

TOWN OF PROSPER, TEXAS  
ADOPTED BUDGET  
FISCAL YEAR 2020-2021  
OCTOBER 1, 2020 - SEPTEMBER 30, 2021



FIVE-YEAR FINANCIAL PLAN INCLUDED



# Town of Prosper

## Fiscal Year 2020-2021

### Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$2,379,134, which is a 10.18 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 \$1,874,898.

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
	Jason Dixon, Deputy Mayor Pro-Tem	Jeff Hodges, Place 5
	Marcus E. Ray, Place 1	
<b>AGAINST:</b>	None	
<b>PRESENT</b> and not voting:	None	
<b>ABSENT:</b>	None	

#### Property Tax Rate Comparison

	<b>FY 2020-2021</b>	<b>FY 2019-2020</b>
Property Tax Rate:	\$0.520000/100	\$0.520000/100
No New Revenue Tax Rate:	\$0.515548/100	\$0.494939/100
No New Revenue Maintenance & Operations Tax Rate:	\$0.368331/100	\$0.349789/100
Voter Approval Tax Rate:	\$0.550300/100	\$0.530272/100
Debt Rate:	\$0.152500/100	\$0.152500/100

Total debt obligation for Town of Prosper secured by property taxes: \$7,699,741

*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 2020-2021 ADOPTED BUDGET

*Prepared By:*

*Harlan Jefferson, Town Manager*

*Chuck Springer, Ex. Director of Administrative Services*

*Betty Pamplin, Finance Director*

*Adopted by the Town Council on September 8, 2020*

*Ray Smith, Mayor*

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

*Jason Dixon, Deputy Mayor Pro-Tem*

*Meigs Miller, Council Member*

*Marcus E. Ray, Council Member*

*Craig Andres, Council Member*

*Jeff Hodges, Council Member*

**“Prosper is a place where everyone matters.”**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Prosper  
Texas**

For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morill*

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 8, 2020  
**Re:** Fiscal Year 2020-2021 Adopted Budget

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The proposed budget was submitted to the Town Council on August 11, 2020. Following the Public Hearing, the Town Council adopted the budget on September 8, 2020. The adopted budget includes minor revisions from the proposed budget. General Fund revenues have increased by \$317,000 from the proposed budget due to an increase in Emergency Medical Services (EMS) fees. This increased revenue helps to offset the increased expenditures relating to the changes from the proposed budget. The table below displays the proposed General Fund budget as presented on August 11, the adopted General Fund budget, and the change.

<u>Fund Name</u>	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
General Fund	\$32,368,884	\$32,590,291	\$221,407

The General Fund increase in the adopted budget was a result of the Council's request to include the recommendations of the Broadband Committee to address resident broadband issues. The request includes one additional Help Desk Technician, installation of Wi-fi for the exterior of Town Hall and Library, and the purchase of twenty hot spot devices to start a device loaner program through the Library. We have also increased the adopted budget to include a one-time capital expense for entryway signage.

- One Help Desk Technician - \$81,687
- Wi-fi for exterior of Town Hall and Library - \$5,000
- Loaner cellular hot spots - \$9,720
- Entryway signage - \$125,000





August 11, 2020

To The Honorable Mayor and Town Council

**Re: *The FY 2020-2021 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.

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 2020-2021 Proposed Budget addresses increased service levels to Town residents in response to continued growth, provides required or recommended capital investments in infrastructure and other public improvements as well as additional public safety resources. The Town has continued to thrive relative to many markets. Despite the Town's current and future growth potential and general optimism, this budget has been prepared with conservative revenue assumptions in mind.

In evaluating the FY 2020-2021 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 2020-2021 Proposed Budget Appropriations total \$60,242,561 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 \$32,368,884 is for General Fund operations and maintenance, \$1,425,708 for the Crime Control and Prevention Special Purpose District, \$1,490,812 for the Fire Control, Prevention and Emergency Medical Services Special Purpose District, and \$24,957,157 for the Town's Enterprise Funds including Solid Waste, Water, and Sewer utilities as well as the Storm Drainage Utility Fund. General Debt Service Appropriations for the coming fiscal year are \$7,699,741.

### **VALUE OF TAXABLE PROPERTY AND GROWTH**

The growth in taxable value of real property corresponds to a significant increase in residential growth and population over the past 60 months. According to the most recent population estimates published by the North Central Texas Council of Governments (NCTCOG), the Town of Prosper's new population as of January 1, 2020 was 28,380. The Town has 9 actively developing residential subdivision phases with a total of 1,197 single family lots that are either under construction or shovel ready for development.

The Town is anticipating an overall 9.32% increase in projected assessed values for the 2020 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%. The Town is also seeing an increase in property values that qualify under the over 65 and disabled persons exemptions by 20% from the previous tax roll.

### **PROPERTY VALUES**

Certified property valuations increased by \$392,128,802 (9.32%) for FY 2020-2021. Property values increased from \$4,209,097,499 to \$4,601,196,301. Of the increase, \$360,557,369, or 8.57%, resulted from new construction, compared with \$414,634,110 last year. New value added to the tax roll will continue to be primarily from residential growth, however, commercial growth continues to expand at a strong rate.

### **PROPERTY TAX RATE**

The Proposed FY 2020-2021 Budget is again proposing a property tax rate of \$0.52 per \$100 of taxable assessed valuation. If adopted, this would mark the fourteenth straight year of maintaining this property tax rate. The portion of the tax rate applied to Debt Service is \$0.1525 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, \$0.3675 cents is dedicated to General Fund maintenance and operations, and \$0.1525 is dedicated to general obligation debt service. The portion of the tax rate dedicated to maintenance and operations comprises 56.3% of the proposed revenue in the General Fund. The portion of the tax rate dedicated to debt service is approximately 29% of the overall Town tax rate. The Town continues to maintain a level below the debt management policy limit of 35% of the overall Town tax rate.

The average taxable single-family home value for the 2020 tax year is approximately \$545,324 in Collin County and \$453,956 in Denton County. This reflects an increase of \$2,294 or 0.42% in Collin County and \$23,531 or 5.47% in Denton County from the previous year. At the proposed tax rate of \$0.52 the municipal taxes paid on the average single-family home will be \$2,552 in Collin County and \$2,125 in Denton County.

### **SALES TAXES**

The Town of Prosper levies a 1.50% tax on all taxable items sold within its borders (the Economic Development Corporation's 0.50% tax is in addition to the Town's tax). In May 2018, the citizens of the Town of Prosper voted to abolish the 0.50% sales and use tax revenue for property tax relief and replaced it with the creation of two Public Safety Special Purpose Districts. The Crime Control and Prevention District and the Fire Control, Prevention, and Emergency Medical Services District will each collect 0.25% of sales and use tax to provide a minimum level of dedicated funding. Each district is reported as a special revenue fund and sales and use tax is the only source of revenue in these funds. As sales tax revenues have become a prominent funding source for the Town, this will help dedicate more resources to the public safety needs of the Town. This budget reflects the third year since the districts were created. Overall, the Proposed Budget includes \$9,956,081 in sales tax revenues, compared to \$8,664,872 in the FY 2019-2020 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 17.9% of revenue in the Proposed Budget. See the table below labeled Commercial Taxable Property and Growth which reflects major retail developments and projections of estimated opening dates from the Planning department. The proposed budget reflects a conservative sales tax estimate of 3% growth from the current year projection. Due to current economic conditions we have not projected significant sales tax from new retail establishments.

COMMERCIAL TAXABLE PROPERTY AND GROWTH		
Name	Open Date	Square Feet
<i>Gates of Prosper Ph 1</i>		
Care Now Clinic	Summer 2021	4,500
Murphy Oil Convenience Store	Summer 2021	2,780
<i>Gates of Prosper Ph 2</i>		
Kohl's	Spring 2021	55,222
Michael's	Summer 2021	21,760
Yard Art Patio Furniture	Spring 2021	9,710
City Salon Suites	Spring 2021	9,963
Hobby Lobby	Spring 2021	55,000
Tiff's Treats	Spring 2021	5,300
Gloria's Restaurant	Spring 2021	5,722
Sleep Number	Spring 2021	3,000
Paradise Grill	Spring 2021	5,400
T-Mobile	Spring 2021	4,462
Longhorn Steakhouse	Summer 2021	5,660
Starbuck's	Spring 2021	2,245
<i>Shops at Prosper Trail</i>		
Ebby Halliday Real Estate Office	Fall 2020	9,093
AutoZone	Summer 2021	6,925
<i>Other Areas in the Town</i>		
All Storage Mini warehouse	Winter 2020	201,900
Victory at Frontier Retail/Restaurant Multiple Tenants	Summer 2021	17,950
Office at Legacy Multiple Office Tenants	Spring 2021	15,000
CHC Office	Spring 2021	21,530
Windmill Hill Multiple Office Tenants	Summer 2021	29,212
Children's Health Medical Office	Summer 2021	30,000
Prosper Business Park, Phase 2	Summer 2021	45,375
West End Office/Warehouse	Spring 2021	5,272
Downtown Office	Spring 2021	6,636
7 Eleven	Winter 2020	6,502
Chrysler Dodge Jeep Ram	Fall 2020	68,662



## EMPLOYEE PAY AND BENEFITS

Sworn Fire and Police personnel are on a step plan and civilian pay is based on a performance merit system. The Town employees on average see a 3% merit increase based on their annual performance. Employees will continue to see their steps or annual merit adjustments based on performance.

The Town has historically provided a competitive and innovative benefits package to employees, offering a selection which best suits employees' individual and family needs. Providing these options has benefitted not only recruitment efforts, but also retention of employees. The Town's estimated contribution for employee healthcare benefits is \$2,637,438 for fiscal year 2020-2021. The fiscal year 2020-2021 budget includes no employer rate increases to the cost of health benefits provided to full-time employees, a 5% increase to employees on the PPO plan, and elimination of out of network expenses except in emergency situations. This is the fourth year the Town has been self-insured. The Town switched from BlueCross Blue Shield of Texas (BCBSTX) to UMR for health benefits and ProAct for pharmacy benefits in 2020. UMR is the third-party administrator for the Town of Prosper's medical insurance and handles all health care claims processing. The Town currently offers high deductible and PPO medical plans.

## PROGRAM AND STAFFING LEVELS

The Town of Prosper currently has 248 authorized full-time equivalent (FTE) staff members allocated among the various operating departments, excluding EDC. The proposed budget recommends an increase of 16 full-time positions. The proposed budget recommends the following staffing additions and changes to occur between October 2020 and January 2021:

Department	Proposed Staffing Positions	FTE
IT	Help Desk Technician	1
IT	Senior GIS Analyst	1
Police	Lieutenants	2
Police	Public Safety Officers	2
Police	Records Clerk	1
Dispatch	Communications Officers	2
Fire	Battalion Chiefs	3
Fire Marshal	Administrative Assistant	1
Water	Water Utility Worker	1
Water	Public Works Right-Of-Way Inspector	1
Wastewater	Wastewater Utility Worker	1
	<b>Total FTE</b>	<b>16</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 a capital replacement program. Staff hired a rate consultant to evaluate the Town's utility system's operation costs, debt service payments, and future capital needs for infrastructure improvements and to recommend any rate adjustments that would be necessary to fully fund the cost of operating our system while maintaining an adequate financial reserve. The only recommended rate adjustment in FY 2020-2021 will be for residential water and sewer rates for customers located outside of Town limits. The proposed rates will be at 1.5 times the in-town rates. The Town will continue to re-evaluate the rate plan every year.

The Town will be coming up on its second annual renewal for solid waste collection and recycling services with Community Waste Disposal (CWD) in February 2021. Staff will be reviewing the annual rate adjustment as outlined in the franchise agreement with CWD as it relates to CPI, fuel, and disposal rate adjustments. The Storm Drainage rates will remain the same since the last increase implemented in FY 2017-2018's budget. The current monthly drainage rate for a residential tier 1 customer is \$3.00 and the residential tier 2 rate is \$5.15. Commercial customer's rates are \$1.00 per 1,000 SF.

## **GENERAL FUND**

The FY 2020-2021 Proposed Budget, as presented, is based on using the current tax rate of \$0.52 per \$100 of assessed value. The no-new-revenue 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 2019-2020, is \$0.515548 per \$100 of assessed value. Based on Texas Tax Code, the governing body of a taxing unit located in an area declared to be a disaster area by the Governor or by the President of the United States may direct the designated officer of the taxing unit to calculate the voter-approval tax rate in the manner provided for a special taxing unit at 8 percent. The voter-approval tax rate calculation allows municipalities to raise 108 percent of the prior year's operating and maintenance money, plus the necessary debt rate. The voter-approval tax rate is \$0.550300 per \$100 of assessed value. Each additional penny of the tax rate generates approximately \$460,120 in property tax revenue.

FY 2019-2020 projected year end recap reflects revenue exceeding expenditures resulting in a net increase to the Town's Fund Balance. The Audited Fund Balance at the end of FY 2018-2019 was \$9,881,492. The revised Fund Balance prior to the final audit for FY 2019-2020 is expected to increase by \$1,602,003 to \$11,483,495. The increase to Fund Balance is due to revenues coming in higher than originally budgeted as well as mid-year spending adjustments due to COVID-19 which were comprised of delaying some one-time planned capital expenditures, canceling employee travel and freezing vacant positions which resulted in salary savings.

The target reserve level (Fund Balance) is set at 25% (or 90 days) of total appropriations. Target Fund Balance is based on a Town Charter requirement of 20% and a Town Council policy of an additional 5%. Budget estimates project fund balance to be at 35.5% at the end of FY 2020-2021.

At the end of FY 2020-2021, the projected total Fund Balance reflects an increase of \$12,516 to \$11,496,011. The Town continues to focus on utilizing recurring revenues to fund enhancements with a one-time cost, rather than funding items with a recurring cost. This practice allows the Town to gain these dollars back in future years to be utilized in a similar manner.

### **GENERAL FUND REVENUES**

For the FY 2020-2021 fiscal year, General Fund revenues are expected to total \$32,381,400 which is an increase of 5.37% over the previous year's amended budget. This additional revenue is from increased property and sales tax, franchise fees, and transfers in. The growth of this fund is largely the result of continuing residential and commercial development and population growth in Prosper. It is the Town's preference to take a conservative approach in budgeting these major revenue sources.

Sales Taxes have remained higher than projected for several years. In the past, the Town has conservatively forecasted the sales tax revenues. To take a conservative approach, the proposed budget reflects 3% growth from FY 2019-2020 year-end projected sales tax receipts. This is the third year for the Special Purpose Districts that receive sales tax that had been previously reported in the General Fund. The General Fund is projecting sales tax revenue of \$5,793,141 for FY 2020-2021.

License, Fees and Permits Revenues are projected at \$3,575,100. This is less than the prior year's collections due to conservative growth estimates for residential permits. FY 2020-2021 Budget still reflects steady new residential and non-residential construction. It is assumed the Town will issue at least 650 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 2020-2021.

General Fund Revenues by Source:

Revenue Category	FY 2021 Proposed	% of Total
Property Tax	\$18,246,167	56.3%
Sales Tax	5,793,141	17.9%
Franchise Fees	1,792,875	5.5%
License, Fees & Permits	3,575,100	11.0%
Charges for Services	528,275	1.6%
Fines & Warrants	400,000	1.2%
Grants	414,672	1.3%
Investment Income	85,000	0.4%
Transfers In	1,071,820	3.3%
Miscellaneous	252,350	0.8%
Parks Fees	222,000	0.7%
<b>Revenue Total</b>	<b>\$32,381,400</b>	<b>100.0%</b>

**GENERAL FUND APPROPRIATIONS**

Total General Fund Appropriations for the FY 2020-2021 Proposed Budget are \$32,368,884. This is an increase of approximately 2.8% compared to the previous year's amended budget. The category of personnel makes up the majority of the General Fund budget. The proposed budget authorizes the Town Manager to hire 13 additional staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2020-2021 by department are as follows:

***Police:***

<u>Enhancements</u>	<u>Amount</u>
Two Lieutenants	\$ 443,618
Two Public Safety Officers	\$ 191,390
One Records Clerk	\$ 71,793
Two Communications Officers	\$ 126,681

***Fire:***

<u>Enhancements</u>	<u>Amount</u>
Three Battalion Chiefs	\$ 691,865
One Administrative Assistant	\$ 45,266

***Parks:***

<u>Enhancements</u>	<u>Amount</u>
New roof and painting of 407/409 E First Facility	\$ 45,500

***Development Services:***

<u>Enhancements</u>	<u>Amount</u>
Development and Permitting Software	\$ 375,421

***Administration:***

<u>Enhancements</u>	<u>Amount</u>
Help Desk Technician	\$ 81,687
Senior GIS Analyst and GIS Hosting Services	\$ 143,057
Mobile Mapping and Navigation for Public Safety	\$ 79,500

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

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

The Town of Prosper currently holds just over \$126.28 million in outstanding tax supported debt. \$37.48 million of that amount was issued for water, sewer, and storm water infrastructure projects and are paid from water, sewer, and storm water revenues; however, to obtain more favorable financing terms, the debt also has a tax pledge. The balance of tax supported debt, just over \$88.8 million, was issued for General capital purposes. In June of 2017, the Town received upgrades from the two major credit rating houses Moody's and S&P. Each upgraded the Town to their second highest level. The Town's debt rating was upgraded from Aa2 to Aa1 from Moody and from AA to AA+ from S&P. The rating agencies reaffirmed the debt ratings in July 2020 with the new 2020 debt issuance. Both stating the rating reflects the Town's consistently strong financial management performance while maintaining a healthy reserve.

Appropriations for FY 2020-2021 in the Debt Service Fund will total \$7,699,741. This represents a 9.6% increase from the current year's budget. The Town recently issued the 2020 Certificates of Obligation 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 2020-2021 are estimated to decrease to \$24,504,693 (a decrease of 5.9%). This decrease is due to a one-time reimbursement from TXDOT's share in a capital project in the amount of \$2.5M in the FY 2019-2020 adopted budget. The adopted business plan for the Water and Sewer Utility Fund identifies the need for revenue growth 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:

Revenue Category	FY 2020 Proposed	% of Total
Water Charges	\$14,203,322	58.0%
Wastewater Charges	8,012,010	32.7%
Solid Waste Charges	1,622,200	6.6%
License, Fees & Permits	171,000	0.7%
Penalties	113,500	0.5%
Investment Income	55,000	0.2%
Miscellaneous	327,661	1.3%
<b>Revenue Total</b>	<b>\$24,504,693</b>	<b>100.0%</b>

The Town of Prosper along with other surrounding municipalities' purchases treated surface water from the North Texas Municipal Water District (NTMWD). The next year proposed budget reflects increased water consumption due to growth and customer demand. Rates from NTMWD will remain the same at \$3.04 per 1,000 gallons of water purchased.

The proposed budget authorizes the Town Manager to hire 3 additional 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>
Risk and Resilience Emergency Response Plan	\$ 130,000
Water Purchases	\$1,091,067
Water Meters	\$ 471,250
Utility Worker	\$ 47,491
Public Works Right-of-Way Inspector	\$ 99,244

**Wastewater:**

<u>Enhancements</u>	<u>Amount</u>
Sewer Management Fees	\$ 422,460
Odor Control – Lift Stations	\$ 148,300
Utility Worker	\$ 47,491

Currently, the Utility Fund holds just over \$34.83 million in outstanding debt. The Town has worked closely with our financial advisors, Hilltop Securities, to develop a sound debt management plan for the Utility Fund. In the future, the Town anticipates annual debt service increasing steadily with an increase in FY 2022 for lower pressure plane pump station and water line expansion as well as the Doe Branch parallel interceptor for wastewater needs and again in FY 2024 for the Doe Branch wastewater treatment plant expansion.

In order to appropriately manage Utility Fund debt, the Town and Hilltop Securities 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 over \$2.65 million in outstanding debt. During FY 2017-2018 budget, Council approved a rate increase in order to support debt service payments and still complete routine drainage/storm water maintenance.

### **CAPITAL IMPROVEMENT FUNDS**

The Capital Improvement Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities. The budget for these projects is 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. The table below summarizes the capital projects for FY 2020-2021.

<b>Street Projects</b>	
Fishtrap, Segment 4 (Middle – Elem)	2,750,000
Frontier Parkway (DNT – SH 289)	5,750,000
FM 1461 (SH 289 – CR 165) TxDOT	175,000
US 380 (US 377 – Denton County Line) TxDOT	105,000
<b>Traffic Projects</b>	
Fishtrap & Artesia Design and Construction	237,500
<b>Park Projects</b>	
Lakewood Preserve	544,500
Hays Park	375,000
Windsong Park #2 Design and Construction	260,000
Pecan Grove Park Phase 2	575,000
Windsong Hike and Bike Phases 5-7 Design and Construction	475,000
Downtown Monument Design and Construction	270,000
<b>Facility Projects</b>	
Westside Radio Tower for Communications	500,000
<b>Water Projects</b>	
LPP Water Line Phase 2 Easement Costs	1,000,000
<b>Drainage Projects</b>	
Coleman Street Channel Improvements	400,000
Church and Parvin Sanitary Sewer and Drainage	215,000
Old Town Regional Retention Pond	385,000

## **GENERAL DISCUSSION ITEMS**

The following items have also been incorporated into the FY 2020-2021 Proposed Budget:

- Continued partnerships with other entities have produced multiple saving opportunities for shared services or improving our customer service to residents and visitors alike.
  - 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 Interlocal agreements with Frisco for the Police and Fire Departments to access their radio system.
  - Interlocal Agreement for landscape services with the City of McKinney and City of Frisco.
  - Parking lot at new Prosper ISD stadium.
  - Three-way Interlocal Agreement for Frontier Parkway BNSF overpass with Collin County and the City of Celina.

## **AWARDS**

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Prosper, Texas, for its Annual Budget for the fiscal year beginning October 1, 2019. The Town has received a Distinguished Budget Award for the last three consecutive years. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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



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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Harlan Jefferson', with a stylized, flowing script.

Harlan Jefferson  
Town Manager

## Entity Profile

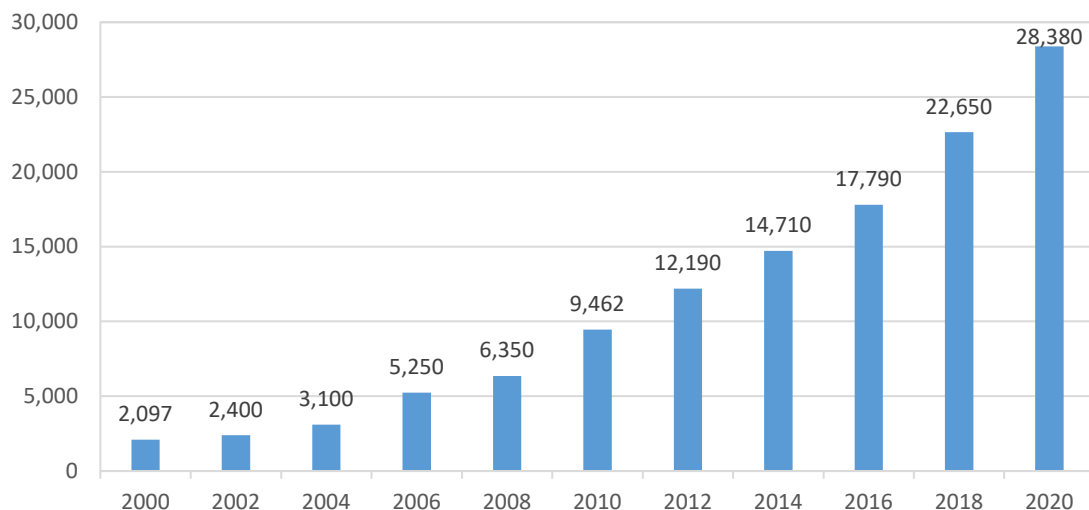
The Town is a political subdivision and a home rule municipality under the law of the state. A Home Rule Charter was approved by the voters of the Town at an election held November 7, 2006, and revised on May 14, 2011 and May 6, 2017. The Town operates as a Council-Manager form of government with the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

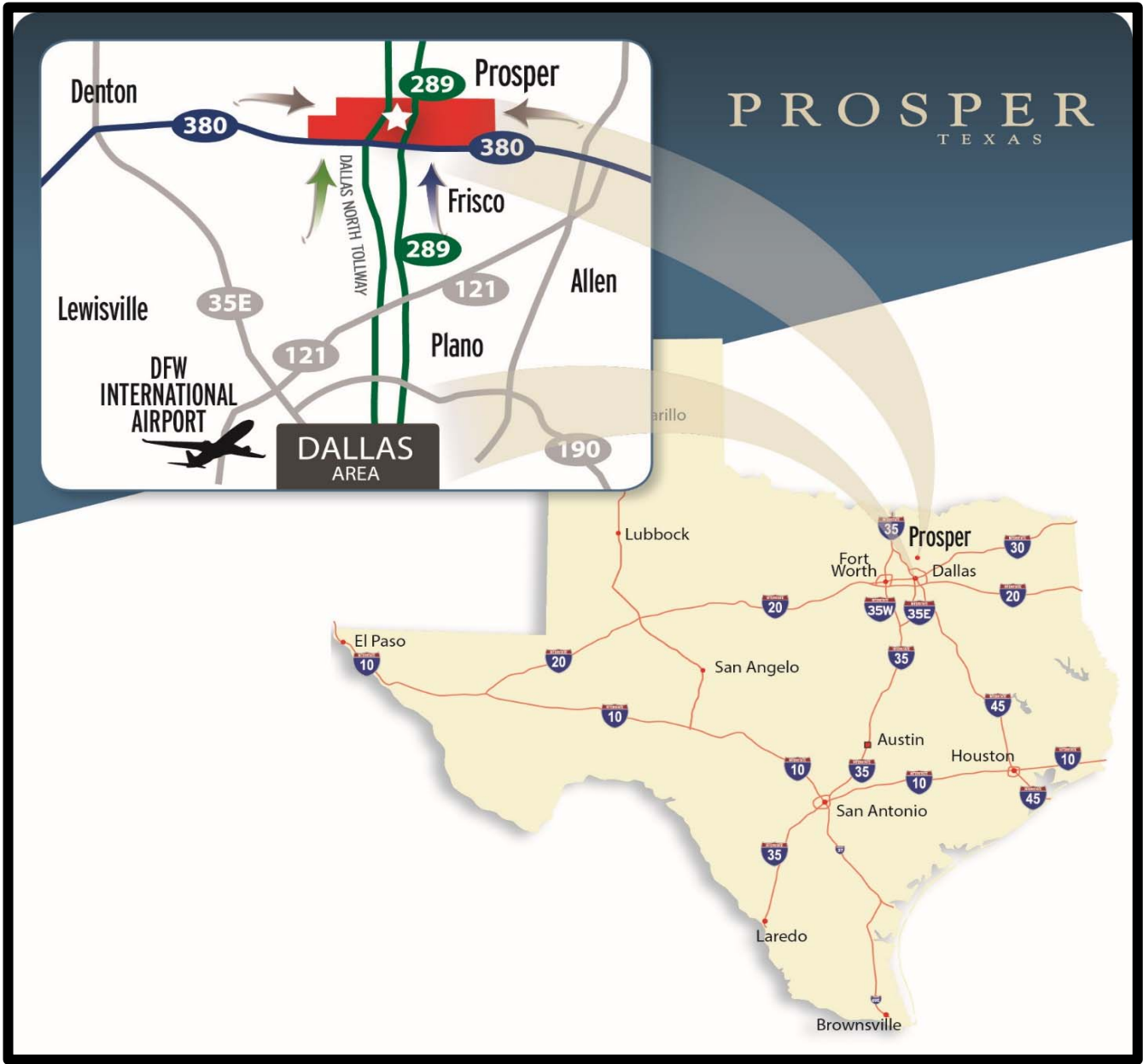
Services the Town provides include: public safety (police, fire protection, and dispatch), and municipal court, public streets, water/wastewater and storm drainage utilities, parks and recreation, library, public improvements, engineering, planning and zoning, building inspections and code compliance,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

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

The Town is home to first-rate schools receiving top marks in recent grades from TEA and state championship sports teams, over 400 acres of open space and parks, and other amenities. Access to the DFW area, coupled with a commitment to maintain a high standard of living has created rapid growth for the Prosper community. In November 2019, Prosper was recognized in two publications. U.S. News and World Report listed Prosper as one of the top 25 “greatest small towns to live in the U.S.”, while the Texas State Demographer estimated Prosper experienced the third greatest increase in population percentage (159.3%) in Texas between 2010 and 2018. This pace is expected to increase over the ensuing years.

The 2010 Census population for the Town was 9,462, and the 2020 estimate is 28,380.





## Demographics and Economic Statistics

2020 Estimated Population: 28,380

2020 Assessed Valuation: \$4,601,196,301

Median Age: 34.4\*

Median Household Income: \$114,267\*

Number of Households (includes renter-occupied apartments): 10,553

Square Miles: 27

Unemployment Rate: 3.3%\*

### Major Employers:

Prosper ISD	Public Education	1,916
Kroger	Grocery Store	512
Wal-Mart	Grocery/Retail Store	300
Town of Prosper	Municipality	267
Lowe's	Home Improvement Store	115
Olive Garden	Restaurant	110
Longo Toyota	Automotive	84
Dicks/Field & Stream	Retail	80
Gentle Creek	Golf Course	76
Texas Health Resources	Healthcare Facility	70

### Major Taxpayers:

	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
380 & 289 LP	\$81,913,266	1.78%
DD Bluestem LLC	\$55,238,116	1.20%
Orion Prosper Lakes LLC	\$41,055,074	0.89%
Northeast 423/380 LTD	\$36,234,243	0.79%
Kroger Texas LP	\$35,293,727	0.77%
Orion Prosper LLC	\$33,534,821	0.73%
GOP #2 LLC	\$30,744,085	0.67%
Westside RE Investors LP	\$28,676,317	0.62%
MQ Prosper Retail LLC	\$25,225,119	0.55%
Wal-Mart Real Estate Business Trust	\$16,158,626	0.35%

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

## **The Budget Process**

### **PURPOSE OF AN ANNUAL BUDGET**

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

### **BUDGET DETAILS**

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

### **PREPARATION OF THE ANNUAL BUDGET DOCUMENT**

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

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

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

From June through July, 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**

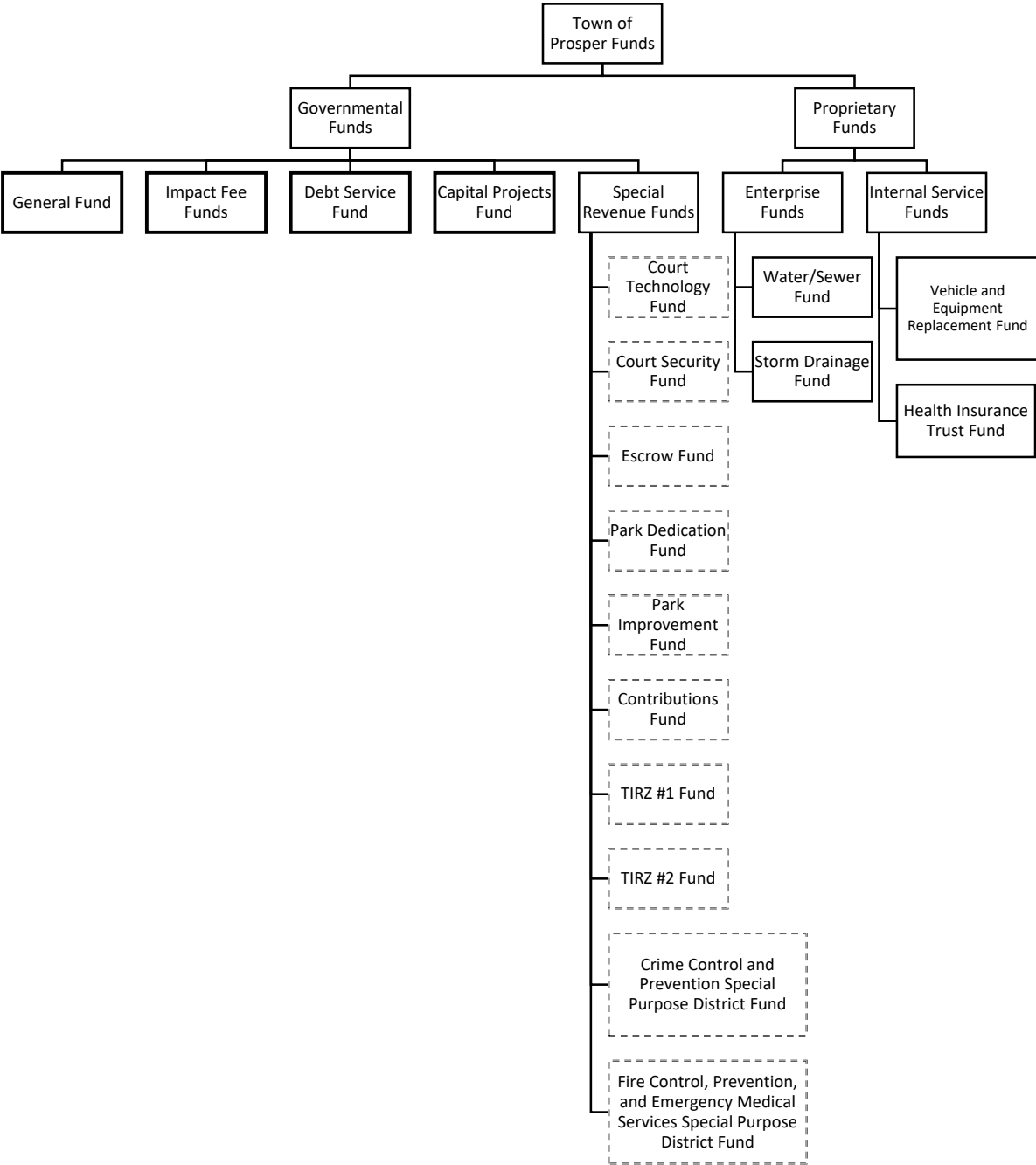
Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance,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

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

Fund Overview

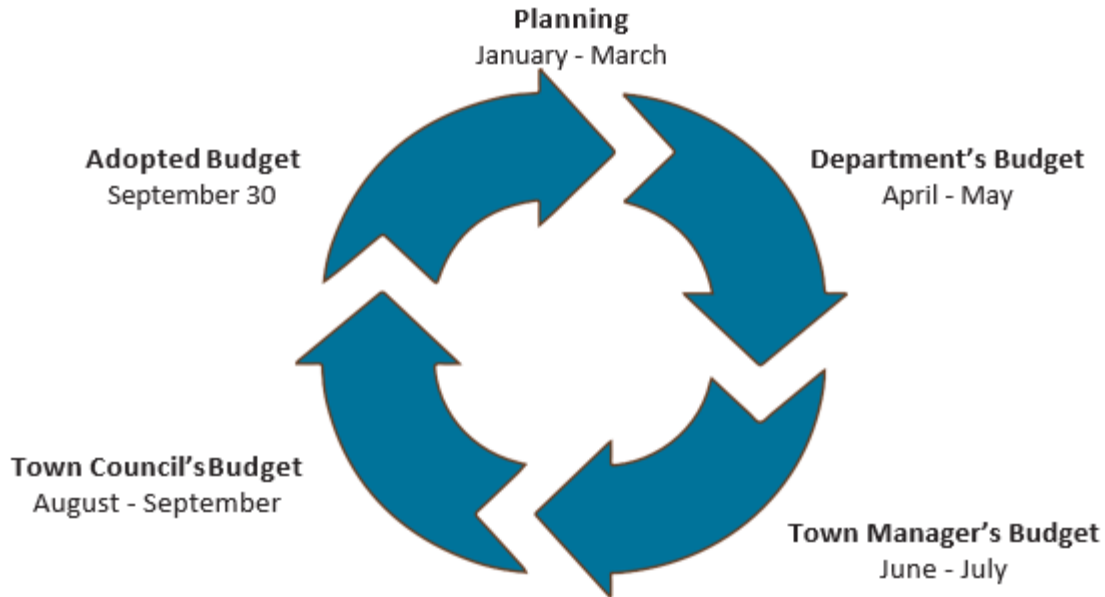


Non - Major Funds

Major Funds



# Town of Prosper Annual Budget Calendar



## Budget Calendar Actions

### **Planning** *January - March*

### **Department's Budget** *April - May*

**May 8** - Town staff completes revenue and expenditure projections through the end of the current fiscal year; prepares discretionary and non-discretionary budget requests and related forms.

**May 12** - Begin compilation and discussions with Department Heads.

### **Town Manager's Budget** *June - July*

**June 18** - Strategic Planning/Budget Work Session with Town Council and Department Heads.

**July 24** - Chief Appraiser certifies appraisal rolls for taxing units.

**July 31** - Certification of anticipated collection rate by collector.

### **Town Council's Budget** *August - September*

**August 3** - Calculation of no-new-revenue and voter-approval tax rates. 72-hour notice for meeting (Open Meetings Notice).

**August 11** - Town Council meeting to discuss tax rate; if proposed tax rate will exceed the no-new-revenue tax rate or the voter-approval tax rate (whichever is lower), take record vote and schedule Public Hearings. Town Manager presents proposed budget for FY 2020-2021. Proposed budget must be posted on website from this date until adopted.

**August 12** - "Notice of FY 2020-2021 Budget Public Hearing" notice in newspaper and on Town website published at least seven days before the Public Hearing.

**August 18** - Finance Committee reviews Proposed Budget.

**August 21** - 72-hour notice for Public Hearing (Open Meetings Notice).

**August 25** - Public Hearing for budget.

**September 4** - 72-Hour notice for Public Hearing at which governing body will adopt tax rate (Open Meetings Notice).

**September 8** - Town Council meeting to consider passing ordinances adopting the FY 2020-2021 budget and tax rate. Budget must be adopted before the tax rate, and both must be record votes. Taxing unit must adopt tax rate before September 30 or 60 days after receiving certified appraisal roll, whichever is later.

**September 9** - Final approved budget to be filed with Town Secretary. Submit ordinances to Collin and Denton County Tax Offices. Tax Assessor/Collector and Appraisal District notified of current year tax rates.

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

## Town Council



**Mayor  
Ray Smith**  
Term: May 2022



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



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



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



# TOWN COUNCIL



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



**Council Member Place 5  
Jeff Hodges**  
Term: November 2020\*



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

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

\*Original term end date of May 2020; Positions held over to November 2020 election due to COVID-19.

## Major Initiatives 2019 - 2020

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

		Status	Priority	Status Update May 2020	Staff Member	Original Estimated Completion Date
4	<b>Goal 1 – Maintain Community Character</b>					
5	Enforce strategies to oppose the US 380 Bypass within Prosper	In progress - multi-year	1	Summer 2023	HJ	Summer 2023
6	Ensure measures are taken to avoid construction of electric substations in inappropriate locations	In progress - multi-year	1	Summer 2023	HJ	Summer 2023
7	Complete US 380 Landscaping (Custer - Lovers)	In progress - multi-year	2	Fall 2021	DR	Summer 2018
8	Apply for Parks and Recreation National Accreditation	In progress - multi-year	3	Fall 2021	DR	Fall 2020
9						
10	<b>Goal 1a – Ensure Quality Development</b>					
11	Update Comprehensive Plan Base Map, Demographics and Statistics	In progress - current year	1	Fall 2020	JW	Fall 2020
12	Conduct a complete update of the Comprehensive Plan	On hold	1	Fall 2022	JW	Fall 2022
13	Update non-residential development standards including enhance thoroughfare screening, and vision for DNT/US 380	Complete	3	Fall 2019	JW	Fall 2016
14	Identify and Implement one key Public/Private Partnership project for Downtown	On-going	3		JW (EDC)	Fall 2018
15	Enhance Old Town Residential Revitalization	Complete	3	Summer 2019	JW	Fall 2018
16	Establish Compliance Date for Concrete Batch Plants	Complete	1	Spring 2020	JW	Spring 2020
17	Amend the Code of Ordinances to allow more flexibility	Complete	1	Summer 2020	JW	Summer 2020
18						
19	<b>Goal 1b – Maintain Safety and Security</b>					
20	Obtain and Maintain Texas Fire Chiefs Association Best Practices Recognition	Complete	2	Winter 2019-2020	SB	Spring 2017
21	Ladder Truck put into service	Complete	2	Winter 2019-2020	SB	Winter 2019-2020
22	Obtain & Maintain American Heart Association Mission Lifeline Status	On-going	2	Summer 2021	SB	Summer 2019
23	Traffic Unit will specialize in all aspects of roadway safety	Complete		Spring 2020	DK	Spring 2020
24	Establish a permanent Emergency Operations Center (EOC) for the Town	In progress - multi-year	2	TBD	SB	TBD
25	Cyber-security posture review/audit	In progress - multi-year	2	Fall 2021	LJ	Fall 2021
26	Security at water towers and pump stations	In progress - multi-year	3	Winter 2021-2022	FJ	Winter 2021-2022
27						
28	<b>Goal 1c – Provide Efficient and Effective Utilities, Roads and Infrastructure</b>					
29	Develop a railroad crossing strategy.	Complete	1	Winter 2019-2020	HW	Fall 2019
30	Complete construction Fishtrap Elevated Storage Tank (South)	In progress - current year	1	Fall 2020	HW	Summer 2019
31	Complete construction 24" WL Connection from LPP EST to DNT/42" to Coit	Complete	1	Spring 2020	HW	Summer 2019
32	Complete construction Lower Pressure Plane Pump Station and Transmission Line	In progress - multi-year	1	Summer 2023	HW	Summer 2021
33	Complete construction Fishtrap Rd. from FM 1385 to Dallas North Tollway (two Sections)	Complete	1	Fall 2019	HW	Summer 2015
34	> from FM 1385 to Gee Rd.					
35	> from Gee Rd. to Dallas North Tollway - asphalt construction completed in Aug. 2016					
36	Complete design Coit Road (First - Frontier)	In progress - current year	2	Winter 2020-2021	HW	Fall 2018
37	Complete design Prosper Trail (Coit - Custer)	Complete	2	Spring 2020	HW	Fall 2018
38	Collin County complete construction Frontier Parkway (BNSF Overpass)	In progress - multi-year	2	Spring 2023	HW	Summer 2021
39	Complete construction Cook Lane (E/W Collector - First), Phase 1	In progress - multi-year	1	Spring 2021	HW	Summer 2019
40	Complete construction Cook Lane (End - E/W Collector), Phase 2	In progress - current year	1	Summer 2020	HW	Summer 2019
41	TxDOT complete construction FM 2478 (US 380 - FM 1461)	In progress - multi-year	2	Winter 2022-2023	HW	Summer 2022

		Status	Priority	Status Update May 2020	Staff Member	Original Estimated Completion Date
42	TxDOT complete construction US 380 (US 377 - Denton County Line)	In progress - multi-year	2	Spring 2024	HW	Summer 2025
43	TxDOT complete construction FM 1461 (SH 289 -CR 165)	In progress - multi-year	2	Fall 2026	HW	2022-2027
44	Complete construction First Street (Coit - Custer)	In progress - multi-year	1	Winter 2022-2023	HW	Winter 2022-2023
45	Complete construction Victory Way (Coleman - Frontier)	In progress - current year	1	Winter 2020-2021	HW	Winter 2020-2021
46	Complete construction of Fishtrap and Teel Intersection	In progress - current year	1	Summer 2020	HW	Summer 2020
47	Complete construction of Fishtrap (Teel Parkway - Middle School): Segments 1-3	In progress - current year	1	Summer 2020	HW	Summer 2020
48	Complete construction of Fishtrap (Middle School - Elementary School): Segment 4	In progress - multi-year	1	Summer 2021	HW	Summer 2021
49	Complete construction of Fishtrap Road (Elementary School - DNT)	In progress - multi-year	1	Fall 2022	HW	Fall 2022
50	Complete construction of Prosper Trail and DNT Intersection	In progress - multi-year	2	Summer 2021	HW	Summer 2021
51	Complete construction of Prosper Trail (Coit - Custer), 2 lanes	In progress - multi-year	1	Summer 2021	HW	Summer 2021
52	Complete Infrastructure Risk and Resilience Assessment	In progress - multi-year	1	Winter 2021-2022	FJ	Summer 2021
53	NTTA complete construction DNT Main Lanes	In progress - multi-year	1	Spring 2026	HW	Spring 2026
54	Emergency Response Plan for Public Works	In progress - multi-year	1	Winter 2021-2022	FJ	Summer 2021
55	Update CMOM	In progress - current year	1	Winter 2020-2021	FJ	Spring 2021
56	Town Road Assessment Program	In progress - multi-year	2	Winter 2022-2023	FJ	Summer 2022
57	Amend the Thoroughfare Plan to address roadway alignment accuracy issues and overpass on First Street	Complete	1	Spring 2020	JW	Spring 2020
58	Construct silent crossings at First Street and Fifth Street	In progress - current year	2	Fall 2020	HW	Fall 2020
59						
60	<b>Goal 2 – Maintain a Quality Town Workforce</b>					
61	Pursue Organizational Excellence through staff development, training, and industry best practices recognition	On-going	2		CS (JE)	
62						
63	<b>Goal 3 – Ensure Fiscal Stewardship</b>					
64	Pursue targeted, innovative grant opportunities to optimize operations.	On-going	1		CS (BP)	
65	Evaluate the Town's ERP and inspections software systems for new and expanded capabilities or replacement	In progress - multi-year	2	Fall 2022	CS (BP)	Fall 2022
66	Develop a long-term plan for staffing, Town Facilities, and infrastructure financing	On-going	1		CS (BP)	
67	Coordinate the activities of a Bond Committee and present their recommendations to the Town Council	Complete	1	Summer 2020	CS	Summer 2020
68	Implement agreed upon strategies for dealing with revenue caps	Complete	1	Summer 2020	CS	Fall 2020
69	Become a member of NTMWD which will reduce our wholesale water rates	In progress - multi-year	2	Fall 2025	HJ	Fall 2025
70						
71	<b>Goal 4 – Maintain Proactive Communication with Engaged Residents</b>					
72	Create a graphic identity policy and branding style guidelines for printed and digital materials	On hold	2	Winter 2021-2022	RB	Winter 2020-2021
73	Conduct a resident communication survey to determine preferred methods and effectiveness of communication	In progress - current year	3	Winter 2020-2021	RB	Winter 2020-2021
74	Make Smart Meter data accessible to residents	In progress - current year	3	Winter 2020-2021	CS (BP)	Winter 2020-2021
75	Conduct CPR Training for Prosper Residents (Friends & Family)	On-going	2		SB	Summer 2019
76	Implement effective, new social media tools	On-going	2		RB	Fall 2018
77						
78	<b>Goal 5 – Provide Quality Recreation Opportunities and Town Facilities</b>					
79	<b>Goal 5a – Maximize Recreation and Leisure Opportunities</b>					
80	Evaluate Downtown Parkland/Open Space options	Complete	1	Winter 2020-2021	DR	Summer 2019
81	Update the Parks, Recreation, and Open Space Master Plan	On hold	1	Fall 2023	DR	Fall 2023
82	Adoption of Hike and Bike Master Plan	In progress - current year	1	Fall 2020	DR	Fall 2020
83	Develop Master Plan for Hays Park	Complete	2	Summer 2020	DR	Summer 2020
84						

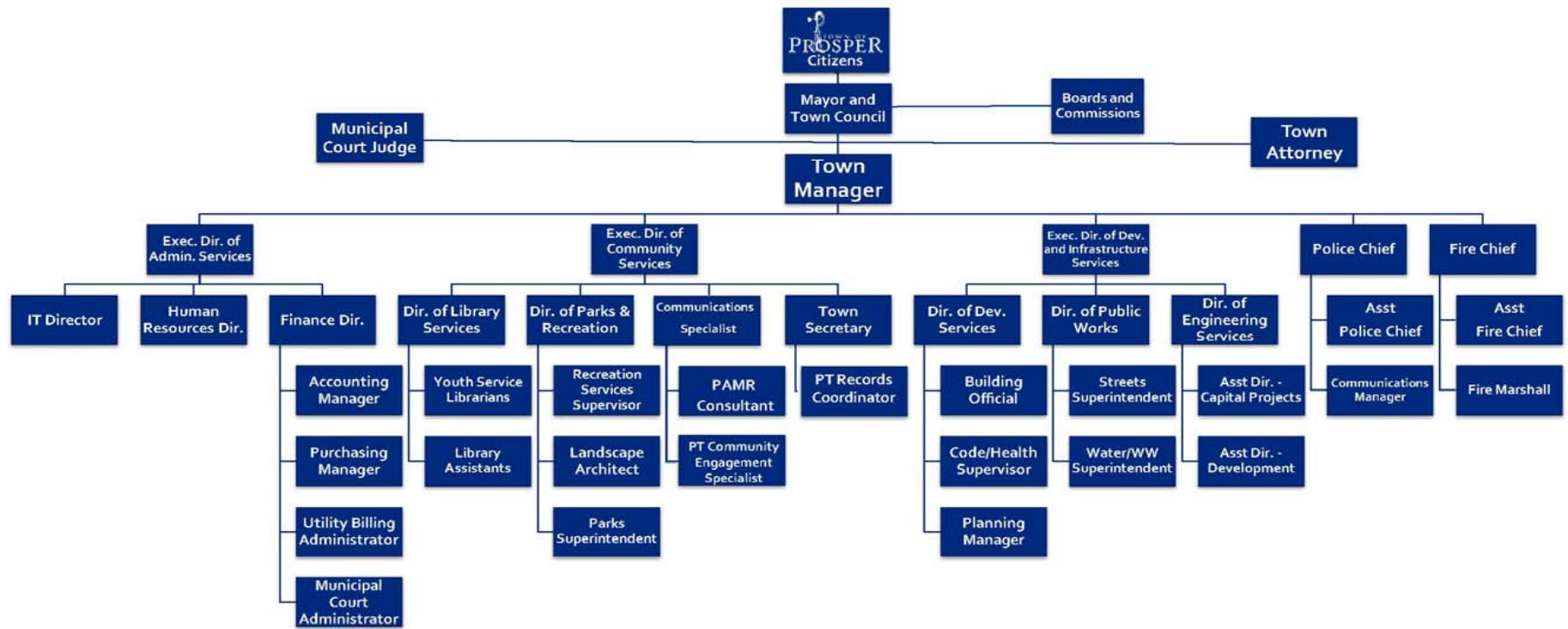
		Status	Priority	Status Update May 2020	Staff Member	Original Estimated Completion Date
85	<b>Goal 5b – Improve Town Facilities</b>					
86	Plan and prioritize future facility needs	Complete	1	Summer 2020	CS (BP)	Winter 2020-2021
87	Construct and occupy Public Safety facility	In progress - current year	1	Fall 2020	HW/DK	Fall 2020
88	Develop a Public/Private Partnerships with the communications industry	Complete	2	Summer 2020	CS (LJ)	Fall 2020
89	Develop a Data Transmission Infrastructure plan to link Town facilities	On-going	1	Fall 2020	CS (LJ)	Fall 2020
90	Develop a specification / standard to ensure dark fiber connectivity is included in future Town facility project costs	On-going	2		LJ	
91	Construct Frontier Park Storage Facility	On Hold	1	Fall 2020	DR	Fall 2020
92						
93	<b>Goal 6 – Engage in Effective Intergovernmental Relations</b>					
94	Leverage intergovernmental relationships to achieve regional transportation solutions	On-going	1		HJ	
95	Continue and improve regular communications with PISD to coordinate plans for infrastructure improvements.	On-going	2		HW	
96	Coordinate with the Counties and TxDOT to ensure local interests are considered on major roadway projects.	On-going	2		HW	
97	Develop a Legislative Agenda	In progress - current year	2	Winter 2020-2021	HJ	
98	Implement a cyber mutual aid agreement with surrounding municipalities	In progress - current year	2	Winter 2020-2021	LJ	
99						

# of Projects:		% of total	Current Year % Complete*
18	Complete	25%	55%
15	In progress - current year*	21%	
24	In progress - multi-year	33%	
12	On-going	16%	
4	On hold	5%	
73	<b>Total</b>	<b>100%</b>	

Based upon the January 2020 Staff and Council Strategic Planning Sessions

\*current year refers to projects expected to be complete by Winter 2020-2021

## Organizational Chart



## Authorized Positions

Fund	Department	Position Type	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	REVISED 2019-2020	ADOPTED 2020-2021
<b><u>GENERAL FUND</u></b>							
	Town Manager*		1.00	1.00	1.00	1.00	2.00
	Town Secretary		4.00	4.00	4.00	5.00	2.50
	Finance		7.00	7.00	7.00	7.00	7.00
	Human Resources		3.00	4.00	4.00	4.00	4.00
	Information Technology		2.00	3.00	3.00	3.00	6.00
	Communications		0.00	0.00	0.00	0.00	2.50
	Court		3.50	4.00	4.00	4.00	4.00
	Police		30.00	36.00	40.00	40.00	45.00
	Dispatch		9.00	11.00	11.00	11.00	13.00
	Fire		40.00	41.00	41.00	47.00	50.00
	On-call temporary pool		15.00	15.00	15.00	15.00	15.00
	Fire Marshal		2.00	3.00	3.00	3.00	4.00
	Inspections		15.00	16.00	16.00	16.00	16.00
	Code Compliance		2.00	2.00	3.00	3.00	3.00
	Planning		5.00	5.00	5.00	5.00	5.00
	Streets		5.00	6.00	8.00	8.00	8.00
	Parks		22.00	26.00	27.00	27.00	27.00
	Library		6.50	6.50	6.50	6.50	6.50
	Engineering		7.00	10.00	12.00	12.00	12.00
		<i>Subtotal Full-Time</i>	162.00	183.00	193.00	199.00	214.00
		<i>Subtotal Part-Time</i>	2.00	2.50	2.50	3.50	3.50
		<i>Subtotal Temporary</i>	15.00	15.00	15.00	15.00	15.00
<b>Total General Fund</b>			<b>179.00</b>	<b>200.50</b>	<b>210.50</b>	<b>217.50</b>	<b>232.50</b>
<b><u>WATER/SEWER FUND</u></b>							
	Utility Billing		4.00	4.00	4.00	4.00	4.00
	Water		21.00	24.00	25.00	25.00	27.00
	Engineering		0.00	0.00	4.00	4.00	4.00
	Wastewater		9.00	12.00	14.00	14.00	15.00
		<i>Subtotal Full-Time</i>	34.00	40.00	47.00	47.00	50.00
		<i>Subtotal Part-Time</i>	0.00	0.00	0.00	0.00	0.00
<b>Total Water/Sewer Fund</b>			<b>34.00</b>	<b>40.00</b>	<b>47.00</b>	<b>47.00</b>	<b>50.00</b>
<b><u>DRAINAGE UTILITY FUND</u></b>							
<b>Total Drainage Utility Fund</b>		<i>All Full-time</i>	2.00	2.00	2.00	2.00	2.00
		Position Type	ACTUAL 2017-2018	ACTUAL 2018-2019	ADOPTED 2019-2020	REVISED 2019-2020	ADOPTED 2020-2021
<b><u>ALL FUNDS</u></b>							
		<i>Total Full-Time</i>	198.00	225.00	242.00	248.00	266.00
		<i>Total Part-Time</i>	2.00	2.50	2.50	3.50	3.50
		<i>Total Temporary</i>	15.00	15.00	15.00	15.00	15.00
<b>Total All Funds</b>			<b>215.00</b>	<b>242.50</b>	<b>259.50</b>	<b>266.50</b>	<b>284.50</b>

\* Previously the Town Manager position was a contract position. A full-time employee is added in FY 20/21.





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

	ACTUAL 2018-2019	PROJECTED 2019-2020	ADOPTED 2020-2021
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes	29,663,922	34,120,984	36,452,310
Inter-governmental	106,906	432,717	914,672
License, Fees & Permits	7,834,258	6,575,808	6,174,475
Charges for Services	23,831,240	26,991,662	28,814,016
Fines & Warrants	486,868	350,000	400,000
Investment Income	1,098,782	632,950	278,550
Miscellaneous Revenue	1,480,252	4,751,336	977,211
Impact Fees	9,830,659	9,984,305	7,850,000
<b>Subtotal-Revenues</b>	<b>\$ 74,332,887</b>	<b>\$ 83,839,762</b>	<b>\$ 81,861,234</b>
<b>OTHER RESOURCES:</b>			
Transfers In	4,568,093	3,011,769	2,550,325
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 78,900,980</b>	<b>\$ 86,851,531</b>	<b>\$ 84,411,559</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	14,739,520	12,113,498	13,259,700
Public Safety	14,619,341	14,482,106	16,627,469
Community Services	4,189,032	4,462,007	6,340,459
Streets & Highways	4,184,055	3,180,127	3,272,379
Development Services	2,686,602	2,796,535	3,371,304
Utility Services	12,441,811	15,387,883	17,080,338
Engineering	1,209,670	1,460,062	2,031,806
Debt Service	9,489,924	11,201,618	11,646,602
Economic Infrastructure Development	1,532,547	3,364,110	2,736,035
Impact Fee Infrastructure Development	7,715,488	6,812,290	7,842,500
<b>Subtotal-Expenditures</b>	<b>\$ 72,807,990</b>	<b>\$ 75,260,236</b>	<b>\$ 84,208,592</b>
Transfers Out	6,649,708	5,821,831	1,359,294
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 79,457,698</b>	<b>\$ 81,082,067</b>	<b>\$ 85,567,886</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (556,718)</b>	<b>\$ 5,769,464</b>	<b>\$ (1,156,328)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 34,009,839</b>	<b>\$ 33,453,121</b>	<b>\$ 39,222,585</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (556,718)</b>	<b>\$ 5,769,464</b>	<b>\$ (1,156,328)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 33,453,121</b>	<b>\$ 39,222,585</b>	<b>\$ 38,066,258</b>

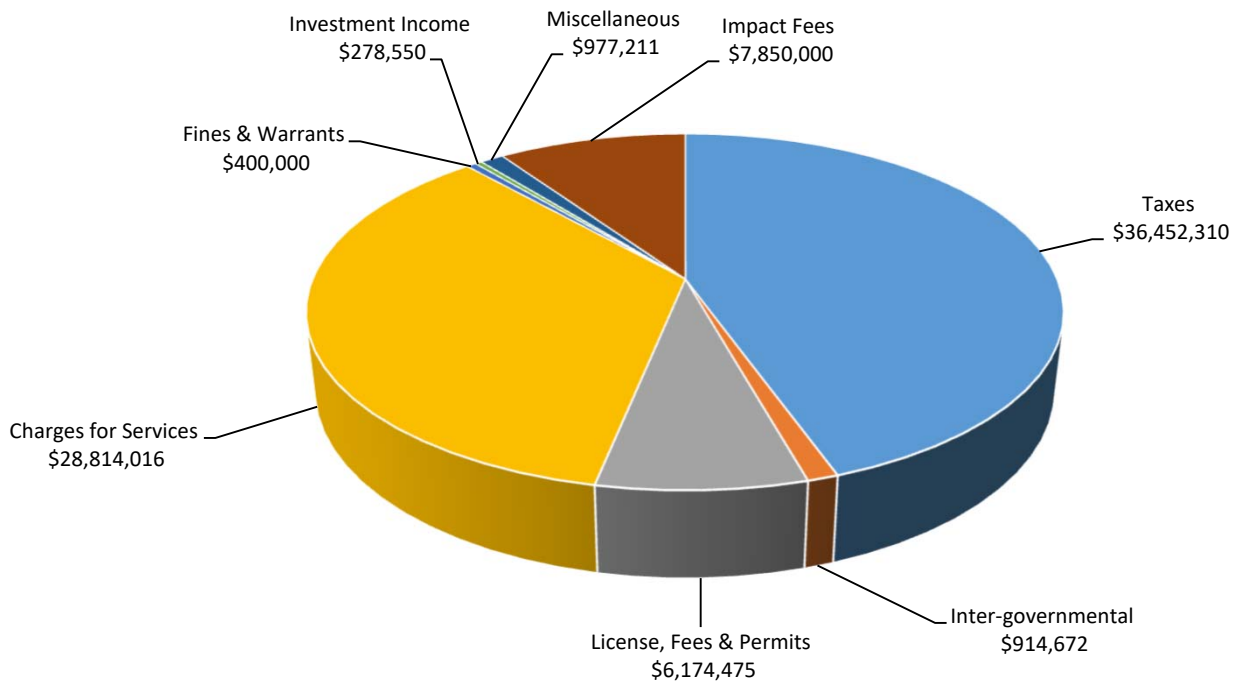
**CONSOLIDATED FUND SUMMARY**  
**FISCAL YEAR 2020-2021**

	GENERAL FUND	DEBT SERVICE FUND	IMPACT FEE FUNDS	UTILITY FUNDS
<b>ESTIMATED RESOURCES</b>				
<b>REVENUES:</b>				
Taxes	24,039,308	7,549,503	-	-
Inter-governmental	414,672	-	-	-
License, Fees & Permits	5,589,975	-	-	284,500
Charges for Services	845,275	-	-	24,542,532
Fines & Warrants	400,000	-	-	-
Investment Income	\$85,000	45,000	42,000	59,200
Miscellaneous Revenue	\$252,350	-	200,000	333,661
Impact Fees	-	-	6,850,000	-
<b>Subtotal-Revenues</b>	<b>\$ 31,626,580</b>	<b>\$ 7,594,503</b>	<b>\$ 7,092,000</b>	<b>\$ 25,219,894</b>
<b>OTHER RESOURCES:</b>				
Transfers In	1,071,820	-	-	-
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 32,698,400</b>	<b>\$ 7,594,503</b>	<b>\$ 7,092,000</b>	<b>\$ 25,219,894</b>
<b>ESTIMATED USES</b>				
<b>Direct Expenditures by Function:</b>				
General Government/Central Services	5,598,394	-	-	2,570,664
Public Safety	13,710,949	-	-	-
Community Services	4,605,459	-	-	-
Streets & Highways	3,272,379	-	-	-
Development Services	3,371,304	-	-	-
Utility Services	-	-	-	17,080,338
Engineering	2,031,806	-	-	-
Debt Service	-	7,699,741	-	3,946,861
Economic Infrastructure Development	-	-	-	-
Impact Fee Infrastructure Development	-	-	7,842,500	-
<b>Subtotal-Expenditures</b>	<b>\$ 32,590,291</b>	<b>\$ 7,699,741</b>	<b>\$ 7,842,500</b>	<b>\$ 23,597,863</b>
Transfers Out	-	-	-	1,359,294
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 32,590,291</b>	<b>\$ 7,699,741</b>	<b>\$ 7,842,500</b>	<b>\$ 24,957,157</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 108,109</b>	<b>\$ (105,238)</b>	<b>\$ (750,500)</b>	<b>\$ 262,737</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 11,483,495</b>	<b>\$ 2,632,100</b>	<b>\$ 7,353,096</b>	<b>\$ 9,331,480</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 108,109</b>	<b>\$ (105,238)</b>	<b>\$ (750,500)</b>	<b>\$ 262,737</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 11,591,604</b>	<b>\$ 2,526,862</b>	<b>\$ 6,602,596</b>	<b>\$ 9,594,217</b>

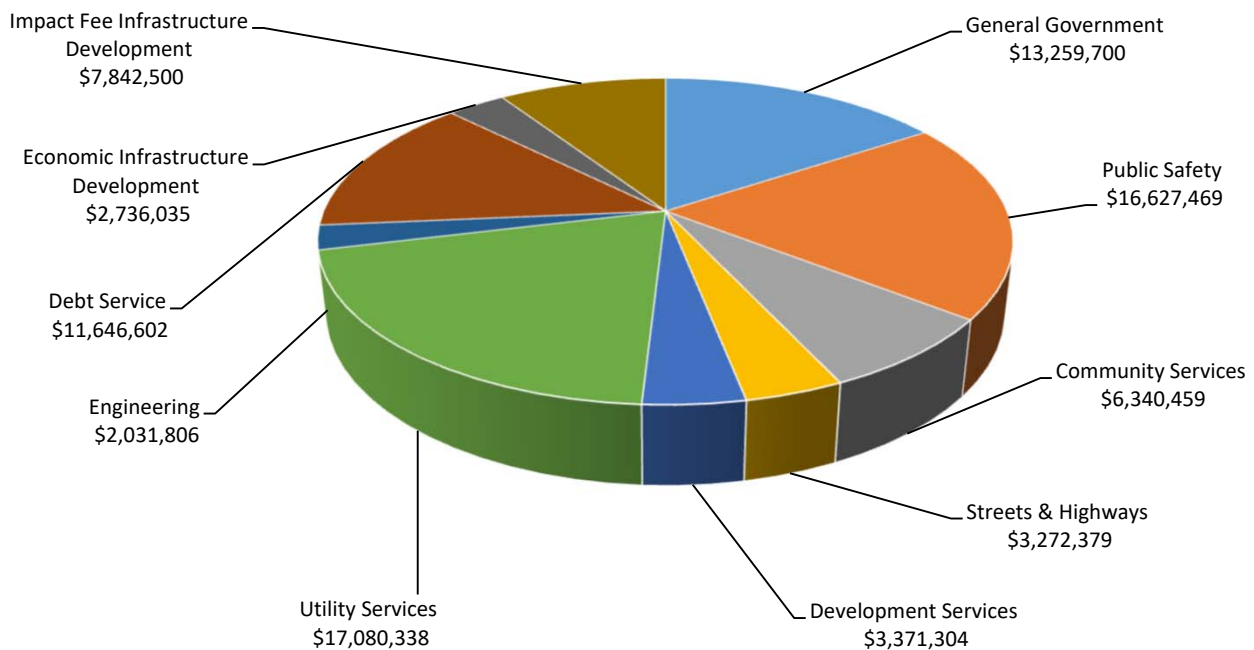
	SPECIAL REVENUE FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes	4,863,499	-	36,452,310
Inter-governmental	500,000	-	914,672
License, Fees & Permits	300,000	-	6,174,475
Charges for Services	-	3,426,209	28,814,016
Fines & Warrants	-	-	400,000
Investment Income	20,350	27,000	278,550
Miscellaneous Revenue	52,200	139,000	977,211
Impact Fees	1,000,000	-	7,850,000
<b>Subtotal-Revenues</b>	<b>\$ 6,736,049</b>	<b>\$ 3,592,209</b>	<b>\$ 81,861,234</b>
<b>OTHER RESOURCES:</b>			
Transfers In	-	1,478,505	2,550,325
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 6,736,049</b>	<b>\$ 5,070,714</b>	<b>\$ 84,411,559</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	271,246	4,819,396	13,259,700
Public Safety	2,916,520	-	16,627,469
Community Services	1,735,000	-	6,340,459
Streets & Highways	-	-	3,272,379
Development Services	-	-	3,371,304
Utility Services	-	-	17,080,338
Engineering	-	-	2,031,806
Debt Service	-	-	11,646,602
Economic Infrastructure Development	2,736,035	-	2,736,035
Impact Fee Infrastructure Development	-	-	7,842,500
<b>Subtotal-Expenditures</b>	<b>\$ 7,658,801</b>	<b>\$ 4,819,396</b>	<b>\$ 84,208,592</b>
Transfers Out	-	-	1,359,294
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 7,658,801</b>	<b>\$ 4,819,396</b>	<b>\$ 85,567,886</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (922,752)</b>	<b>\$ 251,318</b>	<b>\$ (1,156,328)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,910,510</b>	<b>\$ 4,511,905</b>	<b>\$ 39,222,585</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (922,752)</b>	<b>\$ 251,318</b>	<b>\$ (1,156,328)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,987,758</b>	<b>\$ 4,763,223</b>	<b>\$ 38,066,258</b>

## Combined Graphs

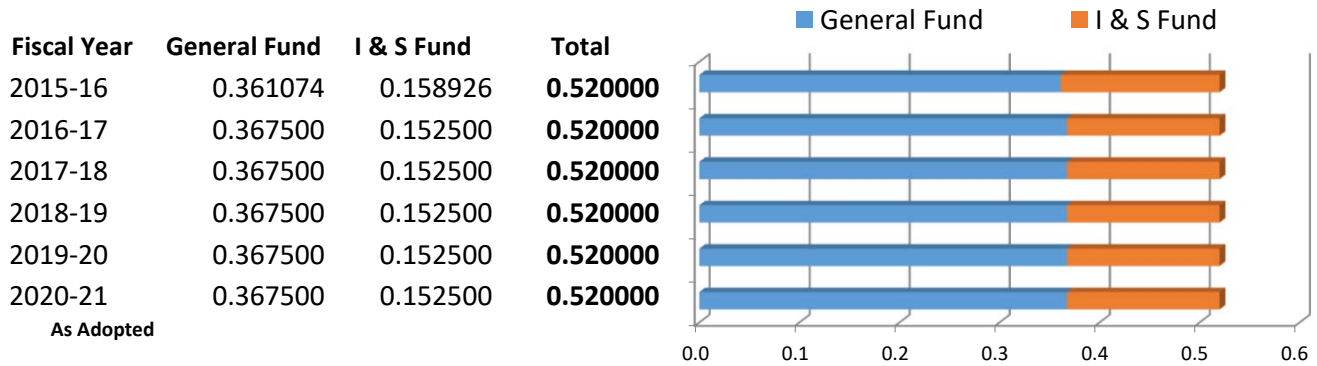
### All Funds Revenues by Type



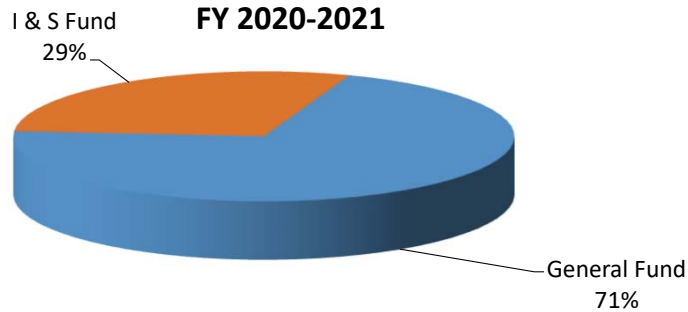
### All Funds Expenditures by Type



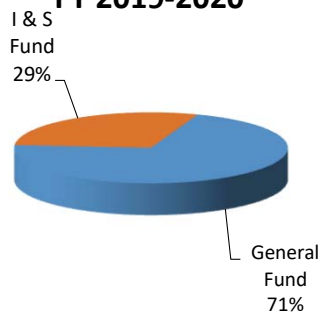
### Property Tax Rate Distribution General and I & S Funds



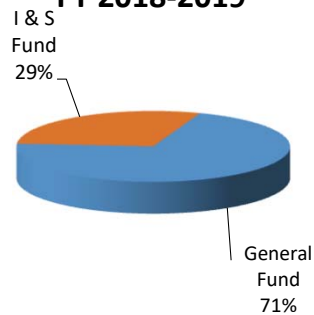
### Tax Rate Distribution FY 2020-2021



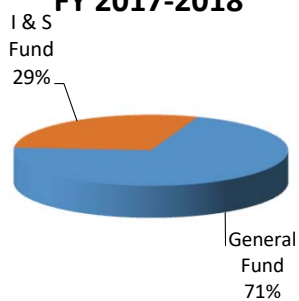
### FY 2019-2020



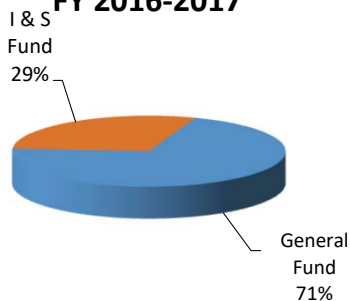
### FY 2018-2019



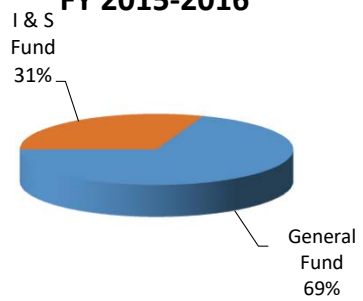
### FY 2017-2018



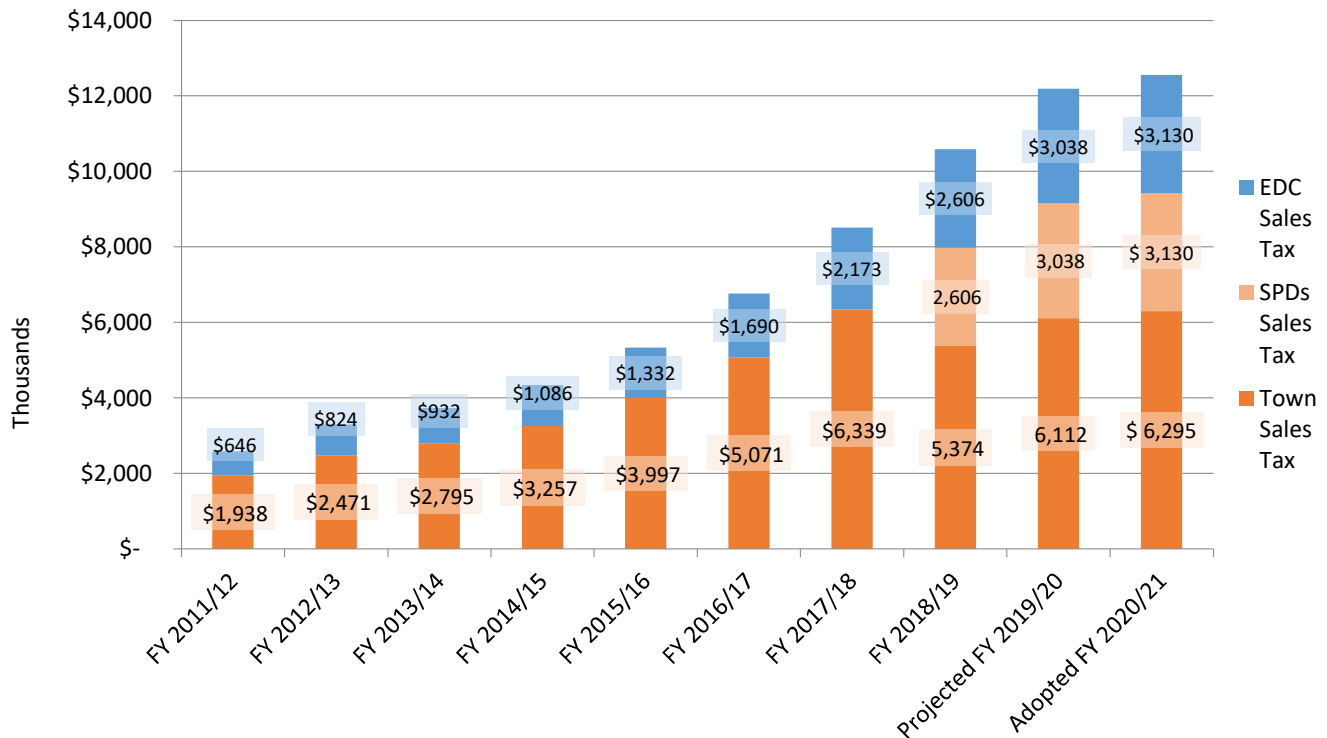
### FY 2016-2017



### FY 2015-2016



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



Source: The Texas State Comptrollers Website

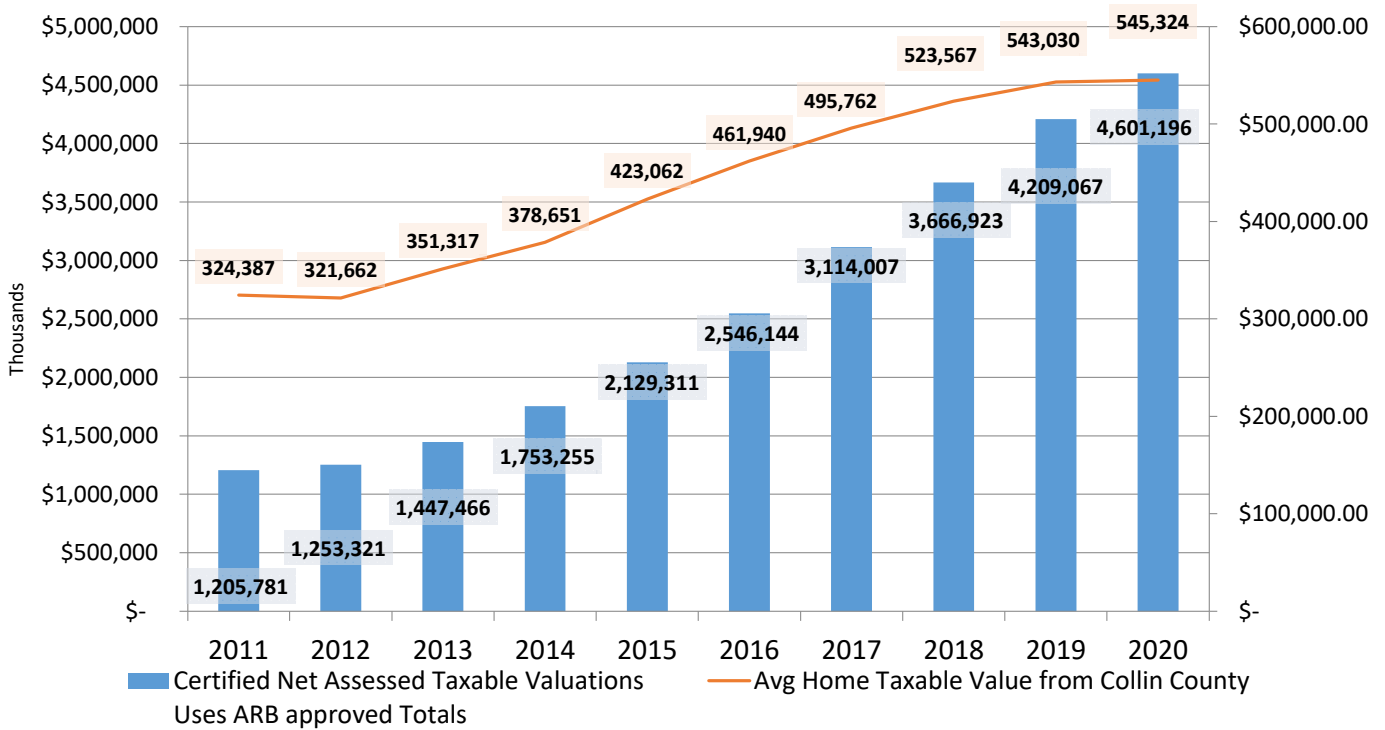
Notes: The Town held an election May, 2018 to create two Special Purpose Districts for Crime and Fire that are supported by a quarter of a percent of sales tax collected in the Town.

Sales taxes contribute approximately 17.7% of General Fund revenues and are the second largest source of revenue for the General Fund budget. The Town examines the market conditions in Prosper and the Metroplex in budgeting sales tax conservatively year to year.

The Town's three major categories (Retail trade, Manufacturing, and Food Services) make up approximately 60% of the Town's sales tax collections.

## Property Valuations & Ad Valorem Taxes

### General and I & S Funds



Source: Collin CAD and Denton CAD Certified Totals 2011-2020

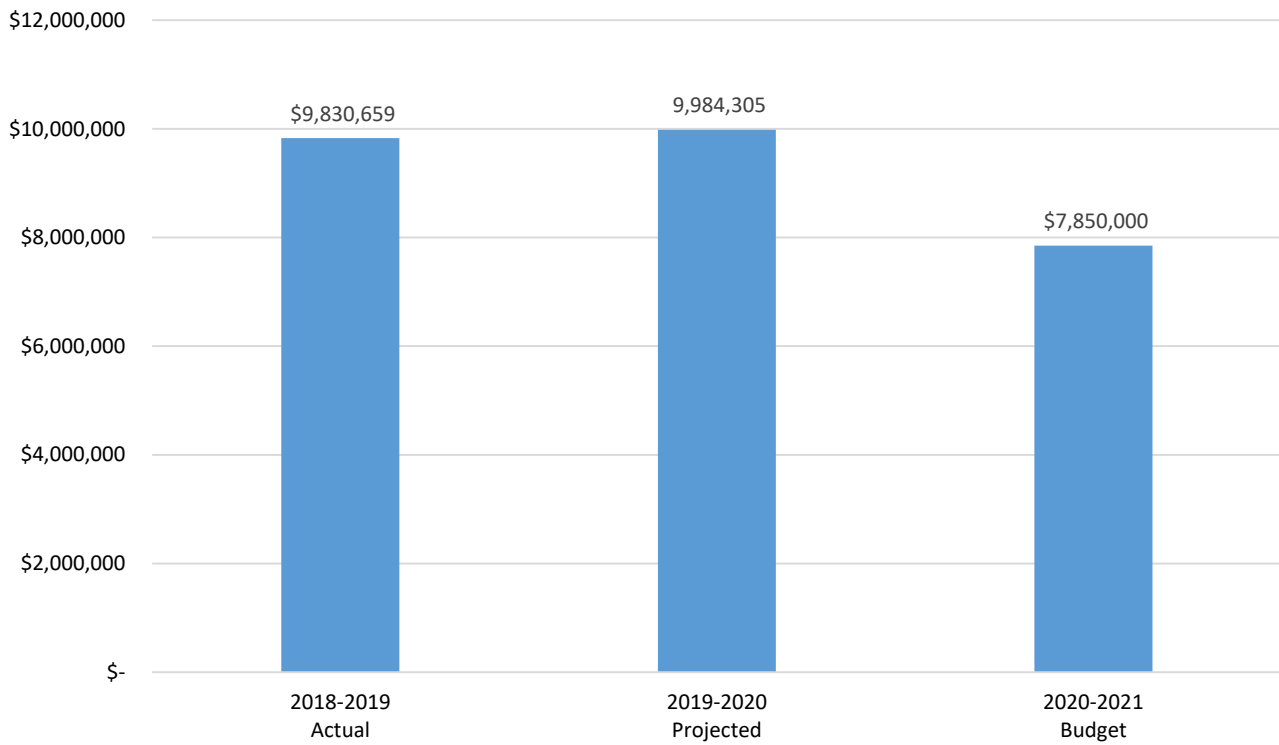
Certified Freeze Adjusted Taxable Value Increased 20%

New Construction Totaled \$360,557,369

## Ad Valorem Taxes

Total Freeze Adjusted Taxable Value		\$	4,601,196,301
<i>Times</i>	Tax Rate (Per \$100)		0.52
<i>Times</i>	Anticipated Tax Collections		100%
<i>Plus</i>	Actual Tax on Freeze		\$1,829,771
<b>TOTAL TAX LEVY</b>			<b>\$25,755,992</b>
One Penny on the Tax Rate			\$460,120

## Impact Fee Revenues Impact Fee Funds



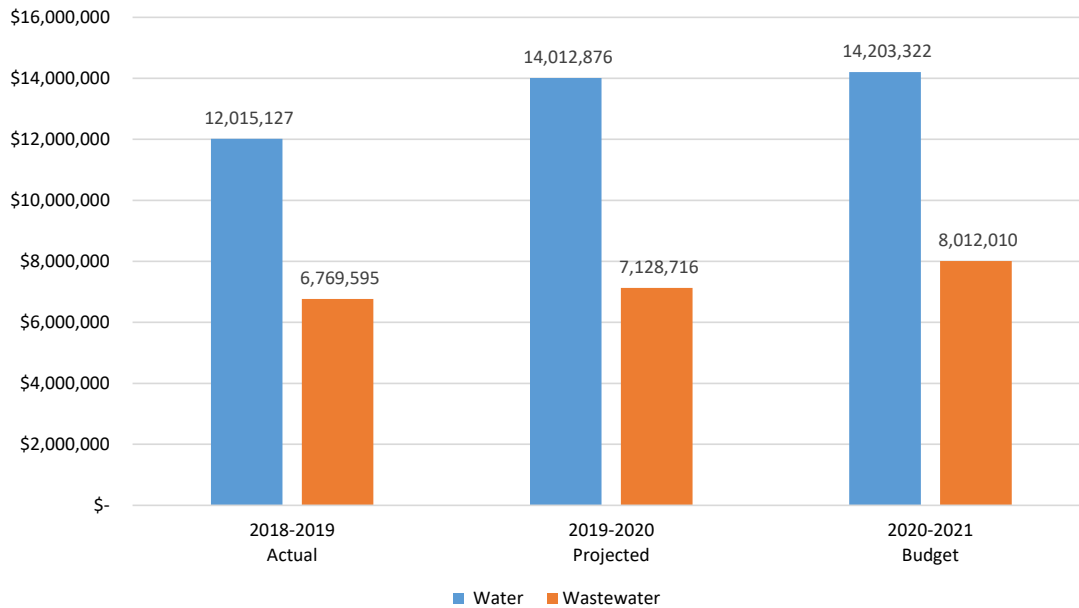
Town of Prosper's Code of Ordinances, Section 10.02.001 purpose of impact fees is to assure the provision of adequate public facilities to serve new development in the Town by requiring each such development to pay its share of the costs of such improvements by and attributable to such new development.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

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



## Water and Wastewater Revenues

### Water & Sewer Fund



Council approved increases to water rates to be phased in over three years beginning with Fiscal Year 2017-2018. This represented the first increase to Town customers since 2012 despite substantial increases by our water providers over the last several years. Staff reviews the billed water and wastewater rates each year to ensure the rates approved are warranted in order to expand the Town's water and sewer infrastructure, as well as to continue providing our customers with the best service possible. Water and wastewater charges amount to ninety percent of the revenue collected by the Water and Sewer fund. During the FY 2019-2020 budget process staff recommended to Council to not phase in the third year of water and wastewater rate increases due to the increased accounts in the Town. Council approved the recommendation along with aligning the commercial base rate charge for water to mirror the residential base rate charge. The only change to the water and wastewater rates for FY 2020-2021 will be an increase from 1.0 times to 1.5 times in-town rates for customers located outside of Town limits. The Town will continue to look at rates to ensure that fund balance reserves are maintained.

## Ten Largest Water Customers

Customer	Type of Business	Consumption (gallons)	% of total Usage
Prosper Independent School District	School District	11,823,650	0.51%
Lattimore Materials	Ready-Mix Concrete Mfg	10,828,169	0.47%
Argos Ready Mix	Ready-Mix Concrete Mfg	9,882,870	0.43%
SiteOne Landscape Supply	Landscape Supplier	5,430,000	0.23%
Windsong Ranch Community Association	Homeowner's Association	4,018,200	0.17%
380 & 289 LP	Shopping Center	3,969,499	0.17%
Northeast 423/380 LTD	Shopping Center	3,868,500	0.17%
Kroger	Grocery Store	3,384,500	0.15%
Preston Development, LTD	Shopping Center	2,933,299	0.13%
Prosper Car Wash	Auto Detailer	2,765,700	0.12%





# GENERAL FUND

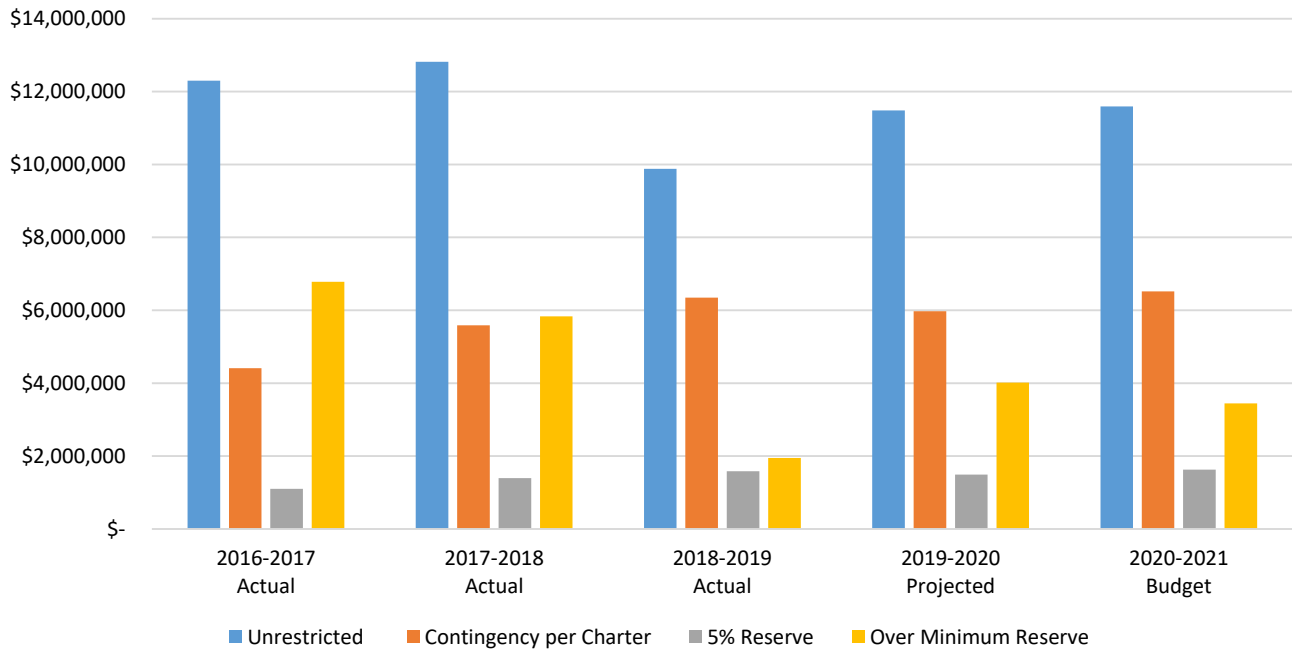


## **General Fund Description**

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

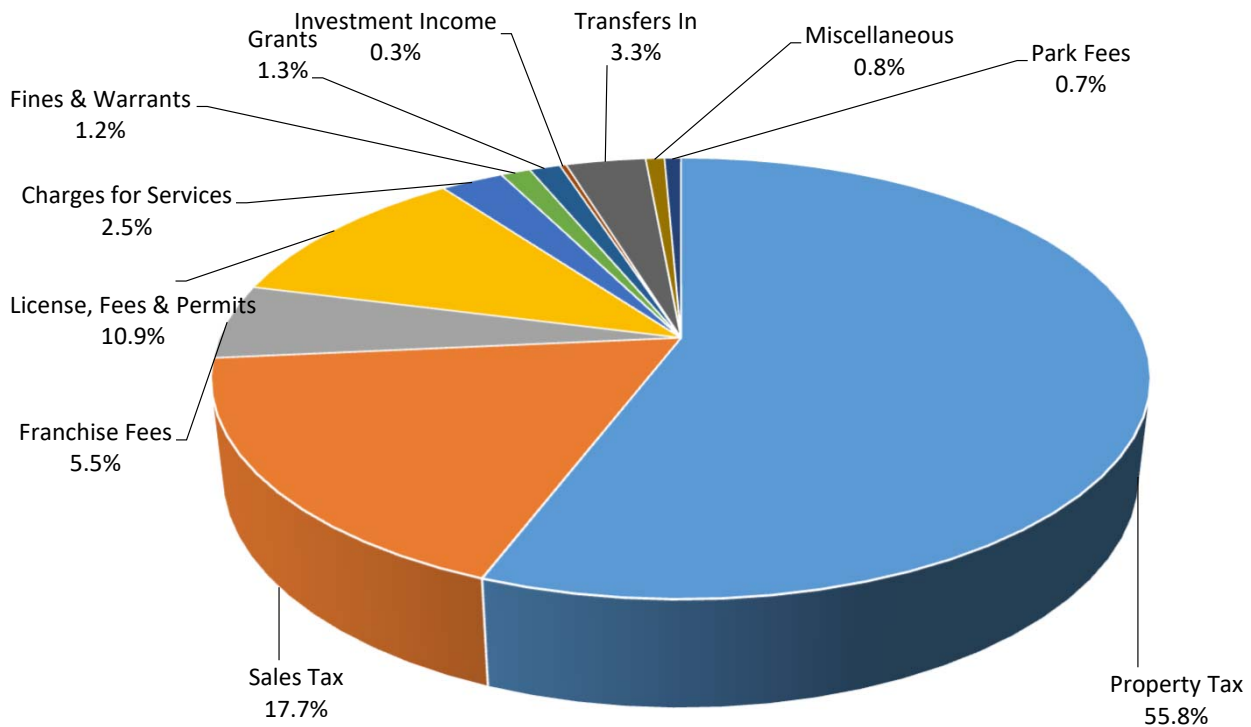


Fiscal Year	Days Over Minimum Reserve	Value of Each Day
2016-2017	111	\$ 61,280
2017-2018	75	\$ 77,584
2018-2019	22	\$ 88,128
2019-2020	48	\$ 82,981
2020-2021	38	\$ 90,529

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

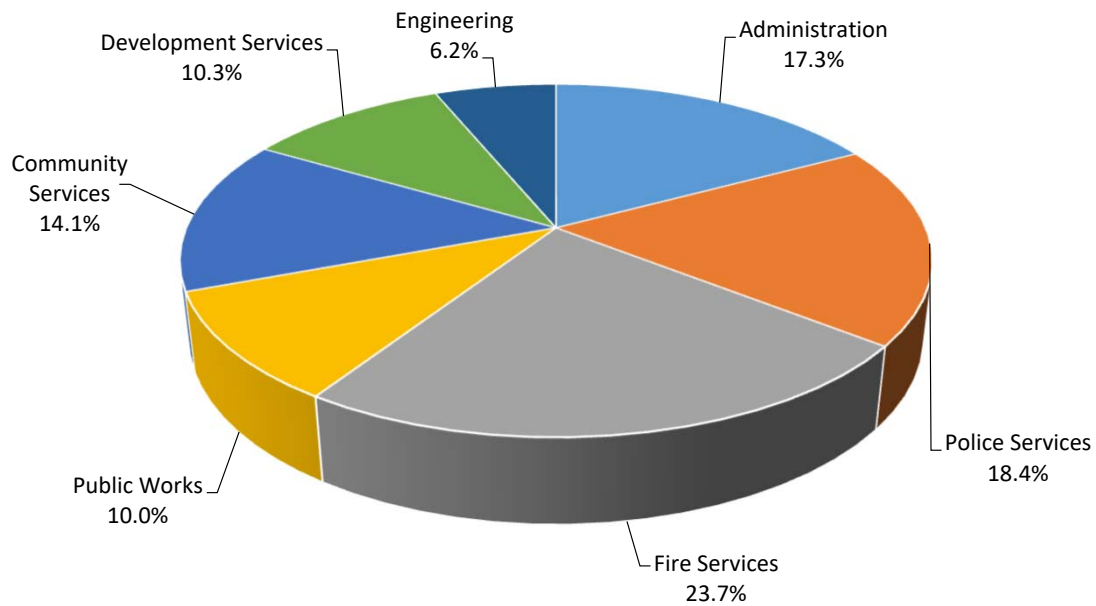
**General Fund Revenues**  
**By Source**

<b><i>Revenue Category</i></b>	<b><i>FY 2021 Adopted</i></b>	<b><i>% of Total</i></b>
Property Tax	\$ 18,246,167	55.8%
Sales Tax	5,793,141	17.7%
Franchise Fees	1,792,875	5.5%
License, Fees & Permits	3,575,100	10.9%
Charges for Services	845,275	2.5%
Fines & Warrants	400,000	1.2%
Grants	414,672	1.3%
Investment Income	85,000	0.3%
Transfers In	1,071,820	3.3%
Miscellaneous	252,350	0.8%
Park Fees	222,000	0.7%
<b>Revenue Total</b>	<b>\$ 32,698,400</b>	<b>100.0%</b>



**General Fund Appropriations  
By Department**

<b><i>Department</i></b>	<b><i>FY 2021 Adopted</i></b>	<b><i>% of Total</i></b>
Administration	\$ 5,598,394	17.3%
Police Services	5,997,484	18.4%
Fire Services	7,713,465	23.7%
Public Works	3,272,379	10.0%
Community Services	4,605,459	14.1%
Development Services	3,371,304	10.3%
Engineering	2,031,806	6.2%
<b>Expense Total</b>	<b>\$ 32,590,291</b>	<b>100.0%</b>



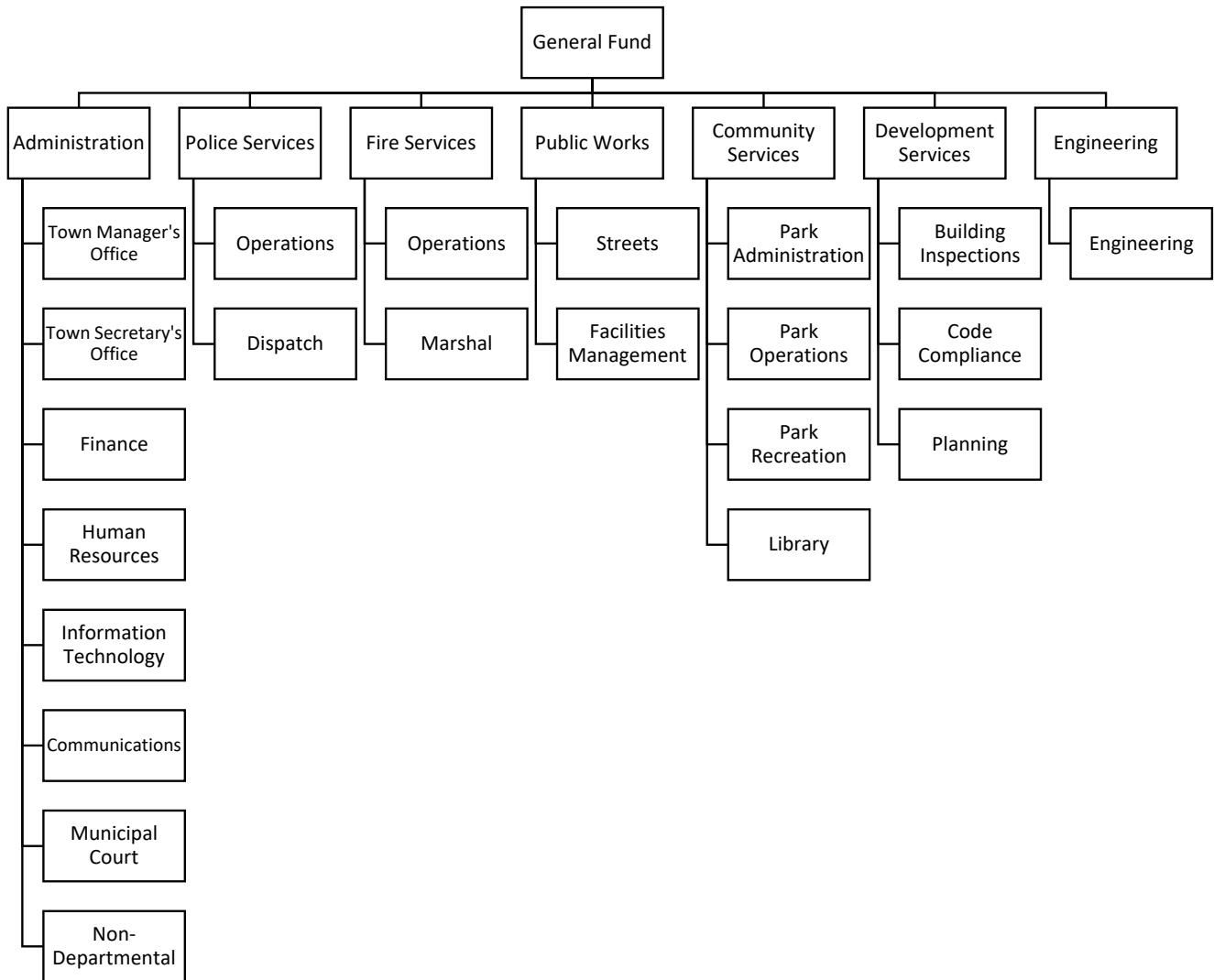


## General Fund Summary

### FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Property Tax	14,663,044	16,580,933	16,904,305	18,246,167	19,326,837	20,479,847	21,700,688	22,780,395
	Sales Tax	4,943,218	5,077,533	5,626,156	5,793,141	6,085,798	6,386,788	6,576,411	6,771,724
	Franchise Fees	1,671,416	1,731,375	1,716,666	1,792,875	1,955,541	1,979,071	2,013,565	2,049,051
	License, Fees & Permits	4,725,967	4,315,353	4,532,988	3,575,100	\$3,952,439	\$3,950,639	\$3,953,785	\$3,951,876
	Charges for Services	428,911	435,847	507,860	845,275	885,425	928,918	974,570	1,022,489
	Fines & Warrants	486,868	474,163	350,000	400,000	412,000	412,000	412,000	412,000
	Grants	106,906	458,672	432,717	414,672	227,000	52,000	55,000	55,000
	Investment Income	367,860	300,249	200,000	85,000	86,700	88,434	90,203	92,007
	Transfers In	881,542	989,087	989,087	1,071,820	1,103,975	1,137,094	1,171,207	1,206,343
	Miscellaneous	197,673	99,000	116,890	252,350	252,900	252,510	252,520	252,530
	Park Fees	320,070	270,280	98,654	222,000	255,280	254,380	264,380	264,380
	<b>TOTAL REVENUES</b>	<b>\$ 28,793,476</b>	<b>\$ 30,732,492</b>	<b>\$ 31,475,323</b>	<b>\$ 32,698,400</b>	<b>\$ 34,543,894</b>	<b>\$ 35,921,680</b>	<b>\$ 37,464,328</b>	<b>\$ 38,857,794</b>
EXPENDITURES	Administration	7,343,231	5,139,289	4,925,355	5,598,394	5,529,530	5,695,416	5,866,278	6,042,267
	Police Services	4,289,446	5,631,207	5,297,679	5,997,484	6,034,946	6,215,994	6,402,474	6,594,548
	Fire Services	7,910,276	7,676,989	7,676,989	7,713,465	7,796,158	8,030,043	8,270,944	8,519,072
	Public Works	4,184,055	3,213,735	3,213,735	3,272,379	3,344,550	3,444,887	3,548,233	3,654,680
	Community Services	4,102,973	4,736,198	4,459,571	4,605,459	4,428,623	4,561,481	4,698,326	4,839,276
	Development Services	2,686,602	3,238,239	2,838,239	3,371,304	3,220,585	3,317,203	3,416,719	3,519,220
	Engineering	1,209,670	1,839,369	1,461,752	2,031,806	1,987,760	2,047,393	2,108,815	2,172,079
	Future Police Positions	-	-	-	-	418,548	727,847	1,042,001	1,370,482
	Future Fire Positions	-	-	-	-	349,820	710,135	1,081,259	1,463,516
	<b>TOTAL EXPENDITURES</b>	<b>\$ 31,726,253</b>	<b>\$ 31,475,026</b>	<b>\$ 29,873,320</b>	<b>\$ 32,590,291</b>	<b>\$ 33,110,520</b>	<b>\$ 34,750,398</b>	<b>\$ 36,435,048</b>	<b>\$ 38,175,141</b>
<b>Net Period Excess/(Deficit)</b>		<b>\$ (2,932,777)</b>	<b>\$ (742,534)</b>	<b>\$ 1,602,003</b>	<b>\$ 108,109</b>	<b>\$ 1,433,374</b>	<b>\$ 1,171,282</b>	<b>\$ 1,029,280</b>	<b>\$ 682,653</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (2,932,777)</b>	<b>\$ (742,534)</b>	<b>\$ 1,602,003</b>	<b>\$ 108,109</b>	<b>\$ 1,433,374</b>	<b>\$ 1,171,282</b>	<b>\$ 1,029,280</b>	<b>\$ 682,653</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 12,814,269</b>	<b>\$ 9,881,492</b>	<b>\$ 9,881,492</b>	<b>\$ 11,483,495</b>	<b>\$ 11,591,604</b>	<b>\$ 13,024,978</b>	<b>\$ 14,196,260</b>	<b>\$ 15,225,540</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 9,881,492</b>	<b>\$ 9,138,958</b>	<b>\$ 11,483,495</b>	<b>\$ 11,591,604</b>	<b>\$ 13,024,978</b>	<b>\$ 14,196,260</b>	<b>\$ 15,225,540</b>	<b>\$ 15,908,193</b>
<b>BALANCE OF UNRESTRICTED FUNDS</b>		<b>\$ 9,881,492</b>	<b>\$ 9,138,958</b>	<b>\$ 11,483,495</b>	<b>\$ 11,591,604</b>	<b>\$ 13,024,978</b>	<b>\$ 14,196,260</b>	<b>\$ 15,225,540</b>	<b>\$ 15,908,193</b>
Less: Contingency per Charter		6,345,251	6,295,005	5,974,664	6,518,058	6,468,430	6,662,483	6,862,358	7,068,228
5% Reserve		1,586,313	1,573,751	1,493,666	1,629,515	1,617,108	1,665,621	1,715,589	1,767,057
<b>AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET</b>		<b>\$ 1,949,929</b>	<b>\$ 1,270,201</b>	<b>\$ 4,015,165</b>	<b>\$ 3,444,031</b>	<b>\$ 4,939,440</b>	<b>\$ 5,868,156</b>	<b>\$ 6,647,593</b>	<b>\$ 7,072,908</b>
<b>% AMOUNT OVER MINIMUM RESERVE TARGET</b>		<b>6%</b>	<b>4%</b>	<b>13%</b>	<b>11%</b>	<b>15%</b>	<b>17%</b>	<b>18%</b>	<b>19%</b>
<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>		<b>22</b>	<b>15</b>	<b>48</b>	<b>38</b>	<b>54</b>	<b>61</b>	<b>66</b>	<b>67</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

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads and Infrastructure

- Continue to work with wireless providers to expand Town cellular phone service.
- Begin implementation of all approved bond programs.

Town Council Goal 2 - Maintain a Quality Workforce

- Continue to expand the continuous improvement program.

Town Council Goal 3 - Ensure Fiscal Stewardship

- Oversee budget development and administer the annual budget and capital improvement projects adopted by Town Council.
- Submit for Budget Excellence Award and Popular Annual Financial Reporting Award.
- Continue the multi-year budgeting process conservative planning during economic challenges and tax limitation.

Town Council Goal 5b - Improve Town Facilities

- Complete the construction of Town Hall finish out space and the public works expansion.

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Commercial taxable value as a percentage of total taxable value

14.6%

14.2%

16.4%

Percentage change in taxable commercial property values

41.7%

11.5%

26.0%

## EFFICIENCY / EFFECTIVENESS MEASURES

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Certified Tax Roll - percentage change from prior year

17.8%

14.8%

9.3%

New property value as a percentage of taxable value growth

70.4%

76.5%

91.9%

Full-time staff turnover as a percentage of total workforce

10.7%

10.9%

10.8%

# TOWN OF PROSPER

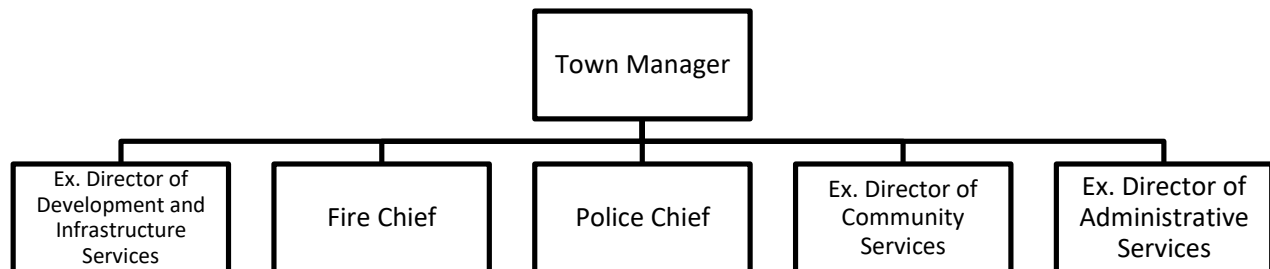
**DEPARTMENT:**  
Administration

**DIVISION:**  
Town Manager's Office

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 212,545	\$ 219,944	\$ 543,266
Operations	503,800	455,218	136,361
Transfers	623	132	388
<b>TOTAL</b>	<b>\$ 716,968</b>	<b>\$ 675,294</b>	<b>\$ 680,015</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Executive Director of Administrative Services	1.0	1.0	1.0
Town Manager*	0.0	0.0	1.0
<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>

\* Previously the Town Manager position was a contract position.



# TOWN OF PROSPER

## DEPARTMENT:

Administration

## DIVISION:

Town Secretary's Office

## PROGRAM DESCRIPTION

The Town Secretary 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 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. The Town Secretary reports to the Executive Director of Community Services. Support staff includes a part-time Records Coordinator and a Senior Administrative Assistant, who also supports the Town Manager's Office.

## GOALS AND OBJECTIVES

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

- Provide professional, timely, and courteous administrative support to the Town Council.
- Respond promptly to requests for documents, ensuring that internal and external customers receive information in a timely manner.
- Publish legal notices to satisfy state law and inform the public through print media.
- Post meeting notices and other legally-required public notices in accordance with the Open Meetings Act, the Election Code, and state law.
- Maintain official Town records in accordance with the Public Information Act and the Texas State Library guidelines for records management.
- Continue professional development and networking opportunities through appropriate professional organizations.
- Establish and maintain positive relationships with elected officials, Town staff, and the public.
- Provide outstanding customer service to the public and to Town of Prosper staff.
- Coordinate all aspects of Town elections, including managing contracts through Collin and Denton Counties for election services.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Board and Commission Applications Processed	36	41	45
Registered Voters	14,406	17,162	18,560
Public Information Requests (PIRs) processed	195	279	365

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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	56%	60%	60%
Responses to PIR's within 10 business days	100%	100%	100%

# TOWN OF PROSPER

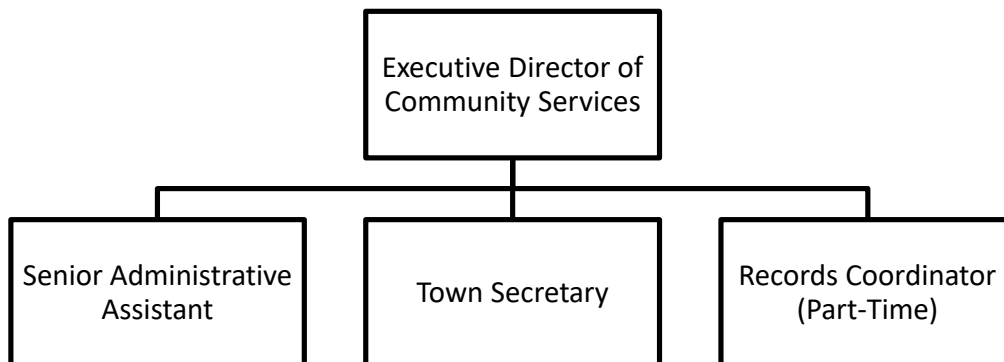
**DEPARTMENT:**  
Administration

**DIVISION:**  
Town Secretary's Office

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 312,125	\$ 354,094	\$ 212,522
Operations	174,941	182,321	190,940
Transfers	-	-	-
<b>TOTAL</b>	<b>\$ 487,066</b>	<b>\$ 536,415</b>	<b>\$ 403,462</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	1.0	0.0	0.0
Community Engagement Specialist (Part-Time)*	0.0	0.5	0.0
Communication Specialist*	1.0	1.0	0.0
Deputy Town Secretary	1.0	0.0	0.0
Executive Director of Community Services*	0.0	1.0	0.0
Records Coordinator (Part-Time)	0.0	0.5	0.5
Senior Administrative Assistant	0.0	1.0	1.0
Town Secretary	0.0	1.0	1.0
Town Secretary/Public Information Officer	1.0	0.0	0.0
<b>TOTAL</b>	<b>4.0</b>	<b>5.0</b>	<b>2.5</b>

\*Position transferred to the Communications Division



# TOWN OF PROSPER

**DEPARTMENT:**

**Administration**

**DIVISION:**

**Finance**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 3 - Ensure Fiscal Stewardship

- Continue to maintain our current bond credit rating Moody's Aa1 and S&P AA+.
- Receive the GFOA Budget Presentation Award.
- Receive the Certificate of Achievement from GFOA for the Comprehensive Annual Financial Report.
- Maximize use of e-procurement system.
- Receive the annual Achievement of Excellence in Procurement Award.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Invoices processed	6,545	6,200	6,200
Accounts Payable payments processed	4,228	4,000	4,000
Journal entries processed	2,277	2,300	2,350
Payroll payments processed	4,882	5,915	6,300
Purchase orders/change orders issued	376	428	487
Bids/Contracts processed	76	86	90
P-card Transactions	3,369	3,580	3,830

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Invoices paid within 30 days	87%	87%	90%
Vendors on ACH/Wire payments	16%	18%	20%
Procurements distributed/processed in the eProcurement system	45%	21%	24%

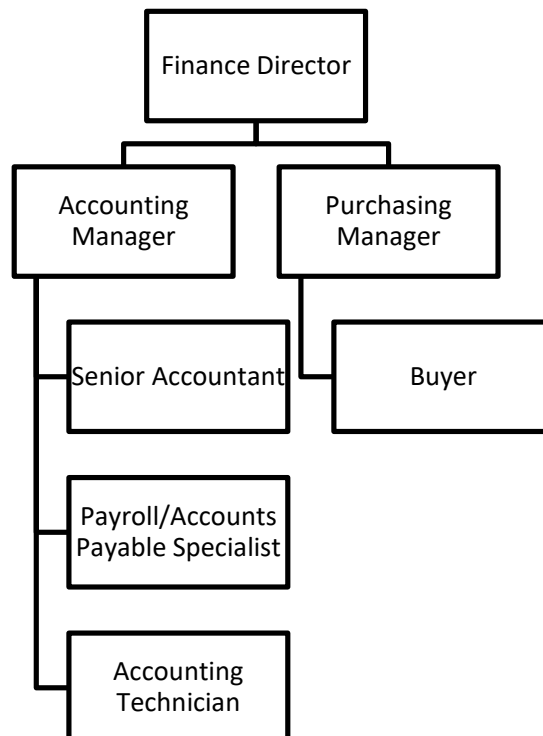
# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Finance**

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 750,509	\$ 789,281	\$ 726,202
Operations	307,113	318,721	397,031
Transfers	1,819	-	213
<b>TOTAL</b>	<b>\$ 1,059,441</b>	<b>\$ 1,108,002</b>	<b>\$ 1,123,446</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Accounting Manager	1.0	1.0	1.0
Accounting Technician	0.0	0.0	1.0
Accounts Payable Specialist	1.0	1.0	0.0
Buyer	1.0	1.0	1.0
Finance Director	1.0	1.0	1.0
Payroll/Accounts Payable Specialist	0.0	0.0	1.0
Payroll Administrator	1.0	1.0	0.0
Purchasing Manager	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>





# TOWN OF PROSPER

**DEPARTMENT:**

**Administration**

**DIVISION:**

**Human Resources**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 2 - Maintain a Quality Workforce

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Number of employees hired	56	53	46
Terminations	29	31	30
Applications processed	2,792	1,600	3,000

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Full-Time Turnover	11%	11%	11%
Time to Hire	75 days	61 days	60 days
Participation in Wellness Benefit	87 (47%)	106 (49%)	130 (58%)

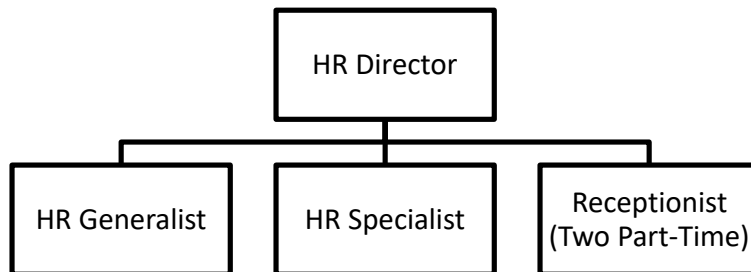
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 317,790	\$ 381,728	\$ 396,563
Operations	79,629	77,030	92,130
Transfers	6,361	1,112	2,490
<b>TOTAL</b>	<b>\$ 403,780</b>	<b>\$ 459,870</b>	<b>\$ 491,183</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Human Resources

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
HR Director	1.0	1.0	1.0
HR Generalist	1.0	1.0	1.0
HR Specialist	1.0	1.0	1.0
Receptionist (Two Part-Time positions)	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:

Administration

## DIVISION:

Information Technology

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1 - Maintain Community Character

Town Council Goal 1b - Maintain Safety and Security

- Update Access Control System panels in Town Hall to open platform hardware
- Assist Public Works in securing and updating SCADA architecture and infrastructure
- Produce/update COOP, Disaster Recovery Plans, and Incident Response Plans

Town Council Goal 2 - Maintain a Quality Town Workforce

Town Council Goal 6 - Engage in Effective Intergovernmental Relations

- Complete transition from Frisco ILA to in-house GIS services
- Implement Cyber Incident Mutual Aid ILA with surrounding municipalities

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Average help desk tickets opened per month

115

130

160

## EFFICIENCY / EFFECTIVENESS MEASURES

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Average help desk tickets closed per month

99%

99%

99%

I.T. Systems availability (uptime)

-

99%

99%

## EXPENDITURE SUMMARY

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Personnel

\$ 323,657 \$ 363,200 \$ 630,758

Operations

377,239 457,799 608,043

Capital

- 180,000 30,000

Transfers

16,884 35,296 39,410

**TOTAL**

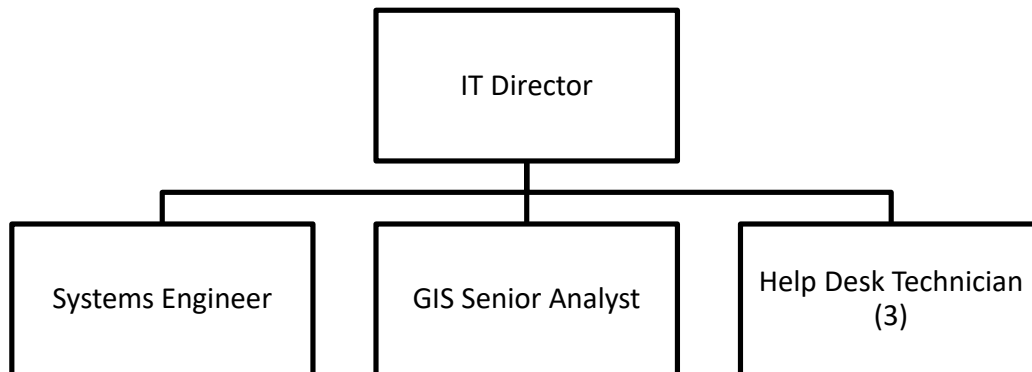
**\$ 717,780 \$ 1,036,295 \$ 1,308,211**

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Information Technology

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Help Desk Technician	1.0	1.0	3.0
IT Director	1.0	1.0	1.0
Senior GIS Analyst	0.0	0.0	1.0
Systems Engineer	1.0	1.0	1.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>6.0</b>



# TOWN OF PROSPER

**DEPARTMENT:**

**Administration**

**DIVISION:**

**Communications**

## PROGRAM DESCRIPTION

The Communications Division provides the highest quality of service to Town residents and the community, as well as Town departments and programs by sharing information across multiple communication channels. The Division's goal is to build trust in the community by providing accurate, reliable, and timely information to ensure residents of Prosper are fully informed about their municipal government, and are engaged with their community through a variety of programs. The Communications Division is responsible for managing the Town's communication strategy using multiple communication methods including social media, the Town website, printed and digital materials, and community engagement activities to ensure residents and the public are well-informed about Town programs, services and activities. The Communications Division reports to the Executive Director of Community Services, and is comprised of a Communications Specialist, and a part-time Community Engagement Specialist.

## GOALS AND OBJECTIVES

Town Council Goal 4 - Maintain Proactive Communication to Engage Residents and Stakeholders

- Continue professional development and networking opportunities through appropriate professional organizations.
- Establish and maintain positive relationships with elected officials, Town staff, the public, and the media.
- Continue to improve and increase the Town's social media presence through the use of multiple platforms.
- Coordinate and track the dissemination of information via press releases, the Town website, and social media, determining the best platform to use and timing the release of information appropriately.
- Provide outstanding customer service to the public and to Town of Prosper staff.
- Support community engagement activities that serve to build positive relationships with residents and community stakeholders.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2018-2019	2019-2020	2020-2021
Social Media posts	15,567	17,281	19,000
Communication Help Tickets Entered	-	185	275
Estimated Graphics/Marketing Materials/Videos Created per month	3	5	8
Resident Update Subscribers	3,064	3,296	3,625
MyProsper Mobile App Service Requests Submitted	57	80	100
Community Engagement Opportunities	-	14	17
Service Satisfaction Surveys Completed	14	46	55

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2018-2019	2019-2020	2020-2021
Closed/Resolved Communications Help Tickets	-	100%	100%
Resident Update Subscribers as a Percentage of Population	12%	12%	15%
MyProsper Mobile App Requests - Average Number of Days to Close	-	19	10
Service Satisfaction Surveys - Score of Somewhat or Extremely Satisfied	31%	52%	60%

# TOWN OF PROSPER

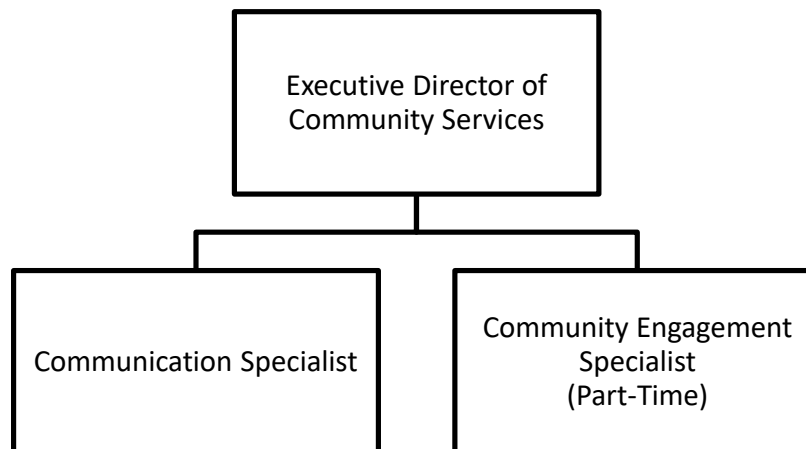
**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Communications**

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ -	\$ -	\$ 272,690
Operations	-	-	32,741
Transfers	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 305,431</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Communication Specialist*	0.0	0.0	1.0
Community Engagement Specialist*	0.0	0.0	0.5
Executive Director of Community Services*	0.0	0.0	1.0
<b>TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>2.5</b>

\* Positions previously included in the Town Secretary's Office Division



# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Municipal Court**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 3 - Ensure Fiscal Stewardship

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Cases Filed (citations, citizen complaints, incident reports)	4,543	2,450	3,900
Warrants Issued (arrests and Capias pro fine)	1,394	625	400

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Cases Closed (citations, citizen complaints, incident reports)	4,626	3,225	4,000
Warrants Closed/Cleared (arrests and Capias pro fine)	671	575	500

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 238,560	\$ 285,331	\$ 294,543
Operations	128,490	116,191	117,951
Transfers	6,738	97	769
<b>TOTAL</b>	<b>\$ 373,788</b>	<b>\$ 401,619</b>	<b>\$ 413,263</b>

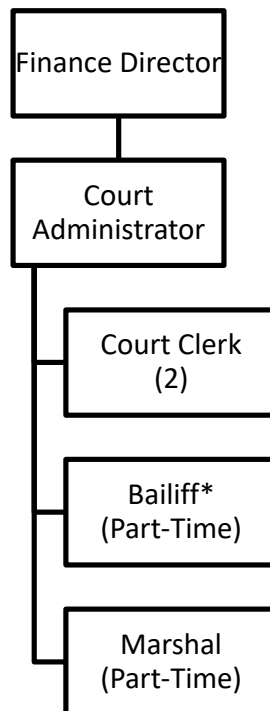
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Municipal Court

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Court Administrator	1.0	1.0	1.0
Court Clerk	2.0	2.0	2.0
Bailiff (Part-Time)*	0.5	0.5	0.5
Marshal (Part-Time)	0.5	0.5	0.5
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

\*This position is funded 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. Projected salary savings for the General Fund are also accounted for in this division.

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel/(Projected Fund Salary Savings)	\$ -	\$ (332,944)	\$ (343,886)
Operations	928,157	1,007,210	1,213,567
Capital	-	200,000	-
Transfers	2,663,324	3,731	3,702
<b>TOTAL</b>	<b>\$ 3,591,481</b>	<b>\$ 877,997</b>	<b>\$ 873,383</b>

# TOWN OF PROSPER

**DEPARTMENT:**

Police

**DIVISION:**

Operations

## PROGRAM DESCRIPTION

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

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

Under the leadership of Chief Doug Kowalski, the Department continues to be an accredited agency with the Texas Police Chiefs Association Best Practices Program and adheres to the Best Practices in Law Enforcement.

## GOALS AND OBJECTIVES

Town Council Goal 1b - Maintain Safety and Security

- Provide professional public service.

Town Council Goal 2 - Maintain a Quality Workforce

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

Town Council Goal 3 - Ensure Fiscal Stewardship

- Ensure fiscal responsibility.

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

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

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

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

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

# TOWN OF PROSPER

**DEPARTMENT:**  
Police

**DIVISION:**  
Operations

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Calls for service (Police Dept. calls only)	26,598	25,255	29,831
Citizen initiated calls	8,631	10,854	11,830
Officer initiated calls	17,967	14,401	18,001
Criminal investigations (reported/investigated)	1,152	1,320	1,584
Felony arrests	81	56*	100
Misdemeanor arrests	197	84*	244
Motor vehicle accidents-with injury	299	346	377
Motor vehicle accidents-without injury	458	531	578
Citations	3,943	4,573	4,984

\* Impacted by COVID-19

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Response time (minutes)	5:13	5.13	5.10
Total Part 1 Crimes	285	325	353
Violent crimes	79	97	105
Property crimes	206	228	248
Total Part 1 Crimes per capita 1,000	6.25	5.59	5.59
Violent crimes per capita 1,000	1.99	1.67	1.67
Property crimes per capita 1,000	4.26	3.90	3.90

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 2,074,504	\$ 3,261,241	\$ 3,911,736
Operations	601,108	700,487	654,598
Capital	482,080	246,522	90,564
Transfers	340,069	350,015	268,636
<b>TOTAL</b>	<b>\$ 3,497,761</b>	<b>\$ 4,558,265</b>	<b>\$ 4,925,534</b>

# TOWN OF PROSPER

**DEPARTMENT:**

**Police**

**DIVISION:**

**Operations**

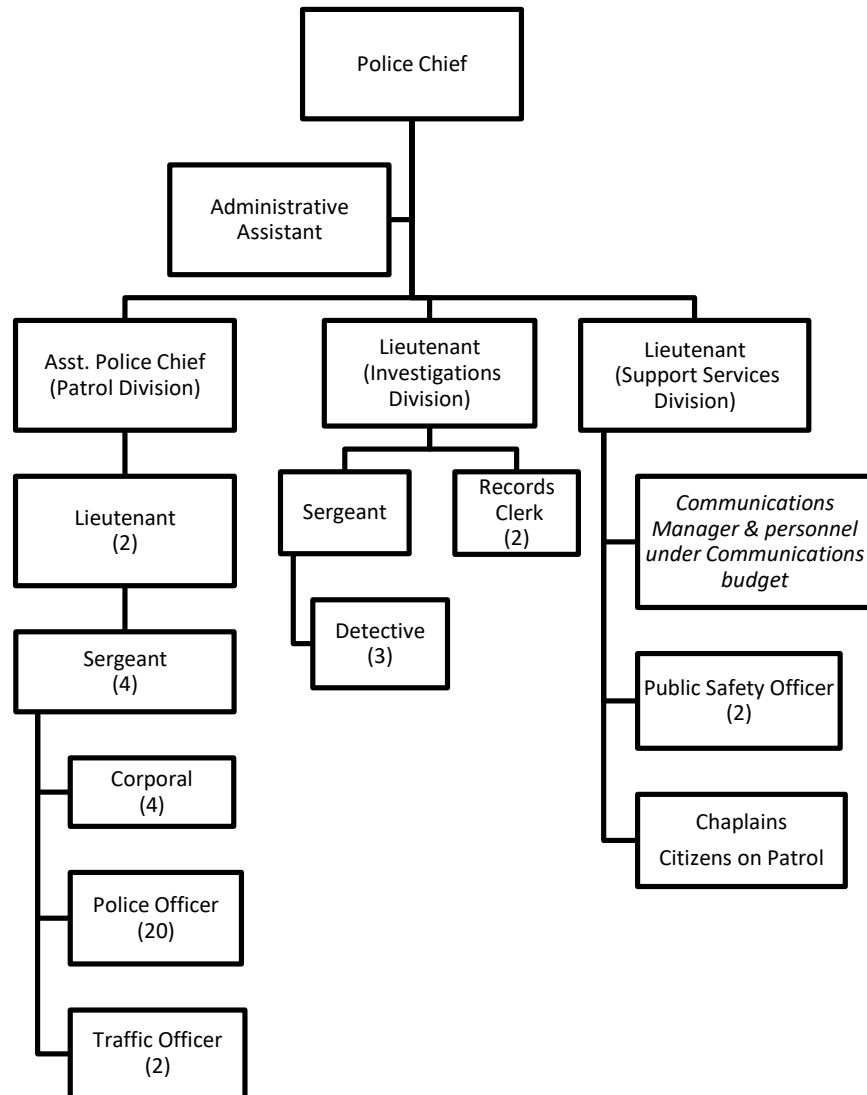
PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	1.0	1.0	1.0
Assistant Police Chief	1.0	1.0	1.0
Corporal (Patrol Division)	0.0	4.0	4.0
Detective (Criminal Investigations Division)	3.0	3.0	3.0
Lieutenant (Patrol Division)	0.0	2.0	4.0
Police Chief	1.0	1.0	1.0
Police Officer*	24.0	20.0	20.0
Police Officer (Traffic Unit)	0.0	2.0	2.0
Public Safety Officer	0.0	0.0	2.0
Records Clerk	1.0	1.0	2.0
Sergeant (CID/Administration)	1.0	1.0	1.0
Sergeant (Patrol Division)	4.0	4.0	4.0
<b>TOTAL</b>	<b>36.0</b>	<b>40.0</b>	<b>45.0</b>

\*13 positions funded in the Crime Control and Prevention Special Purpose District

# TOWN OF PROSPER

DEPARTMENT:  
Police

DIVISION:  
Operations



# TOWN OF PROSPER

**DEPARTMENT:**

**Police**

**DIVISION:**

**Dispatch**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1b - Maintain Safety and Security

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

Town Council Goal 2 - Maintain a Quality Workforce

- We ensure that the callers first point of contact with public safety is courteous and professional. Our customer service will be top-notch.
- We achieve organizational excellence through commitment, continuing education, support, and remaining up to date with 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  
2018-2019**

**REVISED  
2019-2020**

**BUDGET  
2020-2021**

Calls for service	28,162	29,000	29,870
Total Telephone Calls 9-1-1/Non-Emergency calls	36,048	38,522	39,743

## EFFICIENCY / EFFECTIVENESS MEASURES

**ACTUAL  
2018-2019**

**REVISED  
2019-2020**

**BUDGET  
2020-2021**

Emergency Medical Dispatch Accuracy	85%	89%	90%
Answering all 9-1-1 Calls within 10 seconds	96%	98%	99%

## EXPENDITURE SUMMARY

**ACTUAL  
2018-2019**

**REVISED  
2019-2020**

**BUDGET  
2020-2021**

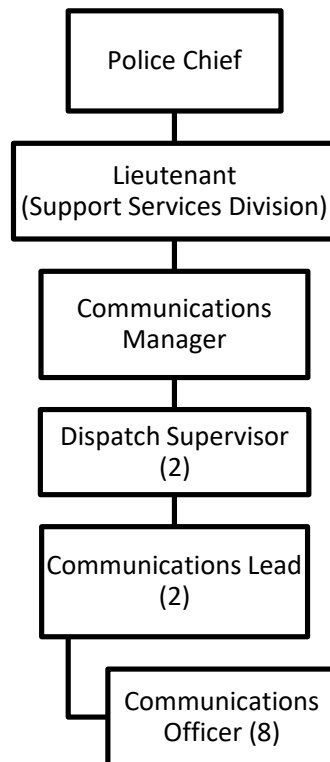
Personnel	\$ 611,190	\$ 822,842	\$ 954,832
Operations	162,578	202,692	113,405
Transfers	17,917	10,455	3,713
<b>TOTAL</b>	<b>\$ 791,685</b>	<b>\$ 1,035,989</b>	<b>\$ 1,071,950</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Police

**DIVISION:**  
Dispatch

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Communications Manager	1.0	1.0	1.0
Communications Lead	0.0	2.0	2.0
Dispatch Supervisor	2.0	2.0	2.0
Dispatcher	8.0	6.0	8.0
<b>TOTAL</b>	<b>11.0</b>	<b>11.0</b>	<b>13.0</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

Town Council Goal 1b - Maintain Safety and Security

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

Town Council Goal 2 - Maintain a Quality Workforce

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

Town Council Goal 3 - Ensure Fiscal Stewardship

- Ensure Fiscal Responsibility.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Calls for service to emergency incidents	2,107	2,514	2,725

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Average response time to emergency incidents (minutes)	5:24	5:41	5:50

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 4,055,457	\$ 5,119,415	\$ 5,738,919
Operations	660,840	711,834	865,931
Capital	337,154	207,386	68,435
Transfers	2,398,897	942,328	531,346
<b>TOTAL</b>	<b>\$ 7,452,348</b>	<b>\$ 6,980,963</b>	<b>\$ 7,204,631</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

**DIVISION:**  
Operations

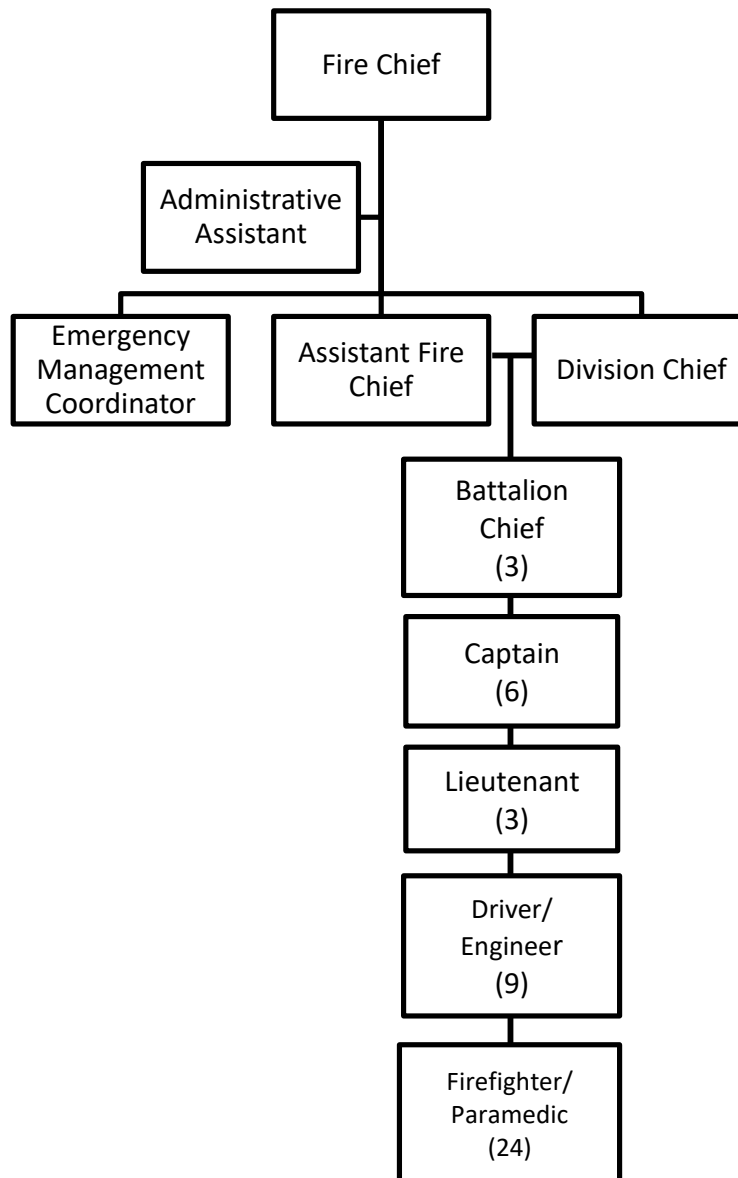
PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0
Battalion Chief	0.0	0.0	3.0
Captain	3.0	6.0	6.0
Division Chief	1.0	1.0	1.0
Driver/Engineer	6.0	9.0	9.0
Emergency Management Coordinator	1.0	1.0	1.0
Fire Chief	1.0	1.0	1.0
Firefighter/Paramedic*	24.0	24.0	24.0
Firefighter/Paramedic - Temporary Pool	15.0	15.0	15.0
Lieutenant	3.0	3.0	3.0
<b>TOTAL</b>	<b>56.0</b>	<b>62.0</b>	<b>65.0</b>

\*13 positions funded in the Fire Control, Prevention and Emergency Services Special Purpose District

# TOWN OF PROSPER

DEPARTMENT:  
Fire Services

DIVISION:  
Operations



# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

**DIVISION:**  
Marshal

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1b - Maintain Safety & Security

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Inspections	2,031	1,864	2,050

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Businesses inspected annually*	97%	82%	97%

\*Number of Inspections down due to COVID-19 March-May

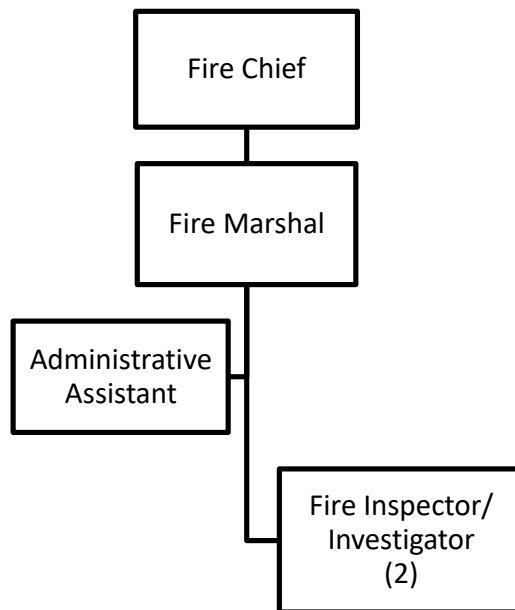
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 342,285	\$ 385,829	\$ 447,234
Operations	48,677	45,592	46,813
Capital	51,014	-	-
Transfers	15,953	11,076	14,787
<b>TOTAL</b>	<b>\$ 457,929</b>	<b>\$ 442,497</b>	<b>\$ 508,834</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

**DIVISION:**  
Marshal

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	0.0	0.0	1.0
Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	2.0	2.0	2.0
<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>4.0</b>



# TOWN OF PROSPER

## DEPARTMENT:

Development Services

## DIVISION:

Building Inspections

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1a - Ensure Quality Development

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

Town Council Goal 2 - Maintain a Quality Workforce

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

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

Total permits issued	3,919	3,100	3,900
Single Family permits issued	789	790	650
Certificates of Occupancy issued	123	100	100

## EFFICIENCY / EFFECTIVENESS MEASURES

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

Ensure house permits are reviewed within ten (10) business days	100%	100%	100%
Ensure that all inspections are completed on a daily basis (no roll overs)	100%	100%	100%
Provide training opportunities for staff to ensure they are prepared to take certification exams and become a 100% certified department by 2022	85%	80%	85%

## EXPENDITURE SUMMARY

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

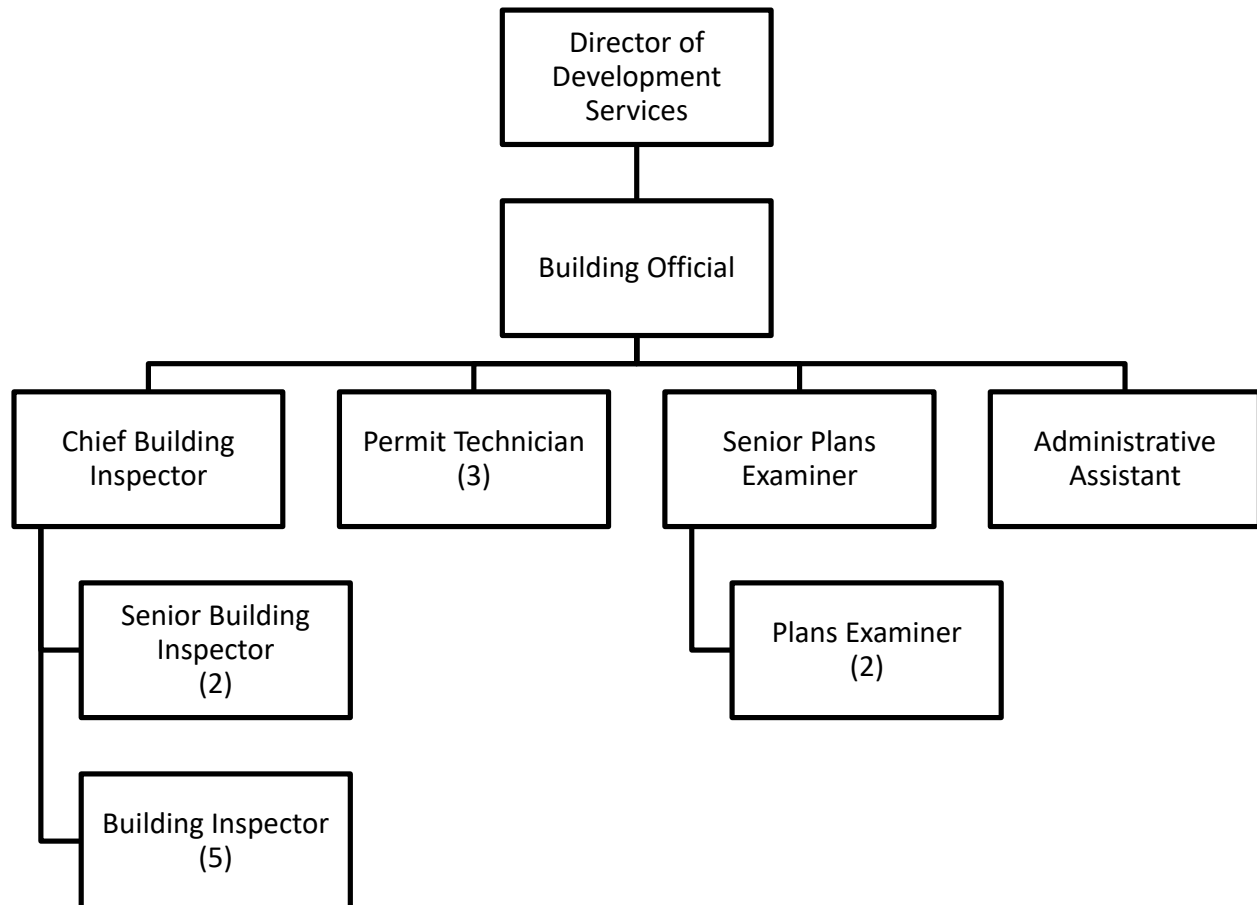
Personnel	\$ 1,276,075	\$ 1,368,078	\$ 1,394,898
Operations	322,528	664,344	786,940
Transfers	43,166	31,026	29,351
<b>TOTAL</b>	<b>\$ 1,641,769</b>	<b>\$ 2,063,448</b>	<b>\$ 2,211,189</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Building Inspections

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	1.0	1.0	1.0
Building Inspector	0.0	5.0	5.0
Building Inspector I	2.0	0.0	0.0
Building Inspector II	3.0	0.0	0.0
Building Official	1.0	1.0	1.0
Chief Building Inspector	1.0	1.0	1.0
Permit Technician	3.0	3.0	3.0
Plans Examiner	2.0	2.0	2.0
Senior Building Inspector	2.0	2.0	2.0
Senior Plans Examiner	1.0	1.0	1.0
<b>TOTAL</b>	<b>16.0</b>	<b>16.0</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. The Health component of the Division works with all food establishments, day cares, schools, and operators of public pools to ensure the safety and cleanliness of the facilities.

## GOALS AND OBJECTIVES

Town Council Goal 1b - Maintain Safety and Security

- Uniformly enforce codes.
- Strive to seek compliance rather than issuing citations.
- Inspect all multi-family rental properties on an annual basis.
- Inspect all public and semi-public swimming pools, spas, splash pads, and other recreational bodies of water.
- Inspect and educate all food establishments in restaurants, schools, food trucks, and mobile food vendors to reduce the risk of food-borne illnesses.

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Courtesy notices sent to property owners

953

650

700

Heath Inspections, including new and reinspection's

250

350

450

## EFFICIENCY / EFFECTIVENESS MEASURES

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Inspect all food establishments twice per year

90%

100%

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%

As part of the annual registration and inspection program, require abatement/corrections of multifamily inspection issues within 30 days

90%

100%

100%

## EXPENDITURE SUMMARY

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Personnel

\$ 169,173

\$ 232,182

\$ 256,508

Operations

118,345

139,234

143,783

Capital

-

24,046

-

Transfers

8,619

6,077

8,495

**TOTAL**

**\$ 296,137**

**\$ 401,539**

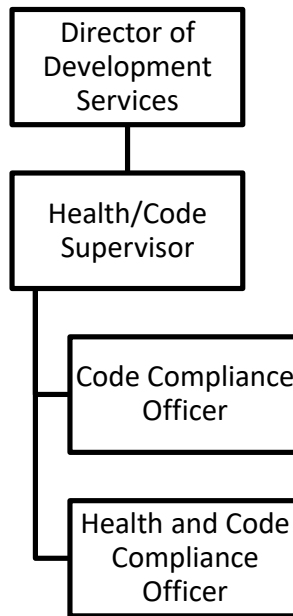
**\$ 408,786**

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Code Compliance

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Code Compliance Officer	1.0	1.0	1.0
Health and Code Compliance Officer	0.0	1.0	1.0
Health/Code Supervisor	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>3.0</b>	<b>3.0</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

Town Council Goal 1 - Maintain Community Character

Town Council Goal 1a - Ensure Quality Development

- Ensure new development is consistent with the Comprehensive Plan.
- Administer the Zoning and Subdivision Ordinances.
- Maintain excellent customer services.
- Work with property owners in the use of the Neighborhood Empowerment Zone and the Downtown Residential Revitalization Program

### ACTIVITY DEMAND / ACTIVITY WORKLOAD

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Development and Zoning Cases

166

150

150

### EFFICIENCY / EFFECTIVENESS MEASURES

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Assist with transition of Geographic Information System (GIS) functions from contract services to staff operations

0%

10%

100%

Conduct administrative update to the Comprehensive Plan, including base maps, demographics, and statistics

50%

90%

100%

Revise the non-residential standards of the Zoning Ordinance

75%

100%

100%

Revise downtown non-residential standards

75%

100%

100%

Place Development submittals on Planning and Zoning Commission agenda within 30 days of receipt of application

100%

100%

100%

### EXPENDITURE SUMMARY

ACTUAL  
2018-2019

REVISED  
2019-2020

BUDGET  
2020-2021

Personnel

\$ 533,488

\$ 560,998

\$ 574,217

Operations

213,880

172,566

175,600

Transfers

1,328

1,005

1,512

**TOTAL**

**\$ 748,696**

**\$ 734,569**

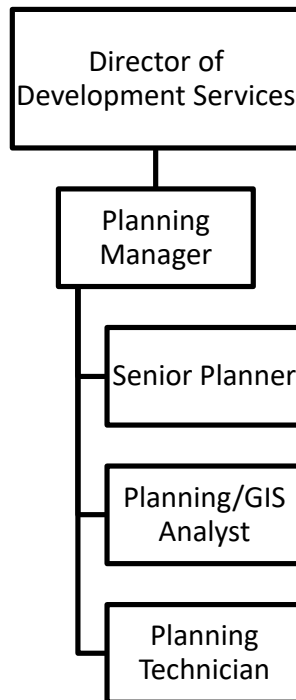
**\$ 751,329**

# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Planning

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Director of Development Services	1.0	1.0	1.0
Planning/GIS Analyst	1.0	1.0	1.0
Planning Manager	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0
Senior Planner	1.0	1.0	1.0
<b>TOTAL</b>	<b>5.0</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 Streets Division also provides the electrical expenditures associated with providing street lights within Town limits.

## GOALS AND OBJECTIVES

Town Council Goal 1a - Ensure Quality Development  
 Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads, and Infrastructure  
 • Right-of-Way inspections and final walk thrus help ensure Town standards are met.  
 Town Council Goal 2 - Maintain a Quality Workforce  
 • Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Number of Work Orders	441	585	720

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Repair street signs and regulatory signage within four hours of initial contact	90%	90%	85%
Respond to icy road conditions within two hours	100%	100%	100%

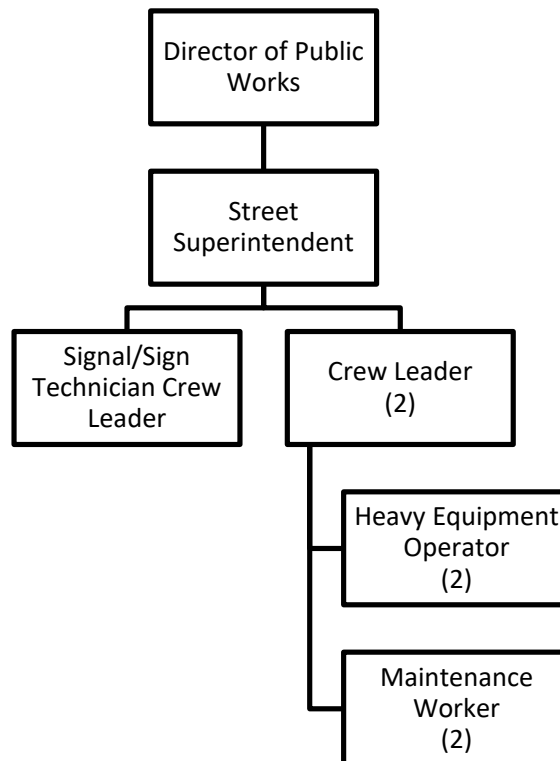
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 372,955	\$ 557,898	\$ 609,086
Operations	1,283,284	959,043	2,006,127
Capital	116,926	31,307	26,000
Transfers	2,163,910	1,318,244	50,315
<b>TOTAL</b>	<b>\$ 3,937,075</b>	<b>\$ 2,866,492</b>	<b>\$ 2,691,528</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Streets

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Crew Leader	1.0	2.0	2.0
Heavy Equipment Operator	1.0	2.0	2.0
Maintenance Worker	2.0	2.0	2.0
Signal/Sign Technician Crew Leader	1.0	1.0	1.0
Street Superintendent	1.0	1.0	1.0
<b>TOTAL</b>	<b>6.0</b>	<b>8.0</b>	<b>8.0</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 for the new Town Hall facility. The new Public Safety and Dispatch facility is added in Fiscal Year 2020-2021. In order to adequately maintain the facilities and related mechanical systems, the Town has contracted with a facilities management company to oversee the following: custodial services, pest control services, coffee and vending services, deep floor cleaning and polishing, power washing of balconies and parking lots, window washing, HVAC maintenance, generator maintenance, elevator maintenance, fire extinguisher inspection/maintenance, fire suppression system maintenance, and annual roof inspection services. There are currently no personnel allocated to this division.

## EXPENDITURE SUMMARY

	<b>ACTUAL</b>		<b>REVISED</b>		<b>BUDGET</b>
	<b>2018-2019</b>		<b>2019-2020</b>		<b>2020-2021</b>
Personnel	\$	-	\$	-	\$ -
Operations		246,980		314,780	580,851
Transfers		-		-	-
<b>TOTAL</b>	<b>\$</b>	<b>246,980</b>	<b>\$</b>	<b>314,780</b>	<b>\$ 580,851</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1 - Maintain Community Character

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

Town Council Goal 5a - Maximize Recreation and Leisure Opportunities

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Provide adequate park land to meet Towns existing and future needs (Master Plan LOS 11.25-20.5 acres per 1000 population)	18	16.5	16
Review of private development Landscape Plans and Tree Preservation plans	105	681	812

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Total acres of park land within the Town both developed and undeveloped	441	469	484
Total miles of Town owned trails	30	37	41

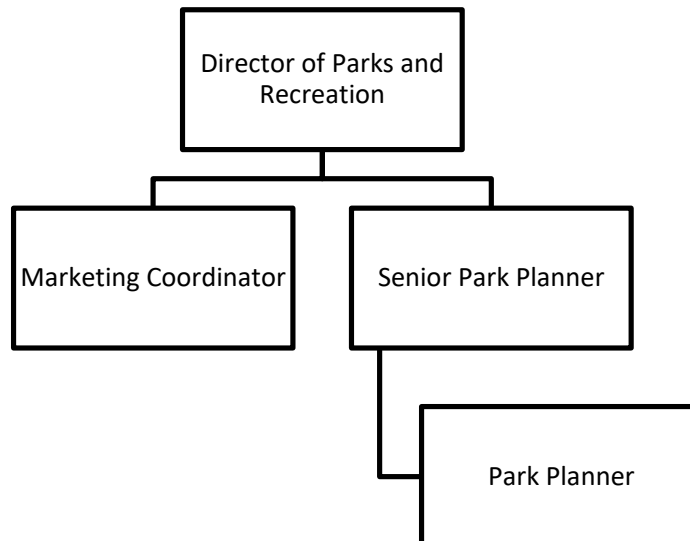
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 411,926	\$ 460,907	\$ 479,954
Operations	407,914	261,675	311,400
Capital	-	23,626	195,000
Transfers	181,697	14,497	5,486
<b>TOTAL</b>	<b>\$ 1,001,537</b>	<b>\$ 760,705</b>	<b>\$ 991,840</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Director of Parks and Recreation	1.0	1.0	1.0
Landscape Architect	1.0	0.0	0.0
Marketing Coordinator	0.0	1.0	1.0
Park Planner	1.0	1.0	1.0
Senior Administrative Assistant	1.0	0.0	0.0
Senior Park Planner	0.0	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

Town Council Goal 1 - Maintain Community Character

- Continue to maintain the parks and medians at a very high level.

Town Council Goal 2 - Maintain a Quality Workforce

- Continue to provide training opportunities for staff to stay current with licenses and latest techniques for park and ball field maintenance.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Provide game and practice facilities to meet the local sports league needs	7,500	3,700	8,200
Acres of park land maintained	217	224	227

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Maintain playgrounds that meet the latest American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines	90%	90%	95%
Work with outside groups who perform service projects to minimize staff time or provide additional items (Goal: 2 projects per year)	2	3	3

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 1,264,219	\$ 1,462,622	\$ 1,491,045
Operations	968,627	959,054	1,100,026
Capital	141,946	150,821	-
Transfers	73,415	230,113	218,452
<b>TOTAL</b>	<b>\$ 2,448,207</b>	<b>\$ 2,802,610</b>	<b>\$ 2,809,523</b>

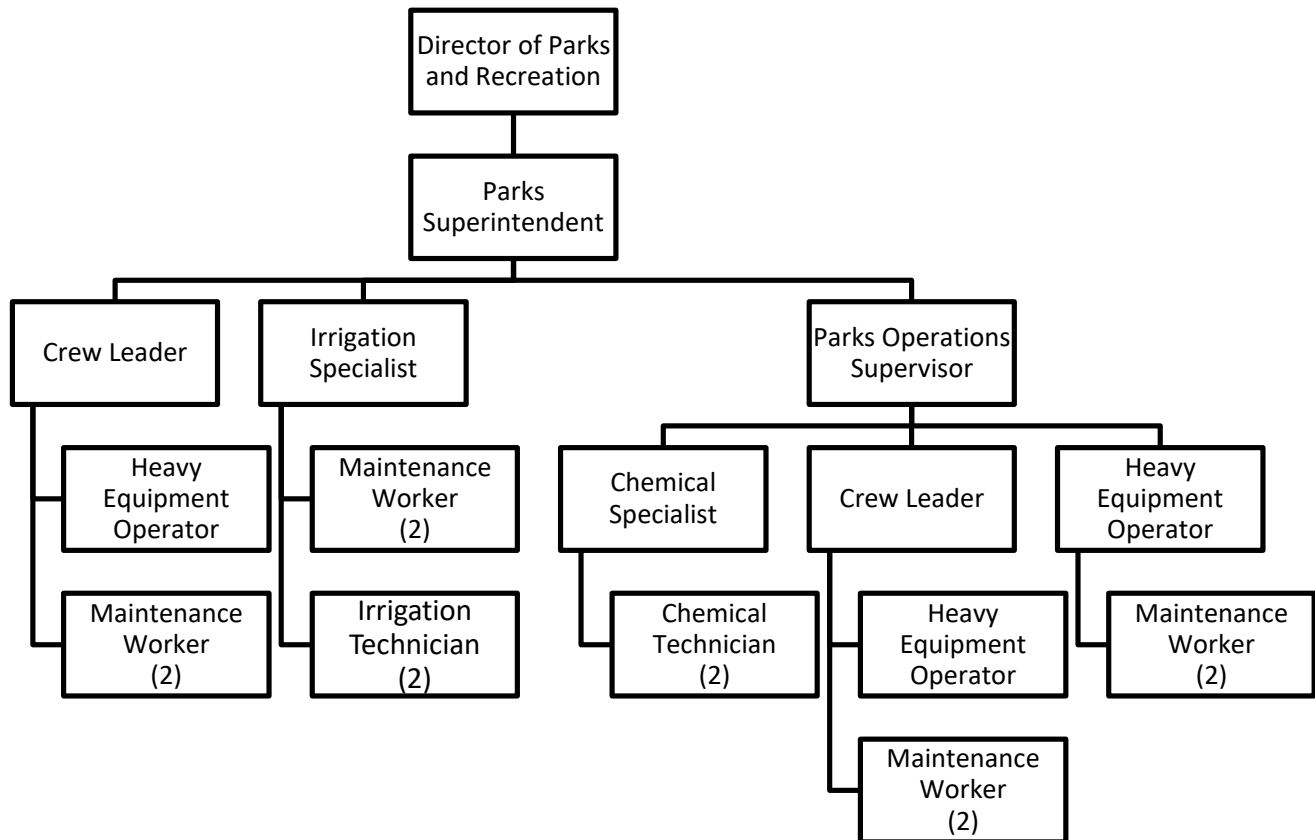


# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Operations

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Chemical Specialist	1.0	1.0	1.0
Chemical Technician	2.0	2.0	2.0
Crew Leader	2.0	2.0	2.0
Equipment Operator	1.0	0.0	0.0
Heavy Equipment Operator	2.0	3.0	3.0
Irrigation Specialist	1.0	0.0	0.0
Irrigation Technician	1.0	2.0	2.0
Maintenance Worker	9.0	9.0	9.0
Parks Superintendent	1.0	1.0	1.0
Parks Operations Supervisor	1.0	1.0	1.0
<b>TOTAL</b>	<b>21.0</b>	<b>21.0</b>	<b>21.0</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

Town Council Goal 5a - Maximize Recreation and Leisure Opportunities

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Recreation income*	\$ 94,692	\$ 59,750	\$ 100,000
Number of classes and programs offered throughout the year	88	73	90
Attendance of annual Town events (Cedarbrook partnered events not included)	7,000	4,500	6,000
Annual Pavilion rentals*	86	40	90

\*Due to Covid-19, Spring and partial Summer programs and Town special events were cancelled/postponed.

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Percent of classes/programs that meet attendance requirement	90%	86%	90%

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 79,454	\$ 145,822	\$ 129,472
Operations	111,151	102,410	132,005
Transfers	-	-	-
<b>TOTAL</b>	<b>\$ 190,605</b>	<b>\$ 248,232</b>	<b>\$ 261,477</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Recreation Specialist	1.0	1.0	1.0
Recreation Supervisor	1.0	1.0	1.0
<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

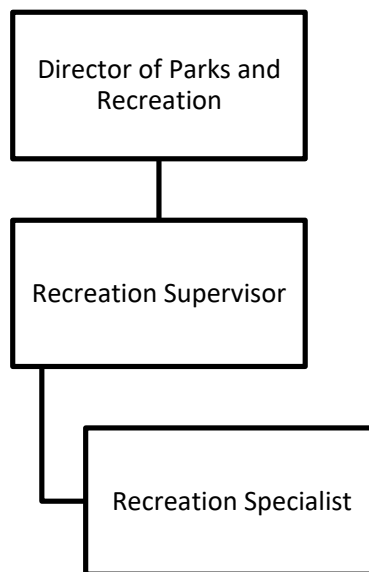
# TOWN OF PROSPER

**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

Town Council Goal 5a - Maximize recreation and leisure opportunities

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Library visits	20,695	20,000	22,000
Items circulated	107,012	62,000	83,000
Program attendance	9,564	8,000	10,000
Library card holders	5,665	6,430	7,400

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Library Card holders as a % of population	22%	23%	24%
Circulation per capita	4.18	2.18	2.68
Library visits per capita	0.81	0.70	0.71

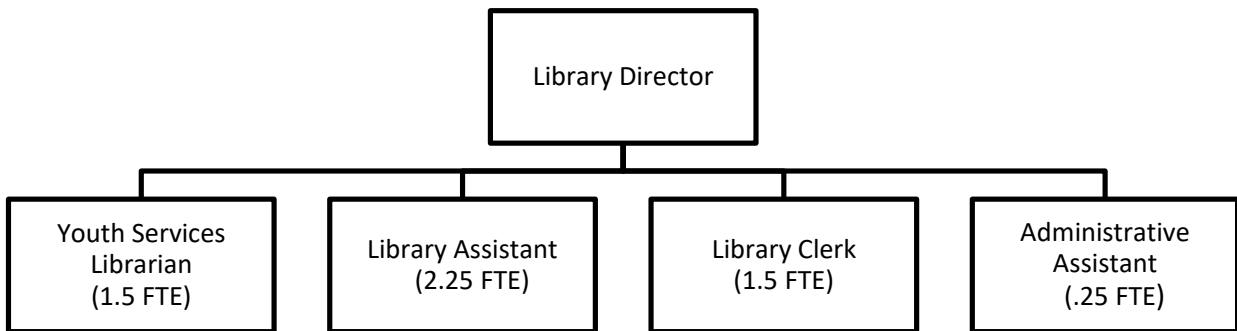
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 347,563	\$ 477,947	\$ 451,334
Operations	109,504	81,842	87,778
Transfers	5,559	6,794	3,507
<b>TOTAL</b>	<b>\$ 462,626</b>	<b>\$ 566,583</b>	<b>\$ 542,619</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Library

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	0.3	0.25	0.25
Library Assistant	4.75	2.25	2.25
Library Clerk	0.00	1.50	1.50
Library Director	1.0	1.0	1.0
Youth Services Librarian	0.5	1.5	1.5
<b>TOTAL</b>	<b>6.5</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

Town Council Goal 1a - Ensure Quality Development

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

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads and Infrastructure

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

Town Council Goal 2 - Maintain a Quality Workforce

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

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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Review developments and subdivisions to construction	129	120	120
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## EFFICIENCY / EFFECTIVENESS MEASURES

	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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Review all plans submitted within 10-day turnaround	95%	80%	90%
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Meet all benchmark schedules for design, land acquisition, utility relocation and construction	80%	88%	90%
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## EXPENDITURE SUMMARY

	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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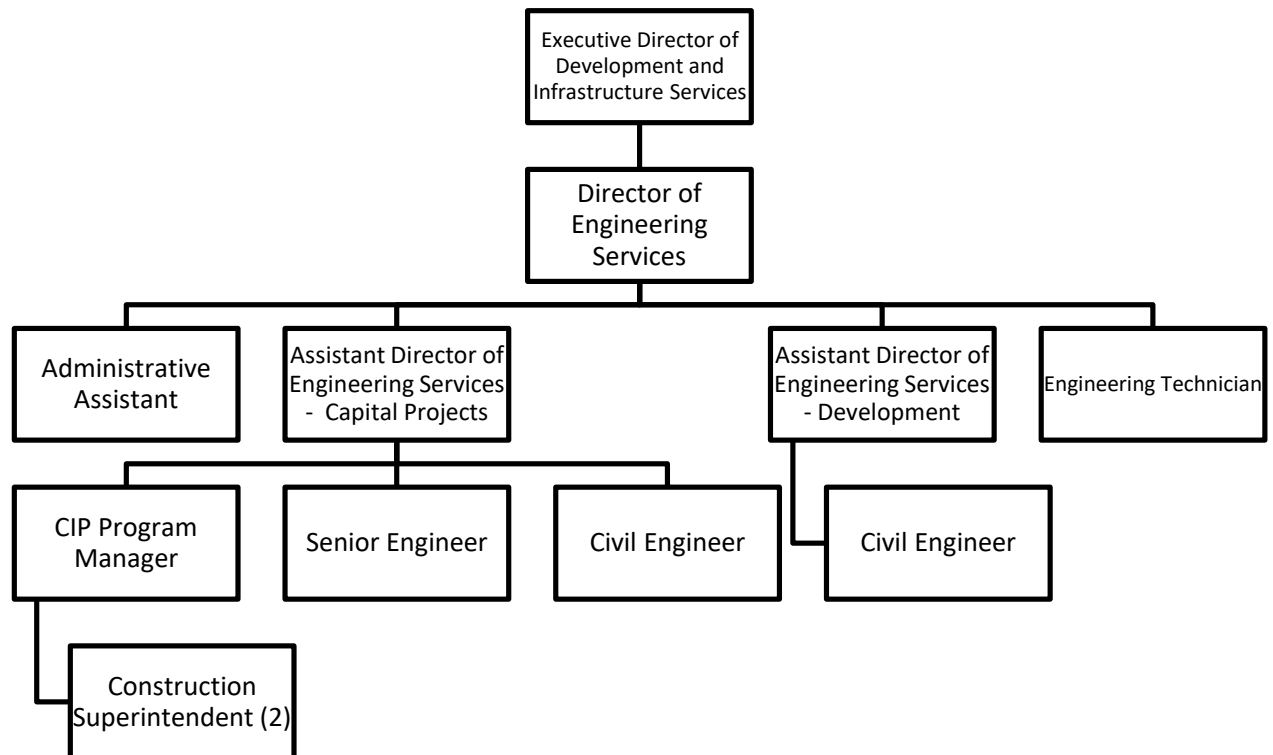
Personnel	\$ 967,084	\$ 1,493,039	\$ 1,680,818
Operations	171,728	193,087	342,529
Capital	53,389	-	-
Transfers	17,468	8,332	8,459
<b>TOTAL</b>	<b>\$ 1,209,669</b>	<b>\$ 1,694,458</b>	<b>\$ 2,031,806</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Engineering

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Administrative Assistant	1.0	1.0	1.0
Assistant Director of Engineering Services - Capital Projects	1.0	1.0	1.0
Assistant Director of Engineering Services - Development	1.0	1.0	1.0
CIP Program Manager	1.0	1.0	1.0
Civil Engineer	2.0	2.0	2.0
Construction Superintendent	2.0	2.0	2.0
Director of Engineering Services	1.0	1.0	1.0
Engineering Technician	0.0	1.0	1.0
Executive Director of Development and Infrastructure Services	1.0	1.0	1.0
Senior Engineer	0.0	1.0	1.0
<b>TOTAL</b>	<b>10.0</b>	<b>12.0</b>	<b>12.0</b>









# WATER AND SEWER FUND

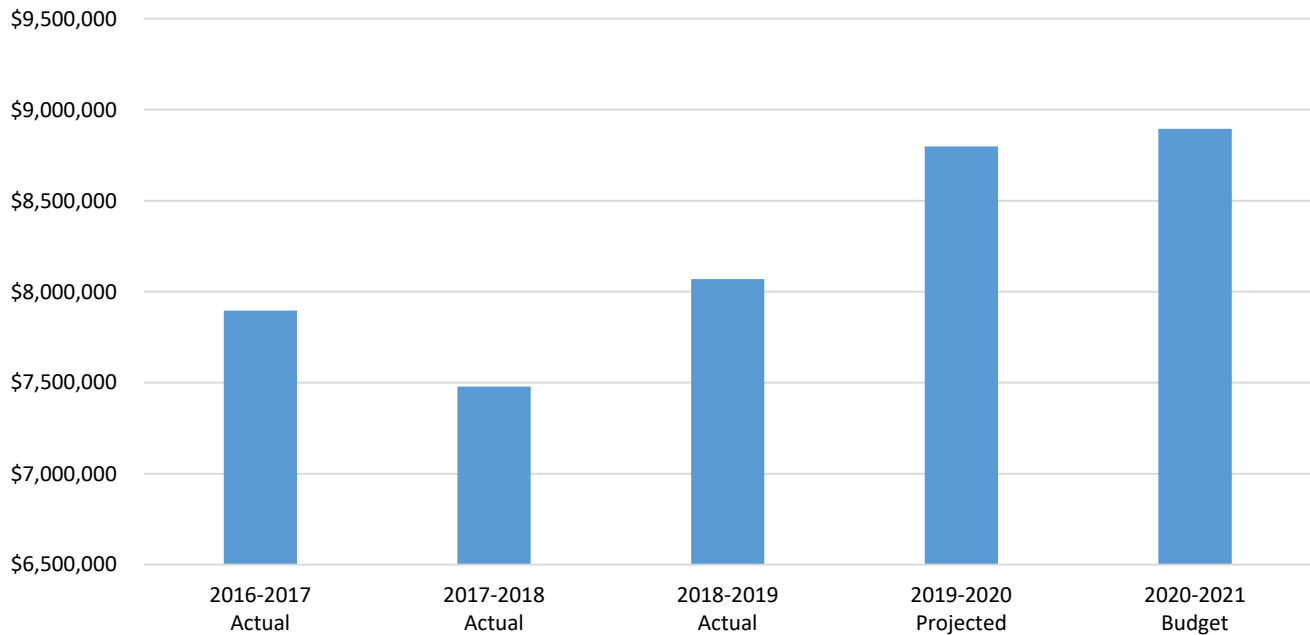


## **Water and Sewer Fund Description**

The Water and Sewer Fund accounts for all costs in providing water and wastewater services, as well as solid waste services to residential and commercial utility customers. The operations necessary to provide such services include Administration, Debt Services, Water Purchases, and the treatment of wastewater. 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 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



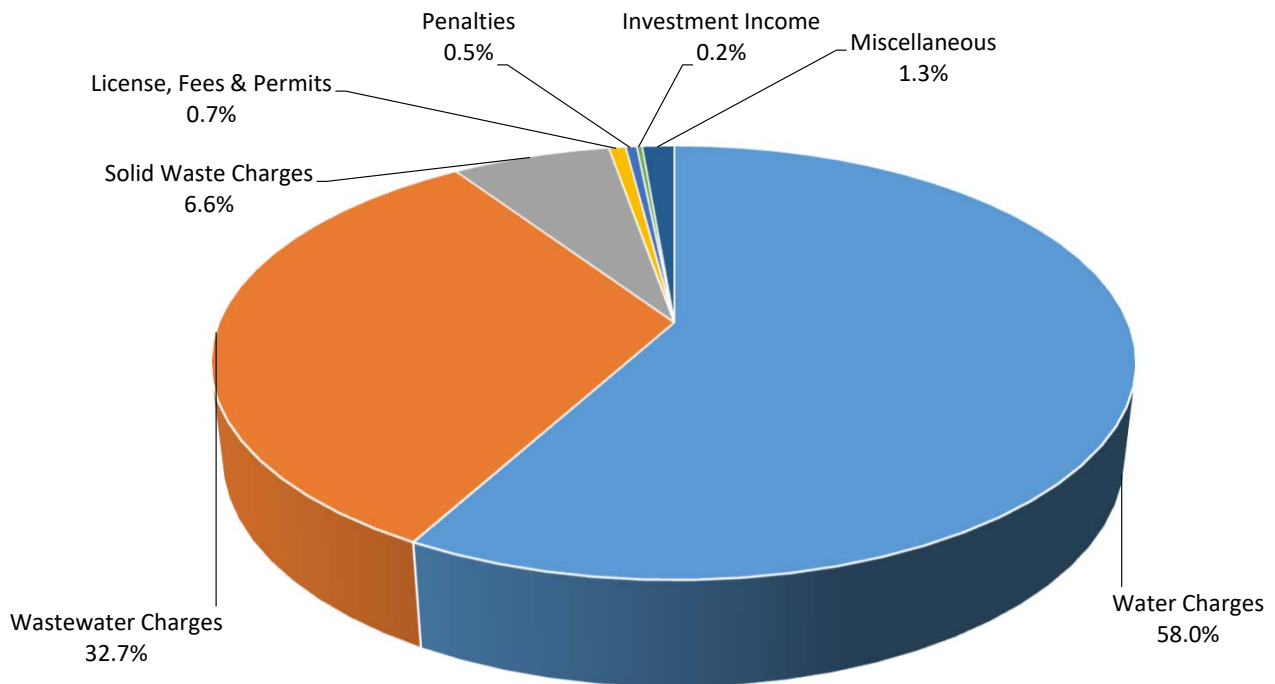
Fiscal Year	Days Over Minimum Reserve	Value of Each Day	%
2016-2017	191	\$ 41,404	54.96%
2017-2018	145	\$ 51,491	42.46%
2018-2019	151	\$ 53,393	41.98%
2019-2020	123	\$ 71,280	34.29%
2020-2021	131	\$ 67,802	36.44%

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

## Water and Sewer Fund Revenues

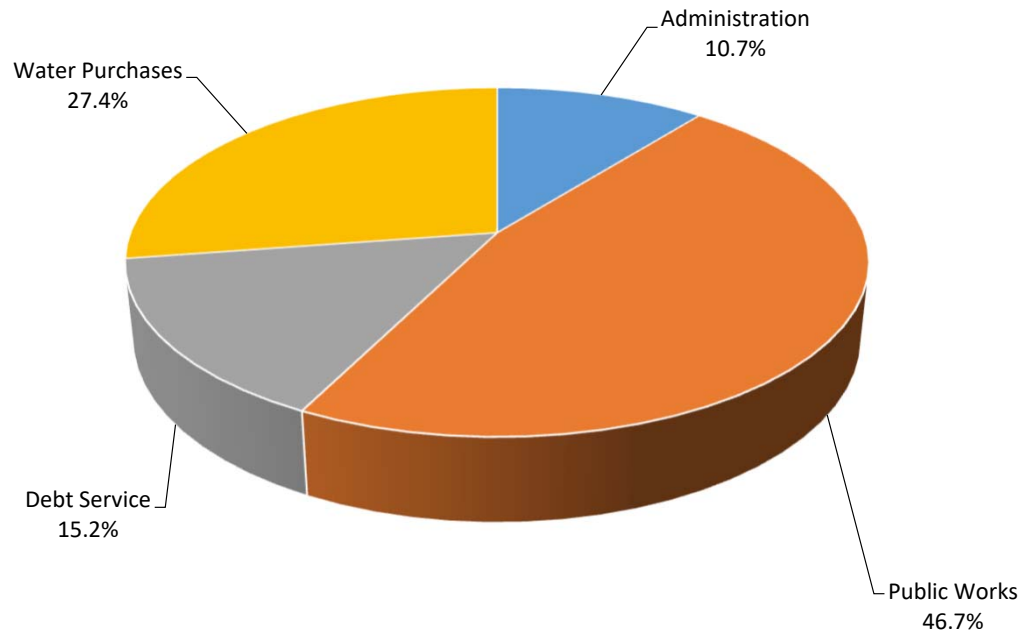
By Source

<b><i>Revenue Category</i></b>	<b><i>FY 2021 Adopted</i></b>	<b><i>% of Total</i></b>
Water Charges	\$ 14,203,322	58.0%
Wastewater Charges	8,012,010	32.7%
Solid Waste Charges	1,622,200	6.6%
License, Fees & Permits	171,000	0.7%
Penalties	113,500	0.5%
Investment Income	55,000	0.2%
Miscellaneous	327,661	1.3%
<b>Revenue Total</b>	<b>\$ 24,504,693</b>	<b>100.0%</b>



**Water and Sewer Fund Appropriations  
By Department**

<b><i>Department</i></b>	<b><i>FY 2021 Adopted</i></b>	<b><i>% of Total</i></b>
Administration	\$ 2,615,646	10.7%
Public Works	11,410,264	46.7%
Debt Service	3,701,269	15.2%
Water Purchases	6,681,709	27.4%
<b>Expense Total</b>	<b>\$ 24,408,888</b>	<b>100.0%</b>

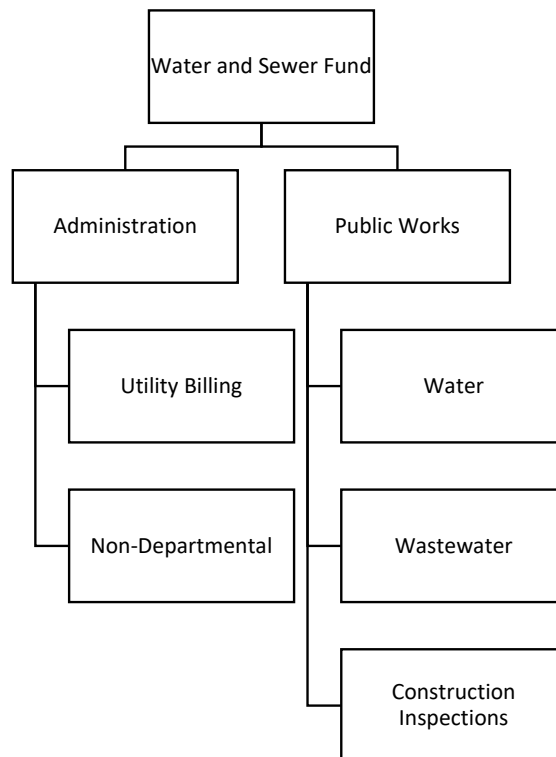


## Water and Sewer Fund Summary

### NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Water Charges for Services	12,015,127	13,623,413	14,012,876	14,203,322	15,296,936	16,430,833	17,559,696	18,397,681
	Wastewater Charges for Services	6,769,595	7,051,798	7,128,716	8,012,010	8,661,205	9,328,622	10,000,301	10,485,315
	Sanitation Charges for Services	1,292,434	1,460,230	1,466,650	1,622,200	1,495,799	1,532,287	1,569,716	1,608,112
	License, Fees & Permits	172,056	54,258	176,000	171,000	176,409	183,884	191,697	199,864
	Water Penalties	1,575	1,675	1,500	1,500	1,718	1,763	1,808	1,855
	Utility Billing Penalties	142,650	112,200	50,000	112,000	56,100	56,100	56,100	56,100
	Investment Income	221,556	142,024	130,000	55,000	142,024	142,024	142,024	142,024
	Other	144,138	3,600,510	3,424,480	327,661	327,661	327,661	327,661	327,661
	<b>TOTAL REVENUES</b>	<b>\$ 20,759,131</b>	<b>\$ 26,046,108</b>	<b>\$ 26,390,222</b>	<b>\$ 24,504,693</b>	<b>\$ 26,157,852</b>	<b>\$ 28,003,174</b>	<b>\$ 29,849,003</b>	<b>\$ 31,218,612</b>
EXPENDITURES	Administration	2,203,392	2,380,374	2,380,374	2,615,646	2,547,308	2,828,508	2,910,058	3,416,644
	Debt Service	3,540,950	3,930,237	3,930,237	3,701,269	3,712,637	4,150,298	4,510,588	4,510,588
	Water Purchases	5,078,166	5,590,642	5,639,671	6,681,709	7,061,333	7,876,596	8,731,344	9,342,538
	Public Works	8,399,074	14,178,726	13,710,377	11,410,264	12,389,176	12,707,147	13,571,272	14,481,552
	<b>TOTAL EXPENDITURES</b>	<b>\$ 19,221,582</b>	<b>\$ 26,079,979</b>	<b>\$ 25,660,659</b>	<b>\$ 24,408,888</b>	<b>\$ 25,710,454</b>	<b>\$ 27,562,549</b>	<b>\$ 29,723,262</b>	<b>\$ 31,751,322</b>
<b>Net Income (Loss)</b>		<b>\$ 1,537,549</b>	<b>\$ (33,871)</b>	<b>\$ 729,563</b>	<b>\$ 95,805</b>	<b>\$ 447,398</b>	<b>\$ 440,625</b>	<b>\$ 125,741</b>	<b>\$ (532,710)</b>
<b>CHANGE IN NET ASSETS</b>		<b>\$ 1,537,549</b>	<b>\$ (33,871)</b>	<b>\$ 729,563</b>	<b>\$ 95,805</b>	<b>\$ 447,398</b>	<b>\$ 440,625</b>	<b>\$ 125,741</b>	<b>\$ (532,710)</b>
<b>BEGINNING NET ASSETS</b>		<b>\$ 6,532,087</b>	<b>\$ 8,069,636</b>	<b>\$ 8,069,636</b>	<b>\$ 8,799,199</b>	<b>\$ 8,895,004</b>	<b>\$ 9,342,402</b>	<b>\$ 9,783,026</b>	<b>\$ 9,908,767</b>
<b>ENDING NET ASSETS</b>		<b>\$ 8,069,636</b>	<b>\$ 8,035,765</b>	<b>\$ 8,799,199</b>	<b>\$ 8,895,004</b>	<b>\$ 9,342,402</b>	<b>\$ 9,783,026</b>	<b>\$ 9,908,767</b>	<b>\$ 9,376,058</b>
1.25 times Debt Service Reserve Limit		2.28	2.04	2.24	2.40	2.52	2.36	2.20	2.08
<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>		<b>151</b>	<b>111</b>	<b>123</b>	<b>131</b>	<b>131</b>	<b>128</b>	<b>120</b>	<b>106</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, wastewater, solid waste and recycling services. This department is also responsible for initiating, transferring, and terminating services, processing adjustment requests, account maintenance, processing of work orders and collection services. Posting payments to customer's account. Issuing Household Hazardous Waste (HHW) vouchers to residents.

## GOALS AND OBJECTIVES

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads and Infrastructure

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

Town Council Goal 3 - Ensure Fiscal Stewardship

- Keep accurate records of all water, wastewater and solid waste accounts billed for the Town of Prosper.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Create/process work orders (annually)	15,439	16,000	16,800
Average payments by auto draft (monthly)	1,997	2,300	2,800
Average payments by credit card draft (monthly)	481	500	550
Online payments (website) (annually)	20,452	24,100	25,300
Lockbox payments (monthly)	27,710	28,703	30,000
New connects (annually)	2,588	2,814	3,200
Disconnections for non-payment (annually)*	519	340	600
Number of customers billed (monthly average)	8,904	9,776	10,900

\*Disconnections were suspended from April - September due to COVID-19

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Manually entered utility billing payments without errors	99%	99%	100%
Utility bills created before the 20th of each month	100%	100%	100%
Disconnections at beginning of month	100%	100%	100%

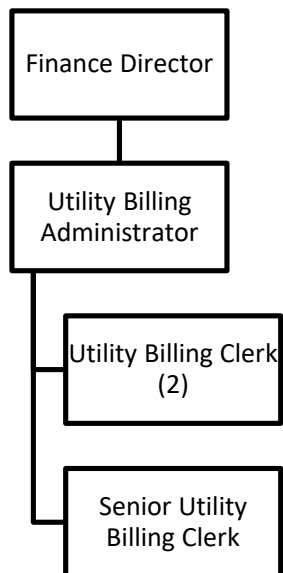
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Utility Billing

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 281,343	\$ 279,388	\$ 291,047
Operations	1,312,543	1,535,650	1,795,188
Transfers	46,481	44,932	44,982
<b>TOTAL</b>	<b>\$ 1,640,367</b>	<b>\$ 1,859,970</b>	<b>\$ 2,131,217</b>

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Senior Utility Billing Clerk	1.0	1.0	1.0
Utility Billing Administrator	1.0	1.0	1.0
Utility Billing Clerk	2.0	2.0	2.0
<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>



# 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. Projected salary savings for the Water/Sewer Fund are also accounted for in this division.

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel/(Projected Fund Salary Savings)	\$ -	\$ (56,680)	\$ (58,146)
Operations	259,708	486,504	542,575
Capital	147,263	-	-
Transfers	-	-	-
Debt	3,543,650	3,930,237	3,701,269
<b>TOTAL</b>	<b>\$ 3,950,621</b>	<b>\$ 4,360,061</b>	<b>\$ 4,185,698</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. Public Works Inspections includes inspections of all infrastructure for private development prior to acceptance and Certificate of Occupancy is issued.

## GOALS AND OBJECTIVES

Town Council Goal 1a - Ensure Quality Development

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads, and Infrastructure

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

Town Council Goal 2 - Maintain a Quality Workforce

- Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Work order total	9,225	9,278	9,500
Surface water pumped in million gallons	1,864	2,011	2,120
Water flushed in million gallons	315	356	330

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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	95%	95%	93%
Maintain the total unaccounted water under 12%	100%	100%	100%

# TOWN OF PROSPER

**DEPARTMENT:**  
**Public Works**

**DIVISION:**  
**Water**

<b>EXPENDITURE SUMMARY</b>	<b>ACTUAL 2018-2019</b>	<b>REVISED 2019-2020</b>	<b>BUDGET 2020-2021</b>
Personnel	\$ 1,791,351	\$ 1,755,823	\$ 2,064,393
Operations	6,399,388	7,151,339	8,809,157
Capital	70,709	126,945	51,256
Transfers	1,430,008	865,696	875,740
<b>TOTAL</b>	<b>\$ 9,691,456</b>	<b>\$ 9,899,803</b>	<b>\$ 11,800,546</b>

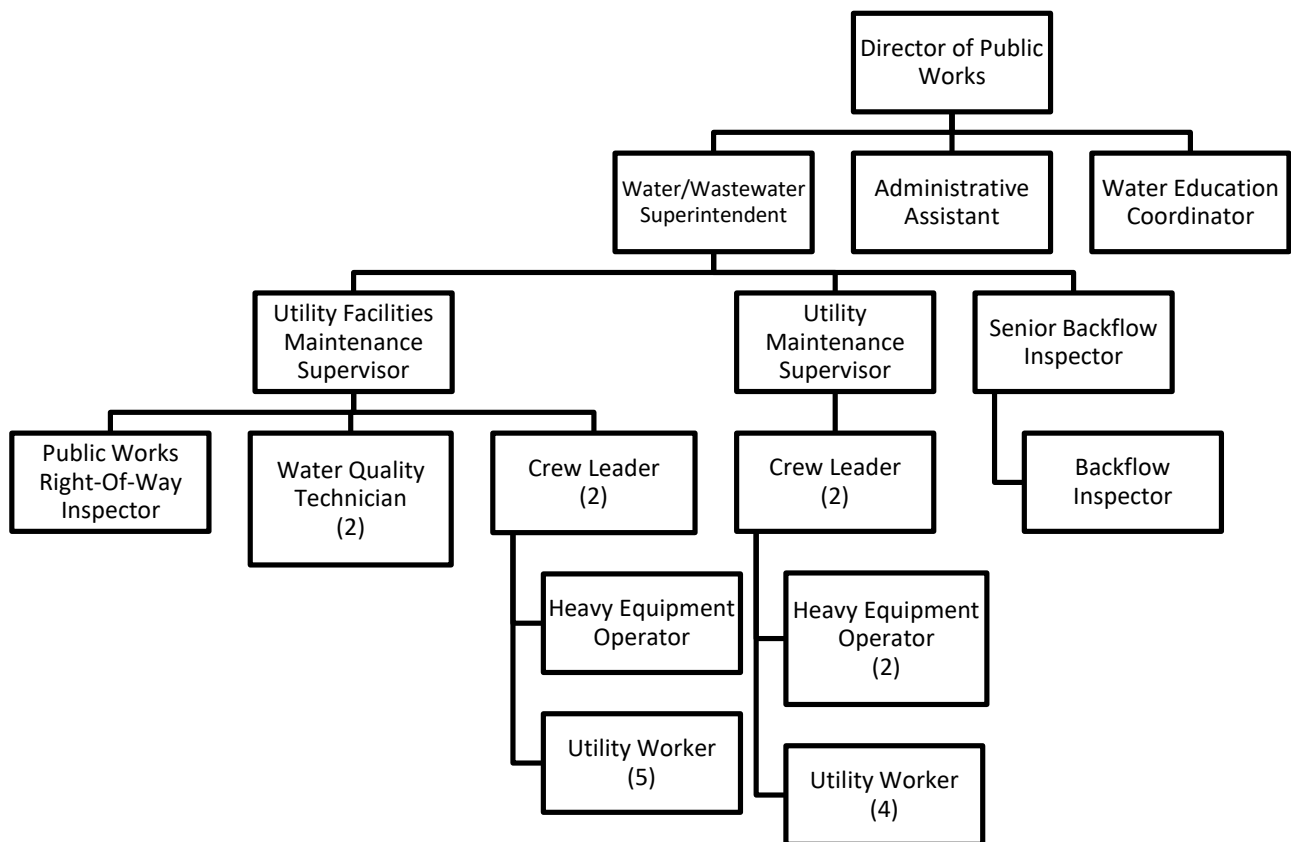
<b>PERSONNEL SUMMARY</b>	<b>ACTUAL 2018-2019</b>	<b>REVISED 2019-2020</b>	<b>BUDGET 2020-2021</b>
Administrative Assistant	1.0	1.0	1.0
Backflow Inspector	1.0	1.0	1.0
Crew Leader	4.0	4.0	4.0
Construction Inspector*	2.0	0.0	0.0
Director of Public Works	1.0	1.0	1.0
Heavy Equipment Operator	2.0	3.0	3.0
Public Works Right-Of-Way Inspector	0.0	0.0	1.0
Right-Of-Way Inspector*	1.0	0.0	0.0
Senior Backflow Inspector	0.0	1.0	1.0
Senior Construction Inspector*	1.0	0.0	0.0
Utility Facilities Maintenance Supervisor	1.0	1.0	1.0
Utility Maintenance Supervisor	0.0	1.0	1.0
Utility Worker	7.0	8.0	9.0
Water and Wastewater Superintendent	1.0	1.0	1.0
Water Education Coordinator	1.0	1.0	1.0
Water Quality Technician	1.0	2.0	2.0
<b>TOTAL</b>	<b>24.0</b>	<b>25.0</b>	<b>27.0</b>

\* Positions transferred to the Construction Inspections Division

# TOWN OF PROSPER

DEPARTMENT:  
Public Works

DIVISION:  
Water



# TOWN OF PROSPER

**DEPARTMENT:**

**Public Works**

**DIVISION:**

**Wastewater**

## PROGRAM DESCRIPTION

The Wastewater Division is responsible for the collection of wastewater and its transmission to the wastewater treatment plants. This service includes the operation, maintenance, and repair of all wastewater lines, manholes, and lift stations connected to the system. The North Texas Municipal Water District (NTMWD) and Upper Trinity Regional Water District (UTRWD) operate the wastewater treatment plants. The Prosper Fats, Oils, and Grease (FOG) Program involves the inspection of grease traps and the education of residents and businesses connected to our wastewater collection system. Initiatives of the program include educational materials, one-on-one interaction, and best management practices for business owners. Public Works Inspections includes inspections of all infrastructure for private development prior to acceptance and Certificate of Occupancy is issued.

## GOALS AND OBJECTIVES

Town Council Goal 1 - Ensure Quality Development

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads, and Infrastructure

- Right-of-Way inspections and final walk thrus help ensure Town standards are met.

Town Council Goal 2 - Maintain a Quality Workforce

- Provide training opportunities to ensure employee certifications are maintained.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Public works inspections	2,110	2,300	2,506
Feet of wastewater lines inspected by camera	305,635	268,252	292,395
Work Orders	971	1,464	1,956
Fats, Oils, and Grease (FOG) Inspections	422	510	596

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Clean and CCTV 10% of the wastewater collection system	100%	100%	100%
Minimize reportable wastewater discharges to Texas Commission on Environmental Quality (TCEQ)	100%	100%	100%

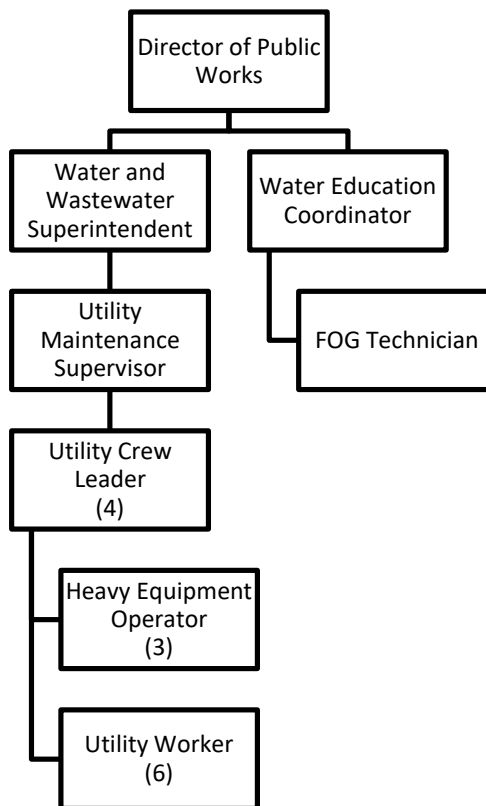
EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ 639,067	\$ 891,660	\$ 962,208
Operations	2,733,449	3,524,270	4,509,942
Capital	171,363	298,854	87,850
Transfers	241,316	294,516	318,396
<b>TOTAL</b>	<b>\$ 3,785,195</b>	<b>\$ 5,009,300</b>	<b>\$ 5,878,396</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
**Public Works**

**DIVISION:**  
**Wastewater**

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Crew Leader	4.0	4.0	4.0
FOG Technician	1.0	1.0	1.0
Heavy Equipment Operator	2.0	3.0	3.0
Utility Maintenance Supervisor	1.0	1.0	1.0
Utility Worker	4.0	5.0	6.0
<b>TOTAL</b>	<b>12.0</b>	<b>14.0</b>	<b>15.0</b>





# TOWN OF PROSPER

## DEPARTMENT:

Public Works

## DIVISION:

Construction Inspections

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

### Goal 1a - Ensure Quality Development

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

### Goal 1c - Provide Efficient and Effective Utilities, Roads, and Infrastructure

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

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Conduct and document daily inspections of all private and Town infrastructure improvements

-

10,400

11,000

Conduct and document daily inspections of all CIP and Town infrastructure improvements

-

2,600

2,600

Inquiries from citizens, government agencies, and other general inquiries

-

1,300

800

## EFFICIENCY / EFFECTIVENESS MEASURES

### ACTUAL

2018-2019

### REVISED

2019-2020

### BUDGET

2020-2021

Respond to contractors request for information within 3 working days

-

100%

100%

Process monthly pay applications within 5 days of satisfactory submittal

-

90%

100%

Submit daily reports on all Town CIP projects

-

90%

100%

Conduct private development inspections within 24 hours of request

-

100%

100%

# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

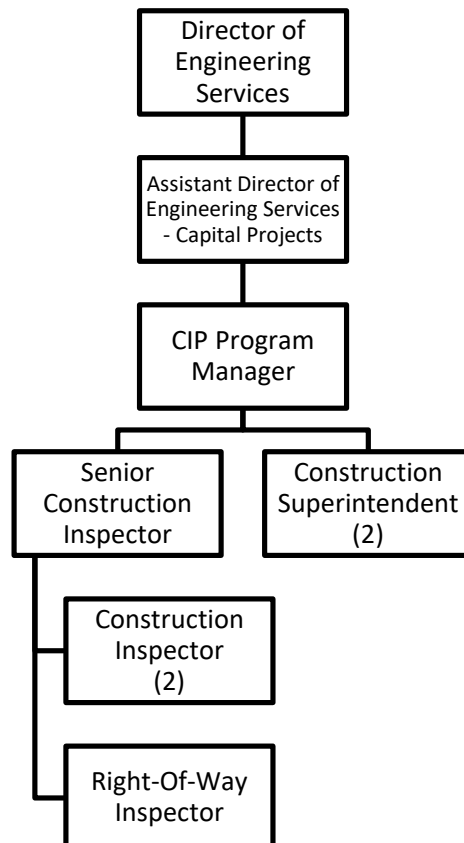
**DIVISION:**  
Construction Inspections

EXPENDITURE SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Personnel	\$ -	\$ 327,823	\$ 348,561
Operations	590	41,200	49,220
Capital	-	-	-
Transfers*	-	3,051,275	15,250
<b>TOTAL</b>	<b>\$ 590</b>	<b>\$ 3,420,298</b>	<b>\$ 413,031</b>

\* Funds transferred for capital water line improvements/water line relocation

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
Construction Inspector*	0.0	2.0	2.0
Right-Of-Way Inspector*	0.0	1.0	1.0
Senior Construction Inspector*	0.0	1.0	1.0
<b>TOTAL</b>	<b>0.0</b>	<b>4.0</b>	<b>4.0</b>

\*Positions previously included in Public Works Water Division





# DEBT SERVICE FUND



## **Debt Service Fund Description**

The Debt Service Fund accounts for the accumulation of resources and the payment of general long-term debt principal and interest. General Obligation Bonds and Certificates of Obligation are issued to finance major improvements for the construction of streets, parks, libraries, recreation centers, fire stations, police stations, and other general governmental improvements. Property taxes are the principal source of revenue in the Debt Service Fund. The tax rate allocation for the Debt Service Fund is \$0.1525, which is 29.30% of the 2020 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 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Property Tax	6,092,325	6,855,713	7,025,028	7,549,503	7,689,196	8,289,265	8,563,967	8,629,068
	Investment Income	104,819	45,000	73,000	45,000	45,000	45,000	45,000	45,000
	Bond Proceeds	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 6,197,144</b>	<b>\$ 6,900,713</b>	<b>\$ 7,098,028</b>	<b>\$ 7,594,503</b>	<b>\$ 7,734,196</b>	<b>\$ 8,334,265</b>	<b>\$ 8,608,967</b>	<b>\$ 8,674,068</b>
EXPENDITURES	Principal	3,196,800	3,819,354	3,819,354	4,275,377	4,181,423	4,577,906	5,147,547	5,417,791
	Interest	2,734,051	3,183,386	3,183,386	3,404,364	3,532,573	3,735,959	3,440,820	3,235,477
	Administrative Fees	18,123	20,000	20,000	20,000	20,200	20,400	20,600	20,800
	<b>TOTAL EXPENDITURES</b>	<b>\$ 5,948,974</b>	<b>\$ 7,022,740</b>	<b>\$ 7,022,740</b>	<b>\$ 7,699,741</b>	<b>\$ 7,734,196</b>	<b>\$ 8,334,265</b>	<b>\$ 8,608,967</b>	<b>\$ 8,674,068</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 248,170</b>	<b>\$ (122,027)</b>	<b>\$ 75,288</b>	<b>\$ (105,238)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
OTHER FINANCING	Transfers Out for Debt Service	249,588	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 249,588</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (1,418)</b>	<b>\$ (122,027)</b>	<b>\$ 75,288</b>	<b>\$ (105,238)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,558,230</b>	<b>\$ 2,556,812</b>	<b>\$ 2,556,812</b>	<b>\$ 2,632,100</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 2,556,812</b>	<b>\$ 2,434,785</b>	<b>\$ 2,632,100</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>	<b>\$ 2,526,862</b>

### Projection of Debt Margin Based on Town Policy

Tax Supported Debt Service Fiscal Year 2020-2021						
	<i>Actual</i> Position as of FYE 9.30.2020	<i>Projected</i> Position as of FYE 9.30.2021	<i>Projected</i> Position as of FYE 9.30.2022	<i>Projected</i> Position as of FYE 9.30.2023	<i>Projected</i> Position as of FYE 9.30.2024	<i>Projected</i> Position as of FYE 9.30.2025
1. Market Value of taxable property	\$ 4,209,067,499 <i>(certified)</i>	\$ 4,601,196,301 <i>(certified)</i>	\$ 4,877,268,079 <i>(projected)</i>	\$ 5,169,904,164 <i>(projected)</i>	\$ 5,428,399,372 <i>(projected)</i>	\$ 5,699,819,341 <i>(projected)</i>
2. Town's Target (6% limit)	\$ 252,544,050	\$ 276,071,778	\$ 292,636,085	\$ 310,194,250	\$ 325,703,962	\$ 341,989,160
<b>Unreserved Debt Capacity</b>	<b>\$ 252,544,050</b>	<b>\$ 276,071,778</b>	<b>\$ 292,636,085</b>	<b>\$ 310,194,250</b>	<b>\$ 325,703,962</b>	<b>\$ 341,989,160</b>
3. Outstanding Debt	\$ 81,745,777	\$ 88,801,424	\$ 84,526,047	\$ 80,659,624	\$ 76,585,618	\$ 72,049,896
4. Proposed Issues	-	9,000,000	7,194,000	-	-	-
5. Balance of Proposed Issues	-	-	-	-	-	-
<b>Total Debt Subject to Limit</b>	<b>\$ 81,745,777</b>	<b>\$ 97,801,424</b>	<b>\$ 91,720,047</b>	<b>\$ 80,659,624</b>	<b>\$ 76,585,618</b>	<b>\$ 72,049,896</b>
6. Available Unreserved Debt Capacity (\$)	\$ 170,798,273	\$ 178,270,354	\$ 200,916,038	\$ 229,534,626	\$ 249,118,344	\$ 269,939,264
7. Available Unreserved Debt Capacity (%)	67.63%	64.57%	68.66%	74.00%	76.49%	78.93%
8. I&S Tax Rate	0.15250	0.15250	0.14590	0.14842	0.14555	0.13888
9. Town's target of 35% or less of Total Tax Rate-\$0.52	29.3%	29.3%	28.1%	28.5%	28.0%	26.7%

**Notes:**

1. Total Assessed valuation plus utility valuation growth assumption is 6% in FY 2022, 6% in FY 2023, 5% in FY 2024, and 5% in FY 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. Excludes debt issued for water, sewer and drainage projects
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 2021 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 has assigned the Town's outstanding general obligation limited tax debt outlook as stable at Aa1 to the Town's \$12.387 million Combination Tax and Surplus Revenue Certificates of Obligation, Series 2020. Standard and Poor's Global Ratings ("S&P") also assigned its rating of AA+ to the Town's 2020 Combination Tax and Surplus Revenue Certificates of Obligation. The Aa1 and AA+ ratings are the second highest ratings of each agency and reflect the Town's very strong economy and rapidly expanding moderately sized tax base due to significant ongoing development while maintaining through conservative budgeting and formal policies which will attract investors. The chart below reflects ratings since June 2016.

Rating Entity	Prior Rating	Prior Rating Period	Current Rating
Standard & Poor's	AA+	June 2019	AA+
Moody's	Aa1	June 2019	Aa1
Standard & Poor's	AA+	June 2018	AA+
Moody's	Aa1	June 2018	Aa1
Standard & Poor's	AA+	June 2017	AA+
Moody's	Aa1	June 2017	Aa1
Standard & Poor's	AA	June 2016	AA+
Moody's	Aa2	June 2016	Aa1

## Debt Issuance Details

**General Obligation Bonds, Series 2012 (Moody's Rated "Aa3")** - The proceeds of this \$3.68M non-taxable issue will be used for (i) improvements to streets and roads, bridges and intersections, and related infrastructure in the Town. The issue is 100% debt service fund related and was issued June 15, 2012, and matures February 15, 2032. Interest payable February 15, and August 15 at rates ranging from 2.0% to 3.25%.

**Certificates of Obligation, Series 2012 (Moody's Rated "Aa3")** - The proceeds of this \$5.755M non-taxable issue will be used for (i) water and drainage system improvements. The issue is 83% water and sewer fund related and 17% stormwater drainage fund related and was issued June 15, 2012, maturing February 15, 2032. Interest payable February 15 and August 15 at rates ranging from 0.40% to 3.25%.

**General Obligation Refunding Bonds, Series 2013 (Moody's Rated "Aa3")** - The proceeds of this \$3.83M non-taxable issue will be used for (i) refunding a portion of the Town's outstanding debt. The issue is 100% debt service fund related and was issued June 15, 2013, maturing August 15, 2033. Interest payable February 15 and August 15 at rates ranging from 2.0% to 4.0%.

**Certificates of Obligation, Series 2013 (Moody's Rated "Aa3")** - The proceeds of this \$5.235M non-taxable issue will be used for (i) water system improvements. The issue is 100% water and sewer fund related and was issued June 15, 2013, maturing August 15, 2033. Interest payable February 15 and August 15 at rates ranging from 2.0% to 4.0%.

**General Obligation Refunding and Improvement Bonds, Series 2014 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$7.175M taxable issue will be used for (i) refunding a portion of the Town's outstanding debt; and (ii) design and land acquisition costs for Town fire stations and park improvements. The issue is 47% debt service fund related and 53% water and sewer fund related and was issued February 15, 2014, maturing February 15, 2034. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

**Certificates of Obligation, Series 2014 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$12.57M taxable issue will be used for (i) acquisition of sewage treatment capacity. The issue is 100% water and sewer fund related and was issued February 15, 2014, maturing February 15, 2034. Interest payable February 15 and August 15 at rates ranging from 2.0% to 4.0%.

**General Obligation Refunding and Improvement Bonds, Series 2015 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$16.135M taxable issue will be used for (i) refunding a portion of the Town's outstanding debt; (ii) improvements to streets and roads, bridges and intersections, and related infrastructure in the Town; (iii) to fund the construction and equipping of a fire station; and (iv) the acquisition and installation of a public safety radio system. The issue is 79% debt service fund related and 21% water and sewer fund related and was issued July 15, 2015, maturing February 15, 2035. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

**Certificates of Obligation, Series 2015 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$8.135M taxable issue will be used for (i) improvements to streets and roads, bridges and intersections, and related infrastructure in the Town; (ii) to fund the construction and equipping of a fire station; and (iii) the acquisition and installation of a public safety radio system. The issue is 100% debt service fund related and was issued July 15, 2015, maturing February 15, 2035. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.



**General Obligation Refunding and Improvement Bonds, Series 2016 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$7.505M taxable issue will be used for (i) refunding a portion of the Town's outstanding debt; (ii) acquiring a site for, and designing a multi-purpose municipal facility to serve as Town Hall and for other municipal services, with any surplus bond proceeds to be used for the construction of such facility; (iii) designing, constructing, improving and equipping parks, trails and recreational facilities and a park administration facility, and the acquisition of land and interests in land for such purposes; and (iv) constructing, improving, extending, expanding, upgrading and developing streets and roads, bridges and intersections including utility relocation, landscaping, sidewalks, traffic safety and operational improvements, the purchase of any necessary rights-of-way, drainage and other related costs. The issue is 84% debt service fund related and 16% water and sewer fund related and was issued July 12, 2016, maturing February 15, 2036. Interest payable February 15 and August 15 at rates ranging from 2.0% to 4.0%.

**Certificates of Obligation, Series 2016 (Moody's Rated "Aa2" and S&P Rated "AA")** - The proceeds of this \$8.47M taxable issue will be used for (i) the construction and equipping of a multi-purpose municipal facility, (ii) the constructing, improving, extending, expanding, upgrading and developing parks and recreation facilities including fields, trails, utility relocation, landscaping, sidewalks, and operational improvements, installation of lighting, the purchase of any necessary rights-of-way, drainage and other related costs; and (iii) the constructing, improving, extending, expanding, upgrading, and developing storm drainage utility projects including utility relocation, landscaping, sidewalks, traffic safety and operation improvements, the purchase of necessary easements and the related costs. The issue is 84% debt service fund related and 16% stormwater drainage fund related and was issued July 12, 2016, maturing February 15, 2036. Interest payable February 15 and August 15 at rates ranging from 2.0% to 4.0%.

**Certificates of Obligation, Series 2017 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$11.565M taxable issue will be used for (i) constructing and equipping of a facility to serve as Town Hall and to house other municipal offices; (ii) constructing, improving and developing parks and recreation facilities; and (iii) constructing and improving storm drainage utility projects in the Town. The issue is 91% debt service fund related and 9% stormwater drainage fund related and was issued June 27, 2017, maturing February 15, 2037. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

**General Obligation Bonds, Series 2018 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$3.9M taxable issue will be used for (i) constructing and equipping public safety facilities, parks and park facilities and a public works facility; and (ii) constructing and improving streets, roads and other related infrastructure in the Town. The issue is 100% debt service fund related and was issued June 15, 2018, maturing February 15, 2038. Interest payable February 15 and August 15 at rates ranging from 4.0% to 5.0%.

**Certificates of Obligation, Series 2018 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$22.225M taxable issue will be used for (i) constructing and equipping a multi-purpose municipal facility to serve as Town Hall and to house other municipal services; (ii) improving the Town's waterworks system; and (iii) constructing and improving streets, roads and other related infrastructure in the Town. The issue is 56% debt service fund related and 44% water and sewer fund related and was issued June 15, 2018, maturing February 15, 2038. Interest payable February 15 and August 15 at rates ranging from 3.125% to 5.0%.

**General Obligation Bonds, Series 2019 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$4.065M taxable issue will be used for (i) constructing and improving streets, roads and other related infrastructure in the Town. The issue is 100% debt service fund related and was issued July 25, 2019, maturing February 15, 2039. Interest payable February 15, and August 15 at rates ranging from 3.0% to 4.0%.

**Certificates of Obligation, Series 2019 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$17.49M taxable issue will be used for (i) acquiring, constructing, installing and equipping additions, improvements, extensions and equipment for the Town's waterworks and sewer system; (ii) constructing, improving, extending, expanding, upgrading and developing streets and roads and intersections, including utility relocation, landscaping, sidewalks, traffic safety and operational improvements and the purchase of any necessary rights-of-way and other related costs, (iii) constructing, improving, extending, expanding, upgrading and developing parks and recreation facilities, including fields, trails, utility relocation, landscaping, sidewalks and operational improvements, installation of lighting, the purchase of any necessary rights-of-way, and other related costs; (iv) designing, constructing, improving and equipping public safety facilities in the Town, including a police station and dispatch facility, and the acquisition of land and interests in land as necessary for such purposes; and (v) paying legal, fiscal, engineering and architectural fees in connection with these projects. The issue is 75% debt service fund related and 25% water and sewer fund related and was issued July 25, 2019, maturing February 15, 2039. Interest payable February 15 and August 15 at rates ranging from 3.0% to 5.0%

**Certificates of Obligation, Series 2020 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$10.875M taxable issue will be used for (i) constructing, improving, extending, expanding, upgrading and developing streets and roads and intersections, including utility relocation, landscaping, sidewalks, traffic safety and operational improvements and the purchase of any necessary rights-of-way and other related costs; (ii) constructing, improving, extending, expanding, upgrading and developing parks and recreation facilities, including fields, trails, utility relocation, landscaping, sidewalks and operational improvements, installation of lighting, the purchase of any necessary rights-of-way, drainage and other related costs; and (iii) paying legal, fiscal, engineering and architectural fees in connection with these projects. The issue is 100% debt service fund related and was issued September 1, 2020, maturing February 15, 2035. Interest payable February 15 and August 15 at 4.0%.

## Outstanding Principal on Debt

### Tax Supported Debt Fiscal Year 2020-2021

Issue	Principal Outstanding	Final Maturity
2012 General Obligation Bonds	2,785,000	2032
2013 General Obligation Bonds	2,760,000	2033
2014 General Obligation Refunding Bonds	1,060,000	2024
2014 General Obligation Bonds	780,000	2034
2015 Certificates of Obligation	7,740,000	2035
2015 General Obligation Bonds	3,155,000	2035
2015 General Obligation Refunding Bonds	8,738,400	2029
2016 Certificates of Obligation	6,705,000	2036
2016 General Obligation Bonds	3,310,000	2036
2016 General Obligation Refunding Bonds	625,500	2021
2017 Certificates of Obligation	9,240,000	2037
2018 General Obligation Bonds	3,650,000	2038
2018 Certificates of Obligation	11,350,000	2038
2019 General Obligation Bonds	3,925,000	2039
2019 Certificates of Obligation	12,102,524	2039
2020 Certificates of Obligation	10,875,000	2040
	\$ 88,801,424	

### Water/Sewer/Drainage Supported Debt Fiscal Year 2020-2021

Issue	Principal Outstanding	Final Maturity
2012 Certificates of Obligation	3,845,000	2032
2013 Certificates of Obligation	3,775,000	2033
2014 General Obligation Refunding Bonds	1,725,000	2024
2014 Certificates of Obligation	9,755,000	2034
2015 General Obligation Refunding Bonds	3,026,600	2029
2016 General Obligation Refunding Bonds	69,500	2021
2016 Certificates of Obligation	1,115,000	2036
2017 Certificates of Obligation	885,000	2037
2018 Certificates of Obligation	9,190,000	2038
2019 Certificates of Obligation	4,092,477	2039
	\$ 37,478,577	

## Principal and Interest Debt Schedule

Tax Supported Debt Service  
Fiscal Year 2020-2021

Year	Principal	Interest	Total
2021	4,275,377	3,404,364	7,679,741
2022	3,866,423	3,267,298	7,133,721
2023	4,074,006	3,103,072	7,177,078
2024	4,535,722	2,926,658	7,462,380
2025	4,805,966	2,732,115	7,538,081
2026	5,483,512	2,516,656	8,000,168
2027	5,220,394	2,282,805	7,503,199
2028	5,443,313	2,046,974	7,490,287
2029	5,699,469	1,797,643	7,497,112
2030	5,005,096	1,565,192	6,570,288
2031	5,211,253	1,354,764	6,566,017
2032	5,409,934	1,150,022	6,559,956
2033	5,327,354	949,244	6,276,598
2034	5,234,773	748,755	5,983,528
2035	5,357,191	555,101	5,912,292
2036	4,604,611	376,208	4,980,819
2037	3,670,767	234,321	3,905,088
2038	2,953,185	125,671	3,078,856
2039	1,878,078	50,521	1,928,599
2040	745,000	11,175	756,175
TOTALS	\$ 88,801,424	\$ 31,198,559	\$ 119,999,983

## Principal and Interest Debt Schedule

Water/Sewer/Drainage Supported Debt Service  
Fiscal Year 2020-2021

Year	Principal	Interest	Total
2021	2,479,623	1,467,238	3,946,861
2022	2,603,577	1,362,202	3,965,779
2023	2,590,995	1,255,778	3,846,773
2024	2,689,279	1,145,073	3,834,352
2025	2,379,035	1,026,216	3,405,251
2026	2,486,488	924,394	3,410,882
2027	2,129,606	828,870	2,958,476
2028	2,211,687	739,882	2,951,569
2029	2,300,531	647,850	2,948,381
2030	2,294,903	556,089	2,850,992
2031	2,378,748	462,362	2,841,110
2032	2,470,065	370,203	2,840,268
2033	2,192,645	283,157	2,475,802
2034	1,895,227	198,513	2,093,740
2035	1,032,807	129,127	1,161,934
2036	1,065,389	93,736	1,159,125
2037	1,009,234	58,626	1,067,860
2038	971,815	25,197	997,012
2039	296,923	4,454	301,377
TOTALS	\$ 37,478,577	\$ 11,578,967	\$ 49,057,544





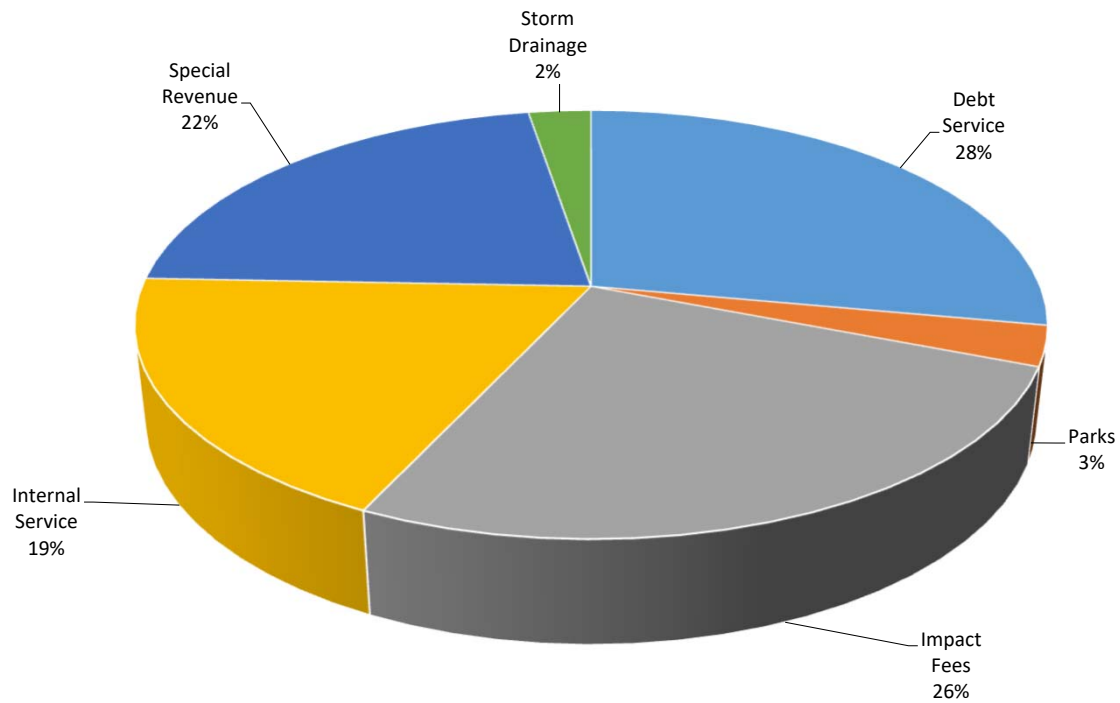
# OTHER FUNDS





**Other Funds Revenues  
By Source**

Revenue Category	Debt Service	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	\$ 7,549,503	\$ -	\$ -	\$ -	\$ 700,559	\$ -
Sales Tax	-	-	-	-	4,162,940	-
Investment Income	45,000	15,500	42,000	27,000	4,850	4,200
License, Fees & Permits	-	-	-	-	-	705,000
Impact Fees	-	-	6,850,000	-	1,000,000	-
Charges for Services	-	200,000	-	3,426,209	-	6,000
Contribution	-	100,000	-	-	52,200	-
Grants	-	500,000	-	-	-	-
Other Transfers In	-	-	-	1,478,505	-	-
Miscellaneous	-	-	200,000	139,000	-	-
<b>Revenue Total</b>	<b>\$ 7,594,503</b>	<b>\$ 815,500</b>	<b>\$ 7,092,000</b>	<b>\$ 5,070,714</b>	<b>\$ 5,920,549</b>	<b>\$ 715,200</b>



## **TIRZ #1 Fund Description**

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

### TIRZ # 1 Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fee Revenue	123,892	350,000	1,584,305	1,000,000	-	-	-	-
	Property Taxes-Town	340,626	387,624	386,349	554,473	609,920	658,714	698,237	733,149
	Property Taxes-County	73,604	110,960	92,846	133,249	146,574	158,300	167,798	176,188
	Property Taxes-Rollback Taxes	-	-	28,840	-	-	-	-	-
	Sales Taxes - Town	503,932	495,372	545,965	562,344	812,344	852,961	878,550	904,906
	Sales Taxes - EDC	422,704	415,259	457,245	470,962	682,369	716,487	737,982	760,122
	Investment Income	10,318	7,500	20,000	2,000	2,000	2,000	2,000	2,000
	Other	789	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 1,475,865</b>	<b>\$ 1,766,715</b>	<b>\$ 3,115,550</b>	<b>\$ 2,723,028</b>	<b>\$ 2,253,207</b>	<b>\$ 2,388,462</b>	<b>\$ 2,484,567</b>	<b>\$ 2,576,364</b>
EXPENDITURES	Professional Services	74	-	-	-	-	-	-	-
	Developer Reimbursement	1,512,515	1,766,715	3,347,378	2,723,028	2,253,207	2,388,462	2,484,567	2,576,364
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,512,589</b>	<b>\$ 1,766,715</b>	<b>\$ 3,347,378</b>	<b>\$ 2,723,028</b>	<b>\$ 2,253,207</b>	<b>\$ 2,388,462</b>	<b>\$ 2,484,567</b>	<b>\$ 2,576,364</b>
<b>Period Excess / (Deficit)</b>		<b>\$ (36,724)</b>	<b>\$ -</b>	<b>\$ (231,828)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (36,724)</b>	<b>\$ -</b>	<b>\$ (231,828)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 293,552</b>	<b>\$ 256,828</b>	<b>\$ 256,828</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>\$ 256,828</b>	<b>\$ 256,828</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 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 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fee Revenue	-	325,500	-	-	-	-	-	-
	Property Taxes-Town	15,053	12,633	12,633	10,350	11,385	12,296	13,034	13,685
	Property Taxes-County	3,738	3,616	3,137	2,487	2,736	2,955	3,132	3,288
	Sales Taxes - Town	16	150	10	10	10	10	10	10
	Sales Taxes - EDC	16	150	10	10	10	10	10	10
	Investment Income	748	500	400	150	150	150	150	150
	Other	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>		<b>\$ 19,571</b>	<b>\$ 342,549</b>	<b>\$ 16,190</b>	<b>\$ 13,007</b>	<b>\$ 14,291</b>	<b>\$ 15,420</b>	<b>\$ 16,335</b>	<b>\$ 17,144</b>
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-
	Developer Reimbursement	19,958	342,549	16,732	13,007	14,291	15,420	16,335	17,144
	<b>TOTAL EXPENDITURES</b>	<b>\$ 19,958</b>	<b>\$ 342,549</b>	<b>\$ 16,732</b>	<b>\$ 13,007</b>	<b>\$ 14,291</b>	<b>\$ 15,420</b>	<b>\$ 16,335</b>	<b>\$ 17,144</b>
<b>Period Excess / (Deficit)</b>		<b>\$ (387)</b>	<b>\$ -</b>	<b>\$ (542)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (387)</b>	<b>\$ -</b>	<b>\$ (542)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 25,929</b>	<b>\$ 25,542</b>	<b>\$ 25,542</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>\$ 25,542</b>	<b>\$ 25,542</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>

## **Crime Control and Prevention District Description**

The Town of Prosper held a special election in 2018 that established a Crime Control and Prevention Special Purpose District allowed under Texas Local Government Code, Chapter 363 and Texas Tax Code, Section 323.105. Crime Control and Prevention District is dedicated to crime reduction programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Crime Control and Prevention District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of crime control and crime prevention including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Crime Control and Prevention District funded twelve and a half existing Police Officers plus additional personnel costs. In FY 2020-2021 one additional Police Officer position is transferred from the General Fund.

### Crime Control and Prevention Special Purpose District

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Sales Taxes	1,303,224	1,338,204	1,519,230	1,564,807	1,643,047	1,692,339	1,743,109	1,795,402
	Investment Income	-	5,000	300	300	300	300	300	300
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 1,303,224</b>	<b>\$ 1,343,204</b>	<b>\$ 1,519,530</b>	<b>\$ 1,565,107</b>	<b>\$ 1,643,347</b>	<b>\$ 1,692,639</b>	<b>\$ 1,743,409</b>	<b>\$ 1,795,702</b>
EXPENDITURES	Personnel	1,132,782	1,327,155	1,173,704	1,425,708	1,643,347	1,692,639	1,743,409	1,795,702
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,132,782</b>	<b>\$ 1,327,155</b>	<b>\$ 1,173,704</b>	<b>\$ 1,425,708</b>	<b>\$ 1,643,347</b>	<b>\$ 1,692,639</b>	<b>\$ 1,743,409</b>	<b>\$ 1,795,702</b>
	<i>Period Excess / (Deficit)</i>	<i>\$ 170,442</i>	<i>\$ 16,049</i>	<i>\$ 345,826</i>	<i>\$ 139,399</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
NET CHANGE IN FUND BALANCE		\$ 170,442	\$ 16,049	\$ 345,826	\$ 139,399	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ -	\$ 170,442	\$ 170,442	\$ 516,268	\$ 655,667	\$ 655,667	\$ 655,667	\$ 655,667
ENDING FUND BALANCE		\$ 170,442	\$ 186,491	\$ 516,268	\$ 655,667	\$ 655,667	\$ 655,667	\$ 655,667	\$ 655,667

## **Fire Control, Prevention, and Emergency Medical Services District Description**

The Town of Prosper held a special election in 2018 that established a Fire Control, Prevention, and Emergency Medical Services Special Purpose District allowed under Texas Local Government Code, Chapter 344 and Texas Tax Code, Section 321.106. Fire Control, Prevention and Emergency Medical Services District is dedicated to fire safety and emergency medical services programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Fire Control, Prevention, and Emergency Medical Services District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of fire control, prevention, and emergency services including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Fire Control, Prevention, and Emergency Medical Services District funded twelve and a half existing Firefighter/Paramedics plus additional personnel costs. In FY 2020-2021 one additional Firefighter/Paramedic position is transferred from the General Fund.



**Fire Control, Prevention and Emergency Medical Services Special Purpose District**

**FUND BALANCE**

<b>FUND</b>	<b>ACCOUNT TYPE</b>	<b>ACTUAL 2018-2019</b>	<b>AMENDED BUDGET 2019-2020</b>	<b>PROJECTED 2019-2020</b>	<b>ADOPTED BUDGET 2020-2021</b>	<b>PLANNING YEAR 2021-2022</b>	<b>PLANNING YEAR 2022-2023</b>	<b>PLANNING YEAR 2023-2024</b>	<b>PLANNING YEAR 2024-2025</b>
<b>REVENUES</b>	Sales Taxes	1,302,422	1,338,204	1,519,230	1,564,807	1,643,047	1,692,339	1,743,109	1,795,402
	Investment Income	-	5,000	-	-	150	150	150	150
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 1,302,422</b>	<b>\$ 1,343,204</b>	<b>\$ 1,519,230</b>	<b>\$ 1,564,807</b>	<b>\$ 1,643,197</b>	<b>\$ 1,692,489</b>	<b>\$ 1,743,259</b>	<b>\$ 1,795,552</b>
<b>EXPENDITURES</b>	Personnel	1,286,837	1,326,274	1,415,593	1,490,812	1,643,197	1,692,489	1,743,259	1,795,552
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,286,837</b>	<b>\$ 1,326,274</b>	<b>\$ 1,415,593</b>	<b>\$ 1,490,812</b>	<b>\$ 1,643,197</b>	<b>\$ 1,692,489</b>	<b>\$ 1,743,259</b>	<b>\$ 1,795,552</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 15,585</b>	<b>\$ 16,930</b>	<b>\$ 103,637</b>	<b>\$ 73,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 15,585</b>	<b>\$ 16,930</b>	<b>\$ 103,637</b>	<b>\$ 73,995</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ -</b>	<b>\$ 15,585</b>	<b>\$ 15,585</b>	<b>\$ 119,222</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 15,585</b>	<b>\$ 32,515</b>	<b>\$ 119,222</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>	<b>\$ 193,217</b>

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

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

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

### Park Dedication/Improvement Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Park Dedication Fees	668,865	200,000	-	200,000	200,000	200,000	200,000	200,000
	Park Improvement Fees	275,884	100,000	-	100,000	100,000	100,000	100,000	100,000
	Grants-Improvement Fund	-	500,000	-	500,000	-	-	-	-
	Park Dedication-Interest	32,103	25,000	20,000	8,000	8,000	8,000	8,000	8,000
	Park Improvement-Interest	33,490	15,000	17,000	7,500	7,500	7,500	7,500	7,500
	<b>TOTAL REVENUES</b>	<b>\$ 1,010,342</b>	<b>\$ 840,000</b>	<b>\$ 37,000</b>	<b>\$ 815,500</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>
EXPENDITURES	General - Parks Dedication	-	-	-	250,000	-	250,000	-	-
	General - Parks Improvement	86,059	703,700	78,490	1,485,000	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 86,059</b>	<b>\$ 703,700</b>	<b>\$ 78,490</b>	<b>\$ 1,735,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 924,283</b>	<b>\$ 136,300</b>	<b>\$ (41,490)</b>	<b>\$ (919,500)</b>	<b>\$ 315,500</b>	<b>\$ 65,500</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 924,283</b>	<b>\$ 136,300</b>	<b>\$ (41,490)</b>	<b>\$ (919,500)</b>	<b>\$ 315,500</b>	<b>\$ 65,500</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 1,857,786</b>	<b>\$ 2,782,069</b>	<b>\$ 2,782,069</b>	<b>\$ 2,740,579</b>	<b>\$ 1,821,079</b>	<b>\$ 2,136,579</b>	<b>\$ 2,136,579</b>	<b>\$ 2,202,079</b>
<b>PARKS DEDICATION ENDING FUND BALANCE</b>		<b>\$ 1,474,942</b>	<b>\$ 1,699,942</b>	<b>\$ 1,494,942</b>	<b>\$ 1,452,942</b>	<b>\$ 1,660,942</b>	<b>\$ 1,618,942</b>	<b>\$ 1,868,942</b>	<b>\$ 1,826,942</b>
<b>PARKS IMPROVEMENTS ENDING FUND BALANCE</b>		<b>\$ 1,307,127</b>	<b>\$ 1,218,427</b>	<b>\$ 1,245,637</b>	<b>\$ 368,137</b>	<b>\$ 475,637</b>	<b>\$ 583,137</b>	<b>\$ 583,137</b>	<b>\$ 690,637</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 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fees	3,275,653	3,000,000	3,000,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
	Investment Income	58,501	45,000	33,000	12,000	12,000	12,000	12,000	12,000
	<b>TOTAL REVENUES</b>	<b>\$ 3,334,154</b>	<b>\$ 3,045,000</b>	<b>\$ 3,033,000</b>	<b>\$ 2,512,000</b>	<b>\$ 2,512,000</b>	<b>\$ 2,512,000</b>	<b>\$ 2,512,000</b>	<b>\$ 2,512,000</b>
EXPENDITURES	Operations-Developer Agreements	2,097,079	930,910	925,114	840,000	700,000	700,000	700,000	700,000
	Capital	784,287	195,277	195,277	1,000,000	4,000,000	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,881,366</b>	<b>\$ 1,126,187</b>	<b>\$ 1,120,391</b>	<b>\$ 1,840,000</b>	<b>\$ 4,700,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>	<b>\$ 700,000</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 452,788</b>	<b>\$ 1,918,813</b>	<b>\$ 1,912,609</b>	<b>\$ 672,000</b>	<b>\$ (2,188,000)</b>	<b>\$ 1,812,000</b>	<b>\$ 1,812,000</b>	<b>\$ 1,812,000</b>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(3,017,553)	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ (3,017,553)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		<b>\$ (2,564,765)</b>	<b>\$ 1,918,813</b>	<b>\$ 1,912,609</b>	<b>\$ 672,000</b>	<b>\$ (2,188,000)</b>	<b>\$ 1,812,000</b>	<b>\$ 1,812,000</b>	<b>\$ 1,812,000</b>
BEGINNING FUND BALANCE		<b>\$ 4,074,701</b>	<b>\$ 1,509,936</b>	<b>\$ 1,509,936</b>	<b>\$ 3,422,545</b>	<b>\$ 4,094,545</b>	<b>\$ 1,906,545</b>	<b>\$ 3,718,545</b>	<b>\$ 5,530,545</b>
ENDING UNRESTRICTED FUND BALANCE		<b>\$ 1,509,936</b>	<b>\$ 3,428,749</b>	<b>\$ 3,422,545</b>	<b>\$ 4,094,545</b>	<b>\$ 1,906,545</b>	<b>\$ 3,718,545</b>	<b>\$ 5,530,545</b>	<b>\$ 7,342,545</b>

### Wastewater Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fees	985,743	850,000	1,100,000	850,000	850,000	850,000	850,000	850,000
	Equity Fees	250,000	200,000	260,000	200,000	200,000	200,000	200,000	200,000
	Investment Income	52,223	35,000	28,000	12,000	12,000	12,000	12,000	12,000
	<b>TOTAL REVENUES</b>	<b>\$ 1,287,966</b>	<b>\$ 1,085,000</b>	<b>\$ 1,388,000</b>	<b>\$ 1,062,000</b>	<b>\$ 1,062,000</b>	<b>\$ 1,062,000</b>	<b>\$ 1,062,000</b>	<b>\$ 1,062,000</b>
EXPENDITURES	Operations-Developer Reimbursements	747,497	766,225	775,245	890,000	901,225	766,639	660,000	401,309
	Capital	27,230	-	-	1,500,000	-	1,450,000	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 774,727</b>	<b>\$ 766,225</b>	<b>\$ 775,245</b>	<b>\$ 2,390,000</b>	<b>\$ 901,225</b>	<b>\$ 2,216,639</b>	<b>\$ 660,000</b>	<b>\$ 401,309</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 513,239</b>	<b>\$ 318,775</b>	<b>\$ 612,755</b>	<b>\$ (1,328,000)</b>	<b>\$ 160,775</b>	<b>\$ (1,154,639)</b>	<b>\$ 402,000</b>	<b>\$ 660,691</b>
OTHER FINANCING	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>
NET CHANGE IN FUND BALANCE		\$ 513,239	\$ 318,775	\$ 612,755	\$ (1,328,000)	\$ 160,775	\$ (1,154,639)	\$ 402,000	\$ 660,691
BEGINNING FUND BALANCE		\$ 1,256,837	\$ 1,770,076	\$ 1,770,076	\$ 2,382,831	\$ 1,054,831	\$ 1,215,606	\$ 60,967	\$ 462,967
ENDING UNRESTRICTED FUND BALANCE		\$ 1,770,076	\$ 2,088,851	\$ 2,382,831	\$ 1,054,831	\$ 1,215,606	\$ 60,967	\$ 462,967	\$ 1,123,658

### East Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fees	1,332,760	1,000,000	1,100,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
	Investment Income	37,201	25,000	20,000	8,000	8,000	8,000	8,000	8,000
	Other	-	132,438	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 1,369,961</b>	<b>\$ 1,157,438</b>	<b>\$ 1,120,000</b>	<b>\$ 1,008,000</b>	<b>\$ 1,008,000</b>	<b>\$ 1,008,000</b>	<b>\$ 1,008,000</b>	<b>\$ 1,008,000</b>
EXPENDITURES	Operations-Developer Reimbursements	461,974	300,000	-	300,000	200,000	200,000	-	-
	PISD High School								
	Tanner's Mill		300,000	-	300,000	200,000	200,000	-	-
	Capital	486,589	1,641,024	1,391,654	175,000	175,000	625,000	400,000	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 948,563</b>	<b>\$ 1,941,024</b>	<b>\$ 1,391,654</b>	<b>\$ 475,000</b>	<b>\$ 375,000</b>	<b>\$ 825,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 421,398</b>	<b>\$ (783,586)</b>	<b>\$ (271,654)</b>	<b>\$ 533,000</b>	<b>\$ 633,000</b>	<b>\$ 183,000</b>	<b>\$ 608,000</b>	<b>\$ 1,008,000</b>
OTHER FINANCING	Transfers In	1,963,832	-	-	-	-	-	-	-
	Transfers Out	(250,000)	(69,168)	(69,168)	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 1,713,832</b>	<b>\$ (69,168)</b>	<b>\$ (69,168)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		\$ 2,135,230	\$ (852,754)	\$ (340,822)	\$ 533,000	\$ 633,000	\$ 183,000	\$ 608,000	\$ 1,008,000
BEGINNING FUND BALANCE		\$ (895,752)	\$ 1,239,478	\$ 1,239,478	\$ 898,656	\$ 1,431,656	\$ 2,064,656	\$ 2,064,656	\$ 2,247,656
ENDING UNRESTRICTED FUND BALANCE		\$ 1,239,478	\$ 386,724	\$ 898,656	\$ 1,431,656	\$ 2,064,656	\$ 2,247,656	\$ 2,672,656	\$ 3,255,656

### West Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Impact Fees	4,112,611	2,500,000	3,200,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
	Investment Income	73,846	30,000	22,500	10,000	10,000	10,000	10,000	10,000
	Other	-	110,980	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 4,186,457</b>	<b>\$ 2,640,980</b>	<b>\$ 3,222,500</b>	<b>\$ 2,510,000</b>	<b>\$ 2,510,000</b>	<b>\$ 2,510,000</b>	<b>\$ 2,510,000</b>	<b>\$ 2,510,000</b>
EXPENDITURES	Operations-Developer Agreements	825,461	2,400,000	2,050,000	2,625,000	2,050,000	2,050,000	2,050,000	2,050,000
	Capital	2,285,371	1,517,822	1,475,000	512,500	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,110,832</b>	<b>\$ 3,917,822</b>	<b>\$ 3,525,000</b>	<b>\$ 3,137,500</b>	<b>\$ 2,050,000</b>	<b>\$ 2,050,000</b>	<b>\$ 2,050,000</b>	<b>\$ 2,050,000</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 1,075,625</b>	<b>\$ (1,276,842)</b>	<b>\$ (302,500)</b>	<b>\$ (627,500)</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(2,043,832)	(100,000)	(100,000)	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ 2,043,832</b>	<b>\$ (100,000)</b>	<b>\$ (100,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		<b>\$ (968,207)</b>	<b>\$ (1,376,842)</b>	<b>\$ (402,500)</b>	<b>\$ (627,500)</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>	<b>\$ 460,000</b>
BEGINNING FUND BALANCE		<b>\$ 2,019,770</b>	<b>\$ 1,051,563</b>	<b>\$ 1,051,563</b>	<b>\$ 649,063</b>	<b>\$ 21,563</b>	<b>\$ 481,563</b>	<b>\$ 941,563</b>	<b>\$ 1,401,563</b>
ENDING FUND BALANCE		<b>\$ 1,051,563</b>	<b>\$ (325,279)</b>	<b>\$ 649,063</b>	<b>\$ 21,563</b>	<b>\$ 481,563</b>	<b>\$ 941,563</b>	<b>\$ 1,401,563</b>	<b>\$ 1,861,563</b>



## **Stormwater Drainage Utility Fund Description**

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

### Stormwater Drainage Utility Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Stormwater Drainage Fees	613,400	627,156	685,000	705,000	726,150	747,935	755,414	762,968
	Other	7,024	6,000	5,845	6,000	6,000	6,000	6,000	6,000
	Investment Income	8,102	5,000	7,000	4,200	5,500	5,750	6,000	6,500
	<b>TOTAL REVENUES</b>	<b>\$ 628,526</b>	<b>\$ 638,156</b>	<b>\$ 697,845</b>	<b>\$ 715,200</b>	<b>\$ 737,650</b>	<b>\$ 759,685</b>	<b>\$ 767,414</b>	<b>\$ 775,468</b>
EXPENDITURES	Operating Expenses	176,041	294,254	294,254	197,751	199,737	204,767	209,436	214,466
	Debt Service	-	248,641	248,641	245,592	320,575	372,429	376,172	370,214
	Capital	-	-	-	-	125,000	125,000	125,000	125,000
	Transfers Out	126,853	100,135	100,135	104,926	102,946	102,946	102,946	102,946
	<b>TOTAL EXPENDITURES</b>	<b>\$ 302,894</b>	<b>\$ 643,030</b>	<b>\$ 643,030</b>	<b>\$ 548,269</b>	<b>\$ 748,258</b>	<b>\$ 805,142</b>	<b>\$ 813,554</b>	<b>\$ 812,626</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 325,632</b>	<b>\$ (4,874)</b>	<b>\$ 54,815</b>	<b>\$ 166,931</b>	<b>\$ (10,608)</b>	<b>\$ (45,457)</b>	<b>\$ (46,140)</b>	<b>\$ (37,158)</b>
NET CHANGE IN FUND BALANCE		\$ 325,632	\$ (4,874)	\$ 54,815	\$ 166,931	\$ (10,608)	\$ (45,457)	\$ (46,140)	\$ (37,158)
BEGINNING FUND BALANCE		\$ 151,834	\$ 477,466	\$ 477,466	\$ 532,281	\$ 699,212	\$ 688,603	\$ 643,146	\$ 597,005
ENDING FUND BALANCE		\$ 477,466	\$ 472,592	\$ 532,281	\$ 699,212	\$ 688,603	\$ 643,146	\$ 597,005	\$ 559,847
AMOUNT OVER (UNDER) IN DAYS OPERATING COST		567	265	298	459	331	288	264	248

# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Stormwater Drainage

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads and Infrastructure

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

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

Inspect construction projects, post construction BMP's, FOG facilities, and residents' complaints within the Town's Jurisdiction to verify compliance with TCEQ Stormwater requirements

606

700

700

Complete Annual MS4 permit update/Insure that Town's MS4 paperwork is in order

Annually

Annually

Annually

## EFFICIENCY / EFFECTIVENESS MEASURES

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

Inspect construction projects within the Town's jurisdiction monthly to verify compliance with TCEQ Stormwater requirements

95%

100%

100%

Timely submittal of MS4 permit annually

100%

100%

100%

## EXPENDITURE SUMMARY

**ACTUAL**  
**2018-2019**

**REVISED**  
**2019-2020**

**BUDGET**  
**2020-2021**

Personnel

\$ 166,737 \$ 167,554 \$ 171,051

Operations

9,304 126,700 26,700

Debt Service

- 248,641 245,592

Transfers

621,089 100,135 104,926

**TOTAL**

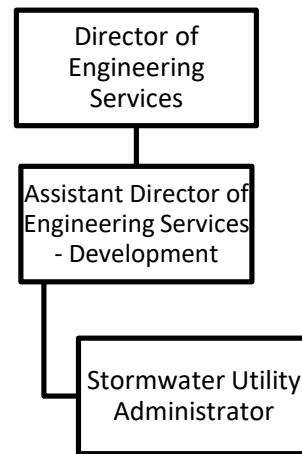
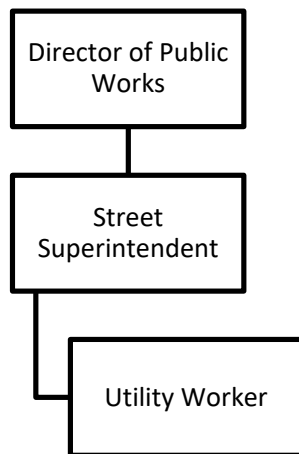
\$ 797,130 \$ 643,030 \$ 548,269

# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Stormwater Drainage

PERSONNEL SUMMARY	ACTUAL 2018-2019	REVISED 2019-2020	BUDGET 2020-2021
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.

Tree Mitigation Fee - This fee is received from the development community in lieu of replanting trees, or preserving existing trees per the Town's Tree Preservation ordinance.

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 \$4.90 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 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Police Donations	17,276	15,000	13,200	13,500	15,000	15,000	15,000	15,000
	Fire Donations	18,270	13,200	13,200	13,500	13,200	13,200	13,200	13,200
	Child Safety Fees	13,546	12,000	10,000	10,000	12,000	12,000	12,000	12,000
	Court Security Revenue	9,030	8,500	5,500	7,000	8,500	8,500	8,500	8,500
	Court Technology Revenue	12,040	10,000	8,800	8,200	10,000	10,000	10,000	10,000
	Tree Mitigation Revenue	-	-	69,300	-	-	-	-	-
	Escrow Income	655,341	-	504,659	-	-	-	-	-
	Cash Seizures	2,966	-	8,829	-	-	-	-	-
	Miscellaneous	2,739	-	3,245	-	-	-	-	-
	Interest Income	7,901	6,000	4,750	2,400	6,000	6,000	6,000	6,000
	Transfer In	-	-	-	-	-	-	-	-
TOTAL REVENUES		\$ 739,110	\$ 64,700	\$ 641,483	\$ 54,600	\$ 64,700	\$ 64,700	\$ 64,700	\$ 64,700
EXPENDITURES	General Government	409,460	163,817	93,704	271,246	64,700	64,700	64,700	64,700
	Other - Escrow Funds	655,341	1,354,577	504,659	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 1,064,801	\$ 1,518,394	\$ 598,363	\$ 271,246	\$ 64,700	\$ 64,700	\$ 64,700	\$ 64,700
Period Excess / (Deficit)		\$ (325,691)	\$ (1,453,694)	\$ 43,120	\$ (216,646)	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ (325,691)	\$ (1,453,694)	\$ 43,120	\$ (216,646)	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ 767,012	\$ 441,321	\$ 441,321	\$ 484,441	\$ 267,795	\$ 267,795	\$ 267,795	\$ 267,795
ENDING FUND BALANCE		\$ 441,321	\$ (1,012,373)	\$ 484,441	\$ 267,795	\$ 267,795	\$ 267,795	\$ 267,795	\$ 267,795

## **Vehicle and Equipment Replacement Fund Description**

The Town established the Vehicle Equipment and Replacement Fund (VERF) in Fiscal Year 2013-2014 to accumulate sufficient resources to replace existing vehicles and equipment when they reach or exceed their useful life. The internal program was designed for departments to contribute annual payments to the fund based on the number, type, average life expectancy, and the projected replacement cost of the vehicles/equipment. The intent was for funds to be managed to purchase Town vehicles and equipment in a manner that would not create a burden on the Town budget. 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. Balances at the department level are calculated each year and adjustments are made to replacement values as needed. In addition to budgeted annual contributions, each department is credited for proceeds of auctioned vehicles/equipment, as well as interest earned for the year. These proceeds are considered when determining contribution needs for the following fiscal year.

### Vehicle and Equipment Replacement Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Charges for Services	-	-	-	-	-	-	-	-
	Other	149,418	307,388	307,388	139,000	-	-	-	-
	Interest Income	79,060	30,000	47,000	20,000	20,000	20,000	20,000	20,000
	Transfers In	1,626,037	2,022,682	2,022,682	1,478,505	1,022,500	1,022,500	1,022,500	1,022,500
	<b>TOTAL REVENUES</b>	<b>\$ 1,854,515</b>	<b>\$ 2,360,070</b>	<b>\$ 2,377,070</b>	<b>\$ 1,637,505</b>	<b>\$ 1,042,500</b>	<b>\$ 1,042,500</b>	<b>\$ 1,042,500</b>	<b>\$ 1,042,500</b>
EXPENDITURES	Technology Expenses	72,290	82,650	92,814	99,080	243,085	23,570	71,607	81,750
	Equipment Expenses	292,910	26,000	26,000	436,559	68,753	168,866	155,187	369,932
	Vehicle Expenses	932,051	1,311,792	1,313,082	861,946	318,901	708,196	518,948	668,062
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,297,251</b>	<b>\$ 1,420,442</b>	<b>\$ 1,431,896</b>	<b>\$ 1,397,585</b>	<b>\$ 630,739</b>	<b>\$ 900,632</b>	<b>\$ 745,742</b>	<b>\$ 1,119,744</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 557,264</b>	<b>\$ 939,628</b>	<b>\$ 945,174</b>	<b>\$ 239,920</b>	<b>\$ 411,761</b>	<b>\$ 141,868</b>	<b>\$ 296,758</b>	<b>\$ (77,244)</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 557,264</b>	<b>\$ 939,628</b>	<b>\$ 945,174</b>	<b>\$ 239,920</b>	<b>\$ 411,761</b>	<b>\$ 141,868</b>	<b>\$ 296,758</b>	<b>\$ (77,244)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,337,780</b>	<b>\$ 2,895,044</b>	<b>\$ 2,895,044</b>	<b>\$ 3,840,218</b>	<b>\$ 4,080,138</b>	<b>\$ 4,491,899</b>	<b>\$ 4,633,767</b>	<b>\$ 4,930,525</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 2,895,044</b>	<b>\$ 3,834,672</b>	<b>\$ 3,840,218</b>	<b>\$ 4,080,138</b>	<b>\$ 4,491,899</b>	<b>\$ 4,633,767</b>	<b>\$ 4,930,525</b>	<b>\$ 4,853,281</b>



**Vehicle and Equipment Replacement Listing**  
**Items to be replaced in Fiscal Year 2020-2021**

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST
<i>Vehicles</i>				
Police Operations	2017	Chevrolet	Tahoe	52,865
Police Operations	2017	Chevrolet	Tahoe	52,865
Police Operations	2017	Chevrolet	Tahoe	52,865
Police Operations	2017	Chevrolet	Tahoe	52,865
Police Operations	2017	Chevrolet	Tahoe	52,865
Police Operations	2017	Chevrolet	Tahoe	52,865
Fire Operations	2011	Chevrolet	C3500 Ambulance	307,600
Building Inspections	2013	Chevrolet	1500	25,850
Park Operations	2013	Ford	F150	28,665
Water	2013	Chevrolet	2500	30,422
Water	2009	Ford	F450	57,305
Wastewater	2013	Ford	F450	57,305
Construction Inspections	2013	Chevrolet	2500	37,609
<b>Total cost of vehicle replacements</b>				<b>\$ 861,946</b>

**Vehicle and Equipment Replacement Listing**  
**Items to be replaced in Fiscal Year 2020-2021**

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST
<i>Equipment</i>				
Park Operations	2006	CM Trailers	Cargo Trailer	12,000
Park Operations	2011	Ventrac	Tractor	36,000
Park Operations	2011	John Deere	Aerator	35,000
Park Operations	2011	Dakota	Topdresser	32,000
Park Operations	2011	Ryan	Sod Cutter	5,800
Park Operations	2011	Cyclone	Blower with trailer	15,000
Park Operations	2011	John Deere	Gator	51,000
Park Operations	2011	John Deere	Sprayer	21,000
Park Operations	2014	Kawasaki	Mule	11,500
Water	2004	US Jetting	Sewer Cleaning Machine	58,000
Water	2008	Caterpillar	Skid-Steer Loader	78,000
Water	2008	New Holland	Tractor	63,259
Water	2010	Toro	Mower	10,000
Water	2011	Toro	Mower	8,000
<b>Total cost of equipment replacements</b>				<b>\$ 436,559</b>
<b>Total cost of all replacements</b>				<b>\$ 1,298,505</b>

## **Health Insurance Trust Fund Description**

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

### Health Insurance Trust Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2018-2019	AMENDED BUDGET 2019-2020	PROJECTED 2019-2020	ADOPTED BUDGET 2020-2021	PLANNING YEAR 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025
REVENUES	Transfers In	96,682	-	-		-	-	-	-
	Employer Contributions	1,933,737	2,529,386	2,523,560	2,721,903	2,885,217	3,087,182	3,303,285	3,534,515
	Employee Contributions	633,810	655,096	667,000	704,306	739,521	776,497	815,322	856,088
	Investment Income	11,054	7,000	10,000	7,000	7,000	7,000	7,000	7,000
	Other Income	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 2,675,284</b>	<b>\$ 3,191,482</b>	<b>\$ 3,200,560</b>	<b>\$ 3,433,209</b>	<b>\$ 3,631,738</b>	<b>\$ 3,870,680</b>	<b>\$ 4,125,607</b>	<b>\$ 4,397,603</b>
EXPENDITURES	Operating Expenses	82,642	267,556	258,085	261,393	255,000	255,000	255,000	255,000
	Claims	2,102,803	2,570,237	2,300,483	2,857,398	3,028,842	3,210,572	3,403,207	3,607,399
	Insurance	395,811	265,948	268,136	291,020	296,840	302,777	308,833	315,009
	Wellness Program	-	12,000	12,000	12,000	12,000	12,000	12,000	12,000
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,581,256</b>	<b>\$ 3,115,741</b>	<b>\$ 2,838,704</b>	<b>\$ 3,421,811</b>	<b>\$ 3,592,682</b>	<b>\$ 3,780,350</b>	<b>\$ 3,979,039</b>	<b>\$ 4,189,409</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 94,027</b>	<b>\$ 75,741</b>	<b>\$ 361,856</b>	<b>\$ 11,398</b>	<b>\$ 39,056</b>	<b>\$ 90,330</b>	<b>\$ 146,568</b>	<b>\$ 208,195</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 94,027</b>	<b>\$ 75,741</b>	<b>\$ 361,856</b>	<b>\$ 11,398</b>	<b>\$ 39,056</b>	<b>\$ 90,330</b>	<b>\$ 146,568</b>	<b>\$ 208,195</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 215,804</b>	<b>\$ 309,831</b>	<b>\$ 309,831</b>	<b>\$ 671,687</b>	<b>\$ 683,085</b>	<b>\$ 722,142</b>	<b>\$ 812,472</b>	<b>\$ 959,040</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 309,831</b>	<b>\$ 385,572</b>	<b>\$ 671,687</b>	<b>\$ 683,085</b>	<b>\$ 722,142</b>	<b>\$ 812,472</b>	<b>\$ 959,040</b>	<b>\$ 1,167,235</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 2020-2021  
DISCRETIONARY PACKAGES  
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
172	FINANCE	1	FINANCIAL SOFTWARE UPGRADE		-	35,000	35,000	-	35,000
173	IT	1	TWO HELP DESK TECHNICIANS (NEW PERSONNEL)	2.0	6,050	157,324	163,374	-	163,374
174	IT MANAGED (POLICE)	2	ICS MOBILE MAPPING AND NAVIGATION (POLICE)		64,726	14,774	79,500	-	79,500
176	IT	3	BROADBAND COMMITTEE RECOMMENDED IMPROVEMENTS		5,600	9,120	14,720	-	14,720
177	POLICE OPERATIONS	1	TWO LIEUTENANTS (NEW PERSONNEL)	2.0	84,304	359,314	443,618	-	443,618
179	POLICE OPERATIONS	4	TWO PUBLIC SAFETY OFFICERS (NEW PERSONNEL)	2.0	55,078	136,312	191,390	-	191,390
181	POLICE OPERATIONS	6	RECORDS CLERK (NEW PERSONNEL)	1.0	361	71,432	71,793	-	71,793
183	POLICE DISPATCH	1	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	2.0	650	126,031	126,681	-	126,681
185	FIRE OPERATIONS	1	THREE BATTALION CHIEFS (NEW PERSONNEL)	3.0	113,979	577,886	691,865	-	691,865
187	FIRE OPERATIONS	2	VEHICLE/APPARATUS MAINTENANCE		-	20,964	20,964	-	20,964
188	FIRE OPERATIONS	3	LIFEPAK REPLACEMENT		33,102	-	33,102	-	33,102
189	FIRE MARSHAL	1	ADMINISTRATIVE ASSISTANT (NEW PERSONNEL)	1.0	2,110	43,156	45,266	-	45,266
191	BUILDING INSPECTIONS	1	DEVELOPMENT AND PERMITTING SOFTWARE		251,858	123,563	375,421	-	375,421
193	STREETS	2	RADAR DETECTION EQUIPMENT		26,000	-	26,000	-	26,000
194	PARK ADMINISTRATION	1	PAINT 407 AND 409 EAST FIRST STREET		15,500	-	15,500	-	15,500
195	PARK ADMINISTRATION	5	DOWNTOWN MONUMENT SIGN		269,500	500	270,000	-	270,000
196	LIBRARY	1	INCREASE IN PHYSICAL COLLECTION		-	6,000	6,000	-	6,000
197	LIBRARY	2	INCREASE IN DIGITAL COLLECTION		-	2,736	2,736	-	2,736
198	ENGINEERING	1	US 380 INTERSECTION UPGRADES AND MEDIAN LIGHTING		105,000	-	105,000	-	105,000
<b>TOTAL PROPOSED</b>				13.0	\$ 1,033,818	\$ 1,684,112	\$ 2,717,930	\$ -	\$ 2,717,930
<b>CUT PACKAGES</b>									
218	TOWN SECRETARY'S OFFICE	1	ADDITIONAL SPECIAL EVENTS		-	5,500	5,500	-	5,500
219	COMMUNICATIONS	1	COMMUNICATIONS MANAGER (NEW PERSONNEL)	1.0	9,720	77,351	87,071	-	87,071
221	NON-DEPARTMENTAL	1	PUBLIC SAFETY AND VETERANS HONOR WALL		75,000	-	75,000	-	75,000
222	POLICE OPERATIONS	2	SERGEANT - INTERNAL AFFAIRS (NEW PERSONNEL)	1.0	26,148	154,857	181,005	-	181,005
224	POLICE OPERATIONS	3	DETECTIVE (NEW PERSONNEL)	1.0	64,682	139,660	204,342	-	204,342
226	POLICE OPERATIONS	5	RECLASS RECORDS SUPERVISOR/CID CASE MANAGER		1,850	9,168	11,018	-	11,018
228	STREETS	1	MAINTENANCE SUPERVISOR - STREETS (NEW PERSONNEL)	1.0	41,370	79,254	120,624	-	120,624
230	PARK ADMINISTRATION	2	LANDSCAPE ARCHITECT INSPECTIONS - 3RD PARTY		40,000	-	40,000	-	40,000
231	PARK ADMINISTRATION	4	WINDMILL PARK DRINKING FOUNTAIN		12,000	-	12,000	-	12,000
232	PARK ADMINISTRATION	6	FRONTIER PARK STORAGE BUILDINGS		133,127	1,000	134,127	-	134,127
233	PARK OPERATIONS	1	CONTRACT MOWING RIGHT-OF-WAY MAINTENANCE		-	25,000	25,000	-	25,000
<b>TOTAL CUT</b>				4.0	\$ 403,897	\$ 491,790	\$ 895,687	\$ -	\$ 895,687



**TOWN OF PROSPER  
FY 2020-2021  
DISCRETIONARY PACKAGES  
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
<b>REMOVED/REVISED BY DEPARTMENT</b>									
235	TOWN SECRETARY'S OFFICE	5	PROMOTIONAL ITEMS FOR COUNCIL - REMOVED		-	3,000	3,000	-	3,000
236	TOWN SECRETARY'S OFFICE	6	GRAPHIC IDENTITY AND BRANDING POLICY CONSULTANT - REMOVED		10,000	-	10,000	-	10,000
237	IT	4	FIBER INTERNET FOR PUBLIC SAFETY COMPLEX - REMOVED		-	36,000	36,000	-	36,000
238	POLICE OPERATIONS	4	THREE PUBLIC SAFETY OFFICERS (NEW PERSONNEL) - REVISED	3.0	55,439	202,298	257,737	-	257,737
240	POLICE OPERATIONS	5	RECORDS SUPERVISOR/CID CASE MANAGER (NEW PERSONNEL) - REVISED	1.0	25,109	74,075	99,184	-	99,184
242	POLICE OPERATIONS	6	TWO RECORDS CLERKS (NEW PERSONNEL) - REVISED	2.0	330	144,216	144,546	-	144,546
244	POLICE OPERATIONS	7	VEHICLE AND EQUIPMENT FOR EXISTING TRAFFIC UNIT - REMOVED		121,659	-	121,659	-	121,659
245	POLICE OPERATIONS	8	LICENSE PLATE READERS - REMOVED		258,031	61,250	319,281	-	319,281
246	POLICE DISPATCH	1	FOUR COMMUNICATIONS OFFICERS (NEW PERSONNEL) - REVISED	4.0	2,000	219,692	221,692	-	221,692
248	POLICE DISPATCH	2	ANNUAL CONSOLE CLEANING - REMOVED		-	1,580	1,580	-	1,580
249	PLANNING	1	COMPREHENSIVE PLAN UPDATE - REMOVED		250,000	-	250,000	-	250,000
250	STREETS	3	ICE PRE-TREATMENT - REMOVED		9,000	7,000	16,000	-	16,000
251	STREETS	4	TRAFFIC SIGNAL POLE AND ROADWAY LUMINAIRE - REMOVED		16,000	-	16,000	-	16,000
252	STREETS	5	HEAVY DUTY TRAILER 20 FOOT - REMOVED		12,133	867	13,000	-	13,000
253	PARK RECREATION	1	RECREATION PROGRAMMING - REMOVED		-	18,500	18,500	(9,760)	8,740
<b>TOTAL REMOVED/REVISED</b>				<b>10.0</b>	<b>\$ 759,701</b>	<b>\$ 768,478</b>	<b>\$ 1,528,179</b>	<b>\$ (9,760)</b>	<b>\$ 1,518,419</b>

**TOWN OF PROSPER  
FY 2020-2021  
DISCRETIONARY PACKAGES  
WATER/SEWER FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS	
199	UTILITY BILLING	1	REMIT PLUS CHECK PROCESSING		10,264	2,700	12,964	-	12,964	
200	WATER	1	MTU PROGRAMMERS (PUCKS)		5,250	-	5,250	-	5,250	
201	WATER	2	WATER METERS AND MTU UPGRADES		394,000	77,250	471,250	(20,000)	451,250	
202	WATER	3	UTILITY WORKER - WATER (NEW PERSONNEL)	1.0	-	47,491	47,491	-	47,491	
203	WATER	4	PUBLIC WORKS RIGHT-OF-WAY INSPECTOR (NEW PERSONNEL)	1.0	37,726	61,518	99,244	-	99,244	
205	WATER	5	SCADA UPDATE - WATER		70,000	-	70,000	-	70,000	
206	WATER	6	ELECTRIC VALVE OPERATOR		16,000	-	16,000	-	16,000	
207	WASTEWATER	2	ODOR CONTROL - PUBLIC WORKS LIFT STATION		-	49,000	49,000	-	49,000	
208	WASTEWATER	3	SCADA UPDATE - WASTEWATER		30,000	-	30,000	-	30,000	
209	WASTEWATER	4	UTILITY WORKER - WASTEWATER (NEW PERSONNEL)	1.0	-	47,491	47,491	-	47,491	
210	WASTEWATER	5	GEOSPATIAL DATA COLLECTOR		11,845	-	11,845	-	11,845	
211	WASTEWATER	6	ODOR CONTROL - LACIMA LIFT STATION		30,000	69,300	99,300	-	99,300	
212	WASTEWATER	7	LIGHT DUTY TRAILER		3,735	265	4,000	-	4,000	
213	WASTEWATER	8	GAS DETECTOR		10,000	-	10,000	-	10,000	
TOTAL PROPOSED					3.0	\$ 618,820	\$ 355,015	\$ 973,835	\$ (20,000)	\$ 953,835
CUT PACKAGES										
234	WASTEWATER	1	MINI EXCAVATOR		173,250	15,750	189,000	-	189,000	
TOTAL CUT						\$ 173,250	\$ 15,750	\$ 189,000	\$ -	\$ 189,000
REMOVED/REVISED BY DEPARTMENT										
254	UTILITY BILLING	1	HEAVY DUTY SHREDDER - REMOVED		2,500	-	2,500	-	2,500	
255	WATER	6	PORTABLE WELDER - REMOVED		5,000	-	5,000	-	5,000	
256	WATER	7	DUMP TRUCK - REMOVED		126,000	14,000	140,000	-	140,000	
257	WATER	9	NITRIFICATION TESTING UNITS - REMOVED		9,688	-	9,688	-	9,688	
258	WASTEWATER	7	TRENCH SHORING - REMOVED		25,000	-	25,000	-	25,000	
259	WASTEWATER	9	SEWER BYPASS PUMP - REMOVED		75,000	-	75,000	-	75,000	
TOTAL REMOVED/REVISED						\$ 243,188	\$ 14,000	\$ 257,188	\$ -	\$ 257,188

**TOWN OF PROSPER  
FY 2020-2021  
DISCRETIONARY PACKAGES  
OTHER FUNDS**

#	FUND	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
214	STORM DRAINAGE	1	CHANNEL RESTORATION AND GABIONS		5,500	-	5,500	-	5,500
215	COURT TECHNOLOGY	1	COURT DESKTOP SCANNERS AND POLICE TICKET WRITERS		9,700	-	9,700	-	9,700
216	COURT TECHNOLOGY	2	COURT SOFTWARE UPGRADE		16,000	-	16,000	-	16,000
217	SPECIAL REVENUE FUND - PD DONATIONS	1	BADGES - POLICE		7,018	-	7,018	-	7,018
<b>TOTAL PROPOSED</b>				0.0	\$ 38,218	\$ -	\$ 38,218	\$ -	\$ 38,218

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

<b>TITLE</b>	<b>FINANCIAL SOFTWARE UPGRADE</b>	<b>TYPE</b>	<b>DISCRETIONARY - 2</b>	<b>RANK</b>	<b>1</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5418 IT FEES	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
<b>TOTAL</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</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>		
The purpose of this request is to upgrade our current financial software system. Past Town goals included an upgrade to a Town wide enterprise software platform. Staff has decided that we will update our current software to see if the new features will meet the needs of the Town in lieu of a conversion at this time.			Our current financial software vendor, STW, Inc., was recently acquired by OpenGov. OpenGov is offering all current customers the ability to upgrade in the current calendar year in order to take advantage of upgraded functionality to the STW platform of software. This upgrade will enhance the capabilities currently available to encompass new features offered by OpenGov.		
<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 upgrade the financial software to the latest version offered by the new parent company.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TWO HELP DESK TECHNICIANS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$102,600	\$102,600	\$102,600	\$102,600	\$102,600
5115 SALARIES - OVERTIME	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
5143 CELL PHONE ALLOWANCE	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5145 SOCIAL SECURITY EXPENSE	\$6,696	\$6,696	\$6,696	\$6,696	\$6,696
5150 MEDICARE EXPENSE	\$1,566	\$1,566	\$1,566	\$1,566	\$1,566
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$19,560	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$840	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$94	\$94	\$94	\$94	\$94
5175 LIABILITY (TML) WORKERS COMP	\$284	\$284	\$284	\$284	\$284
5180 TMRS EXPENSE	\$14,624	\$14,624	\$14,624	\$14,624	\$14,624
5185 LONG TERM/SHORT TERM DISABILIT	\$206	\$206	\$206	\$206	\$206
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$5,000	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$400	\$400	\$400	\$400	\$400
5419 IT LICENSES	\$1,330	\$1,330	\$1,330	\$1,330	\$1,330
5520 TELEPHONE EXPENSE	\$1,050	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
7145 TRANSFER TO VERF	\$0	\$912	\$912	\$912	\$912
<b>TOTAL</b>	<b>\$163,374</b>	<b>\$158,236</b>	<b>\$158,236</b>	<b>\$158,236</b>	<b>\$158,236</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

<p>The I.T. Department provides vital support to all of the staff that interact with residents and businesses on a daily basis, especially Public Safety staff. By maintaining systems such as internet connectivity, phones, and email, we facilitate efficient and timely communications with residents. From FY 2016-17 to the current fiscal year, the average number of submitted help desk tickets per month has increased from 43 to 134 (to-date). Analysis of the tickets by department shows that Public Safety departments are responsible for the majority of submitted tickets virtually every month. Benchmarking data from other municipalities in Texas with populations between 20,000 and 50,000 shows an average of 4 I.T. staff, with an average of 3 staff dedicated to end user support. An additional help desk employee focused on Public Safety support will ensure I.T. has sufficient resources devoted to guaranteeing the continued availability of information systems, is aligned with staffing levels commensurate with other agencies, and has the ability to adequately serve individual staff needs. The second help desk employee is to assist residents with their broadband issues as recommended by the Broadband Committee in August 2020.</p>	<p>As the Town has grown, the Town's Public Safety staff has increased commensurately. As a result, the demand for I.T. services among Public Safety personnel has become more demanding and help desk support for those departments remains a priority. The current help desk staff has been very effective in supporting users, however there has been a marked increase in help desk requests, particularly from Public Safety staff, which has necessitated a full time help desk employee with a Public Safety focus. An October start date for this position is requested due to the opening of the new Public Safety building and all of the work that will be associated with that move, as well as the fact that one I.T. staff member will be on FMLA leave from late October into November. That represents a 33% reduction in I.T. staff, so having this position filled will help alleviate the impact of that reduction. It was recommended by the Town Broadband Committee in August 2020 to hire an additional support person to assist residents with their broadband issues. This employee will work with residents and their providers to alleviate broadband outages and issues.</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	The I.T. Department will continue to be understaffed resulting in a delay in services to employees, and ultimately citizens.
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
Two Help Desk Technicians in October 2020.	Town Council Goal 2 Maintain a Quality Town Workforce

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE (IT MANAGED)	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ICS MOBILE MAPPING AND NAVIGATION	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5419 IT LICENSES	\$79,500	\$14,774	\$14,774	\$14,774	\$14,774
TOTAL	\$79,500	\$14,774	\$14,774	\$14,774	\$14,774
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Add GPS-based dispatch and mobile navigation for MDCs to the ICS product suite.			Dispatchers will be able to receive unit recommendations based on their driving time to incident, rather than assigned district. Advanced mapping with navigation will draw a route and provide turn-by-turn directions to field units. The address of the caller will geo-verify and the software will calculate and plot the vehicle and call locations by using latitude and longitude coordinates. This will provide unlimited layers (city, county, parcels, water, hydrants, patrol districts, etc.). In addition, and when applicable, medical alerts will be illustrated for specific residential addresses and businesses to include COVID-19. These functionalities are beneficial to all aspects of public safety for the Town of Prosper.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Longer response times and inefficient deployment of resources.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security		

# TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	BROADBAND COMMITTEE RECOMMENDED IMPROVEMENTS	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5220 OFFICE EQUIPMENT	\$600	\$0	\$0	\$0	\$0
5526 DATA NETWORK	\$14,120	\$9,120	\$9,120	\$9,120	\$9,120
TOTAL	\$14,720	\$9,120	\$9,120	\$9,120	\$9,120
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Town's Broadband Committee recommended that the Town purchase hot spot loaner devices to provide to residents experiencing an outage at their residence. The Town's wi-fi service will be expanded to the exterior of Town Hall and the Library in order to provide an additional service to residents.			Residents will have a point of contact at Town Hall to assist them with Broadband issues as well as the opportunity to utilize Town provided hot spot devices for an internet solution should they experience an outage at their residence.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Town will not expand the current wi-fi service at Town Hall and the Library, and they will not purchase hot spot devices to be loaned to residents in the event of an outage.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1 Maintain Community Character		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TWO LIEUTENANTS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$200,915	\$200,915	\$200,915	\$200,915	\$200,915
5115 SALARIES - OVERTIME	\$32,400	\$32,400	\$32,400	\$32,400	\$32,400
5127 SALARIES-CERTIFICATION PAY	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5140 SALARIES - LONGEVITY	\$600	\$600	\$600	\$600	\$600
5145 SOCIAL SECURITY EXPENSE	\$14,873	\$14,873	\$14,873	\$14,873	\$14,873
5150 MEDICARE EXPENSE	\$3,478	\$3,478	\$3,478	\$3,478	\$3,478
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$19,560	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$840	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$60	\$60	\$60	\$60	\$60
5175 LIABILITY (TML) WORKERS COMP	\$6,167	\$6,167	\$6,167	\$6,167	\$6,167
5180 TMRS EXPENSE	\$32,480	\$32,480	\$32,480	\$32,480	\$32,480
5185 LONG TERM/SHORT TERM DISABILIT	\$456	\$456	\$456	\$456	\$456
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5191 HIRING COST	\$22	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$700	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5215 AMMUNITION	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
5220 OFFICE EQUIPMENT	\$11,190	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$250	\$250	\$250	\$250	\$250
5280 PRINTING AND REPRODUCTION	\$200	\$200	\$200	\$200	\$200
5350 VEHICLE EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5352 FUEL	\$7,400	\$7,400	\$7,400	\$7,400	\$7,400
5353 OIL/GREASE/INSPECTIONS	\$600	\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$8,788	\$2,296	\$2,296	\$2,296	\$2,296
5418 IT FEES	\$2,210	\$2,210	\$2,210	\$2,210	\$2,210

5419 IT LICENSES	\$15,350	\$15,350	\$15,350	\$15,350	\$15,350
5520 TELEPHONE EXPENSE	\$1,150	\$0	\$0	\$0	\$0
5530 TRAVEL	\$800	\$4,000	\$4,000	\$4,000	\$4,000
5536 TRAINING/SEMINARS	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
5620 TOOLS AND EQUIPMENT	\$28,342	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$36,408	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$9,102	\$9,102	\$9,102	\$9,102
<b>TOTAL</b>	<b>\$443,618</b>	<b>\$371,616</b>	<b>\$371,616</b>	<b>\$371,616</b>	<b>\$371,616</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>			
<p>The Town's benchmark cities are tracking between 1.3 and 2.0 per 1,000 population. Prosper Police Department's current ratio is 1.3 per 1,000 which equals 38 police officers. The Staffing Model prepared by Dr. Eric Fritsch and presented to Council called for an average of four (4) sworn officers to the Police Department for the next several years. The primary purpose of this request is to allocate the proper staffing of middle management throughout the Department.</p> <p>1) The CID Lieutenant will provide day to day oversight for all administrative functions for criminal investigations, professional standards/hiring of all Police personnel, and the Texas Police Chiefs Association Best Practices Recognition Program (state accreditation). In addition, they will supervise the CID/Admin Sergeant and the Internal Affairs Sergeant.</p> <p>2) The Support Services Lieutenant will provide day to day oversight for all administrative functions for Property &amp; Evidence, staffing of the lobby, Quartermaster, Communications, fleet &amp; equipment maintenance and all Records functions training of new officers and in-service training of all current personnel. In addition, they will supervise the Communications Manager, Records Supervisor, two (2) Public Safety Officers and serve as the Department's Public Information Officer. These two new positions will not only be supervising critical personnel, they will also be supervising and overseeing critical functions that require the attention and direction of a tenured police officer. Specifically, the state accreditation program is comprised of 168 standards that must be evaluated, updated and maintained on a ongoing basis. In addition to maintaining the standards, there are a number of inspections and audits that must be conducted to maintain the accreditation. Furthermore, on an annual basis, the Police Department must submit to the accreditation entity a comprehensive annual report that includes a review and analysis of all use of force incidents, vehicle pursuits, and changes to any and all policies and procedures. In the current climate, it is important the Department have a dedicated Public Information Officer to maintain our contacts and philosophy of community policing.</p> <p>6160-Capital Expenditure-Vehicles-2020 Chevrolet Malibu Sedan</p>		<p>Middle-management level positions, such as Lieutenants, provide daily direction and oversight for specific sections and units within the department; thus enhancing communication and efficiencies. In addition, the common theme through the budget requests for FY21, is to reassign ancillary/secondary duties to new full-time positions which will not only free additional time for sworn personnel to do their primary duties, but it will better allow us to meet our obligations of being transparent and holding our agency and personnel accountable. Furthermore, this will result in more boots on the ground doing daily patrols and community engagement. Middle-management is instrumental in the department achieving the Town's desired objectives. The division of labor is the separation of tasks so that participants may specialize (specialization) in their work and achieve proficiency in highly complex and critical functions.</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		The absence of middle-management adversely impacts the administrative workload for first-line supervisors and drastically reduces the time they have to conduct their primary duties and properly lead and manage employees.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>MEETS TOWN COUNCIL GOALS</b>			
Two Lieutenants in October 2020. One for CID/ADMIN and One for Support Services		Town Council Goal 1b Maintain Safety and Security Town Council Goal 2 Maintain a Quality Town Workforce Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders			

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TWO PUBLIC SAFETY OFFICERS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$79,008	\$79,008	\$79,008	\$79,008	\$79,008
5115 SALARIES - OVERTIME	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
5145 SOCIAL SECURITY EXPENSE	\$5,196	\$5,196	\$5,196	\$5,196	\$5,196
5150 MEDICARE EXPENSE	\$1,215	\$1,215	\$1,215	\$1,215	\$1,215
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$19,560	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$840	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$18	\$18	\$18	\$18	\$18
5175 LIABILITY (TML) WORKERS COMP	\$2,187	\$2,187	\$2,187	\$2,187	\$2,187
5180 TMRS EXPENSE	\$11,348	\$11,348	\$11,348	\$11,348	\$11,348
5185 LONG TERM/SHORT TERM DISABILIT	\$159	\$159	\$159	\$159	\$159
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5191 HIRING COST	\$22	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$700	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5350 VEHICLE EXPENSE	\$500	\$500	\$500	\$500	\$500
5352 FUEL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5353 OIL/GREASE/INSPECTIONS	\$450	\$450	\$450	\$450	\$450
5400 UNIFORM EXPENSE	\$1,860	\$1,860	\$1,860	\$1,860	\$1,860
5418 IT FEES	\$460	\$460	\$460	\$460	\$460
5520 TELEPHONE EXPENSE	\$200	\$0	\$0	\$0	\$0
5530 TRAVEL	\$210	\$1,050	\$1,050	\$1,050	\$1,050
5536 TRAINING/SEMINARS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5620 TOOLS AND EQUIPMENT	\$400	\$400	\$400	\$400	\$400
6160 CAPITAL EXPENDITURE - VEHICLES	\$54,156	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$6,770	\$6,770	\$6,770	\$6,770

<b>TOTAL</b>	<b>\$191,390</b>	<b>\$143,922</b>	<b>\$143,922</b>	<b>\$143,922</b>	<b>\$143,922</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>		
Public Safety Officers will be responsible for 1) Police Department lobby customer service; 2) property and evidence; and 3) quartermaster, fleet and equipment. These two positions will be civilian and therefore transfer these tasks from sworn peace officers. This position is a common staffing model among our benchmark cities. Staffing these positions allows us to maintain sworn officers and detectives performing actual patrol and investigation functions. 6160-Capital Expenditure-Vehicles-2020 Chevrolet Malibu Sedan			These positions will allow sworn personnel better time management in the community for their primary responsibility of protecting the public safety. Civilian employees in this capacity are a substantially less expensive human resource.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			Not funding the request will require that police officers manage these support-staff functions.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
Two Public Safety Officers in October 2020.			Town Council Goal 1b Maintain Safety and Security Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	RECORDS CLERK (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$40,074	\$40,074	\$40,074	\$40,074	\$40,074
5115 SALARIES - OVERTIME	\$1,860	\$1,860	\$1,860	\$1,860	\$1,860
5145 SOCIAL SECURITY EXPENSE	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
5150 MEDICARE EXPENSE	\$608	\$608	\$608	\$608	\$608
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$9,780	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$420	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$9	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$113	\$113	\$113	\$113	\$113
5180 TMRS EXPENSE	\$5,678	\$5,678	\$5,678	\$5,678	\$5,678
5185 LONG TERM/SHORT TERM DISABILIT	\$80	\$80	\$80	\$80	\$80
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5191 HIRING COST	\$11	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$350	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$350	\$350	\$350	\$350	\$350
5230 DUES, FEES, AND SUBSCRIPTIONS	\$110	\$110	\$110	\$110	\$110
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5418 IT FEES	\$165	\$165	\$165	\$165	\$165
5419 IT LICENSES	\$7,840	\$7,840	\$7,840	\$7,840	\$7,840
5530 TRAVEL	\$120	\$600	\$600	\$600	\$600
5536 TRAINING/SEMINARS	\$625	\$625	\$625	\$625	\$625
TOTAL	\$71,793	\$71,912	\$71,912	\$71,912	\$71,912
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

The increase of services requested through Records is directly impacted by the growth of the Town. New alarm permits processed in 2018 441, in 2019 - 293, Jan-May 2020 148. That equals a total of 882 alarm permits processed since May of 2018. Total number of open records requests submitted in 2018 571; total in 2019 984, Jan-May 2020 386. This data supports that we continue to experience an increase in alarm permitting, open records requests and processing of all PD records and criminal cases. The new PD lobby is designed to facilitate these requests in person and via kiosk with the expectation of a high level of customer service. In addition, responsibilities include redacting body-worn camera footage and related digital media. This request aligns with the staffing models of most benchmark cities.	All services provided through Records are time sensitive and governed by state and federal law. Properly staffing Records helps ensure we meet aggressive state and federal timelines, produce accurate and complete records and maintain the Town's high level of customer service.
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>	<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>
N/A	Failure to properly staff Records will have a profound negative impact on the department's ability to meet state and federal laws/guidelines for all lines of business facilitated through Records. Currently the Records Clerk has great difficulty completing the increased responsibilities during the work week.
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
One Records Clerk in October 2020.	Town Council Goal 1b Maintain Safety and Security Town Council Goal 2 Maintain a Quality Town Workforce

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-05EXP DISPATCH
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TWO COMMUNICATIONS OFFICERS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$84,692	\$84,692	\$84,692	\$84,692	\$84,692
5145 SOCIAL SECURITY EXPENSE	\$5,251	\$5,251	\$5,251	\$5,251	\$5,251
5150 MEDICARE EXPENSE	\$1,228	\$1,228	\$1,228	\$1,228	\$1,228
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$19,560	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$840	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$60	\$60	\$60	\$60	\$60
5175 LIABILITY (TML) WORKERS COMP	\$381	\$381	\$381	\$381	\$381
5180 TMRS EXPENSE	\$11,467	\$11,467	\$11,467	\$11,467	\$11,467
5185 LONG TERM/SHORT TERM DISABILIT	\$161	\$161	\$161	\$161	\$161
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5400 UNIFORM EXPENSE	\$790	\$220	\$220	\$220	\$220
5536 TRAINING/SEMINARS	\$650	\$0	\$100	\$0	\$100
<b>TOTAL</b>	<b>\$126,681</b>	<b>\$125,461</b>	<b>\$125,561</b>	<b>\$125,461</b>	<b>\$125,561</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The addition of Communications personnel would allow us to continue reducing our hold times, ring times, and answer times for our citizens. Adding personnel would allow us to work more efficiently due to the increase of field personnel. The call/radio volume continues to increase yearly and more Communications personnel are needed to keep up with the increased demand. Adding more personnel would greatly decrease our mandatory overtime.			In 2019, we had a minimum of 1 person in the room. In January 2020, our minimums became 2. Since that time, our ring times, answer times and hold times have dramatically decreased. Our ring times have decreased by 85% for those over 10 seconds. In 2019, we had to place 2,709 callers on hold and 320 of those callers were on 9-1-1. Since adding another person, we have decreased hold times on 9-1-1 by 56%. FD has inquired about numerous events, where we simply did not have enough personnel in the room to handle the demands. FD would like to have a dedicated FD Dispatcher and adding personnel would allow that. It would also allow a dedicated PD Dispatcher and 1 Call taker at all times.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Communications will continue to have long ring times, delayed answer times, and extensive 9-1-1 hold times. We will also continue to have calls for service where the demand presented is simply too much for personnel on-duty to adequately handle. The Supervisors will still be covering a console position that would interfere with performing their Supervisor duties. Our overtime will continue to increase in order to have adequate personnel in the Communications Center.		

SUMMARIZE NEW POSITIONS IN THIS REQUEST	MEETS TOWN COUNCIL GOALS
Two Communications Officers in October 2020.	Town Council Goal 1b Maintain Safety & Security Town Council Goal 1c Provide Effective Utilities, Roads and Infrastructure Town Council Goal 2 Maintain a Quality Workforce



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	THREE BATTALION CHIEFS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$354,573	\$354,573	\$354,573	\$354,573	\$354,573
5115 SALARIES - OVERTIME	\$51,069	\$51,069	\$51,069	\$51,069	\$51,069
5116 SALARIES - FLSA OVERTIME	\$13,848	\$13,848	\$13,848	\$13,848	\$13,848
5127 SALARIES-CERTIFICATION PAY	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
5140 SALARIES - LONGEVITY	\$180	\$180	\$180	\$180	\$180
5143 CELL PHONE ALLOWANCE	\$3,060	\$3,060	\$3,060	\$3,060	\$3,060
5145 SOCIAL SECURITY EXPENSE	\$25,630	\$25,630	\$25,630	\$25,630	\$25,630
5150 MEDICARE EXPENSE	\$5,994	\$5,994	\$5,994	\$5,994	\$5,994
5155 SUTA EXPENSE	\$486	\$486	\$486	\$486	\$486
5160 HEALTH INSURANCE	\$29,340	\$29,340	\$29,340	\$29,340	\$29,340
5165 DENTAL EXPENSE	\$1,260	\$1,260	\$1,260	\$1,260	\$1,260
5170 LIFE / ADD INSURANCE	\$473	\$473	\$473	\$473	\$473
5175 LIABILITY (TML) WORKERS COMP	\$19,025	\$19,025	\$19,025	\$19,025	\$19,025
5180 TMRS EXPENSE	\$55,972	\$55,972	\$55,972	\$55,972	\$55,972
5185 LONG TERM/SHORT TERM DISABILIT	\$785	\$785	\$785	\$785	\$785
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5194 FD ANNUAL PHY AND SCREENING	\$5,100	\$1,800	\$1,800	\$1,800	\$1,800
5220 OFFICE EQUIPMENT	\$5,445	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$900	\$900	\$900	\$900	\$900
5335 RADIO/VIDEO REPAIRS	\$16,000	\$0	\$0	\$0	\$0
5350 VEHICLE EXPENSE	\$1,821	\$1,821	\$1,821	\$1,821	\$1,821
5352 FUEL	\$1,500	\$2,000	\$2,000	\$2,000	\$2,000
5400 UNIFORM EXPENSE	\$6,000	\$2,250	\$2,250	\$2,250	\$2,250
5419 IT LICENSES	\$3,000	\$0	\$0	\$0	\$0
5530 TRAVEL	\$120	\$600	\$600	\$600	\$600
5536 TRAINING/SEMINARS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500

5630 SAFETY EQUIPMENT	\$14,049	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$68,435	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$18,197	\$18,197	\$18,197	\$18,197
<b>TOTAL</b>	<b>\$691,865</b>	<b>\$597,063</b>	<b>\$597,063</b>	<b>\$597,063</b>	<b>\$597,063</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 3 Battalion Chiefs, 1 for each shift, to provide daily oversight to both fire stations and provide an incident commander to major incidents on a 24/7/365 basis. Included in this request is a Chevy Tahoe that would be shared by 3 Battalion Chiefs, 1 per shift to respond to all major emergency incidents.		Currently, this role is filled by the Fire Chief and Assistant Chief who cannot always be in Town or are significantly delayed when responding to incidents. Considering that there are 168 hours in a week and the Fire Chief and Assistant Chief work 40 hours each week, the shift Battalion Chief role is really the person who ensures that day to day operations are possible. It is vital to the outcome of an emergency incident to have a strong command and control presence from the onset. A Battalion Chief role will allow this by having a dedicated shift commander to respond to incidents as they are dispatched. The shift Battalion Chief role would have oversight over staffing, report documentation, and vital programs that the department has in place today. Adding the shift Battalion Chief role will bring parity to both Police and Fire. The Police Department implemented a shift commander role when they promoted shift Lieutenants this past year. Most fire departments hire in October with the start of a new budget. We are requesting this position in October instead of January so we have the opportunity to recruit the best candidates before they are selected by other departments.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Not funding this request will continue putting all the weight of the department on the daytime administrative chief officers. Not funding this request will delay getting a commanding officer to incident scenes and will require a Fire Captain from a responding fire apparatus to take command of the incident. When this happens, their apparatus/crew are basically out-of-service at that point. Prosper is currently the only department in our comparator cities that does not have a shift Battalion Chief Role. By approving this request, it will bring our department in line with others as well as help us with Best Practices and achieving NFPA 1710 standard. The Fire Chief and Assistant Chief frequently respond to calls during all hours of the night, early morning, and weekends and holidays. Our previous software will not breakdown the exact number of responses after hours, the number of responses varies from 3-5 times per month to more than 5 or 6 per week. It is all dependent on the types and frequency of such incidents. Most of these responses to major incidents have delayed responses.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>MEETS TOWN COUNCIL GOALS</b>			
We are requesting a total of 3 positions. Each Battalion Chief would be assigned to a specific 24-hour shift (A, B, or C Shift).		Town Council Goal 1b Maintain Safety and Security			

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	VEHICLE/APPARATUS MAINTENANCE	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5350 VEHICLE EXPENSE	\$20,964	\$30,209	\$30,209	\$30,209	\$30,209
TOTAL	\$20,964	\$30,209	\$30,209	\$30,209	\$30,209
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to fund a preventative maintenance program that meets the criteria for Best Practices, NFPA 1911 and apparatus manufactures recommendations. This would cover the maintenance for 4 Fire Engines, 1 Ladder Truck, 2 Brush Trucks, 3 Ambulances.			Preventive maintenance improves the longevity and lifespan of apparatus and optimizes truck performance. Preventative maintenance intervals are dependent on operating conditions. Heavy use of apparatus will demand increased inspection and maintenance. The current PM plan only offers one major PM to be completed on apparatus each year. Based on current usage and status of Prosper apparatus, conducting one major PM and one minor PM each year by certified EVT/ASE technicians will achieve the manufacturer's recommendations and meets NFPA 1911 standards. The budget increase for vehicle maintenance allows the fire department to stay ahead of any potential issues and catch any issues before repairs can become costly. This price increase also incorporates all the fluids utilized by apparatus on an annual basis.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Without funding this item we stand the chance of costly repairs and potential failure of the engine, electrical componets, hydraulic systems, pump, compressors, brakes, etc. If apparatus fails to operate on a scene or enroute to a call for service due to mechanical failure, and we can not document that we are performing the recommended preventative maintenance, we could be found liable.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	LIFEPAK REPLACEMENT	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5440 EMS	\$33,102	\$0	\$0	\$0	\$0
TOTAL	\$33,102	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
We currently have two (2) LP15 that are version 1 and are 10 years old. These units are considered no longer serviceable by Stryker/Physio. This request will replace one of the existing version 1 units			Reduce our liability of potential failure or issues with the equipment during medical treatment, and replace with a unit updated with current technology and serviceable by the manufacturer.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			When repairs are required on units deemed 'serviceable', a loaner unit is immediately placed in service at no cost or delay to our department. If we experience any type of failure on this version 1 unit, we will not be eligible for a loaner, and thus will be in violation of our Minimum Equipment List filed with the Department of State Health Services, and we will be unable to provide advanced cardiac life support from that piece of apparatus until another piece of equipment can be located		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-05EXP MARSHAL
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ADMINISTRATIVE ASSISTANT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$28,197	\$37,596	\$37,596	\$37,596	\$37,596
5140 SALARIES - LONGEVITY	\$45	\$105	\$105	\$105	\$105
5145 SOCIAL SECURITY EXPENSE	\$1,751	\$2,337	\$2,337	\$2,337	\$2,337
5150 MEDICARE EXPENSE	\$410	\$547	\$547	\$547	\$547
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$36	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$127	\$169	\$169	\$169	\$169
5180 TMRS EXPENSE	\$3,824	\$5,105	\$5,105	\$5,105	\$5,105
5185 LONG TERM/SHORT TERM DISABILIT	\$54	\$72	\$72	\$72	\$72
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5220 OFFICE EQUIPMENT	\$1,945	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5419 IT LICENSES	\$165	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$250	\$250	\$250	\$250	\$250
7145 TRANSFER TO VERF	\$0	\$389	\$389	\$389	\$389
<b>TOTAL</b>	<b>\$45,266</b>	<b>\$57,779</b>	<b>\$57,779</b>	<b>\$57,779</b>	<b>\$57,779</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 an Administrative Assistant for the Fire Marshal's Office to provide assistance and support to all administrative duties for the Fire Marshal and the Fire Inspector/Investigators.			Administrative support is a necessity to comply with the minimum requirements prescribed by the adopted model codes, national standards, and state regulations, as well as day to day operations. At the present rate a single Administrative Assistant shared by Fire Administration and Emergency Management, is unable to perform all of these FM specific tasks. Consequently, they are disbursed to the Fire Marshal and the Inspectors, further delaying inspections, consultations, development plan reviews, and returning phone calls/email. Permits are up 9.58%, inspections are up 40.11%, consultations are up 58.87%, P&D Plan Review is up 36.84%.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		

N/A	Administrative support has remained unchanged for the past three (3) years (2017 to 2020) while experiencing significant increases in the following areas which require substantial administration attention and time. Not funding this request will lead to further delays and a decrease in customer service in the Fire Marshals Office.
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
One Administrative Assistant in January 2021.	Town Council Goal 1b Maintain Safety and Security

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	DEVELOPMENT SERVICES	100-40-01EXP BUILDING INSPECTIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	DEVELOPMENT AND PERMITTING SOFTWARE	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5418 IT FEES	\$375,421	\$123,563	\$88,355	\$88,355	\$88,355
<b>TOTAL</b>	<b>\$375,421</b>	<b>\$123,563</b>	<b>\$88,355</b>	<b>\$88,355</b>	<b>\$88,355</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 change Development/Permitting software from TRAKiT by CentralSquare to (To Be Determined.) Since 2015, TRAKiT has been a subsidiary of CRW, Sunguard, Superion, and now Central Square. With each change in ownership, the corporation managing TRAKiT took less interest in its customer service to its client cities. This has resulted in Town staff having to spend considerable more time in dealing with the increasing deficiencies of the software. Currently we are working with Sciens Consulting on developing an RFP for the new software system. This Development/Permitting software is utilized by Building Inspections, Health/Code Compliance, Planning, Engineering, Public Works, and Parks. By changing the permitting software, staff can integrate current functional processes, while also automating and updating out-of-date processes. The software offers a user-friendly customer portal where plans and requests may be submitted electronically by citizens and/or contractors, ultimately decreasing the need to personally come to Town Hall to obtain permits while at the same time allowing residents and contractors to have 24/7 access to submit and obtain certain permits. Changing permitting software also alleviates substantial issues staff has with TRAKiT that remain unresolved as noted in the "consequences of not funding" section.			1. Increased customer service to citizens and contractors with a user-friendly customer portal. 2. Electronic Plan Review capabilities with Bluebeam to interface directly with the software. 3. Electronic Plan Submittal available for citizens and customers. 4. Up-to-date processes/workflows integrated into the software for staff time to be utilized more efficiently. 5. Substantial automation of current manual processes. (Alerts, Reports, Notifications, etc.) 6. Customization of processes to accommodate departments that did not use TRAKiT to utilize this software. 7. Integration of permitting information into the Town's GIS system. 8. 24/7 access to submit and obtain certain permits.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		

N/A	<p>1. Continued issues with the current software, to include:  No on-site credit card payments.  Delayed customer support for helpdesk tickets.  System crashing.  Online permitting for simple over the counter permits no longer working.</p> <p>2. Additional expense to upgrade TRAKiT, as the current version's technical support will end on December 31, 2021 and functional support will end on December 31, 2022.</p> <p>3. Continued time consuming manual staff processes.</p> <p>4. Below is an example of just one of the issues that we have had with our current software:  In February of 2018, the online credit card payment transactions through eTRAKiT completely stopped due to a development glitch in TRAKiT. This not only affected the customers ability to pay fees online, it also prevented them from obtaining simple over the counter permits (water heaters, mechanical HVAC change outs, re-roofs, etc.) through the e-portal. A support ticket was sent to CentralSquare immediately. Staff was advised in July of 2018, that an update would resolve this issue, however, the update was not available at that time. On April 9, 2019, staff was advised that the update was available and could be requested. Staff formally requested for the Test Environment to be updated the same day. In July of 2019, the Test Environment was updated. When staff tested the updated Test Environment, it was unsuccessful in fixing the issues that staff was advised the update would fix. Yet another support ticket had to be sent to CentralSquare to update the Test Environment. In February of 2020, staff was informed that the Test Environment was updated for the second time. Staff tested the updated Test Environment for days, this time it was successful in fixing the payment issues staff experienced. Staff immediately requested for the Production Environment to be updated to match that of the updated Test Environment. On April 16, 2020 the update to the Production Environment was conducted. After the update, staff tested the online payments and it was successful, however, on the morning of April 17th staff confirmed that our Permit Technicians can no longer accept credit card payments. As a result of the Production Environment update that was completed on April 16th, an additional 10 helpdesk tickets have been created due to issues that occurred from the update.</p>
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
N/A	<p>Town Council Goal 2 Maintain a Quality Town Workforce</p> <p>Town Council Goal 3 Ensure Fiscal Stewardship</p>



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	RADAR DETECTION EQUIPMENT	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$26,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$26,000</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 radar detection equipment for Prosper Trail and Coleman Street. This upgrade is necessary to bring the intersection to the new Town Standards. This equipment will operate better at night and in inclement weather. The current equipment does not work efficiently when dark colored vehicles approach the intersection. The new equipment will be able to detect the vehicle no matter the color.			The town has updated the radar detection equipment on all traffic signals because it has less errors.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The signal will continue to operate as usual, and complaints will continue.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

TITLE	PAINT 407 AND 409 EAST FIRST STREET	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5320 REPAIRS AND MAINTENANCE	\$15,500	\$0	\$0	\$0	\$0
TOTAL	\$15,500	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to provide funds to paint and seal the exteriors of the 407 and 409 East First Street buildings. This will prevent damage to the buildings.			Benefits to be gained are that areas will be sealed, preventing water from entering the building. The buildings were last painted approximately 10 years ago. Although they are primarily constructed of metal and brick, it will cost more in the future if the paint is allowed to get worse.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Consequences of not funding this request most likely will be higher costs, as it will be more expensive to wait and paint the buildings in the future, as additional prep work will be required.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 5b Improve Town Facilities		

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

TITLE	DOWNTOWN MONUMENT SIGN	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5410 PROFESSIONAL SERVICES	\$75,000	\$0	\$0	\$0	\$0
5525 ELECTRICITY	\$0	\$500	\$500	\$500	\$500
6110 CAPITAL EXPENDITURE	\$195,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$270,000</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
<p>The purpose of this project is to prepare contract drawings and specifications for the downtown monument sign at the intersection of Broadway Street and Preston Road. The construction drawings will be based on the Council-approved schematic design. Professional services shall include landscape architecture, structural design, and electrical design. Funding is also being requested for the difference between the amount placed in escrow by the developer and the estimated construction cost. This also includes \$115,000 escrow reimbursement to the developer per Councils latest agreement with the developer.</p> <p>Construction Drawings - 75,000 Construction cost - \$80,000 Wall escrow reimbursement - 115,000</p>			<p>The project will provide and maintain the community character. It will also provide brand recognition and identity for residents and visitors of downtown. It will help with the revitalization of the downtown district. This monument will help promote redevelopment, and help bring awareness to the businesses in the downtown area.</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Town will not be able to have the monument designed and constructed with a similar schedule as the adjacent property.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-05EXP LIBRARY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	INCREASE PHYSICAL COLLECTION	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5281 BOOK PURCHASES	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
5282 DVD PURCHASES	\$500	\$500	\$500	\$500	\$500
5283 AUDIOBOOK PURCHASES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increase funds for the physical collection. The library currently holds 24,786 physical items, with slightly more than 107,000 total items circulated in FY 2019 by 5,665 patrons. Our collection covers ages birth to elderly, regardless of reading level, and offers an array of genres and topics. Although our digital collection is a favorite among many patrons, our physical items are checked out eight times the amount of our digital collection. Our patrons have come to appreciate, value, respect, and expect a vibrant well thought out collection. Items in our collection must also continue to grow at the pace of the accreditation population to continue Texas State Library Accreditation rules of one item per capita. Item prices increased an average of \$1.00 each.			The library's collection will continue to grow physically in numbers, be current in topic and publication date, and be relevant to our patrons and community. We continue to exceed our collection development policy and our library mission by offering a physical item collection that has depth, excellent peer reviews, contains diverse topics and is for all reading levels. Our patrons have high expectations that we continue to meet to offer the newest releases, books they have heard about from the news sources, social media, friends, or book clubs, and that we will provide materials as our population of children develop their reading skills for learning and leisure as well. FY 2019 saw a checkout ratio of 18.9 items per patron. \$1,411,137 item value saved by the community through physical item checkouts last year. State accreditation will continue to be granted to our library. Grant opportunities will be open to our library. Reputation will continue to be that of meeting expectations and standards set by our state's governing board.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Possible grant awards.			Patron and community dissatisfaction in collection and library. We would not meet our library mission and vision standards. We might not be as great an assistance or value to our community with their reading needs. Accreditation will not be awarded to our library. Reputation of library will fall greatly. Without accreditation, library may not be eligible for some government funding, and typically are removed from private or corporate grant opportunities as well. Collections growth will not grow at rate needed to accommodate patron's expectations.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 5 Provide Quality Recreation Opportunities and Town Facilities Town Council Goal 5a Maximize Recreation and Leisure Opportunities		

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

<b>TITLE</b>	<b>INCREASE DIGITAL COLLECTION</b>	<b>TYPE</b>	<b>DISCRETIONARY - 1</b>	<b>RANK</b>	<b>2</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5230 DUES, FEES, AND SUBSCRIPTIONS	\$2,736	\$3,000	\$3,000	\$3,000	\$3,000
<b>TOTAL</b>	<b>\$2,736</b>	<b>\$3,000</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>		
The purpose for this request is to fund the continuation of the Mango Language database in our digital collection. Looking for additional ways to offer library services to our patrons during Covid stay in place, we determined our databases we currently offer lacked a depth of language learning opportunities and we added a subscription quickly for one year. Mango Languages is an award-winning language learning resource for individuals and organizations. It is the only language learning database that combines quality content, intelligent technology, and an adaptive algorithm that delivers practical phrases from real situations. This is language learning centered around the user. Approval of this supplemental request will allow continued subscription for years of language learning.			With over 70 languages offered, Mango allows access to learn a new language, receive another form of learning for those learning a language through formal education, and is an avenue to re-familiarize with a language learned and not maintained. Whether learning a language for an upcoming trip, to be able to communicate with a neighbor, to meet an educational requirement, or simply self improvement, the community we live in is incredibly diverse in languages. For those whose first language is not English, English is also a language offered to assist with learning and improving skills for ESL.		
<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 only offer the database until May of 2021 with the current subscription agreement. This would likely interrupt learning for those utilizing it and eliminate future use. Continued growth of the digital collection, as well as the physical collection, is important. Technology has proven to be more vital and necessary means for learning than ever before this year.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 5 Provide Quality Recreation Opportunities and Town Facilities Town Council Goal 5a Maximize Recreation and Leisure Opportunities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	US 380 INTERSECTION UPGRADES AND MEDIAN LIGHTING	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5410 PROFESSIONAL SERVICES	\$105,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$105,000</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?		
Frisco, Little Elm and Prosper have requested that TxDOT redesign the intersections along US 380 using direct left turns under the overpasses instead of the typical interchanges with the US 380 widening project in Denton County scheduled to begin construction in Spring 2021. TxDOT is agreeable to funding the construction of the direct left turns in the project as long as the cities agree to pay for the redesign. TxDOT is also planning to include the construction of the median street lighting in the project at the request of the cities. In exchange for TxDOT funding the construction of the lighting, the cities adjacent to US 380 will fund the design and maintenance, similar to the Collin County section of US 380 median lighting. Lastly, staff is requesting deceleration lanes on the north side of US 380 that will require funding by the Town. At the time of preparing this decision package, the amount and timing of the funding associated with the deceleration lanes is unknown.			The direct left turns at the intersections and the median street lighting will improve the functionality and visibility of the roadway, providing enhanced safety for traffic along US 380.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Town's funding of \$105,000 includes \$45,000 for the Town's portion of the overall \$90,000 for the redesign of three intersections to include the direct left turns, and also \$60,000 for the Town's portion of the overall design for the median street lighting, estimated at \$265,000. The cost for redesign per intersection is \$30,000 and the Town shares 3 intersections with the City of Frisco. If Prosper does not fund its portion, the other cities (Frisco and Little Elm) would have to decide whether to fund Prosper's portion of the redesign of the three intersections to include the direct left turns, and the design of the median street lighting, or not proceed with these improvements.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure Town Council Goal 6 Engage in Effective Intergovernmental Relations		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	ADMINISTRATION	200-10-08EXP UTILITY BILLING
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	REMIT PLUS CHECK PROCESSING MACHINE	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5220 OFFICE EQUIPMENT	\$4,500	\$0	\$0	\$0	\$0
5418 IT FEES	\$4,270	\$2,700	\$2,700	\$2,700	\$2,700
5480 CONTRACT SERVICES	\$4,194	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$12,964</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$2,700</b>	<b>\$2,700</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 purchase an automatic payment processing machine in order to process all mail and night drop payments. Through the use of this system payments will automatically post to customer accounts, and checks will be deposited directly to the bank. The Utility Billing Clerks manually process close to 3,000 payments each month.			The benefits that will be gained from this request are: Time savings - checks deposited directly to bank; time of manual entries by Clerks. Clerks will have more time to work on other processes. Reduces posting errors. Improved return check processing. Checks are scanned directly into the customers account. Accepts multiple coupons (payments) of customers.		
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 process all customer payments manually which could lead to loss of time and money for the Town, as well as posting errors on customer accounts.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	MTU PROGRAMMERS (PUCKS)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5620 TOOLS AND EQUIPMENT	\$5,250	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$5,250</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?		
<p>To purchase wireless MTU programmers.</p> <p>Programmers - 4 at \$700 each</p> <p>Mobile programmer ASP - \$1,250</p> <p>Mobile Programmer Set Up - \$1,200</p> <p>MTU's are the computer component to our automatic meter reading system. These devices send the readings of each register in Town to our system daily.</p>			<p>Our meter reading system is receiving an upgrade, and we will now have the ability for wireless programming. This will save our crews approximately 5 minutes per location because they will be able to program the MTUs without having to hard wire directly to the MTU for programming. Currently, hard wiring the programmer into the MTU causes issues because the connection goes bad overtime. The hard connection has a short lifecycle. The no touch update will be convenient, efficient, and effective.</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to inefficiently program the MTUs by cleaning out the meter boxes and hard wiring the MTU for programming.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	WATER METERS AND MTU UPGRADES	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5480 CONTRACT SERVICES	\$64,000	\$0	\$0	\$0	\$0
5545 METER PURCHASES	\$407,250	\$77,250	\$77,250	\$77,250	\$77,250
<b>TOTAL</b>	<b>\$471,250</b>	<b>\$77,250</b>	<b>\$77,250</b>	<b>\$77,250</b>	<b>\$77,250</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
<p>Purchase 206 meters, registers, MTUs, and 100 additional meter boxes to account for the 9% growth rate we expect for the Town of Prosper.</p> <p>\$330,000 is requested to change out 3,300 MTUs to provide upgraded data collection for residents, such as hourly readings and leak detection. Approximately 3,300 MTUs need to be upgraded throughout town. \$64,000 is requested to contract out the installation of the MTU's.</p> <p>Meters - 206 at \$165 each  MTUs - 206 at \$100 each  Registers - 206 at \$110 each  Meter boxes - 100 at \$30 each</p>			To provide enough inventory to new and existing customers.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Staff anticipates \$20,000 in revenue due to builder initiated repairs.			Staff will not be able to provide continuing service to residents due to a shortage of inventory.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	UTILITY WORKER - WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$30,056	\$40,074	\$40,074	\$40,074	\$40,074
5145 SOCIAL SECURITY EXPENSE	\$1,863	\$2,485	\$2,485	\$2,485	\$2,485
5150 MEDICARE EXPENSE	\$436	\$581	\$581	\$581	\$581
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$923	\$1,230	\$1,230	\$1,230	\$1,230
5180 TMRS EXPENSE	\$4,070	\$5,426	\$5,426	\$5,426	\$5,426
5185 LONG TERM/SHORT TERM DISABILIT	\$57	\$76	\$76	\$76	\$76
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$47,491	\$62,669	\$62,669	\$62,669	\$62,669
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
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.			To circumvent a shortage in staff in the water department, additional personnel is requested to respond to water 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.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
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			MEETS TOWN COUNCIL GOALS		
One Utility Worker - Water in January 2021.			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PUBLIC WORKS RIGHT-OF-WAY INSPECTOR	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$38,474	\$51,298	\$51,298	\$51,298	\$51,298
5145 SOCIAL SECURITY EXPENSE	\$2,385	\$3,181	\$3,181	\$3,181	\$3,181
5150 MEDICARE EXPENSE	\$558	\$744	\$744	\$744	\$744
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$23	\$30	\$30	\$30	\$30
5175 LIABILITY (TML) WORKERS COMP	\$1,181	\$1,575	\$1,575	\$1,575	\$1,575
5180 TMRS EXPENSE	\$5,209	\$6,946	\$6,946	\$6,946	\$6,946
5185 LONG TERM/SHORT TERM DISABILIT	\$73	\$97	\$97	\$97	\$97
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,350	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$794	\$794	\$794	\$794	\$794
5352 FUEL	\$800	\$800	\$800	\$800	\$800
5353 OIL/GREASE/INSPECTIONS	\$180	\$180	\$180	\$180	\$180
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$200	\$200	\$200	\$200
6160 CAPITAL EXPENDITURE - VEHICLES	\$35,256	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$4,877	\$4,877	\$4,877	\$4,877
TOTAL	\$99,244	\$85,072	\$85,072	\$85,072	\$85,072
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

<p>To hire a Public Works Right-of-Way Inspector. This position will camera inspect the residents service line from the house to the main, inspect all concrete sidewalks and driveways within the right-of-way, and ensure valves, hydrants, and manholes are installed at grade and undamaged. This position is equivalent to a Utility Crew Leader. This employee will have the skills and knowledge to assist other divisions in Public Works if workload slows.</p> <p>Additionally, a 2020 Chevy Silverado 1500 WT Double Cab 6.6 is included with this request.</p>	<p>This position would be responsible for inspecting all new homes and commercial construction prior to the issuance of a Certificate of Occupancy. This position will camera inspect the residents service line from the house to the main, inspect all concrete sidewalks and driveways within the right-of-way, and ensure valves, hydrants, and manholes are installed at grade and undamaged. Public Works inspections continue to increase each year, and one staff member is needed to fill this position, full-time. We completed 2,056 inspections in 2019. Our inspections and re-inspections are increasing each year. Prior to adding in this inspection in the CO process, staff would repair one service line a month, usually under pavement. Since the program has been in place, the number of repairs have dropped to one service line a year.</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	Staff will continue to be diverted from assigned duties. Currently, many people rotate the responsibility of the position since the task is not assigned to one individual. Maintaining one position for this task will create a more efficient process for staff and builders.
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
One Right-of-Way Inspector in January 2021.	<p>Town Council Goal 1a Ensure Quality Development</p> <p>Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure</p> <p>Town Council Goal 2 Maintain a Quality Town Workforce</p>

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	SCADA UPDATE - WATER	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5480 CONTRACT SERVICES	\$70,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$70,000</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 upgrade the SCADA system. The SCADA (Supervisory Control and Data Acquisition System) controls and monitors ground storage tanks, elevated storage tanks, control valves, and pumps. The system gives us the levels and pressure of our system in real time. It provides personnel with the ability to remotely monitor and control the entire distribution system.			The current SCADA system is approximately 10 years old. The upgrade will help to reduce logistical errors and reduce downtime during storms and/or malfunctions. This update will also provide cyber security and reduce the ability to hack into the 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 repair and replace existing outdated equipment prolonging an upgrade that will have to occur.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

<b>TITLE</b>	<b>ELECTRIC VALVE OPERATOR</b>	<b>TYPE</b>	<b>DISCRETIONARY - 3</b>	<b>RANK</b>	<b>6</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6110 CAPITAL EXPENDITURE	\$16,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$16,000</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 purchase an electric valve operator. An electric valve operator will give us the ability to open and close 16" and up butterfly valves and any size resilient wedge valves in our distribution system. Any valve can be operated with this device throughout the distribution system. Currently, we operate our valves every other year, but to ensure our valves are operating efficiently, we would like to increase our schedule to once per year to comply with industry standards. This device will help staff to work smarter, not harder.			An electric valve operator will give us the ability to open and close 16" and up butterfly valves and any size resilient wedge valves in our distribution system. Any valve can be operated with this device throughout the distribution system. This number has increased drastically. During maintenance, valves will need to be opened or closed to divert or shut off water to make repairs, increase or decrease pressure, increase water quality and to perform routine maintenance by exercising the valves. This valve opener will also help to decrease injuries associated with manually operating the valves.		
<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 will continue to operate the valves in the current manner, thus reducing the amount of valves being exercised each year.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

<b>TITLE</b>	<b>ODOR CONTROL - PUBLIC WORKS LIFT STATION</b>	<b>TYPE</b>	<b>DISCRETIONARY - 1</b>	<b>RANK</b>	<b>2</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5660 CHEMICAL SUPPLIES	\$49,000	\$49,000	\$49,000	\$49,000	\$49,000
<b>TOTAL</b>	<b>\$49,000</b>	<b>\$49,000</b>	<b>\$49,000</b>	<b>\$49,000</b>	<b>\$49,000</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 purchase materials needed for odor control. Odor control is becoming more important to alleviate complaints and also actively protecting the wastewater lines. When odor control, also known as chemical injecting, is used overall protection of the line is increased and the biofilm that has been building up in the line is cleaned out, reducing odor and protecting the wastewater line. Untreated wastewater is high in pH, and smelly gases are being released as a result. We began treating the Public Works lift station this year and complaints have been drastically reduced.			This request will extend the life of our manholes and fittings. We will also benefit by reducing complaints from residents living near the wastewater lines.		
<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 will continue to quick-run the lift stations to keep the lift station clean. In turn this will reduce the life expectancy of our lift station pumps.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	SCADA UPDATE - WASTEWATER	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5480 CONTRACT SERVICES	\$30,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$30,000</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 upgrade the SCADA system. The SCADA (Supervisory Control and Data Acquisition System) controls and monitors lift stations in the wastewater collection system. The system will tell us if power is lost, if the lift station is reaching a high level or low level, and tracks the trends and operational times. It provides personnel with the ability to remotely monitor and control the collection system.			The current SCADA system is approximately 10 years old. The upgrade will help to reduce logistical errors and reduce downtime during storms and/or malfunctions. This update will also provide cyber security and reduce the ability to hack into the 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 repair and replace existing outdated equipment prolonging an upgrade that will have to occur.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	UTILITY WORKER - WASTEWATER	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$30,056	\$40,074	\$40,074	\$40,074	\$40,074
5145 SOCIAL SECURITY EXPENSE	\$1,863	\$2,485	\$2,485	\$2,485	\$2,485
5150 MEDICARE EXPENSE	\$436	\$581	\$581	\$581	\$581
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$923	\$1,230	\$1,230	\$1,230	\$1,230
5180 TMRS EXPENSE	\$4,070	\$5,426	\$5,426	\$5,426	\$5,426
5185 LONG TERM/SHORT TERM DISABILIT	\$57	\$76	\$76	\$76	\$76
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
TOTAL	\$47,491	\$62,669	\$62,669	\$62,669	\$62,669
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
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 request complies with the current projection of staff as outlined in the 2020 Rate Study.			To circumvent a shortage in staff in the wastewater department, additional personnel is requested to respond to wastewater complaints and potential wastewater 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 wastewater emergencies.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Longer wait times for a response to wastewater emergencies. Important repairs or maintenance will be delayed due to a shortage of staff. Crews may be pulled from important projects to respond to wastewater emergencies.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
One Utility Worker - Wastewater in January 2021.			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	GEOSPATIAL DATA COLLECTOR	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5419 IT LICENSES	\$2,995	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$1,000	\$0	\$0	\$0	\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$7,850	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$11,845</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 GPS unit to map assets for the water, wastewater, and streets departments. Since much of our data is incomplete or incorrect, we will be able to locate assets based on their GPS coordinates. We will then be able to transfer the data into our GIS system to fill in our missing data. As the Town grows and we decide to move our GIS Department in house, devices like this will be needed to also map new and incoming assets to be entered as new water and wastewater lines and streets are installed. Other departments, such as Fire, Police, Planning, Engineering, and Development Services will be able to utilize the data as well.			This unit will help to map out our older areas of town that are not available in our systems. We will be able to collect data such as exact location, material identification, sizes of lines, and much more. We will be able to geospatially locate valves, manholes, fire hydrants, water and wastewater lines, grease traps, pump stations, lift stations, elevated storage tanks, street signs, signals, and signal control boxes. We will be able to utilize our GPS work order system to it's maximum capacity, allowing us to accurately collect information such as how many times a certain section of mainline has been repaired. We will know the size and material of the pipes and fittings prior to digging up the site.		
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 incomplete data and using the GPS work order system to track locations at address points rather than attaching the work to a specific asset. Research data on specific assets that are not found in our current GPS data will remain nonexistent.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ODOR CONTROL - LA CIMA LIFT STATION	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5660 CHEMICAL SUPPLIES	\$69,300	\$69,300	\$69,300	\$69,300	\$69,300
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$30,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$99,300</b>	<b>\$69,300</b>	<b>\$69,300</b>	<b>\$69,300</b>	<b>\$69,300</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
<p>To install odor control at La Cima Lift Station. Due to housing encroaching on major wastewater lines, odor control is becoming more important to alleviate complaints and also actively protecting the wastewater lines. When odor control, also known as chemical injecting, is started early, overall protection of the line is increased and the buildup of biofilm is reduced, reducing odor and protecting the wastewater line. La Cima Lift Station connects to NTMWD's collection line in the middle of Whitley Place. The mixing of untreated wastewater with chemically injected wastewater is causing an increase in pH, and smelly gases are being released as a result.</p> <p>1 month - 55 Gallon treatment at \$7 a gallon = \$11,550  11 months - 25 Gallon treatment at \$7 a gallon = \$57,750</p>			<p>This request will extend the life of our lines, manholes and fittings. We will also benefit by reducing complaints from residents living near the wastewater lines.</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to quick-run the lift stations to keep the lift station clean. In turn this will reduce the life expectancy of our lift station pumps.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	LIGHT DUTY TRAILER	TYPE	DISCRETIONARY - 3	RANK	7
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5350 VEHICLE EXPENSE	\$4,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$265	\$265	\$265	\$265
TOTAL	\$4,000	\$265	\$265	\$265	\$265
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide an equipment trailer in order to transport supplies and materials to job sites. We currently have one light duty trailer available for use. Utilizing other departments' trailers is not feasible since acquiring the trailer and delivering the trailer at the end of the day will cut into valuable time needed to complete the projects. We also will run into issues when jobs are scheduled or emergencies arise and the trailer is being utilized by its designated department.			Time to transport materials and supplies to job sites will be reduced. Staff will no longer have to plan projects around the availability of equipment. We currently have one light duty trailer available for use.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to delay projects due to the availability of equipment.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

<b>TITLE</b>	<b>GAS DETECTOR</b>	<b>TYPE</b>	<b>DISCRETIONARY - 3</b>	<b>RANK</b>	<b>8</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6110 CAPITAL EXPENDITURE	\$10,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$10,000</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 purchase a gas detector that will have the ability to notify employees of dangerous conditions.			To provide wastewater crews with the required safety equipment regulated by OSHA to safely enter confined spaces.		
<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 will have to enter confined spaces without the detection of harmful gases.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
45 STORM DRAINAGE UTILITY FUND	ENGINEERING	450-98-02EXP STORMWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	CHANNEL RESTORATION AND GABIONS	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5310 RENTAL EXPENSE	\$2,000	\$0	\$0	\$0	\$0
5650 MAINTENANCE MATERIALS	\$3,500	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$5,500</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?		
To provide channel restoration and gabions in Amberwood Farms.  \$2,000 Renting Equipment \$2,000 Gabion Materials \$1,500 Rock			To reduce erosion control caused by runoff and perfect the elbows within the flow path.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to regrade and re-establish grass.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

<b>TOWN OF PROSPER</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
57 COURT TECHNOLOGY FUND	ADMINISTRATION	570-10EXP ADMINISTRATION
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

<b>TITLE</b>	<b>COURT DESKTOP SCANNERS AND POLICE TICKET WRITERS</b>	<b>TYPE</b>	<b>DISCRETIONARY - 2</b>	<b>RANK</b>	<b>1</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5203 COURT TECHNOLOGY EXPENSE	\$9,700	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$9,700</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>		
1. To replace court office scanners. Proposed cost to purchase three (3) new scanners is \$3,000. 2. To purchase new ticket writers for Police Department use. Proposed cost to purchase two (2) ticket writers is \$6,700.			1. Current scanners are not under warranty and the quality of the copies are being effected by continuing to use aged equipment. The court uses an imaging system for record retention. Records need to be of the highest quality to be reviewed during court proceedings or produced for record requests. 2. Prosper Police require ticket writers for additional shift staffing and the need to have as many working units as possible when units are out for repair.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			1. Poor quality of scanned court documents for review or retrieval. 2. Insufficient number of writers available for patrol during the day or evening shift or when writers are out for repair or service.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
57 COURT TECHNOLOGY FUND	ADMINISTRATION	570-10EXP ADMINISTRATION
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COURT SOFTWARE UPGRADE	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5203 COURT TECHNOLOGY EXPENSE	\$16,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$16,000</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 our current court software to the most recent available version. This upgrade will be to a SQL version. The new features and increased speed will meet the courts current and necessary needs to be able to provide efficient case maintenance, revenue postings and document retrieval.			The new features and increased speed will meet the courts current and necessary needs to be able to provide efficient case maintenance, revenue postings and document retrieval.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The SQL version has been available for several years and the version we are currently using will be phased out soon.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
67 SPECIAL REVENUE-DONATIONS	ADMINISTRATION	670-10EXP ADMINISTRATION
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	BADGES - POLICE	TYPE	DISCRETIONARY - 3	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5205 POLICE DONATION EXP	\$7,018	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$7,018</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 Police Department would like to use donated funds to purchase new badges which would include badge numbers. Forty-five (45) badges @ \$75.00 plus shipping totals \$7,017.50.			The current badges are a small oval. Benchmark cities wear a larger oval shape including the badge number so that the public can identify the officer. It is better to make the transition while the Department is smaller.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Police Department will continue to use current badges.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - CUT		

TITLE	ADDITIONAL SPECIAL EVENTS	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5600 SPECIAL EVENTS	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
TOTAL	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Additional funds for special events: Homecoming Candy - \$1,000 Board and Commission Reception - \$3,000 Misc. Ribbon Cuttings, Grand Opening Events - \$1,500			This request is intended to cover additional expenses for special events that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is currently not enough funding available in this line item to cover these additional expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders Town Council Goal 6 Engage in Effective Intergovernmental Relations		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-06EXP COMMUNICATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	COMMUNICATIONS MANAGER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$54,360	\$72,500	\$72,500	\$72,500	\$72,500
5115 SALARIES - OVERTIME	\$900	\$1,200	\$1,200	\$1,200	\$1,200
5143 CELL PHONE ALLOWANCE	\$765	\$1,020	\$1,020	\$1,020	\$1,020
5145 SOCIAL SECURITY EXPENSE	\$3,474	\$4,631	\$4,631	\$4,631	\$4,631
5150 MEDICARE EXPENSE	\$812	\$1,083	\$1,083	\$1,083	\$1,083
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$52	\$68	\$68	\$68	\$68
5175 LIABILITY (TML) WORKERS COMP	\$149	\$199	\$199	\$199	\$199
5180 TMRS EXPENSE	\$7,586	\$10,114	\$10,114	\$10,114	\$10,114
5185 LONG TERM/SHORT TERM DISABILIT	\$106	\$142	\$142	\$142	\$142
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5220 OFFICE EQUIPMENT	\$9,720	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$165	\$165	\$165	\$165	\$165
5530 TRAVEL	\$220	\$1,100	\$1,100	\$1,100	\$1,100
5536 TRAINING/SEMINARS	\$300	\$300	\$300	\$300	\$300
7145 TRANSFER TO VERF	\$0	\$469	\$469	\$469	\$469
<b>TOTAL</b>	<b>\$87,071</b>	<b>\$104,153</b>	<b>\$104,153</b>	<b>\$104,153</b>	<b>\$104,153</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

<p>The position will report to the Executive Director of Community Services, and will supervise the Communication Specialist. This position was requested in FY 2019-2020, but not approved. The demand for communication, social media, and digital marketing services continues to grow for the Town. Currently, the Executive Director of Community Services oversees the Town's communication efforts with one full-time Communication Specialist and one Public and Media Relations (PAMR) consultant who works on a contract basis for five cities, dedicating approximately 20% of his time and effort to the Town of Prosper. In FY 2019-2020, the Town's Public and Media Relations programs continued to expand the Town Talks speakers bureau, and the quarterly HOA Presidents Meetings continue to be successful and draw new members. Due to scheduling conflicts, the Citizens Academy was postponed until the fall of 2020. The State of the Community Event in January 2020 was successful, and the Town expanded its use of live and recorded produced video content. The COVID-19 public health emergency required a significant amount of staff time to manage the website and social media updates. The Town also added a chat bot function to the website during COVID-19 as a pilot program. The Communication Specialist continues to receive an increased number of requests for website assistance, photography and videography services, and the creation of marketing materials, such as posters, flyers, brochures, calendars, as well as the Finance Department's PAFR. The Town's Public and Media Relations consultant has indicated his intent to retire at the end of FY 2020-2021; therefore, the addition of an in-house staff person with professional public and media relations expertise in FY 2020-2021 will help prepare for that transition by supplementing the increased workload of the Communication Specialist. It will also streamline the transition of bringing the tasks and duties of the PAMR consultant in-house, while making the most of the consultant's skills and knowledge of the Town through the duration of his contract.</p>	<p>The addition of this position will allow the Executive Director of Community Services more time for planning and management in the Community Services Department, which includes the Town Secretary, Communications, Parks and Recreation, and Library Services. A professionally trained Communication Manager will enhance the Town's ability to communicate effectively with residents using current trends in communication methods. Adding this position in FY 2020-2021 will also help prepare for the transition to bring many PAMR duties in-house, due to the PAMR consultant's intent to retire at the end of FY 2020-2021.</p>
<p><b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b></p>	<p><b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b></p>
<p>N/A</p>	<p>The continued growth of the Town's Public and Media Relations program is dependent on attracting and retaining high-quality staff. Additional public and media relations personnel will be necessary to implement the Town's Communication Plan, and to continue to add community engagement activities.</p>
<p><b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b></p>	<p><b>MEETS TOWN COUNCIL GOALS</b></p>
<p>The Communications Manager will assist the Executive Director of Community Services with the implementation of the Town's Communication Plan, and make recommendations on additional communication methods and strategies. Oversee the development of the Town's media releases, marketing materials, and social media content. Assist with public engagement activities such as the HOA Presidents Meetings, State of the Community, and Special Events. The new position is expected to be hired in January 2021.</p>	<p>Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders</p>

<b>TOWN OF PROSPER</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
10 GENERAL	ADMINISTRATION	100-10-99EXP NON-DEPARTMENTAL
<b>SUPPLEMENTAL DETAILS - CUT</b>		

<b>TITLE</b>	<b>PUBLIC SAFETY AND VETERANS HONOR WALL</b>	<b>TYPE</b>	<b>DISCRETIONARY - 1</b>	<b>RANK</b>	<b>1</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6610 CAPITAL	\$75,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$75,000</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>		
Installation of a public safety and Veterans honor wall outside of Town Hall to honor those that serve our Country.  This project was approved in fiscal year 2019-2020 and put on hold due to COVID-19.			This provides a memorialized wall to honor active duty and first responders.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			This capital project would not be erected outside Town Hall.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	SERGEANT - INTERNAL AFFAIRS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$86,761	\$86,761	\$86,761	\$86,761	\$86,761
5115 SALARIES - OVERTIME	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
5127 SALARIES-CERTIFICATION PAY	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5140 SALARIES - LONGEVITY	\$300	\$300	\$300	\$300	\$300
5145 SOCIAL SECURITY EXPENSE	\$6,235	\$6,235	\$6,235	\$6,235	\$6,235
5150 MEDICARE EXPENSE	\$1,458	\$1,458	\$1,458	\$1,458	\$1,458
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$9,780	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$420	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$30	\$30	\$30	\$30	\$30
5175 LIABILITY (TML) WORKERS COMP	\$2,578	\$2,578	\$2,578	\$2,578	\$2,578
5180 TMRS EXPENSE	\$13,616	\$13,616	\$13,616	\$13,616	\$13,616
5185 LONG TERM/SHORT TERM DISABILIT	\$191	\$191	\$191	\$191	\$191
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5191 HIRING COST	\$11	\$0	\$0	\$0	\$0
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	\$2,345	\$2,345	\$2,345	\$2,345	\$2,345
5230 DUES, FEES, AND SUBSCRIPTIONS	\$125	\$125	\$125	\$125	\$125
5280 PRINTING AND REPRODUCTION	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$4,394	\$1,148	\$1,148	\$1,148	\$1,148
5410 PROFESSIONAL SERVICES	\$7,895	\$0	\$0	\$0	\$0
5418 IT FEES	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105
5419 IT LICENSES	\$7,675	\$7,675	\$7,675	\$7,675	\$7,675
5520 TELEPHONE EXPENSE	\$575	\$0	\$0	\$0	\$0

5530 TRAVEL	\$400	\$2,000	\$2,000	\$2,000	\$2,000
5536 TRAINING/SEMINARS	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5620 TOOLS AND EQUIPMENT	\$14,071	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$181,005</b>	<b>\$156,457</b>	<b>\$156,457</b>	<b>\$156,457</b>	<b>\$156,457</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>			
Sergeant - Internal Affairs: As identified in the Criminal Investigations Division section, the Sergeant assigned to CID performs this internal affairs functions. The department is requesting one (1) Sergeant position in FY21. The new position will manage and oversee all aspects of personnel complaints, professional standards, awards and recognition for all employees, and serve as the Accreditation Manager for the Texas Police Chiefs Association Best Practices Recognition Program (state accreditation). The state accreditation program is comprised of 168 standards and 67 required actions, inspections, and audits which are conducted over various timeframes to include quarterly, semi-annually, annually, and biennially. Currently, the Assistant Chief manages the state accreditation and oversees the employee awards and recognitions.		The functions of Internal Affairs are closely focused on employees and professional standards, not criminal investigations. Decoupling these roles will allow the department to properly manage the functions of criminal investigations, personnel matters, and recruiting and hiring. The current coupling is not a best practice. The Town recently completed a Continues Improvement Program initiative specific to hiring. The results yielded the need for the department to better manage the hiring process. As a result, the PD has made the needed changes to the related processes. The new processes now need direct oversight and management. This staffing model is consistent with benchmark cities. In addition, this position will allow sworn personnel assigned to CID to better focus on criminal investigations rather than administrative matters. Furthermore, it will allow the department to be transparent and better hold our agency and personnel accountable.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Failure to staff the position of Internal Affairs will drastically reduce the departments ability to properly manage the Criminal Investigation Division and the functions of Internal Affairs/Professional Standards. Furthermore, it will require that current supervisors continue to in-proportionally manage critical functions of the PD.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>MEETS TOWN COUNCIL GOALS</b>			
One Sergeant - Internal Affairs in October 2020.		Town Council Goal 1b Maintain Safety and Security Town Council Goal 2 Maintain a Quality Town Workforce Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders			

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	DETECTIVE (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$78,876	\$78,876	\$78,876	\$78,876	\$78,876
5115 SALARIES - OVERTIME	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
5127 SALARIES-CERTIFICATION PAY	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5140 SALARIES - LONGEVITY	\$300	\$300	\$300	\$300	\$300
5145 SOCIAL SECURITY EXPENSE	\$5,746	\$5,746	\$5,746	\$5,746	\$5,746
5150 MEDICARE EXPENSE	\$1,344	\$1,344	\$1,344	\$1,344	\$1,344
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$9,780	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$420	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$30	\$30	\$30	\$30	\$30
5175 LIABILITY (TML) WORKERS COMP	\$2,372	\$2,372	\$2,372	\$2,372	\$2,372
5180 TMRS EXPENSE	\$12,548	\$12,548	\$12,548	\$12,548	\$12,548
5185 LONG TERM/SHORT TERM DISABILIT	\$176	\$176	\$176	\$176	\$176
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5191 HIRING COST	\$11	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$350	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500
5214 TACTICAL SUPPLIES	\$0	\$0	\$0	\$0	\$0
5215 AMMUNITION	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700
5220 OFFICE EQUIPMENT	\$2,345	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$125	\$125	\$125	\$125	\$125
5250 PUBLICATIONS	\$600	\$600	\$600	\$600	\$600
5280 PRINTING AND REPRODUCTION	\$100	\$100	\$100	\$100	\$100
5352 FUEL	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700
5353 OIL/GREASE/INSPECTIONS	\$300	\$300	\$300	\$300	\$300
5400 UNIFORM EXPENSE	\$4,394	\$1,148	\$1,148	\$1,148	\$1,148



5418 IT FEES	\$1,105	\$1,105	\$1,105	\$1,105	\$1,105
5419 IT LICENSES	\$7,675	\$0	\$0	\$0	\$0
5520 TELEPHONE EXPENSE	\$575	\$0	\$0	\$0	\$0
5530 TRAVEL	\$400	\$2,000	\$2,000	\$2,000	\$2,000
5536 TRAINING/SEMINARS	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5620 TOOLS AND EQUIPMENT	\$14,071	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$36,409	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$4,551	\$4,551	\$4,551	\$4,551
<b>TOTAL</b>	<b>\$204,342</b>	<b>\$145,811</b>	<b>\$145,811</b>	<b>\$145,811</b>	<b>\$145,811</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>			
<p>There are currently four (4) police officers assigned to the Criminal Investigations Division (CID). Specifically, one (1) Sergeant and three (3) Detectives. One of the Detectives is assigned on a full-time basis to the Federal Bureau of Investigation (FBI) Joint Anti-Terrorism Task Force. The Towns Agreement with the FBI is a 24-month assignment. At the conclusion of this assignment, the Department will consider participation options. Along with investigating cases, the CID Sergeant and Detectives manage the care, control, and processing of property and evidence. Currently, two Detectives investigate the majority of all criminal cases, regardless of the nature of the type of investigation. The department is requesting one (1) additional Detective in the FY21 budget. Adding this staff member will allow the department to focus on three major areas of investigations: Crimes Against Persons; (Assaults, Sexual Assaults, and Crimes Against Children); Property Crimes; and Electronic and Financial Crimes (Fraud and Identity Thefts). If the department decides to discontinue participation in the FBI Task Force, that Detective will be reassigned and will work Property Crimes. Statistically Property Crimes investigations make up the majority of the caseload.</p> <p>6160-Capital Expenditure-Vehicles-2020 Chevrolet Malibu Sedan</p>		<p>The investigative workload for Detectives continues to increase with the growth of residential and commercial development. The department needs to increase its investigative capacity to meet the demand and ensure we can conduct complete and thorough criminal investigations. Total CID cases for Crimes Against Property in 2017 was 332, in 2018 302, in 2019 338. Total Crimes Against Persons averaged 96 annually for the same 3-year period. Crimes Against Society averaged 138. Each case must be thoroughly and completely investigated. We currently work with the Collin County Children's Advocacy center on child related cases; however, Denton County has no such organization and the western portion of our town is in Denton County and growing rapidly. We need to grow a Detective as an expert in child related cases.</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		Failure to properly staff the Criminal Investigations Division will adversely impact the department's ability to conduct thorough and timely investigations. Delayed investigations cause great customer dissatisfaction.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>MEETS TOWN COUNCIL GOALS</b>			
One Detective in October 2020.		<p>Town Council Goal 1b Maintain Safety and Security</p> <p>Town Council Goal 2 Maintain a Quality Town Workforce</p> <p>Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders</p>			

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	RECLASS RECORDS SUPERVISOR/CID CASE MANAGER	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$2,160	\$2,160	\$2,160	\$2,160	\$2,160
5115 SALARIES - OVERTIME	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
5145 SOCIAL SECURITY EXPENSE	\$264	\$264	\$264	\$264	\$264
5150 MEDICARE EXPENSE	\$62	\$62	\$62	\$62	\$62
5170 LIFE / ADD INSURANCE	\$9	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$12	\$12	\$12	\$12	\$12
5180 TMRS EXPENSE	\$577	\$577	\$577	\$577	\$577
5185 LONG TERM/SHORT TERM DISABILIT	\$8	\$8	\$8	\$8	\$8
5210 OFFICE SUPPLIES	\$350	\$350	\$350	\$350	\$350
5220 OFFICE EQUIPMENT	\$1,850	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$310	\$310	\$310	\$310	\$310
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5418 IT FEES	\$345	\$345	\$345	\$345	\$345
5419 IT LICENSES	\$968	\$968	\$968	\$968	\$968
5520 TELEPHONE EXPENSE	\$200	\$200	\$200	\$200	\$200
5530 TRAVEL	\$120	\$600	\$600	\$600	\$600
5533 MILEAGE EXPENSE	\$720	\$720	\$720	\$720	\$720
5536 TRAINING/SEMINARS	\$725	\$725	\$725	\$725	\$725
TOTAL	\$11,018	\$9,648	\$9,648	\$9,648	\$9,648
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

<p>The PPD is requesting to update the current Records Clerk to a Records Supervisor. This position will supervise the proposed new Records Clerk and oversee that all local, state and federal guidelines are followed. This ensures continued compliance in terms of records management according to the Texas State Library and Archives Commission, the Criminal Justice Information Services Division (CJIS), and the Texas Police Chief's Association Best Practices Recognition Program. In addition to maintaining Records and assisting with criminal cases, the current Records Clerk also maintains all of our TCOLE entries. TCOLE is Texas Commission on Law Enforcement, this is the state entity that regulates all the credentialing for police officers and communications personnel. The increase of services requested through Records is directly impacted by the growth of the town. New alarm permits processed in 2018 - 441, in 2019 - 293, Jan-May 2020 - 148. That equals a total of 882 alarm permits processed since May of 2018. Total number of open records requests submitted in 2018 571; total in 2019 984, Jan-May 2020 386. This data supports that we continue to experience an increase in alarm permitting, open records requests and processing of all PD records and criminal cases. The new PD lobby is designed to facilitate these requests in person and via kiosk with the expectation of a high level of customer service. In addition, responsibilities include redacting body-worn camera footage and related digital media. This request aligns with the staffing models of most benchmark cities.</p>	<p>Provide guidance and direction on how to establish goals, policies, and procedures to ensure all aspects of the Records Division are being met. In conjunction with the increased performance of Records, the public will also benefit from having additional personnel who will be able to answer questions, concerns, and complaints in a timely manner. The Records Supervisor will be able to assist the Criminal Investigation Division (CID) on a more routine basis in terms of managing cases for review and submission to the District Attorney's (DA) Office. Strict review of criminal cases and all associated media to ensure a case has all of its respected elements completed has been difficult to maintain with only one person in Records. This in turn slows down the submission rate to the DAs Office. However, with additional personnel, criminal cases would be better reviewed and made presentable for the DA's Office in a timely manner.</p>
<p><b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b></p>	<p><b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b></p>
<p>N/A</p>	<p>If this position is not funded, there will be a continued challenge to ensure work is being completed in a timely manner. With only one Records person, the front desk at the new police department will not be adequately staffed to meet the needs of the public. The Records Supervisor will be able to establish guidelines on how these cases are handled prior to submission so that each case is uniform in quality.</p>
<p><b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b></p>	<p><b>MEETS TOWN COUNCIL GOALS</b></p>
<p>Reclassify Records Clerk to Records Supervisor/CID Case Manager in October 2020.</p>	<p>Town Council Goal 1b Maintain Safety and Security  Town Council Goal 2 Maintain a Quality Town Workforce  Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders</p>

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - CUT		

TITLE	MAINTENANCE SUPERVISOR - STREETS	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$51,743	\$68,991	\$68,991	\$68,991	\$68,991
5145 SOCIAL SECURITY EXPENSE	\$3,208	\$4,277	\$4,277	\$4,277	\$4,277
5150 MEDICARE EXPENSE	\$750	\$1,000	\$1,000	\$1,000	\$1,000
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$7,335	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$315	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$7	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$2,784	\$3,712	\$3,712	\$3,712	\$3,712
5180 TMRS EXPENSE	\$7,006	\$9,341	\$9,341	\$9,341	\$9,341
5185 LONG TERM/SHORT TERM DISABILIT	\$98	\$131	\$131	\$131	\$131
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,350	\$480	\$480	\$480	\$480
5350 VEHICLE EXPENSE	\$837	\$837	\$837	\$837	\$837
5352 FUEL	\$500	\$500	\$500	\$500	\$500
5353 OIL/GREASE/INSPECTIONS	\$180	\$180	\$180	\$180	\$180
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
6160 CAPITAL EXPENDITURE - VEHICLES	\$39,200	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$5,370	\$5,370	\$5,370	\$5,370
<b>TOTAL</b>	<b>\$120,624</b>	<b>\$109,198</b>	<b>\$109,198</b>	<b>\$109,198</b>	<b>\$109,198</b>
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request is to create a position that would supervise Crew Leaders, assign tasks and work assignments, supervise repairs and maintenance, and assist with any and all work being done on streets, drainage, and signal and signs. Currently, the Street Superintendent is working 90% in the field to assist crews and supervise ongoing projects. With an added supervisor position, the Street Superintendent would be able to balance his workload and spend the necessary 70% in the office developing new programs, ordering materials, and operating procedures. The Street Superintendent will have the ability to manage his time and jobs more effectively.</p> <p>Additionally, a 2020 Chevy Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box 147.4 in. WB - US is included in this request.</p>	<p>This position will relieve the Street Superintendent from traveling to job sites to supervise jobs. The Maintenance Supervisor will manage concrete rehabilitation contracts, manage complaints, distribute work orders, and order materials. The Superintendent will be able to utilize his time more efficiently to develop new programs and operating procedures. The current superintendent oversees four crews. With an additional supervisor, productivity will increase.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	There will remain a shortage of leadership staff and necessary tasks will be left unfinished in order to supervise staff on job sites and in the field.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	MEETS TOWN COUNCIL GOALS
One Maintenance Supervisor in January of 2021.	<p>Town Council Goal 1c - Provide Efficient and Effective Utilities, Roads and Infrastructure</p> <p>Town Council Goal 2 - Maintain a Quality Town Workforce</p>

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

TITLE	LANDSCAPE ARCHITECT INSPECTIONS - 3RD PARTY	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
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?		
<p>The purpose of this request is to assist the Parks and Recreation Department in the day-to-day landscape inspection requirements. Increased development in Prosper has resulted in increased requests. More projects require hand-holding and developers, consultants and contractors tend to rush projects, which requires additional time and diligence from staff. This contract services would be used on an as needed basis during times of heavier workloads.</p> <p>These inspections include: Residential and commercial developments projects meet the required landscaping, berming, and that hike and bike trails that are constructed per the approved construction plans. Tasks include obtaining approved landscape plans from staff, coordinating with contractors onsite to perform walkthroughs, generating a punch list of the needed corrections, and then follow up inspections to ensure full compliance.</p> <p>Staff would continue to inspect public improvement projects such as park projects, municipal projects, monuments, and medians. This would allow staff time to focus on other projects, plan reviews, and other tasks as assigned. The proposed amount reflects a one-year work cycle of inspections. The request is in-lieu of requesting a full-time position.</p>			<p>Benefits to utilizing third party landscape inspections are: ensure quality development is occurring, ensure all requirements of the developing community are being met, and allow existing staff to continue to ensure high-quality development of public infrastructure projects.</p> <p>Approximately 300 hours at \$125 per hour</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
None. Although the fee for development inspections could be increased to offset this additional expense.			Consequences of not funding this request will be that staff will continue to provide inspections and manage the workload. During busy times, delays and less hand-holding of developers should be expected, and also the inability to provide inspections in a timely manner.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			<p>Town Council Goal 1a Ensure Quality Development</p> <p>Town Council Goal 2 Maintain a Quality Workforce</p>		

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

TITLE	WINDMILL PARK DRINKING FOUNTAIN	TYPE	DISCRETIONARY - 2	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6110 CAPITAL EXPENDITURE	\$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 for funds to install a drinking fountain adjacent to the Windmill Playground at Frontier Park. When the fields are closed, there is no drinking fountain near the playground and pavilion. The closest fountain is at the soccer concession building.			The benefits of a drinking fountain are: it will address numerous resident requests and also provide an amenity adjacent to the playground and pavilion to serve thirsty children, parents and those renting the pavilion. This request will fund an ADA drinking fountain, and also a water bottle refill station, with the benefit of accommodating all residents.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Consequences of not funding a drinking fountain near Windmill Playground are that residents will continue to have to bring water onsite or use the bathroom sink in the bathroom when thirsty. Complaints will continue to be received.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 5a Maximize Recreation and Leisure Opportunities Town Council Goal 5b Improve Town Facilities		

<div> <div>TOWN OF PROSPER</div> <div>DEPARTMENT</div> <div>10 GENERAL</div> <div>COMMUNITY SERVICES</div> <div>DIVISION</div> <div>100-60-01EXP PARK ADMINISTRATION</div> </div>		
SUPPLEMENTAL DETAILS - CUT		

TITLE	FRONTIER PARK STORAGE BUILDINGS	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5320 REPAIRS AND MAINTENANCE	\$0	\$500	\$500	\$500	\$500
5525 ELECTRICITY	\$0	\$500	\$500	\$500	\$500
6110 CAPITAL EXPENDITURE	\$134,127	\$0	\$0	\$0	\$0
TOTAL	\$134,127	\$1,000	\$1,000	\$1,000	\$1,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To design and construct storage facilities at Frontier Park. This proposal includes 1 - 10x10 storage area and 1 - 15X15 storage area. The larger area will be utilized by Town staff to store maintenance equipment and materials used for park maintenance. This will help with machinery transportation. While the smaller area will be utilized by one or more sports leagues.			The storage buildings will provide the necessary onsite storage for the Town. These storage areas will keep equipment secure, reducing the need to haul equipment and the need for storage pods on site. With the construction of these storage areas, it will minimize the amount of equipment Parks staff will need to haul to and from the site, saving on gas and man hours. This will also increase the amount of Town available storage.		
This project was approved in fiscal year 2019-2020 and put on hold due to COVID-19.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			By not funding this, Town staff will continue to haul equipment to the park.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security Town Council Goal 5a Maximize Recreation and Leisure Opportunities Town Council Goal 5b Improve Town Facilities		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - CUT		

<b>TITLE</b>	<b>CONTRACT RIGHT-OF-WAY MOWING</b>	<b>TYPE</b>	<b>DISCRETIONARY - 1</b>	<b>RANK</b>	<b>1</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5480 CONTRACT SERVICES	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</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>		
This is a request for funds to contract mow all the right-of-ways (ROW) in Prosper. The purpose will be to transfer the mowing of undeveloped ROW from the Public Works Streets division to Park Operations. Parks will manage the contract mowing of ROW areas at a cost of \$25,000. The Streets Division took on a large amount of mowing this year with the mowing of the DNT ROW.			Benefits will be that the Streets division will be able to focus on street related items, versus ROW mowing, and more Town landscape maintenance will be concentrated under one division, Park Operations. This will also free up time for the Streets Division to maintain the DNT ROW.		
<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 Streets division will be forced to continue to mow 10 additional properties, taking time away from street repairs.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - CUT		

TITLE	MINI EXCAVATOR	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$189,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$15,750	\$15,750	\$15,750	\$15,750
<b>TOTAL</b>	<b>\$189,000</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$15,750</b>	<b>\$15,750</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase a mini excavator for the Public Works Department. Currently, we utilize large backhoes for most of our projects in order to reserve rental funds for emergencies. Many times, a smaller piece of equipment is necessary for smaller jobs. With a smaller piece of equipment available, damages to fences and/or other surrounding property can be minimized or prevented. A smaller work area results in a smaller footprint, many times less fuel is used, and less cleanup and repairs on job sites. A mini excavator would be utilized weekly by our department.			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. It costs approximately \$1,000 a day or \$3,400 a month to rent this machine. If this piece of equipment was available to us we would utilize it weekly.		
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 cleanup costs associated with using equipment that isn't efficient on smaller projects.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PROMOTIONAL ITEMS FOR COUNCIL - REMOVED	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5210 OFFICE SUPPLIES	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Town Council has made additional requests for promotional items such as pens, pencils, coasters, cups, lapel pins, and other giveaways for student groups, realtor meetings, health fairs, and other events. Funds will also be used for gifts for the Town Council's meetings with legislative delegation.			This request is intended to cover additional expenses for promotional items and giveaways that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is currently not enough funding available in this line item to cover these additional expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	GRAPHIC IDENTIFY AND BRANDING POLICY CONSULTANT - REMOVED	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5410 PROFESSIONAL SERVICES	\$10,000	\$0	\$0	\$0	\$0
TOTAL	\$10,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
At the January 2020 Strategic Planning Session, the Town Council approved adding the following Major Initiative: "Create a graphic identity policy and branding style guidelines for printed and digital materials." This request is to hire a consultant to assist with the development of a graphic identity policy and branding style guidelines. The Community Services Department will issue an RFP to select a vendor. This Decision Package is a placeholder until quotes are received.			The Town is in need of a policy guide on the appropriate use of the logo, and to provide some standardization and consistence of the use of the logo across departments. The Parks and Recreation Department and Library have shown an interest in creating their own identity that is unique, yet cohesive with the Town's. A consultant will be hired to develop a graphic identity policy and branding style guidelines for the Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Inconsistencies have emerged in the use of the Town logo and how the Town is branded across departments and programs. In order to create a unique and consistent identify, a policy and style guidelines are needed.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	FIBER INTERNET FOR PUBLIC SAFETY COMPLEX - REMOVED	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5526 DATA NETWORK	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
TOTAL	\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provision and install a fiber internet connection at the Public Safety complex.			A secondary internet connection at the Public Safety complex, combined with the Town-owned fiber running between PD, PW, and Town Hall will allow for seamless load-balancing and failover of inbound and outbound internet traffic for all three facilities. Considering the critical nature of the dispatch activities in the new location, best practices recommend a redundant network architecture.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Public Safety Complex's internet connectivity would rely solely on Town Hall's internet connection and the integrity of the fiber connection linking the two facilities.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	THREE PUBLIC SAFETY OFFICERS (NEW PERSONNEL) - REVISED	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$118,512	\$118,512	\$118,512	\$118,512	\$118,512
5115 SALARIES - OVERTIME	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200
5145 SOCIAL SECURITY EXPENSE	\$7,794	\$7,794	\$7,794	\$7,794	\$7,794
5150 MEDICARE EXPENSE	\$1,823	\$1,823	\$1,823	\$1,823	\$1,823
5155 SUTA EXPENSE	\$486	\$486	\$486	\$486	\$486
5160 HEALTH INSURANCE	\$29,340	\$29,340	\$29,340	\$29,340	\$29,340
5165 DENTAL EXPENSE	\$1,260	\$1,260	\$1,260	\$1,260	\$1,260
5170 LIFE / ADD INSURANCE	\$27	\$27	\$27	\$27	\$27
5175 LIABILITY (TML) WORKERS COMP	\$3,281	\$3,281	\$3,281	\$3,281	\$3,281
5180 TMRS EXPENSE	\$17,021	\$17,021	\$17,021	\$17,021	\$17,021
5185 LONG TERM/SHORT TERM DISABILIT	\$239	\$239	\$239	\$239	\$239
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5191 HIRING COST	\$33	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$1,050	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5350 VEHICLE EXPENSE	\$500	\$500	\$500	\$500	\$500
5352 FUEL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5353 OIL/GREASE/INSPECTIONS	\$450	\$450	\$450	\$450	\$450
5400 UNIFORM EXPENSE	\$2,790	\$2,790	\$2,790	\$2,790	\$2,790
5418 IT FEES	\$460	\$460	\$460	\$460	\$460
5520 TELEPHONE EXPENSE	\$200	\$0	\$0	\$0	\$0
5530 TRAVEL	\$1,050	\$1,050	\$1,050	\$1,050	\$1,050
5536 TRAINING/SEMINARS	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250
5620 TOOLS AND EQUIPMENT	\$400	\$400	\$400	\$400	\$400

6160 CAPITAL EXPENDITURE - VEHICLES	\$54,156	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$13,539	\$13,539	\$13,539	\$13,539
<b>TOTAL</b>	<b>\$257,737</b>	<b>\$215,837</b>	<b>\$215,837</b>	<b>\$215,837</b>	<b>\$215,837</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>			
Public Safety Officers will be responsible for 1) Police Department lobby customer service; 2) property and evidence; and 3) quartermaster, fleet and equipment. These three positions will be civilian and therefore transfer these tasks from sworn peace officers. This position is a common staffing model among our benchmark cities.		These positions will allow sworn personnel better time management in the community for their primary responsibility of protecting the public safety. Civilian employees in this capacity are a substantially less expensive human resource.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
N/A		Not funding the request will require that police officers manage these support-staff functions.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
Three Public Safety Officers in October 2020.					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	RECORDS SUPERVISOR/CID CASE MANAGER (NEW PERSONNEL - REVISED)	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$45,480	\$45,480	\$45,480	\$45,480	\$45,480
5115 SALARIES - OVERTIME	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
5140 SALARIES - LONGEVITY	\$220	\$220	\$220	\$220	\$220
5145 SOCIAL SECURITY EXPENSE	\$2,964	\$2,964	\$2,964	\$2,964	\$2,964
5150 MEDICARE EXPENSE	\$693	\$693	\$693	\$693	\$693
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$9,780	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$420	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$9	\$9	\$9	\$9	\$9
5175 LIABILITY (TML) WORKERS COMP	\$128	\$128	\$128	\$128	\$128
5180 TMRS EXPENSE	\$6,472	\$6,472	\$6,472	\$6,472	\$6,472
5185 LONG TERM/SHORT TERM DISABILIT	\$91	\$91	\$91	\$91	\$91
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$350	\$350	\$350	\$350	\$350
5220 OFFICE EQUIPMENT	\$1,850	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$310	\$310	\$310	\$310	\$310
5350 VEHICLE EXPENSE	\$600	\$600	\$600	\$600	\$600
5352 FUEL	\$600	\$600	\$600	\$600	\$600
5353 OIL/GREASE/INSPECTIONS	\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5418 IT FEES	\$165	\$165	\$165	\$165	\$165
5419 IT LICENSES	\$968	\$968	\$968	\$968	\$968
5520 TELEPHONE EXPENSE	\$200	\$200	\$200	\$200	\$200
5530 TRAVEL	\$600	\$600	\$600	\$600	\$600



5536 TRAINING/SEMINARS	\$725	\$725	\$725	\$725	\$725
6160 CAPITAL EXPENDITURE - VEHICLES	\$23,259	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$3,277	\$3,277	\$3,277	\$3,277
<b>TOTAL</b>	<b>\$99,184</b>	<b>\$77,352</b>	<b>\$77,352</b>	<b>\$77,352</b>	<b>\$77,352</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>			
As the Prosper Police Department grows, there is a need for more mid-level management in all divisions so that the Department as a whole can function. Most benchmark cities have some kind of supervisory level of management for their respective Records Division. By having a supervisor over the Records Division, the Prosper Police Department will be better able to remain compliant in terms of records management according to the Texas State Library and Archives Commission, the Criminal Justice Information Services Division (CJIS), and the Texas Police Chief's Association Best Practices Recognition Program.		Currently there is only one records clerk. The workload for only one person in this position is incredibly large and difficult to manage, especially as the Town of Prosper continues to grow. By having a Records Supervisor, there will be someone who can provide guidance and direction on how to establish goals, policies, and procedures to ensure all aspects of the Records Division are being met. In conjunction with the increased performance of the division, the public will also benefit from having additional personnel who will be able to answer questions, concerns, and complaints in a timely manner. The Records Supervisor will be able to assist the Criminal Investigation Division (CID) on a more routine basis in terms of managing cases for review and submission to the District Attorney's (DA) Office. Quality control of criminal cases has been difficult to maintain with only one person in Records; however, with additional personnel, criminal cases would be better reviewed and presentable for the DA's Office. The lack of quality control has lead to cases being refused or returned for further investigation, thereby slowing the process and duplicating efforts.			
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>		<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>			
With additional records personnel, especially a supervisor, the Records Division will be equipped to implement a charging fee schedule for public information requests. This is difficult to do with only one person available to process public information requests. Additionally, alarm permits and their associated fees will be better managed. This means following up on alarm permits and payments can happen on a more regular basis.		Due to the impending move of the Police Department to the new facility, there will be a need for expanding the personnel in the Records Division to cover all aspects of the division adequately. The workload of the current Records Clerk is ever growing beyond the abilities that one clerk can manage. There needs to be a supervisor role that can provide guidance and direction on how to prioritize tasks and complete those tasks in a uniform manner. If this position is not funded, there will be a continued slow down of work being completed in a timely manner. With only one Records person, the front desk at the new police department will not be adequately staffed to meet the needs of the public. As the Town continues to grow, the number of criminal cases continues to go up as well, which means more paperwork that must be sorted through prior to submitting to District Attorney for prosecution. This paperwork must be looked over thoroughly prior to submission for inaccuracies and completeness. The Records Supervisor will be able to establish guidelines on how these cases are handle prior to submission so that each case is uniform in quality. By not having this position, the Prosper Police Department will suffer greatly in terms of having cases cleared and/or prosecuted due to a lack of oversight in case management as the caseloads increase and the demands on CID increase in numbers and complexity.			
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>		<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>			
One Records Supervisor/CID Case Manager in October 2020.					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TWO RECORDS CLERKS (NEW PERSONNEL) - REVISED	TYPE	DISCRETIONARY - 1	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$80,148	\$80,148	\$80,148	\$80,148	\$80,148
5115 SALARIES - OVERTIME	\$3,720	\$3,720	\$3,720	\$3,720	\$3,720
5145 SOCIAL SECURITY EXPENSE	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
5150 MEDICARE EXPENSE	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324
5160 HEALTH INSURANCE	\$19,560	\$19,560	\$19,560	\$19,560	\$19,560
5165 DENTAL EXPENSE	\$840	\$840	\$840	\$840	\$840
5170 LIFE / ADD INSURANCE	\$18	\$18	\$18	\$18	\$18
5175 LIABILITY (TML) WORKERS COMP	\$226	\$226	\$226	\$226	\$226
5180 TMRS EXPENSE	\$11,356	\$11,356	\$11,356	\$11,356	\$11,356
5185 LONG TERM/SHORT TERM DISABILIT	\$159	\$159	\$159	\$159	\$159
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5191 HIRING COST	\$22	\$22	\$22	\$22	\$22
5192 PHYSICAL AND PSYCHOLOGICAL	\$700	\$700	\$700	\$700	\$700
5210 OFFICE SUPPLIES	\$700	\$700	\$700	\$700	\$700
5230 DUES, FEES, AND SUBSCRIPTIONS	\$220	\$220	\$220	\$220	\$220
5400 UNIFORM EXPENSE	\$400	\$400	\$400	\$400	\$400
5418 IT FEES	\$330	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$15,680	\$15,680	\$15,680	\$15,680	\$15,680
5530 TRAVEL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5536 TRAINING/SEMINARS	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
TOTAL	\$144,546	\$144,216	\$144,216	\$144,216	\$144,216

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
The increase of services requested through the Records Division is directly impacted by the growth of the town. Specifically, we continue to experience an increase in alarm permitting, open records requests and processing of all PD records and criminal cases. The new PD lobby is designed to facilitate these requests in person and via kiosk with the expectation of a high level of customer service. Responsibilities include redacting body-worn camera footage and related digital media. This request aligns with the staffing models of most benchmark cities.	All services provided through Records are time sensitive and governed by state and federal law. Properly staffing Records helps ensure we meet aggressive state and federal timelines, produce accurate and complete records and maintain the Town's high level of customer service.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Failure to properly staff Records will have a profound negative impact on the Department's ability to meet state and federal laws/guidelines for all lines of business facilitated through Records.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two Records Clerks in October 2020.	

REMOVED/  
REVISED

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	VEHICLE AND EQUIPMENT FOR EXISTING TRAFFIC UNIT - REMOVED	TYPE	DISCRETIONARY - 2	RANK	7
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5220 OFFICE EQUIPMENT	\$3,550	\$0	\$0	\$0	\$0
5530 TRAVEL	\$2,820	\$0	\$0	\$0	\$0
5620 TOOLS AND EQUIPMENT	\$1,719	\$0	\$0	\$0	\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$37,770	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES	\$75,800	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$121,659</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?		
In FY20, two Traffic Unit officer positions were approved; however, there was only one vehicle and required equipment approved.			Traffic Unit personnel would be allowed to work independently, in separate vehicles rather than having to share a vehicle. This would allow patrol officers to concentrate on proactive policing instead of reactive accidents and traffic complaint investigations.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			When investigating serious or fatality accidents, officers need to react as a team. Having only one vehicle hinders their ability to do that.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

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

<b>TITLE</b>	LICENSE PLATE READERS - REMOVED	<b>TYPE</b>	DISCRETIONARY - 2	<b>RANK</b>	8
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$319,281	\$61,250	\$61,250	\$61,250	\$61,250
<b>TOTAL</b>	<b>\$319,281</b>	<b>\$61,250</b>	<b>\$61,250</b>	<b>\$61,250</b>	<b>\$61,250</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>		
Implement a town-wide License Plate Reader (LPR) program. This program is modeled after the City of Allen's program.			The information captured, and later analyzed, via LPR programs has a significant impact on the quality of life for residential and commercial districts alike. Attributes include enhanced criminal investigation capabilities, quick recovery of missing persons, silver alerts where a vehicle is involved and the enhanced ability to serve Town warrants. LPRs also serve as an excellent crime prevention effort.		
<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 Town misses an excellent opportunity to be progressive and have a cutting edge impact on the prevention of crime and the solving of criminal cases.		
<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	100-20-05EXP DISPATCH
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	FOUR COMMUNICATIONS OFFICERS (NEW PERSONNEL) - REVISED	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$148,211	\$169,384	\$169,384	\$169,384	\$169,384
5145 SOCIAL SECURITY EXPENSE	\$9,189	\$10,502	\$10,502	\$10,502	\$10,502
5150 MEDICARE EXPENSE	\$2,149	\$2,456	\$2,456	\$2,456	\$2,456
5155 SUTA EXPENSE	\$648	\$648	\$648	\$648	\$648
5160 HEALTH INSURANCE	\$34,230	\$39,120	\$39,120	\$39,120	\$39,120
5165 DENTAL EXPENSE	\$1,470	\$1,680	\$1,680	\$1,680	\$1,680
5170 LIFE / ADD INSURANCE	\$105	\$120	\$120	\$120	\$120
5175 LIABILITY (TML) WORKERS COMP	\$667	\$762	\$762	\$762	\$762
5180 TMRS EXPENSE	\$20,067	\$22,934	\$22,934	\$22,934	\$22,934
5185 LONG TERM/SHORT TERM DISABILIT	\$282	\$322	\$322	\$322	\$322
5186 WELLE-WELLNESS PROG REIMB EMPL	\$2,100	\$2,400	\$2,400	\$2,400	\$2,400
5400 UNIFORM EXPENSE	\$1,140	\$440	\$440	\$440	\$440
5536 TRAINING/SEMINARS	\$1,300	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$221,692</b>	<b>\$250,922</b>	<b>\$250,922</b>	<b>\$250,922</b>	<b>\$250,922</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The addition of Communications personnel would allow us to continue reducing our, hold times, ring times, and answer times for our citizens. Adding personnel would allow us to work more efficiently due to the increase of field personnel. The call/radio volume continues to increase yearly and more Communications personnel are needed to keep up with the increased demand. Adding more personnel would greatly decrease, if not potentially eliminate, our mandatory overtime.			In 2019, we had a minimum of 1 person in the room. In January 2020, our minimums became 2. Since that time, our ring times, answer times, and holds times have dramatically decreased. FD has inquired about numerous events, where we simply did not have enough personnel in the room to handle the demands. FD would like to have a dedicated FD Dispatcher and adding personnel would allow that. It would also allow a dedicated PD Dispatcher and 1 Call taker at all times. The addition of 2 more personnel in January would remove the Supervisors from covering a console full-time and allow them to supervise their employees appropriately.		

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Adding personnel would not only allow us to better handle increased call volume/radio traffic, but it would greatly reduce, if not nearly eliminate, all mandatory overtime required by employees.	Communications will continue to have long ring times, delayed answer times, and extensive 9-1-1 hold times. We will also continue to have calls for service where the demand presented is simply too much for personnel on-duty to adequately handle. The Supervisors would still be covering a console position that would interfere with performing their Supervisor duties. Our overtime will continue to increase in order to have adequate personnel in the Communications Center.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two Communications Officers in October 2020 and Two Communications Officers in January 2021.	

REMOVED/  
REVISED

<b>FUND</b> 10 GENERAL	<b>TOWN OF PROSPER</b> <b>DEPARTMENT</b> POLICE	<b>DIVISION</b> 100-20-05EXP DISPATCH
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

<b>TITLE</b>	<b>ANNUAL CONSOLE CLEANING - REMOVED</b>	<b>TYPE</b>	<b>DISCRETIONARY - 1</b>	<b>RANK</b>	<b>2</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5480 CONTRACT SERVICES	\$1,580	\$1,580	\$1,580	\$1,580	\$1,580
<b>TOTAL</b>	<b>\$1,580</b>	<b>\$1,580</b>	<b>\$1,580</b>	<b>\$1,580</b>	<b>\$1,580</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>		
Upkeep and cleaning of the new consoles.			Annual preventative maintenance and cleaning for all 4 of our new consoles. Console cleaning helps with improved health benefits of the Communications Officers, preventative maintenance for the new consoles, cable management, and increased productivity of the staff. In addition, the Evans employees are already CJIS certified and have passed extensive background checks. Evans Consoles doesn't subcontract the services. Each of the individuals is employed by the vendor full-time.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
By maintaining our consoles and equipment upon moving into the new center, it will result in our equipment lasting longer and lower maintenance costs.			Our current consoles have experienced multiple repairs due to not providing upkeep on the equipment on an ongoing basis. Our new consoles would face this same issue without providing annual maintenance and upkeep.		
<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	100-40-03EXP PLANNING
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COMPREHENSIVE PLAN UPDATE - REMOVED	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5410 PROFESSIONAL SERVICES	\$250,000	\$0	\$0	\$0	\$0
TOTAL	\$250,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request to retain the necessary professional services to prepare a complete update to the Town's Comprehensive Plan. The Plan serves as a guide for decision-making related to land use, transportation, infrastructure, utilities, other public facilities, and economic analyses. The Comprehensive Plan was adopted in 2012, and since that time the Town has experienced tremendous growth and development. In addition, market conditions have changed, impacting the recommendations of the Plan. As a result, many of the Plan's recommendations, assessments, and analyses have become outdated.			While the Plan served its purpose for nearly 10 years, an update will allow Town leadership, citizens, property owners, stakeholders, developers, and staff to take an account of the changes that have occurred in Prosper over the last 10 years, as well as to set a vision and framework for the next 10-20 of Prosper's growth and development.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Town leadership, citizens, property owners, stakeholders, developers, and staff will be relying on outdated assessments and recommendations contained in the Comprehensive Plan.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ICE PRE-TREATMENT - REMOVED	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5351 EQUIPMENT EXPENSE/REPAIR	\$0	\$1,000	\$1,000	\$1,000	\$1,000
5650 MAINTENANCE MATERIALS	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$10,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$16,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$7,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide staff with the equipment and materials to pre-treat for icy conditions preventing a bond from forming between the pavement and snow or ice. We anticipate using approximately \$1500 of pre-treatment material, per treatment for 40 lane miles. Mixing Tank - \$3000 Distribution Tank - \$2000 Pumps - \$4000 Distribution System - \$1000  \$1000 each subsequent year for pump repairs.			Staff will have the ability to pre-treat 40 lane miles prior to ice events adding preventative measures for travelers. Pre-treatment can be done up to 48 hours prior to an ice event		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will continue to treat icy spots with sand as required by the Inclement Road Policy.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

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

<b>TITLE</b>	TRAFFIC SIGNAL POLE AND ROADWAY LUMINAIRE - REMOVED	<b>TYPE</b>	DISCRETIONARY - 3	<b>RANK</b>	4
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6110 CAPITAL EXPENDITURE	\$16,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$16,000</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 maintain inventory of one traffic signal pole and arm and a roadway luminaire.			The request will provide staff with spare parts for emergencies. This will reduce the turn around time for repairs.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
Without readily available inventory, the town is subject to double installation costs since a temporary unit will have to be installed while staff awaits for the permanent to be ordered. A savings of approximately \$8,000 will ensue.			A wait time of 20-24 weeks will occur for replacing a traffic signal pole and arm, and an 10-12 week wait time will occur for roadway lighting.		
<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
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	HEAVY DUTY TRAILER 20 FOOT - REMOVED	TYPE	DISCRETIONARY - 3	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$13,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$867	\$867	\$867	\$867
TOTAL	\$13,000	\$867	\$867	\$867	\$867
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To provide an equipment trailer in order to transport equipment and materials to job sites.			Time to transport materials and equipment to job sites will be reduced. Staff will no longer have to plan projects around the availability of 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 delay projects due to the availability of equipment.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-03EXP RECREATION
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	RECREATION PROGRAMMING - REMOVED	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5995 RECREATION ACTIVITIES	\$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					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is for resources to better serve Prosper area Seniors and Active Adults (55+) by expanding class options and implementing local day trips. Granting this request will fund an additional four (4) classes to be held at The 407 Rec Center and four (4) outings especially designed for older adults, such as trips to a minor league baseball game, museums, and other notable sites. Anticipated costs incurred will be for instructor fees, operating supplies and implementing additional programs and trips. Class Instructor cost - \$7,500. Total bus tours cost - \$11,000.			Numerous benefits will be gained from funding this request. Because area Seniors are asking for expanded programming, new programs will answer those requests. Increasing service to this community will facilitates physical fitness, improve mental health, and increase social interaction and engagement. Group recreation for older adults fosters community spirit, provides a sense of attachment, positive values, and opportunities to show and use skills developed throughout a lifetime. According to the Transamerica Center for Retirement Studies, 86% of respondents indicated travel improves general mood and outlook about life and social interaction creates stronger ties to loved ones and promotes healthy relationships.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Anticipated revenue to generated by the addition of four new recreational classes is \$8,400, with a positive net revenue of \$1,360. Typically, Senior programs do not operate on a cost recovery basis.  Instructor fees will be split 70/30, with 30% of the revenue going to the Town for soft costs and supplies. The 70% will offset the instructor costs.  The goal for the day trips is for 80 percent of the expense to be offset by registration fees (\$8,800). In future years, the goal will be 100% cost recovery on day trips.			Consequences of not funding this request are: Prosper's older citizens will remain underserved and lack programs that improve physical and mental well-being and facilitate social interaction, elements critical to this segment of society.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	ADMINISTRATION	200-10-08EXP UTILITY BILLING
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	HEAVY DUTY SHREDDER - REMOVED	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5220 OFFICE EQUIPMENT	\$2,500	\$0	\$0	\$0	\$0
TOTAL	\$2,500	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The purpose of this request is to purchase a heavy duty shredder for the Utility Billing department as the current shredder is not sufficient for the amount of paper being shredded by the department.			Utility Billing prints reports which include confidential customer information. We shred these reports once we have finished with them. The new shredder will allow the department to place the reports into the shredder tray and walk away, rather than feeding the documents manually.		
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 feed documents into the shredder manually.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PORTABLE WELDER - REMOVED	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6110 CAPITAL EXPENDITURE	\$5,000	\$0	\$0	\$0	\$0
TOTAL	\$5,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To purchase a Lincoln Ranger 250GXT Engine Welder/Generator at \$4700 and mounting supplies.		Staff will have the ability to weld onsite and prevent staff from having to bring items and equipment back to the shop for repairs. A portable welder will also prevent from us outsourcing contractors to provide welding services.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Staff will continue to be inefficient with repairs by having to halt work to bring supplies back to the shop to weld or await a contractor to arrive.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	DUMP TRUCK - REMOVED	TYPE	DISCRETIONARY - 3	RANK	7
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$140,000	\$0	\$0	\$0	\$0
7145 TRANSFER TO VERF	\$0	\$14,000	\$14,000	\$14,000	\$14,000
TOTAL	\$140,000	\$14,000	\$14,000	\$14,000	\$14,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase a 6-yard dump truck to use for water/wastewater projects. Truck - \$130,000 Toolbox - \$1,000 Safety Lights - \$1,000 Decals - \$200 Purchase in Fall 2020			Currently, all Public Works crews are rotating the use of two dump trucks. This is creating delays in response times and the cleaning of job sites. Many times, crews are required to reschedule projects due to other crews having the dump trucks in the field. With the age and condition of one current dump truck, many times the truck is out of service for repair work for weeks at a time. An additional dump truck is required to maintain work load and appropriate response times. This dump truck is more compact, so can be utilized at more confined jobsites.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Response time will continue to decline as more projects arise. Crews will become less efficient as they continue to wait for the two dump trucks that is shared by all Public Works Departments.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	NITRIFICATION TESTING UNITS - REMOVED	TYPE	DISCRETIONARY - 3	RANK	9
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5540 WATER TESTING	\$9,688	\$0	\$0	\$0	\$0
TOTAL	\$9,688	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To purchase two SL1000 nitrification testing units at \$4,844 per unit.			Due to new EPA and TCEQ requirements, we are required to do extensive testing of nitrification in the drinking water. During the annual system maintenance, these machines are the only ones that accurately read the free chlorine levels in the water. Staff was severely hindered by only having two of these units during this time, as every location in town had to be tested by one of the two units every day. These also test for monochloramines, nitrites, nitrates, and free and total chlorine.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
			Staff will continue to run short on proper equipment, having to work overtime to meet the goals set for water testing parameters.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

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

<b>TITLE</b>	<b>TRENCH SHORING - REMOVED</b>	<b>TYPE</b>	<b>DISCRETIONARY - 3</b>	<b>RANK</b>	<b>7</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6110 CAPITAL EXPENDITURE	\$25,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$25,000</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 purchase trench shoring.			To provide protection when excavating below 4' in depth. Trench shoring is required by OSHA for the protection of our employees. This request is to supplement existing trench safety, so staff may be able to excavate below 8 feet in depth.		
<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 will be required to outsource the project or open cut the excavation, extending the completion time by days on projects.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>FINANCE / BUDGET OFFICE / CMO COMMENTS</b>		
N/A					

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	SEWER BY-PASS PUMP - REMOVED	TYPE	DISCRETIONARY - 3	RANK	9
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
6110 CAPITAL EXPENDITURE	\$75,000	\$0	\$0	\$0	\$0
TOTAL	\$75,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
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  
FY 2020-2021  
NON-DISCRETIONARY PACKAGES  
GENERAL FUND**

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
262	TOWN MANAGER'S OFFICE	LEGAL SERVICES FOR TMO		-	57,275	57,275		57,275
263	TOWN SECRETARY'S OFFICE	LEGAL SERVICES FOR TSO		-	25,000	25,000		25,000
264	TOWN SECRETARY'S OFFICE	NOVEMBER 2020 TOWN COUNCIL ELECTION		16,000	-	16,000		16,000
265	TOWN SECRETARY'S OFFICE	ADDITIONAL ELECTION EXPENSES		-	4,000	4,000		4,000
266	TOWN SECRETARY'S OFFICE	INSTALLATION SERVICES LOBBY CHRISTMAS DECORATIONS		-	4,000	4,000		4,000
267	TOWN SECRETARY'S OFFICE	OFFICE EQUIPMENT FOR RECORDS COORDINATOR		3,545	1,065	4,610		4,610
268	FINANCE	APPRAISAL/TAX FEES		-	30,000	30,000		30,000
269	IT	MICROSOFT EA LICENSE COUNTS		-	6,000	6,000		6,000
270	IT	SENIOR GIS ANALYST AND GIS HOSTING SERVICES	1.0	3,025	140,032	143,057		143,057
272	COMMUNICATIONS	BREEZE MONITOR SUBSCRIPTION RENEWAL		-	1,000	1,000		1,000
273	COMMUNICATIONS	OFFICE EQUIPMENT FOR COMMUNITY ENGAGEMENT SPECIALIST		3,545	465	4,010		4,010
274	MUNICIPAL COURT	JUDGE - PAY INCREASE		-	2,400	2,400		2,400
275	POLICE OPERATIONS	ESRI MAPPING LICENSE FOR ASSISTANT CHIEF		1,500	403	1,903		1,903
276	FIRE OPERATIONS	EMS ADJUSTMENTS		-	31,888	31,888		31,888
277	STREETS	MISCELLANEOUS INCREASES TO BASE BUDGET - STREETS		-	15,000	15,000		15,000
278	STREETS	US 380 STREET LIGHTING MAINTENANCE (LOVERS - CUSTER)		-	14,000	14,000		14,000
279	FACILITIES MANAGEMENT	FACILITY BUDGET - NEW PUBLIC SAFETY BUILDING		-	202,969	202,969		202,969
280	PARK ADMINISTRATION	NEW ROOF FOR 409 AND 407 EAST FIRST STREET		30,000	-	30,000		30,000
281	PARK OPERATIONS	CONTRACT MOWING - NEW PROSPER TRAIL		-	16,000	16,000		16,000
<b>TOTAL PROPOSED</b>			1.0	\$ 57,615	\$ 551,497	\$ 609,112	\$ -	\$ 609,112
<b>REMOVED/REVISED BY DEPARTMENT</b>								
290	IT	ICS LICENSE COST INCREASES - REMOVED		34,836	8,074	42,910		42,910
291	IT	ADOBE ACROBAT LICENSE COUNT INCREASES - REMOVED		870	1,800	2,670		2,670
292	POLICE OPERATIONS	CONTRACT RENEWAL AXON ENTERPRISE BODY CAMERAS - REMOVED		-	7,291	7,291		7,291
<b>TOTAL REMOVED/REVISED</b>				\$ 35,706	\$ 17,165	\$ 52,871	\$ -	\$ 52,871

**TOWN OF PROSPER  
FY 2020-2021  
NON-DISCRETIONARY PACKAGES  
WATER/SEWER FUND**

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
282	UTILITY BILLING	MISCELLANEOUS INCREASES TO BASE BUDGET - UB		-	16,000	16,000	(10,000)	6,000
283	UTILITY BILLING	SOLID WASTE ANNUAL CONTRACT INCREASE		-	165,000	165,000	(165,000)	-
284	WATER	RISK AND RESILIENCE EMERGENCY RESPONSE PLAN		130,000	-	130,000	-	130,000
285	WATER	MISCELLANEOUS INCREASES TO BASE BUDGET - WATER		-	64,000	64,000	-	64,000
286	WATER	WATER PURCHASES - NTMWD		-	1,091,067	1,091,067	-	1,091,067
287	WASTEWATER	ELECTRICAL PANEL REPLACEMENT		40,000	-	40,000	-	40,000
288	WASTEWATER	MISCELLANEOUS INCREASES TO BASE BUDGET - WASTEWATER		-	38,000	38,000	-	38,000
289	WASTEWATER	SEWER MANAGEMENT FEES		-	422,460	422,460	-	422,460
<b>TOTAL PROPOSED</b>			0.0	\$ 170,000	\$ 1,796,527	\$ 1,966,527	\$ (175,000)	\$ 1,791,527

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-01EXP TOWN MANAGER'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	LEGAL SERVICES FOR TMO	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5430 LEGAL FEES	\$57,275	\$57,275	\$57,275	\$57,275	\$57,275
TOTAL	\$57,275	\$57,275	\$57,275	\$57,275	\$57,275
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To budget the anticipated expenditures for legal fees based on historical expenditures in this budget. The actual expenditures for FY 18-19 were \$115,887 and the estimated expenditures for FY 19-20 are \$120,000.			This request will budget the full amount of expected legal fees in this division.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The legal expenses budget will not be funded to the actual level of legal services required.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1 Maintain Community Character		

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

<b>TITLE</b>	<b>LEGAL SERVICES FOR TSO</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5430 LEGAL FEES	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
<b>TOTAL</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</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>		
Increased expenses in FY 2019-2020 are now exceeding what was previously budgeted. Average monthly costs for Town Council legal fees are \$5,000 for agenda review, meeting preparation, research, and consultation services for Council legal issues. These costs are expected to remain steady or increase in the next fiscal year. Average monthly costs for Town Secretary legal Fees are \$1,800 for Public Information Requests, Ordinances and Resolution review. The proposed Decision Package includes an additional \$18,000 for Town Council Legal Fees and an additional \$7,000 for Town Secretary Legal Fees.			This is a non-discretionary request to cover additional expenses that have not previously been budgeted.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			There is currently not enough funding available in this line item to cover projected expenses.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1a Ensure Quality Development Town Council Goal 1b Maintain Safety and Security Town Council Goal 3 Ensure Fiscal Stewardship Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	NOVEMBER 2020 TOWN COUNCIL ELECTION	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5460 ELECTION EXPENSE	\$16,000	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$16,000</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 May 2020 General Election was postponed to November 2020 due to the COVID-19 pandemic. A one-time non-discretionary package is being submitted to cover the costs of this election. The May 2021 General Election will be paid from existing funds in the Town Secretary's budget.			This request is intended to cover one-time Election expenses that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is currently not enough funding available in this line item to cover this one-time expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders Town Council Goal 6 Engage in Effective Intergovernmental Relations		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ADDITIONAL ELECTION EXPENSES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5460 ELECTION EXPENSE	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Estimated costs for the 2020 General Election is \$16,000. The Town Secretary currently has \$12,000 budgeted for this annual expense.			This request is intended to cover additional annual Election expenses that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/			There is currently not enough funding available in this line item to cover these additional expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders Town Council Goal 6 Engage in Effective Intergovernmental Relations		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	INSTALLATION SERVICES-LOBBY CHRISTMAS DECORATIONS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5480 CONTRACT SERVICES	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Town purchased new Christmas decorations for the Town Hall lobby in 2019. This request is for annual professional decorating services to install and remove the existing decorations.			This request is intended to cover annual professional services for the installation and removal of the Town Hall lobby Christmas decorations that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is currently not enough funding available in this line item to cover these additional expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1 Maintain Community Character Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-02EXP TOWN SECRETARY'S OFFICE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	OFFICE EQUIPMENT FOR RECORDS COORDINATOR	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$3,545	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$665	\$665	\$665	\$665	\$665
5536 TRAINING/SEMINARS	\$300	\$300	\$300	\$300	\$300
TOTAL	\$4,610	\$1,065	\$1,065	\$1,065	\$1,065
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Records Coordinator position was previously programmed into the FY 2020-2021 budget following the reorganization of the Community Services Department in February 2020. This request is to provide an office chair, computer, and peripherals for the position.			The requested furniture and equipment is necessary in order to fill the position.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			While the position has been approved, the furniture and equipment necessary for the position has not been purchased.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
The Records Coordinator position was approved as part of the reorganization of the Community Services Department in February 2020.			Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-03EXP FINANCE
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	APPRAISAL/TAX FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5414 APPRAISAL / TAX FEES	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>TOTAL</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This request will fund the increase to tax collection/appraisal fees paid to Collin Central Appraisal District (CCAD), Denton Central Appraisal District (DCAD), and Collin County tax collector. Collection rates are charged per property assessed and billed by the respective agencies. We have seen an increase of 20% to 22% increase from year to year in collection fees overall. The increase from DCAD tends to run much higher due to the number of properties being added in that jurisdiction. Estimated Increases: CCAD = 18,500 DCAD = 7,750 Collin County = 3,750			Continued collection of property tax by the respective entities on behalf of the Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			We will not be able to pay the vendors for the appraisal/collection of property taxes.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

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

<b>TITLE</b>	<b>MICROSOFT EA LICENSE COUNT INCREASES</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5419 IT LICENSES	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
<b>TOTAL</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</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>		
Add to the Microsoft product suite license count to accommodate staff increases.			Staff will have access to required licensing.		
<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 will be unable to utilize Microsoft products.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	SENIOR GIS ANALYST AND GIS HOSTING SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5110 SALARIES	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
5143 CELL PHONE ALLOWANCE	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5145 SOCIAL SECURITY EXPENSE	\$4,743	\$4,743	\$4,743	\$4,743	\$4,743
5150 MEDICARE EXPENSE	\$1,109	\$1,109	\$1,109	\$1,109	\$1,109
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$9,780	\$9,780	\$9,780	\$9,780	\$9,780
5165 DENTAL EXPENSE	\$420	\$420	\$420	\$420	\$420
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$203	\$203	\$203	\$203	\$203
5180 TMRS EXPENSE	\$10,358	\$10,358	\$10,358	\$10,358	\$10,358
5185 LONG TERM/SHORT TERM DISABILIT	\$145	\$145	\$145	\$145	\$145
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,500	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200
5419 IT LICENSES	\$30,665	\$30,665	\$30,665	\$30,665	\$30,665
5520 TELEPHONE EXPENSE	\$525	\$0	\$0	\$0	\$0
5536 TRAINING/SEMINARS	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>TOTAL</b>	<b>\$143,057</b>	<b>\$140,032</b>	<b>\$140,032</b>	<b>\$140,032</b>	<b>\$140,032</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		

In the Spring of 2020, the City of Frisco (the Town's GIS provider) provided a budgetary estimate for GIS services and hosting totaling \$240,000. This is three times the previous years' fees (\$80,000). The Town Manager requested that Development Services and I.T. investigate alternatives to Frisco's services, and after intensive information-gathering, staff recommended transitioning to an in-house department. That process will begin with hiring a Senior GIS Analyst who will be tasked with facilitating the transition, maintaining quality of service, and beginning the process of building a formal GIS department. Additionally, a GIS Hosting Services firm will be engaged to provide the ESRI ArcGIS platform required to house and maintain the GIS database.	As the GIS workload has increased, the workload demand on the City of Frisco has grown to a significant level, resulting in more work than they can reasonably provide without additional staffing, as well as delays in work product delivery. Transitioning to an in-house department will facilitate faster turnaround and higher levels of customer service to internal departments with GIS needs, and the public via the Town's online maps portal.
<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 Town will incur a \$240,000 cost for continuing to utilize Frisco's GIS services and response time for GIS work will increase.
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>	<b>MEETS TOWN COUNCIL GOALS</b>
One Senior GIS Analyst in October 2020 and GIS Hosting Services provided by an outsourced firm.	Town Council Goal 1a Ensure Quality Development Town Council Goal 2 Maintain a Quality Town Workforce Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-06EXP COMMUNICATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	BREEZE MONITOR SUBSCRIPTION RENEWAL	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Breeze Monitors in the Town Hall lobby (3), Library, and future police headquarters, are managed by the Communication Specialist. This expense has been covered through the end of FY 2019-2020 by the IT Department, but funding was not budgeted beyond that. This decision package will cover the ongoing expense for this subscription.			This request is intended to cover annual subscription costs for the Breeze Monitors that have not previously been budgeted.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			There is currently not enough funding available in this line item to cover these additional expenses.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders		



TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-06EXP COMMUNICATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	OFFICE EQUIPMENT FOR COMMUNITY ENGAGE. SPEC	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5220 OFFICE EQUIPMENT	\$3,545	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$165	\$165	\$165	\$165	\$165
5536 TRAINING/SEMINARS	\$300	\$300	\$300	\$300	\$300
<b>TOTAL</b>	<b>\$4,010</b>	<b>\$465</b>	<b>\$465</b>	<b>\$465</b>	<b>\$465</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
The Community Engagement Specialist position was previously programmed into the FY 2020-2021 budget following the reorganization of the Community Services Department in February 2020. This request is to provide an office chair, computer, and peripherals for the position.			The requested furniture and equipment is necessary in order to fill the position.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			While the position has been approved, the furniture and equipment necessary for the position has not been purchased.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
The Community Engagement Specialist position was approved as part of the reorganization of the Community Services Department in February 2020.			Town Council Goal 2 Maintain a Quality Town Workforce		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-07EXP MUNICIPAL COURT
SUPPLEMENTAL DETAILS - ACTIVE		

<b>TITLE</b>	<b>JUDGE - PAY INCREASE</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5420 MUNICIPAL COURT/JUDGE FEES	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
<b>TOTAL</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</b>	<b>\$2,400</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 request is to increase the Judge's current rate of pay by \$200 per month upon renewal of his contract at 10-1-2020.			Increase in compensation for services.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			There will not be funds available to increase the current rate.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1 Maintain Community Character Town Council Goal 1b Maintain Safety and Security Town Council Goal 3 Ensure Fiscal Stewardship		

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

<b>TITLE</b>	ESRI - MAPPING LICENSE FOR ASST. CHIEF POSITION	<b>TYPE</b>	NON-DISCRETIONARY	<b>RANK</b>	0
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5418 IT FEES	\$403	\$403	\$403	\$403	\$403
5419 IT LICENSES	\$1,500	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,903</b>	<b>\$403</b>	<b>\$403</b>	<b>\$403</b>	<b>\$403</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 Town's Development Services Department, Planning Division, currently has a contract with ESRI, Inc. for a mapping system. One license of Planning's contract is assigned to a Police Lieutenant position for the purpose of tracking crime statistics and traffic accident locations. This request is for an additional license of \$1,500 plus an annual fee of \$403 for our Assistant Chief position.			An additional license will enhance capabilities of this important Police tool.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			By not funding the request, services provided from the use of this tool would not be as efficient.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1b Maintain Safety and Security Town Council Goal 4 Maintain Proactive Communication to Engage Residents and Stakeholders		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	EMS ADJUSTMENTS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5440 EMS	\$31,888	\$31,888	\$31,888	\$31,888	\$31,888
TOTAL	\$31,888	\$31,888	\$31,888	\$31,888	\$31,888
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This request updates and provides specific justification for needed funds for identified areas within the EMS account. The requested adjustments are primarily based upon quantifiable increases in EMS call volume over the same measure periods from last years budget, as well as the associated costs and services required to provide emergency medical care. Additionally, an identified gap in critical maintenance/service on key equipment was discovered and costs updated as well.			There are no program or equipment improvements or requests in 5440 for this budget year. The increase from FY20 is to strictly maintain our current level of EMS service for the Town and appropriately maintain our equipment in order to minimize liability and provide the best patient care for our residents and guests		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Failure to approve the increase will increase liability due to the lack of a comprehensive and encompassing maintenance program for our medical equipment as well as create the inability to maintain and stock critical and needed EMS supplies while keeping up with our growing and dynamic EMS program.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1b Maintain Safety and Security		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	MISCELLANEOUS INCREASES TO BASE BUDGET - STREETS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5115 SALARIES - OVERTIME	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5321 SIGNAL LIGHT REPAIRS	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
5350 VEHICLE EXPENSE	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5351 EQUIPMENT EXPENSE/REPAIR	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
5352 FUEL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
TOTAL	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increases are needed based on current need of the department. Due to an overall increase in street miles (53.3 miles, a 19% increase) and an increase of 7 new traffic signals in the past 2 years, overall needs/expenses have increased within the Streets Division of Public Works. This increase in assets is correlated to the work performed by the streets team. The additional inventory, along with the aging of our current assets, results in associated ongoing maintenance and repairs to ensure the Towns property is kept up to date and in good condition.			These increases are requested to maintain existing services. Public Works will continue to provide exceptional service to our residents. In addition to an increase in Town assets as noted in the Purpose section, the number of customers has also increased approximately 9%.		
Costs for new signal lights and a new school zone will increase costs in signal light repairs.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Existing services will need to be reduced to conserve funds.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

<b>TITLE</b>	<b>US 380 STREET LIGHTING MAINTENANCE (LOVERS-CUSTER)</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5527 ELECTRICITY - STREET LIGHTS	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
<b>TOTAL</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</b>	<b>\$14,000</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 provide roadway lighting on US 380. We share 50% of the fiscal responsibility with City of Frisco and City of McKinney for maintaining these street lights.			Funds will be sent to City of Frisco and City of McKinney to provide required roadway lighting on US 380.		
<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 lights will be turned off, creating unsafe conditions for travelers.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1b Maintain Safety and Security Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-05EXP FACILITIES MANAGEMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	FACILITY BUDGET - NEW PUBLIC SAFETY BUILDING	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5480 CONTRACT SERVICES	\$167,200	\$167,200	\$167,200	\$167,200	\$167,200
5525 ELECTRICITY	\$35,769	\$35,769	\$35,769	\$35,769	\$35,769
TOTAL	\$202,969	\$202,969	\$202,969	\$202,969	\$202,969
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 Public Safety facility. Included are janitorial supplies and services, porter day services, coffee supplies and services, etc. Also included is an increase to electricity.			The current facilities management contractor of Town Hall will oversee the day to day janitorial requirements as well as maintenance of the new Public Safety facility. The contracted company will also oversee a coffee service. Water/sewer charges and electricity will now be accounted for in the Facility Management budget along with the Town Hall facility.		
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, water/sewer, or electric services for the new Public Safety facility.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

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

TITLE	NEW ROOF FOR 409 AND 407 EAST FIRST STREET	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5340 BUILDING REPAIRS	\$30,000	\$0	\$0	\$0	\$0
TOTAL	\$30,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Purpose of this request is for funds to install new roofs on the 407 and 409 East First Street buildings.			The benefit of replacing the roofs will be they will no longer leak and water damage will be avoided. The roof on the 407 East First Street building is 3 tab asphalt shingles and at the end of its lifecycle. Two separate roofers have recommended that it be replaced.  The roof on the 409 East First Street building is partially a flat roof and partially sloped corrugated metal. Both have been patched multiple times. The roofer who last patched the roof said it needed to be completely replaced. The roof leaks during heavy rains.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Consequences of not funding new roofs for both buildings is that they will likely start to leak more and still need to be replaced in the future		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 5b Improve Town Facilities		



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

<b>TITLE</b>	CONTRACT MOWING - NEW PROSPER TRAIL	<b>TYPE</b>	NON-DISCRETIONARY	<b>RANK</b>	0
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5480 CONTRACT SERVICES	\$16,000	\$16,000	\$16,250	\$16,250	\$16,500
<b>TOTAL</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,250</b>	<b>\$16,250</b>	<b>\$16,500</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 provide funds to maintain the newly-developed Prosper Trail median, located east of Kroger, for contract mowing and maintenance and the Gates of Prosper Phase 2 medians which includes a portion of Lovers Lane, Coleman and Richland Boulevard west of Preston Road.			The benefit of contract mowing the new Prosper Trail median and the medians in the Gates of Prosper Phase 2 is that they, along with current properties, will be able to be maintained in accordance with the high standards expected by Prosper residents.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
N/A			Consequences of not funding this request are that the Parks Department will be forced to shift resources to maintain the median, which will reduce maintenance time allotted for other properties, resulting in a lower standard for other areas.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	ADMINISTRATION	200-10-08EXP UTILITY BILLING
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	MISCELLANEOUS INCREASES TO BASE BUDGET - UB	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5240 POSTAGE AND DELIVERY	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
5475 CREDIT CARD FEES	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>TOTAL</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</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 an increase of the base budget for postage and credit card fees. Thru May the department has spent ninety percent (90%) of their postage budget and is absorbing the overage due to savings in travel, however they will not be able to absorb all of this increase in next fiscal year.			We will have sufficient funds to mail customer bills and pay the credit card fees associated with customer payments.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Credit card fees are passed onto customers. The credit card fees of \$10,000 will be offset by revenue of same.			We will not have sufficient funds to mail customer bills or pay the credit card fees associated with customer payments.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

<b>TOWN OF PROSPER</b>		
<b>FUND</b>	<b>DEPARTMENT</b>	<b>DIVISION</b>
20 WATER/SEWER	ADMINISTRATION	200-10-08EXP UTILITY BILLING
<b>SUPPLEMENTAL DETAILS - ACTIVE</b>		

<b>TITLE</b>	<b>SOLID WASTE ANNUAL CONTRACT INCREASE</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5470 TRASH COLLECTION	\$165,000	\$165,000	\$165,000	\$165,000	\$165,000
<b>TOTAL</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$165,000</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 continue trash and recycling services for both residential and commercial customers. The increase is due to an annual rate adjustment per the contract with our service provider effective 2/01/2021, as well as projected growth to residential customer base.			To maintain current levels of service.		
<b>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</b>			<b>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</b>		
The increase will be offset by an equal revenue of \$165,000.			Funds will not be available to pay contract increase.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 3 Ensure Fiscal Stewardship		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	RISK AND RESILIENCE EMERGENCY RESPONSE PLAN	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5410 PROFESSIONAL SERVICES	\$130,000	\$0	\$0	\$0	\$0
TOTAL	\$130,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To satisfy the Environmental Protection Agency (EPA) requirements of Section 2013 of America's Water Infrastructure Act of 2018.			Maintain compliance with the EPA.		
Americas Water Infrastructure Act of 2018 (AWIA '18) requires community water systems serving 3,300 in population or more persons to develop an Emergency Response Plan that must be actively updated every five years. This will be the first year we are required to develop this plan. In 2026, we will be required to update. The update is expected to be approximately \$15,000.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			This is required of all water providers by the EPA. If the request is not funded, we will not be in compliance with the EPA.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	MISCELLANEOUS INCREASES TO BASE BUDGET - WATER	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5115 SALARIES - OVERTIME	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
5310 RENTAL EXPENSE	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5350 VEHICLE EXPENSE	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5352 FUEL	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
5525 ELECTRICITY	\$22,800	\$22,800	\$22,800	\$22,800	\$22,800
5660 CHEMICAL SUPPLIES	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
<b>TOTAL</b>	<b>\$64,000</b>	<b>\$64,000</b>	<b>\$64,000</b>	<b>\$64,000</b>	<b>\$64,000</b>
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increases are needed based on current need of the department. Due to an overall increase in water lines of 60,736 feet and an increase of 795 new water customers this year, overall needs/expenses have increased within the Water Division of Public Works. This increase in assets is correlated to the work performed by the water team. The additional inventory, along with the aging of our current assets, results in associated ongoing maintenance and repairs to ensure the Towns property is kept up to date and in good condition.			These increases are requested to maintain existing services. Public Works will continue to provide exceptional service to our residents. In addition to an increase in Town assets as noted in the Purpose section, the number of customers has also increased approximately 9%.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Existing services will need to be reduced to conserve funds.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	WATER PURCHASES - NTMWD	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5550 WATER PURCHASES	\$1,091,067	\$1,091,067	\$1,091,067	\$1,091,067	\$1,091,067
TOTAL	\$1,091,067	\$1,091,067	\$1,091,067	\$1,091,067	\$1,091,067
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 2020 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			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

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

<b>TITLE</b>	<b>ELECTRICAL PANEL REPLACEMENT</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
6110 CAPITAL EXPENDITURE	\$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>
<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 replace the outdated electrical panel and update SCADA in the Lakes of Prosper Lift Station.			The current electrical panel in this location is outdated. We can no longer find replacement parts. Currently, we are unable to operate the lift station from our centralized point. Staff will be able to complete both projects together reducing installation costs.		
<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 will continue to operate the lift station from the lift station itself, being inefficient and requiring more staff to be present during emergencies.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure Town Council Goal 5b Improve Town Facilities		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-03EXP WASTEWATER
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	MISCELLANEOUS INCREASES TO BASE BUDGET - WW	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5115 SALARIES - OVERTIME	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5310 RENTAL EXPENSE	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
5353 OIL/GREASE/INSPECTIONS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5525 ELECTRICITY	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5660 CHEMICAL SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Increases are needed based on current need of the department. Due to an overall increase in wastewater lines of 50,800 feet and an increase of 796 new wastewater customers this year, overall needs/expenses have increased within the Wastewater Division of Public Works. This increase in assets is correlated to the work performed by the wastewater team. The additional inventory, along with the aging of our current assets, results in associated ongoing maintenance and repairs to ensure the Town's property is kept up to date and in good condition. Rental expenses will increase due to projects needing smaller equipment, such as a mini excavator. Smaller equipment is needed in order to be more efficient and work in more confined spaces.			These increases are requested to maintain existing services. Public Works will continue to provide exceptional service to our residents. In addition to an increase in Town assets as noted in the Purpose section, the number of customers has also increased approximately 9%.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Existing services will need to be reduced to conserve funds.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			MEETS TOWN COUNCIL GOALS		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		



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

<b>TITLE</b>	<b>SEWER MANAGEMENT FEES</b>	<b>TYPE</b>	<b>NON-DISCRETIONARY</b>	<b>RANK</b>	<b>0</b>
<b>RESOURCES REQUESTED</b>					
<b>LINE ITEM</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>
5560 SEWER MANAGEMENT FEES	\$422,460	\$422,460	\$422,460	\$422,460	\$422,460
<b>TOTAL</b>	<b>\$422,460</b>	<b>\$422,460</b>	<b>\$422,460</b>	<b>\$422,460</b>	<b>\$422,460</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 provide funds for additional growth.			The Town will have the ability to continue providing services for additional growth.		
<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 will not be available for the treatment of the additional wastewater.		
<b>SUMMARIZE NEW POSITIONS IN THIS REQUEST</b>			<b>MEETS TOWN COUNCIL GOALS</b>		
N/A			Town Council Goal 1c Provide Efficient and Effective Utilities, Roads and Infrastructure		

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ICS LICENSE COST INCREASES - REMOVED	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5419 IT LICENSES	\$42,910	\$8,074	\$8,074	\$8,074	\$8,074
TOTAL	\$42,910	\$8,074	\$8,074	\$8,074	\$8,074
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Year over year cost increase for the ICS software platform, additional licenses required for staff enhancement.			All PD and FD users will have sufficient licensing to use the ICS platform.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			FD and PD personnel will not be able to utilize the computer-aided dispatch (CAD) system.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

REMOVED/  
REVISED

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ADOBE ACROBAT LICENSE COUNT INCREASES - REMOVED	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5419 IT LICENSES	\$2,670	\$1,800	\$1,800	\$1,800	\$1,800
TOTAL	\$2,670	\$1,800	\$1,800	\$1,800	\$1,800
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Add to the Adobe Acrobat license count to accommodate staff increases.			Staff will have access to required licensing.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Staff will be unable to utilize Adobe Acrobat.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		
N/A					

REMOVED/  
REVISED

TOWN OF PROSPER		
FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	CONTRACT RENEWAL-AXON ENTERPRISE-BODY CAMERAS - REMOVED	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
5419 IT LICENSES	\$7,291	\$12,222	\$12,222	\$12,222	\$12,222
TOTAL	\$7,291	\$12,222	\$12,222	\$12,222	\$12,222
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
Police's contract with Axon Enterprise, Inc. for the licensing of evidence storage from our body cameras expires December 31st. A quote for annual renew of the contract from 2021 through 2025 is attached. FY 2021 is less because the current contract includes October, November and December of 2020			This software records police officer activity during calls for service which is used in criminal cases.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			Not funding this request would effect criminal cases.		
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 I&S property taxes and transfers from other sources. The following pages outline the projected needs for the Town.

**Summary of Capital Improvement Program - 09/08 ADOPTED  
General Fund Projects**

Index	Street Projects	Prior Years						2025-2030	Total Cost
			2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
01	1836-ST DNT Southbound Frontage Road	17,000,000							17,000,000
02	1511-ST Prosper Trail (Kroger - Coit): (Design)	305,000							305,000
03	1511-ST Prosper Trail (Kroger - Coit): (Construction)	4,564,055							4,564,055
04	1512-ST First Street (DNT - Coleman): (Design)	2,786,567							2,786,567
05	1507-ST West Prosper Road Improvements, Segment D: (Construction)	3,404,618							3,404,618
06	1708-ST E-W Collector (Cook Lane - DNT); design done w/ Cook Lane	1,455,000							1,455,000
07	1820-ST First Street/DNT Intersection Improvements: (Design)	137,000							137,000
08	1820-ST First Street/DNT Intersection Improvements: (Construction)	1,250,000							1,250,000
09	1823-ST Victory Way (Coleman - Frontier) - 2 lanes: (Design)	300,000							300,000
10	1823-ST Victory Way (Coleman - Frontier) - 2 lanes: (Construction)	2,200,000							2,200,000
11	1709-ST Prosper Trail (Coit - Custer) - 4 lanes: (Design)	810,000							810,000
12	2008-ST Prosper Trail (Coit - Custer) - 2 lanes: (Construction)	6,300,000							6,300,000
13	1825-ST Coleman (Rogers MS - Turn Lane): (Design & Construction)	375,000							375,000
14	1819-ST Coleman Street (at Prosper HS): (Design & Construction)	790,000							790,000
15	1923-ST Fishtrap (Segments 1, 4); (Elem to DNT) schematic: (Design)	778,900							778,900
16	2009-ST Fishtrap, Segment 1 (Teel - Middle School): (Construction)	1,470,000							1,470,000
17	1932-ST Coit Road and US 380 (SB Right Turn Lane): (Design)	6,300							6,300
18	1932-ST Coit Road and US 380 (SB Right Turn Lane): (Construction)	125,000							125,000
19	1830-ST Prosper Trail/DNT Intersection Improvements: (Design)	88,000							88,000
20	1830-ST Prosper Trail/DNT Intersection Improvements: (Construction)	2,000,000							2,000,000
21	1824-ST Fishtrap (Teel Intersection Improvements): (Design)	150,000							150,000
22	1824-ST Fishtrap (Teel Intersection Improvements): (Construction)	1,400,000							1,400,000
23	1708-ST Cook Lane (First - End): (Design)	150,000							150,000
24	1708-ST Cook Lane (First - End): (Construction)	3,500,000							3,500,000
25	2014-ST First Street (Coit - Custer) - 4 lanes: (Design)	1,000,000							1,000,000
26	2010-ST Fishtrap (Teel - Gee Road): (Design)	400,000							400,000
27	2011-ST Gee Road (Fishtrap - Windsong Retail): (Design)	250,000							250,000
28	2012-ST Fishtrap (Elem - DNT) - 4 lanes: (Design)	900,000							900,000
29	1710-ST Coit Road (First - Frontier) - 4 lanes: (Design)	1,289,900							1,289,900
30	2013-ST Teel (US 380 Intersection Improvements): (Design)	100,000							100,000
31	1307-ST Frontier Parkway (BNSF Overpass)	3,650,000	29,912,496						33,562,496
32	1805-ST FM 2478 (US 380 - FM 1461)	391,869	57,000,000						57,391,869
33	1934-ST DNT Overpass at US380	80,970,000		9,030,000					90,000,000
34	2017-ST Fishtrap, Segment 4 (Middle - Elem) - 4 lanes: (Construction)		2,750,000						2,750,000
35	1936-ST US 380 (US 377 - Denton County Line)		178,105,000						178,105,000
36	1938-ST FM 1461 (SH 289 - CR 165)		175,000	175,000	175,000	45,190,870			45,715,870
37	1933-ST Fishtrap (Segment 2) - PISD reimbursement			1,164,000					1,164,000
38	1937-ST DNT Main Lane (US 380 - FM 428)			35,000,000	315,000,000				350,000,000
	<b>Subtotal</b>	<b>140,297,209</b>	<b>267,942,496</b>	<b>45,369,000</b>	<b>175,000</b>	<b>360,190,870</b>	<b>0</b>	<b>0</b>	<b>813,974,575</b>

<b>Design</b>	9,451,667	0	0	0	0	0	0	9,451,667
<b>Construction</b>	27,914,055	32,662,496	1,164,000	0	0	0	0	61,740,551
<b>Design &amp; Construction</b>	102,931,487	235,280,000	44,205,000	175,000	360,190,870	0	0	742,782,357
<b>Land/Easements</b>	0	0	0	0	0	0	0	0

Index	Traffic Projects	Prior Years						2025-2030	Total Cost
			2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
01	1929-ST BNSF Quiet Zone First/Fifth	145,000							145,000
02	1909-TR Traffic Signal - Coit Rd & First Street: (Construction)	306,299							306,299
03	1939-TR Traffic Signal - DNT & Frontier: (Collin County)	400,000							400,000
04	1940-TR Traffic Signal - DNT & Prosper Trail: (Collin County)	400,000							400,000
05	1928-TR Traffic Signal - Fishtrap & Teel Parkway: (Design)	34,100							34,100
06	1928-TR Traffic Signal - Fishtrap & Teel Parkway: (Construction)	400,000							400,000
07	2004-TR Traffic Signal - Fishtrap & Gee Road: (Design)	50,000							50,000
08	2004-TR Traffic Signal - Fishtrap & Gee Road: (Construction)	250,000							250,000
09	2007-TR Traffic Signal - SH 289 & Lovers Lane (TIRZ #1)	300,000							300,000
10	2005-TR Traffic Signal - Coit Rd & Richland: (Design)	50,000							50,000
11	2005-TR Traffic Signal - Coit Rd & Richland: (Construction)	410,000							410,000
12	2101-TR Traffic Signal - Fishtrap & Artesia Boulevard: (Design)		50,000						50,000
13	2101-TR Traffic Signal - Fishtrap & Artesia Boulevard: (Construction)		425,000						425,000
14	1935-TR Traffic Signal - FM 1385 & Fishtrap: (TxDOT)		250,000						250,000
15	Traffic Signal - FM 2478 (Custer Rd) & First Street: (TxDOT)			500,000					500,000
16	Traffic Signal - First Street & La Cima: (Design)			50,000					50,000
17	Traffic Signal - First Street & La Cima: (Construction)			400,000					400,000
18	Traffic Signal - First Street & Coleman: (Design)				50,000				50,000
19	Traffic Signal - First Street & Coleman: (Construction)				425,000				425,000
	<b>Subtotal</b>	<b>2,745,399</b>	<b>725,000</b>	<b>950,000</b>	<b>475,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,895,399</b>

<b>Design</b>	134,100	50,000	50,000	50,000	0	0	0	284,100
<b>Construction</b>	1,511,299	425,000	400,000	425,000	0	0	0	2,761,299
<b>Design &amp; Construction</b>	1,100,000	250,000	500,000	0	0	0	0	1,850,000
<b>Land/Easements</b>	0	0	0	0	0	0	0	0

Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
17,000,000	X										01
305,000	A										02
4,465,846	A,D,K	98,209									03
2,439,915	A,D	346,652									04
		3,404,618									05
1,375,000	A	80,000									06
137,000	D										07
1,250,000	A										08
250,000	D	50,000									09
		2,200,000									10
810,000	A										11
1,250,000	D	300,000	4,750,000	4,750,000							12
375,000	D										13
790,000	C,K										14
778,900	D										15
		280,000	1,190,000	1,190,000							16
6,300	A,D										17
35,000	A	90,000									18
88,000	A,D										19
		400,000	1,600,000	1,600,000							20
150,000	D										21
		1,400,000									22
150,000	A										23
		600,000	2,900,000	2,900,000							24
			1,000,000	1,000,000							25
400,000	C										26
250,000	C										27
300,000	A,D,K		600,000	600,000							28
1,289,900	A,X										29
100,000	A,K										30
27,812,496	A,X	0	5,750,000		5,750,000						31
57,391,869	A,K,X										32
83,970,000	D,J,X		6,030,000			6,030,000					33
			2,750,000		2,750,000						34
178,105,000	D,X										35
45,715,870	A,X										36
			1,164,000			1,164,000					37
350,000,000	X										38
776,991,096		9,249,479	0	27,734,000	12,040,000	8,500,000	7,194,000	0	0	0	

Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
145,000	D										01
306,299	A,D										02
400,000	X										03
400,000	X										04
34,100	A										05
400,000	A										06
50,000	A										07
250,000	A										08
300,000	H										09
50,000	A										10
410,000	A										11
50,000	A,C										12
425,000	A,C										13
250,000	X										14
500,000	X										15
50,000	A										16
400,000	A										17
50,000	A										18
425,000	A										19
4,895,399		0	0	0	0	0	0	0	0	0	

**Summary of Capital Improvement Program - 09/08 ADOPTED  
General Fund Projects**

Index	Park Projects	Prior Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2030	Total Cost
	<b>Neighborhood Park</b>								
01	Town Hall Open Space Park: (Design)	55,000							55,000
02	Tanners Mill Park: (Construction)	468,000							468,000
03	Star Trail Park #2 (7.5 Acres / No Lights): (Construction)	535,000							535,000
04	Windsong Ranch Park #2 (7.5 Acres / No Lights): (Design)		30,000						30,000
05	Windsong Ranch Park #2 (7.5 Acres / No Lights): (Construction)		230,000						230,000
06	Lakewood Preserve (22 Acres / Lights): (Construction)	423,000	544,500						967,500
07	1802-PK Hays Park (2 Acres / No Lights): (Design )	85,000							85,000
08	1802-PK Hays Park (2 Acres / No Lights): (Construction)		375,000						375,000
09	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Design)	67,500							67,500
10	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Construction)		575,000						575,000
11	Prairie Park (6.7 Acres / No Lights)	300,000		300,000					600,000
	<b>Trails</b>								
12	1801-PK Whitley Place H&B Trail Extension: (Design)	70,000							70,000
13	1910-PK Hike and Bike Master Plan: (Design)	68,000							68,000
14	Star Trail H&B Trail Phases 1, 2, 3, and 4: (Construction)	200,000							200,000
15	1926-PK Whitley Place H&B Trail (OH Easement): (Design)	10,000							10,000
16	1926-PK Whitley Place H&B Trail (OH Easement): (Construction)	270,000							270,000
17	1801-PK Whitley Place H&B Trail Extension: (Construction)	680,000							680,000
18	Windsong H&B Trail Ph 3C, 5,6A, 6B, 7, 8, and 9: (Design)		40,000						40,000
19	Windsong H&B Trail Ph 3C, 5,6A, 6B, 7, 8, and 9: (Construction)	1,351,572	435,000	495,000					2,281,572
	<b>Community Park</b>								
20	Frontier Park Storage: (Design & Construction)	147,927							147,927
	<b>Medians</b>								
21	1723-PK State Highway 289 Gateway Monument	474,752							474,752
22	1818-PK Additional Turf Irrigation SH 289	80,000							80,000
23	1813-PK SH 289/US 380 Green Ribbon Landscape Irrigation	809,250							809,250
24	2018-PK Coleman Street Median Landscaping (Talon - Victory): (Design)	30,000							30,000
25	2018-PK Coleman Street Median Landscaping (Talon - Victory): (Construction)	320,000							320,000
26	1922-PK Downtown Monument (Broadway/Preston): (Design)	16,000	75,000						91,000
27	1922-PK Downtown Monument (Broadway/Preston): (Construction)		380,000						380,000
	<b>Subtotal</b>	<b>6,461,001</b>	<b>2,684,500</b>	<b>795,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,940,501</b>
	<b>Design</b>	401,500	145,000	0	0	0	0	0	546,500
	<b>Construction</b>	5,911,574	2,539,500	795,000	0	0	0	0	9,246,074
	<b>Design &amp; Construction</b>	147,927	0	0	0	0	0	0	147,927
	<b>Land/Easements</b>	0	0	0	0	0	0	0	0

Index	Facility Projects	Prior Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2030	Total Cost
01	1713-FC Police Station and Dispatch - Professional Services	1,644,696							1,644,696
02	1904-FC Police Station and Dispatch - Development Costs	550,000							550,000
03	1905-FC Police Station and Dispatch - Construction	12,645,804							12,645,804
04	1906-FC Police Station and Dispatch - Furniture, Fixtures, and Equipment	1,165,000							1,165,000
05	2102-FC Westside Radio Tower for Communications		500,000						500,000
	<b>Subtotal</b>	<b>16,005,500</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,505,500</b>
	<b>Design</b>	2,194,696	0	0	0	0	0	0	2,194,696
	<b>Construction</b>	13,810,804	0	0	0	0	0	0	13,810,804
	<b>Design &amp; Construction</b>	0	500,000	0	0	0	0	0	500,000
	<b>Land/Easements</b>	0	0	0	0	0	0	0	0
	<b>Grand Total General Fund</b>	<b>165,509,109</b>	<b>271,851,996</b>	<b>47,114,000</b>	<b>650,000</b>	<b>360,190,870</b>	<b>0</b>	<b>0</b>	<b>845,315,975</b>
	<b>Design</b>	12,181,963	195,000	50,000	50,000	0	0	0	12,476,963
	<b>Construction</b>	49,147,732	35,626,996	2,359,000	425,000	0	0	0	87,558,728
	<b>Design &amp; Construction</b>	104,179,414	236,030,000	44,705,000	175,000	360,190,870	0	0	745,280,284
	<b>Land/Easements</b>	0	0	0	0	0	0	0	0

**Summary of Capital Improvement Program - 09/08 ADOPTED  
Enterprise Fund Projects**

Index	Water Projects	Prior Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2030	Total Cost
01	1902-WA Custer Road Meter Station and WL Relocations: (Design)	359,225							359,225
02	1902-WA Custer Road Meter Station and WL Relocations: (Land/Easements)	53,244							53,244
03	1902-WA Custer Road Meter Station and WL Relocations: (Construction)	3,454,363							3,454,363
04	1715-WA Fishtrap 2.5 MG Elevated Storage Tank: (Design)	325,700							325,700
05	1715-WA Fishtrap 2.5 MG Elevated Storage Tank: (Construction)	6,108,000							6,108,000
06	1716-WA LPP Water Line Phase 1a & 1b: (Design)	829,850							829,850
07	1716-WA LPP Water Line Phase 1a & 1b: (Construction)	10,658,200							10,658,200
08	1716-WA LPP Water Line Phase 1 Easement Costs	1,691,500							1,691,500
09	1501-WA LPP Pump Station and LPP WL Phase 2: (Design)	1,585,100							1,585,100
10	1501-WA LPP Pump Station and LPP WL Phase 2: (Construction)			15,200,000					15,200,000
11	1810-WA LPP Water Line Phase 2 Easement Costs		1,000,000						1,000,000
12	1708-WA E-W Collector (Cook Lane - DNT) Water Line: (Construction)	295,775							295,775
13	1708-WA Cook Lane (First - End): (Construction)	400,000							400,000
14	LPP Future Expansion (2026): (Design)							1,400,000	1,400,000
15	LPP Future Expansion (2026): (Construction)							12,600,000	12,600,000
16	1930-WA Broadway (Parvin-Craig): (Construction)	150,000							150,000
	<b>Subtotal</b>	<b>25,910,957</b>	<b>1,000,000</b>	<b>15,200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,000,000</b>	<b>56,110,957</b>
	<b>Design</b>	3,099,875	0	0	0	0	0	1,400,000	4,499,875
	<b>Construction</b>	21,066,338	0	15,200,000	0	0	0	12,600,000	48,866,338
	<b>Design &amp; Construction</b>	0	296	0	0	0	0	0	0
	<b>Land/Easements</b>	1,744,744	1,000,000	0	0	0	0	0	2,744,744



Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
55,000 D											01
468,000 C											02
535,000 C											03
30,000 C											04
230,000 C											05
967,500 C											06
85,000 G											07
375,000 G											08
500 G	67,000										09
575,000 G											10
600,000 C											11
70,000 G											12
68,000 D											13
200,000 C											14
	10,000										15
	270,000										16
500,000 G	180,000										17
40,000 C											18
2,281,572 C											19
147,927 D											20
474,752 D											21
80,000 D											22
809,250 B,D											23
30,000 A											24
320,000 A											25
91,000 D											26
380,000 D,K											27
9,413,501	527,000	0	0	0	0	0	0	0	0	0	

Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
31,293 D	1,613,403										01
	550,000										02
1,435,000 D	11,210,804										03
1,165,000 D			500,000		500,000						04
											05
2,631,293	13,374,207	0	500,000	0	500,000	0	0	0	0	0	

793,931,289	23,150,686	0	28,234,000	12,040,000	9,000,000	7,194,000	0	0	0	0	
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Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
359,225 E											01
53,244 E											02
3,454,363 E											03
325,700 A											04
3,143,000 A	2,965,000										05
829,850 A											06
175,000 A	10,483,200										07
0 A	1,691,500										08
277,081 A	1,308,019										09
4,000,000 A			11,200,000			5,600,000	5,600,000				10
1,000,000 A											11
289,750 E	6,025										12
400,000 E											13
			1,400,000							1,400,000	14
			12,600,000							12,600,000	15
150,000 E											16
14,457,213	16,453,744	0	25,200,000	0	0	5,600,000	5,600,000	0	0	14,000,000	

Index	Wastewater Projects		Prior Years						2025-2030	Total Cost
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
01	1903-WW	Church / Parvin Wastewater Reconstruction: (Construction)	100,000							100,000
02	2103-WW	Doe Branch Parallel Interceptor (2021): (Design)			500,000					500,000
03	2103-WW	Doe Branch Parallel Interceptor (2021): (Construction)			4,500,000					4,500,000
04		Doe Branch, Phase 3 WWTP (2025): (Design)				1,450,000			0	1,450,000
05		Doe Branch, Phase 3 WWTP (2025): (Construction)				13,050,000				13,050,000
	Subtotal		100,000	0	5,000,000	14,500,000	0	0	0	19,600,000

Design	0	0	500,000	1,450,000	0	0	0	1,950,000
Construction	100,000	0	4,500,000	13,050,000	0	0	0	17,650,000
Design & Construction	0	0	0	0	0	0	0	0
Land/Easements	0	0	0	0	0	0	0	0

Index	Drainage Projects		Prior Years						2025-2030	Total Cost
				2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
01	1614-DR	Coleman Street Channel Improvements: (Construction)		400,000						400,000
02	1613-DR	Old Town Drainage - Church & Parvin: (Design)	40,000							40,000
03	1613-DR	Old Town Drainage - Church & Parvin: (Construction)	460,000	215,000						675,000
04	1718-DR	Old Town Regional Retention - Broadway: (Design)	25,000							25,000
05	1718-DR	Old Town Regional Retention - Broadway: (Construction)	616,686							616,686
06	2024-DR	Old Town Regional Retention Pond #2		385,000						385,000
07	2003-DR	Frontier Park/Preston Lakes Drainage: (Design)	100,000							100,000
08	2003-DR	Frontier Park/Preston Lakes Drainage: (Construction)			985,000					985,000
	Subtotal		1,241,686	1,000,000	985,000	0	0	0	0	3,226,686

Design	165,000	0	0	0	0	0	0	165,000
Construction	1,076,686	615,000	985,000	0	0	0	0	2,676,686
Design & Construction	0	0	0	0	0	0	0	0
Land/Easements	0	385,000	0	0	0	0	0	385,000

Grand Total Enterprise Funds	27,252,643	2,000,000	21,185,000	14,500,000	0	0	14,000,000	78,937,643
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Design	3,264,875	0	500,000	1,450,000	0	0	1,400,000	6,614,875
Construction	22,243,024	615,000	20,685,000	13,050,000	0	0	12,600,000	69,193,024
Design & Construction	0	0	0	0	0	0	0	0
Land/Easements	1,744,744	1,385,000	0	0	0	0	0	3,129,744

**Summary of Capital Improvement Program - 09/08 ADOPTED**  
**Capital Improvement Program Summary**

	Capital Improvement Program Summary								Total Cost
		Prior Years	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2030	
	General Fund	165,509,109	271,851,996	47,114,000	650,000	360,190,870	0	0	845,315,975
	Enterprise Funds	27,252,643	2,000,000	21,185,000	14,500,000	0	0	14,000,000	78,937,643
	Grand Total Capital Improvement Program	192,761,752	273,851,996	68,299,000	15,150,000	360,190,870	0	14,000,000	924,253,618

Design	15,446,838	195,000	550,000	1,500,000	0	0	1,400,000	19,091,838
Construction	71,390,756	36,241,996	23,044,000	13,475,000	0	0	12,600,000	156,751,752
Design & Construction	104,179,414	236,030,000	44,705,000	175,000	360,190,870	0	0	745,280,284
Land/Easements	1,744,744	1,385,000	0	0	0	0	0	3,129,744

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

Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
100,000 E											01
500,000											02
1,000,000			3,500,000			3,500,000					03
1,450,000 E										0	04
			13,050,000				13,050,000				05
<b>3,050,000</b>	<b>0</b>	<b>0</b>	<b>16,550,000</b>	<b>0</b>	<b>0</b>	<b>3,500,000</b>	<b>13,050,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	Index
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
	(0)		400,000		400,000						01
40,000 F											02
	460,000				215,000						03
	25,000			0							04
	616,686		215,000								05
			385,000		385,000						06
100,000 F											07
			985,000			985,000					08
<b>140,000</b>	<b>1,101,686</b>	<b>0</b>	<b>1,985,000</b>	<b>0</b>	<b>1,000,000</b>	<b>985,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>17,647,213</b>	<b>17,555,430</b>	<b>0</b>	<b>43,735,000</b>	<b>0</b>	<b>1,000,000</b>	<b>10,085,000</b>	<b>18,650,000</b>	<b>0</b>	<b>0</b>	<b>14,000,000</b>	
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Other Sources	Funding Sources			Issued 2019-2020	Unissued Debt Schedule					2025-2030	
	Issued Debt Authorized	Unissued Debt Authorized	Unissued Debt Unauthorized		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025		
793,931,289	23,150,686	0	28,234,000	12,040,000	9,000,000	7,194,000	0	0	0	0	
17,647,213	17,555,430	0	43,735,000	0	1,000,000	10,085,000	18,650,000	0	0	14,000,000	
<b>811,578,502</b>	<b>40,706,116</b>	<b>0</b>	<b>71,969,000</b>	<b>12,040,000</b>	<b>10,000,000</b>	<b>17,279,000</b>	<b>18,650,000</b>	<b>0</b>	<b>0</b>	<b>14,000,000</b>	

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

<b>PROJECT</b>	<b>Prior Year Expenditures</b>	<b>Current Year Expenditures</b>	<b>Future Planned Expenditures</b>	<b>Total Planned Expenditures</b>
1307-ST Frontier Parkway (BNSF Overpass)	3,650,000	5,750,000	-	9,400,000
2017-ST Fishtrap, Segment 4 (Middle-Elem) 4 Lanes	-	2,750,000	-	2,750,000
<b>Street Projects</b>	<b>3,650,000</b>	<b>8,500,000</b>	<b>-</b>	<b>12,150,000</b>
2101-TR Traffic Signal - Fishtrap & Artesia	-	475,000	-	475,000
<b>Traffic Projects</b>	<b>-</b>	<b>475,000</b>	<b>-</b>	<b>475,000</b>
1922-PK Downtown Monument	16,000	455,000	-	471,000
2015-PK Pecan Grove Park	67,500	575,000	-	642,500
<b>Park Projects</b>	<b>83,500</b>	<b>1,030,000</b>	<b>-</b>	<b>1,113,500</b>
2102-FC Westside Radio Towner for Communications	-	500,000	-	500,000
<b>Facility Projects</b>	<b>-</b>	<b>500,000</b>	<b>-</b>	<b>500,000</b>
1810-WA LPP Water Line Phase 2 Easement Costs	-	1,000,000	-	1,000,000
<b>Water &amp; Wastewater Projects</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>
1613-DR Old Town Drainage Church and Parvin (Design)	500,000	215,000	-	715,000
1614-DR Old Town Drainage Church and Parvin (Construction)	-	400,000	-	400,000
2024-DR Old Town Regional Retention Pond	-	385,000	-	385,000
<b>Drainage Projects</b>	<b>500,000</b>	<b>1,000,000</b>	<b>-</b>	<b>1,500,000</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**

- G.** 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. **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.

**G. Special Purpose Districts Cash Reserves**

The Town has two Special Purpose Districts: Crime Control and Prevention Special Purpose District; and Fire Control, Prevention and Emergency Medical Services Special Purpose District. It is the desire of the Town to maintain a cash reserve balance equal to twenty-five thousand dollars in each of the Special Purpose Districts beginning in fiscal year 20-21 and future fiscal years.

**SECTION 17.11: DEBT MANAGEMENT**

**A. General**

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

**B. Self-Supporting Debt**

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

**C. Analysis of Financing Alternatives**

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

**D. Voter Authorization**

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

**SECTION 17.12: STAFFING AND TRAINING**

**A. Adequate Staffing**

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

**B. Training**

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

**C. Awards, Credentials**

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

**SECTION 17.13: GRANT MANAGEMENT**

**A. General**

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

(This policy was reviewed and approved by the Finance Subcommittee for submission to the Town Manager for approval on September 30, 2020.)

The Town of Prosper Financial Management Policy was approved on the 7<sup>th</sup> of October, 2020.



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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 may be 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

## 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	Melissa Lee, Town Secretary
Finance	Betty Pamplin, Finance Director
Human Resources	James Edwards, Human Resources Director
Information Technology	Leigh Johnson, Information Technology Director
Communications	Robyn Battle, Executive Director of Community Services
Municipal Court	Celia O'Dell, Court Administrator
Police	Doug Kowalski, Police Chief
Fire	Stuart Blasingame, Fire Chief
Infrastructure Services	Rebecca Zook, Executive Director of Infrastructure Services
Development Services	John Webb, Development Services Director
Public Works	Frank Jaromin, Public Works Director
Parks and Recreation	Dudley Raymond, Parks and Recreation Director
Library	Leslie Scott, Library Director
Engineering	Hulon Webb, Director of Engineering Services

### Consultants

Auditors	Pattillo, Brown, & Hill - John K. Manning, Partner
Bond Counsel	McCall, Parkhurst & Horton LLP - Dan Culver
Town Attorney	Brown & Hofmeister LLP - Terry Welch
Financial Advisors	Hilltop Securities, Inc - Jason Hughes
Risk Management	TML Intergovernmental Risk Pool

# NOTICE OF PUBLIC HEARING ON TAX INCREASE

A tax rate of \$0.520000 per \$100 valuation has been proposed by the governing body of Town of Prosper.

PROPOSED TAX RATE	\$0.520000 per \$100
NO-NEW REVENUE TAX RATE	\$0.515548 per \$100
VOTER-APPROVAL TAX RATE	\$0.550300 per \$100

The no-new-revenue tax rate is the tax rate for the 2020 tax year that will raise the same amount of property tax revenue for Town of Prosper from the same properties in both the 2019 tax year and the 2020 tax year.

The voter-approval tax rate is the highest tax rate that Town of Prosper may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that Town of Prosper is proposing to increase property taxes for the 2020 tax year.

A public hearing on the proposed tax rate will be held on September 08, 2020 at 5:45 PM at Town of Prosper Town Hall, 250 W. First Street, Prosper, TX 75078.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, Town of Prosper is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the governing body of Town of Prosper at their offices or by attending the public meeting mentioned above.

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

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

**The members of the governing body voted on the proposed tax increase as follows:**

### FOR:

Jason Dixon  
Curry Vogelsang Jr.  
Meigs Miller  
Marcus Ray

Ray Smith  
Jeff Hodges  
Craig Andres

### AGAINST:

**PRESENT and not voting:**

**ABSENT:**

**The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.**

**The following table compares the taxes imposed on the average residence homestead by Town of Prosper last year to the taxes proposed to be imposed on the average residence homestead by Town of Prosper this year:**

	2019	2020	Change
Total Tax Rate (per \$100 of value)	\$0.520000	\$0.520000	decrease of \$0.00 or 0.00%
Average homestead taxable value	\$488,699	\$471,822	decrease of -3.45%
Tax on average homestead	\$2,541	\$2,453	decrease of -\$88 or -3.45%
Total tax levy on all properties	\$23,376,858	\$25,755,992	increase of \$2,379,134 or 10.18%

**For assistance with tax calculations, please contact the tax assessor for Town of Prosper at 972-547-5020 or [taxassessor@collincountytx.gov](mailto:taxassessor@collincountytx.gov), or visit [www.collincountytx.gov](http://www.collincountytx.gov) for more information.**

## Glossary

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

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

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

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

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

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

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

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

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

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

**Ad Valorem:** In proportion to value. A basis for levy of taxes upon property.

**Allocate:** To divide a lump-sum appropriation into parts which are designated for expenditure by specific organization units and/or for specific purposes, activities, or objects. See also Allocation.

**Allocation:** A part of a lump-sum appropriation which is designated for expenditure by specific organization units and/or for special purposes, activities, or objects. See also Allocate.

## Glossary

**Allot:** To divide an appropriation into amounts which may be encumbered or expended during an allotment period. See also Allotment and Allotment Period.

**Allotment:** A part of an appropriation which may be encumbered or expended during an allotment period. See also Allot and Allotment Period.

**Allotment Period:** A period of time less than one fiscal year in length during which an allotment is effective. Bimonthly and quarterly allotment periods are most common. See also Allot and Allotment.

**Appraisal:** (1) The act of appraising. See Appraise. (2) The estimated value resulting from such action.

**Appraise:** To make an estimate of value, particularly of the value of property.

**Note:** If the property is valued for purposes of taxation, the less inclusive term "assess" is substituted for the above term.

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

**Assess:** To value property officially for the purpose of taxation.

**Note:** The term is also sometimes used to denote the levy of taxes, but such usage is not correct because it fails to distinguish between the valuation process and the tax levy process.

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

**Assessment:** (1) The process of making the official valuation of property for purposes of taxation. (2) The valuation placed upon property as a result of this process.

**Assessment Roll:** In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property, and its assessed value.

**Assets:** Property owned by a governmental unit, which has a monetary value.

**Audit:** The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence for one or more of the following purposes:

(a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principals applicable to governmental units and on a basis consistent with that of the preceding year.

(b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.

(c) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

**Audit Report:** The report prepared by an auditor covering the audit or investigation made by him or her. As a rule, the report should include:

## Glossary

(a) a statement of the scope of the audit;

(b) explanatory comments (if any) concerning exceptions by the auditor as to application of generally accepted auditing standards;

(c) opinions;

(d) explanatory comments (if any) concerning verification procedures;

(e) financial statements and schedules; and

(f) sometimes statistical tables, supplementary comments, and recommendations. The auditor's signature follows item (c) or (d).

**Balance Sheet:** A statement which discloses the assets, liabilities, reserves, and equities of a fund or governmental unit at a specified date, properly classified to exhibit financial position of the fund or unit at that date.

**Note:** If a single balance sheet is prepared for several funds, it must be in columnar or sectional form so as to exhibit the accounts of each fund and balanced account group, individually.

**Bond:** A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically.

**Note:** The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

**Bond Fund:** A fund formerly used to account for the proceeds of general obligation bond issues. Such proceeds are now accounted for in a Capital Projects Fund.

**Bond Ordinance or Resolution:** An ordinance or resolution authorizing a bond issue.

**Bonded Debt:** The portion of indebtedness represented by outstanding bonds.

**Bonds Authorized and Un-issued:** Bonds which have been legally authorized but not issued and which can be issued and sold without further authorization.

**Note:** This term should not be confused with the term "margin of borrowing power" or "legal debt margin," either one of which represents the difference between the legal debt limit of a governmental unit and the debt outstanding against it.

**Bonds Issued:** Bonds sold.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year.

**Note:** The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See also Current Budget, Capital Budget, and Capital Program.

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**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.

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**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.



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**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.

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**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 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.



# THANK YOU BUDGET TEAM!

*The Town Budget truly takes teamwork and I trust more hands went into this effort than are recognized here.*

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