,662,527	3,061,906	3,521,192	4,049,371
	Insurance	-	185,550	184,950	203,231	209,328	215,608	222,076	228,738
	Wellness Program	-	6,000	-	6,000	6,000	6,000	6,000	6,000
	Transfers Out	-	-	-	-	-	-	-	-
	<i><b>TOTAL EXPENDITURES</b></i>	<i><b>\$ 1,787,392</b></i>	<i><b>\$ 2,181,410</b></i>	<i><b>\$ 2,153,084</b></i>	<i><b>\$ 2,716,921</b></i>	<i><b>\$ 3,077,855</b></i>	<i><b>\$ 3,483,514</b></i>	<i><b>\$ 3,949,268</b></i>	<i><b>\$ 4,484,109</b></i>
	<i><b>Period Excess / (Deficit)</b></i>	<i><b>\$ (3,437)</b></i>	<i><b>\$ 8,272</b></i>	<i><b>\$ 77,338</b></i>	<i><b>\$ (23,610)</b></i>	<i><b>\$ 19,277</b></i>	<i><b>\$ 77,438</b></i>	<i><b>\$ 145,077</b></i>	<i><b>\$ 223,637</b></i>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ (3,437)</b>	<b>\$ 8,272</b>	<b>\$ 77,338</b>	<b>\$ (23,610)</b>	<b>\$ 19,277</b>	<b>\$ 77,438</b>	<b>\$ 145,077</b>	<b>\$ 223,637</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 1</b>	<b>\$ (3,436)</b>	<b>\$ (3,436)</b>	<b>\$ 73,902</b>	<b>\$ 50,292</b>	<b>\$ 69,569</b>	<b>\$ 147,007</b>	<b>\$ 292,083</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ (3,436)</b>	<b>\$ 4,837</b>	<b>\$ 73,902</b>	<b>\$ 50,292</b>	<b>\$ 69,569</b>	<b>\$ 147,007</b>	<b>\$ 292,083</b>	<b>\$ 515,721</b>





# 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 2018-2019**  
**DISCRETIONARY PACKAGES**  
**GENERAL FUND**

Page	Div/Dept	Dept Rank	Discretionary Package Title	FTEs	Net One-Time	Net On Going	Total Costs	Revenue	Total Net Costs
158	TOWN MANAGER'S OFFICE	1	DUES, TRAVEL, TRAINING		-	4,080	4,080		4,080
159	TOWN MANAGER'S OFFICE	2	CONTINUOUS PROCESS IMPROVEMENT PROGRAM		70,000	-	70,000		70,000
160	TOWN SECRETARY'S OFFICE	1	AGENDA MANAGEMENT SOFTWARE		-	10,000	10,000		10,000
161	TOWN SECRETARY'S OFFICE	2	CERTIFIED PUBLIC COMMUNICATOR PROGRAM		3,850	-	3,850		3,850
162	TOWN SECRETARY'S OFFICE	3	OPEN HOUSE/STATE OF THE TOWN		-	5,000	5,000		5,000
163	FINANCE	1	BUYER (NEW PERSONNEL)	1.0	2,385	54,991	57,376		57,376
165	IT	1	HELP DESK TECHNICIAN (NEW PERSONNEL)	1.0	2,805	64,366	67,171		67,171
167	MUNICIPAL COURT	1	PART-TIME MARSHAL (NEW PERSONNEL)	0.5	24,798	33,869	58,667		58,667
169	NON-DEPARTMENTAL	1	FFE PUBLIC SAFETY COMPLEX		1,500,000	-	1,500,000		1,500,000
170	POLICE OPERATIONS	1	VERF ADDITIONAL FUNDS		38,677	12,893	51,570		51,570
171	POLICE OPERATIONS	2	FIVE PATROL OFFICERS (NEW PERSONNEL)	5.0	112,106	427,245	539,351		539,351
173	POLICE OPERATIONS	3	CID/ADMINISTRATIVE SERGEANT (NEW PERSONNEL)	1.0	48,933	101,625	150,558		150,558
175	POLICE OPERATIONS	4	RECLASS PATROL OFFICER - DETECTIVE		-	16,694	16,694		16,694
176	POLICE OPERATIONS	5	K9 UNIT		99,308	29,693	129,001		129,001
177	POLICE OPERATIONS	6	THERMO SCIENTIFIC TRUNARC ANALYZER (CID)		24,395	-	24,395		24,395
178	POLICE OPERATIONS	7	FLIR SKYWATCH		153,247	-	153,247		153,247
179	POLICE OPERATIONS	8	COMMAND VEHICLE		37,500	-	37,500		37,500
180	POLICE DISPATCH	1	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	2.0	12,615	89,701	102,316		102,316
182	POLICE DISPATCH	2	MEMBERSHIPS, TRAINING, AND TRAVEL		-	11,260	11,260		11,260
183	FIRE OPERATIONS	1	VERF ADDITIONAL FUNDS - AMBULANCE		79,625	11,375	91,000		91,000
184	FIRE OPERATIONS	2	AERIAL LADDER TRUCK		1,515,000	135,000	1,650,000		1,650,000
185	FIRE OPERATIONS	3	DIVISION CHIEF (NEW PERSONNEL)	1.0	63,000	118,909	181,909		181,909
187	FIRE OPERATIONS	4	OVERTIME INCREASE		-	69,037	69,037		69,037
188	FIRE OPERATIONS	5	FIRE ADMINISTRATION MODULAR BUILDING		133,828	7,800	141,628		141,628
189	FIRE OPERATIONS	6	ISO CONSULTANT MIKE PIETSCH		19,000	-	19,000		19,000
190	FIRE OPERATIONS	7	TEXAS FIRE CHIEFS BEST PRACTICES RECOGNITION		-	1,600	1,600		1,600

**TOWN OF PROSPER**  
**FY 2018-2019**  
**DISCRETIONARY PACKAGES**  
**GENERAL FUND**

Page	Div/Dept	Dept Rank	Discretionary Package Title	FTEs	Net One-Time	Net On Going	Total Costs	Revenue	Total Net Costs
191	FIRE OPERATIONS	9	DRONE TRAINING AND EQUIPMENT		530	2,450	2,980		2,980
192	FIRE MARSHAL	1	FIRE INSPECTOR/INVESTIGATOR (NEW PERSONNEL)	1.0	36,200	92,129	128,329	(150,000)	(21,671)
194	BUILDING INSPECTIONS	1	PERMIT TECHNICIAN (NEW PERSONNEL)	1.0	5,155	45,379	50,534		50,534
196	CODE COMPLIANCE	1	VERF ADDITIONAL FUNDS		4,812	688	5,500		5,500
197	STREETS	1	COLEMAN ROAD (GORGEOUS-PROSPER TRAIL)		375,000	-	375,000		375,000
198	STREETS	2	CUSTER ROAD ADVANCE FUNDING AGREEMENT		100,000	-	100,000		100,000
199	STREETS	3	VERF ADDITIONAL FUNDS		1,250	8,750	10,000		10,000
200	STREETS	4	SENIOR SIGNAL/SIGN TECHNICIAN CREW LEADER (NEW PERSONNEL)	1.0	24,651	75,329	99,980		99,980
202	STREETS	5	PROSPER TRAIL REPAIRS		-	75,000	75,000		75,000
203	STREETS	6	BNSF QUIET ZONE FIRST & FIFTH		145,000	-	145,000		145,000
204	STREETS	7	SIGN AND POLE REHABILITATION		-	15,000	15,000		15,000
205	STREETS	8	CAT SKID STEER		73,778	7,500	81,278		81,278
206	STREETS	9	ASPHALT REPAIR		-	50,000	50,000		50,000
207	STREETS	10	MEDIAN-ALERT		-	31,300	31,300		31,300
208	STREETS	11	ANNUAL STREET MAINTENANCE PROGRAM		1,000,000	1,000,000	1,000,000		1,000,000
209	STREETS	12	MISCELLANEOUS CONCRETE REPAIRS		-	64,825	64,825		64,825
210	STREETS	13	RENTAL EQUIPMENT - STREETS		-	12,000	12,000		12,000
211	STREETS	14	GROUND PENETRATING RADAR		-	20,000	20,000		20,000
212	PARK ADMINISTRATION	1	PARKS AND RECREATION ADMINISTRATION BUILDING REMODEL		56,000	-	56,000		56,000
213	PARK ADMINISTRATION	2	TOWN HALL OPEN SPACE DESIGN		55,000	-	55,000		55,000
214	PARK ADMINISTRATION	3	TOWN HALL DECORATIONS		9,800	18,500	28,300		28,300
215	PARK ADMINISTRATION	4	CHRISTMAS FESTIVAL		-	11,000	11,000		11,000
216	PARK OPERATIONS	1	PICKUP TRUCK		22,200	1,600	23,800		23,800
217	PARK OPERATIONS	2	EQUIPMENT OPERATOR (NEW PERSONNEL)	1.0	22,200	51,133	73,333		73,333
219	PARK OPERATIONS	3	MAINTENANCE WORKER (NEW PERSONNEL)	1.0	-	42,276	42,276		42,276
221	PARK OPERATIONS	4	CHEMICAL SPECIALIST (NEW PERSONNEL)	1.0	22,200	51,547	73,747		73,747
223	PARK OPERATIONS	5	EQUIPMENT RENTAL		10,000	-	10,000		10,000

**TOWN OF PROSPER**  
**FY 2018-2019**  
**DISCRETIONARY PACKAGES**  
**GENERAL FUND**

Page	Div/Dept	Dept Rank	Discretionary Package Title	FTEs	Net One-Time	Net On Going	Total Costs	Revenue	Total Net Costs	
224	PARK RECREATION	1	RECREATION PROGRAMMER (NEW PERSONNEL)	1.0	3,875	62,608	66,483	(14,250)	52,233	
226	LIBRARY	1	INCREASE PHYSICAL COLLECTION		-	5,000	5,000		5,000	
227	LIBRARY	2	LIBRARY TECHNOLOGY		6,000	2,500	8,500		8,500	
228	ENGINEERING	1	RECLASS GRADUATE ENGINEER - ENGINEER		-	9,805	9,805		9,805	
229	ENGINEERING	2	ENGINEER (NEW PERSONNEL)	1.0	4,245	81,117	85,362		85,362	
231	ENGINEERING	3	FIRST STREET/BNSF RR OVERPASS STUDY		40,000	-	40,000		40,000	
232	ENGINEERING	4	PROSPER TRAIL/BNSF RR OVERPASS STUDY		40,000	-	40,000		40,000	
				<b>TOTAL PROPOSED</b>	19.5	\$ 5,998,968	\$ 3,042,574	\$ 8,041,542	\$ (164,250)	\$ 7,877,292

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**CUT PACKAGES**

255	POLICE OPERATIONS	6	SRT - PERIMETER MEMBER (4)		30,692	91,126	121,818		121,818	
256	FIRE OPERATIONS	6	STORM SIREN		24,715	1,285	26,000		26,000	
257	FIRE OPERATIONS	7	VEHICLE FOR EMERGENCY MANAGEMENT COORDINATOR		24,000	1,200	25,200		25,200	
258	FIRE OPERATIONS	10	TACTICAL MEDIC PROGRAM		17,340	60,461	77,801		77,801	
259	STREETS	4	SIGNAL/SIGN TECHNICIAN MAINTENANCE WORKER	1.0	3,442	38,636	42,078		42,078	
261	PARK ADMINISTRATION	2	MARKETING COORDINATOR (NEW PERSONNEL)	1.0	-	45,672	45,672		45,672	
263	PARK ADMINISTRATION	5	PICKUP TRUCK - PARK ADMIN		19,915	3,385	23,300		23,300	
				<b>TOTAL PROPOSED</b>	2.0	\$ 120,104	\$ 241,765	\$ 361,869	\$ -	\$ 361,869

**TOWN OF PROSPER**  
**FY 2018-2019**  
**DISCRETIONARY PACKAGES**  
**WATER/SEWER FUND**

Page	Div/Dept	Dept Rank	Discretionary Package Title	FTEs	Net One-Time	Net On Going	Total Costs	Revenue	Total Net Costs
233	WATER	1	E-W COLLECTOR & COOK LANE WATER LINE		-	250,000	250,000		250,000
234	WATER	2	CUSTER ROAD METER STATION AND WATER LINE RELOCATIONS		-	290,325	290,325		290,325
235	WATER	3	VERF ADDITIONAL FUNDS		45,900	5,100	51,000		51,000
236	WATER	4	UTILITY WORKER WATER (NEW PERSONNEL)	1.0	800	38,050	38,850		38,850
238	WATER	5	HEAVY EQUIPMENT OPERATOR WATER (NEW PERSONNEL)	1.0	655	45,044	45,699		45,699
240	WATER	6	CREW LEADER (NEW PERSONNEL)	1.0	60,329	50,025	110,354		110,354
242	WATER	7	SPRINKLER EVALUATION PROGRAM		-	8,500	8,500		8,500
243	WASTEWATER	1	CHURCH/PARVIN WASTEWATER RELOCATION		100,000	-	100,000		100,000
244	WASTEWATER	2	VERF ADDITIONAL FUNDS		1,750	250	2,000		2,000
245	WASTEWATER	3	WINCAN UPGRADE AND INTEGRATION		12,000	-	12,000		12,000
246	WASTEWATER	4	FOG TECHNICIAN (NEW PERSONNEL)	1.0	2,833	42,121	44,954		44,954
248	WASTEWATER	5	SEWER PUMP BYPASS		40,500	4,500	45,000		45,000
249	WASTEWATER	6	UTILITY WORKER WW (NEW PERSONNEL)	1.0	911	37,881	38,792		38,792
251	WASTEWATER	7	TRIPLE AXLE TRAILER		24,360	1,740	26,100		26,100
252	WASTEWATER	8	HEAVY EQUIPMENT OPERATOR WW (NEW PERSONNEL)	1.0	1,260	44,737	45,997		45,997
254	WASTEWATER	9	DECOMMISSION WASTEWATER TREATMENT PLANT		900,000	-	900,000		900,000
<b>TOTAL PROPOSED</b>									
				6.0	\$ 1,191,298	\$ 818,273	\$ 2,009,571	\$ -	\$ 2,009,571
<b>TOTAL CUT</b>									
					\$ 115,000	\$ -	\$ 115,000	\$ -	\$ 115,000
264	WATER	2	MINI EXCAVATOR		115,000	-	115,000		115,000
					\$ 115,000	\$ -	\$ 115,000	\$ -	\$ 115,000

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-01EXP TOWN MANAGER'S OFFICE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	DUES, TRAVEL, TRAINING	TYPE	DISCRETIONARY - 1	RANK	1
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5230 DUES, FEES, AND SUBSCRIPTIONS	\$930	\$930	\$930	\$930	\$930
5530 TRAVEL	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900
5536 TRAINING/SEMINARS	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
TOTAL	\$4,080	\$4,080	\$4,080	\$4,080	\$4,080
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
To provide funding for the Executive Director of Administrative Services to attend conferences; maintain organizational memberships; and obtain necessary continuing education credits.			The Executive Director of Administrative Services will be able to attend training and conferences to stay abreast of current topics and maintain continuing education credits.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			The Executive Director of Administrative Services will not be able to attend training and conferences to stay abreast of current topics and maintain continuing education credits.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>		
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-01EXP TOWN MANAGER'S OFFICE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CONTINUOUS PROCESS IMPROVEMENT PROGRAM	TYPE	DISCRETIONARY - 2	RANK	2
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$70,000	\$0	\$0	\$0	\$0
TOTAL	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>					
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 give Town staff formalized training and ongoing tools to implement a formal program for continuous improvement. This program is directly tied to the Towns Strategic Goal 7 Maintain a Quality Workforce which is defined as pursuing organizational excellence through staff development, training, and industry best practices. The funding would provide the following training for Town staff:</p> <p>Two day boot camp for management staff and selected coaches</p> <p>Full week training of coaches and steering committee members</p> <p>Four continuous improvement events of a week each</p> <p>General assistance with formalizing the Towns program including an internal oversight committee</p> <p>The goal of the training is to bring the Town staff to complete self-sufficiency to maintain and expand the program without the assistance of external consultants.</p>	<p>The main desired benefit of this program is to educate and involve all Town staff in continuous improvement methods to improve customer service, eliminate waste and reduce costs. Several governments have made significant customer service enhancements and reduced costs with continuous improvement efforts. A sampling of the governments and their specific programs are listed below:</p> <p>Irving, Texas Innovation and Performance Program</p> <p>Tyler, Texas Performance Excellence Program (PEP)</p> <p>Fort Worth, Texas Lean Leaders</p> <p>Denver, Colorado Peak Performance</p> <p>State of Arizona Arizona Management System</p> <p>State of Washington Results Washington</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	<p>Town staff will be left to individually make efforts at continuous improvement without any specific training or organized Town-wide structure.</p>				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ADMINISTRATION

## DIVISION

100-10-02EXP TOWN SECRETARY'S OFFICE

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	AGENDA MANAGEMENT SOFTWARE	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5419 IT LICENSES	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$10,000	\$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 request will provide funding for the acquisition of Agenda Management software. The software will provide for a paperless, more streamlined agenda process for staff members who participate in the agenda packet process.	Several senior staff members have requested a software product to make the packet process more efficient. The software will include a workflow component and more user-friendly web access for the public.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	If the request is not funded, the current process will remain in place.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CERTIFIED PUBLIC COMMUNICATOR PROGRAM	TYPE	DISCRETIONARY - 2	RANK	2
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5536 TRAINING/SEMINARS	\$3,850	\$0	\$0	\$0	\$0
TOTAL	<b>\$3,850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The request is for the Town Secretary/PIO to participate in the Certified Public Communicator Program offered through TCU's Extended Education program. The program provides rigorous communication training for municipal communication professionals. The 95-hour post-graduate training program includes tuition, on-campus housing for two weeks, meals, and course materials. Participants are required to attend extensive classroom instruction on campus for one week for two consecutive summers.	Extensive classroom instruction on public relations, media relations, marketing, and strategic communication. Theoretical education and practical instruction on public sector communication. Latest information on metrics and digital media. The program will prepare the Town Secretary/PIO to continue to improve the Town's public and media relations program.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The Town Secretary/PIO will not attend the training.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ADMINISTRATION

## DIVISION

100-10-02EXP TOWN SECRETARY'S OFFICE

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OPEN HOUSE/STATE OF THE TOWN	TYPE	DISCRETIONARY - 3	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
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?				
The Town will hold it's first Open House/State of the Town in August 2018 in conjunction with the opening of the new Town Hall. The request would provide funding to make this an annual event. Activities include a late afternoon/evening Open House for the public to interact with staff and learn about Town Services, and hear the State of the Town by the Mayor. Funding would provide for refreshments, advertising, giveaways, and decorations.	The event would give the public an opportunity to interact with Town staff and the Town Council, and learn more about Town Services. It would also provide a venue for the Mayor to give his State of the Town address to a larger audience.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The event will not be repeated next year.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ADMINISTRATION

## DIVISION

100-10-03EXP FINANCE

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BUYER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM		2019	2020	2021	2022
5110 SALARIES		\$38,475	\$51,300	\$51,300	\$51,300
5145 SOCIAL SECURITY EXPENSE		\$2,385	\$3,181	\$3,181	\$3,181
5150 MEDICARE EXPENSE		\$558	\$744	\$744	\$744
5155 SUTA EXPENSE		\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE		\$4,518	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE		\$297	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE		\$36	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP		\$81	\$108	\$108	\$108
5180 TMRS EXPENSE		\$5,206	\$6,941	\$6,941	\$6,941
5185 LONG TERM/SHORT TERM DISABILIT		\$73	\$97	\$97	\$97
5186 WELLE-WELLNESS PROG REIMB EMPL		\$450	\$600	\$600	\$600
5210 OFFICE SUPPLIES		\$250	\$250	\$250	\$250
5220 OFFICE EQUIPMENT		\$2,385	\$0	\$0	\$0
5530 TRAVEL		\$1,500	\$1,500	\$1,500	\$1,500
5536 TRAINING/SEMINARS		\$1,000	\$1,000	\$1,000	\$1,000
7145 TRANSFER TO VERF		\$0	\$376	\$376	\$376
<b>TOTAL</b>		<b>\$57,376</b>	<b>\$72,726</b>	<b>\$72,726</b>	<b>\$72,726</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The Purchasing Agent manages the procurement function for the Town. The workload is steadily increasing as the Town grows. In order to effectively and efficiently support the operations of Town departments, the Purchasing Division needs to grow. This request is to add a Buyer position to the Purchasing Division. Ideally, this person would have a purchasing certification (CPPB, CTP, etc.), which is indicative of a purchasing professional that possesses the necessary training and skills to make educated, independent decisions to ensure procurements adhere to internal purchasing policies and procedures, and all applicable public procurement laws. The Buyer position would be responsible for specific tasks, and other duties as assigned by the Purchasing Agent. The Purchasing Division is requesting to add a Buyer position to staff, in order to ensure that procurement processes are handled in a timely and efficient manner, and to maintain a high-level of customer service to the departments. The number of bids and purchase orders processed in FY 2016-2017 decreased 20% respectively from the previous year, but the total amount of purchases processed for FY 2016-2017 increased 58%. This is indicative of larger purchases that required more time to process. Also, the number of contracts being tracked and/or administered in FY 2016-2017 increased 44% from the previous year. The workload will only continue to increase as the Town grows. A one person Purchasing Division is not adequate to accommodate the growing demands of the Town.</p>	<p>With a Buyer handling small purchases under \$50,000, it will streamline the informal procurement process, and save departments staff time sourcing vendors, obtaining quotes, complying with state HUB laws, and requesting insurance certificates and W-9 forms. Departments can reallocate this time to other department responsibilities. Also, the Buyer maintaining a vendor outreach program is important, as it encourages vendors to compete for the Town's business. Bringing more competition into the Town for our procurement processes will result in more competitive pricing on bids, quotes, etc., ultimately benefiting the residents. The addition of a Buyer will allow the Purchasing Agent more time to focus on higher-level procurements and contract administration during normal business hours, rather than outside of normal working hours due to time constraints. The Purchasing Agent will also have time to implement enhancements to the procurement program, such as transitioning the receipt of all formal procurement processes electronically through the e-procurement system, and implementing enhanced reporting tools that would reflect procurement activities for each department. Ultimately, everyone would benefit from the addition of a Buyer, as it will enhance the overall customer service provided to the departments by the Purchasing Division, and result in savings to the residents.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>It is becoming more difficult for the Purchasing Agent to juggle multiple duties in order to maintain a high level of customer service to the departments. The operational requirements of the departments continue to increase as the Town is experiencing rapid growth, which has resulted in an increased number of requisitions submitted for the procurement of goods and services. In addition to processing requisitions and purchase orders, daily tasks also include sourcing vendors for the departments, addressing order/delivery issues, answering procurement related questions, and managing the Town's e-procurement system, cell phones, data plans, cell phone stipends, p-card program, fleet administration, and addressing emergency purchases as they occur. The Purchasing Agent spends the majority of each day performing these tasks, and the higher-level responsibilities such as assisting departments with writing specifications, bidding out projects, performing contract administration, and managing the Town's fleet management software system are being delayed and/or worked on outside of normal working hours. If the Purchasing Division is not allowed to grow, service levels to the departments will suffer, and ultimately affect the timeliness of procuring materials and services required for their operations.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Buyer in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	HELP DESK TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$43,156	\$43,156	\$43,156	\$43,156	\$43,156
5115 SALARIES - OVERTIME	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5143 CELL PHONE ALLOWANCE	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5145 SOCIAL SECURITY EXPENSE	\$2,843	\$2,843	\$2,843	\$2,843	\$2,843
5150 MEDICARE EXPENSE	\$665	\$665	\$665	\$665	\$665
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$6,024	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$396	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$82	\$82	\$82	\$82	\$82
5180 TMRS EXPENSE	\$6,204	\$6,204	\$6,204	\$6,204	\$6,204
5185 LONG TERM/SHORT TERM DISABILIT	\$87	\$87	\$87	\$87	\$87
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,280	\$0	\$0	\$0	\$0
5290 OTHER CHARGES AND SERVICES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5520 TELEPHONE EXPENSE	\$525	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500
7145 TRANSFER TO VERF	\$0	\$456	\$456	\$456	\$456
<b>TOTAL</b>	<b>\$67,171</b>	<b>\$64,822</b>	<b>\$64,822</b>	<b>\$65,322</b>	<b>\$65,322</b>
<b>COMMENTS</b>					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
The I.T. Department provides vital support to all of the staff that interact with residents and businesses on a daily basis. By maintaining systems such as internet connectivity, phones, and email, we facilitate efficient and timely communications with residents. A help desk staff employee will ensure that I.T. will have resources to devote to guaranteeing the continued availability of those systems while at the same time, attending to individual staff needs.	As the Town has grown, the Town's staff has increased commensurately. As a result, the demand for I.T. services has grown as well. In particular, help desk is now a priority. The current staff of two splits time between help desk and the other demands and duties associated with our key functions. Those back-end functions now require far more attention, which has necessitated a full time help desk employee.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The I.T. Department will continue to be understaffed resulting in a delay in service to employees, and ultimately citizens.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Help Desk Technician in October 2018.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-07EXP MUNICIPAL COURT
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	PART-TIME MARSHAL (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	1
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$24,326	\$24,326	\$24,326	\$24,326	\$24,326
5145 SOCIAL SECURITY EXPENSE	\$1,508	\$1,508	\$1,508	\$1,508	\$1,508
5150 MEDICARE EXPENSE	\$353	\$353	\$353	\$353	\$353
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5175 LIABILITY (TML) WORKERS COMP	\$50	\$50	\$50	\$50	\$50
5180 TMRS EXPENSE	\$3,255	\$3,255	\$3,255	\$3,255	\$3,255
5210 OFFICE SUPPLIES	\$50	\$50	\$50	\$50	\$50
5215 AMMUNITION	\$30	\$30	\$30	\$30	\$30
5220 OFFICE EQUIPMENT	\$1,615	\$0	\$0	\$0	\$0
5290 OTHER CHARGES AND SERVICES	\$135	\$135	\$135	\$135	\$135
5350 VEHICLE EXPENSE	\$500	\$500	\$500	\$500	\$500
5352 FUEL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5353 OIL/GREASE/INSPECTIONS	\$300	\$300	\$300	\$300	\$300
5400 UNIFORM EXPENSE	\$1,654	\$0	\$200	\$0	\$200
5419 IT LICENSES	\$7,500	\$0	\$0	\$0	\$0
5530 TRAVEL	\$50	\$50	\$50	\$50	\$50
5533 MILEAGE EXPENSE	\$50	\$50	\$50	\$50	\$50
5536 TRAINING/SEMINARS	\$100	\$100	\$100	\$100	\$100
5630 SAFETY EQUIPMENT	\$8,037	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$5,992	\$323	\$323	\$323	\$323
<b>TOTAL</b>	<b>\$58,667</b>	<b>\$34,192</b>	<b>\$34,392</b>	<b>\$34,192</b>	<b>\$34,392</b>
<b>COMMENTS</b>					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>This position is being requested to assist the Court with warrant service, delinquent collections and court security. It will also help with maintaining safety and security for customers and employees when the Marshal is working in the office. The Bailiff and Marshal are two completely separate positions with different duties. The Bailiff is needed to provide security for the Judge and maintain order during court sessions. However, if that order is disrupted there is no security personnel to assist with getting the courtroom back to order. This is one of several reasons for adding a Town Marshal to the Municipal Court division. The Marshal will provide security for the customers and defendants involved in the judicial process for court in the courtroom and in the court office area, serve warrants, assist with collections of delinquent cases, process services, daily bank deposit. There are also several services that the Marshal will perform that will assist with case preparation for trials and hearings (i.e. running criminal histories, time served verifications with Collin and Denton county jail and other municipal holds).</p> <p>Some funding for this position may be available from the Court Technology funds.</p>	<p>Benefits include warrant clearance and revenue collections, process service, Bailiff backup and support, security presence for the court office and staff will be more visual to customers, transport of defendants to jail without having to use PD staff. This position will eliminate the need to have a Patrol Officer make the daily bank deposit. Also this position will be able to process surrendered defendants to jail which now requires an officer be removed from patrol.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>Immediate warrant service will accelerate the activity on cases that are delinquent which may include revenue collections.</p>	<p>The court currently only has one Bailiff. The Bailiffs' primary function is to provide security for the Judge. It is difficult to provide adequate security during docket sessions without additional security personnel. There can be no focus on other disruptions being caused by either defendants or others who are present for support purposes. By adding the Town Marshal, the court can ensure that if and when there is a need, someone is present to assist with disturbances, weapon carry, noise, outbursts, hostile presence. The court must become more responsible and better prepared for any potential danger that may occur in the courtroom. The number of defendants being set for court has steadily increased and we are soon to be in a new chamber that is larger and has a different configuration that cannot be monitored by one person. Without having a Town Marshal the volume of uncleared warrants will continue to increase along with increased unresolved pending cases. The longer cases remain open without enforcement activity, the opportunity of collection and closure decreases. Lack of security presence in the court area can cause unrest with already disgruntled customers which can lead to an unsafe environment for staff and customers. Warrant, surrenders, daily bank deposit and process service will continue to have to be handled by the Police Department.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>One Part-Time Marshal in October 2018.</p>	

# TOWN OF PROSPER

<b>FUND</b> 10 GENERAL	<b>DEPARTMENT</b> ADMINISTRATION	<b>DIVISION</b> 100-10-99EXP NON-DEPARTMENTAL			
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>					
<b>TITLE</b>	FFE PUBLIC SAFETY COMPLEX	<b>TYPE</b>	DISCRETIONARY - 1	<b>RANK</b>	1
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	2019	2020	2021	2022	2023
6610 CAPITAL	\$1,500,000	\$0	\$0	\$0	\$0
TOTAL	\$1,500,000	\$0	\$0	\$0	\$0
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
This request is to fund the purchase of necessary furniture, fixtures, and equipment for the new Public Safety complex including:  Office Furniture 911 Dispatch Consoles Voice and Data Computer Equipment UPS Equipment for 911 Dispatch Audio Visual Equipment Access Control and Video Surveillance Systems Fitness Equipment			The necessary operational equipment for outfitting the building will be purchased.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The necessary operational equipment for outfitting the building will not be purchased.		
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			
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>					
TITLE	VERF ADDITIONAL FUNDS - POLICE	TYPE	DISCRETIONARY - 1	RANK	1
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$51,570	\$12,893	\$12,893	\$12,893	\$12,893
<b>TOTAL</b>	<b>\$51,570</b>	<b>\$12,893</b>	<b>\$12,893</b>	<b>\$12,893</b>	<b>\$12,893</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
When the VERF was initially funded, the value did not include aftermarket equipment, or annual market adjustments. Funds are not available to cover the full cost of replacement units. Unit 2103 is a 2010 Tahoe used by CID. The VERF contributions for this unit total \$30,000, and the estimated replacement cost is \$44,934 (-\$14,934) for a 2019 Tahoe. Unit 2111 is a 2015 Tahoe used as a Sgt.'s unit. The VERF contributions for this unit total \$35,805, and the estimated replacement cost is \$59,622 (-\$23,817) for a 2019 Tahoe. Unit 2112 is a 2015 Tahoe used by Patrol. The VERF contributions for this unit total \$40,465, and the estimated replacement cost is \$53,283 (-\$12,819) for a 2019 Tahoe .			The department will have the essential equipment required for operations.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			The units will not be outfitted with all equipment necessary for operations.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>		
N/A					

# TOWN OF PROSPER

FUND		DEPARTMENT		DIVISION	
10 GENERAL		POLICE		100-20-01EXP OPERATIONS	
SUPPLEMENTAL DETAILS - ACTIVE					
TITLE	FIVE PATROL OFFICERS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$232,826	\$310,435	\$310,435	\$310,435	\$310,435
5115 SALARIES - OVERTIME	\$6,750	\$9,000	\$9,000	\$9,000	\$9,000
5145 SOCIAL SECURITY EXPENSE	\$14,854	\$19,805	\$19,805	\$19,805	\$19,805
5150 MEDICARE EXPENSE	\$3,474	\$4,632	\$4,632	\$4,632	\$4,632
5155 SUTA EXPENSE	\$810	\$810	\$810	\$810	\$810
5160 HEALTH INSURANCE	\$22,590	\$30,120	\$30,120	\$30,120	\$30,120
5165 DENTAL EXPENSE	\$1,485	\$1,980	\$1,980	\$1,980	\$1,980
5170 LIFE / ADD INSURANCE	\$591	\$788	\$788	\$788	\$788
5175 LIABILITY (TML) WORKERS COMP	\$4,214	\$5,619	\$5,619	\$5,619	\$5,619
5180 TMRS EXPENSE	\$32,415	\$43,220	\$43,220	\$43,220	\$43,220
5185 LONG TERM/SHORT TERM DISABILIT	\$455	\$607	\$607	\$607	\$607
5186 WELLE-WELLNESS PROG REIMB EMPL	\$2,250	\$3,000	\$3,000	\$3,000	\$3,000
5192 PHYSICAL AND PSYCHOLOGICAL	\$1,760	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5214 TACTICAL SUPPLIES	\$16,875	\$16,875	\$16,875	\$16,875	\$16,875
5215 AMMUNITION	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
5350 VEHICLE EXPENSE	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5352 FUEL	\$7,190	\$7,190	\$7,190	\$7,190	\$7,190
5400 UNIFORM EXPENSE	\$13,630	\$13,630	\$13,630	\$13,630	\$13,630
5536 TRAINING/SEMINARS	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
5620 TOOLS AND EQUIPMENT	\$49,826	\$41,033	\$41,033	\$41,033	\$41,033
6160 CAPITAL EXPENDITURE - VEHICLES	\$110,356	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$27,589	\$27,589	\$27,589	\$27,589
<b>TOTAL</b>	<b>\$539,351</b>	<b>\$553,333</b>	<b>\$553,333</b>	<b>\$553,333</b>	<b>\$553,333</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To add five additional officers to patrol shifts, including two vehicles to add to the patrol fleet and other costs associated with additional personnel.	This would allow for more depth on each shift and provide better coverage with more officers on each shift when officers are out for training, vacation and sick. More officers on shift will also allow for more saturated patrols throughout the Town, as well as more community policing opportunities. (Town Council Goal 7)
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Coverage would remain the same and would not allow for more saturated coverage when officers are out for vacation, sick or training.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Five Patrol Officers in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CID/ADMINISTRATIVE SERGEANT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	3
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$63,828	\$85,104	\$85,104	\$85,104	\$85,104
5115 SALARIES - OVERTIME	\$4,500	\$6,000	\$6,000	\$6,000	\$6,000
5145 SOCIAL SECURITY EXPENSE	\$4,236	\$5,648	\$5,648	\$5,648	\$5,648
5150 MEDICARE EXPENSE	\$991	\$1,321	\$1,321	\$1,321	\$1,321
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$118	\$158	\$158	\$158	\$158
5175 LIABILITY (TML) WORKERS COMP	\$1,155	\$1,540	\$1,540	\$1,540	\$1,540
5180 TMRS EXPENSE	\$9,245	\$12,326	\$12,326	\$12,326	\$12,326
5185 LONG TERM/SHORT TERM DISABILIT	\$130	\$173	\$173	\$173	\$173
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5192 PHYSICAL AND PSYCHOLOGICAL	\$350	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500
5215 AMMUNITION	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
5220 OFFICE EQUIPMENT	\$2,500	\$0	\$0	\$0	\$0
5350 VEHICLE EXPENSE	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5352 FUEL	\$3,595	\$3,595	\$3,595	\$3,595	\$3,595
5400 UNIFORM EXPENSE	\$500	\$500	\$500	\$500	\$500
5520 TELEPHONE EXPENSE	\$500	\$500	\$500	\$500	\$500
5530 TRAVEL	\$500	\$500	\$500	\$500	\$500
5536 TRAINING/SEMINARS	\$900	\$900	\$900	\$900	\$900
5620 TOOLS AND EQUIPMENT	\$450	\$450	\$450	\$450	\$450
6160 CAPITAL EXPENDITURE - VEHICLES	\$44,933	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$6,117	\$6,117	\$6,117	\$6,117

TOTAL	\$150,558	\$137,214	\$137,214	\$137,214	\$137,214
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The proposed position would oversee and supervise a variety of special services and/or programs, supervision of the investigative functions; oversee background investigations for new hires; handle miscellaneous complaints and projects, as deemed appropriate. This position, given the nature of it, would require a vehicle assigned to them, which is reflected in the cost(s) itemized herein.	Having the CID/Administrative Sergeant position would allow for many ancillary duties, which have been conducted by other officers for several years, to be aligned with one specialized position. Subsequently, allowing for significant operational enhancements. (Town Council Goal 7)				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	If a CID/Administrative Sergeant position is not funded it would require that multiple ancillary and administrative functions continue to be absorbed by other officers.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
One CID/Administrative Sergeant in January 2019.					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECLASS PATROL OFFICER - DETECTIVE	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$13,424	\$13,424	\$13,424	\$13,424	\$13,424
5145 SOCIAL SECURITY EXPENSE	\$832	\$832	\$832	\$832	\$832
5150 MEDICARE EXPENSE	\$195	\$195	\$195	\$195	\$195
5170 LIFE / ADD INSURANCE	\$158	\$158	\$158	\$158	\$158
5175 LIABILITY (TML) WORKERS COMP	\$243	\$243	\$243	\$243	\$243
5180 TMRS EXPENSE	\$1,816	\$1,816	\$1,816	\$1,816	\$1,816
5185 LONG TERM/SHORT TERM DISABILIT	\$26	\$26	\$26	\$26	\$26
<b>TOTAL</b>	<b>\$16,694</b>	<b>\$16,694</b>	<b>\$16,694</b>	<b>\$16,694</b>	<b>\$16,694</b>

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### 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 upgrade a current Patrol Officer position to a step 1 position of Detective.	This upgraded position will be used in conjunction with the FBI Frisco office task force. This partnership will improve information sharing with the federal agency and allow opportunities for assistance from the FBI on cases in Prosper.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Without this position reclassification, we will be unable to improve our communications with the federal agency, missing important criminal information opportunities.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
This is an existing position, but if upgraded will allow the position to be used to assist in criminal investigations.	

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	K9 UNIT	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
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	\$1,773	\$1,773	\$1,773	\$1,773	\$1,773
5210 OFFICE SUPPLIES	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5290 OTHER CHARGES AND SERVICES	\$16,500	\$0	\$0	\$0	\$0
5350 VEHICLE EXPENSE	\$3,956	\$3,956	\$3,956	\$3,956	\$3,956
5352 FUEL	\$3,595	\$3,595	\$3,595	\$3,595	\$3,595
5400 UNIFORM EXPENSE	\$3,284	\$603	\$603	\$603	\$603
5410 PROFESSIONAL SERVICES	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260
5536 TRAINING/SEMINARS	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
5620 TOOLS AND EQUIPMENT	\$9,587	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$70,540	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$17,635	\$17,635	\$17,635	\$17,635
<b>TOTAL</b>	<b>\$129,001</b>	<b>\$47,328</b>	<b>\$47,328</b>	<b>\$47,328</b>	<b>\$47,328</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
The purpose of this request is to create a K9 Program for the Prosper Police Department		The benefit of the K9 Program is having our own narcotic detention officer without relying on neighboring agency availability.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Without the approval of a K9 Unit we will continue to be at the discretion of other agencies (use of their K9). If their K9 Unit is unavailable, we are not able to get the assistance we need.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
Personnel addition will be only the purchase of a K9 for the program.					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE		DISCRETIONARY - 2		RANK	6
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$24,395	\$0	\$0	\$0	\$0	\$0
TOTAL	<b>\$24,395</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>						
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
This request is for the purchase of a Thermo Scientific TruNarc analyzer to rapidly identify dangerous narcotics.	The District Attorney's office requires us to field test narcotics prior to submitting cases for consideration. The TruNarc analyzer is able to scan a drug through packaging and provide the results within as little as 30 seconds without destroying evidence or risking possible exposure to dangerous substances, such as Fentanyl. The department currently purchases drug kits for different types of drugs which expire if not used within a certain length of time and must be thrown away. The TruNarc would replace the purchase of these drug kits.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A	Without the purchase of this equipment, officers will be forced to wait on toxicology reports, as well as handle dangerous drugs that could cause serious illness and even death.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS					
N/A						

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FLIR SKYWATCH TOWER	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$153,247	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$15,325	\$15,325	\$15,325	\$15,325
<b>TOTAL</b>	<b>\$153,247</b>	<b>\$15,325</b>	<b>\$15,325</b>	<b>\$15,325</b>	<b>\$15,325</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
This request is for a FLIR SkyWatch tower.		The SkyWatch tower will aid in crime deterrent at current and future shopping centers within the Town. The tower would also be utilized when necessary for security during community events.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Without the approval of the SkyWatch tower, the department will be lacking an important tool that can be used in the parking lots of local vendors, ensuring safety of citizens and visitors.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMMAND VEHICLE	TYPE	DISCRETIONARY - 2	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5350 VEHICLE EXPENSE	\$17,500	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$20,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$37,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The purpose of this request is for the purchase of a VERF vehicle from the Fire department (retired ambulance) and renovating it to be used as a command vehicle for the Special Response Team and for Criminal Investigations Division at crime scenes.		The department currently has no command vehicles. This vehicle would provide the department with the ability to have a command/response vehicle to transport gear and personnel, as well as provide a vehicle for command operations.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Without the approval of this vehicle for use as a command vehicle, officers will have no place to use on major crime and/or special response incidents. This leaves officers outside in the elements, as well as in ear shot of citizens during discussions regarding active crime scenes and incidents. This vehicle will be refurbished to give them a space for the necessary briefings.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-05EXP DISPATCH

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
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	\$9,036	\$12,048	\$12,048	\$12,048	\$12,048
5165 DENTAL EXPENSE	\$594	\$792	\$792	\$792	\$792
5170 LIFE / ADD INSURANCE	\$71	\$95	\$95	\$95	\$95
5175 LIABILITY (TML) WORKERS COMP	\$115	\$169	\$169	\$169	\$169
5180 TMRS EXPENSE	\$8,185	\$10,914	\$10,914	\$10,914	\$10,914
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
5220 OFFICE EQUIPMENT	\$250	\$250	\$250	\$250	\$250
5480 CONTRACT SERVICES	\$15,270	\$2,655	\$2,655	\$2,655	\$2,655
<b>TOTAL</b>	<b>\$102,316</b>	<b>\$117,765</b>	<b>\$117,765</b>	<b>\$117,765</b>	<b>\$117,765</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>Adding personnel would allow our Dispatchers to work more efficiently with the increased amount of responders that they answer radio traffic for. In addition, with an increase in population, the Town of Prosper has increased its call volumes from citizens. Dispatch has not added personnel positions in many years. In 2012, we had one Fire Station, 10 Officers, 2 Sergeants, and 5 Dispatchers. We currently have two Fire Stations, 36 full-time fire personnel, 15 part-time fire personnel, 32 Police Officers, 4 Police Sergeants and 9 Dispatchers. This does not account for the 7 Prosper ISD Officers that we dispatch for. Increasing the personnel in dispatch will assist with the growing population of the Town, as well as the increase in fire and police personnel.</p> <p>2016 Telephone Calls: 28,889  2017 Telephone Calls: 30,754  Telephone Calls Increase: 6.5%  2016 Calls for Service: 27,983  2017 Calls for Service: 40,575  Calls for Service Increase: 45%  The workload is becoming too much for us to have 1 Dispatcher on at a time.</p>	<p>The addition of 2 Dispatchers would allow additional persons on shift. This would allow coverage of 3 in the room the majority of days and we could increase our minimums to 2 in the room at all times. Our previous budget allocated \$82,000 for overtime, however, this would be a hardship on our Dispatchers by mandating that they cover on their days off and cover abnormal shift hours. If we can obtain 2 additional personnel, we will be able to cut our overtime costs substantially and still maintain a healthy work environment for our employees.</p>
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 1 person at a time on occasion.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two Communications Officers in January 2019.	

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-05EXP DISPATCH

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MEMBERSHIPS, TRAINING, AND TRAVEL	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5230 DUES, FEES, AND SUBSCRIPTIONS	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260
5530 TRAVEL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5536 TRAINING/SEMINARS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$11,260</b>	<b>\$11,260</b>	<b>\$11,260</b>	<b>\$11,260</b>	<b>\$11,260</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Investing in our employee's training will aid in building their skill level and assist us in retaining knowledgeable staff. Currently, all of my staff share \$1500 in training for the entire year. Since we are now licensed by TCOLE, each of us are required to obtain 20 CE hours every cycle. This is difficult to do with our current budget. In addition, our current travel budget restricts staff from attending conferences and training out of the area. Increasing our training/travel budget will allow each Supervisor to attend a conference and take a Dispatcher with them. This helps educate our employees on new advancements and encourages networking. It will allow Dispatchers a chance to attend training that they have never had before instead of going to the same local training over and over. Obtaining the memberships will allow staff access to online resources to obtain CE hours and allow for intellectual growth. The memberships also allow for reduced costs for attending APCO and NENA conferences and training.	Our Dispatchers have only been able to attend local training due to budget restrictions. Increasing the training, travel, and membership budget allows staff the chance to attend training outside the area and have access to online CEs through the memberships.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Dispatchers will have to continue to select classes from local vendors (DENCO and NCTCOG). Often times our tenured Dispatchers have already attended all of the training provided locally. This makes it very difficult for them to reach the TCOLE mandate of 20 hours of continuing education every 24-months.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ADDITIONAL FUNDS - AMBULANCE	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$91,000	\$11,375	\$11,375	\$11,375	\$11,375
<b>TOTAL</b>	<b>\$91,000</b>	<b>\$11,375</b>	<b>\$11,375</b>	<b>\$11,375</b>	<b>\$11,375</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
When the VERF was initially funded, the value did not include aftermarket equipment, or annual market adjustments. Funds are not available to cover the full cost of replacement units. Unit 3107 is a 2011 Chevrolet C3500 Ambulance. The VERF contributions for this unit total \$200,000, and the estimated replacement cost is \$291,000 (-\$91,000) for Ford F550 Horton Ambulances.		The department will have the essential equipment required for operations.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The unit will not be outfitted with all equipment necessary for operations.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	AERIAL LADDER TRUCK	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5350 VEHICLE EXPENSE	\$0	\$18,000	\$18,000	\$18,000	\$18,000
5352 FUEL	\$0	\$7,000	\$7,000	\$7,000	\$7,000
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$250,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$1,400,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$110,000	\$110,000	\$110,000	\$110,000
<b>TOTAL</b>	<b>\$1,650,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>	<b>\$135,000</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
The purpose of this request is to fund an aerial ladder truck to provide a needed level of service to the Town of Prosper. The truck has an estimated construction time of 12-15 months.		The department has numerous large commercial projects under construction as well as a considerable amount of large commercial buildings and large residential homes and apartments. The department does not have a ladder to reach most of the buildings. Our largest ladder that can be carried on our engines is 24'. We heavily rely on other cities to provide aerial ladder trucks but during inclement weather or based on the cities of Frisco and McKinney they are not always available.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		We would remain unable to provide aerial water operations, rescues higher than 24', and are unable to access any roofs over 2 stories, and in some cases single story, without mutual aid from other municipalities if available.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	DIVISION CHIEF (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	3
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$81,963	\$112,562	\$112,562	\$112,562	\$112,562
5127 SALARIES-CERTIFICATION PAY	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$5,082	\$6,979	\$6,979	\$6,979	\$6,979
5150 MEDICARE EXPENSE	\$1,188	\$1,632	\$1,632	\$1,632	\$1,632
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$172	\$236	\$236	\$236	\$236
5180 TMRS EXPENSE	\$11,090	\$15,230	\$15,230	\$15,230	\$15,230
5185 LONG TERM/SHORT TERM DISABILIT	\$156	\$214	\$214	\$214	\$214
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5194 FD ANNUAL PHY AND SCREENING	\$600	\$600	\$600	\$600	\$600
5220 OFFICE EQUIPMENT	\$4,460	\$300	\$300	\$300	\$300
5230 DUES, FEES, AND SUBSCRIPTIONS	\$250	\$250	\$250	\$250	\$250
5350 VEHICLE EXPENSE	\$0	\$1,500	\$1,500	\$1,500	\$1,500
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5353 OIL/GREASE/INSPECTIONS	\$150	\$150	\$150	\$150	\$150
5400 UNIFORM EXPENSE	\$1,500	\$800	\$800	\$800	\$800
5526 DATA NETWORK	\$720	\$960	\$960	\$960	\$960
5530 TRAVEL	\$750	\$750	\$750	\$750	\$750
5536 TRAINING/SEMINARS	\$750	\$750	\$750	\$750	\$750
6160 CAPITAL EXPENDITURE - VEHICLES	\$63,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$8,707	\$8,707	\$8,707	\$8,707

TOTAL	\$181,909	\$163,569	\$163,569	\$163,569	\$163,569
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
<p>The purpose of this position is to oversee support services of the fire department. This would include fire department training, Emergency Medical Services, maintaining Texas Fire Chiefs Association (TFCA) Best Practices Recognition and ISO class rating. Emergency Medical Services (EMS) with the responsibility of performing professional level work in monitoring, coordinating, planning, evaluating and supervising the operations of emergency medical care while ensuring compliance with applicable statutes and administrative rules. The position is responsible for maintaining and keeping the department and Town of Prosper in compliance with the Texas Department of State Health Services (DSHS), Drug Enforcement Agency (DEA), and Medicare/Medicaid. Fire Departments in our area have gone this route because of the volume of work and the need for focused attention on reducing liability to the Fire Department and the Town. The Division Chief also serves as the liaison and subject matter expert for all ambulance activities and billing. The position directs, plans, organizes, evaluates and coordinates the training of the fire department. The Division Chief will ensure that personnel obtain necessary training to maintain their TCFP and ISO required training hours every month. The position will aid in obtaining the TCFA Best Practices Recognition. The Division Chief will maintain policies, procedures and documentation as it relates to ISO class rating.</p>			<p>Currently, the duties of this position are completed by on-duty shift Captains. This not only takes away from the Captain's daily duties including the mentorship of his crew, but it also does not allow sufficient time needed to complete the duties required to protect the department and the Town of Prosper. This position would assist with pursuing the Best Practices Program with the Texas Fire Chiefs Association. The Division Chief would fill a much-needed role and one of the weaknesses within the department. Much of what we do is medical-related, and the department needs someone that can focus in this area for the good and protection of the department and the Town instead of someone that has other responsibilities and is only able to work on EMS as time allows. The Captains currently trying to maintain these duties still have to respond to emergency incidents, supervise employees, along with all of their other duties assigned.</p>		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
<p>This position would work directly with Emergicon, the Town's billing company for EMS transports, to ensure we are receiving all funds due back to the Town.</p>			<p>As the departments EMS call volume continues to increase, the department is striving to maintain our current level of excellence. Without this position, it would be more than difficult to ensure this high level of service is being met. This increases liability to the department and the Town of Prosper. Without this addition, the department's administrative staff does not have enough man hours to pursue accreditation for Best Practices through the TFCA which is one of the Town Council's goals assigned to this department. Currently, Prosper is one of the few departments in the area without someone overseeing this position including Little Elm, Celina, McKinney, Frisco, The Colony, etc.</p>		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>		
One Division Chief in January 2019.					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OVERTIME INCREASE	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$56,971	\$56,971	\$56,971	\$56,971	\$56,971
5145 SOCIAL SECURITY EXPENSE	\$3,532	\$3,532	\$3,532	\$3,532	\$3,532
5150 MEDICARE EXPENSE	\$826	\$826	\$826	\$826	\$826
5180 TMRS EXPENSE	\$7,708	\$7,708	\$7,708	\$7,708	\$7,708
<b>TOTAL</b>	<b>\$69,037</b>	<b>\$69,037</b>	<b>\$69,037</b>	<b>\$69,037</b>	<b>\$69,037</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To cover additional overtime with the expected 3% step increases annually and the addition of an extra 60 hrs vacation for 16 Firefighters, 4 Driver Engineers, and 1 Lieutenant.		To fully cover overtime costs as the salaries and time off increases of employees.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Our current overtime budget is used to continue minimum staffing for all hours used for time off including holiday, vacation, sick time including FMLA approved time off, bereavement, and training. Without funding, this account would be negative.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	FIRE ADMINISTRATION MODULAR BUILDING	TYPE	DISCRETIONARY - 2	RANK	5
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5340 BUILDING REPAIRS	\$10,000	\$0	\$0	\$0	\$0
5523 WATER/SEWER CHARGES	\$800	\$800	\$800	\$800	\$800
5525 ELECTRICITY	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
6110 CAPITAL EXPENDITURE	\$123,828	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$141,628</b>	<b>\$7,800</b>	<b>\$7,800</b>	<b>\$7,800</b>	<b>\$7,800</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
The purpose of this request is to fund the purchase of a modular building to provide an adequate space for administration of the Fire Department, Fire Marshals Office, and Emergency Management. With additional employees being hired in January 2019, space is needed.		Adding a modular building would provide space where all administrative staff could be together in a single building. It would also allow additional needed room for operations personnel in the existing Central Fire Station with the removal of administration.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Administrative personnel would be separated in 2 separate locations across Town from each other which has the potential to hinder communications and cause difficulty with decision making on a day to day basis.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ISO CONSULTANT MIKE PIETSCH	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5410 PROFESSIONAL SERVICES	\$19,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$19,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose of this request is for professional consulting services provided by Mike Pietsch for ISO.	The Town of Prosper and the Fire Department will receive necessary information on what is necessary to achieve an ISO 1 rating.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Lack of pertinent information to assist with the achievement of an ISO 1 rating.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TEXAS FIRE CHIEFS BEST PRACTICES RECOGNITION	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
<b>TOTAL</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$1,600</b>	<b>\$1,600</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To fund continued enrollment in the Texas Fire Chiefs Association (TFCA) Best Practices Program.		The TFCA Best Practices program provides a pathway for a fire department to push its level of service to a level of excellence that is validated by independent experts. This designation will demonstrate to the community that the fire department is among the very best in the Texas fire service. It also provides a pathway to organizational excellence that ultimately enhances firefighter safety, long-term planning, standard operating guidelines, deployment analysis, risk management, and other administrative functions.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Lack of accreditation.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	DRONE TRAINING AND EQUIPMENT	TYPE	DISCRETIONARY - 2	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5290 OTHER CHARGES AND SERVICES	\$1,530	\$1,000	\$1,000	\$1,000	\$1,000
5530 TRAVEL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5536 TRAINING/SEMINARS	\$250	\$250	\$250	\$250	\$250
<b>TOTAL</b>	<b>\$2,980</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$2,450</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Support UAS Drone program	Equipment requested such as launch pad, scene light, spare batteries and tablet will support on scene operations.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Not funding this request will impact long duration incidents and will cause the aircraft to be grounded. We have already experienced the need for requested items during several missions thus far.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-05EXP MARSHAL

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FIRE INSPECTOR/INVESTIGATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$45,209	\$62,087	\$62,087	\$62,087	\$62,087
5115 SALARIES - OVERTIME	\$1,500	\$1,545	\$1,545	\$1,545	\$1,545
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$2,873	\$3,942	\$3,942	\$3,942	\$3,942
5150 MEDICARE EXPENSE	\$672	\$922	\$922	\$922	\$922
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$95	\$130	\$130	\$130	\$130
5180 TMRS EXPENSE	\$6,269	\$8,603	\$8,603	\$8,603	\$8,603
5185 LONG TERM/SHORT TERM DISABILIT	\$88	\$121	\$121	\$121	\$121
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5194 FD ANNUAL PHY AND SCREENING	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$3,165	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$150	\$150	\$150	\$150	\$150
5250 PUBLICATIONS	\$500	\$0	\$0	\$0	\$0
5350 VEHICLE EXPENSE	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5353 OIL/GREASE/INSPECTIONS	\$150	\$150	\$150	\$150	\$150
5400 UNIFORM EXPENSE	\$1,500	\$800	\$800	\$800	\$800
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480
5530 TRAVEL	\$500	\$500	\$500	\$500	\$500
5536 TRAINING/SEMINARS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

5620 TOOLS AND EQUIPMENT	\$250	\$250	\$250	\$250	\$250
5630 SAFETY EQUIPMENT	\$3,500	\$0	\$0	\$0	\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$5,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$46,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$5,758	\$5,758	\$5,758	\$5,758
<b>TOTAL</b>	<b>\$128,329</b>	<b>\$97,887</b>	<b>\$97,887</b>	<b>\$97,887</b>	<b>\$97,887</b>

### COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
This position is critical to keep up with the rapid increase and demand for fire inspections. The Towns growth continues to increase the demand for fire related inspections, consultations and/or reviews. It is my opinion that current staffing will not be able to keep up with known 2018-2019 projects, and ISO/state required annual inspections in an acceptable manner without additional staff. The following are a few known projects that are projected for late this year, or next year at some point. Westfork Crossing- 14,625 sf. (retail shell), 3,000 sf (drive-thru), 4,900 sf (minor auto), 4,500 sf. (car wash). Windsong Marketplace- 4,900 sf. (drive-thru), 1,700 sf. (drive-thru) , 2,500 sf. (e-care). Prosper West-96,000 sf. (4-story office) , 70,000 sf. (hotel), 310,000 sf. (4 story multifamily ground floor retail/restaurant). Gates of Prosper Phase I. 3,000 sf. Fuel station. Gates of Prosper- Phase II. 333,000 sf. shell buildings. tenant finish-out for 333,000 sf. 45,000 sf. restaurants. Ford dealership- 55,500 sf. Chrysler dealership-69,000 sf. Cook Children's Hospital-182,000 sf. . In 2018 the town issued ninety-seven (97) new certificates of occupancies. Each requiring an annual inspection in order to maintain ISO requirements.	The Fire Marshals office is getting busier on a daily basis. With the large increase in commercial and residential growth, having an additional full time Inspector/Investigator under the Fire Marshal will improve the divisions ability to fulfill annual ISO required inspections, and better serve the development and building community, allowing us not only to maintain, but hopefully improve our level of service back to a satisfactory level. Part-time Inspectors did help this past year, but as the commercial and residential growth continues, it has proven to be insufficient to maintain the expected level of service.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Most of our commercial inspections has had to be outsourced at this time to Bureau Veritas due to Town Hall assignment given to the Fire Marshal. The increase of new commercial inspections could be taken back over based on the forecasted growth and typical inspection workload associated with them which would significantly increase the annual revenue. I estimate an increased revenue of between \$100,000 and \$120,000 if these inspections were performed by the proposed Fire Inspector/Investigator.	The workload of the Fire Marshals Office has been extreme. Due to the workload, we have been forced to delay requests significantly over the past several years and our level of expected service is currently not being met. Requests for inspections would continue to be delayed even further. In addition, the work load has made it impossible to attend the development meetings with Development Services on a regular basis.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Fire Inspector/Investigator in January 2019.	

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

DEVELOPMENT SERVICES

## DIVISION

100-40-01EXP BUILDING INSPECTIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PERMIT TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$31,577	\$42,103	\$42,103	\$42,103	\$42,103
5145 SOCIAL SECURITY EXPENSE	\$1,958	\$2,610	\$2,610	\$2,610	\$2,610
5150 MEDICARE EXPENSE	\$458	\$610	\$610	\$610	\$610
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,027	\$6,027	\$6,027	\$6,027
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$66	\$88	\$88	\$88	\$88
5180 TMRS EXPENSE	\$4,272	\$5,697	\$5,697	\$5,697	\$5,697
5185 LONG TERM/SHORT TERM DISABILIT	\$60	\$80	\$80	\$80	\$80
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$250	\$250	\$250	\$250	\$250
5220 OFFICE EQUIPMENT	\$2,655	\$0	\$0	\$0	\$0
5250 PUBLICATIONS	\$275	\$275	\$275	\$275	\$275
5400 UNIFORM EXPENSE	\$250	\$250	\$250	\$250	\$250
5419 IT LICENSES	\$2,500	\$0	\$0	\$0	\$0
5530 TRAVEL	\$200	\$200	\$200	\$200	\$200
5533 MILEAGE EXPENSE	\$150	\$150	\$150	\$150	\$150
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
7145 TRANSFER TO VERF	\$0	\$533	\$533	\$533	\$533
<b>TOTAL</b>	<b>\$50,534</b>	<b>\$60,478</b>	<b>\$60,478</b>	<b>\$60,478</b>	<b>\$60,478</b>
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 an additional qualified and experienced Permit Technician to process incoming permits, increase customer service to citizens and contractors, and assist in the more complex residential and commercial permit submittals. By adding this position, it will also allow for all of the Permit Technicians to process incoming permits in a timely manner. As the Town's commercial development continues to increase in response to the increase in housing, the permit and plan submittals are likely to increase as well. FYI: This position was noted as a Senior Permit Technician in the five year staffing plan.	<ol style="list-style-type: none"> <li>1. Increase customer service to citizens and contractors.</li> <li>2. Increase data entry quality.</li> <li>3. Decrease wait time for over the counter permits.</li> <li>4. More efficient and timely processing of projects requiring plan review.</li> <li>5. Adequate coverage for the front counter when other Permit Technicians are unavailable.</li> </ol>
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"> <li>1. Longer wait times for over the counter permits.</li> <li>2. Customer service could suffer.</li> <li>3. Quality of data entry could decrease.</li> <li>4. Increase in mistakes.</li> <li>5. Possible delay in processing projects and sending said projects to Plans Examiners for review.</li> </ol>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Permit Technician in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	DEVELOPMENT SERVICES	100-40-02EXP CODE COMPLIANCE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK				
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
7145 TRANSFER TO VERF	\$5,500	\$688	\$688	\$688	\$688	\$688
TOTAL	<b>\$5,500</b>	<b>\$688</b>	<b>\$688</b>	<b>\$688</b>	<b>\$688</b>	<b>\$688</b>
<b>COMMENTS</b>						
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
When the VERF was initially funded, the value did not include aftermarket equipment, or annual market adjustments. Funds are not available to cover the full cost of replacement unit. Unit 4201 is a 2007 1/2 Ton Ford Pick-Up Truck used by Code Compliance. The VERF contributions for this unit total \$16,000, and the estimated replacement cost is \$21,500 (-\$5,500) for a 2019 1/2 Ton Pick-Up Truck.	The department will have the essential equipment required for operations.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A	The unit will not be replaced.					
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE		DISCRETIONARY - 1		RANK	1
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
5410 PROFESSIONAL SERVICES	\$375,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$375,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>						
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
This is for the anticipated engineering design fees associated with the project. The Town Council approved using funds approved in the FY2018 General Fund for the Prosper Trail Reconstruction project, reallocation for various roadway design projects. The requested \$375,000 is from FY2018 General Fund savings in the Streets Department related to the Prosper Trail Reconstruction project budget reallocation.			Funding will be available for design fees associated with the project.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A			Without funding, the design of the project would be delayed until funding allocated.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A						

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CUSTER ROAD ADVANCE FUNDING AGREEMENT		TYPE	DISCRETIONARY - 1		RANK	2
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
6110 CAPITAL EXPENDITURE	\$100,000	\$0	\$0	\$0	\$0		
TOTAL	\$100,000	\$0	\$0	\$0	\$0		
<b>COMMENTS</b>							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To fund the right turn lanes to non-typical TxDOT locations in conformance with the Town's standards. The Town will be entering into an Advance Funding Agreement with TxDOT to include these turn lane improvements with the Custer Road widening project. This is similar to what the Town did with the widening of Preston Road.				Funding will be available to complete the right turn lanes.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Funding will not be available to complete the right turn lanes.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
7145 TRANSFER TO VERF	\$10,000	\$1,250
TOTAL	\$10,000	\$1,250
<b>COMMENTS</b>		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
When the VERF was initially funded, the value did not include aftermarket equipment, or annual market adjustments. Funds are not available to cover the full cost of replacement unit. Unit 5102 is a 2007 Ford F450 Flatbed Pick-Up Truck used by Streets. The VERF contributions for this unit total \$25,000, and the estimated replacement cost is \$35,000 (-\$10,000) for a 2019 Ford F450 Flatbed Pick-Up Truck.	The department will have the essential equipment required for operations.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	The unit will not be replaced.	
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	SENIOR SIGNAL/SIGN TECHNICIAN CREW LEADER	TYPE	DISCRETIONARY - 1	RANK	4
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$30,366	\$40,488	\$40,488	\$40,488	\$40,488
5145 SOCIAL SECURITY EXPENSE	\$1,883	\$2,511	\$2,511	\$2,511	\$2,511
5150 MEDICARE EXPENSE	\$440	\$587	\$587	\$587	\$587
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$531	\$709	\$709	\$709	\$709
5180 TMRS EXPENSE	\$4,109	\$5,479	\$5,479	\$5,479	\$5,479
5185 LONG TERM/SHORT TERM DISABILIT	\$58	\$77	\$77	\$77	\$77
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$500	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,642	\$0	\$0	\$0	\$0
5352 FUEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5353 OIL/GREASE/INSPECTIONS	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5520 TELEPHONE EXPENSE	\$688	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5620 TOOLS AND EQUIPMENT	\$3,000	\$500	\$500	\$500	\$500
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
6160 CAPITAL EXPENDITURE - VEHICLES	\$46,100	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$13,498	\$13,498	\$13,498	\$13,498
<b>TOTAL</b>	<b>\$99,980</b>	<b>\$75,329</b>	<b>\$75,329</b>	<b>\$75,329</b>	<b>\$75,329</b>
<b>COMMENTS</b>					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>This position would direct and supervise the Signal Technician. This position would maintain and operate the traffic signal system, arterial street lighting system, school zone flashers, street signs and radar speed boards throughout Town. To hire a Senior Signal/Sign Technician Crew Leader and purchase a 1 ton truck.</p> <p>Truck F350 Diesel = \$41,000            Decals = \$1,100            Tool Boxes = \$2,000            Safety Lights = \$2,000</p>	The signal operations includes six school zone location flashers and multiple radar feedback signs. We would be able to provide in-house trouble shooting, repair some roadway lighting issues, and make minor repairs on traffic signals. There would also be a specified crew to handle all street sign complaints, repairs, and new installations.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Outsourcing for repairs and maintenance for signals would have to be done. There would continue to be longer lead times to replace street signs and street lights. By outsourcing the work, reaction time will be longer and signals will operate inefficiently for longer periods of time.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Senior Signal/Sign Technician Crew Leader in January 2019.	

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PROSPER TRAIL REPAIRS	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$75,000	\$75,000	\$75,000	\$0	\$0
TOTAL	\$75,000	\$75,000	\$75,000	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
Phase II of Prosper Trail repairs from Coit Road to Custer Road. 600 square yards \$125 per square foot = \$75,000.				Prosper Trail will be restored in areas that need to be repaired.  Town Council Goals, Goal 3 - To provide first rate utilities and efficient and effective roads and infrastructure. The removal and replacement of existing Prosper Trail was denied by Council in May 2018. In lieu of removal and replacement, patching of the street was advised.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A				Prosper Trail will continue to be repaired with cold mix by staff.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS	
N/A					

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# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BNSF QUIET ZONE FIRST & FIFTH	TYPE	DISCRETIONARY - 1	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
6110 CAPITAL EXPENDITURE	\$145,000	\$0	\$0	\$0	\$0
TOTAL	\$145,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To install flex posts along First Street and Fifth Street at BNSF RR to allow these intersections with the BNSF RR to become Quiet Zones. This is the interim, low cost option outlined in the presentation presented to the Town Council on January 24, 2018.	With the installation of Quiet Zones on First Street and Fifth Street, the only non-Quiet Zone intersection will be Frontier Parkway. Prosper Trail is already an established Quiet Zone. The benefit will be reduction in the number of locations the trains will be required to blow their horn.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The intersections will remain as is and the trains will continue to blow their horns as they cross these intersections.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SIGN AND POLE REHABILITATION	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5640 SIGNS AND HARDWARE	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000
TOTAL	\$15,000	\$15,000	\$15,000	\$20,000	\$20,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To replace 125 speed limit signs throughout the Town. 125 signs x \$85 each + poles and hardware = \$15,000		To provide better visual effects for roadway signs. Additionally, many traffic signs were installed low and do not meet the illumination requirements.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Signs will not meet the illuminations requirements, and roadway signs will continue to be difficult to see at night. Low uniformity of our speed limit signs in Town will remain.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CAT SKID STEER	TYPE	DISCRETIONARY - 2	RANK	8
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$81,278	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$7,500	\$7,500	\$7,500	\$7,500
<b>TOTAL</b>	<b>\$81,278</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$7,500</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To purchase a 2590 CAT skid steer with rubber tracks. \$66,878 Skid Steer \$6,900 for a 6-Way Blade \$7,500 Pickup Broom Increase for Park's specifications.		The benefits would include upgraded rubber tracks that will be more appropriate for disaster relief. The skid steer would also provide a more effective piece of equipment when completing drainage projects and other ditch and right-of-way work. This department does not currently have a skid steer. Streets is required to schedule projects around the availability of the one skid steer in Public Works, causing delays in projects and extended completion times.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Staff will continue to lengthen the list of projects on hold due to a shortage of equipment.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	ASPHALT REPAIR	TYPE	DISCRETIONARY - 2	RANK	9
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
TOTAL	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To have the ability to bid out asphalt repairs on an as needed basis.		Having the ability to have a miscellaneous asphalt repair contract, staff will be able to contact contractors when large repairs are needed. With current staffing, the Street Department is unable to make large asphalt repairs. This would help to free up crew time for other requests and repairs, and the asphalt repairs would be completed quickly and more efficiently. This request is for an on-call bid contract.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Staff will continue to repair asphalt with cold mix.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	MEDIAN-ALERT	TYPE	DISCRETIONARY - 2	RANK	10
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5620 TOOLS AND EQUIPMENT	\$700	\$700	\$0	\$0	\$0
5650 MAINTENANCE MATERIALS	\$30,600	\$30,600	\$3,000	\$3,000	\$3,000
<b>TOTAL</b>	<b>\$31,300</b>	<b>\$31,300</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To install Median-Alert horizontal delineators, in two phases, on medians throughout Town including Preston Road. Median-Alert provides visual delineation of roadway structures including curbs and medians resulting in fewer direct and lateral impacts and also lessens pedestrian endangerment. \$9 LF x 6,800 LF = \$61,200 Tools and equipment = \$1,400		Provide clear, distinct visual cues of medians to motorists in all weather. This product is 1000 times brighter than paint or glass beads but does not provide distraction. Reduces property damage and lessens the endangerment of pedestrians.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Roadway medians will be hazardous, especially in times of darkness and harsh weather.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

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## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	ANNUAL STREET MAINTENANCE PROGRAM		TYPE	DISCRETIONARY - 2		RANK	11
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
5480 CONTRACT SERVICES	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTAL	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>COMMENTS</b>							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
<p>To fund annual road maintenance projects listed in the Capital Improvement Plan. The proposed FY2019 funding to be allocated to the following road projects:</p> <p>First Street (Parvin - Craig) = \$400,000</p> <p>Lane Street (First - Third) = \$225,000</p> <p>North Street (Seventh - Eighth) = \$175,000</p> <p>Pecan Street (First - End) = \$200,000</p>				<p>By allocating annual funding to this program, the Town will be able to put together a sustainable program to work through completing the current approved road maintenance projects on the Capital Improvement Plan in a more timely manner.</p>			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A				<p>The Capital Improvement Plan lists road maintenance projects that are to be funded by bond sales. By not funding the road maintenance projects through the General Fund, the Town would incur financing costs on the funding of these projects with bond funds.</p>			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MISCELLANEOUS CONCRETE REPAIRS	TYPE	DISCRETIONARY - 3	RANK	12
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$64,825	\$67,673	\$122,484	\$14,300	\$0
<b>TOTAL</b>	<b>\$64,825</b>	<b>\$67,673</b>	<b>\$122,484</b>	<b>\$14,300</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
To perform concrete removal and installation throughout town. 2019 2020 2021 2022 Sidewalks \$6408 \$5165 \$5412 \$14,300 Alleyways \$22,617 \$23,430 Streets \$35,800 \$39,078 \$117,072				Provide safe and reliable sidewalks, alleyways, and streets. Reduce the amount of complaints from unsatisfied residents.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A				Continue to receive complaints from unsatisfied residents and continue to postpone repairs.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS	
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RENTAL EQUIPMENT - STREETS	TYPE	DISCRETIONARY - 3	RANK	13
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5310 RENTAL EXPENSE	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
TOTAL	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide funds for the increase in rental costs on the grader for the west side road maintenance.		With the expectation of additional west side roads, Public Works will be required to extend the number of rental days and decrease the time between grading to 1.5 months rather than the current 2 month cycle. This will increase the number of rentals from 6 to 10 times for the year.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The complaints about the west side roads will continue to increase, and we will not have the ability to maintain safe roadways.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	GROUND PENETRATING RADAR		TYPE	DISCRETIONARY - 3		RANK	14
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
5480 CONTRACT SERVICES	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
TOTAL	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
<b>COMMENTS</b>							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To provide ground penetrating radar to ensure there are no voids in roads prior to acceptance.				Prior to acceptance, a radar detection inspection would be completed to ensure no voids or possibilities of failure are present.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A				Possibilities of road failures, and the continuance of repairing and replacing streets before their expected lifespan.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	PARKS AND RECREATION ADMIN BUILDING REMODEL		TYPE	DISCRETIONARY - 1		RANK	1
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
5340 BUILDING REPAIRS	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$56,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMENTS</b>							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
<p>To allow the Parks and Recreation Administration and Recreation Divisions to repair and remodel the building and offices at 409 East First Street. Also, to allow the repair and remodel of 407 East First Street for use as indoor recreation space.</p> <p>Building Repairs include: new carpet, paint, etc.</p>				<p>The buildings need to be painted, repaired and freshened up until such time as other facilities become available. Neither building meets ADA requirements and there is no grandfathering. Developing indoor space for recreational classes will give Prosper the opportunity to expand programming options to more fully serve the interests of a wider variety of residents. A well-rounded Parks and Recreation Department is one that addresses the needs of all age segments and offers a variety of activities through both indoor and outdoor recreation classes and programs.</p>			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A				<p>The buildings will remain in their current shape with the exception of required maintenance items being addressed such as the rotten wood at the backdoor of 409 East First Street. It may be possible to pay staff overtime to perform painting, etc., after hours.</p>			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TOWN HALL OPEN SPACE DESIGN	TYPE	DISCRETIONARY - 1	RANK	2
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5410 PROFESSIONAL SERVICES	\$55,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$55,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To design the open space lot in front of Town Hall. This item will provide an assessment of the site, programming, development of a conceptual design that can be used to establish construction budgets.		This will kick off the design process for the open space lot in front of Town Hall. The consultant will work with Staff and Council to develop a program for the area, then work through the preliminary design process to develop an approved conceptual plan along with a construction estimate.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
Depending on the findings during the design process, this area could be designed to be programmed for events that could generate revenue for the Town.		Not funding this request would delay the development of the open space lot and any potential permanent amenities that would bring another community identity to the area.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TOWN HALL DECORATIONS	TYPE	DISCRETIONARY - 2	RANK	3
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5601 EVENT - PROSPER CHRISTMAS	\$28,300	\$18,500	\$18,500	\$8,500	\$8,500
<b>TOTAL</b>	<b>\$28,300</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$8,500</b>	<b>\$8,500</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose of this request: 1) To purchase and install perimeter lighting on Town Hall. This installation would be temporary and installed and removed each season. Outline top of building perimeter edges. \$7,000  2) Purchase 8- 4x7 Mountain Pine Column Sprays with red 3D nylon structural bows installed on the large brick building columns \$950 ea. plus aerial equipment at cost*. Includes the purchase of the sprays along with the installation/removal/ and storage of all. \$9500  This request will correspond with Goal 5 Maintain Community Character  Permanent lighting is approximately \$18,000	<p>Items purchased will be used to decorate Town Hall and Main Street for the entire holiday season.</p> <p>\$7,000 - Installation of perimeter lighting \$9,500 - 8 column sprays with red 3D nylon structural bows</p> <p>Additional items of interest: \$3,000 - Tree wraps (10) \$5,000 - Z -trees (20 light poles) \$3,800 - Giant yard art</p> <p>Years 2021-2024 reflect the cost to replacing damaged decorations. Along with annual installation and storage of building decor and lights.</p> <p>Next year additional money will be requested to expand the downtown decor.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
There is no direct revenue enhancement with this line item. Decorating downtown will help make the annual Prosper Christmas Festival more desirable to vendors and sponsors, which will draw in more revenue for the event. It will also vitalize the downtown area.	<p>If this line item is not funded there will be no perimeter lighting or holiday decor on Town Hall.</p>				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CHRISTMAS FESTIVAL	TYPE	DISCRETIONARY - 2	RANK	4
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5601 EVENT - PROSPER CHRISTMAS	\$11,000	\$12,100	\$13,310	\$14,641	\$16,105
<b>TOTAL</b>	<b>\$11,000</b>	<b>\$12,100</b>	<b>\$13,310</b>	<b>\$14,641</b>	<b>\$16,105</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
<p>The purpose of this request:</p> <p>1) To accommodate an increase in the costs of renting the stage, generators, lifts and shuttle buses. \$6,200</p> <p>2) To fund the enhancements necessary to present a Prosper Christmas Festival that is enhanced, polished, fun and safe, while also increasing resident attendance and vendor participation. The Christmas Committee also suggested that in order for the Festival to grow in popularity, new elements must be added each year. The change in the location to the new Town Hall will allow the event to grow and accommodate increased numbers of activities, vendors, and attendees, yet, the new venue will require additional funds to ensure critical optional elements of the event are not lost, such as the community stage. The larger space will afford more activities such as carnival rides. \$4,800</p> <p>This request will correspond with Goal 4 Maximize Recreation and Leisure Opportunities and Goal 5 Maintain Community Character</p>	<p>This increase allows the Town to keep up with increased cost, which includes stage and sound equipment, generators and lighting. The request also funds a community stage to allow more performers as well as provide more entertainment.</p> <p>Years 2021-2024 reflect the cost of increase rental equipment.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
<p>Higher booth and sponsorship fees can be charged for well-attended, successful events. These fees will help offset a portion of the festival costs. If the momentum is maintained and the Festival is able to grow, exhibitors and sponsors will be more plentiful.</p> <p>Due to the size and success of the event, the Committee is raising the fees for booth space and sponsors.</p>	<p>The Prosper Christmas Festival is viewed as a hometown tradition and it is a priority to keep the momentum so residents enjoy the event for years to come.</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	PICKUP TRUCK	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5350 VEHICLE EXPENSE	\$1,250	\$75	\$75	\$75	\$75
5352 FUEL	\$350	\$350	\$350	\$350	\$400
5353 OIL/GREASE/INSPECTIONS	\$0	\$100	\$100	\$100	\$100
6160 CAPITAL EXPENDITURE - VEHICLES	\$22,200	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,775	\$2,775	\$2,775	\$2,775
<b>TOTAL</b>	<b>\$23,800</b>	<b>\$3,300</b>	<b>\$3,300</b>	<b>\$3,300</b>	<b>\$3,350</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To purchase a small-sized truck for the sports fields crew. This crew currently shares one truck between three people. Most of the time, this crew works in different locations. Having one shared truck means waiting for a ride, and waiting to transport equipment until after others have completed work at another site. Staff will continue to share rides, when possible.		Productivity will increase. Downtime will significantly decrease. Less waiting for others to finish before moving to the next location. This vehicle can also be used for on-call and after hours shifts. Because the requested truck is a small sized vehicle, it will maneuver easily on hike and bike trails, improving efficiency and improving access for maintenance.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		The Crew Leader wastes time driving staff to various locations and then picking them up. This makes it difficult for him to perform the required functions of his job within regular work hours.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	EQUIPMENT OPERATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$34,857	\$46,476	\$46,476	\$46,476	\$46,476
5115 SALARIES - OVERTIME	\$638	\$850	\$850	\$850	\$850
5143 CELL PHONE ALLOWANCE	\$360	\$480	\$480	\$480	\$480
5145 SOCIAL SECURITY EXPENSE	\$2,275	\$3,033	\$3,033	\$3,033	\$3,033
5150 MEDICARE EXPENSE	\$532	\$709	\$709	\$709	\$709
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$35	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$610	\$813	\$813	\$813	\$813
5180 TMRS EXPENSE	\$4,964	\$6,619	\$6,619	\$6,619	\$6,619
5185 LONG TERM/SHORT TERM DISABILIT	\$70	\$93	\$93	\$93	\$93
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$525	\$300	\$300	\$300	\$300
5530 TRAVEL/LODGING/MEALS EXPENSE	\$300	\$300	\$300	\$300	\$300
5536 TRAINING/SEMINARS	\$540	\$540	\$540	\$540	\$540
6160 CAPITAL EXPENDITURE - VEHICLES	\$22,200	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,775	\$2,775	\$2,775	\$2,775
<b>TOTAL</b>	<b>\$73,333</b>	<b>\$70,217</b>	<b>\$70,217</b>	<b>\$70,217</b>	<b>\$70,217</b>
<b>COMMENTS</b>					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To hire an Equipment Operator to operate mowing and park maintenance equipment, ensuring properties are maintained to the Town of Prosper standards. This individual will be used to maintain Fire Station Park, Folsom Easement, and Pecan Grove. This will free up funds in the Contract Services line item to offset the additional cost of: camera monitoring at Frontier Park (\$15,100); mowing of US 380 (\$7,800 for our portion); and the contract with Hellas for yearly field maintenance and deep grooming on the synthetic fields at Frontier park (\$25,000).</p> <p>If this item is selected, then it is not necessary to approve the non discretionary package for Increase Cost in Contract Services.</p>	<p>By funding this position, staff can maintain approximately 45 acres, work previously performed by a contractor, and those funds can be allocated to address additional contract service costs. This additional staff person will run equipment, and will allow for additional preventive maintenance on equipment. This staff person could maintain Fire Station Park, Folsom easement, and Pecan Grove Park.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>Parks Operations mowing the additional 45 acres will save the Town \$45,000 per year.</p>	<p>Residents' expectations for the appearances of parks properties will not be met, and it will be increasingly difficult to meet Town standards, or additional funds will need to be allocated to Contract Services to offset the increase in cost.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>One Equipment Operator in January 2019.</p>	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	MAINTENANCE WORKER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1		RANK	3
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
5110 SALARIES	\$28,611	\$38,148	\$38,148	\$38,148	\$38,148	\$38,148
5143 CELL PHONE ALLOWANCE	\$360	\$480	\$480	\$480	\$480	\$480
5145 SOCIAL SECURITY EXPENSE	\$1,821	\$2,517	\$2,517	\$2,517	\$2,517	\$2,517
5150 MEDICARE EXPENSE	\$426	\$589	\$589	\$589	\$589	\$589
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$501	\$668	\$668	\$668	\$668	\$668
5180 TMRS EXPENSE	\$3,973	\$5,493	\$5,493	\$5,493	\$5,493	\$5,493
5185 LONG TERM/SHORT TERM DISABILIT	\$56	\$77	\$77	\$77	\$77	\$77
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$525	\$300	\$300	\$300	\$300	\$300
5536 TRAINING/SEMINARS	\$540	\$540	\$540	\$540	\$540	\$540
<b>TOTAL</b>	<b>\$42,276</b>	<b>\$56,041</b>	<b>\$56,041</b>	<b>\$56,041</b>	<b>\$56,041</b>	<b>\$56,041</b>
<b>COMMENTS</b>						
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
Hire a Maintenance Worker to handle additional workload created by the installation of the synthetic turf fields.				This staff member will handle the additional maintenance duties created by the new park facility, including field care for the new Frontier Park North synthetic fields, trash removal, restroom maintenance and playground safety compliance.		
				Prior to turf installation, additional staff was not requested for 2018 due to the belief that the new fields would not need to be mowed and the belief that game prep would be less. The reality is, based on the grooming recommendations from the turf provider and time staff has spent at the facility over the Spring 2018 season, approximately 35 additional man hours a week are required.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A				The synthetic fields, restrooms, trash, concession and playground areas will not be maintained to Town of Prosper standards.		

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Maintenance Worker in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CHEMICAL SPECIALIST (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	4
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$32,229	\$42,972	\$42,972	\$42,972	\$42,972
5115 SALARIES - OVERTIME	\$36	\$36	\$36	\$36	\$36
5143 CELL PHONE ALLOWANCE	\$360	\$480	\$480	\$480	\$480
5145 SOCIAL SECURITY EXPENSE	\$2,112	\$2,816	\$2,816	\$2,816	\$2,816
5150 MEDICARE EXPENSE	\$494	\$659	\$659	\$659	\$659
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$564	\$752	\$752	\$752	\$752
5180 TMRS EXPENSE	\$4,609	\$6,145	\$6,145	\$6,145	\$6,145
5185 LONG TERM/SHORT TERM DISABILIT	\$65	\$86	\$86	\$86	\$86
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5220 OFFICE EQUIPMENT	\$1,500	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$150	\$150	\$150	\$150	\$150
5350 VEHICLE EXPENSE	\$1,250	\$0	\$0	\$0	\$0
5352 FUEL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5353 OIL/GREASE/INSPECTIONS	\$0	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$525	\$300	\$300	\$300	\$300
5530 TRAVEL/LODGING/MEALS EXPENSE	\$300	\$300	\$300	\$300	\$300
5536 TRAINING/SEMINARS	\$540	\$540	\$540	\$540	\$540
5630 SAFETY EQUIPMENT	\$150	\$50	\$50	\$50	\$50
6160 CAPITAL EXPENDITURE - VEHICLES	\$22,200	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,075	\$3,075	\$3,075	\$3,075
<b>TOTAL</b>	<b>\$73,747</b>	<b>\$66,890</b>	<b>\$66,890</b>	<b>\$66,890</b>	<b>\$66,890</b>

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
Hire a Chemical Specialist to handle the increased workload of maintaining additional Town park properties. Responsibilities will be to focus on fertilization and chemical applications on Town maintained property; verify properties maintained by contract services are receiving needed applications (including pest control, fertilizer and herbicide); manage the State required record keeping, and be the Crew Leader for the Chemical Technicians.	This position will allow improved management of workloads and give adequate time to perform each function. Currently, the Parks Superintendent and the Parks Operations Supervisor assist with these duties - as time allows. Similar to other Parks staff, this position will assist in multiple areas when not applying chemicals including trash detail, landscaping maintenance, special projects, special events, serving on Town committees and general maintenance of park structures and park facilities. This position will ensure Prosper responsibly maintains State required record keeping.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Chemical applications may not be applied as often as needed, or be applied by staff who must be paid overtime salary. Timely herbicide and fertilizer application is necessary to use the minimum quantities of chemicals that achieve the desired result. Timely application is also necessary to maximize the effectiveness of the product being applied.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Chemical Specialist in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	EQUIPMENT RENTAL	TYPE	DISCRETIONARY - 2	RANK	5
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5310 RENTAL EXPENSE	\$10,000	\$0	\$0	\$0	\$0
TOTAL	\$10,000	\$0	\$0	\$0	\$0
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
This request provides funds to rent a skid steer and tree spade to move trees.	This will allow Park Operations to rent a skid steer and tree spade to relocate trees (4"-5" or less in size) from ROW or park property when needed. It will also allow them to use the skid steer and tree spade to root prune the trees in the tree farm as well as be able to dig and move trees from the tree farm to other locations where needed.				
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 relocate trees when needed. Staff will root prune trees in the tree farm using other methods that are less efficient and take more staff resources to accomplish the same result. Relocating trees from the tree farm to other locations will also take additional time and effort.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

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# TOWN OF PROSPER

**FUND**

10 GENERAL

**DEPARTMENT**

COMMUNITY SERVICES

**DIVISION**

100-60-03EXP RECREATION

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECREATION PROGRAMMER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$44,748	\$48,816	\$48,816	\$48,816	\$48,816
5143 CELL PHONE ALLOWANCE	\$440	\$480	\$480	\$480	\$480
5145 SOCIAL SECURITY EXPENSE	\$2,774	\$3,027	\$3,027	\$3,027	\$3,027
5150 MEDICARE EXPENSE	\$649	\$708	\$708	\$708	\$708
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$5,522	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL INSURANCE	\$363	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$43	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$783	\$854	\$854	\$854	\$854
5180 TMRS EXPENSE	\$6,054	\$6,605	\$6,605	\$6,605	\$6,605
5185 LONG TERM/SHORT TERM DISABILIT	\$85	\$93	\$93	\$93	\$93
5186 WELLE-WELLNESS PROG REIMB EMPL	\$550	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$150	\$150	\$150	\$150	\$150
5220 OFFICE EQUIPMENT	\$3,350	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$85	\$85	\$85	\$85	\$85
5520 TELEPHONE EXPENSE	\$525	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$200	\$200	\$200	\$200	\$200
7145 TRANSFER TO VERF	\$0	\$670	\$670	\$670	\$670
<b>TOTAL</b>	<b>\$66,483</b>	<b>\$68,918</b>	<b>\$68,918</b>	<b>\$68,918</b>	<b>\$68,918</b>
COMMENTS					

224

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this position is to increase recreational and leisure opportunities to residents of all ages and demographics. This will be accomplished by planning, developing, promoting, and implementing recreation programs at the Town Hall Community Room, Frontier Park and other Town facilities. The Towns average annual increase in program and class registration has been 32% over the last two years. Current recreation programs are at capacity and require a wait list. With the expansion of Frontier Park, imputing youth field schedules requires additional time and this position could assist. Other duties this position will provide includes various forms of administrative service as it relates to recreational classes and programs, facility rentals, imputing youth field schedules, and assisting with special events. Youth leagues are increasing on an average of 10% annually which requires additional time. Special event sponsorship and vendor needs continue to grow annually as the Town and events grow. This position will also be providing and ensuring a high level of customer service which greets and interacts with customers, registers patrons for programs, and responds to customer concerns.</p>	<p>With the Community Room available to Town Hall, there will be space available to offer additional classes and programs. Over the past two years, registrations have grown on average 32%. The classes are well attended and growth is expected to continue. Currently, there are wait lists which indicates additional classes and programs need to be provided.</p> <p>Currently, Americans are suffering from multiple health issues associated with a sedentary lifestyle. Parks, as well as Recreation, offer a proven alternative to this lifestyle. Recreation Programmers are necessary to change peoples' habits and to provide a higher quality of life for Town residents. With Town Hall opening in the summer of 2018, this Programmer will be able to offer classes for both kids and adults in the indoor space that is available there and being proposed at 407 East First Street. These classes will help provide recreational and learning opportunities to the Town's residents. This staff person will also be able to assist with the increased field rentals that has occurred with the synthetic fields at Frontier Park. They will also assist with special events that continue to grow along with the Towns growth.</p> <p>This position will meet the following Town Council Goals:      Goal 4 Maximize Recreation and Leisure Opportunities      Goal 5 Maintain Community Character</p> <p>Currently the Recreation Services Coordinator works 45 hours on average per week. With the new facilities coming online, either spaces will go un-programmed or there will need to be a cutback elsewhere.</p> <p>This position was requested in last years budget.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>This position will program classes and most of these classes will be fee based to help offset the cost of providing the class. It is anticipated that classes offered to the Senior population will be free or the cost will be greatly reduced, which is the industry standard.</p> <p>Estimated revenue</p> <p>Year 1 revenue \$14,250      Year 2 revenue \$23,370</p>	<p>The quality of life that residents expect will not be as high if programs and classes are not offered. Staff will continue to manage field and pavilion rentals along with other duties assigned to the best of their ability. There will be limited programming which will result in spaces not being programmed and residents not having access to classes and programs.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Recreation Programmer in November 2018.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-05EXP LIBRARY
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	INCREASE PHYSICAL COLLECTION	TYPE	DISCRETIONARY - 1	RANK	1
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5281 BOOK PURCHASES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5284 OTHER COLLECTION PURCHASES	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Purpose is to continue increasing physical collection. Texas State Library and Archives Commission mandates the library have in its collection one item per capita for accreditation. of the \$5,000, \$1,000 would be spent on books, \$1,500 on approximately 35 VOX books (a new offering of books that include an audio version for children), and \$2,500 for approximately 19 Playaway Launchpads (learning tablets for children).  226	Accreditation will continue, which will result in reputation sustained and open grant opportunities. The book collection will continue to grow and meet the required level of new and currency. VOX books are used as reading tools for beginner readers, readers who struggle or fall behind their lexicon level, and helpful to those with dyslexia. Playaway Launchpads are learning tablets preloaded with educational games, puzzles, stories, math, reading, music, art, and problem solving. The library currently owns 13 Launchpads and they circulate heavily with many families checking them out repeatedly due to satisfaction in the product.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Potential grant awards.	We will be unable to continue increasing the collection, and therefore not meet accreditation standards and lose accreditation. Without accreditation, libraries are not eligible for any government funding, are typically removed from private or corporate grant opportunities, and are usually ineligible for awards from organizations.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	LIBRARY TECHNOLOGY	TYPE	DISCRETIONARY - 1	RANK	2
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5220 OFFICE EQUIPMENT	\$6,000	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
7145 TRANSFER TO VERF	\$0	\$1,200	\$1,200	\$1,200	\$1,200
<b>TOTAL</b>	<b>\$8,500</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To increase the library's technological offering to the community.  Two AWE Early Literacy Stations = \$6,000 Annual subscription to lynda.com = \$2,500	The Early Literacy Stations are designed specifically for children ages 2-8 and feature over 4,000 learning activities. Fun, interactive and engaging content spans all seven curricular areas: math; science and nature; social studies and geography; reading; art and music; writing and computer skills; and reference. These units can build and increase literacy skills, improve school readiness, and help establish the library as a critical resource for community learning. Two bilingual stations were purchased in 2018 for the new library building. The architect plan/furniture accommodates four total stations, therefore these two will complete the seating plans. Lynda.com is an online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Members have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts. Lynda.com serves more than 10,000 organizations. With tutorials in five languages, Lynda.com is a global platform for success.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
A revenue amount cannot be assigned to community literacy, engagement, and enjoyment. It is priceless.	Two designated areas will remain empty where the AWE units are designed to be placed. Our database offerings will remain stagnant.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

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# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ENGINEERING

## DIVISION

100-98-01EXP ENGINEERING

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECLASS GRADUATE ENGINEER - ENGINEER	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$8,065	\$8,065	\$8,065	\$8,065	\$8,065
5145 SOCIAL SECURITY EXPENSE	\$500	\$500	\$500	\$500	\$500
5150 MEDICARE EXPENSE	\$117	\$117	\$117	\$117	\$117
5175 LIABILITY (TML) WORKERS COMP	\$17	\$17	\$17	\$17	\$17
5180 TMRS EXPENSE	\$1,091	\$1,091	\$1,091	\$1,091	\$1,091
5185 LONG TERM/SHORT TERM DISABILIT	\$15	\$15	\$15	\$15	\$15
<b>TOTAL</b>	<b>\$9,805</b>	<b>\$9,805</b>	<b>\$9,805</b>	<b>\$9,805</b>	<b>\$9,805</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The request for the reclassification of the existing Graduate Engineer to Engineer is necessary once the Graduate Engineer passes the Professional Engineers Exam. Exam to be taken in October 2018 with results of exam expected by the end of 2018.		By promoting the Graduate Engineer to Engineer once that person has passed the Professional Engineers Exam shows the Town's commitment to recognizing and retain qualified staff.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Once the employee passes the Professional Engineers Exam and becomes a Licensed Professional Engineer, they will become extremely marketable and could possibly search for employment elsewhere. This would cause a ripple in the current development review process as this person is instrumental in performing engineering reviews of development plans.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
Promotion of Graduate Engineer to Engineer in January 2019, upon passing the Professional Engineers Exam.					

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# TOWN OF PROSPER

FUND		DEPARTMENT		DIVISION	
10 GENERAL		ENGINEERING		100-98-01EXP ENGINEERING	
SUPPLEMENTAL DETAILS - ACTIVE					
TITLE	ENGINEER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$60,006	\$80,008	\$80,008	\$80,008	\$80,008
5145 SOCIAL SECURITY EXPENSE	\$3,720	\$4,961	\$4,961	\$4,961	\$4,961
5150 MEDICARE EXPENSE	\$870	\$1,160	\$1,160	\$1,160	\$1,160
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 ADANDD/LIFE INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$126	\$168	\$168	\$168	\$168
5180 TMRS EXPENSE	\$8,119	\$10,825	\$10,825	\$10,825	\$10,825
5185 LONG TERM/SHORT TERM DISABILIT	\$114	\$152	\$152	\$152	\$152
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500
5220 OFFICE EQUIPMENT	\$4,245	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$599	\$599	\$599	\$599	\$599
5400 UNIFORM EXPENSE	\$100	\$100	\$100	\$100	\$100
5419 IT LICENSES	\$100	\$100	\$100	\$100	\$100
5520 TELEPHONE EXPENSE	\$1,175	\$650	\$650	\$650	\$650
5530 TRAVEL	\$100	\$100	\$100	\$100	\$100
5533 MILEAGE EXPENSE	\$25	\$25	\$25	\$25	\$25
5536 TRAINING/SEMINARS	\$100	\$100	\$100	\$100	\$100
<b>TOTAL</b>	<b>\$85,362</b>	<b>\$106,677</b>	<b>\$106,677</b>	<b>\$106,677</b>	<b>\$106,677</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
Instead of hiring an Engineering Technician, the request is to hire a more qualified Engineer to handle the increase in project management for CIP, traffic related requests, drainage issues, and cross training with the Development Engineer. With the addition of multiple traffic signals in the Town and the addition of Street Department staff to maintain traffic signals, this position would assist in maintaining the timing of the controller.	Having an additional qualified Engineer on staff to assist with managing growing capital improvement project program will improve quality of efficiency in getting projects complete. Not only the projects the new position would be responsible for, but taking on other duties that existing staff are splitting their time on. This position would also be responsible for management of existing and proposed traffic signal operations.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Existing staff is working extremely long hours to attempt to keep up with the growing work load of capital projects and citizen requests for services. Without the additional position, capital projects completion could be delayed and a decrease in customer service to the community. There is currently no one on staff to manage the existing and proposed traffic signal operations.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Engineer in January 2019.	

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ENGINEERING

## DIVISION

100-98-01EXP ENGINEERING

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FIRST STREET / BNSF RR OVERPASS STUDY		TYPE	DISCRETIONARY - 1		RANK	3
RESOURCES REQUESTED							
LINE ITEM	2019	2020	2021	2022	2023		
5410 PROFESSIONAL SERVICES	\$40,000	\$0	\$0	\$0	\$0		\$0
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
COMMENTS							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To perform a schematic design of the potential overpass at the BNSF RR that will depict in more detail the ROW needed to accommodate construction. The study will also include an opinion of probable construction costs related to the final engineering design and construction of the overpass.				An overpass would provide better mobility that is currently restricted at the at-grade crossing of the BNSF RR.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A				Without further study, it is unknown what the potential impacts and costs are for constructing an overpass at the BNSF RR.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

ENGINEERING

## DIVISION

100-98-01EXP ENGINEERING

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PROSPER TRAIL / BNSF RR OVERPASS STUDY	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5410 PROFESSIONAL SERVICES	\$40,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To perform a schematic design of the potential overpass at the BNSF RR that will depict in more detail the ROW needed to accommodate construction. The study will also include an opinion of probable construction costs related to the final engineering design and construction of the overpass.	An overpass would provide better mobility that is currently restricted at the at-grade crossing of the BNSF RR.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Without further study, it is unknown what the potential impacts and costs are for constructing an overpass at the BNSF RR.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	E-W COLLECTOR & COOK LANE WATER LINE (1708-WA)		TYPE	DISCRETIONARY - 1		RANK	1
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
6110 CAPITAL EXPENDITURE	\$250,000	\$400,000	\$0	\$0	\$0		
TOTAL	<b>\$250,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>COMMENTS</b>							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To construct 12" water line in E-W Collector from DNT - Cook Lane in FY2019, and to construct 12" water line in Cook Lane from End to First Street in FY2020.				Funding will be available to construct a 12" water line.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Funding will not be available to construct a 12" water line.			
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	CUSTER ROAD METER STATION AND WL RELOCATIONS	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
6110 CAPITAL EXPENDITURE	\$290,325	\$1,905,200	\$0	\$0	\$0
TOTAL	\$290,325	\$1,905,200	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To design (\$290,325) in FY2019 and construct (\$1,905,200) the meter station and water line re-locations necessary to facilitate the widening of Custer Road north of US 380. The Town is working with TxDOT on agreement for reimbursement of all or portion of the costs associated with the design and construction of these re-locations.	The ability to widen Custer Road north of US 380.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Not being able to widen Custer Road north of US 380.				
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	VERF ADDITIONAL FUNDS - WATER	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$51,000	\$5,100	\$5,100	\$5,100	\$5,100
TOTAL	\$51,000	\$5,100	\$5,100	\$5,100	\$5,100
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
When the VERF was initially funded, the value did not include annual market adjustments. Funds are not available to cover the full cost of replacement unit. Unit WATER02 is a 2006 Caterpillar Backhoe/Loader with a cab. The VERF contributions for this unit total \$69,000, and the estimated replacement cost is \$120,000 (\$-51,000) for a 2019 model equivalent.	The department will have the essential equipment required for operations.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The unit will not be replaced with a comparable unit.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	UTILITY WORKER WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	4
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$24,924	\$33,232	\$33,232	\$33,232	\$33,232
5145 SOCIAL SECURITY EXPENSE	\$1,545	\$2,060	\$2,060	\$2,060	\$2,060
5150 MEDICARE EXPENSE	\$361	\$481	\$481	\$481	\$481
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$538	\$718	\$718	\$718	\$718
5180 TMRS EXPENSE	\$3,372	\$4,496	\$4,496	\$4,496	\$4,496
5185 LONG TERM/SHORT TERM DISABILIT	\$47	\$63	\$63	\$63	\$63
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
<b>TOTAL</b>	<b>\$38,850</b>	<b>\$50,080</b>	<b>\$50,080</b>	<b>\$50,080</b>	<b>\$50,080</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To hire a Utility Worker for the Water Division. This position must be able to perform skilled and semi-skilled tasks in the construction, maintenance and repair of the Town water lines and related facilities. This request complies with the current projection of staff as outlined in the 2017 Rate Study.		To circumvent a shortage in staff in the water department, additional personnel is requested to respond to water quality complaints and potential water leaks. The growth that the Town is experiencing results in additional phone calls and complaints from residents. Additional personnel would benefit by continuing to provide excellent customer service by having staff to respond to water emergencies.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Longer wait times for a response to water emergencies. Important repairs or maintenance will be delayed due to a shortage of staff. Crews may be pulled from important projects to respond to water emergencies.			

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Utility Worker in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	HEAVY EQUIPMENT OPERATOR WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2		RANK	5
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
5110 SALARIES	\$29,627	\$39,503	\$39,503	\$39,503	\$39,503	\$39,503
5145 SOCIAL SECURITY EXPENSE	\$1,961	\$2,615	\$2,615	\$2,615	\$2,615	\$2,615
5150 MEDICARE EXPENSE	\$459	\$612	\$612	\$612	\$612	\$612
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$640	\$853	\$853	\$853	\$853	\$853
5180 TMRS EXPENSE	\$4,279	\$5,705	\$5,705	\$5,705	\$5,705	\$5,705
5185 LONG TERM/SHORT TERM DISABILIT	\$60	\$80	\$80	\$80	\$80	\$80
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600	\$600
5230 DUES, FEES, AND SUBSCRIPTIONS	\$222	\$0	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800	\$800
5520 TELEPHONE EXPENSE	\$688	\$650	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500	\$500
<b>TOTAL</b>	<b>\$45,699</b>	<b>\$59,148</b>	<b>\$59,148</b>	<b>\$59,148</b>	<b>\$59,148</b>	<b>\$59,148</b>
<b>COMMENTS</b>						
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>				
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.		Currently, the Water Department has one Heavy Equipment Operator. This 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.				
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>				
N/A		The department will continue to operate with one Operator, preventing efficient repairs. Many projects will continue to be delayed due to a shortage of staff.				

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Heavy Equipment Operator in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CREW LEADER WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	6
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$30,366	\$40,488	\$40,488	\$40,488	\$40,488
5145 SOCIAL SECURITY EXPENSE	\$1,883	\$2,511	\$2,511	\$2,511	\$2,511
5150 MEDICARE EXPENSE	\$440	\$586	\$586	\$586	\$586
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$656	\$875	\$875	\$875	\$875
5180 TMRS EXPENSE	\$4,109	\$5,479	\$5,479	\$5,479	\$5,479
5185 LONG TERM/SHORT TERM DISABILIT	\$58	\$77	\$77	\$77	\$77
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$500	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,642	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$222	\$0	\$0	\$0	\$0
5352 FUEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5353 OIL/GREASE/INSPECTIONS	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5520 TELEPHONE EXPENSE	\$688	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5620 TOOLS AND EQUIPMENT	\$3,000	\$500	\$500	\$500	\$500
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
6160 CAPITAL EXPENDITURE - VEHICLES	\$46,385	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$6,326	\$6,326	\$6,326	\$6,326
<b>TOTAL</b>	<b>\$100,612</b>	<b>\$68,322</b>	<b>\$68,322</b>	<b>\$68,322</b>	<b>\$68,322</b>

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To provide additional personnel within the water division to assist in water testing, water quality and flushing, and maintenance. Also included in this request is a one-ton truck. The TCEQ has requested additional water testing from the municipalities. Currently, there is one crew made up of a Crew Leader and a Utility Worker working on flushing hydrants. In several instances, multiple crews are pulled off their daily duties to assist in flushing hydrants, reducing the number of employees available to respond to water emergencies and complaints. This request complies with the current projection of staff as outlined in the 2017 Rate Study.</p> <p>One ton single cab = \$38,000  Decals = \$185  Rear View Camera = \$200  Flat Bed and Install = \$4,000  Tool Boxes = \$3,000  Safety Lights = \$1,000</p>	<p>This position would assume responsibilities including new water testing procedures, preventative maintenance, and would assist in flushing dead end mainlines. We will continue to be in compliance with state regulations.</p>
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 be short staffed.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Crew Leader in January 2019.	

# TOWN OF PROSPER

## FUND

20 WATER/SEWER

## DEPARTMENT

PUBLIC WORKS

## DIVISION

200-50-02EXP WATER

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SPRINKLER EVALUATION PROGRAM	TYPE	DISCRETIONARY - 3	RANK	7
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
<b>TOTAL</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$8,500</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To increase the Sprinkler Evaluation Program and provide 90 additional evaluations and extend the program from three months to six months. For the past two years, we have offered this program, and both years, the interest has grown. Each year, over 50% of those who receive an evaluation, change their watering habits, saving over 41% of their usage when comparing similar months with comparable weather patterns. Currently, we offer evaluations to 1.5% of the total households in Prosper. Increasing the number will provide evaluations to 2.7%.	Each year, the Town of Prosper offers 110 sprinkler evaluations to residents on a first-come-first-serve basis. This request would increase the number of evaluations to 200. Sprinkler evaluations give the homeowner a one-on-one educational meeting to walk through each zone on their personal system and highlight inefficiencies. Long-term, the Town of Prosper could save costs on building additional infrastructure, and we leave our customer with invaluable information.				
\$3,500 - Administration Fee \$75 per evaluation x 200 = \$15,000					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	We would prevent educational opportunities for eager residents. Educating the residents on efficient automatic sprinkler systems will only benefit in years to come with potential droughts each year.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK				
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
6610 CONSTRUCTION	\$100,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>						
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
To replace the existing wastewater line in the alley between Church Street and Parvin Road as part of the Broadway Retention Pond and Church/Parvin drainage project.	Funding will be available to replace the existing wastewater line.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A	Funding will not be available to replace the existing wastewater line.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS					
N/A						

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
7145 TRANSFER TO VERF	\$2,000	\$250
TOTAL	\$2,000	\$250
<b>COMMENTS</b>		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
When the VERF was initially funded, the value did not include aftermarket equipment, or annual market adjustments. Funds are not available to cover the full cost of replacement unit. Unit 5302 is a 2008 1/2 Ton Extended Cab Pick-Up Truck used by Wastewater. The VERF contributions for this unit total \$25,000, and the estimated replacement cost is \$27,000 (-\$2,000) for a 2019 1/2 Ton Extended Cab Pick-Up Truck.	The department will have the essential equipment required for operations.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	The unit will not be replaced.	
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	WINCAN UPGRADE AND INTEGRATION	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5230 DUES, FEES, AND SUBSCRIPTIONS	\$12,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 upgrade the Wincan software to provide updated and correct GIS Data for manhole and wastewater line inspections. In addition, this request would also include integration into our work order system, CityWorks, that would supply more efficient productivity allowing the operator to initiate a work order while on site inspection is occurring.		An increase in work productivity including accurate GIS information. Current software has GIS data that is over 1.5 years old preventing the employee inspecting the lines from accurately representing the line segments and manhole information. Additionally, the integration would allow for the employee inspecting the lines to create a work order directly off the specified line segment or manhole he is inspecting, creating a more efficient and productive manner in requesting repairs on the collection system.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Staff will continue to work on outdated data. Sewer inspections will continue to run slower, as we grow, and additional personnel will be needed to keep up with job duties.			
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	FOG TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$26,841	\$35,788	\$35,788	\$35,788	\$35,788
5145 SOCIAL SECURITY EXPENSE	\$1,664	\$2,219	\$2,219	\$2,219	\$2,219
5150 MEDICARE EXPENSE	\$389	\$519	\$519	\$519	\$519
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$397	\$530	\$530	\$530	\$530
5180 TMRS EXPENSE	\$3,632	\$4,843	\$4,843	\$4,843	\$4,843
5185 LONG TERM/SHORT TERM DISABILIT	\$51	\$68	\$68	\$68	\$68
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$1,325	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$2,700	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$222	\$0	\$0	\$0	\$0
5352 FUEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5419 IT LICENSES	\$2,000	\$0	\$0	\$0	\$0
5520 TELEPHONE EXPENSE	\$688	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
7145 TRANSFER TO VERF	\$0	\$540	\$540	\$540	\$540
<b>TOTAL</b>	<b>\$44,954</b>	<b>\$49,863</b>	<b>\$49,863</b>	<b>\$49,863</b>	<b>\$49,863</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>To acquire personnel to oversee the Fats, Oils, and Grease (FOG) Outreach Plan. Currently, one staff member is overseeing water education and FOG, as well as additional job duties. Additional personnel is requested to complete FOG inspections and violations to remain in compliance with the EPA. Grease trap inspections have more than doubled in the past year, and the number continues to grow at a rapid rate each quarter. This position would be responsible for grease trap inspections, inputting the results of the inspections, hand-delivering failed reports to newly established entities, and mailing Notices of Violations to violators. Additionally, this position would take part in educating the public, as well as the owners of the grease traps throughout town. They will be responsible for updating the FOG website and conduct sampling and monitoring of the wastewater, when needed. The position will also maintain records and help to update the CMOM with information and documents obtained throughout the year.</p> <p>This position has been altered from Permit Technician to FOG Technician. The Permit Technician position was outlined in the staff projections used in the 2017 Rate Study.</p>	<p>Currently the FOG Outreach Program is operating at minimum potential due to other job duties and tasks that falls under the Water Education Coordinator's duties. With additional personnel, Notice of Violations will be processed and sent out in a timely manner and re-inspections five days after the violation is given will be completed, as the ordinance notates. Additionally, less violations will occur if personnel is available to better monitor the grease trap evacuations and by inspecting the frequent violators more often, as needed. The protection of our sanitary sewer system is vital. The Town of Prosper would remain in compliance with the EPA guidelines.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>Staff will continue to balance the multiple job duties allowing the re-inspections post-violation to be left undone. Notices of Violation will continue to be sent out weeks or even months after inspections were completed. Our sanitary sewer lines could become clogged with FOG resulting in SSO's which could lead to EPA and TCEQ fines.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One FOG Technician in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$45,000	\$0
7145 TRANSFER TO VERF	\$0	\$4,500
<b>TOTAL</b>	<b>\$45,000</b>	<b>\$4,500</b>
<b>COMMENTS</b>		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
To purchase a 6" sewer pump and hoses. The total cost of a stand-by generator is \$40,000 and would only be utilized by that one lift station when needed. The bypass pump may be utilized at all lift stations.	This equipment would provide pumping at Legacy lift station, providing staff with an alternate source for pumping services when electricity is lost, or when wastewater is required to be pumped around blockages. The Legacy lift station was constructed without a stand-by generator. Public Works currently has one mobile generator and this add on would have been built in redundancy.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	Potential EPA and TCEQ fines may occur.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS	
N/A		

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	UTILITY WORKER WW (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	6
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$24,924	\$33,232	\$33,232	\$33,232	\$33,232
5145 SOCIAL SECURITY EXPENSE	\$361	\$481	\$481	\$481	\$481
5150 MEDICARE EXPENSE	\$1,545	\$2,060	\$2,060	\$2,060	\$2,060
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$369	\$492	\$492	\$492	\$492
5180 TMRS EXPENSE	\$3,372	\$4,496	\$4,496	\$4,496	\$4,496
5185 LONG TERM/SHORT TERM DISABILIT	\$47	\$63	\$63	\$63	\$63
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5230 DUES, FEES, AND SUBSCRIPTIONS	\$111	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
<b>TOTAL</b>	<b>\$38,792</b>	<b>\$49,854</b>	<b>\$49,854</b>	<b>\$49,854</b>	<b>\$49,854</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To hire a Utility Worker for the Wastewater division. This position must be able to perform skilled and semi-skilled tasks in the construction, maintenance and repair of the Town wastewater lines and related facilities. This position would also be required to assist in the inspections of wastewater mainlines and manholes.		An additional Utility Worker would provide additional support for the Wastewater division. With the smoke testing program in place, additional repairs are needed on wastewater mains and manholes throughout town. Additional personnel is needed to perform tasks related to locating and repairing wastewater lines and manholes throughout town. Additional personnel is also needed to help inspect 10% of mainlines and manholes throughout town as directed in the AO from the EPA.			
This position complies with the current projection of staff as outlined in the 2017 Rate Study.					
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Staff shortages could result in reduced inspections required by the EPA for preventative measures, which may result in fines by the EPA.			

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Utility Worker in January 2019.	

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$26,100	\$0
7145 TRANSFER TO VERF	\$0	\$1,740
<b>TOTAL</b>	<b>\$26,100</b>	<b>\$1,740</b>
<b>COMMENTS</b>		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
To purchase a 50,000 pound triple axle trailer.	The request will provide staff with the ability to transport equipment. Currently when a backhoe is needed onsite, staff drives the tractor to the location, creating slower response times to emergency situations. With a trailer available to transport the equipment, a quicker response time would be provided.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	Staff will continue to drive the equipment to the site resulting in slower response times to wastewater emergencies.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS	
N/A		

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	HEAVY EQUIPMENT OPERATOR WW (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	8
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$29,627	\$39,503	\$39,503	\$39,503	\$39,503
5145 SOCIAL SECURITY EXPENSE	\$1,961	\$2,615	\$2,615	\$2,615	\$2,615
5150 MEDICARE EXPENSE	\$459	\$612	\$612	\$612	\$612
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$438	\$585	\$585	\$585	\$585
5180 TMRS EXPENSE	\$4,279	\$5,705	\$5,705	\$5,705	\$5,705
5185 LONG TERM/SHORT TERM DISABILIT	\$60	\$80	\$80	\$80	\$80
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5230 DUES, FEES, AND SUBSCRIPTIONS	\$222	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5520 TELEPHONE EXPENSE	\$888	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
<b>TOTAL</b>	<b>\$45,997</b>	<b>\$58,780</b>	<b>\$58,780</b>	<b>\$58,780</b>	<b>\$58,780</b>
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>			<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>		
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 water lines and related facilities.			Currently, the Wastewater department has one Heavy Equipment Operator. This 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.		
This position is outlined in the staff projection used in the 2017 Rate Study.					
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			The department will continue to operate with one Operator, preventing efficient repairs. Many projects will continue to be delayed due to a shortage of staff.		

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Heavy Equipment Operator in January 2019.	

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	DISCRETIONARY - 2	RANK	9
<b>RESOURCES REQUESTED</b>				
LINE ITEM	2019	2020	2021	2022
5480 CONTRACT SERVICES	\$900,000	\$0	\$0	\$0
TOTAL	\$900,000	\$0	\$0	\$0
<b>COMMENTS</b>				
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To decommission the Wastewater Treatment Plant at the Public Works site.	Decommissioning the wastewater treatment plant will help to clean up the Public Works site and provide more area for storage and parking. The removal of the basins will eliminate the health hazards.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A	Health hazards will still be present.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A				

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SRT - PERIMETER MEMBER (4)	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$41,541	\$41,541	\$41,541	\$41,541	\$41,541
5145 SOCIAL SECURITY EXPENSE	\$2,576	\$2,576	\$2,576	\$2,576	\$2,576
5150 MEDICARE EXPENSE	\$602	\$602	\$602	\$602	\$602
5180 TMRS EXPENSE	\$5,620	\$5,620	\$5,620	\$5,620	\$5,620
5214 TACTICAL SUPPLIES	\$10,673	\$0	\$0	\$0	\$0
5215 AMMUNITION	\$31,388	\$31,388	\$31,388	\$31,388	\$31,388
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
5400 UNIFORM EXPENSE	\$16,306	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
5620 TOOLS AND EQUIPMENT	\$3,713	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$121,818</b>	<b>\$91,127</b>	<b>\$91,127</b>	<b>\$91,127</b>	<b>\$91,127</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
The purpose of this request is for 4 perimeter members to be added to the existing SRT.		The perimeter members allow the department to have perimeter control in unusual situations.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Currently Prosper Police Department relies on mutual aid from surrounding agencies in unusual situations. It is increasingly difficult to get mutual aid due to the growth of the area. If the surrounding agencies have no one to send due to their work load, Prosper Police department is left without assistance. A perimeter team would help the newly formed SRT to grow into a more functional Special Response Team.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
These are existing positions and will only be assignments in the department.					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	STORM SIREN	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5445 EMERGENCY MANAGEMENT EXPENSE	\$0	\$1,285	\$1,285	\$1,285	\$1,285
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$26,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$26,000</b>	<b>\$1,285</b>	<b>\$1,285</b>	<b>\$1,285</b>	<b>\$1,285</b>
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 that is experiencing major growth and expansion. We would like to complete this project in Winter 2018 to be completed before Spring when severe weather is most prominent.		Coverage to areas not covered by storm sirens at this time.			
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, 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

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VEHICLE FOR EMERGENCY MANAGEMENT COORDINATOR	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
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	\$24,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$25,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>	<b>\$2,200</b>
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					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TACTICAL MEDIC PROGRAM	TYPE	DISCRETIONARY - 2	RANK	10
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
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
<b>TOTAL</b>	<b>\$77,801</b>	<b>\$60,461</b>	<b>\$53,561</b>	<b>\$53,561</b>	<b>\$53,561</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
Prosper PD has requested FD provide paramedic members to be part of PD special response team. 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.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
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.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

**FUND**

10 GENERAL

**DEPARTMENT**

PUBLIC WORKS

**DIVISION**

100-50-01EXP STREETS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SIGNAL/SIGN TECHNICIAN MAINTENANCE WORKER	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$24,924	\$33,232	\$33,232	\$33,232	\$33,232
5145 SOCIAL SECURITY EXPENSE	\$1,545	\$2,060	\$2,060	\$2,060	\$2,060
5150 MEDICARE EXPENSE	\$361	\$481	\$481	\$481	\$481
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 LIFE / ADD INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$436	\$582	\$582	\$582	\$582
5180 TMRS EXPENSE	\$3,372	\$4,496	\$4,496	\$4,496	\$4,496
5185 LONG TERM/SHORT TERM DISABILIT	\$47	\$63	\$63	\$63	\$63
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5220 OFFICE EQUIPMENT	\$2,642	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$800	\$800	\$800	\$800	\$800
5520 TELEPHONE EXPENSE	\$688	\$650	\$650	\$650	\$650
5536 TRAINING/SEMINARS	\$1,000	\$600	\$600	\$600	\$600
5630 SAFETY EQUIPMENT	\$800	\$400	\$400	\$400	\$400
7145 TRANSFER TO VERF	\$0	\$528	\$528	\$528	\$528
<b>TOTAL</b>	<b>\$42,078</b>	<b>\$51,122</b>	<b>\$51,122</b>	<b>\$51,122</b>	<b>\$51,122</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
This position would help to maintain and operate the traffic signal system, arterial street lighting system, school zone flashers, street signs and radar speed boards in Town school zones.		FY 2019 operations includes 6 school zone location flashers and multiple radar feedback signs. In addition, the installation of street signs and roadway lighting repairs would be completed in a timelier manner. This position would contain required skills to troubleshoot and/or repair roadway lighting and make minor repairs on traffic signals.			

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Outsourcing would be required. Streets would continue to have long lead times for replacing street signs and street lights.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Signal/Sign Technician Maintenance Worker in January 2019.	

CUT

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

COMMUNITY SERVICES

## DIVISION

100-60-01EXP PARK ADMINISTRATION

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MARKETING COORDINATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5110 SALARIES	\$32,367	\$43,156	\$43,156	\$43,156	\$43,156
5143 CELL PHONE ALLOWANCE	\$360	\$480	\$480	\$480	\$480
5145 SOCIAL SECURITY EXPENSE	\$2,007	\$2,676	\$2,676	\$2,676	\$2,676
5150 MEDICARE EXPENSE	\$469	\$626	\$626	\$626	\$626
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$4,518	\$6,024	\$6,024	\$6,024	\$6,024
5165 DENTAL EXPENSE	\$297	\$396	\$396	\$396	\$396
5170 ADANDD/LIFE INSURANCE	\$36	\$48	\$48	\$48	\$48
5175 LIABILITY (TML) WORKERS COMP	\$566	\$755	\$755	\$755	\$755
5180 TMRS EXPENSE	\$4,379	\$5,839	\$5,839	\$5,839	\$5,839
5185 LONG TERM/SHORT TERM DISABILIT	\$61	\$82	\$82	\$82	\$82
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
<b>TOTAL</b>	<b>\$45,672</b>	<b>\$60,844</b>	<b>\$60,844</b>	<b>\$60,844</b>	<b>\$60,844</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Hire a Marketing Coordinator responsible for the development and implementation of marketing initiatives to ensure the offerings of the Parks and Recreation Department are professionally presented and readily accessible to the community. This position will manage promotional activities such as department, facility and program brochures, website content, graphic design, copy editing, and departmental collateral pieces.	1. The public will have better access to information about events, programs, parks, and offerings of the Department. 2. Events and programs will be more well attended and will positively impact more residents. 3. These items will be handled by a person who has specific skills in marketing and graphics. This will allow other staff members to concentrate on their specialty areas. 4. A person dedicated to this purpose will allow the Administrative Assistant to do their primary function of assisting others, thereby relieving their workload.				
The current Administrative Assistant is performing this function and works extra hours each week as well as they are not assisting others with administrative duties as much as they could. With the Community Room available for additional classes and programs, there will be even greater work load than previous year.					

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
With the additional space at Town Hall, additional classes and programs will be offered. Proper marketing of these classes and programs will help increase attendance, thereby increasing registration fees paid to the Town.	<ol style="list-style-type: none"> <li>1. It's likely that fewer people will be educated about the programs and classes being offered and attendance will be less.</li> <li>2. The Administrative Assistant will continue to work on marketing items and not be available to help others in the department.</li> <li>3. The Administrative Assistant will continue to work more than 40 hours each week.</li> </ol>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One Marketing Coordinator in January 2019.	

CUT

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	DISCRETIONARY - 3	RANK	5
<b>RESOURCES REQUESTED</b>				
LINE ITEM	2019	2020	2021	2022
5352 FUEL	\$500	\$525	\$550	\$577
5353 OIL/GREASE/INSPECTIONS	\$200	\$210	\$220	\$231
6160 CAPITAL EXPENDITURE - VEHICLES	\$22,600	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$2,650	\$2,650	\$2,650
<b>TOTAL</b>	<b>\$23,300</b>	<b>\$3,385</b>	<b>\$3,420</b>	<b>\$3,458</b>
<b>COMMENTS</b>				
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				

# TOWN OF PROSPER

## FUND

20 WATER/SEWER

## DEPARTMENT

PUBLIC WORKS

## DIVISION

200-50-02EXP WATER

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MINI EXCAVATOR	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$115,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$115,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To purchase a track mini excavator.	Staff will have the ability to work in smaller, more confined areas. A purchase of a mini excavator could limit the amount used on rental equipment.				
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 bigger equipment for smaller projects, resulting in additional costs such as fuel and clean up costs associated with using equipment that isn't efficient on smaller projects.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

**TOWN OF PROSPER**  
**FY 2018-2019**  
**NON-DISCRETIONARY PACKAGES**  
**GENERAL FUND**

Page	Div / Dept	Non-Discretionary Package Title	FTE's	Net One-Time	Net On Going	Total Costs	Savings/Revenue	Total Net Cost
269	TOWN SECRETARY'S OFFICE	COPIER EXPENSES		-	1,800	1,800		1,800
270	TOWN SECRETARY'S OFFICE	ELECTION EXPENSES		-	10,500	10,500		10,500
271	TOWN SECRETARY'S OFFICE	CODIFICATION SERVICES		-	1,200	1,200		1,200
272	TOWN SECRETARY'S OFFICE	STRATEGIC PLANNING SERVICES		-	6,000	6,000		6,000
273	FINANCE	AUDIT SERVICES		-	7,940	7,940		7,940
274	FINANCE	APPRAISAL/TAX FEES		-	18,500	18,500		18,500
275	INFORMATION TECHNOLOGY	IDS/IPS SIEM SERVICES		-	36,000	36,000		36,000
276	NON-DEPARTMENTAL	VERF ANNUAL MARKET ADJUSTMENT		-	84	84		84
277	POLICE OPERATIONS	OVERTIME SRT TEAM		-	19,829	19,829		19,829
278	POLICE OPERATIONS	VERF ANNUAL MARKET ADJUSTMENT		-	36,912	36,912		36,912
279	POLICE DISPATCH	MAINTENANCE CAD		-	2,575	2,575		2,575
280	POLICE DISPATCH	RAVE MOBILE SAFETY/SMART 911		-	8,940	8,940		8,940
281	FIRE OPERATIONS	INCREASE TO WATER/SEWER CHARGES		-	7,357	7,357		7,357
282	FIRE OPERATIONS	FLSA OVERTIME INCREASE		-	2,839	2,839		2,839
283	FIRE OPERATIONS	CERTIFICATION PAY INCREASE		-	6,398	6,398		6,398
284	FIRE OPERATIONS	SCBA AND BOTTLE REPLACEMENT		27,750	-	27,750		27,750
285	FIRE OPERATIONS	VERF ANNUAL MARKET ADJUSTMENT		-	368,220	368,220		368,220
286	FIRE MARSHAL	VERF ANNUAL MARKET ADJUSTMENT		-	8,000	8,000		8,000
287	BUILDING INSPECTIONS	2015/2017 CODE ADOPTION		20,744	-	20,744		20,744
288	BUILDING INSPECTIONS	PROFESSIONAL SERVICES - BUREAU VERITAS		200,000	-	200,000	(200,000)	-
289	BUILDING INSPECTIONS	VERF ANNUAL MARKET ADJUSTMENT		-	6,529	6,529		6,529
290	CODE COMPLIANCE	VERF ANNUAL MARKET ADJUSTMENT		-	181	181		181
291	STREETS	OVERTIME - STREETS		-	3,151	3,151		3,151
292	STREETS	ELECTRICITY - STREETS		-	20,000	20,000		20,000
293	STREETS	TRAFFIC SIGNAL REPAIR		-	10,000	10,000		10,000
294	STREETS	SCHOOL ZONE SIGNAGE - LEGACY ELEMENTARY		15,000	-	15,000		15,000
295	STREETS	VERF ANNUAL MARKET ADJUSTMENT		-	2,290	2,290		2,290
296	STREETS	US 380 MEDIAN STREET LIGHTING		471,000	14,000	485,000		485,000
297	FACILITIES MANAGEMENT	FACILITY MAINTENANCE SERVICES		-	88,736	88,736		88,736
298	PARK ADMINISTRATION	INCREASED BUILDING COST FOR PARKS ADMIN		-	21,520	21,520		21,520
299	PARK OPERATIONS	WAREHOUSE LEASE INCREASE		-	4,000	4,000		4,000
300	PARK OPERATIONS	CHEMICAL INJECTION SYSTEM		65,000	50,000	115,000		115,000
301	PARK OPERATIONS	WHITLEY PLACE POND WATER CHEMICALS		-	30,000	30,000	(15,000)	15,000
302	PARK OPERATIONS	VERF ANNUAL MARKET ADJUSTMENT		-	14,140	14,140		14,140

**TOWN OF PROSPER**  
**FY 2018-2019**  
**NON-DISCRETIONARY PACKAGES**  
**GENERAL FUND**

Page	Div / Dept	Non-Discretionary Package Title	FTE's	Net One-Time	Net On Going	Total Costs	Savings/Revenue	Total Net Cost
303	PARK RECREATION	INCREASE MAILING AND PRINTING LINE ITEMS		-	2,145	2,145		2,145
304	PARK RECREATION	INCREASING FUNDS FOR THE INCREASE IN PROGRAMMING		-	31,500	31,500	(44,000)	(12,500)
<b>TOTAL PROPOSED</b>				0.0	\$ 799,494	\$ 841,286	\$ 1,640,780	\$ (259,000)
								\$ 1,381,780

**TOWN OF PROSPER**  
**FY 2018-2019**  
**NON-DISCRETIONARY PACKAGES**  
**WATER/SEWER FUND**

Page	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	ONE TIME	ON GOING	SAVINGS/		TOTAL NET COST
						REVENUE	TOTAL COSTS	
305	WATER	METER, MTU, AND METER BOX PURCHASE		-	28,420		28,420	28,420
306	WATER	WATER PURCHASES		-	1,148,435		1,148,435	1,148,435
307	WATER	OVERTIME - WATER		-	10,664		10,664	10,664
308	WATER	VERF ANNUAL MARKET ADJUSTMENT		-	33,227		33,227	33,227
309	WASTEWATER	WASTEWATER TREATMENT		-	802,211		802,211	802,211
310	WASTEWATER	OVERTIME - WW		-	12,966		12,966	12,966
311	WASTEWATER	VERF ANNUAL MARKET ADJUSTMENT		-	5,065		5,065	5,065
<hr/>								
<b>TOTAL PROPOSED</b>				0.0	\$ -	\$ 2,040,988	\$ 2,040,988	\$ -
<hr/>								

**TOWN OF PROSPER**  
**FY 2018-2019**  
**NON-DISCRETIONARY PACKAGES**  
**OTHER FUNDS**

Page	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	ONE TIME	ON GOING	SAVINGS/		
						TOTAL COSTS	REVENUE	TOTAL NET COST
312	STORM DRAINAGE	VERF ANNUAL MARKET ADJUSTMENT - STORM DRAINAGE		-	1,475	1,475		1,475
		<b>TOTAL PROPOSED</b>			\$ 1,475	\$ 1,475	\$ 1,475	

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	COPIER EXPENSES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5330 COPIER EXPENSE	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
TOTAL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
<b>COMMENTS</b>					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
Increased funding is needed to cover copier click charges for the Town Secretary/PIO staff.		Funds will be available to cover copier click charges.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Funds are needed to cover additional copier click charges for two additional staff members.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	ELECTION EXPENSES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5460 ELECTION EXPENSE	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
TOTAL	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$10,500</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The cost of election services provided by Collin County and Denton County continue to increase each year due to the increase in population. Additionally, the Town has added a polling site at Fire Station 2, which adds to the cost of election services.	The additional funds will cover projected increases in election services costs for FY 2018-2019.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The funds are needed to continue to contract with Collin County and Denton County for election services.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	CODIFICATION SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
TOTAL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The Code of Ordinances is maintained in hard copy form and on the Town website through Franklin Publishing. Additional funds are needed to continue to codify the Code of Ordinances throughout the year.	The Code will be updated regularly on the Town website.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The Code must be codified regularly in order to remain up to date on the Town website.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	STRATEGIC PLANNING SERVICES		TYPE	NON-DISCRETIONARY		RANK	0		
<b>RESOURCES REQUESTED</b>									
LINE ITEM	2019		2020	2021	2022	2023			
5480 CONTRACT SERVICES	\$6,000		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
TOTAL	\$6,000		\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
<b>COMMENTS</b>									
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>					
The FY 2017-2018 budget for the services of a Strategic Planning facilitator was \$9,000. The actual cost of the facilitator was \$15,000. The request is to provide full funding for Strategic Planning services in FY 2018-2019				Strategic Planning facilitation services are necessary for the annual Staff and Council Strategic Planning sessions to identify goals, objectives, and major initiatives for the year.					
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>					
N/A				The funds are needed to continue to provide full funding for a Strategic Planning facilitator.					
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>					
N/A									

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# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-03EXP FINANCE
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	AUDIT SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5412 AUDIT FEES	\$7,940	\$7,940	\$7,940	\$7,940	\$7,940
TOTAL	\$7,940	\$7,940	\$7,940	\$7,940	\$7,940
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose of this request is to secure additional funds needed for the audit services contract. We went through the RFP process this year and the quotes came in higher than the amount in our current base budget.	We will have the necessary funds to pay the Audit firm for completion of the annual audit and Comprehensive Annual Financial Report preparation.				
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 pay the Audit firm for the completion of the annual audit and Comprehensive Annual Financial Report preparation.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# 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	2019	2020	2021	2022	2023
5414 APPRAISAL / TAX FEES	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500
<b>TOTAL</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>	<b>\$18,500</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
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.		Continued collection of property tax by the respective entities on behalf of the Town.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		We will not be able to pay the vendors for the appraisal/collection of property taxes.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	IDS/IPS AND SIEM SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACTED SERVICES	\$36,000	\$38,000	\$40,000	\$42,000	\$44,000
TOTAL	\$36,000	\$38,000	\$40,000	\$42,000	\$44,000
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
At the direction of the Town Manager, in FY 2017-18, I.T. will be implementing an IDS/IPS (Intrusion Detection System/Intrusion Prevention System) and SIEM (Security Information and Event Management) platform in order to close a security hole in the Town's cyber defenses by either acquiring those platforms, or engaging a MDR (Managed Detection and Response) firm that provides those platforms as a service. This request seeks to allocate the funds required for the ongoing maintenance costs associated with these platforms.	Closing the current gap in security would greatly reduce the threats associated with ransomware, financial fraud, and phishing that are becoming more prevalent. MDR provides IDS, IPS and SIEM services for a predictable annual cost while at the same time eliminating the need to allocate staff resources to implement and maintain these complex systems.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The current security gap will remain exposing the Town to potentially costly cyber incidents.				
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
7145 TRANSFER TO VERF	\$84	\$84
TOTAL	\$84	\$84
<b>COMMENTS</b>		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS	
N/A		

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OVERTIME SRT TEAM	TYPE	NON-DISCRETIONARY	RANK	
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$16,363	\$16,363	\$16,363	\$16,363	\$16,363
5145 SOCIAL SECURITY EXPENSE	\$1,015	\$1,015	\$1,015	\$1,015	\$1,015
5150 MEDICARE EXPENSE	\$237	\$237	\$237	\$237	\$237
5180 TMRS EXPENSE	\$2,214	\$2,214	\$2,214	\$2,214	\$2,214
<b>TOTAL</b>	<b>\$19,829</b>	<b>\$19,829</b>	<b>\$19,829</b>	<b>\$19,829</b>	<b>\$19,829</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Increase in training funding to bring hours up to state standards.		Keeps SRT in compliance with required training hours as mandated by the State.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The SRT would not be in compliance with mandated training requirements.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-01EXP OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ANNUAL MARKET ADJUSTMENT - POLICE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$36,912	\$36,912	\$36,912	\$36,912	\$36,912
TOTAL	\$36,912	\$36,912	\$36,912	\$36,912	\$36,912
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-05EXP DISPATCH

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MAINTENANCE CAD	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5419 IT LICENSES	\$2,575	\$2,575	\$2,575	\$2,575	\$2,575
TOTAL	\$2,575	\$2,575	\$2,575	\$2,575	\$2,575
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Working in the office is difficult due to not having CAD available. If Supervisors need to do any work on the CAD station, they have to wait to have an open CAD in Dispatch. Having maintenance CAD in the office will allow tracking down issues, making changes, etc. from the office. The only thing maintenance CAD cannot do is allow entering/dispatching calls.		Maintenance CAD would allow the Supervisors to do everything they need from the office without having to disturb or displace the working Dispatchers. In addition, licenses can be moved from one computer to another. Therefore, that license could be moved to a Town laptop or any other Town desktop.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Supervisors will have to continue to disrupt or displace working Dispatchers in order to look into problems or create new routines.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

POLICE

## DIVISION

100-20-05EXP DISPATCH

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RAVE MOBILE SAFETY	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5419 IT LICENSES	\$8,940	\$8,940	\$8,940	\$8,940	\$8,940
TOTAL	\$8,940	\$8,940	\$8,940	\$8,940	\$8,940
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The Town of Prosper subscribes to Rave Mobile Safety/Smart 911. This has been in the PD budget for the past years and is being relocated to the Dispatch Budget under IT Licenses along with ICS and ProQA fees.		Citizens will continue to obtain services through Rave Mobile Safety and Smart 911.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The Town will no longer have the services provided to the citizens.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	INCREASE TO WATER/SEWER CHARGES	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5523 WATER/SEWER CHARGES	\$7,357	\$7,357	\$7,357	\$7,357	\$0
TOTAL	<b>\$7,357</b>	<b>\$7,357</b>	<b>\$7,357</b>	<b>\$7,357</b>	<b>\$0</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
FY 2018 was the first year for department water/sewer charges. Our estimates were approximately half of the estimates for the year. This is an increase to the approximate amount of \$15,000 total.	Fully fund the water and sewer charges.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The fund will be short at the end of each year.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FLSA OVERTIME INCREASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5116 SALARIES - FLSA OVERTIME	\$2,343	\$2,343	\$2,343	\$2,343	\$2,343
5145 SOCIAL SECURITY EXPENSE	\$145	\$145	\$145	\$145	\$145
5150 MEDICARE EXPENSE	\$34	\$34	\$34	\$34	\$34
5180 TMRS EXPENSE	\$317	\$317	\$317	\$317	\$317
<b>TOTAL</b>	<b>\$2,839</b>	<b>\$2,839</b>	<b>\$2,839</b>	<b>\$2,839</b>	<b>\$2,839</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To cover additional FLSA overtime with the expected 3% step increases annually.		To fully fund the FLSA account with the expected 3% step plan increase.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Our current FLSA overtime budget is mandatory pay. Without funding, this account would be negative.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

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# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

FIRE

## DIVISION

100-30-01EXP OPERATIONS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CERTIFICATION PAY INCREASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5127 SALARIES-CERTIFICATION PAY	\$5,280	\$5,280	\$5,280	\$5,280	\$5,280
5145 SOCIAL SECURITY EXPENSE	\$327	\$327	\$327	\$327	\$327
5150 MEDICARE EXPENSE	\$77	\$77	\$77	\$77	\$77
5180 TMRS EXPENSE	\$714	\$714	\$714	\$714	\$714
<b>TOTAL</b>	<b>\$6,398</b>	<b>\$6,398</b>	<b>\$6,398</b>	<b>\$6,398</b>	<b>\$6,398</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To fund employees that have received certifications previously approved.		Employees rewarded with pre-approved certification pay. Also increasing their knowledge and ability within the department with additional skill sets.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		This account would be negative.			
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	SCBA AND BOTTLE REPLACEMENT		TYPE	NON-DISCRETIONARY		RANK	0
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$27,750	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$27,750	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMENTS</b>							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
This request is for (3) SCBA - Self Contained Breathing Apparatus and (2) air bottles for the rapid intervention kits that are at the end of their service life.				To replace and update self contained breathing apparatus on front line equipment to meet new standards. The existing equipment is reaching the end of its service life.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A				Out of date equipment would have to remain on front line equipment.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK				
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
7145 TRANSFER TO VERF	\$368,220	\$368,220	\$368,220	\$368,220	\$368,220	\$368,220
<b>TOTAL</b>	<b>\$368,220</b>	<b>\$368,220</b>	<b>\$368,220</b>	<b>\$368,220</b>	<b>\$368,220</b>	<b>\$368,220</b>
<b>COMMENTS</b>						
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>	<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>					
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.					
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>	<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>					
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.					
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>					
N/A						

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-05EXP MARSHAL
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK
<b>RESOURCES REQUESTED</b>		
LINE ITEM	2019	2020
7145 TRANSFER TO VERF	\$8,000	\$8,000
TOTAL	\$8,000	\$8,000
<b>COMMENTS</b>		
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>	<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>	
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.	
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>	<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>	
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.	
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>	
N/A		

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	DEVELOPMENT SERVICES	100-40-01EXP BUILDING INSPECTIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	2015/2017 CODE ADOPTION	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5250 PUBLICATIONS	\$15,744	\$0	\$0	\$0	\$0
5430 LEGAL FEES	\$5,000	\$0	\$0	\$0	\$0
TOTAL	<b>\$20,744</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The Building Inspection Division has been requested to adopt the 2015 International Codes and the 2017 National Electrical Code as part of the strategic goals set by the Town Council by the end of the 2018 calendar year. With this adoption, staff needs to update their current code library with hard copy codebooks, pdf downloads for their computers and iPads, including associated documents referenced by the new codes. With this adoption, staff needs the Town attorney to review the multiple local amendments to these codes.	<p>1. The International Codes are revised on a three (3) year cycle through ICC's highly-respected consensus code development process that draws upon the expertise of hundreds of plumbing, mechanical, electrical, energy and building and safety experts from across North America. Staff needs these documents to properly educate and enforce the requested adopted codes.</p> <p>2. The adoption of the 2017 National Electrical Code and the 2015 International Codes is instrumental in maintaining a high ISO score for the Town regarding the building code (non-fire) rating. The adoption of a more recent code cycle is a substantial portion of this score.</p>				
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 properly enforce or adopt the 2015 International Codes and the 2017 National Electrical Code as part of the strategic goals set by the Town Council by the end of the 2018 calendar year.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	DEVELOPMENT SERVICES	100-40-01EXP BUILDING INSPECTIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	PROFESSIONAL SERVICES - BUREAU VERITAS		TYPE	NON-DISCRETIONARY		RANK	0
<b>RESOURCES REQUESTED</b>							
LINE ITEM	2019	2020	2021	2022	2023		
5410 PROFESSIONAL SERVICES	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>COMMENTS</b>							
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
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 2018-2019. Staff is currently aware of twenty-six (26) commercial projects for FY 2018-2019 that will be submitting permit applications. While Town Staff will review and inspect the majority of the projects, there are four (4) projects with an estimated gross square feet of 658,000 and an estimated permit value \$442,756. A significant portion for the need of BVs service will be in the Matthew Southwest Mixed Use Development; including a 4 story office building, hotel, urban multifamily buildings with structured parking, and Cooks Children's Medical Center.				Maintaining customer service with the builder and development community by providing timely and professional plan review and inspections of commercial and multi-family projects.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
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.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A							

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	DEVELOPMENT SERVICES	100-40-01EXP BUILDING INSPECTIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK				
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
7145 TRANSFER TO VERF	\$6,529	\$6,529	\$6,529	\$6,529	\$6,529	\$6,529
TOTAL	\$6,529	\$6,529	\$6,529	\$6,529	\$6,529	\$6,529
<b>COMMENTS</b>						
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.					
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
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	TYPE	RANK				
<b>RESOURCES REQUESTED</b>						
LINE ITEM	2019	2020	2021	2022	2023	
7145 TRANSFER TO VERF	\$181	\$181	\$181	\$181	\$181	\$181
TOTAL	\$181	\$181	\$181	\$181	\$181	\$181
<b>COMMENTS</b>						
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS					
N/A						

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OVERTIME - STREETS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
5145 SOCIAL SECURITY EXPENSE	\$161	\$161	\$161	\$161	\$161
5150 MEDICARE EXPENSE	\$38	\$38	\$38	\$38	\$38
5180 TMRS EXPENSE	\$352	\$352	\$352	\$352	\$352
<b>TOTAL</b>	<b>\$3,151</b>	<b>\$3,151</b>	<b>\$3,151</b>	<b>\$3,151</b>	<b>\$3,151</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To increase overtime for the Streets division.		The division will continue to assist with Town events such as the Christmas Festival, Community Picnic, Spring Clean Up, and Pride in the Sky. Additionally, this request will help supplement the overtime necessary to add traffic signal issues to on call job duties.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The Street division will have to reduce the staff present at town events for assistance.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

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# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ELECTRICITY - STREETS		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	2019	2020	2021	2022	2023		
5527 ELECTRICITY - STREET LIGHTS	\$20,000	\$40,000	\$60,000	\$80,000		\$100,000	
TOTAL	\$20,000	\$40,000	\$60,000	\$80,000		\$100,000	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To maintain street lighting on streets and thoroughfares to provide safe roadways for travelers and lessen crime events.				Maintain street lighting, lessening crime events and provide safe roadways.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Street lights will not be utilized.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

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# TOWN OF PROSPER

**FUND**

10 GENERAL

**DEPARTMENT**

PUBLIC WORKS

**DIVISION**

100-50-01EXP STREETS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TRAFFIC SIGNAL REPAIR	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5480 CONTRACT SERVICES	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To provide on-call maintenance and repairs of traffic signals.	Provide general maintenance and repairs on traffic signals, as well as replacement parts and trouble shooting.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Outsourcing of repair work will be required. Signal outages will become more frequent with time, and the outages will take longer to repair.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

**FUND**

10 GENERAL

**DEPARTMENT**

PUBLIC WORKS

**DIVISION**

100-50-01EXP STREETS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SCHOOL ZONE SIGNAGE - LEGACY ELEMENTARY	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5640 SIGNS AND HARDWARE	\$15,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To install required school zone signage and flashers to serve the proposed Legacy Elementary in the Parks at Legacy development.	Proper signage needed to provide school zone safety.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	When the school opens in Fall 2019, there would be no required signage depicting the school zones.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ANNUAL MARKET ADJUSTMENT - STREETS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$2,290	\$2,290	\$2,290	\$2,290	\$2,290
TOTAL	\$2,290	\$2,290	\$2,290	\$2,290	\$2,290
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

## TOWN OF PROSPER

### FUND

10 GENERAL

### DEPARTMENT

PUBLIC WORKS

### DIVISION

100-50-01EXP STREETS

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	US 380 MEDIAN STREET LIGHTING	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5320 REPAIRS AND MAINTENANCE	\$0	\$14,000	\$14,000	\$14,000	\$14,000
6110 CAPITAL EXPENDITURE	\$485,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$485,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
For the design and construction of the median street lighting on US 380 from Lovers Lane to Custer Road per the ILA with City of Frisco and City of McKinney. The \$485,000 capital cost represents the Town of Prosper's share of the estimated costs for the project. Included in the request is the estimated \$14,000 annual maintenance cost to be paid to Frisco beginning FY 2020.	Street lighting for the traveling public on US 380 from Lovers Lane to Custer Road.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The Town would be in violation of the terms of the ILA with the City of Frisco and the City of McKinney. Without the Town's participation, the street lighting would not be installed.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

PUBLIC WORKS

## DIVISION

100-50-05EXP FACILITIES MANAGEMENT

### SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FACILITY MAINTENANCE SERVICES		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM		2019	2020	2021	2022	2023	
5480 CONTRACT SERVICES		\$88,736	\$88,736	\$88,736	\$88,736	\$88,736	\$88,736
	TOTAL	\$88,736	\$88,736	\$88,736	\$88,736	\$88,736	\$88,736
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 allocate additional funds for the cost of facilities maintenance services at the new Town Hall facility. Included are janitorial supplies and services, porter day services, coffee supplies and services, etc.				The Town is hoping to contract with a facility management company to oversee the day to day janitorial requirements as well as maintenance of the new Town Hall facility. The contracted company will also oversee a coffee service.			
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 janitorial supplies and services, porter day services, coffee supplies and services, etc.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A							

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# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

COMMUNITY SERVICES

## DIVISION

100-60-01EXP PARK ADMINISTRATION

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASED BUILDING COST FOR PARKS ADMIN	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5340 BUILDING REPAIRS	\$12,000	\$12,000	\$12,500	\$13,000	\$13,500
5480 CONTRACT SERVICES	\$1,520	\$1,600	\$1,680	\$1,765	\$1,850
5523 WATER/SEWER CHARGES	\$1,000	\$1,030	\$1,060	\$1,100	\$1,150
5524 GAS - BUILDING	\$1,000	\$1,050	\$1,100	\$1,155	\$1,212
5526 DATA NETWORK	\$6,000	\$6,300	\$6,615	\$6,945	\$7,292
TOTAL	<b>\$21,520</b>	<b>\$21,980</b>	<b>\$22,955</b>	<b>\$23,965</b>	<b>\$25,004</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Fund the increased expense due to Parks Administration and the Recreation division utilizing the buildings at 407 and 409 East First Street. In the past, these cost were shared or borne by Development Services and/or Engineering.		There will be sufficient funds budgeted for the essential items needed to operate and occupy these buildings. The additional cost of electricity was absorbed in the base budget through savings in the base budget.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Funds will be diverted from other line items to pay for necessary items. Deferred maintenance on items, if funds are not available.			
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	WAREHOUSE LEASE INCREASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5310 RENTAL EXPENSE	\$4,000	\$6,000	\$8,000	\$10,000	\$12,000
TOTAL	\$4,000	\$6,000	\$8,000	\$10,000	\$12,000
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 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					

# TOWN OF PROSPER

## FUND

## DEPARTMENT

## DIVISION

## 10 GENERAL

## COMMUNITY SERVICES

## 100-60-02EXP PARK OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CHEMICAL INJECTION SYSTEM	TYPE	NON-DISCRETIONARY	RANK	0
<b>RESOURCES REQUESTED</b>					
LINE ITEM	2019	2020	2021	2022	2023
5355 CHEMICALS/FERTILIZERS	\$50,000	\$50,000	\$55,000	\$55,000	\$60,000
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$65,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$115,000</b>	<b>\$50,000</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>\$60,000</b>
<b>COMMENTS</b>					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
This request will be to convert the existing fertigation system at Frontier Park to a chemical injection system to combat high salinity in the irrigation water, as well as install a new system, and chemical cost.	The well used to provide irrigation water is high in salinity. After years of use, the increased salinity in the soil profile is causing issues with the turf and trees at the park. A chemical injection system will inject a small amount of chemical directly into the irrigation water to neutralize the salt.				
Frontier Park has two sets of pumps that supply irrigation water to the park in separate systems. An injection system is required for each pumping system. This proposal budgets \$10k for cost of renovating the existing fertigation system, \$55k for a new system to be installed at the second location, and \$50k for chemical costs.	Reducing the salinity in the irrigation water is required for the long term quality of turf and landscape plants.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Increased cost in top dressing, and specialty fertilizers over the years in an effort to mitigate the issues caused by high salinity. The quality of turf will continue to deteriorate requiring re-sodding of fields.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

## TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

TITLE	WHITLEY PLACE POND WATER CHEMICALS		TYPE	NON-DISCRETIONARY		RANK	0		
<b>RESOURCES REQUESTED</b>									
LINE ITEM	2019	2020	2021	2022	2023				
5355 CHEMICALS/FERTILIZERS	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000				
TOTAL	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000				
<b>COMMENTS</b>									
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>				<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>					
To add chemicals to the pond to mitigate salt from the well water.				Per the developers agreement, the Town agreed to perform maintenance at the same level or higher than what the developer was doing. The developer has the injection systems in place. We must now provide chemicals for that system.					
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>				<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>					
The Town will receive \$15,000 a year per the developers agreement.				Either we do not provide the chemicals and are in breech of the contract, or the funds will need to be diverted from elsewhere in the budget to fund this expense.					
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>				<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>					
N/A									

# TOWN OF PROSPER

## FUND

10 GENERAL

## DEPARTMENT

COMMUNITY SERVICES

## DIVISION

100-60-02EXP PARK OPERATIONS

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ANNUAL MARKET ADJUSTMENT - PARK OPS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$14,140	\$14,140	\$14,140	\$14,140	\$14,140
TOTAL	\$14,140	\$14,140	\$14,140	\$14,140	\$14,140
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
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	INCREASE MAILING AND PRINTING LINE ITEMS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5240 POSTAGE AND DELIVERY	\$1,780	\$2,064	\$2,400	\$2,736	\$3,119
5280 PRINTING AND REPRODUCTION	\$365	\$423	\$491	\$559	\$638
<b>TOTAL</b>	<b>\$2,145</b>	<b>\$2,487</b>	<b>\$2,891</b>	<b>\$3,295</b>	<b>\$3,757</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The Recreation division currently mails out 2 postcards a year, along with 2 senior newsletters. These mailings inform residents of activities, events and ongoing recreational programs. With the population growth, we have seen an increase in needed mailings from year to year. The budget has remained the same. Although a new printer was selected that has been less expensive, it is anticipated that there will not be available funds to send the postcards and newsletters to each Prosper resident in 2019.	<p>The benefits of additional funding helps to increase awareness of year round programs, activities and events which will facilitate an increase in registration numbers and revenue.</p> <p>Many of our active adults still rely on traditional mail for communication. We want to continue to turn out a good product that represents the Town well.</p> <p>This meets Goals:</p> <ul style="list-style-type: none"> <li>4. Maximize recreation and Leisure Opportunities</li> <li>5. Maintains Community Character</li> <li>9. Prioritize communication with engaged residents</li> </ul>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
The mailing will increase awareness of programs which should increase registrations and revenue.	Residents, especially those new to Town, may not be aware of Prosper's programs and activities. These mass mailings help residents both new and existing to know what and when classes are being offered. If the programs are not advertised, potential revenues may be negatively impacted.				
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	INCREASING FUNDS FOR THE INCREASE IN PROGRAMMING	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5995 RECREATION ACTIVITIES	\$31,500	\$40,950	\$53,235	\$69,205	\$86,772
<b>TOTAL</b>	<b>\$31,500</b>	<b>\$40,950</b>	<b>\$53,235</b>	<b>\$69,205</b>	<b>\$86,772</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The Recreation Activities line item covers the 70/30 fee split with the instructor, along with the recreation supplies needed for programming. The Recreation Division funds has had a deficit in funding for the past few years. This shortage has been a result of increased registration numbers and participation. This increase will more accurately represent the required funds needed this year on recreational programming. This budget increase is more than offset by the revenue generated by the increased participation. Within increases in registration, it requires additional expenses for contract instructors, and increased online registrations fees. The request meets goal 4 Maximize Recreation and Leisure Opportunities.	Residents will be able to stay in Prosper for their recreational needs. This increase will allow for an expanded list of recreational opportunities to be offered to the community. The annual budget will more accurately represent the income and expenses associated with recreational classes.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Over the last few years, on average, program registration has increased revenue by 30%. An increase in registration also requires an increase in expenses to pay the instructors. 70/30 split.	Without this addition of funds, staff will be limited on the number of recreational programs and activities that can be offered to the residents of Prosper.				
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	METER, MTU, AND METER BOX PURCHASE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5545 METER PURCHASES	\$28,420	\$28,420	\$28,420	\$28,420	\$28,420
TOTAL	\$28,420	\$28,420	\$28,420	\$28,420	\$28,420
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To purchase 200 additional meters, MTU's, and meter boxes, to supplement growth.	Services will not be delayed, and we will be able to provide services without interruption due to growth.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Loss of services to new and existing residents.				
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	WATER PURCHASES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5550 WATER PURCHASES	\$1,148,435	\$1,205,857	\$1,266,150	\$1,329,458	\$1,395,931
TOTAL	\$1,148,435	\$1,205,857	\$1,266,150	\$1,329,458	\$1,395,931
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To purchase treated water from NTMWD.		To continue to provide excellent service to residents. The 2017 rate study was used to provide the cost requested.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		An increase in budget will be required to purchase additional water.			
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	OVERTIME - WATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$8,800	\$8,800	\$8,800	\$8,800	\$8,800
5145 SOCIAL SECURITY EXPENSE	\$545	\$545	\$545	\$545	\$545
5150 MEDICARE EXPENSE	\$128	\$128	\$128	\$128	\$128
5180 TMRS EXPENSE	\$1,191	\$1,191	\$1,191	\$1,191	\$1,191
<b>TOTAL</b>	<b>\$10,664</b>	<b>\$10,664</b>	<b>\$10,664</b>	<b>\$10,664</b>	<b>\$10,664</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide additional overtime to the water division due to an increase in the number of individuals on call from two staff members to three staff members. Additionally, the number of calls have increased due to the group that has formed entitled Safer Water North Texas.		Increasing the number of individuals prepared to be dispatched afterhours has increased response times. Additional on call staff are also better equipped to respond to water and wastewater emergencies and are prepared to respond within the required time frame to better assist water and wastewater emergencies.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Response times will diminish. Some emergencies that require additional personnel will be delayed to the next day, rather than being solved and fixed immediately, as they should.			
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	VERF ANNUAL MARKET ADJUSTMENT - WATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$33,227	\$33,227	\$33,227	\$33,227	\$33,227
<b>TOTAL</b>	<b>\$33,227</b>	<b>\$33,227</b>	<b>\$33,227</b>	<b>\$33,227</b>	<b>\$33,227</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
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	WASTEWATER TREATMENT	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5560 SEWER MANAGEMENT FEES	\$802,211	\$802,211	\$802,211	\$802,211	\$802,211
<b>TOTAL</b>	<b>\$802,211</b>	<b>\$802,211</b>	<b>\$802,211</b>	<b>\$802,211</b>	<b>\$802,211</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To provide wastewater treatment using NTMWD and UTRWD. Current: \$1,324,019 has been used to date. The FY estimate = \$2,600,000 \$2,119,772 -\$2,600,000 ----- \$480,228 increase needed. \$2,600,000 x 12% increase = \$312,000 + \$480,228 = \$792,220	The Town will continue to grow, and we will be able to provide proper service.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Growth will have to subside because treatment will cease.				
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	OVERTIME - WW	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
5115 SALARIES - OVERTIME	\$10,700	\$10,700	\$10,700	\$10,700	\$10,700
5145 SOCIAL SECURITY EXPENSE	\$663	\$663	\$663	\$663	\$663
5150 MEDICARE EXPENSE	\$155	\$155	\$155	\$155	\$155
5180 TMRS EXPENSE	\$1,448	\$1,448	\$1,448	\$1,448	\$1,448
<b>TOTAL</b>	<b>\$12,966</b>	<b>\$12,966</b>	<b>\$12,966</b>	<b>\$12,966</b>	<b>\$12,966</b>
COMMENTS					
<b>WHAT IS THE PURPOSE OF THIS REQUEST?</b>		<b>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</b>			
To provide additional overtime to the Wastewater division due to an increase in the number of individuals on call from two staff members to three staff members. Additionally, the number of calls have increased due to the group that has formed entitled Safer Water North Texas.		Increasing the number of individuals prepared to be dispatched afterhours has increased response times. Additional on call staff are also better equipped to respond to water and wastewater emergencies and are prepared to respond within the required time frame to better assist water and wastewater emergencies.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Response times will diminish. Some emergencies that require additional personnel will be delayed to the next day, rather than being solved and fixed immediately, as they should.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
N/A					

# TOWN OF PROSPER

## FUND

20 WATER/SEWER

## DEPARTMENT

PUBLIC WORKS

## DIVISION

200-50-03EXP WASTEWATER

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ANNUAL MARKET ADJUSTMENT - WASTEWATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$5,065	\$5,065	\$5,065	\$5,065	\$5,065
TOTAL	\$5,065	\$5,065	\$5,065	\$5,065	\$5,065
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

# TOWN OF PROSPER

## FUND

45 STORM DRAINAGE UTILITY FUND

## DEPARTMENT

ENGINEERING

## DIVISION

450-98-02EXP STORMWATER

## SUPPLEMENTAL DETAILS - ACTIVE

TITLE	VERF ANNUAL MARKET ADJUSTMENT - STORM DRAINAGE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	2019	2020	2021	2022	2023
7145 TRANSFER TO VERF	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475
TOTAL	\$1,475	\$1,475	\$1,475	\$1,475	\$1,475
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
VERF Annual Market Adjustment.	Sufficient funds at time of scheduled vehicle/equipment replacement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Insufficient funds at time of scheduled vehicle/equipment replacement.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS				
N/A					

## **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 property taxes and transfers from other sources. The following pages outline the projected needs for the Town.

**Summary of Capital Improvement Program - 09/11 FINAL**  
**General Fund Projects**

Index	Street Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	1412-ST Downtown Enhancements (Broadway)		200,000	2,365,959						8,000,000	2,565,959
02	1512-ST First Street (DNT - Coleman)		1,076,000								9,076,000
03	1507-ST West Prosper Road Improvements		6,000,000	6,781,000	3,100,000						15,881,000
04	1622-ST Main Street (First - Broadway)		625,000								625,000
05	Gates of Prosper, TIRZ No. 1 (Richland Lovers Lane, Detention)		1,214,388	2,079,632	2,532,536						5,826,556
06	1611-ST Matthews Southwest, TIRZ No. 2		188,352	440,601							628,953
07	1511-ST Prosper Trail (Kroger - Coit)		305,000	4,457,308							4,762,308
08	1721-ST Windsong Road Repairs, Phase 1 & 2 (Acacia Parkway (Gee Road - Windsong Parkway))			1,022,782							1,022,782
09	1812-ST Windsong Road Repairs (Uretek)			920,000							920,000
10	1817-ST Windsong Road Repairs, Phase 3			710,000							710,000
11	US 380 (Denton County Line - Lovers Lane)		59,000,000								59,000,000
12	1709-ST Prosper Trail (Coit - Custer) - 4 lanes		610,000		200,000					11,755,000	12,565,000
13	1710-ST Coit Road (First - Frontier) - 4 lanes		689,900		600,000					14,000,000	15,289,900
14	1307-ST Frontier Parkway (BNSF Overpass)			20,345,000	2,210,000						22,555,000
15	1607-ST DNT Southbound Frontage Road			17,000,000							17,000,000
16	1608-ST Teel Parkway (DCFWSD#10), Phase 2			1,000,000							1,000,000
17	1513-ST Old Town Streets 2015 (Fifth, McKinley)			1,000,000							1,000,000
18	1803-ST Fifth Street (Coleman - Church)			375,000							375,000
19	1804-ST Third Street (Main - Coleman)			250,000							250,000
20	1701-ST Eighth Street (Church - PISD Admin)			260,000							260,000
21	1702-ST Field Street (First - Broadway)			250,000							250,000
22	1708-ST E-W Collector (Cook Lane - DNT); design done w/ Cook Lane			125,000	1,250,000						1,375,000
23	1820-ST First (DNT Intersection Improvements)			150,000	1,250,000						1,400,000
24	1823-ST Victory Way (Coleman - Frontier) - 2 lanes of 4 lane ultimate			250,000	2,250,000						2,500,000
25	1830-ST Prosper Trail (DNT Intersection Improvements)				75,000						75,000
26	1831-ST First Street/BNSF RR Overpass Study				40,000						40,000
27	1832-ST Prosper Trail/BNSF RR Overpass Study				40,000						40,000
28	1824-ST Fishtrap (Teel Intersection Improvements)			150,000		1,350,000					1,500,000
29	1708-ST Cook Lane (First - End)			150,000		2,100,000					2,250,000
30	1825-ST Coleman Street (Gorgeous - Prosper Trail) - 4 lanes				375,000					2,125,000	2,500,000
31	31 FM 2478 (US 380 - FM 1461)			80,000	169,000	69,000	56,500,000				56,818,000
32	Coleman Street (at Prosper HS)				700,000						700,000
33	1908-ST Fifth Street (Parvin - Craig)				400,000						400,000
34	1908-ST Lane Street (First - Third)				225,000						225,000
35	1908-ST North Street (Seventh - Eighth)				175,000						175,000
36	1908-ST Pecan Street (First - End)				200,000						200,000
37	Craig Street (Preston - First)					750,000					750,000
38	Craig Street (First - Broadway)					350,000					350,000
39	Craig Street (Broadway - Fifth)					200,000					200,000
40	1708-ST DNT Overpass at US380					8,000,000	92,000,000				100,000,000
41	US 380 (US 377 - Denton County Line)						129,728,061				129,728,061
42	1707-ST DNT Main Lane (US 380 - FM 428)							87,500,000		262,500,000	350,000,000
43	Crown Colony (Meadow Run - Bradford)									465,000	465,000
44	Crown Colony (Bradford - High Point)									500,000	500,000
45	Ridgewood (Hays - Crown Colony)									560,000	560,000
46	Waterwood (Ridgewood - End)									150,000	150,000
47	Colonial (Ridgewood - End)									150,000	150,000
48	Shady Oaks Lane (Ridgewood - End)									150,000	150,000
49	Riverhill (Ridgewood - End)									150,000	150,000
50	Plymouth Colony (Bradford - High Point)									400,000	400,000
51	Plymouth Colony Circle (Plymouth Colony - End)									200,000	200,000
52	Prestonview (Hays - Betts)									750,000	750,000
53	Betts Lane (Prestonview - High Point)									250,000	250,000
54	High Point Drive (Hays - Betts)									725,000	725,000
55	West Yorkshire Drive (High Point - Bradford)									250,000	250,000
56	Bradford Drive (West Yorkshire-Plymouth Colony)									600,000	600,000
57	Chandler Circle (Preston Road-Hays)									700,000	700,000
58	1703-ST Parvin Road (Good Hope - FM 1385)									270,000	270,000
59	1704-ST Pasewark (Preston - Hickory)									400,000	400,000
60	FM 1461 (SH 289 - CR 165)									53,000,000	53,000,000
61	Coleman Street (Prosper Trail - Preston) - 4 lanes									6,000,000	6,000,000
62	Fishtrap (Teel - DNT) - 4 lanes									13,500,000	13,500,000
63	Teel Parkway (US 380 - Fishtrap) - Add 2 lanes to make 4									4,500,000	4,500,000
	<b>Subtotal</b>		<b>69,908,640</b>	<b>60,162,282</b>	<b>15,791,536</b>	<b>12,819,000</b>	<b>278,228,061</b>	<b>87,500,000</b>	<b>0</b>	<b>382,050,000</b>	<b>906,459,519</b>

Other Sources	Funding Sources				Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
2,320,686 D	245,589										01
1,076,000 A, D		8,000,000									02
9,516,000 B,C	4,265,000	2,100,000				2,100,000					03
400,000 E	225,000										04
5,826,556 H											05
628,953 J											06
4,557,000 A,D	205,308										07
1,022,782 D											08
920,000 D,Z		710,000			710,000						09
59,000,000 X											10
810,000 A		11,755,000									11
1,289,900 A		14,000,000									12
20,375,000 A,X	949,004	720,996	510,000	365,000		1,230,996					13
17,000,000 X											14
1,000,000 X											15
	1,000,000				1,000,000						16
	375,000				375,000						17
	250,000				250,000						18
	260,000				260,000						19
	250,000				250,000						20
											21
1,375,000 A											22
1,400,000 D											23
250,000 D	385,000	1,865,000				2,250,000					24
75,000 A											25
40,000 D											26
40,000 D											27
150,000 D		1,350,000				1,350,000					28
150,000 A		2,100,000				2,100,000					29
375,000 D		2,125,000								2,125,000	30
56,818,000 A,X											31
700,000 C											32
400,000 D											33
225,000 D											34
175,000 D											35
200,000 D											36
	750,000					750,000					37
	350,000					350,000					38
	200,000					200,000					39
96,000,000 D,J,X		4,000,000				4,000,000					40
129,728,061 X											41
350,000,000 X											42
	53,816	411,184									43
	500,000										44
	560,000										45
	150,000										46
	150,000										47
	150,000										48
	150,000										49
	400,000										50
	200,000										51
	750,000										52
	250,000										53
	725,000										54
	250,000										55
	600,000										56
	700,000										57
	270,000										58
	400,000										59
53,000,000 X											60
700,000 A		5,300,000									61
1,250,000 A		12,250,000									62
500,000 A		4,000,000									63
<b>819,293,938</b>	<b>5,889,901</b>	<b>4,594,812</b>	<b>76,681,184</b>	<b>365,000</b>	<b>2,845,000</b>	<b>5,580,996</b>	<b>8,750,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,100,000</b>

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

**Summary of Capital Improvement Program - 09/11 FINAL  
General Fund Projects**

Index	Traffic Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	1827-TR	Median Lighting - US 380 (Denton County - Custer)			485,000						485,000
02		Median Lighting - Coit Road (First - Frontier)								1,000,000	1,000,000
03		Median Lighting - First Street (Craig - Coit)								625,000	625,000
04		Median Lighting - Prosper Trail (Dallas Pkwy - Preston)								825,000	825,000
05		Median Lighting - Prosper Trail (Preston - Coit)								625,000	625,000
06		Traffic Signal - FM 1461 & Coit Rd		125,000							125,000
07		Traffic Signal - FM 1461 & FM 2478 (Custer Rd)		125,000							125,000
08		Traffic Signal - FM 2478 (Custer Rd) & Prosper Trail		125,000							125,000
09		Traffic Signal - SH 289 & Coleman Rd		220,000							220,000
10	1909-TR	Traffic Signal - Coit Rd & First Street			250,000						250,000
11		Traffic Signal - DNT & Frontier (Collin County)			400,000						400,000
12		Traffic Signal - DNT & Prosper Trail (Collin County)			400,000						400,000
13		Traffic Signal - Coit Rd & Richland Boulevard				250,000					250,000
14		Traffic Signal - Fishtrap & Gee Road				250,000					250,000
15		Traffic Signal - Fishtrap & Teel Parkway				250,000					250,000
16		Traffic Signal - Fishtrap & Windsong Parkway				250,000					250,000
17		Traffic Signal - FM 1385 & Fishtrap				125,000					125,000
18		Traffic Signal - SH 289 & Lovers Lane				220,000					220,000
	<b>Subtotal</b>			<b>595,000</b>	<b>1,535,000</b>	<b>1,345,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,075,000</b>	<b>6,550,000</b>
Index	Park Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
	<b>Neighborhood Park</b>										
01	1806-PK	Star Trail Park #1 (7.5 Acres / No Lights)			985,000						985,000
02		Lakewood Preserve (22 Acres / No Lights)		483,000	483,000						966,000
03	1802-PK	Hays Park (2 Acres / No Lights)		50,000		300,000					350,000
04		Prairie Park (6.7 Acres / No Lights)			468,000		500,000				300,000
05		Tanners Mill Park			55,000						968,000
06		Town Hall Open Space Park				75,000					2,055,000
07		Pecan Grove Irrigation (21.5 Acres / No Lights)				1,393,000					75,000
08		Star Trail Park #2 (7.5 Acres / No Lights)				1,100,000					1,393,000
09		Windsong Ranch Neighborhood Park #2 (7.5 Acres / No Lights)									1,100,000
10		Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting)				67,500	675,000				742,500
11		Park Operations Park (Convert area where Ops is into park) (17 Acres / No Lights)					50,000	425,000			475,000
12		Windsong Ranch Neighborhood Park #3 (7.5 Acres / No Lights)						1,200,000			1,200,000
13		Star Trail Park #3 7.5 Acres / No Lights)						1,160,000			1,160,000
14		Cedar Grove Park Phase 2 (9.8 Acres / No Lights)							300,000		300,000
15	1303-PK	Cockrell Park (8.4 Acres / No Lights)		90,000							1,012,640
	<b>Trails</b>										
16	1801-PK	Whitley Place H&B Trail Extension		70,000	500,000						570,000
17		Windsong H&B Trail Phases 3C,5,6A, 6B, 7, 8, and 9.		450,524	450,524	450,524	450,524	450,524			2,252,620
18	1910-PK	Hike and Bike Master Plan			35,000						35,000
19	1911-PK	Pecan Grove H&B Trail			30,000	410,000					440,000
20		Star Trail H&B Trail Phases 1, 2, 3, and 4.			100,000	100,000					1,200,000
21		Whitley Place H&B Trail (Power line Easement)				280,000					280,000
22		H&B Trail Heads / H&B Trail Gateways				100,000		100,000			500,000
23		Future unnamed H&B Trail									1,000,000
	<b>Community Park</b>										
24	1603-PK	Frontier Park - North Field Improvements (17 Acres / Lights)	11,360,815	31,195							11,392,010
25	1808-PK	West Park Land (200 Acres / Lights)		50,000							50,000
26		Town Lake Improvements (24 Acres / Lights)			15,000	300,000					315,000
27		Sexton Park (69 Acres / Lights) (Sports Fields)									7,650,000
28		Sexton Park Phase 2 (Lights) (Additional Sports Fields)									15,000,000
29		Windsong Ranch Community Park (51 Acres / Lights)									17,000,000
30		Prosper Center Community Park (30 Acres / no lights)									15,000,000
31		Star Trail Park Community Park (30 Acres / Lights)									15,000,000
	<b>Medians</b>										
32	1417-PK	Richland Boulevard Median Landscaping		5,000							175,000
33	1723-PK	Highway 289 Gateway Monument			250,000						250,000
34	1818-PK	Additional Turf Irrigation SH 289		80,000							80,000
35	1813-PK	SH 289/US 380 Green Ribbon Landscape Irrigation			750,000						750,000
	<b>Subtotal</b>		<b>11,455,815</b>	<b>1,464,719</b>	<b>4,156,524</b>	<b>4,291,024</b>	<b>1,475,524</b>	<b>3,835,524</b>	<b>0</b>	<b>75,632,640</b>	<b>102,311,770</b>
Index	Facility Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	1402-FC	Town Hall - Professional Services	2,040,695	200,000							2,240,695
02	1514-ST	Town Hall - Offsite Infrastructure	1,307,400								1,307,400
03	1601-FC	Town Hall - Construction	19,597,691	457,454							20,055,145
04	1714-FC	Town Hall - Furniture, Fixtures, and Equipment	1,362,000								1,362,000
05	1713-FC	Police Station and Dispatch - Professional Services	75,000	1,000,000	385,000						1,460,000
06	1904-FC	Police Station and Dispatch - Development Costs			850,000						850,000
07	1905-FC	Police Station and Dispatch - Construction			10,765,000						10,765,000
08	1906-FC	Police Station and Dispatch - Furniture, Fixtures, and Equipment			1,500,000						1,500,000
09	1809-FC	Parks Operations and Public Works Complex		3,650,000							10,900,000
10		Westside Radio Tower for Public Safety				500,000					500,000
11		Central Fire Station Administration									2,546,000
12		Central Fire Station, Phase II (Bunk Gear Climate Storage)									850,000
13		Eastside Fire Station									5,625,000
14	1901-EQ	Ladder Truck			1,650,000						1,650,000
15		Recreation Center									15,000,000
16		Senior Facility									9,000,000
	<b>Subtotal</b>		<b>24,382,786</b>	<b>5,307,454</b>	<b>15,150,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,921,000</b>	<b>89,261,240</b>
	<b>Grand Total General Fund</b>		<b>105,747,241</b>	<b>67,529,455</b>	<b>36,633,060</b>	<b>18,955,024</b>	<b>279,703,585</b>	<b>91,335,524</b>	<b>0</b>	<b>504,678,640</b>	<b>1,104,582,529</b>

Funding Sources											02
Other Sources	Issued Debt				Unissued Debt Schedule						
	Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028
485,000 D											01
1,000,000 D											02
625,000 D											03
825,000 D											04
625,000 D											05
125,000 x											06
125,000 x											07
220,000 x											08
250,000 A											09
400,000 x											10
400,000 x											11
250,000 A											12
250,000 A											13
250,000 A											14
250,000 A											15
250,000 A											16
125,000 x											17
220,000 H											18
<b>6,550,000</b>					<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Funding Sources											Index
Other Sources	Issued Debt				Unissued Debt Schedule						
	Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028
985,000 C, G											01
966,000 C											02
350,000 G											03
300,000 C											04
468,000 C		500,000									05
55,000 D		2,000,000									2,000,000
75,000 D											07
535,000 C		858,000				858,000					08
510,000 C, G		590,000				590,000					09
250,000 G		492,500				67,000	425,500				10
		475,000					50,000	425,000			11
260,000 C		940,000					940,000				12
785,000 C, G		375,000						375,000			13
		300,000									300,000
90,000 G		1,012,640									1,012,640
		500,000				500,000					16
2,252,620 C											17
35,000 D											18
250,000 G		190,000						190,000			19
1,200,000 C											20
		280,000				280,000					21
		700,000				100,000		100,000			22
		1,000,000									1,000,000
1,834,590 B, G	9,557,420										24
50,000 D											25
		315,000				15,000	300,000				26
		7,650,000									7,650,000
		15,000,000									15,000,000
		17,000,000									17,000,000
		15,000,000									15,000,000
		15,000,000									15,000,000
175,000 D											32
250,000 D											33
80,000 D											34
750,000 B											35
<b>12,576,210</b>	<b>9,557,420</b>	<b>0</b>	<b>80,178,140</b>	<b>0</b>	<b>0</b>	<b>500,000</b>	<b>1,910,000</b>	<b>1,905,500</b>	<b>1,400,000</b>	<b>0</b>	<b>74,462,640</b>
Funding Sources											Index
Other Sources	Issued Debt				Unissued Debt Schedule						
	Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028
	1,861,500	379,195	1,250,000	379,195							01
32,400 F	1,275,000										02
65,454 Z	9,537,959	10,517,186		10,451,732							03
		1,362,000		1,362,000							04
75,000 D	1,000,000	385,000	1,000,000	385,000							05
		850,000		850,000							06
		10,765,000		10,765,000							07
1,500,000 D											08
2,750,000 E, G	900,000	10,900,000		900,000							09
		500,000		500,000							10
		2,546,000		2,546,000							11
		850,000		850,000							12
		5,625,000		5,625,000							13
1,650,000 D		15,000,000		15,000,000							14
		9,000,000		9,000,000							15
<b>6,072,854</b>	<b>12,674,459</b>	<b>1,900,000</b>	<b>68,679,381</b>	<b>1,250,000</b>	<b>14,092,927</b>	<b>12,000,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,571,000</b>
<b>844,493,002</b>	<b>28,121,780</b>	<b>6,494,812</b>	<b>225,538,705</b>	<b>1,615,000</b>	<b>16,937,927</b>	<b>18,080,996</b>	<b>11,160,000</b>	<b>1,905,500</b>	<b>1,400,000</b>	<b>0</b>	<b>184,133,640</b>

**Summary of Capital Improvement Program - 09/11 FINAL  
Enterprise Fund Projects**

Index	Water Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	1508-WA BNSF Railroad PRV's		175,000								175,000
02	1719-WA Custer Road Pump Station Expansion (Additional Pump)		134,100	829,350							963,450
03	1822-WA Glenbrooke Water Meter PRV's		407,200								407,200
04	1715-WA Fishtrap Elevated Storage Tank Site Acquisition		300,000								300,000
05	1902-WA Custer Road Meter Station and Water Line Relocations				290,325	1,905,200					2,195,525
06	1715-WA Fishtrap Elevated Storage Tank (South)		325,700		5,415,000						5,740,700
07	1716-WA Water Supply Line Phase 1		829,850	2,000,000	7,694,479						10,524,329
08	1716-WA Water Supply Line Phase 1 Easement Costs			1,941,500	2,200,000						4,141,500
09	1501-WA Lower Pressure Plane Pump Station and Transmission Line		185,100	1,250,000		14,250,000					15,685,100
10	1810-WA LPP Phase 2 Pipeline Easement Costs				1,487,150						1,487,150
11	1708-WA E-W Collector (Cook Lane - DNT) Water Line				250,000						250,000
12	1708-WA Cook Lane (First - End)					400,000					400,000
13	1513-WA Old Town Streets 2015 (Fifth, McKinley)			350,000							350,000
14	Lower Pressure Plane Future Expansion (2025)									14,000,000	14,000,000
	<b>Subtotal</b>		<b>1,649,750</b>	<b>7,078,050</b>	<b>17,336,954</b>	<b>16,555,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,000,000</b>	<b>56,619,954</b>
Index	Wastewater Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	Gates of Prosper, TIRZ No. 1 (Middle Doe Branch Line)		5,764,238	38,644	0						5,802,882
02	Matthews Southwest, TIRZ No. 2 (Lower Doe Branch Line)		1,166,922	166,492	0						1,333,414
03	1834-WW Public Works WWTP Decommission			65,000	900,000						965,000
04	1907-WW Doe Branch WWTP 0.25 MGD Expansion (2018)				3,625,000						3,625,000
05	1903-WW Church / Parvin Wastewater Reconstruction				100,000						100,000
06	Doe Branch Parallel Interceptor (2021)					5,000,000					5,000,000
07	Doe Branch WWTP 1.5 MGD Expansion (2024)									24,190,495	24,190,495
	<b>Subtotal</b>		<b>6,931,161</b>	<b>270,136</b>	<b>4,625,000</b>	<b>0</b>	<b>5,000,000</b>	<b>0</b>	<b>0</b>	<b>24,190,495</b>	<b>41,016,791</b>
Index	Drainage Projects		Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
01	1717-DR Old Town Drainage - First & Main Trunk Main		800,000								800,000
02	1616-DR Old Town Drainage - McKinley & Broadway Trunk Main		600,000								600,000
03	1614-DR Coleman Street Channel Improvements		17,500		290,979						308,479
04	1613-DR Old Town Drainage - Church & Parvin Drainage Impr.		40,000		460,000						500,000
05	1718-DR Old Town Regional Retention - Broadway (Design & Constr.)		25,000	216,149	550,000						791,149
06	1615-DR Old Town Regional Detention/Retention - Land Acquisition		540,000			385,000					925,000
07	1811-DR Old Town Drainage - Fifth Street Trunk Main				400,000						400,000
08	Old Town Drainage - Detention Pond Improvements									1,000,000	1,000,000
	<b>Subtotal</b>		<b>2,022,500</b>	<b>216,149</b>	<b>1,700,979</b>	<b>0</b>	<b>385,000</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>5,324,628</b>
	<b>Grand Total Enterprise Funds</b>		<b>10,603,411</b>	<b>7,564,335</b>	<b>23,662,933</b>	<b>16,555,200</b>	<b>5,385,000</b>	<b>0</b>	<b>0</b>	<b>39,190,495</b>	<b>102,961,373</b>

**Summary of Capital Improvement Program - 09/11 FINAL  
Capital Improvement Program Summary**

	Capital Improvement Program Summary	Prior Years	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	Total Cost
	General Fund	105,747,241	67,529,455	36,633,060	18,955,024	279,703,585	91,335,524	0	504,678,640	1,104,582,529
	Enterprise Funds	10,603,411	7,564,335	23,662,933	16,555,200	5,385,000	0	0	39,190,495	102,961,373
	<b>Grand Total Capital Improvement Program</b>	<b>116,350,652</b>	<b>75,093,790</b>	<b>60,295,993</b>	<b>35,510,224</b>	<b>285,088,585</b>	<b>91,335,524</b>	<b>0</b>	<b>543,869,135</b>	<b>1,207,543,902</b>

Other Sources	Funding Sources				Unissued Debt Schedule							Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	
963,450 A	175,000											01
	407,200											02
300,000 A												03
2,195,525 E												04
2,825,700 A		2,915,000			2,707,500	207,500						05
829,850 A	1,044,854	8,649,625			4,324,813	4,324,813						06
2,200,000 A		1,941,500			1,941,500							07
4,127,081 A	58,019	11,500,000			1,250,000		5,125,000	5,125,000				08
1,487,150 A												09
250,000 E												10
400,000 E												11
350,000 E												12
		14,000,000									14,000,000	13
												14
15,928,756 o	1,685,073	0	39,006,125		0	10,223,813	4,532,313	5,125,000	5,125,000	0	0	14,000,000

Other Sources	Funding Sources				Unissued Debt Schedule							Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	
5,802,882 H												01
1,333,414 J												02
965,000 A,E												03
		3,625,000					3,625,000					04
100,000 E		5,000,000										05
		24,190,495									24,190,495	06
8,201,296	0	0	32,815,495		0	0	3,625,000	0	5,000,000	0	0	24,190,495

Other Sources	Funding Sources				Unissued Debt Schedule							Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	
	800,000											01
	600,000											02
17,500 F	290,979											03
40,000 F	460,000											04
	241,149	550,000				550,000						05
	540,000	385,000							385,000			06
	400,000											07
		1,000,000									1,000,000	08
57,500	3,332,128	0	1,935,000		0	0	550,000	0	385,000	0	0	1,000,000
24,187,552	5,017,201	0	73,756,620		0	10,223,813	8,707,313	5,125,000	10,510,000	0	0	39,190,495

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

Other Sources	Funding Sources				Unissued Debt Schedule							Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized	Reimbursement Resolution	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2028	
844,493,002	28,121,780	6,494,812	225,538,705	1,615,000	16,937,927	18,080,996	11,160,000	1,905,500	1,400,000	0	184,133,640	
24,187,552	5,017,201	0	73,756,620		10,223,813	8,707,313	5,125,000	10,510,000	0	0	39,190,495	
868,680,554	33,138,981	6,494,812	299,295,325	1,615,000	27,161,740	26,788,309	16,285,000	12,415,500	1,400,000	0	223,324,135	

**Capital Projects Summary**  
Summary of Project Expenditures

PROJECT	Total Planned Expenditures	Project Funding Sources								Prior Year Expenditures	2018 Estimated Expenditures	Future Planned Expenditures
		Debt	Impact Fees	Grant /Interlocal	Developer Agreements	General Fund	Enterprise Funds	Other/Other Funds	Non-Cash Contributions			
1307-ST Frontier Parkway BNSF Overpass	22,555,000	2,180,000	-	-	-	-	-	-	20,375,000	-	-	22,555,000
1412-ST Downtown Enhancements- Broadway	2,566,275	245,589	-	-	-	2,320,686	-	-	-	126,600	420,706	2,018,969
1507-ST West Prosper Rd	12,781,000	4,265,000	-	-	4,016,000	-	-	-	4,500,000	7,644,158	352,167	4,784,675
1511-ST Prosper Trail (Kroger- Coit)	4,762,308	205,308	3,282,000	-	-	1,275,000	-	-	-	272,978	102,321	4,387,009
1512-ST First St (DNT- Coleman)	10,379,915	8,000,000	940,000	-	-	1,439,915	-	-	-	758,788	212,325	9,408,802
1513-ST Old Town Streets	1,000,000	1,000,000	-	-	-	-	-	-	-	-	203,904	796,097
1514-ST Town Hall Infrastructure	1,307,400	1,275,000	-	-	-	-	32,400	-	-	615,628	693,726	(1,954)
1622-ST Main St (First- Broadway)	625,000	225,000	-	-	-	-	400,000	-	-	182,783	417,745	24,472
1701-ST Eighth Street (Church-PISD)	260,000	260,000	-	-	-	-	-	-	-	-	41,593	218,407
1702-ST Field Street (First-Broadway)	250,000	250,000	-	-	-	-	-	-	-	-	-	250,000
1705-ST Parvin St (Broadway- Eighth)	515,000	-	-	-	-	515,000	-	-	-	379,959	-	135,041
1706-ST Sixth St (Coleman- Church)	430,000	-	-	-	-	430,000	-	-	-	128,872	-	301,128
1707-ST Third St (Church-Lane)	320,000	-	-	-	-	320,000	-	-	-	7,600	-	312,400
1708-ST Cook Lane (First-End)	2,250,000	2,100,000	150,000	-	-	-	-	-	-	1,960	60,648	2,187,392
1709-ST Prosper Trail (Coit- Custer)	12,565,000	11,755,000	810,000	-	-	-	-	-	-	226,522	176,269	12,162,209
1710-ST Coit Road (First-Frontier)	689,900	-	689,900	-	-	-	-	-	-	-	193,584	496,316
1721-ST Acacia Parkway	1,022,782	-	-	-	-	1,022,782	-	-	-	-	780,043	242,739
1803-ST Fifth Street (Coleman-Church)	375,000	375,000	-	-	-	-	-	-	-	-	146,285	228,716
1804-ST Third Street (Main-Coleman)	250,000	250,000	-	-	-	-	-	-	-	-	18,514	231,486
1805-ST FM2478 ROW (US380-FM1461)	220,000	-	220,000	-	-	-	-	-	-	-	207,914	12,086
1812-ST Windsong Injection Stabilization	920,000	-	-	-	-	920,000	-	-	-	-	907,255	12,745
1817-ST Windsong Road Repairs Phase III	710,000	710,000	-	-	-	-	-	-	-	-	-	710,000
1820-ST First Street (DNT Intersection) Improvements	1,400,000	-	1,250,000	-	-	150,000	-	-	-	-	-	1,400,000
1823-ST Victory Way (Coleman-Frontier)	2,500,000	2,500,000	-	-	-	-	-	-	-	-	-	2,500,000
<b>Street Projects</b>	<b>80,654,580</b>	<b>35,595,897</b>	<b>7,341,900</b>	-	<b>4,016,000</b>	<b>8,393,383</b>	<b>432,400</b>	-	<b>24,875,000</b>	<b>10,345,848</b>	<b>4,934,997</b>	<b>65,373,735</b>
1410-TR Decorative Monument Sign	150,000	-	-	-	-	150,000	-	-	-	115,486	-	34,514
1711-TR Median Lighting Coit (380 - First)	450,000	-	-	-	-	450,000	-	-	-	29,867	401,626	18,507
1805-TR Traffic Signal (Coit-Prosper Trail)	243,000	-	243,000	-	-	-	-	-	-	-	207,914	35,086
<b>Traffic Projects</b>	<b>843,000</b>	-	<b>243,000</b>	-	-	<b>600,000</b>	-	-	-	<b>115,486</b>	-	<b>88,107</b>
1603-PK Frontier Park	11,392,010	9,557,420	-	875,000	-	-	-	959,590	-	7,656,689	3,715,660	19,661
1723-PK HWY 289 Gateway Monument	250,000	-	-	-	-	250,000	-	-	-	8,114	62,566	179,320
1801-PK Cockrell Park Trail Connection	70,000	-	-	-	-	-	-	70,000	-	-	-	70,000
1802-PK Hays Park	350,000	-	-	-	-	-	-	350,000	-	-	-	350,000
1806-PK Stars Trail Park #1	985,000	-	-	-	535,000	-	-	450,000	-	-	-	985,000
1813-PK US380 Median Design	750,000	-	-	750,000	-	-	-	-	-	-	-	750,000
1818-PK Turf Irrigation SH289	80,000	-	-	-	-	80,000	-	-	-	-	-	80,000
1821-PK Frontier Park Soccer Field Improvements	107,368	-	-	-	-	107,368	-	-	-	-	52,890	54,478
<b>Parks Projects</b>	<b>13,984,378</b>	<b>9,557,420</b>	-	<b>1,625,000</b>	<b>535,000</b>	<b>437,368</b>	-	<b>1,829,590</b>	-	<b>7,664,803</b>	<b>3,831,116</b>	<b>2,488,460</b>
1402-FC Town Hall Professional Services	2,241,540	2,241,540	-	-	-	-	-	-	-	2,095,680	145,860	-
1601-FC Town Hall Construction	20,055,145	19,989,691	-	-	-	65,454	-	-	-	10,479,906	9,455,456	119,783
1713-FC Public Safety Complex Phase I	1,000,000	1,000,000	-	-	-	-	-	-	-	-	173,338	826,662
1714-FC Town Hall FFE	1,362,000	1,362,000	-	-	-	-	-	-	-	-	1,140,577	221,423
1809-FC Park Ops/Public Works Complex	3,650,000	900,000	-	-	-	-	1,350,000	1,400,000	-	-	10,908	3,639,092
<b>Facilities Projects</b>	<b>28,308,685</b>	<b>25,493,231</b>	-	-	-	<b>65,454</b>	<b>1,350,000</b>	<b>1,400,000</b>	-	<b>12,575,586</b>	<b>10,926,139</b>	<b>4,806,960</b>

**Capital Projects Summary**  
**Summary of Project Expenditures**

PROJECT	Total Planned Expenditures	Project Funding Sources								Prior Year Expenditures	2018 Estimated Expenditures	Future Planned Expenditures
		Debt	Impact Fees	Grant /Interlocal	Developer Agreements	General Fund	Enterprise Funds	Other/Other Funds	Non-Cash Contributions			
0407-WA Prosper Trail EST	4,920,600	517,300	4,403,300	-	-	-	-	-	-	3,767,611	50,388	1,102,601
1501-WA Lower Pressure Plane	1,435,100	1,308,019	127,081	-	-	-	-	-	-	186,064	7,398	1,241,638
1508-WA BNSF Railroad PRV	175,000	175,000	-	-	-	-	-	-	-	151,093	-	23,907
1607-WW Public Works Interceptor	1,045,000	-	1,045,000	-	-	-	-	-	-	848,131	130,507	66,362
1715-WA Fishtrap EST	5,980,700	2,915,000	3,065,700	-	-	-	-	-	-	46,023	451,275	5,483,402
1716-WA Water Supply Line Phase I Easement	14,665,830	11,635,980	3,029,850	-	-	-	-	-	-	196,472	367,186	14,102,172
1719-WA Custer Road Pump Station Expansion	1,023,450	1,023,450	-	-	-	-	-	-	-	38,515	102,905	882,030
1720-WA 42" Lovers Lane Transmission Line	925,590	925,590	-	-	-	-	-	-	-	892,472	4,346	28,772
1810-WA Lower Pressure Plane Easements	1,487,150	1,487,150	-	-	-	-	-	-	-	-	-	1,487,150
<b>Water &amp; Wastewater Projects</b>	<b>31,658,420</b>	<b>19,987,489</b>	<b>11,670,931</b>	-	-	-	-	-	-	<b>6,126,381</b>	<b>1,114,005</b>	<b>24,418,034</b>
1613-DR Church and Parvin	500,000	460,000	-	-	-	-	40,000	-	-	40,575	-	459,425
1614-DR Coleman St Channel Improvements	308,479	290,979	-	-	-	-	17,500	-	-	18,496	-	289,983
1615-DR Old Town Drainage Land Acquisition	925,000	925,000	-	-	-	-	-	-	-	83,433	461,317	380,250
1616-DR McKinley & Broadway Trunk Main	600,000	600,000	-	-	-	-	-	-	-	598,765	1,235	-
1717-DR First & Main Trunk Main	800,000	800,000	-	-	-	-	-	-	-	457,708	146,129	196,163
1718-DR Regional Retention	791,149	791,149	-	-	-	-	-	-	-	-	73,250	717,899
1811-DR Fifth Street Trunk	400,000	400,000	-	-	-	-	-	-	-	-	-	400,000
<b>Drainage Projects</b>	<b>4,324,628</b>	<b>4,267,128</b>	-	-	-	-	<b>57,500</b>	-	-	<b>1,198,977</b>	<b>681,931</b>	<b>2,443,720</b>
1308-EQ Windsong Ranch Fire Apparatus	1,078,000	-	-	-	-	-	1,078,000	-	-	804,082	262,982	10,936
<b>Vehicles</b>	<b>1,078,000</b>	-	-	-	-	-	<b>1,078,000</b>	-	-	<b>804,082</b>	<b>262,982</b>	<b>10,936</b>

## **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 (15<sup>th</sup>) 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**

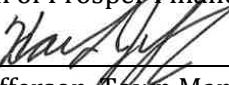
### **A. General**

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

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(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 18<sup>th</sup> of October, 2017.

  
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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.

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

  
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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.]

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



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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.

Arbitrage: The interest earnings derived from invested bond proceeds or debt service fund balance.

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.

**Balanced Budget:** Annual financial plan in which expenses do not exceed revenues.

**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.

## Demographics and Economic Statistics

2018 Estimated Population: 22,650

2018 Assessed Valuation: \$3,666,922,773

Median Age: 34.5\*

Median Household Income: \$114,267\*

Number of Households (includes renter-occupied apartments): 8,481

Square Miles: 27

Unemployment Rate: 3.60%\*

### Major Employers:

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Prosper ISD	Public Education	1,329
Kroger	Grocery Store	620
Town of Prosper	Municipality	216
Dicks/Field & Stream	Retail	150
Lowe's	Retail	130
Gentle Creek	Golf Course	85
Texas Health Resources	Healthcare Facility	70
Builders First Source	Building Material Supplier	45
Crossland Construction	Builder	44
CVS	Pharmacy	40

### Major Taxpayers:

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	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
380 & 289 LP	\$ 63,902,695	1.74%
Orion Prosper Lakes LLC	38,000,000	1.04%
Orion Prosper LLC	31,000,000	0.85%
First Texas Homes	26,499,926	0.72%
Crossland Texas Industrial LLC	21,438,630	0.58%
MQ Prosper Retail LLC	20,135,880	0.55%
Wal-Mart Real Estate Business Trust	19,300,000	0.53%
Kroger Texas LP	16,954,815	0.46%
GWOOD2 LLC	15,300,000	0.42%
American Legend Homes LLC	13,574,867	0.37%
Bloomfield Homes, LP	13,156,350	0.36%

\* Data retrieved from Sperling's Best Places [www.bestplaces.net](http://www.bestplaces.net)

## **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
Development and Community Services	Hulon Webb, Executive Director of Development and Community 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	Pete Anaya, Deputy 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 2018 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.

PROPOSED TAX RATE	\$0.520000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.520000 per \$100
EFFECTIVE TAX RATE	\$0.531332 per \$100
ROLLBACK TAX RATE	\$0.581388 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 2017 tax year and the 2018 tax year.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS  
FOLLOWS:

property tax amount= (rate) x (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](mailto:kmaun@collincountytx.gov)  
[www.prospertx.gov](http://www.prospertx.gov)



# 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*

*Betty Pamplin, Accounting  
Manager*

*Chuck Springer, Administrative  
Services*

*Chief Blasingame, Fire*

*Hulon Webb, Development &  
Community Services*

*Robyn Battle, Town Secretary*

*Chief Kowalski, Police*

*Harlan Jefferson  
Town Manager*

