



**Town of Prosper, Texas
Adopted Budget
Fiscal Year 2021-2022
October 1, 2021 - September 30, 2022**

About the Cover:

In March of 2023, Prosper Fire Rescue will be operating out of a new 31,000 square foot centrally located Fire Station next door to Police Department and Dispatch. This facility will include a Fire Station, Fire Administration, Fire Marshal Office, and an Emergency Operations Center. This facility is phase two of the public safety complex and will begin construction in January of 2022. Future plans for the site include a public safety training facility and support building.

Town of Prosper

Fiscal Year 2021-2022

Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,455,090, which is a 14.25 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$2,395,898.

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

FOR: Ray Smith Jeff Hodges
Marcus E. Ray Charles Cotten
Meigs Miller
Amy Bartley

AGAINST:

PRESENT and not voting:

ABSENT: Craig Andres

Property Tax Rate Comparison

	2021–2022	2020–2021
Property Tax Rate:	\$0.510000/100	\$0.520000/100
No-New-Revenue Tax Rate:	\$0.481842/100	\$0.515540/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.345349/100	\$0.368331/100
Voter-Approval Tax Rate:	\$0.539436/100	\$0.666970/100
Debt Rate:	\$0.182000/100	\$0.152500/100

Total debt obligation for Town of Prosper secured by property taxes: \$10,632,473

HB 1495: Lobby Reporting/Budgeting

The 86th Legislature passed HB 1495 to increase the transparency of local government lobbying. In accordance with Section 104.0045 of the Texas Local Government Code as amended by HB 1495 – Itemization of Certain Expenditures Required in Certain Political Subdivision Budgets-expense line items for public notices and lobbying efforts are provided below:

	Adopted FY 2020-2021	Amended FY 2020-2021	Estimated FY 2020-2021	Adopted FY 2021-2022
Lobbying Services	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000
Legal Public Notices	\$ 13,600	\$ 17,569	\$ 17,569	\$ 19,450



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Prosper
Texas**

For the Fiscal Year Beginning

October 1, 2020

Christopher P. Morill

Executive Director



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INTRODUCTION



Memo

To: Honorable Mayor and Town Council
From: Harlan Jefferson, Town Manager
Date: September 14, 2021
Re: Fiscal Year 2021-2022 Adopted Budget

The proposed budget was submitted to the Town Council on August 10, 2021. Following the Public Hearing, the Town Council adopted the budget on September 14, 2021. Town Council reduced the tax rate to \$0.51/\$100 valuation from the proposed rate of \$0.52/100 valuation. General Fund revenues have decreased by \$552,964 due to the adopted tax rate and increased by \$28,000 due to a grant awarded to the Police Department for night vision goggles, for a net decrease of \$524,964. Expenditure revisions from the proposed budget are outlined below. The following table displays the proposed General Fund budget as presented on August 10, the adopted General Fund budget, and the change.

<u>Fund Name</u>	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
General Fund	\$37,804,511	\$41,142,021	\$3,337,510

The General Fund increase in the adopted budget was a result of the following changes:

- Administration increased by \$208,629 for the increase to a 5% market adjustment for public safety. The proposed budget included a 3% increase for Police and a 1% increase for Fire.
- Police Services decreased by \$118,000. This is a combination of a decrease of \$146,000 to reduce the amount requested for covered parking from \$325,000 to \$179,000, and an increase of \$28,000 to allocate the expense of awarded grant funds.
- Fire Services increased by \$1,100,000 to allocate funding for an engine for future fire station #4.
- Public Works decreased by \$376,825 to cut the proposed traffic signal upgrade plan and design.
- Community Services increased by \$750,000 to allocate funding for lighting improvements at Lakewood Park.
- Development Services decreased by \$208,000 to reduce the amount requested for a comprehensive plan from \$315,000 to \$107,000.
- Engineering increased by \$1,981,706. An increase of \$1,650,000 to accelerate several CIP projects, and an increase of \$331,706 for a Senior Engineer and a Construction Superintendent to manage the accelerated CIP program.





August 10, 2021

To The Honorable Mayor and Town Council

Re: *The FY 2021-2022 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

On August 11, 2020, the Prosper Town Council adopted a resolution calling for a bond election to be held on November 3, 2020. The resolution was the culmination of a months-long process involving the Town Council and the Citizens Bond Advisory Committee (CBAC), comprised of 14 Prosper residents. The 2020 bond program is planned for a ten-year implementation and includes three propositions totaling \$210 million in bonding authority. These propositions were identified through a detailed analysis by the CBAC based on the Town's growth, future Prosper Independent School facilities, current and future road conditions, public safety needs, response time

projections, and citizen needs for park and recreation land and facilities. Each proposition includes a maximum dollar amount that may be used for projects in that proposition and voters approved each individual proposition separately. The program includes projects located throughout the Town and represents the program the Town Council intends to undertake to accomplish the intent of the approved bond propositions. The propositions included \$30 million for public safety, \$30 million for parks and recreation, and \$150 million for streets and transportation. The first issuance of debt for the bond package approved by voters is planned to take place in August 2021. A total of \$40 million is planned to construct roads, bridges and intersections; parks and recreational facilities; and a new Central Fire Station.

The Town of Prosper FY 2021-2022 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 2021-2022 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 2021-2022 Proposed Budget Appropriations total \$73,489,379 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 \$37,804,511 is for General Fund operations and maintenance, \$2,055,280 for the Crime Control and Prevention Special Purpose District, \$2,061,009 for the Fire Control, Prevention and Emergency Medical Services Special Purpose District, and \$31,568,579 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 \$12,652,471.

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 year. 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, 2021 was 31,100. The Town has 19 active residential subdivision phases with a total of 1,521 lots that are either shovel ready, under construction, or have plans under review.

The Town is anticipating an overall 18.17% increase in certified assessed values for the 2021 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 exemption and freeze by 26% from the previous tax roll.

Certified property valuations increased by \$836,014,263 (18.17%) for FY 2021-2022. Property values increased from \$4,601,196,301 to \$5,437,210,564. These totals exclude value of properties subject to the tax freeze. Of the increase, \$469,526,490, or 10.2%, 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 2021-2022 Budget is again proposing a property tax rate of \$0.52 per \$100 of taxable assessed valuation. If adopted, this would mark the fifteenth straight year of maintaining this property tax rate.

The total tax rate is divided between General Fund maintenance and operations and the Debt Service Fund. Of the total tax rate, \$0.3380 cents is dedicated to General Fund maintenance and operations, and \$0.1820 is dedicated to general obligation debt service. The portion of the tax rate dedicated to maintenance and operations comprises 52.3% of the proposed revenue in the General Fund. The portion of the tax rate dedicated to debt service is approximately 35% of the overall Town tax rate. The Town continues to maintain a level at or below the debt management policy limit of 35% of the overall Town tax rate.

The average taxable single-family home value for the 2021 tax year is approximately \$581,940 in Collin County and \$491,741 in Denton County. This reflects an increase of \$36,616 or 6.71% in Collin County and \$37,785 or 8.32% in Denton County from the previous year. These values include new construction added this year. At the proposed tax rate of \$0.52 the municipal taxes paid on the average single-family home will be \$2,723 in Collin County and \$2,301 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 fourth year since the districts were created. Overall, the Proposed Budget includes \$13,681,573 in sales tax revenues, compared to \$9,956,081 in the FY 2020-2021 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 21.4% of

revenue in the Proposed Budget. See the table below labeled Commercial Taxable Property and Growth which reflects major retail developments coming online during the next budget cycle. The proposed budget reflects a conservative sales tax estimate of 5% growth from the current year projection.

COMMERCIAL TAXABLE PROPERTY AND GROWTH EXPECTED FY22	
Name	Square Feet
AutoZone	6,925
CareNow (Gates of Prosper)	4,500
Car Wash and Repair (Gates of Prosper)	10,102
Ford	92,523
Gates of Prosper Multi-Tenant	15,758
Home Depot (Windsong Marketplace)	105,229
LA Fitness (Westfork Crossing)	37,000
Murphy Express (Gates of Prosper)	2,824
Prosper Business Park Office/Warehouse	25,170
Victory at Frontier Multi-Tenant	19,000
Windmill Hill Office Development	58,818
Whispering Farms Multi-Tenant	10,500

EMPLOYEE PAY AND BENEFITS

The Town conducted a market comparison study in FY 2020-2021 that benchmarked salaries to the Town's benchmark cities. Market adjustments are included in the budget as supplemental enhancements in each fund. 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 \$3,221,092 for fiscal year 2021-2022. The fiscal year 2021-2022 budget includes a 2% rate increase to the cost of health benefits provided to full-time employees for both the Town and employees. This is the fifth 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 272.5 authorized full-time equivalent (FTE) staff members allocated among the various operating departments, excluding EDC. The proposed budget recommends an increase of 32.5 full-time equivalent positions. The proposed budget recommends the following staffing additions and changes to occur between October 2021 and January 2022:

Department	Proposed Staffing Positions	FTE
Finance	Grants Administrator	1.0
Human Resources	P/T Payroll Specialist	0.5
IT	GIS Analyst	1.0
IT	P/T Administrative Assistant	0.5
Municipal Court	P/T Court Clerk	0.5
Police	Police Officers	4.0
Police	Detective	1.0
Fire	Firefighter/Paramedics	9.0
Building Inspections	Building Inspectors	2.0
Streets	Streets Supervisor	1.0
Streets	Signs and Signal Supervisor	1.0
Park Administration	Park Planner	1.0
Park Administration	Administrative Assistant	1.0
Park Operations	Crew Leader/Shop Mechanic	1.0
Park Operations	Heavy Equipment Operator	1.0
Park Operations	Chemical Technician	1.0
Library	P/T Social Media Content/Library Production Specialist	0.5
Engineering	Senior Engineer	1.0
Engineering	P/T Administrative Assistant	0.5
Utility Billing	Utility Billing Clerk	1.0
Water	Crew Leader	1.0
Water	Irrigation Specialist	1.0
Wastewater	Utility Line Locator	1.0
	Total FTE	32.5

UTILITY RATES

Staff annually evaluates 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. There are no recommended rate adjustments in FY 2021-2022. The Town will continue to re-evaluate the system rates every year.

The Town will be coming up on its third annual renewal for solid waste collection and recycling services with Community Waste Disposal (CWD) in February 2022. 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 2021-2022 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 2020-2021, is \$0.481842 per \$100 of assessed value. The voter-approval tax rate is \$0.539436 per \$100 of assessed value. Each additional penny of the tax rate generates approximately \$543,721 in property tax revenue.

FY 2020-2021 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 2019-2020 was \$13,923,232. The revised Fund Balance prior to the final audit for FY 2020-2021 is expected to increase by \$1,090,864 to \$15,014,096. The increase to Fund Balance is due to revenues coming in higher than originally budgeted.

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 39.7% at the end of FY 2021-2022.

At the end of FY 2021-2022, the projected total Fund Balance reflects an increase of \$17,534 to \$15,031,630. 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.

During the budget process, requested enhancements were identified to be funded from balances in the FY 2020-2021 budget. A budget amendment will be presented to Town Council to allocate funding for these items. The proposed appropriations by department are as follows:

Police:

<u>Enhancements</u>	<u>Amount</u>
In-Car Camera and Body Worn Cameras	\$387,225

Fire:

<u>Enhancements</u>	<u>Amount</u>
Storm Siren	\$ 33,860

Streets:

<u>Enhancements</u>	<u>Amount</u>
Bucket Truck	\$ 117,261
Street Broom	\$ 36,900

Parks:

<u>Enhancements</u>	<u>Amount</u>
Downtown Pond Improvements	\$ 120,000
Frontier Park Storage Buildings	\$ 173,000
Pickup Truck	\$ 25,889
Scag Windstorm Blower	\$ 9,300
Awnings for Equipment Storage	\$ 19,800
Heavy Duty Trailer	\$ 18,250
Verti-Cutter	\$ 12,000
Skid Steer	\$ 81,013
Z-Max Spreader/Sprayer	\$ 12,000

Engineering:

<u>Enhancements</u>	<u>Amount</u>
Pickup Truck	\$ 35,998
Median Landscape: Prosper Trail (DNT-525' East)	\$ 275,000
Median Landscape: Coleman (Victory-Preston)	\$ 650,000

GENERAL FUND REVENUES

For FY 2021-2022, General Fund revenues are expected to total \$37,822,045 which is an increase of 3.82% over the previous year's amended budget. This additional revenue is from increased property and sales tax, franchise fees, and park fees. 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 revenues continue to increase. Historically, the Town has conservatively forecasted the sales tax revenues. To take a conservative approach, the proposed budget reflects 5% growth from FY 2020-2021 year-end projected sales tax receipts. This is the fourth 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 \$7,972,237 for FY 2021-2022.

License, Fees and Permits Revenues are projected at \$5,068,480. This is less than the prior year's collections due to conservative growth estimates for residential permits. FY 2021-2022 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 2021-2022.

General Fund Revenues by Source:

Revenue Category	FY 2022 Proposed	% of Total
Property Tax	\$19,819,437	52.3%
Sales Tax	8,077,237	21.4%
Franchise Fees	1,997,889	5.3%
License, Fees & Permits	5,068,480	13.4%
Charges for Services	583,724	1.5%
Fines & Warrants	325,500	0.9%
Grants	204,914	0.5%
Investment Income	70,000	0.2%
Transfers In	1,100,514	2.9%
Miscellaneous	132,850	0.4%
Parks Fees	441,500	1.2%
Revenue Total	\$37,822,045	100.0%

GENERAL FUND APPROPRIATIONS

Total General Fund Appropriations for the FY 2021-2022 Proposed Budget are \$37,818,431. The category of personnel makes up much of the General Fund budget. The proposed budget authorizes the Town Manager to hire 28.5 additional staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2021-2022 by department are as follows:

Administration:

<u>Enhancements</u>	<u>Amount</u>
Public Meeting Video Streaming Solution	\$ 60,500
Grants Administrator	\$ 92,361
Part-Time Payroll Specialist	\$ 38,314
AT&T Firstnet - Public Safety Vehicle Routers	\$ 58,000
GIS Analyst	\$ 105,806
Part-Time Administrative Assistant	\$ 29,673
Town Website Redesign	\$ 50,000
Part-Time Court Clerk	\$ 40,398

Police:

<u>Enhancements</u>	<u>Amount</u>
Four Police Officers	\$ 738,799
Detective	\$ 229,551

Covered Parking	\$ 325,000
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Fire:

<u>Enhancements</u>	<u>Amount</u>
Nine Firefighter/Paramedics	\$ 932,840
Replace Self Contained Breathing Apparatus	\$ 108,111

Development Services:

<u>Enhancements</u>	<u>Amount</u>
Two Building Inspectors	\$ 256,570
Comprehensive Plan	\$ 315,000

Streets:

<u>Enhancements</u>	<u>Amount</u>
Streets Supervisor	\$ 144,462
Signs and Signal Supervisor	\$ 129,432
Pavement Data Collection Program	\$ 109,000
Traffic Signal Upgrade Plan and Design	\$ 376,825
Public Works Fueling Station Phase 1	\$ 40,000

Parks:

<u>Enhancements</u>	<u>Amount</u>
Park Planner	\$ 88,923
Administrative Assistant	\$ 70,782
Lakewood Park Lighting Improvements	\$ 795,000
Detention Pond Development Master Plan	\$ 40,000
US380 Median Design Phase 2	\$ 90,000
Crew Leader/Shop Mechanic	\$ 109,039
Heavy Equipment Operator	\$ 63,561
Chemical Technician	\$ 61,282

Library:

<u>Enhancements</u>	<u>Amount</u>
Part-Time Social Media Content/Library	\$ 27,117
Production Specialist	

Engineering:

<u>Enhancements</u>	<u>Amount</u>
Senior Engineer – Development	\$ 149,261
Part-Time Administrative Assistant	\$ 38,053
Median Lighting Design – US380	\$ 55,000

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

With the planned August 2021 issuance, the Town of Prosper will hold just over \$166.85 million in outstanding authorized tax supported debt. \$34.99 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 \$131.86 million, 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 Town is currently awaiting ratings for the 2021 debt issuance.

Appropriations for FY 2021-2022 in the Debt Service Fund will total \$12,652,471. This represents a 64.32% increase from the prior year's budget. This increase is due to the planned first issuance of \$40 million from the \$210 million approved bond package, as well as a planned use of approximately \$2.0 million for a one-time cash contribution to the anticipated current refunding of 2012 debt. The Town's planned issuance of the 2021 Certificates of Obligation and 2021 General Obligation Bonds is also 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 2021-2022 are estimated to increase to \$30,454,845 (an increase of 24.28%) over the previous year's amended budget. This increase is due to a one-time reimbursement from TXDOT in the amount of \$3.8 million for a relocation project. 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 2022 Proposed	% of Total
Water Charges	\$15,179,476	49.8%
Wastewater Charges	8,972,771	29.5%
Solid Waste Charges	1,779,679	5.9%
License, Fees & Permits	332,928	1.1%
Penalties	143,500	0.5%
Investment Income	40,000	0.1%
Miscellaneous	4,006,491	13.1%
Revenue Total	\$30,454,845	100.0%

The Town of Prosper along with other surrounding municipalities' purchases treated surface water from the North Texas Municipal Water District (NTMWD). The next year proposed budget reflects 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 4 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:

Utility Billing:

<u>Enhancements</u>	<u>Amount</u>
Utility Billing Clerk	\$ 65,905
Solid Waste Customer Growth Increase	\$ 252,179

Water:

<u>Enhancements</u>	<u>Amount</u>
Crew Leader	\$ 118,754
Irrigation Specialist	\$ 106,802
Fence Extension for Public Works site	\$ 48,000
Public Works and Parks Facility Needs Assessment	\$ 80,000
Water Purchases	\$1,014,102

Wastewater:

<u>Enhancements</u>	<u>Amount</u>
Odor Control – Public Works Lift Station	\$ 250,300
Utility Line Locator	\$ 121,039

Currently, the Utility Fund holds just over \$32.49 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 to increase due to future debt sales in FY 2023 and 2024. The anticipated sales are for the lower pressure plane pump station in FY 2023 and water line expansion, along with the Doe Branch parallel interceptor and treatment plant expansion for wastewater needs.

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 \$2.50 million in outstanding debt. During FY 2017-2018 budget, Council approved a rate increase in order to support debt service payments and maintain routine drainage/storm water maintenance needs.

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 2021-2022.

Street Projects	
First Street (Coit– Custer)	20,200,000
Fishtrap (Elem - DNT)	700,000
Fishtrap Segment 2	1,063,033
Teel (US380 Intersection Improvements)	1,180,000
Preston Road/First Street Dual Left Turn Lanes	100,000
Preston Road/Prosper Trail Dual Left Turn Lanes	100,000
FM 1461 (SH289 – CR 165)	175,000
Craig Street (Preston – Fifth)	450,000
Park Projects	
Windsong Park #2	230,000
Pecan Grove Park Phase 2	575,000
Prairie Park	300,000
Lakewood Preserve Phase 2	200,000
Tanner's Mill Park Phase 2	930,000
Windsong Hike and Bike Phases 3C, and 5-9 Construction	435,000
Gee Road Trail Connection	700,000
Sexton Park Phase 1 Design	1,200,000
Water Projects	
LPP Pump Station and LPP Water Line Phase 2	14,062,000
LPP Pump Station Phase 2	8,684,000
LPP Water Line Phase 2A Easement Costs	900,000
Wastewater Projects	
Doe Branch Parallel Interceptor	5,000,000
Drainage Projects	
Frontier Park/Lakes of Prosper Drainage	685,000

GENERAL DISCUSSION ITEMS

The following items have also been incorporated into the FY 2021-2022 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 and to share the parking lot at the stadium.
 - 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.
 - The Town has Interlocal Agreements for landscape services with the City of McKinney and City of Frisco.
 - The Town has a three-way Interlocal Agreement for the construction of a Frontier Parkway railroad 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, 2020. The Town has received a Distinguished Budget Award for the last four consecutive years. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

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

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

Sincerely,



Harlan Jefferson
Town Manager

Entity Profile

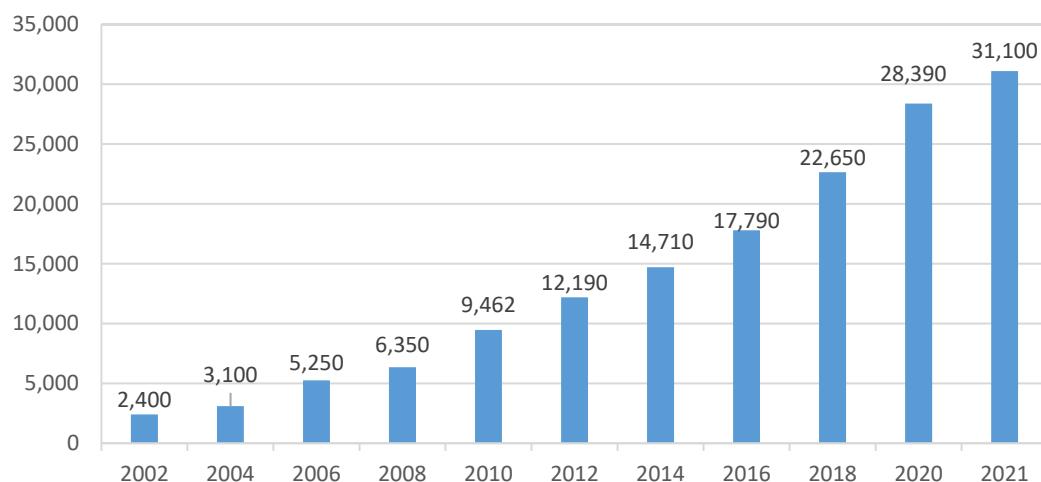
The Town is a political subdivision and a home rule municipality under the law of the state. A Home Rule Charter was approved by the voters of the Town at an election held November 7, 2006, and revised on May 14, 2011 and May 6, 2017. The Town operates as a Council-Manager form of government with the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

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

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

Prosper is home to nationally recognized educational opportunities. The Fire and Police Departments have received excellent marks for exemplary service and response times. The community has over 400 acres of open space and parks and is providing connectivity to all of them. Most neighborhoods boast 1 acre lots and have active Homeowners Associations which protect quality and aesthetics. The Dallas-Fort Worth airport is within 45 minutes of the community with easy access to interstate and tollway systems. Prosper was chosen as the North Campuses for Children's Hospital and Cook Children's Hospital. In 2019, Prosper was recognized in two publications as one of the top 25 "greatest small towns to live in the U.S." With a median income of \$144,000, the community is one of affluence, access to numerous amenities, excellent health care and opportunities for business growth.

The 2010 Census population for the Town was 9,462, and the 2021 population is 31,100.



Demographics and Economic Statistics

2021 Estimated Population: 31,100

2021 Assessed Valuation: \$5,437,210,564

Median Age: 34.4*

Median Household Income: \$144,000

Number of Households (includes renter-occupied apartments): 11,970

Square Miles: 27

Unemployment Rate: 5.6%*

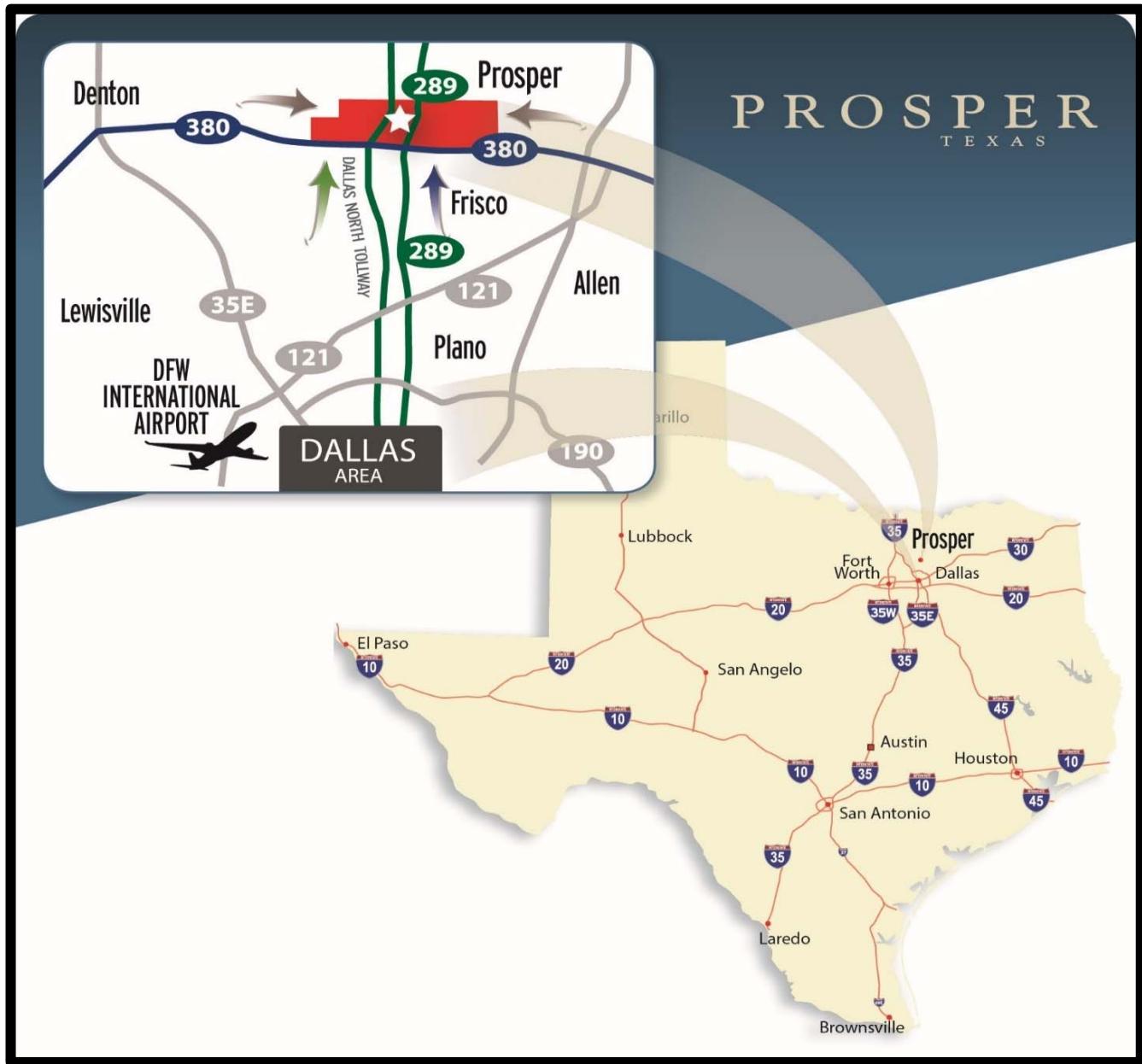
Major Employers:

Prosper ISD	Public Education	2,631
Kroger	Grocery Store	470
Town of Prosper	Municipality	290
Wal-Mart	Grocery/Retail Store	270
Chick-Fil-A	Restaurant	170
Lowe's	Home Improvement Store	135
Cook's Childrens	Medical	125
Dick's/Field & Stream Sporting Goods	Retail	70
Longo Toyota	Automotive	66
Texas Health Resources	Healthcare Facility	60

Major Taxpayers:

	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
380 & 289 LP	\$80,909,694	1.49%
GOP #2 LLC	\$71,210,749	1.31%
Orion Prosper Lakes LLC	\$41,708,821	0.77%
Orion Prosper LLC	\$35,502,905	0.65%
Children's Health System of Texas	\$33,005,562	0.61%
MQ Prosper Retail LLC	\$26,813,248	0.49%
Pulte Homes of Texas LP	\$18,064,582	0.33%
Wal-Mart Real Estate Business Trust	\$16,966,557	0.31%
Crossland Texas Industrial LLC	\$15,890,034	0.29%
Kroger Texas LP	\$15,421,945	0.28%

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



The Budget Process

PURPOSE OF AN ANNUAL BUDGET

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

BUDGET DETAILS

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

PREPARATION OF THE ANNUAL BUDGET DOCUMENT

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

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

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

From June through 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. An informal Budget Town Hall meeting is held to educate the public about the budget process, and also provide another participation opportunity for feedback on the Town's budget. 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

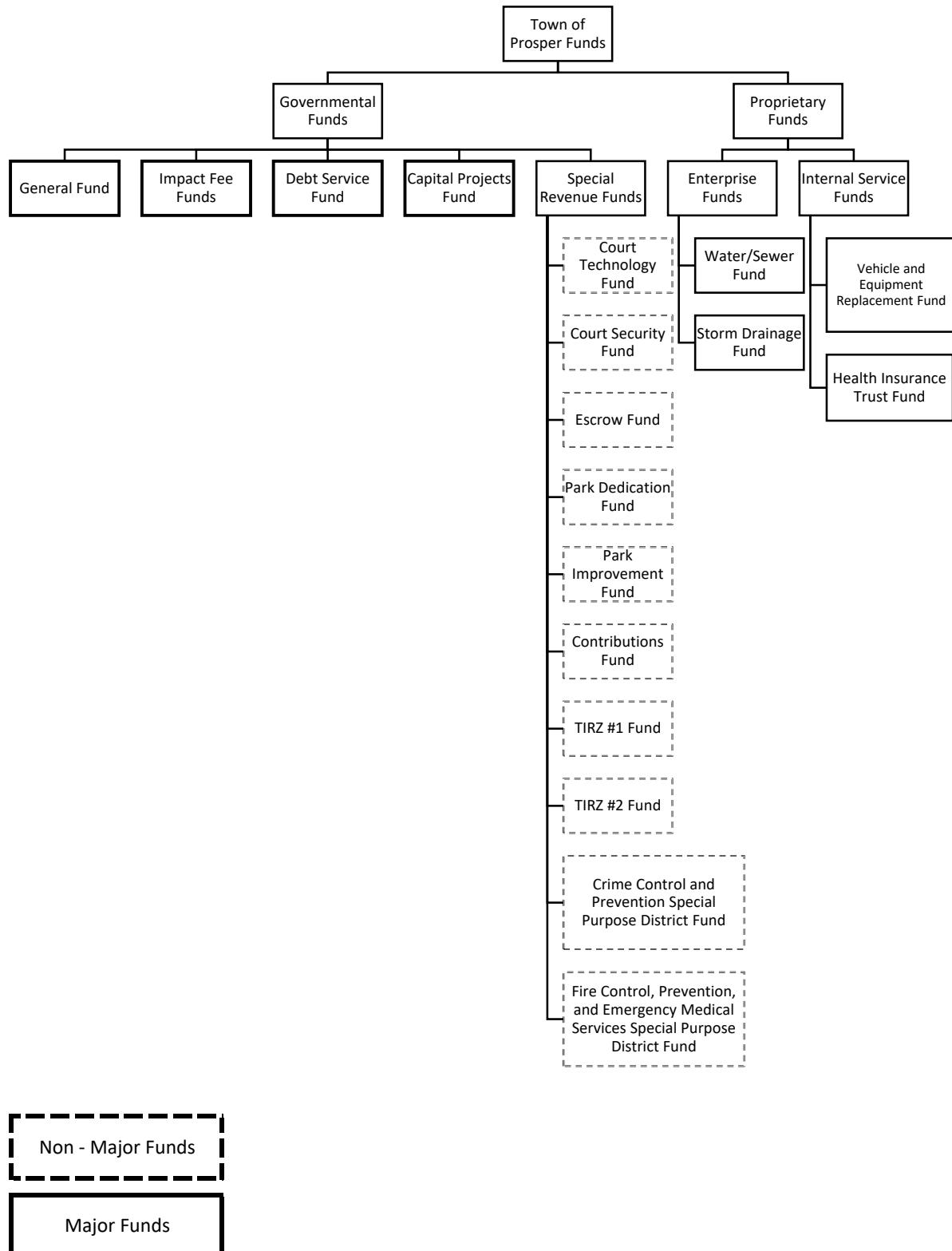
Enterprise Funds are used to account for operations that are either financed or operated in a manner similar to private business enterprises, or where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance,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

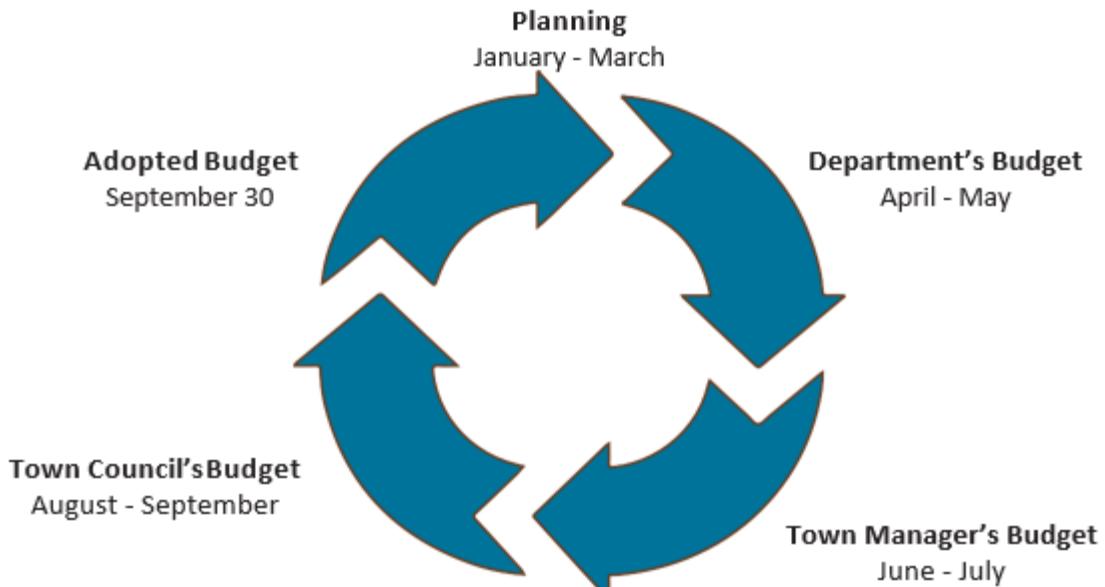
Stormwater Utility Fund – This fund accounts for the costs associated with the implementation and ongoing administration of stormwater and drainage management needs of the Town. All activities necessary to provide such services are accounted for in the fund, including administration, operation maintenance,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



Town of Prosper Annual Budget Calendar



Budget Calendar Actions

Planning *January - March*

Department's Budget *April - May*

May 7 - 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 17 - Strategic Planning/Budget Work Session with Town Council and Department Heads.
July 26 - 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 10 - 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 2021-2022. Proposed budget must be posted on website from this date until adopted.
August 11 - "Notice of FY 2021-2022 Budget Public Hearing" notice in newspaper and on Town website published at least seven days before the Public Hearing.
August 17 - Finance Committee reviews Proposed Budget.
August 20 - 72-hour notice for Public Hearing (Open Meetings Notice).
August 24 - Public Hearing for budget.
September 10 - 72-Hour notice for Public Hearing at which governing body will adopt tax rate (Open Meetings Notice).
September 14 - Town Council meeting to consider passing ordinances adopting the FY 2021-2022 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 15 - 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



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



Mayor
Ray Smith
Term: May 2022



Council Member Place 2
Deputy Mayor Pro-Tem
Craig Andres
Term: May 2024



Council Member Place 3
Amy Bartley
Term: May 2023



Council Member Place 4
Meigs Miller
Mayor Pro-Tem
Term: May 2022



Council Member Place 5
Jeff Hodges
Term: May 2023

TOWN COUNCIL



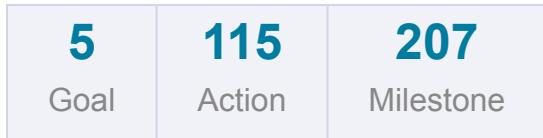
Council Member Place 6
Charles Cotten
Term: May 2024

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

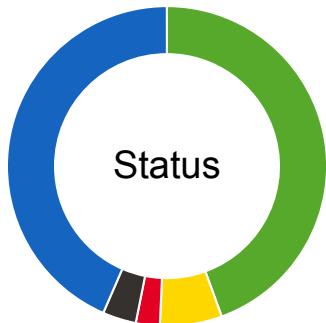
Strategic Planning Process

The Town Council completed the 2021 Strategic Planning Process in March. This year's process included a series of interviews with Council, worksheets submitted by Town Departments, two meetings with the Town's Management Team, a day-long facilitated session with the Town Council and a second follow-up meeting with Council to finalize the plan. The process resulted in a reaffirmation of the Community Vision, a redefined Strategic Vision and a Town Government Mission statement. The Council identified five Strategic Goals to guide the Town over the next five years, and with staff's input, identified 115 Action Items to accomplish as part of the Strategic Plan.

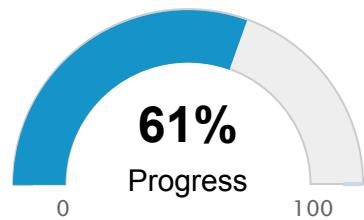
Town of Prosper Strategic Plan



Overall Summary



	%
On Track	44.44
Some Disruption	6.28
Major Disruption	2.42
Discontinued	3.38
Completed	43.48



Prosper Community Vision

Prosper is a community committed to excellence. It is a high-quality, family-oriented community maintaining a visually aesthetic open feel with job-producing, economically sustainable commercial development directed to the Town's major transportation corridors, all while maintaining strong fiscal responsibility, and meeting the infrastructure needs of the Town.

Prosper Strategic Vision 2036

Prosper 2036 has a small town relationship/feeling that is a family-friendly community.

Prosper 2036 is a beautiful and safe community.

Prosper 2036 is a high-value residential community with a quaint and cool downtown and a dynamic tollway corridor.

Prosper 2036 has leisure experiences for all.

Our Mission

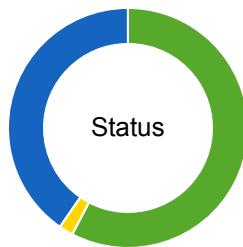
The Town of Prosper is financially responsible while providing exceptional municipal services. We engage and connect our community and invest in sustainable Town facilities and infrastructure. We provide compassionate customer service.

Town of Prosper Strategic Plan

Plan Summary

Goal 1 Progress 58%

Owner: Harlan Jefferson



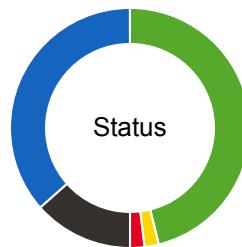
	%	#
On Track	57.69	30
Some Disruption	1.92	1
Completed	40.38	21

Action: 24 Milestone: 52

Premier Residential Community

Goal 2 Progress 55%

Owner: Harlan Jefferson



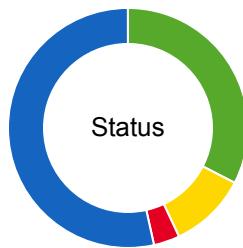
	%	#
On Track	46.15	24
Some Disruption	1.92	1
Major Disruption	1.92	1
Discontinued	13.46	7
Completed	36.54	19

Action: 25 Milestone: 52

Investment in Prosper's Future

Goal 3 Progress 71%

Owner: Harlan Jefferson



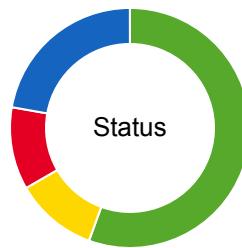
	%	#
On Track	32.56	28
Some Disruption	10.47	9
Major Disruption	3.49	3
Completed	53.49	46

Action: 56 Milestone: 86

Financially Responsible Town Providing Exceptional Services

Goal 4 Progress 36%

Owner: Harlan Jefferson



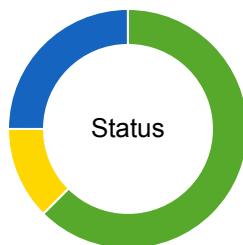
	%	#
On Track	55.56	5
Some Disruption	11.11	1
Major Disruption	11.11	1
Completed	22.22	2

Action: 5 Milestone: 9

Successful Dallas North Tollway Development

Goal 5 Progress 37%

Owner: Harlan Jefferson



	%	#
On Track	62.5	5
Some Disruption	12.5	1
Completed	25.0	2

Action: 5 Milestone: 8

Successful Prosper Downtown Redevelopment

Town of Prosper Strategic Plan

Budget Book Tabular

Town of Prosper Strategic Plan

Report Created On: Oct 14, 2021

Number	Description	Owner	Progress	Status
Goal 1	Premier Residential Community	Harlan Jefferson	Progress 58%	 ● On Track: 57.69% ● Some Disruption: 1.92% ● Completed: 40.38%
Action 1.1	Comprehensive Plan 10-Year Update: Commencement and Adoption	Khara Dodds	Progress 66%	 ● On Track: 40.0% ● Completed: 60.0%
Milestone 1.1.1	Develop budget proposal	Khara Dodds	Progress 100%	Completed
Milestone 1.1.2	Budget Work Session: FY 2021-2022 Budget Direction	Khara Dodds	Progress 100%	Completed
Milestone 1.1.3	DECISION: Budget FY 2021-2022 Funding	Khara Dodds	Progress 100%	Completed
Milestone 1.1.4	DECISION: Award Contract for Consultant	Khara Dodds	Progress 16%	 ● On Track
Milestone 1.1.5	Complete Comprehensive Plan 10-Year Update	Khara Dodds	Progress 15%	 ● On Track
Action 1.2	Gates of Prosper (Blue Star Development): Update Report	Khara Dodds	Progress 100%	 ● Completed: 100.0%
Milestone 1.2.1	Reach out and develop relationships with Developer (Mayor and Town Councilmembers)	Khara Dodds		Completed
Milestone 1.2.2	Collaborate with Developer focusing on the Vison for development	Khara Dodds		Completed
Milestone 1.2.3	Monthly Report: Provide Updates	Khara Dodds	Progress 100%	Completed
Action 1.3	Sexton Regional Park Project: Short-Term Interim Use(s)	Paul Naughton	Progress 100%	 ● Completed: 100.0%
Milestone 1.3.1	Identify potential uses and other parks suitable for interim uses	Paul Naughton	Progress 100%	Completed
Milestone 1.3.2	Prepare budget proposal for FY 2021-2022	Paul Naughton	Progress 100%	Completed
Milestone 1.3.3	Budget Work Session: FY 2021-2022 Direction	Paul Naughton	Progress 100%	Completed
Milestone 1.3.4	DECISION: Budget FY 2021-2022 Funding	Paul Naughton	Progress 100%	Completed
Action 1.4	Prosper ISD Working Relationship Strategy	Harlan Jefferson	Progress 0%	 ● On Track: 100.0%
Milestone 1.4.1	Continue meeting with School District officials	Harlan Jefferson		On Track
Milestone 1.4.2	Annual Update from Town Manager on PISD Relationship	Harlan Jefferson	Progress 0%	On Track

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Action 1.5	Lakewood Park Project: Construction	Paul Naughton	<div style="width: 21%;">Progress 21%</div>	On Track ● On Track: 100.0%
Milestone 1.5.1	Bid project	Paul Naughton	<div style="width: 85%;">Progress 85%</div>	On Track
Milestone 1.5.2	DECISION: Award Contract for Construction	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.5.3	Begin construction	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.5.4	Complete construction of Lakewood Park	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Action 1.6	Health Ordinances: Initiate Modifications/Updates and Present for Adoption	Khara Dodds	<div style="width: 98%;">Progress 98%</div>	On Track ● On Track: 50.0% ● Completed: 50.0%
Milestone 1.6.1	Finalize Proposed Ordinance	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 1.6.2	DECISION: Submit Ordinance for Adoption	Khara Dodds	<div style="width: 95%;">Progress 95%</div>	On Track
Action 1.7	Property Maintenance Code: Initiate Modifications/Update and Submit for Adoption	Khara Dodds	<div style="width: 10%;">Progress 10%</div>	On Track ● On Track: 100.0%
Milestone 1.7.1	Finalize working document	Khara Dodds	<div style="width: 15%;">Progress 15%</div>	On Track
Milestone 1.7.2	MANAGER DECISION: Direction and Implementation	Khara Dodds	<div style="width: 5%;">Progress 5%</div>	On Track
Action 1.8	ICC/Fire Code 2021 Update: Provide Recommendations and Submit for Adoption	Stuart Blasingame	<div style="width: 0%;">Progress 0%</div>	On Track ● On Track: 100.0%
Milestone 1.8.1	Finalize draft code	Stuart Blasingame	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.8.2	DECISION: Code Adoption	Stuart Blasingame	<div style="width: 0%;">Progress 0%</div>	On Track
Action 1.9	Pool and Spa Code: Propose Recommendations and Submit for Adoption	Khara Dodds	<div style="width: 56%;">Progress 56%</div>	On Track ● On Track: 100.0%
Milestone 1.9.1	Finalize draft code	Khara Dodds	<div style="width: 91%;">Progress 91%</div>	On Track
Milestone 1.9.2	DECISION: Pool and Spa Code Adoption	Khara Dodds	<div style="width: 20%;">Progress 20%</div>	On Track
Action 1.10	Parks, Recreation and Open Space Master Plan Update: Completion and Adoption	Paul Naughton	<div style="width: 14%;">Progress 14%</div>	On Track ● On Track: 85.71% ● Completed: 14.29%
Milestone 1.10.1	Prepare budget proposal	Paul Naughton	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 1.10.2	BUDGET WORKSHOP: Budget FY '22 Direction	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.10.3	DECISION: Budget FY '22 Funding	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.10.4	Issue RFP	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 1.10.5	DECISION: Award Contract for Consultant	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 1.10.6	Begin Update Process	Paul Naughton	Progress 0%	On Track
Milestone 1.10.7	Complete Plan Update	Paul Naughton	Progress 0%	On Track
Action 1.11	HOA Management Companies Quarterly Meetings	Robyn Battle	Progress 100%	Completed ● Completed: 100.0%
Milestone 1.11.1	Initiation	Robyn Battle	Progress 100%	Completed
Action 1.12	New Resident Welcome Letter	Robyn Battle	Progress 100%	Completed ● Completed: 100.0%
Milestone 1.12.1	Creation of new resident welcome letter.	Robyn Battle	Progress 100%	Completed
Action 1.13	Annual Health Permit Renewal Deadline	Khara Dodds	Progress 88%	On Track: 50.0% ● Completed: 50.0%
Milestone 1.13.1	Notification Process	Khara Dodds	Progress 100%	Completed
Milestone 1.13.2	Implementation	Khara Dodds	Progress 75%	On Track
Action 1.14	Code Compliance "Meet and Greet"	Khara Dodds	Progress 100%	Completed ● Completed: 100.0%
Milestone 1.14.1	Authorization	Khara Dodds	Progress 100%	Completed
Action 1.15	Library COVID Disinfecting Protocols	Leslie Scott	Progress 100%	Completed ● Completed: 100.0%
Milestone 1.15.1	Implementation	Leslie Scott		Completed
Action 1.16	Spring Clean-Up Event	Betty Pamplin	Progress 100%	Completed ● Completed: 100.0%
Milestone 1.16.1	Implementation	Betty Pamplin	Progress 100%	Completed
Action 1.17	Keep Texas Beautiful Program	Frank Jaromin	Progress 0%	Some Disruption ● Some Disruption: 100.0%
Milestone 1.17.1	Feasibility Study and Direction	Frank Jaromin	Progress 0%	Some Disruption
Action 1.18	US 380 Landscaping (Custer to Lovers Lane)	Paul Naughton	Progress 62%	On Track ● On Track: 100.0%
Milestone 1.18.1	Completion	Paul Naughton	Progress 62%	On Track
Action 1.19	Windsong Neighborhood Park #2	Paul Naughton	Progress 93%	On Track: 50.0% ● Completed: 50.0%
Milestone 1.19.1	Design	Paul Naughton	Progress 100%	Completed
Milestone 1.19.2	Construction	Paul Naughton	Progress 85%	On Track

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Action 1.20	Hays Park	Paul Naughton	<div style="width: 94%;">Progress 94%</div>	On Track ● On Track: 100.0%
Milestone 1.20.1	Construction	Paul Naughton	<div style="width: 94%;">Progress 94%</div>	On Track
Action 1.21	Prairie Park Phase 2	Paul Naughton	<div style="width: 73%;">Progress 73%</div>	On Track ● On Track: 50.0% ● Completed: 50.0%
Milestone 1.21.1	Design	Paul Naughton	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 1.21.2	Construction	Paul Naughton	<div style="width: 45%;">Progress 45%</div>	On Track
Action 1.22	Whitley Place Trail (Powerline Easement)	Paul Naughton	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 1.22.1	Construction	Paul Naughton	<div style="width: 100%;">Progress 100%</div>	Completed
Action 1.23	Star Trail Neighborhood Park #2	Paul Naughton	<div style="width: 35%;">Progress 35%</div>	On Track ● On Track: 100.0%
Milestone 1.23.1	Design	Paul Naughton	<div style="width: 70%;">Progress 70%</div>	On Track
Milestone 1.23.2	Construction	Paul Naughton	<div style="width: 0%;">Progress 0%</div>	On Track
Action 1.24	911 Trail Markers	Paul Naughton	<div style="width: 61%;">Progress 61%</div>	On Track ● On Track: 100.0%
Milestone 1.24.1	Design	Paul Naughton	<div style="width: 91%;">Progress 91%</div>	On Track
Milestone 1.24.2	Construction	Paul Naughton	<div style="width: 30%;">Progress 30%</div>	On Track
Goal 2	Investment in Prosper's Future	Harlan Jefferson	<div style="width: 55%;">Progress 55%</div>	On Track ● On Track: 46.15% ● Some Disruption: 1.92% ● Major Disruption: 1.92% ● Discontinued: 13.46% ● Completed: 36.54%
Action 2.1	Central Fire Station: Funding, Design, and Construction	Stuart Blasingame	<div style="width: 59%;">Progress 59%</div>	On Track ● On Track: 50.0% ● Completed: 50.0%
Milestone 2.1.1	Complete value engineering, pre-construction documents and price	Stuart Blasingame	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.1.2	DECISION: Debt Issuance of Construction	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.1.3	Close on Debt	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.1.4	Complete Station design	Stuart Blasingame	<div style="width: 75%;">Progress 75%</div>	On Track
Milestone 2.1.5	DECISION: Select Contractor	Stuart Blasingame	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.1.6	DECISION: Award Construction Contract GMP	Stuart Blasingame	<div style="width: 0%;">Progress 0%</div>	On Track

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 2.1.7	Begin construction - Notice to Proceed	Stuart Blasingame	Progress 0%	On Track
Milestone 2.1.8	Complete construction and opening	Stuart Blasingame	Progress 0%	On Track
Action 2.2	Highway 380 Bypass Advocacy (TxDOT Removal of All Bypass Options Within Prosper's Borders) 1. Phase 1 - Collin County 2. Phase 2 - Denton county	Harlan Jefferson	Progress 35%	<div style="display: flex; align-items: center;"> ● On Track: 80.0% ● Completed: 20.0% </div>
Milestone 2.2.1	Phase 1 - Collin County: Meet with TxDOT - Drop Bypass Options	Harlan Jefferson	Progress 0%	On Track
Milestone 2.2.2	Phase 1 - Collin County: Work with consultant on language to collaborate with TxDOT	Harlan Jefferson	Progress 100%	Completed
Milestone 2.2.3	Phase 1 - Collin County: TxDOT determination of alignment	Harlan Jefferson	Progress 75%	On Track
Milestone 2.2.4	BRIEFING: Determination	Harlan Jefferson	Progress 0%	On Track
Milestone 2.2.5	Phase 2 - Denton County: TBD	Hulon Webb		On Track
Action 2.3	Community Broadband Service Improvements: Advocacy	Harlan Jefferson	Progress 0%	<div style="display: flex; align-items: center;"> ● On Track: 100.0% </div>
Milestone 2.3.1	Advocacy to enhance service to Legacy Neighborhoods	Harlan Jefferson		On Track
Milestone 2.3.2	Address customer service concerns	Harlan Jefferson		On Track
Action 2.4	Dallas North Tollway Through Lanes: NTTA Establishment of Timeline	Harlan Jefferson	Progress 100%	<div style="display: flex; align-items: center;"> ● Completed: 100.0% </div>
Milestone 2.4.1	Meet with NTTA	Harlan Jefferson	Progress 100%	Completed
Milestone 2.4.2	Re-establish NTTA - Time for Construction	Harlan Jefferson	Progress 100%	Completed
Action 2.5	Market Street Highway 380 Store - Commitment to Construction: Advocacy	Rebecca Zook	Progress 78%	<div style="display: flex; align-items: center;"> ● On Track: 50.0% ● Completed: 50.0% </div>
Milestone 2.5.1	Meet with TxDOT	Rebecca Zook	Progress 100%	Completed
Milestone 2.5.2	TxDOT Commitment Secured	Rebecca Zook	Progress 55%	On Track
Action 2.6	Stormwater Maintenance Information for HOAs	Hulon Webb	Progress 88%	<div style="display: flex; align-items: center;"> ● On Track: 33.33% ● Completed: 66.67% </div>
Milestone 2.6.1	Stormwater staff inspection of all drainage features	Hulon Webb		Completed
Milestone 2.6.2	Distribute a pamphlet/brochure that educates all existing HOA's and property owners on proper maintenance techniques.	Hulon Webb	Progress 100%	Completed

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 2.6.3	Update ordinance and/or Stormwater program to require operations and maintenance manual for all new developments based on design consultants' recommendations.	Hulon Webb	<div style="width: 65%;">Progress 65%</div>	On Track
Action 2.7	Legacy Connection (Star Trail to Fishtrap): Completion	Hulon Webb	<div style="width: 60%;">Progress 60%</div>	● On Track: 50.0% ● Completed: 50.0%
Milestone 2.7.1	Complete temporary asphalt connection of Legacy Drive from Star Trail to Fishtrap Road.	Hulon Webb	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.7.2	Complete connection of permanent 2 lanes concrete on Legacy Drive from Star Trail to Fishtrap Road.	Hulon Webb	<div style="width: 20%;">Progress 20%</div>	On Track
Action 2.8	Prosper Trail (Coit Road to Custer Road): Construction	Hulon Webb	<div style="width: 86%;">Progress 86%</div>	● Major Disruption: 100.0%
Milestone 2.8.1	Complete construction	Hulon Webb	<div style="width: 86%;">Progress 86%</div>	Major Disruption
Action 2.9	Fishtrap Road (Rushing Middle School to Stuber Elementary School): Construction	Hulon Webb	<div style="width: 62%;">Progress 62%</div>	● On Track: 50.0% ● Completed: 50.0%
Milestone 2.9.1	Construction start	Hulon Webb	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.9.2	Complete construction	Hulon Webb	<div style="width: 23%;">Progress 23%</div>	On Track
Action 2.10	Cook Lane (Safety Way to First Street): Complete Construction	Hulon Webb	<div style="width: 100%;">Progress 100%</div>	● Completed: 100.0%
Milestone 2.10.1	Complete construction	Hulon Webb	<div style="width: 100%;">Progress 100%</div>	Completed
Action 2.11	Residential Irrigation Ordinance: Adoption	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	● Completed: 100.0%
Milestone 2.11.1	Finalize draft ordinance	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 2.11.2	DECISION: Irrigation Ordinance Adoption	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Action 2.12	Traffic Signal Communications/Connectivity Plan: Standards, Technology, Development and Adoption	Hulon Webb		● Discontinued: 100.0%
Milestone 2.12.1	Define the project costs and determine costs	Hulon Webb		Discontinued
Milestone 2.12.2	Prepare budget proposal	Hulon Webb		Discontinued
Milestone 2.12.3	BUDGET WORKSHOP Budget FY '22 Direction	Hulon Webb		Discontinued
Milestone 2.12.4	DECISION: Budget FY '22 Funding	Hulon Webb		Discontinued
Milestone 2.12.5	Finalize and issue RFP	Hulon Webb		Discontinued
Milestone 2.12.6	DECISION: Award Contract	Hulon Webb		Discontinued

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 2.12.7	Complete Plan	Hulon Webb		Discontinued
Action 2.13	Permit and Land Records with NCTCOG Nomenclature	Khara Dodds	Progress 52%	On Track ● On Track: 100.0%
Milestone 2.13.1	Update Permit and Land Records	Khara Dodds	Progress 52%	On Track
Action 2.14	Implement Smartsheet CIP Tracking Software	Hulon Webb	Progress 100%	Completed ● Completed: 100.0%
Milestone 2.14.1	Complete Implementation of Smartsheet	Hulon Webb	Progress 100%	Completed
Action 2.15	Update Preconstruction Meeting Process and Notes/Packets	Hulon Webb	Progress 100%	Completed ● Completed: 100.0%
Milestone 2.15.1	Completion	Hulon Webb	Progress 100%	Completed
Action 2.16	Preston Road Intersection Improvements: Regional Funding	Hulon Webb	Progress 0%	On Track ● On Track: 100.0%
Milestone 2.16.1	Prosper Trail	Hulon Webb		On Track
Milestone 2.16.2	First Street	Hulon Webb		On Track
Action 2.17	Capital Improvement Project Process Improvements	Hulon Webb	Progress 0%	Some Disruption ● Some Disruption: 100.0%
Milestone 2.17.1	Implement Process Improvements	Hulon Webb		Some Disruption
Action 2.18	Implement Final Acceptance Process for Residential and Non-Residential Development Streamlining	Hulon Webb	Progress 100%	Completed ● Completed: 100.0%
Milestone 2.18.1	Implementation	Hulon Webb	Progress 100%	Completed
Action 2.19	Backflow Processes: New Software	Frank Jaromin	Progress 100%	Completed ● Completed: 100.0%
Milestone 2.19.1	Update	Frank Jaromin	Progress 100%	Completed
Action 2.20	Update Adopt-A-Street Signs and Program Requirements	Frank Jaromin	Progress 25%	On Track ● On Track: 100.0%
Milestone 2.20.1	Updates	Frank Jaromin	Progress 25%	On Track
Action 2.21	SCADA System: Update	Frank Jaromin	Progress 20%	On Track ● On Track: 100.0%
Milestone 2.21.1	Water	Frank Jaromin	Progress 20%	On Track
Milestone 2.21.2	Wastewater	Frank Jaromin	Progress 20%	On Track
Action 2.22	Frontier Parkway Project	Hulon Webb	Progress 5%	On Track ● On Track: 100.0%

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 2.22.1	Complete Construction	Hulon Webb	<div style="width: 5%;">Progress 5%</div>	On Track
Action 2.23	Fishtrap Road Project (Stuber Elementary to DNT) (2020-2030 Bond Project)	Hulon Webb	<div style="width: 0%;">Progress 0%</div>	On Track ● On Track: 100.0%
Milestone 2.23.1	Complete Construction	Hulon Webb	<div style="width: 0%;">Progress 0%</div>	On Track
Action 2.24	First Street Project (Coit Road to Custer Road) (2020-2030 Bond Project)	Hulon Webb	<div style="width: 15%;">Progress 15%</div>	On Track ● On Track: 100.0%
Milestone 2.24.1	ROW Complete Land Acquisition	Hulon Webb	<div style="width: 15%;">Progress 15%</div>	On Track
Action 2.25	Custer Road Project	Hulon Webb	<div style="width: 25%;">Progress 25%</div>	On Track ● On Track: 100.0%
Milestone 2.25.1	Complete Construction	Hulon Webb	<div style="width: 25%;">Progress 25%</div>	On Track
Goal 3	Financially Responsible Town Providing Exceptional Services	Harlan Jefferson	<div style="width: 71%;">Progress 71%</div>	On Track ● On Track: 32.95% ● Some Disruption: 10.23% ● Major Disruption: 3.41% ● Completed: 53.41%
Action 3.1	Town Website Upgrade: Phase 1 - Needs Assessment	Robyn Battle	<div style="width: 50%;">Progress 50%</div>	On Track ● On Track: 50.0% ● Some Disruption: 12.5% ● Completed: 37.5%
Milestone 3.1.1	Define scope and determine costs	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.1.2	Prepare budget proposal	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.1.3	BUDGET WORKSHOP: Budget FY '22 Direction	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.1.4	Prepare RFP and Select Vendor	Robyn Battle	<div style="width: 50%;">Progress 50%</div>	Some Disruption
Milestone 3.1.5	DECISION: Budget FY '22 Funding	Robyn Battle	<div style="width: 50%;">Progress 50%</div>	On Track
Milestone 3.1.6	Conduct needs assessment	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 3.1.7	Complete report	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 3.1.8	REPORT: Presentation and Council Direction	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track
Action 3.2	Community Engagement: Report and Direction	Robyn Battle	<div style="width: 12%;">Progress 12%</div>	On Track ● On Track: 100.0%
Milestone 3.2.1	Update Communications and Community Engagement Plan	Robyn Battle	<div style="width: 35%;">Progress 35%</div>	On Track
Milestone 3.2.2	REPORT: Presentation and Direction	Robyn Battle	<div style="width: 25%;">Progress 25%</div>	On Track
Milestone 3.2.3	Prepare a budget proposal	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 3.2.4	BUDGET WORKSHOP: Budget FY '23 Direction	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 3.2.5	DECISION: Budget FY '23 Funding	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track
Action 3.3	Strategic Plan: Development, Adoption, and Institutionalization	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.3.1	Conduct Strategic Planning Session 1 for Management Team	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.2	Conduct Strategic Planning Session 1 for Town Council	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.3	Prepare initial reports from Town Council Workshop	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.4	Conduct Strategic Planning Session 2 for Management Team	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.5	Conduct Strategic Planning Session 2 for Town Council	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.6	Review and finalize Strategic Plan 2021-2026-2036 and Action Agenda 2021	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.7	Finalize documents	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.8	DECISION: Strategic Plan and Action Agenda Adoption	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.9	Convert Strategic Plan to Envisio	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.3.10	Implement Envisio Public Dashboard	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.4	Town Organizational Culture - Empowering Employees: Assessment, Report with Findings and Options, Direction and Town Actions	James Edwards	<div style="width: 90%; background-color: #007bff;">Progress 90%</div> <div style="width: 10%; background-color: #cccccc;">●</div>	On Track ● On Track: 100.0%
Milestone 3.4.1	Complete Executive Training with Culture Management	James Edwards	<div style="width: 90%; background-color: #007bff;">Progress 90%</div> <div style="width: 10%; background-color: #cccccc;">●</div>	On Track
Milestone 3.4.2	REPORT: Management Culture	James Edwards	<div style="width: 90%; background-color: #007bff;">Progress 90%</div> <div style="width: 10%; background-color: #cccccc;">●</div>	On Track
Action 3.5	Legislative Advocacy: Report with Options, Direction, Key Issues, and Town Position	Robyn Battle	<div style="width: 82%; background-color: #007bff;">Progress 82%</div> <div style="width: 18%; background-color: #cccccc;">●</div>	On Track: 20.0% ● Completed: 80.0%
Milestone 3.5.1	File Bill - Competitive Sealed Proposals	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.5.2	Recommend bills and positions	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.5.3	DECISION: Issue Positions and Advocacy Direction	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.5.4	Provide a Legislative Summary	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.5.5	LEGISLATIVE DE-BRIEFING	Robyn Battle	<div style="width: 10%; background-color: #007bff;">Progress 10%</div> <div style="width: 90%; background-color: #cccccc;">●</div>	On Track
Action 3.6	Development Process Refinements: Baseline Data, Methodology and Update Report	Khara Dodds	<div style="width: 30%; background-color: #007bff;">Progress 30%</div> <div style="width: 70%; background-color: #ffff00;">●</div>	On Track: 66.67% ● Some Disruption: 33.33%
Milestone 3.6.1	Prepare a base line report	Khara Dodds	<div style="width: 91%;">Progress 91%</div> <div style="width: 9%; background-color: #ffff00;">●</div>	Some Disruption

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 3.6.2	Evaluate the performance for first year	Khara Dodds	<div style="width: 0%;">Progress 0%</div>	On Track
Milestone 3.6.3	REPORT: Update	Khara Dodds	<div style="width: 0%;">Progress 0%</div>	On Track
Action 3.7	Talent Development Program: Development	James Edwards	<div style="width: 82%;">Progress 82%</div>	On Track ● On Track: 100.0%
Milestone 3.7.1	Develop policy/guidelines to develop staff for next role	James Edwards	<div style="width: 75%;">Progress 75%</div>	On Track
Milestone 3.7.2	Revise performance evaluation tool and self-evaluation review	James Edwards	<div style="width: 80%;">Progress 80%</div>	On Track
Milestone 3.7.3	Implement Talent Development Program	James Edwards	<div style="width: 90%;">Progress 90%</div>	On Track
Action 3.8	Citizens Academy	Robyn Battle	<div style="width: 25%;">Progress 25%</div>	Some Disruption ● Some Disruption: 100.0%
Milestone 3.8.1	Development and Implementation	Robyn Battle	<div style="width: 25%;">Progress 25%</div>	Some Disruption
Action 3.9	"Ask Prosper" Chatbot Improvements	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.9.1	Completion	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.10	Council Dashboard	Robyn Battle	<div style="width: 50%;">Progress 50%</div>	Major Disruption ● Major Disruption: 100.0%
Milestone 3.10.1	Calendar Enhancements	Robyn Battle	<div style="width: 50%;">Progress 50%</div>	Major Disruption
Action 3.11	MyProsper Mobile App	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.11.1	Update and Re-Launch	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.12	Community Engagement Committee Work Plan	Robyn Battle	<div style="width: 0%;">Progress 0%</div>	On Track ● On Track: 100.0%
Milestone 3.12.1	Development	Robyn Battle		On Track
Action 3.13	"Prosper Works" Video Series	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.13.1	Initiate Concept and begin recording	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.13.2	Release First Monthly Video	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.14	Update 3-Year Communication and Community Engagement Plan	Robyn Battle	<div style="width: 35%;">Progress 35%</div>	On Track ● On Track: 100.0%
Milestone 3.14.1	Complete 3-Year Communications and Community Engagement Plan	Robyn Battle	<div style="width: 35%;">Progress 35%</div>	On Track
Action 3.15	Create a Town Brand and Style Guide	Robyn Battle	<div style="width: 30%;">Progress 30%</div>	On Track ● On Track: 100.0%

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 3.15.1	Development	Robyn Battle	<div style="width: 35%;">Progress 35%</div>	On Track
Milestone 3.15.2	Completion	Robyn Battle	<div style="width: 25%;">Progress 25%</div>	On Track
Action 3.16	Fill Communications Manager Position	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.16.1	Funding and Hiring	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.17	In-House GIS Transition	Leigh Johnson	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.17.1	Implementation	Leigh Johnson	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.18	Obtain New Permitting and Inspections Software	Rebecca Zook	<div style="width: 10%;">Progress 10%</div>	Major Disruption ● Major Disruption: 100.0%
Milestone 3.18.1	Implementation	Rebecca Zook	<div style="width: 10%;">Progress 10%</div>	Major Disruption
Action 3.19	Update Building Inspection Fee Schedule	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.19.1	Complete update	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.20	Virtual Health Inspection Program	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.20.1	Direction and Implementation	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.21	Building Inspections Division	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.21.1	Funding	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Milestone 3.21.2	Hiring	Khara Dodds	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.22	ACE Consumer Engagement Software	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.22.1	Installation	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.23	Remit Check Processing Machine for Electronic Check Processing	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.23.1	Implementation	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.24	STW Software to Cloud Version Update	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.24.1	Installation	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.25	Bond Consolidation	Betty Pamplin	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 3.25.1	Completion	Betty Pamplin		Completed
Action 3.26	Court Software Update to SQL Version	Betty Pamplin	Progress 85% <div style="width: 85%;"></div>	Some Disruption ● Some Disruption: 100.0%
Milestone 3.26.1	Completion	Betty Pamplin	Progress 85% <div style="width: 85%;"></div>	Some Disruption
Action 3.27	Part-Time Firefighter/Paramedics	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed ● Completed: 100.0%
Milestone 3.27.1	Phasing Out	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed
Action 3.28	American Heart Association Mission Lifeline	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed ● Completed: 100.0%
Milestone 3.28.1	Gold Recognition	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed
Action 3.29	Vaccination Program (with McKinney Fire Department)	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed ● Completed: 100.0%
Milestone 3.29.1	Participation	Stuart Blasingame	Progress 100% <div style="width: 100%;"></div>	Completed
Action 3.30	SCBA Replacement	Stuart Blasingame	Progress 75% <div style="width: 75%;"></div>	On Track ● On Track: 100.0%
Milestone 3.30.1	Funding and Implementation	Stuart Blasingame	Progress 75% <div style="width: 75%;"></div>	On Track
Action 3.31	Town Employee Training and Development Program	James Edwards	Progress 25% <div style="width: 25%;"></div>	Major Disruption ● Major Disruption: 100.0%
Milestone 3.31.1	Initiate	James Edwards	Progress 25% <div style="width: 25%;"></div>	Major Disruption
Action 3.32	HR Paper to Electronic	James Edwards	Progress 80% <div style="width: 80%;"></div>	On Track ● On Track: 100.0%
Milestone 3.32.1	Initiate	James Edwards	Progress 80% <div style="width: 80%;"></div>	On Track
Action 3.33	Onboarding Process Streamlining	James Edwards	Progress 100% <div style="width: 100%;"></div>	Completed ● Completed: 100.0%
Milestone 3.33.1	Implementation	James Edwards	Progress 100% <div style="width: 100%;"></div>	Completed
Action 3.34	Information Technology Asset Audit	Leigh Johnson	Progress 100% <div style="width: 100%;"></div>	Completed ● Completed: 100.0%
Milestone 3.34.1	Completion	Leigh Johnson	Progress 100% <div style="width: 100%;"></div>	Completed
Action 3.35	Office 365 Migration	Leigh Johnson	Progress 90% <div style="width: 90%;"></div>	Some Disruption ● Some Disruption: 100.0%
Milestone 3.35.1	Completion	Leigh Johnson	Progress 90% <div style="width: 90%;"></div>	Some Disruption

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Action 3.36	Printer Fleet Modifications (Moves/Reductions)	Leigh Johnson	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.36.1	Completion	Leigh Johnson	Progress 100%	Completed
Action 3.37	Public Works Laserfiche Project: Completion	Leigh Johnson	Progress 99%	Some Disruption ● Some Disruption: 100.0%
Milestone 3.37.1	Completion	Leigh Johnson	Progress 99%	Some Disruption
Action 3.38	Obtain Parks and Recreation Accreditation	Paul Naughton	Progress 50%	On Track ● On Track: 100.0%
Milestone 3.38.1	Application	Paul Naughton	Progress 50%	On Track
Action 3.39	In-Car System and Body-Worn Camera System Integration	Doug Kowalski	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.39.1	Completion	Doug Kowalski	Progress 100%	Completed
Action 3.40	Texas Police Chiefs Association (TPCA) Best Practices Re-Recognition	Doug Kowalski	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.40.1	Completion	Doug Kowalski	Progress 100%	Completed
Action 3.41	Guardian Tracking System for Personnel Documentation: Total Implementation and Integration	Doug Kowalski	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.41.1	Completion	Doug Kowalski	Progress 100%	Completed
Action 3.42	Shooting Scenarios Training Simulator	Doug Kowalski	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.42.1	Implementation	Doug Kowalski	Progress 100%	Completed
Action 3.43	Update Capacity, Management, Operations, and Maintenance (CMOM) Plan	Frank Jaromin	Progress 100%	Completed ● Completed: 100.0%
Milestone 3.43.1	Complete Update	Frank Jaromin	Progress 100%	Completed
Action 3.44	Update City Works Software	Leigh Johnson	Progress 0%	On Track ● On Track: 100.0%
Milestone 3.44.1	Compete software update.	Leigh Johnson	Progress 0%	On Track
Action 3.45	Obtain Certified Public Works Professional Management Certification of Superintendents and Supervisors	Frank Jaromin	Progress 10%	Some Disruption ● Some Disruption: 100.0%
Milestone 3.45.1	Completion	Frank Jaromin	Progress 10%	Some Disruption
Action 3.46	Obtain Certified Public Works Professional Supervision Certifications of Superintendents and Supervisors	Frank Jaromin	Progress 10%	Some Disruption ● Some Disruption: 100.0%

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 3.46.1	Completion	Frank Jaromin	<div style="width: 10%;">Progress 10%</div>	Some Disruption
Action 3.47	Obtain Public Works Accreditation	Frank Jaromin	<div style="width: 0%;">Progress 0%</div>	On Track ● On Track: 100.0%
Milestone 3.47.1	Completion	Frank Jaromin	<div style="width: 0%;">Progress 0%</div>	On Track
Action 3.48	Establish Alcohol Permit Procedures	Michelle Lewis Sirianni	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.48.1	Implement Process Improvements	Michelle Lewis Sirianni	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.49	Re-codify the Code of Ordinances	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.49.1	Codification	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.50	Codify the Town's Zoning Ordinance	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.50.1	Codification	Robyn Battle	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.51	Obtain Public Information Request (PIR) Management Software	Michelle Lewis Sirianni	<div style="width: 50%;">Progress 50%</div>	On Track ● On Track: 100.0%
Milestone 3.51.1	Direction and Funding (BUDGET)	Michelle Lewis Sirianni	<div style="width: 50%;">Progress 50%</div>	On Track
Action 3.52	Obtain Texas Municipal Clerks Association (TMCA) Municipal Clerk's Office Achievement of Excellence	Michelle Lewis Sirianni	<div style="width: 10%;">Progress 10%</div>	On Track ● On Track: 100.0%
Milestone 3.52.1	Application	Michelle Lewis Sirianni	<div style="width: 10%;">Progress 10%</div>	On Track
Action 3.53	Implement Designated Handler Program	Rebecca Zook	<div style="width: 95%;">Progress 95%</div>	Some Disruption ● Some Disruption: 100.0%
Milestone 3.53.1	Implementation	Rebecca Zook	<div style="width: 95%;">Progress 95%</div>	Some Disruption
Action 3.54	Central Fire Station Remodel	Stuart Blasingame	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.54.1	Completion	Stuart Blasingame	<div style="width: 100%;">Progress 100%</div>	Completed
Action 3.55	Public Works/Parks Facility Master Plan	Frank Jaromin	<div style="width: 10%;">Progress 10%</div>	On Track ● On Track: 100.0%
Milestone 3.55.1	Development	Frank Jaromin	<div style="width: 10%;">Progress 10%</div>	On Track
Action 3.56	EDC Building Remodel	Mary Ann Moon	<div style="width: 100%;">Progress 100%</div>	Completed ● Completed: 100.0%
Milestone 3.56.1	Completion	Mary Ann Moon	<div style="width: 100%;">Progress 100%</div>	Completed

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Goal 4	Successful Dallas North Tollway Development	Harlan Jefferson	Progress 36%	 ● On Track: 55.56% ● Some Disruption: 11.11% ● Major Disruption: 11.11% ● Completed: 22.22%
Action 4.1	Dallas North Tollway Area: Vision, Master Plan/Guidelines: Direction and Town Actions	Khara Dodds	Progress 74%	 ● On Track: 66.67% ● Completed: 33.33%
Milestone 4.1.1	Review existing plans	Khara Dodds	Progress 100%	Completed
Milestone 4.1.2	Prepare Development Guidelines	Khara Dodds	Progress 64%	 ● On Track
Milestone 4.1.3	DECISION: Development Guidelines Adoption	Khara Dodds	Progress 59%	 ● On Track
Action 4.2	Hotel/Convention-Conference Center Development	Mary Ann Moon	Progress 0%	 ● On Track: 100.0%
Milestone 4.2.1	Continue to work with developers to determine interest, readiness, requirements, and incentives	Mary Ann Moon		 ● On Track
Action 4.3	Business Retention and Expansion Strategy: Implementation	Mary Ann Moon	Progress 0%	 ● On Track: 33.33% ● Some Disruption: 33.33% ● Major Disruption: 33.33%
Milestone 4.3.1	Maintain database of Prosper businesses	Mary Ann Moon		 ● On Track
Milestone 4.3.2	Initiate Business Retention Meetings with Town Manager	Mary Ann Moon	Progress 0%	 ● Some Disruption
Milestone 4.3.3	Develop and implement Prosper Community Partners Program	Mary Ann Moon	Progress 0%	 ● Major Disruption
Action 4.4	PEDC Website Refinement and Expansion	Mary Ann Moon	Progress 0%	 ● On Track: 100.0%
Milestone 4.4.1	Completion	Mary Ann Moon		 ● On Track
Action 4.5	Prosper Community Partners Database and Inventory	Mary Ann Moon	Progress 100%	 ● Completed: 100.0%
Milestone 4.5.1	Launch	Mary Ann Moon	Progress 100%	Completed
Goal 5	Successful Prosper Downtown Redevelopment	Harlan Jefferson	Progress 37%	 ● On Track: 62.5% ● Some Disruption: 12.5% ● Completed: 25.0%
Action 5.1	Downtown Master Plan: Goals/Vision, Development, Direction, Town Role, and Town Action	Mary Ann Moon	Progress 50%	 ● On Track: 50.0% ● Completed: 50.0%
Milestone 5.1.1	Conduct Planning Meeting	Mary Ann Moon	Progress 100%	Completed
Milestone 5.1.2	Establish Timeline	Mary Ann Moon	Progress 100%	Completed

Town of Prosper Strategic Plan

Number	Description	Owner	Progress	Status
Milestone 5.1.3	Complete Master Plan Project	Mary Ann Moon	Progress 0%	On Track
Milestone 5.1.4	PRESENTATION	Mary Ann Moon	Progress 0%	On Track
Action 5.2	Targeted Industry Attraction Strategy: Update Report (including Retail/Restaurants)	Mary Ann Moon	Progress 0%	On Track ● On Track: 100.0%
Milestone 5.2.1	BRIEFING: Report on Individual Specific Projects	Mary Ann Moon		On Track
Action 5.3	PEDC Website Refinement and Expansion	Mary Ann Moon	Progress 0%	On Track ● On Track: 100.0%
Milestone 5.3.1	Completion	Mary Ann Moon		On Track
Action 5.4	Business Support (COVID-19)	Mary Ann Moon	Progress 0%	On Track ● On Track: 100.0%
Milestone 5.4.1	Implementation	Mary Ann Moon		On Track
Action 5.5	Downtown Monument	Paul Naughton	Progress 95%	Some Disruption ● Some Disruption: 100.0%
Milestone 5.5.1	Completion	Paul Naughton	Progress 95%	Some Disruption

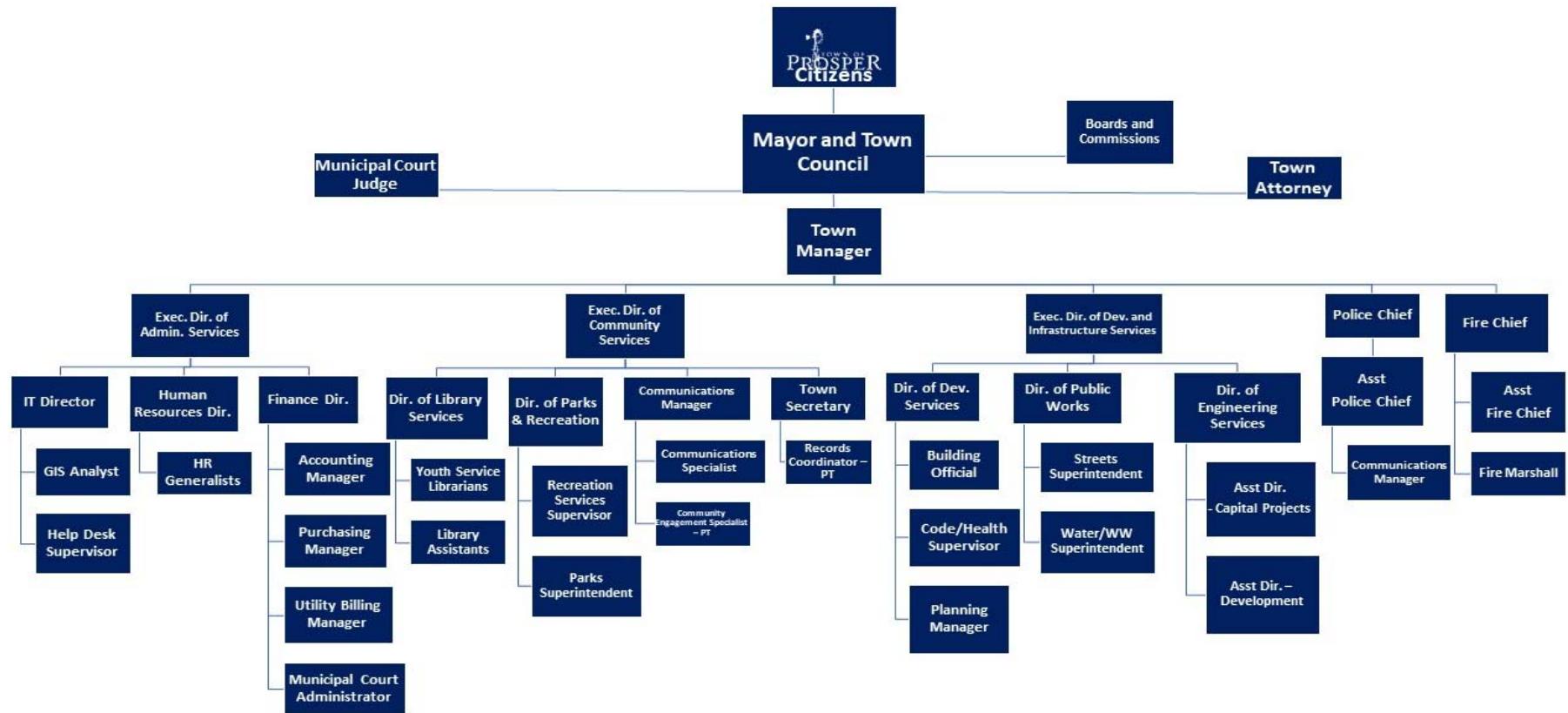
Report Legend

 No Update

 Overdue

 **Priority**

Organizational Chart



Authorized Positions

Fund	Department	Position Type	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	REVISED 2020-2021	ADOPTED 2021-2022
<u>GENERAL FUND</u>							
	Town Manager		2.00	2.00	2.00	2.00	2.00
	Town Secretary		4.00	5.00	2.50	2.50	2.50
	Finance		7.00	7.00	7.00	7.00	8.00
	Human Resources		4.00	4.00	4.00	4.00	4.50
	Information Technology		3.00	3.00	6.00	6.00	7.50
	Communications		0.00	0.00	2.50	3.50	3.50
	Court		4.00	4.00	4.00	4.00	4.50
	Police		24.00	28.00	32.00	32.00	31.00
	Dispatch		11.00	11.00	13.00	13.00	13.00
	Fire		29.00	35.00	37.00	37.00	41.00
	On-call temporary pool		15.00	15.00	15.00	15.00	0.00
	Fire Marshal		3.00	3.00	4.00	4.00	4.00
	Inspections		16.00	16.00	16.00	18.00	20.00
	Code Compliance		2.00	3.00	3.00	3.00	3.00
	Planning		5.00	5.00	5.00	5.00	5.00
	Streets		6.00	8.00	8.00	8.00	10.00
	Parks		26.00	27.00	27.00	27.00	32.00
	Library		6.50	6.50	6.50	6.50	7.00
	Engineering		10.00	12.00	12.00	12.00	15.50
	<i>Subtotal Full-Time</i>		160.00	176.00	188.00	191.00	208.00
	<i>Subtotal Part-Time</i>		2.50	3.50	3.50	3.50	6.00
	<i>Subtotal Temporary</i>		15.00	15.00	15.00	15.00	0.00
<i>Total General Fund</i>			<i>177.50</i>	<i>194.50</i>	<i>206.50</i>	<i>209.50</i>	<i>214.00</i>
<u>SPECIAL PURPOSE DISTRICT FUNDS</u>							
	Crime Control		12.00	12.00	13.00	13.00	19.00
	Fire Control		12.00	12.00	13.00	13.00	18.00
<i>Total Special Purpose District Funds</i>			<i>24.00</i>	<i>24.00</i>	<i>26.00</i>	<i>26.00</i>	<i>37.00</i>
<u>WATER/SEWER FUND</u>							
	Utility Billing		4.00	4.00	4.00	4.00	5.00
	Water		24.00	25.00	27.00	27.00	29.00
	Wastewater		12.00	14.00	15.00	15.00	16.00
	Engineering		0.00	4.00	4.00	4.00	4.00
<i>Total Water/Sewer Fund</i>			<i>40.00</i>	<i>47.00</i>	<i>50.00</i>	<i>50.00</i>	<i>54.00</i>
<u>DRAINAGE UTILITY FUND</u>							
<i>Total Drainage Utility Fund</i>		<i>All Full-Time</i>	2.00	2.00	2.00	2.00	2.00
<u>ALL FUNDS</u>							
		Position Type	ACTUAL 2018-2019	ACTUAL 2019-2020	ADOPTED 2020-2021	REVISED 2020-2021	ADOPTED 2021-2022
		<i>Total Full-Time</i>	226.00	249.00	266.00	269.00	301.00
		<i>Total Part-Time</i>	2.50	3.50	3.50	3.50	6.00
<i>Total All Funds</i>		<i>Total Full-Time Equivalent (FTE)</i>	<i>228.50</i>	<i>252.50</i>	<i>269.50</i>	<i>272.50</i>	<i>307.00</i>
		<i>Total Temporary</i>	15.00	15.00	15.00	15.00	0.00

CONSOLIDATED FUND SUMMARY

BY YEAR

	ACTUAL 2019-2020	PROJECTED 2020-2021	ADOPTED 2021-2022
<i>ESTIMATED RESOURCES</i>			
REVENUES:			
Taxes	34,755,946	39,377,747	44,506,606
Inter-governmental	472,855	1,084,377	232,914
License, Fees & Permits	7,834,321	9,832,853	8,694,797
Charges for Services	29,408,565	29,303,929	32,498,836
Fines & Warrants	304,138	300,500	325,500
Investment Income	653,768	244,050	257,375
Miscellaneous Revenue	4,011,770	6,779,110	4,633,491
Impact Fees	12,899,858	15,155,318	10,900,000
Subtotal-Revenues	\$ 90,341,221	\$ 102,077,884	\$ 102,049,519
OTHER RESOURCES:			
Transfers In	989,087	1,464,037	1,100,514
TOTAL ESTIMATED RESOURCES:	\$ 91,330,308	\$ 103,541,921	\$ 103,150,033
<i>ESTIMATED USES</i>			
Direct Expenditures by Function:			
General Government/Central Services	11,923,598	15,789,248	15,468,134
Public Safety	13,954,939	18,985,756	19,436,023
Community Services	4,121,516	5,918,847	7,242,485
Streets & Highways	1,820,325	3,512,317	3,697,980
Development Services	2,595,465	4,205,459	4,211,352
Utility Services	14,858,775	17,637,742	23,452,571
Engineering	1,618,005	2,936,297	4,175,692
Debt Service	11,190,707	11,646,602	16,618,250
Economic Infrastructure Development	3,142,233	1,810,841	2,538,796
Impact Fee Infrastructure Development	4,881,540	7,347,516	21,535,000
Subtotal-Expenditures	\$ 70,107,103	\$ 89,790,625	\$ 118,376,283
Transfers Out	8,620,486	1,071,820	1,100,514
TOTAL ESTIMATED USES:	\$ 78,727,589	\$ 90,862,445	\$ 119,476,797
EXCESS (DEFICIENCY)	\$ 12,602,719	\$ 12,679,476	\$ (16,326,764)
BEGINNING FUND BALANCE	\$ 32,160,300	\$ 43,806,190	\$ 57,437,153
EXCESS (DEFICIENCY)	\$ 12,602,719	\$ 12,679,476	\$ (16,326,764)
ENDING FUND BALANCE	\$ 44,763,019	\$ 56,485,666	\$ 41,110,388

CONSOLIDATED FUND SUMMARY

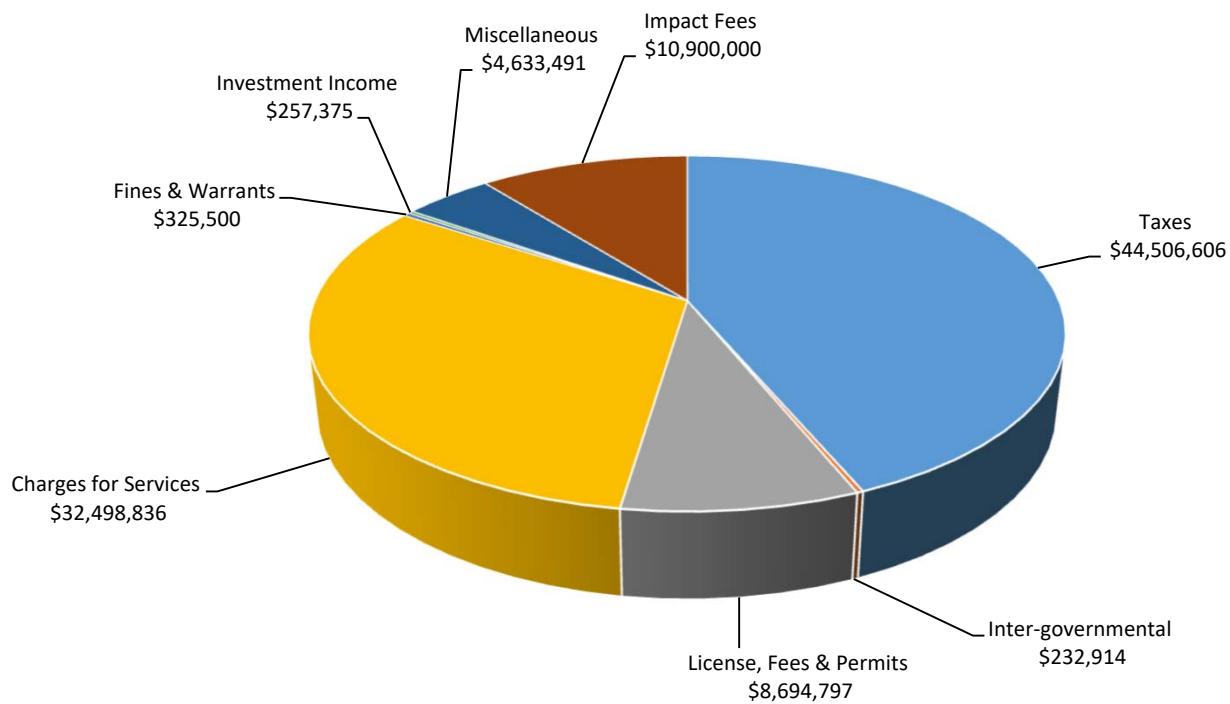
FISCAL YEAR 2021-2022

	GENERAL FUND	DEBT SERVICE FUND	IMPACT FEE FUNDS	UTILITY FUNDS
ESTIMATED RESOURCES				
REVENUES:				
Taxes 27,343,710 10,620,466 - - Inter-governmental 232,914 - - - License, Fees & Permits 7,507,869 - - - 476,428 Charges for Services 583,724 - - - 26,690,026 Fines & Warrants 325,500 - - - - Investment Income \$70,000 45,000 60,000 42,200 Miscellaneous Revenue \$132,850 - 300,000 4,009,491 Impact Fees - - 10,700,000 - Subtotal-Revenues \$ 36,196,567 \$ 10,665,466 \$ 11,060,000 \$ 31,218,146				
OTHER RESOURCES:				
Transfers In 1,100,514 - - - TOTAL ESTIMATED RESOURCES: \$ 37,297,081 \$ 10,665,466 \$ 11,060,000 \$ 31,218,146				
ESTIMATED USES				
Direct Expenditures by Function:				
General Government/Central Services 7,222,692 - - - 3,049,715 Public Safety 15,258,570 - - - - Community Services 6,575,735 - - - - Streets & Highways 3,697,980 - - - - Development Services 4,211,352 - - - - Utility Services - - - - 23,452,571 Engineering 4,175,692 - - - - Debt Service - 12,652,471 - - 3,965,779 Economic Infrastructure Development - - - - - Impact Fee Infrastructure Development - - - 21,535,000 - Subtotal-Expenditures \$ 41,142,021 \$ 12,652,471 \$ 21,535,000 \$ 30,468,065				
Transfers Out - - - - 1,100,514 TOTAL ESTIMATED USES: \$ 41,142,021 \$ 12,652,471 \$ 21,535,000 \$ 31,568,579				
EXCESS (DEFICIENCY)				
\$ (3,844,940) \$ (1,987,005) \$ (10,475,000) \$ (350,433)				
BEGINNING FUND BALANCE				
\$ 15,187,096 \$ 2,499,129 \$ 20,271,173 \$ 7,732,134				
EXCESS (DEFICIENCY)				
\$ (3,844,940) \$ (1,987,005) \$ (10,475,000) \$ (350,433)				
ENDING FUND BALANCE				
\$ 11,342,156 \$ 512,124 \$ 9,796,173 \$ 7,381,701				

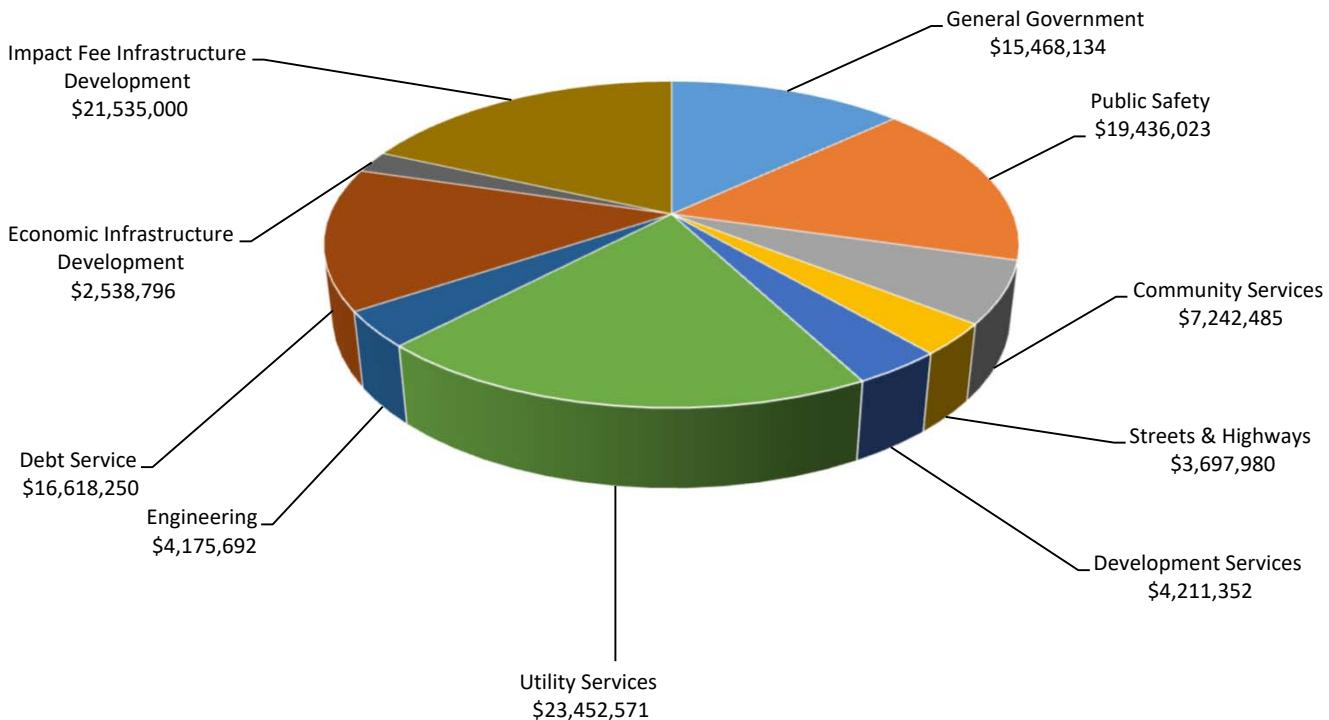
	SPECIAL REVENUE FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
<i>ESTIMATED RESOURCES</i>			
REVENUES:			
Taxes 6,542,430 - 44,506,606			
Inter-governmental	-	-	232,914
License, Fees & Permits 710,500	-	-	8,694,797
Charges for Services	-	5,225,086	32,498,836
Fines & Warrants	-	-	325,500
Investment Income 15,175	25,000		257,375
Miscellaneous Revenue 54,650	136,500		4,633,491
Impact Fees 200,000	-		10,900,000
Subtotal-Revenues	\$ 7,522,755	\$ 5,386,586	\$ 102,049,519
OTHER RESOURCES:			
Transfers In	-	-	1,100,514
TOTAL ESTIMATED RESOURCES:	\$ 7,522,755	\$ 5,386,586	\$ 103,150,033
<i>ESTIMATED USES</i>			
Direct Expenditures by Function:			
General Government/Central Services 502,565	4,693,162		15,468,134
Public Safety 4,177,453	-		19,436,023
Community Services 666,750	-		7,242,485
Streets & Highways	-		3,697,980
Development Services	-		4,211,352
Utility Services	-		23,452,571
Engineering	-		4,175,692
Debt Service	-		16,618,250
Economic Infrastructure Development 2,538,796	-		2,538,796
Impact Fee Infrastructure Development	-		21,535,000
Subtotal-Expenditures	\$ 7,885,564	\$ 4,693,162	\$ 118,376,283
Transfers Out	-	-	1,100,514
TOTAL ESTIMATED USES:	\$ 7,885,564	\$ 4,693,162	\$ 119,476,797
EXCESS (DEFICIENCY)	\$ (362,809)	\$ 693,424	\$ (16,326,764)
BEGINNING FUND BALANCE	\$ 7,675,001	\$ 4,072,620	\$ 57,437,153
EXCESS (DEFICIENCY)	\$ (362,809)	\$ 693,424	\$ (16,326,764)
ENDING FUND BALANCE	\$ 7,312,192	\$ 4,766,044	\$ 41,110,388

Combined Graphs

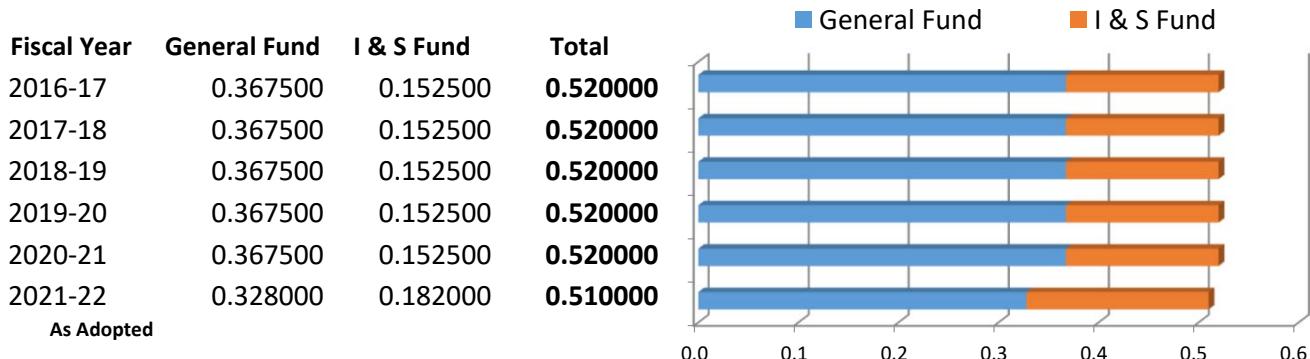
All Funds Revenues by Type



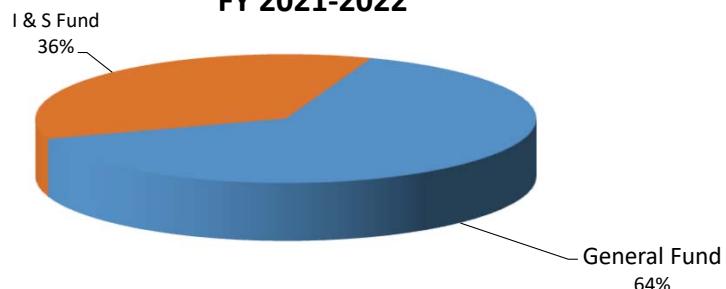
All Funds Expenditures by Type



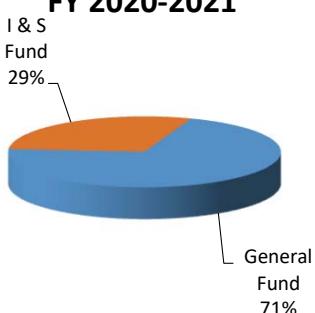
Property Tax Rate Distribution
General and I & S Funds



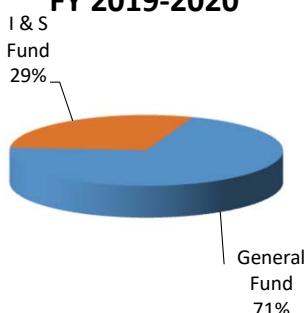
Tax Rate Distribution
FY 2021-2022



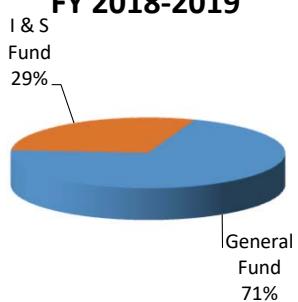
FY 2020-2021



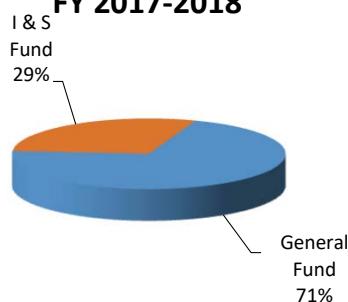
FY 2019-2020



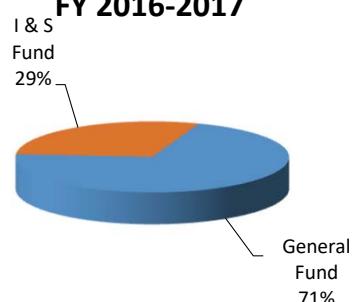
FY 2018-2019



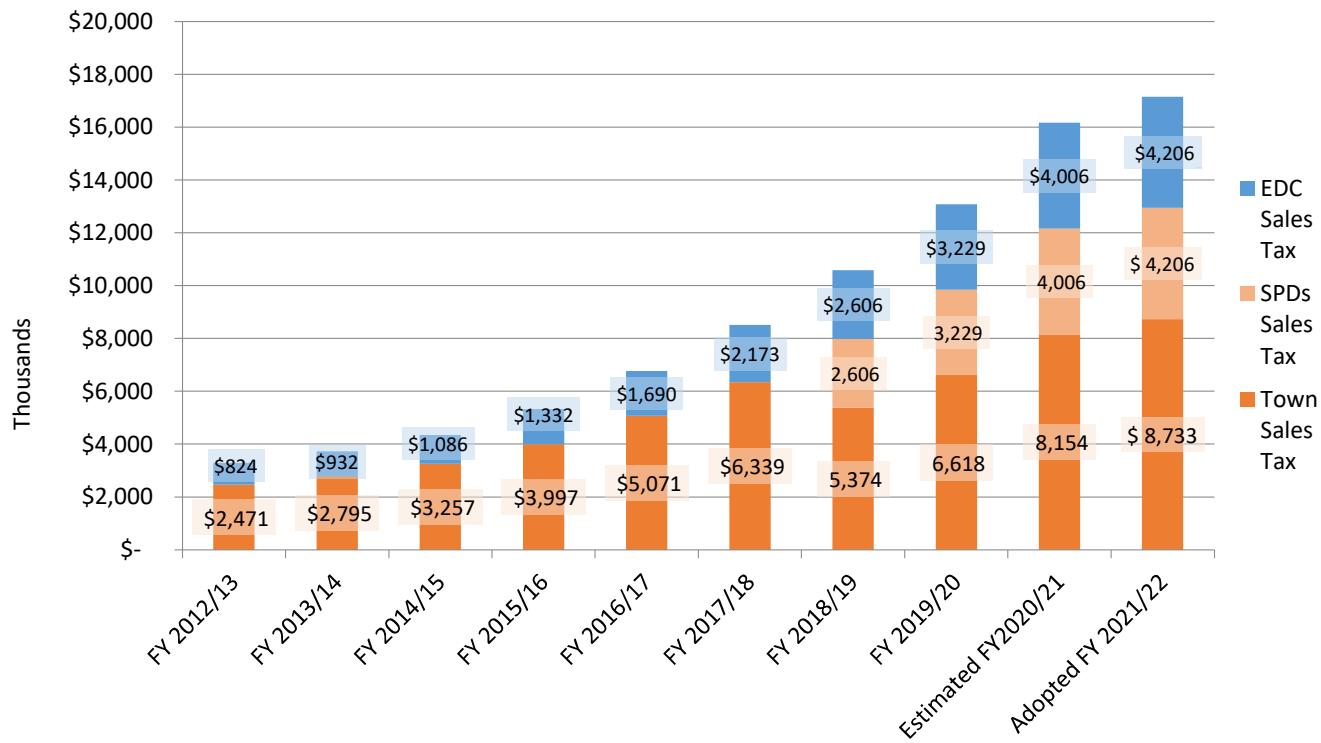
FY 2017-2018



FY 2016-2017



Sales Taxes
General, Special Purpose Districts, and EDC Funds



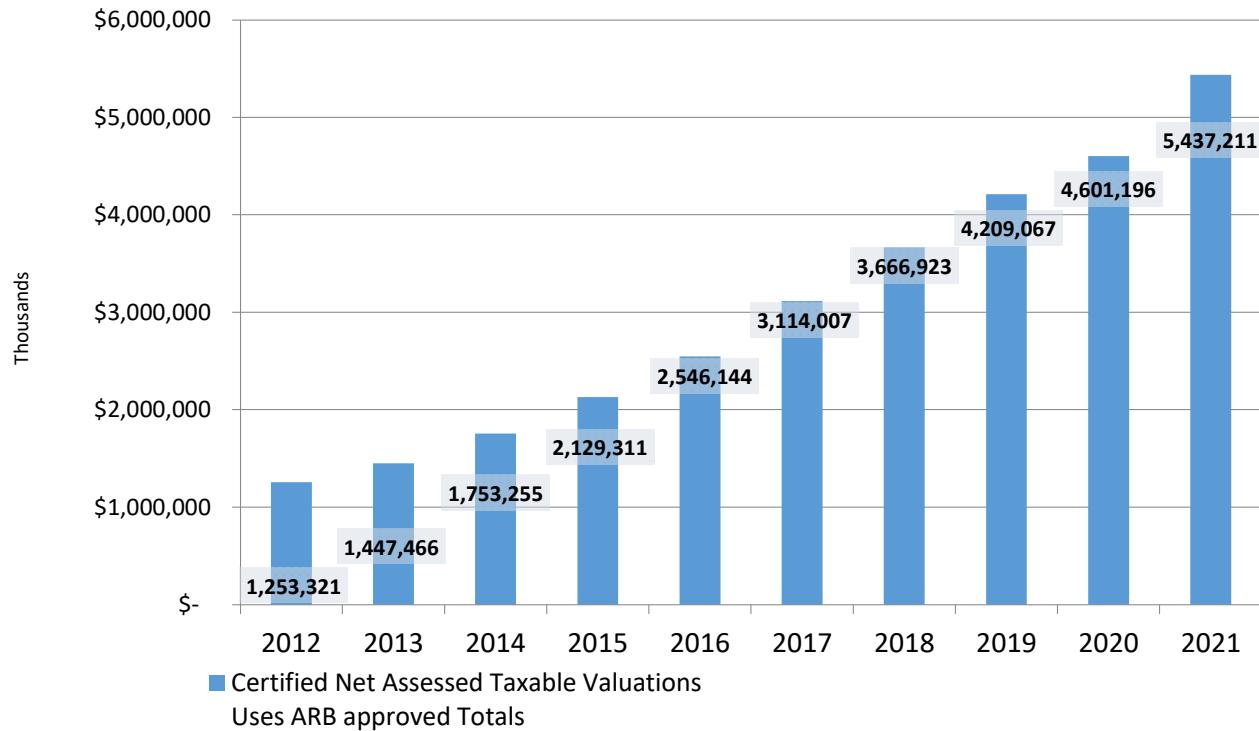
Source: The Texas State Comptrollers Website

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 21.7% 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 2012-2021

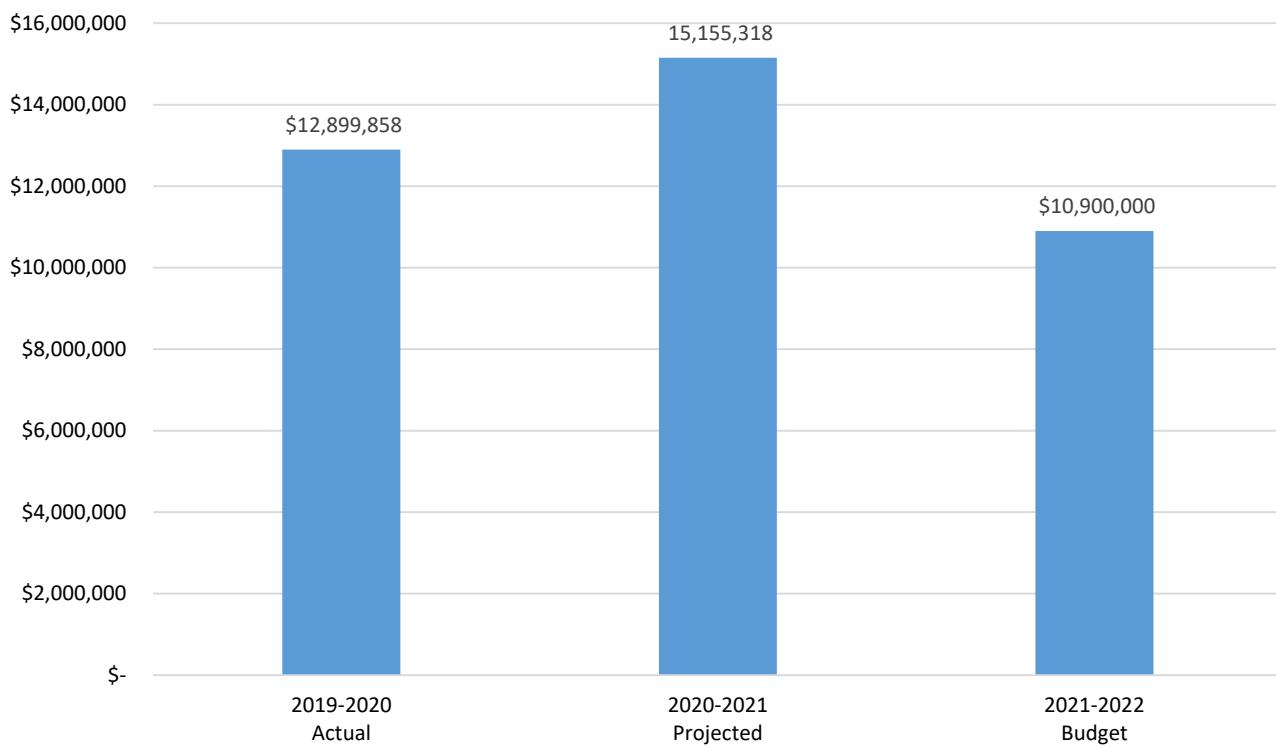
Certified Freeze Adjusted Taxable Value Increased 26%

New Construction Totaled \$469,526,490

Ad Valorem Taxes

Total Freeze Adjusted Taxable Value	\$	5,437,210,564
<i>Times</i>	Tax Rate (Per \$100)	0.51
<i>Times</i>	Anticipated Tax Collections	100%
<i>Plus</i>	Actual Tax on Freeze	\$2,139,144
TOTAL TAX LEVY		\$29,868,918
One Penny on the Tax Rate		\$543,721

Impact Fee Revenues Impact Fee Funds

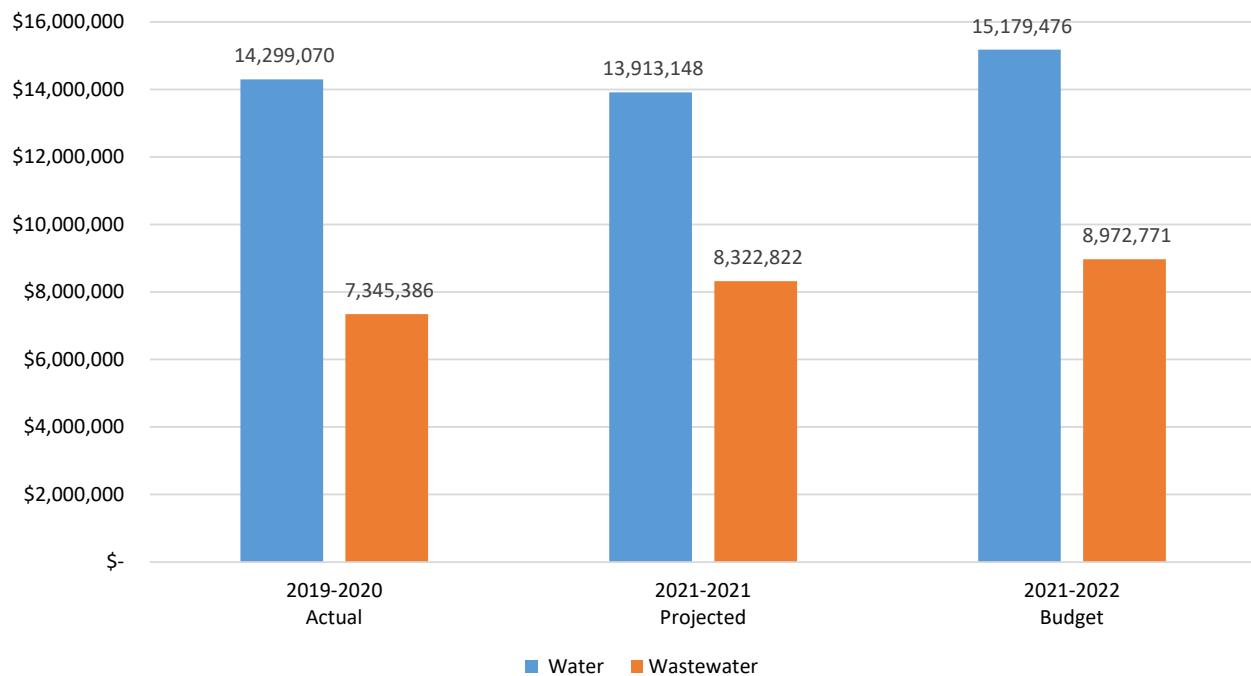


Town of Prosper's Code of Ordinances, Section 10.02.001 purpose of impact fees is to assure the provision of adequate public facilities to serve new development in the Town by requiring each such development to pay its share of the costs of such improvements by and attributable to such new development. 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 eighty percent of the revenue collected by the Water and Sewer fund. During the FY 2019-2020 budget process the third year of water and wastewater rate increases was not implemented due to the increased accounts in the Town. Water and wastewater rates will remain the same for FY 2021-2022. 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
Windsong Ranch Community Association	Homeowner's Association	32,916,150	2.10%
Prosper Independent School District	School District	27,318,259	1.74%
Crossland Construction	Construction Company	20,786,400	1.32%
Orion Prosper Lakes, LLC	Multi-Family Housing	14,437,600	0.92%
Orion Prosper LLC	Multi-Family Housing	13,957,600	0.89%
DD Bluestem LLC	Multi-Family Housing	13,060,500	0.83%
FCS Construction	Construction Company	11,478,700	0.73%
Lattimore Materials	Ready-Mix Concrete Mfg	9,873,870	0.63%
First Texas Homes	Homebuilder	8,554,540	0.54%
Lakewood HOA	Homeowner's Association	7,609,670	0.48%





GENERAL FUND

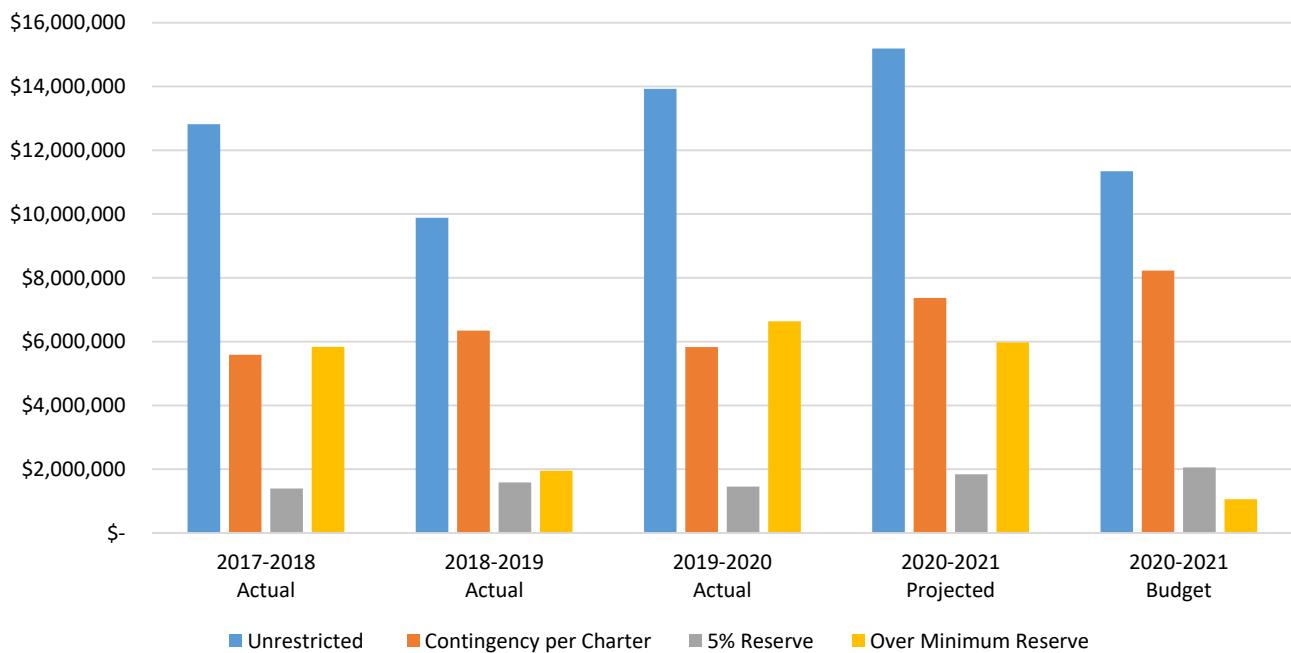


General Fund Description

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

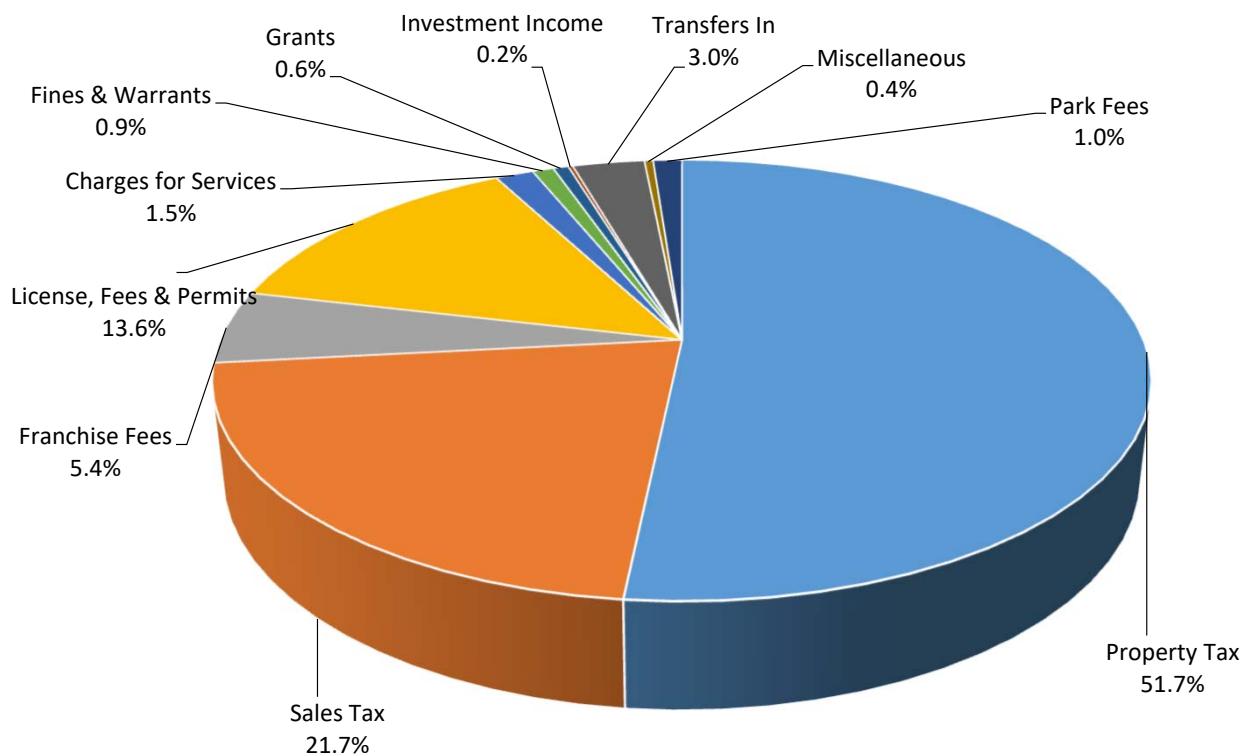


Fiscal Year	Days Over Minimum Reserve	Value of Each Day
2017-2018	75	\$ 77,584
2018-2019	22	\$ 88,128
2019-2020	82	\$ 80,943
2020-2021	58	\$ 102,379
2021-2022	9	\$ 114,283

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 2021-2022, Council approved one-time capital expenditures by utilizing a strong unrestricted fund balance. This helped fund roads and equipment versus issuing debt, while still maintaining the required reserves per charter and policy.

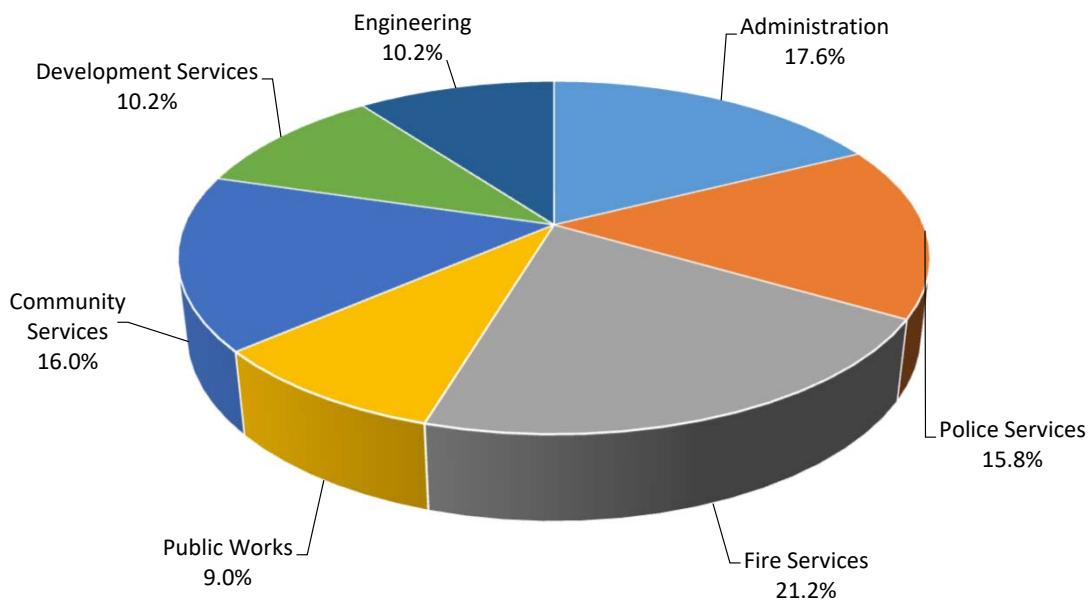
General Fund Revenues
By Source

Revenue Category	FY 2022 Adopted	% of Total
Property Tax	19,266,473	51.7%
Sales Tax	8,077,237	21.7%
Franchise Fees	1,997,889	5.4%
License, Fees & Permits	5,068,480	13.6%
Charges for Services	583,724	1.5%
Fines & Warrants	325,500	0.9%
Grants	232,914	0.6%
Investment Income	70,000	0.2%
Transfers In	1,100,514	3.0%
Miscellaneous	132,850	0.4%
Park Fees	441,500	1.0%
Revenue Total	\$ 37,297,081	100.0%



General Fund Appropriations
By Department

Department	FY 2022 Adopted	% of Total
Administration	7,222,692	17.6%
Police Services	6,520,223	15.8%
Fire Services	8,738,347	21.2%
Public Works	3,697,980	9.0%
Community Services	6,575,735	16.0%
Development Services	4,211,352	10.2%
Engineering	4,175,692	10.2%
Expense Total	\$ 41,142,021	100.0%

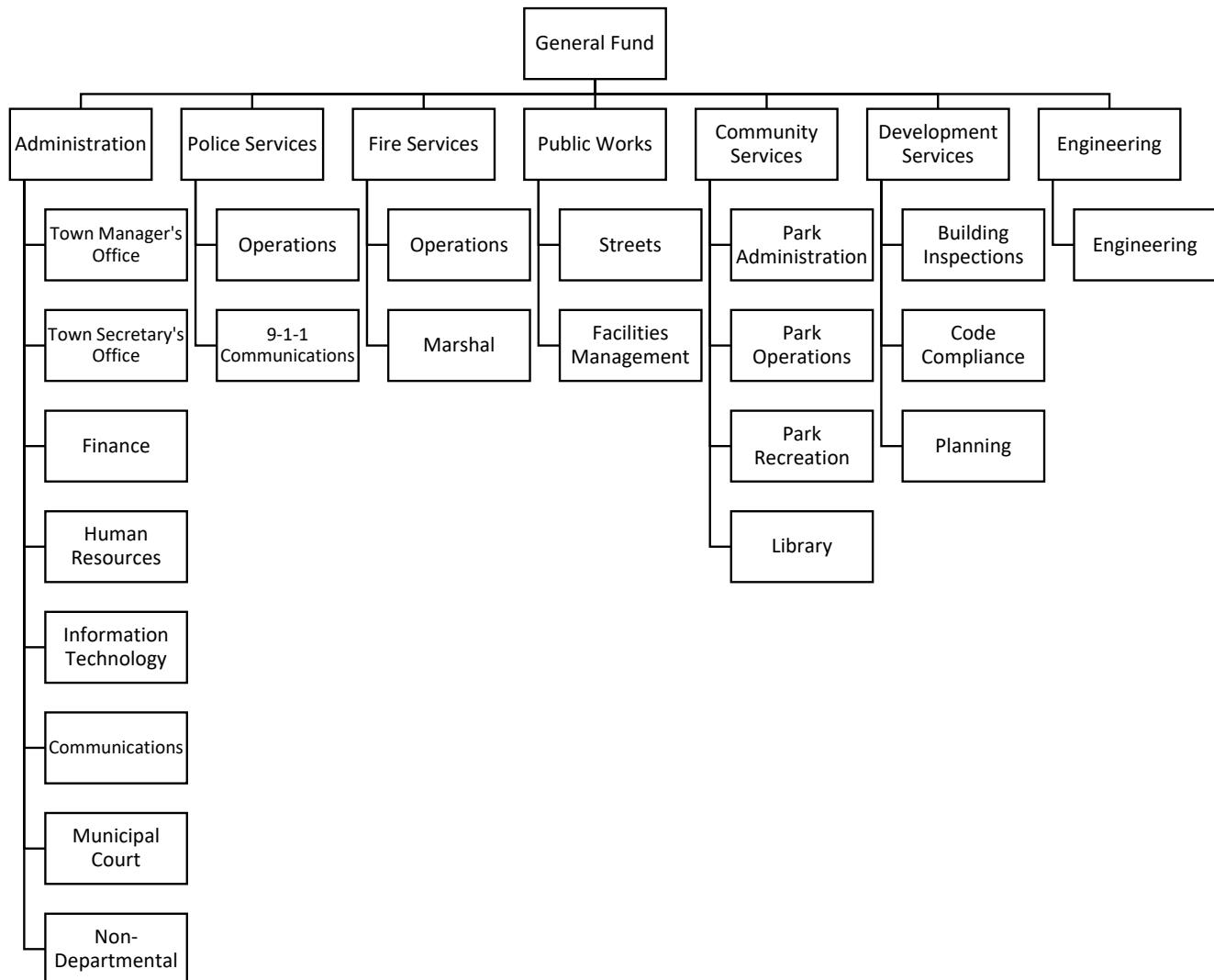


General Fund Summary

FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	
REVENUES	Property Tax	16,872,565	18,469,694	18,476,443	19,266,473	21,430,158	22,910,068	24,472,828	26,004,190	
	Sales Tax	6,171,290	7,577,110	7,692,607	8,077,237	8,486,349	8,904,892	9,344,361	9,805,804	
	Franchise Fees	1,794,649	1,792,875	1,852,261	1,997,889	2,114,496	2,144,077	2,184,796	2,226,687	
	License, Fees & Permits	5,524,325	5,127,742	7,021,905	5,068,480	4,889,890	4,891,690	4,898,544	4,900,454	
	Charges for Services	489,339	845,275	533,136	583,724	609,100	638,575	669,509	701,974	
	Fines & Warrants	304,138	400,000	300,500	325,500	335,265	335,265	335,265	335,265	
	Grants	472,855	586,377	584,377	232,914	54,000	52,000	55,000	55,000	
	Investment Income	212,370	85,000	70,000	70,000	71,400	72,828	74,285	75,770	
	Transfers In	989,087	1,071,820	1,071,820	1,100,514	1,133,529	1,167,535	1,202,561	1,238,638	
	Miscellaneous	190,289	252,350	170,603	132,850	122,100	121,010	121,020	121,030	
	Park Fees	160,442	222,000	346,572	441,500	386,150	398,838	417,304	436,695	
		TOTAL REVENUES	\$ 33,181,348	\$ 36,430,243	\$ 38,120,224	\$ 37,297,081	\$ 39,632,438	\$ 41,636,778	\$ 43,775,474	\$ 45,901,506
EXPENDITURES	Administration	5,120,980	6,544,400	6,084,690	7,222,692	6,963,010	7,171,900	7,387,057	7,608,669	
	Police Services	4,882,257	6,529,258	5,910,834	6,520,223	6,243,474	6,430,778	6,623,701	6,822,412	
	Fire Services	7,524,424	9,775,523	9,332,702	8,738,347	7,687,769	7,918,402	8,155,955	8,400,633	
	Public Works	3,138,569	3,444,238	3,512,317	3,697,980	2,976,238	3,065,526	3,157,491	3,252,216	
	Community Services	4,213,468	5,072,733	4,874,061	6,575,735	5,029,443	5,180,326	5,335,736	5,495,808	
	Development Services	2,633,573	4,208,958	4,205,459	4,211,352	3,614,693	3,723,133	3,834,827	3,949,872	
	Engineering	1,626,337	3,016,121	2,936,297	4,175,692	2,421,529	2,494,175	2,569,000	2,646,070	
	Future Police Positions	-	-	-	-	589,194	939,101	1,431,906	2,317,714	
	Future Fire Positions	-	-	-	-	1,189,909	3,430,108	3,250,521	3,257,037	
	Remaining Available (Other Depts/One-Time)	-	-	-	-	2,148,223	491,304	1,213,494	1,100,000	
		TOTAL EXPENDITURES	\$ 29,139,608	\$ 38,591,231	\$ 36,856,360	\$ 41,142,021	\$ 38,863,482	\$ 40,844,753	\$ 42,959,688	\$ 44,850,432
		<i>Net Period Excess/(Deficit)</i>	<i>\$ 4,041,740</i>	<i>\$ (2,160,988)</i>	<i>\$ 1,263,864</i>	<i>\$ (3,844,940)</i>	<i>\$ 768,956</i>	<i>\$ 792,025</i>	<i>\$ 815,786</i>	<i>\$ 1,051,075</i>
		NET CHANGE IN FUND BALANCE	\$ 4,041,740	\$ (2,160,988)	\$ 1,263,864	\$ (3,844,940)	\$ 768,956	\$ 792,025	\$ 815,786	\$ 1,051,075
		BEGINNING FUND BALANCE	\$ 9,881,492	\$ 13,923,232	\$ 13,923,232	\$ 15,187,096	\$ 11,342,156	\$ 12,111,112	\$ 12,903,137	\$ 13,718,922
		ENDING FUND BALANCE	\$ 13,923,232	\$ 11,762,244	\$ 15,187,096	\$ 11,342,156	\$ 12,111,112	\$ 12,903,137	\$ 13,718,922	\$ 14,769,997
		BALANCE OF UNRESTRICTED FUNDS	\$ 13,923,232	\$ 11,762,244	\$ 15,187,096	\$ 11,342,156	\$ 12,111,112	\$ 12,903,137	\$ 13,718,922	\$ 14,769,997
		Less: Contingency per Charter	5,827,922	7,718,246	7,371,272	8,228,404	7,772,696	8,168,951	8,591,938	8,970,086
		5% Reserve	1,456,980	1,929,562	1,842,818	2,057,101	1,943,174	2,042,238	2,147,984	2,242,522
		AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET	\$ 6,638,330	\$ 2,114,436	\$ 5,973,006	\$ 1,056,651	\$ 2,395,242	\$ 2,691,949	\$ 2,979,000	\$ 3,557,389
		% AMOUNT OVER MINIMUM RESERVE TARGET	23%	5%	16%	3%	6%	7%	7%	8%
		AMOUNT OVER (UNDER) IN DAYS OPERATING COST	82	20	58	9	22	24	25	29

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 - Investment in Prosper's Future

- Continue to work with broadband and wireless providers to expand Town internet and cellular phone service.
- Implement 2020 Bond Election projects for which debt has been issued.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Continue to expand the continuous improvement program.
- Oversee budget development and administer the annual budget adopted by Town Council.
- Submit for Budget Excellence Award and Popular Annual Financial Reporting Award.
- Continue the multi-year budget planning process within state mandated tax limitations.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Commercial taxable value as a percentage of total taxable value	14.2%	16.4%	15.9%
Percentage change in taxable commercial property values	11.5%	26.0%	14.2%

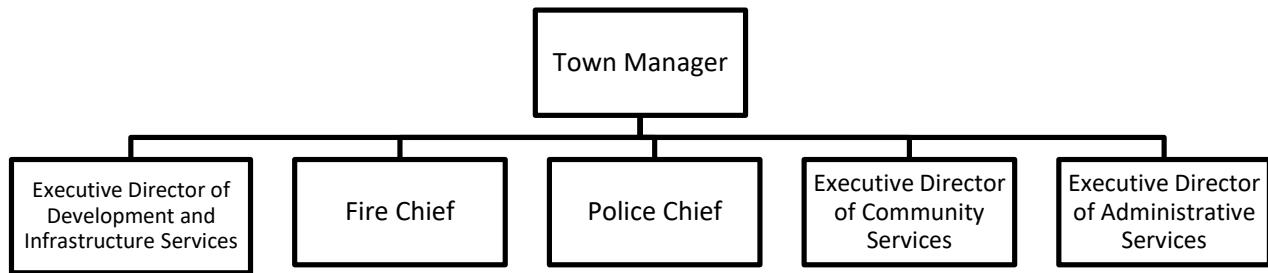
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Certified Tax Roll - percentage change from prior year	14.8%	9.3%	18.2%
New property value as a percentage of taxable value growth	76.5%	91.9%	56.2%
Full-time staff turnover as a percentage of total workforce	12.9%	10.0%	10.0%

TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Administration	Town Manager's Office

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 217,751	\$ 543,266	\$ 587,139
Operations	509,343	160,575	138,945
Transfers	132	-	-
VERF Charges for Services	-	259	265
TOTAL	\$ 727,226	\$ 704,100	\$ 726,349

PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Executive Director of Administrative Services	1.0	1.0	1.0
Town Manager	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0



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 and the Executive Director of Community Services.

GOALS AND OBJECTIVES

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Board and Commission Applications Processed	41	59	50
Registered Voters	17,162	19,574	21,531
Public Information Requests (PIRs) processed	279	320	368

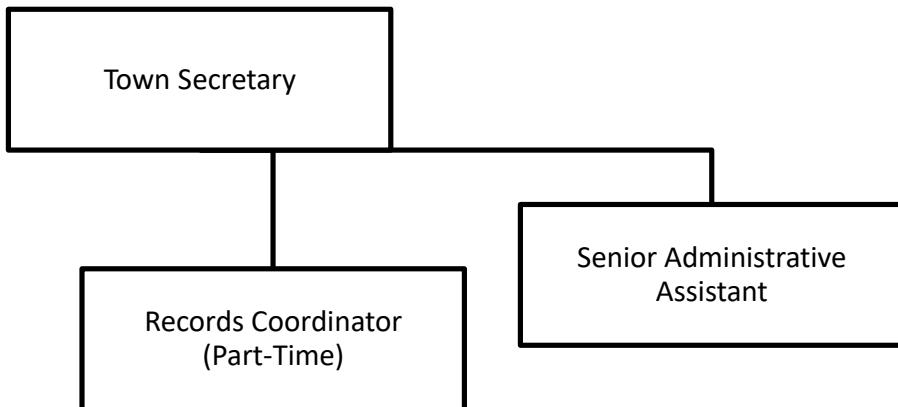
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Meeting notices and other public notices posted on Town bulletin board and website in accordance with Open Meetings Act	100%	100%	100%
Voter turnout in Town of Prosper General Election	81.5%	8.5%	20.0%
Registered voters as a percentage of population	60%	63%	65%
Responses to PIR's within 10 business days	100%	100%	100%

TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Administration	Town Secretary's Office

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 388,295	\$ 212,522	\$ 223,224
Operations	158,810	198,200	256,110
Transfers	-	-	-
VERF Changes for Services	-	-	-
TOTAL	\$ 547,105	\$ 410,722	\$ 479,334

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Town Secretary	1.0	1.0	1.0
Records Coordinator (Part-Time)	0.5	0.5	0.5
Senior Administrative Assistant	1.0	1.0	1.0
TOTAL	2.5	2.5	2.5



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 Division umbrella and is responsible for the timely and accurate payment of all Town employees.

GOALS AND OBJECTIVES

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Invoices processed	6,288	6,300	6,300
Accounts Payable payments processed	3,937	3,950	3,950
Journal entries processed	2,346	2,318	2,325
Payroll payments processed	5,915	7,243	8,075
Purchase orders/change orders issued	428	403	425
Bids/Contracts processed	86	71	75
P-card Transactions	3,580	3,818	4,000

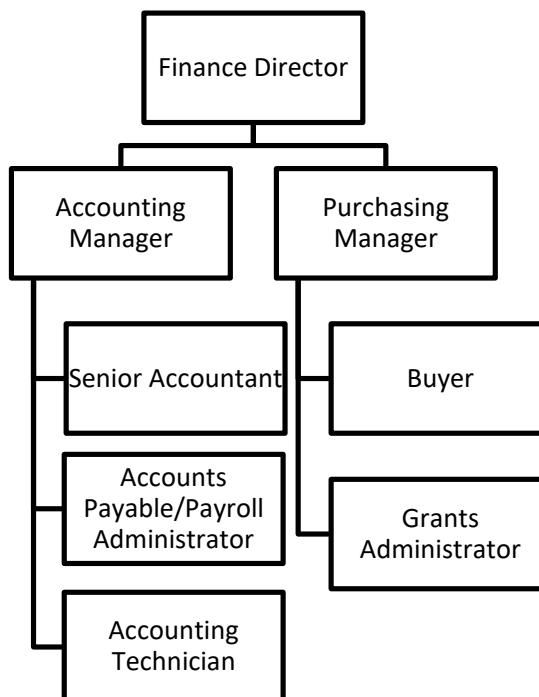
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Invoices paid within 30 days	83%	84%	85%
Vendors on ACH/Wire payments	16%	15%	18%
Procurements distributed/processed in the eProcurement system	40%	30%	29%

TOWN OF PROSPER

DEPARTMENT: Administration **DIVISION:** Finance

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 719,397	\$ 726,202	\$ 844,032
Operations	307,710	373,853	474,895
Transfers	-	-	-
VERF Charges for Services	-	142	-
TOTAL	\$ 1,027,107	\$ 1,100,197	\$ 1,318,927

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Accounting Manager	1.0	1.0	1.0
Accounting Technician	0.0	1.0	1.0
Accounts Payable/Payroll Administrator	0.0	1.0	1.0
Accounts Payable Specialist	1.0	0.0	0.0
Buyer	1.0	1.0	1.0
Finance Director	1.0	1.0	1.0
Grants Administrator	0.0	0.0	1.0
Payroll Administrator	1.0	0.0	0.0
Purchasing Manager	1.0	1.0	1.0
Senior Accountant	1.0	1.0	1.0
TOTAL	7.0	7.0	8.0



TOWN OF PROSPER

DEPARTMENT:

Administration

DIVISION:

Human Resources

PROGRAM DESCRIPTION

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

GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- 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 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Number of employees hired	54	58	62
Terminations	32	29	32
Applications processed	1,718	2,300	2,500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Full-Time turnover	13%	10%	10%
Time to hire (days)	56.5	56.5	55.0
Employee participation in wellness benefits	49% (106)	53% (122)	54% (135)

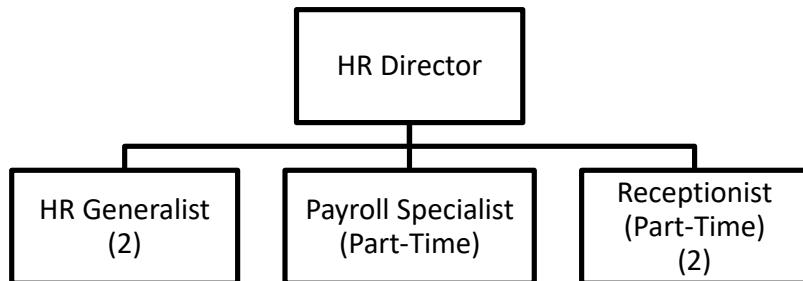
EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Personnel	\$ 336,306	\$ 396,563	\$ 453,388
Operations	67,716	87,880	120,840
Transfers	1,112	-	-
VERF Charges for Services	-	1,660	454
TOTAL	\$ 405,134	\$ 486,103	\$ 574,682

TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Human Resources

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
HR Director	1.0	1.0	1.0
HR Generalist	1.0	1.0	2.0
HR Specialist	1.0	1.0	0.0
Receptionist (Two Part-Time positions)	1.0	1.0	1.0
Payroll Specialist (Part-Time)	0.0	0.0	0.5
TOTAL	4.0	4.0	4.5



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, location intelligence and analytics, telephone, network, and records management resources and systems.

GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- Integrate the Capital Improvement Program (CIP) into the GIS.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Assist in the EnerGov migration project and help to ensure project success.
- 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.
- Migrate ArcGIS services from hosted to on-premise.
- Provide field staff capability to Utilize GIS or Cityworks for all documentable activities not currently covered by third party software.
- Add all assets into GIS or Cityworks.
- Publicly Facing GIS Portal - Open Data and Applications.
- Developer Portal for sensitive GIS data.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Average help desk tickets opened per month	130	153	175

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Average help desk tickets closed per month	99%	99%	99%
I.T. Systems availability (uptime)	-	99%	99%
Public Web map average daily views	-	36.5	40.0
Internal Web map average daily views	-	20.0	25.0

TOWN OF PROSPER

DEPARTMENT:

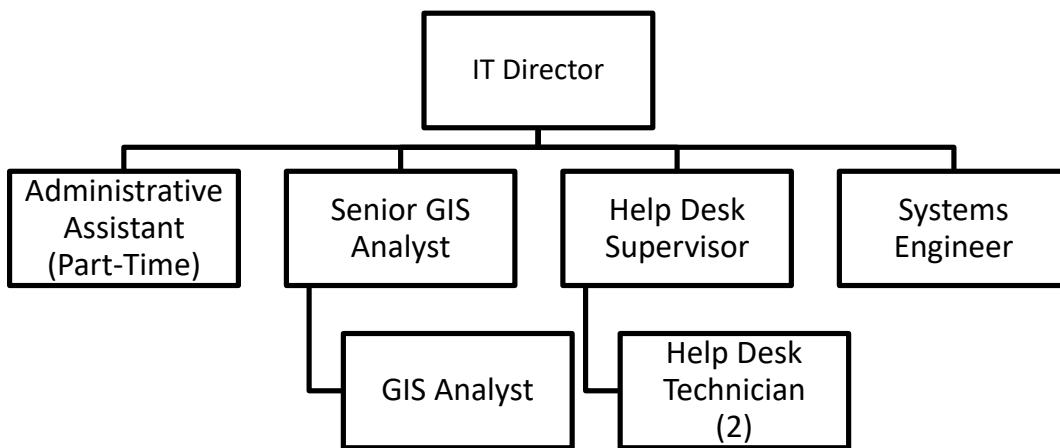
Administration

DIVISION:

Information Technology

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 370,943	\$ 625,843	\$ 762,565
Operations	459,926	595,063	764,926
Capital	143,284	30,000	30,000
Transfers	35,296	-	-
VERF Charges for Services	-	31,188	57,030
TOTAL	\$ 1,009,449	\$ 1,282,094	\$ 1,614,521

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant (Part-Time)	0.0	0.0	0.5
GIS Analyst	0.0	0.0	1.0
Help Desk Supervisor	0.0	0.0	1.0
Help Desk Technician	1.0	3.0	2.0
IT Director	1.0	1.0	1.0
Senior GIS Analyst	0.0	1.0	1.0
Systems Engineer	1.0	1.0	1.0
TOTAL	3.0	6.0	7.5



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 - Financially responsible Town government providing exceptional municipal services

- Provide relevant, accurate, and timely communication through a variety of cross-functioning communication platforms.
- Create a coordinated communication process that ensures responsive and consistent Town communication with target audiences.
- Explore and Implement new and innovative technology, digital platforms, and social media trends to enhance online communication with target audiences.
- Cultivate and encourage citizen engagement in local government programs and activities by fostering opportunities for residents to feel connected and involved.
- Develop effective internal communication tools and methods to reach all levels of employees.
- Ensure residents are informed and the Town's organizational stability is protected during emergencies.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Social Media posts	17,281	15,936	17,530
Communication Help Tickets Entered	220	527	580
Videos Published	40	384	422
Publications Created	20	27	30
Resident Update Subscribers	3,292	4,431	4,875
MyProsper Mobile App Service Requests Submitted	80	136	163
Community Engagement Opportunities	14	34	48

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Closed/Resolved Communications Help Tickets	100%	100%	100%
Resident Update Subscribers as a Percentage of Population	12%	14%	15%
MyProsper Mobile App Requests - Average Number of Days to Close	19.0	5.6	5.0

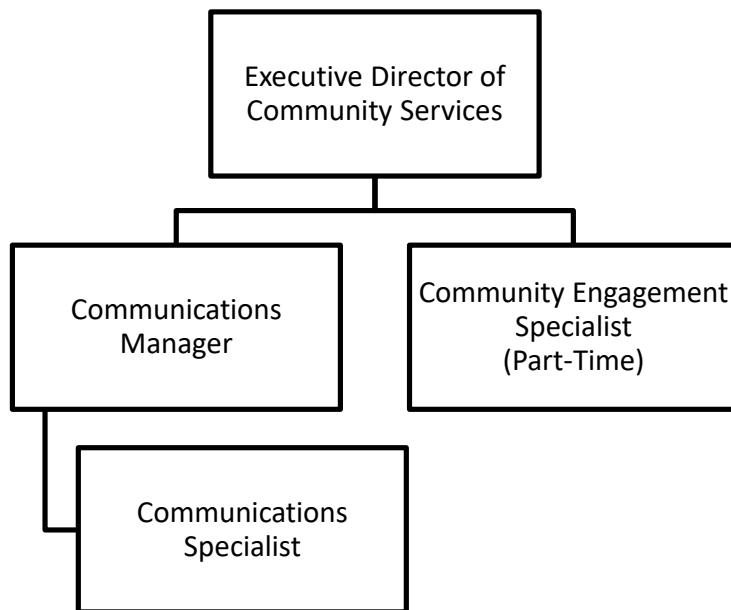
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Communications

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ -	\$ 323,796	\$ 411,151
Operations		- 44,226	126,571
Transfers		-	-
TOTAL	\$ -	\$ 368,022	\$ 537,722

PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Communications Manager	0.0	1.0	1.0
Communications Specialist	0.0	1.0	1.0
Community Engagement Specialist (Part-Time)	0.0	0.5	0.5
Executive Director of Community Services	0.0	1.0	1.0
TOTAL	0.0	3.5	3.5



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 - Financially responsible Town government providing exceptional municipal services

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Cases Filed (citations, citizen complaints, incident reports)	2,434	1,800	4,000
Warrants Issued (arrests and Capias pro fine)	551	430	600

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Cases Closed (citations, citizen complaints, incident reports)	3,082	3,000	3,500
Warrants Closed/Cleared (arrests and Capias pro fine)	550	465	500

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 290,286	\$ 294,543	\$ 354,320
Operations	108,988	121,151	155,632
Transfers	97	-	-
VERF Charges for Services	-	513	148
TOTAL	\$ 399,371	\$ 416,207	\$ 510,100

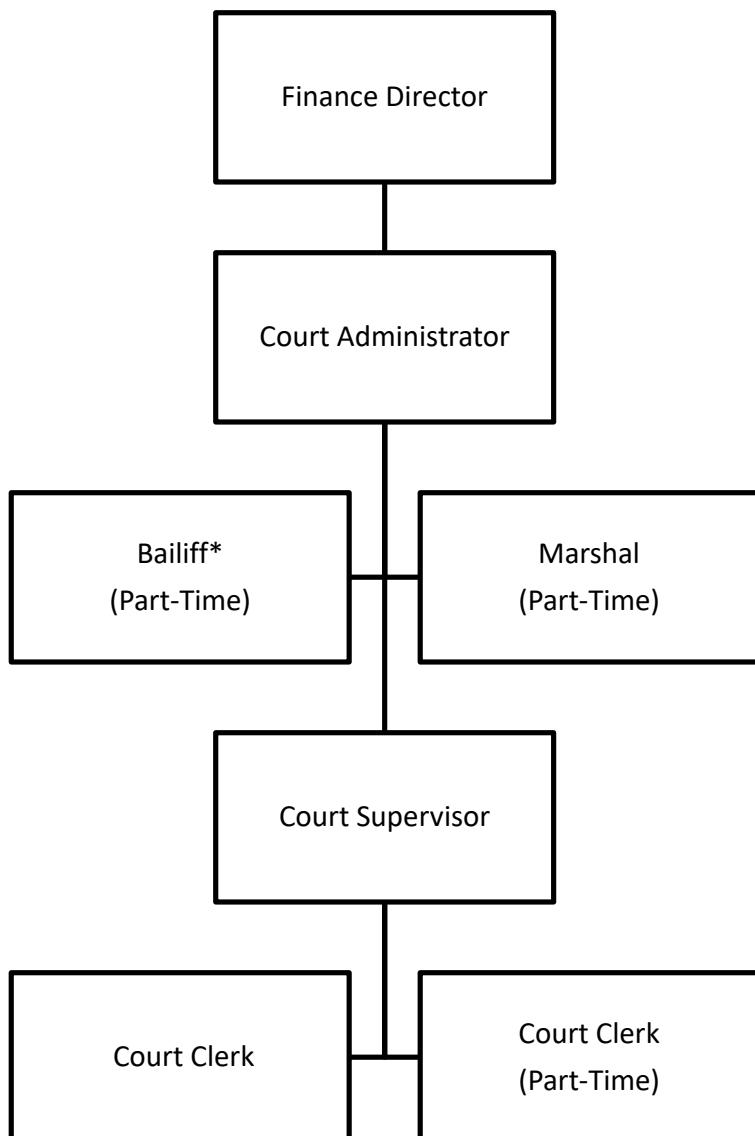
TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Municipal Court

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Bailiff (Part-Time)*	0.5	0.5	0.5
Court Administrator	1.0	1.0	1.0
Court Clerk	2.0	1.0	1.0
Court Clerk (Part-Time)	0.0	0.0	0.5
Court Supervisor	0.0	1.0	1.0
Marshal (Part-Time)	0.5	0.5	0.5
TOTAL	4.0	4.0	4.5

*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 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Personnel/(Projected Fund Salary Savings)	\$ (48,204)	\$ (700,000)	\$ 19,306
Operations	933,452	1,239,027	1,361,632
Capital	116,609	775,750	77,250
Transfers	3,731	-	-
VERF Charges for Services	-	2,468	2,869
TOTAL	\$ 1,005,588	\$ 1,317,245	\$ 1,461,057

TOWN OF PROSPER

DEPARTMENT:

POLICE

DIVISION:

OPERATIONS

PROGRAM DESCRIPTION

The Prosper Police Department provides community policing for Prosper residents, businesses, organizations and visitors. Our mission 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 law enforcement and emergency communication services to a rapidly growing population, which spans over 27 square miles.

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 - Premier residential community

Town Council Goal - Investment in Prosper's future

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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.

ACTIVITY DEMAND / ACTIVITY WORKLOAD

**ACTUAL
2019-2020**

**REVISED
2020-2021**

**BUDGET
2021-2022**

Calls for service (Police Dept. calls only)	*22,658	*22,247	29,257
Citizen initiated calls	*10,415	*11,106	11,661
Officer initiated calls	*12,243	*11,141	17,596
Criminal investigations (reported/investigated)	1,224	**886	1,358
Felony arrests	106	**77	116
Misdemeanor arrests	107	**78	117
Motor vehicle accidents-with injury	*87	*381	419
Motor vehicle accidents-without injury	*344	*584	642
Citations	*1,201	*5,030	5,533

* Impacted by COVID-19

**Impacted by COVID-19 & Winter 2020 freeze

TOWN OF PROSPER

DEPARTMENT:

POLICE

DIVISION:

OPERATIONS

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Response time (minutes)	5:14	5:49	6:24
Total Part 1 Crimes	364	243	404
Violent crimes	120	71	133
Property crimes	244	172	271
Total Part 1 Crimes per capita 1,000	11.70	8.17	12.98
Violent crimes per capita 1,000	3.86	2.64	4.28
Property crimes per capita 1,000	7.85	5.53	8.71

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 2,711,912	\$ 3,823,961	\$ 3,940,206
Operations	605,647	698,471	859,693
Capital	190,677	105,604	361,488
Transfers	350,015	-	-
VERF Charges for Services	-	183,712	221,526
TOTAL	\$ 3,858,251	\$ 4,811,748	\$ 5,382,913

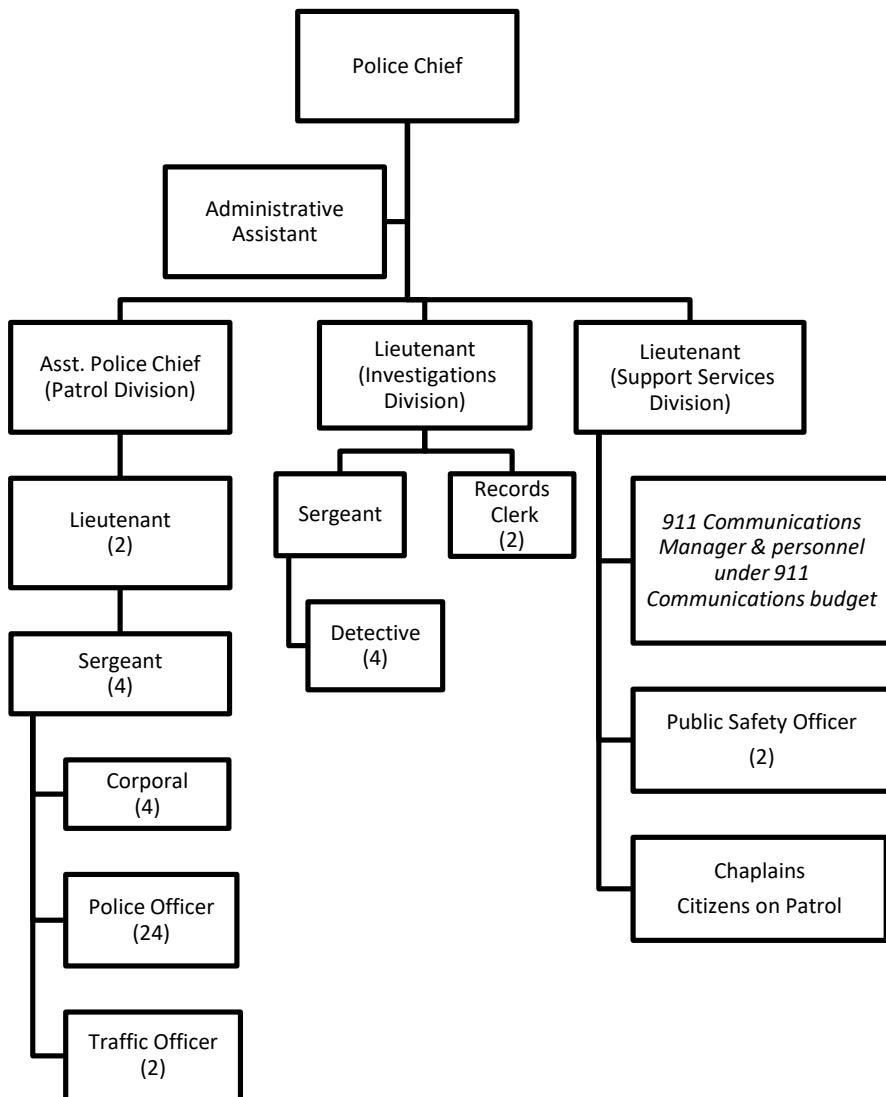
PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Administrative Assistant (Administration)	1.0	1.0	1.0
Assistant Police Chief (Administration)	1.0	1.0	1.0
Corporal (Patrol)	4.0	4.0	4.0
Detective (CID)	3.0	3.0	4.0
Lieutenant (2 Patrol, 1 CID, 1 Support Services)	2.0	4.0	4.0
Police Chief (Administration)	1.0	1.0	1.0
Police Officer* (Patrol)	20.0	20.0	24.0
Police Officer (Patrol-Traffic Unit)	2.0	2.0	2.0
Public Safety Officer (Support Services)	0.0	2.0	2.0
Records Clerk (CID)	1.0	2.0	2.0
Sergeant (CID)	1.0	1.0	1.0
Sergeant (Patrol)	4.0	4.0	4.0
TOTAL	40.0	45.0	50.0

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

TOWN OF PROSPER

DEPARTMENT:
POLICE

DIVISION:
OPERATIONS



TOWN OF PROSPER

DEPARTMENT:

POLICE

DIVISION:

9-1-1 COMMUNICATIONS

PROGRAM DESCRIPTION

The 9-1-1 Communications Center contributes to the safety and well-being of Prosper with efficient and professional communication services.

GOALS AND OBJECTIVES

Town Council Goal - Premier residential community

Town Council Goal - Investment in Prosper's future

Town Council Goal - Financially responsible Town government providing exceptional municipal services

•Diligently and systematically gather information necessary to ensure a safe and effective response for the caller and first responders.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Calls for service	24,819	33,388	35,725
Total Telephone Calls 9-1-1/Non-Emergency calls	39,180	41,655	42,002

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Emergency Medical Dispatch Accuracy	89%	90%	92%
Answering all 9-1-1 Calls within 10 seconds	96%	98%	99%

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 837,856	\$ 954,832	\$ 988,043
Operations	175,695	121,145	148,837
Capital	-	20,634	-
Transfers	10,455	-	-
VERF Charges for Services	-	2,475	430
TOTAL	\$ 1,024,006	\$ 1,099,086	\$ 1,137,310

TOWN OF PROSPER

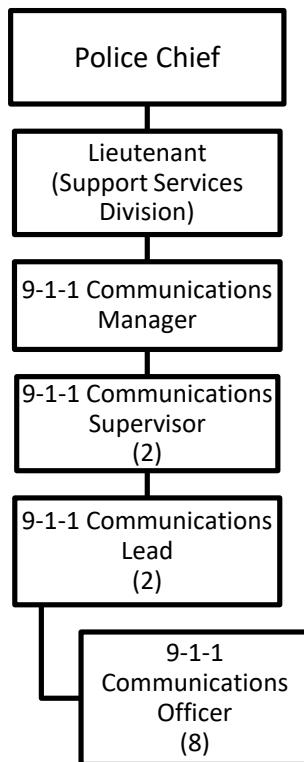
DEPARTMENT:

POLICE

DIVISION:

9-1-1 COMMUNICATIONS

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Communications Manager	1.0	1.0	1.0
Communications Lead	2.0	2.0	2.0
Communications Supervisor	2.0	2.0	2.0
Communications Officer	6.0	8.0	8.0
TOTAL	11.0	13.0	13.0



TOWN OF PROSPER

DEPARTMENT:

Fire Services

DIVISION:

Operations

PROGRAM DESCRIPTION

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

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

GOALS AND OBJECTIVES

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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.
- 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.
- Ensure Fiscal Responsibility.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Calls for service to emergency incidents	2,519	3,323	3,350

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Average response time to emergency incidents (minutes)	5:41	6:10	6:20
Total Response Time 90th Percentile	9:17	9:20	9:30

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 5,001,325	\$ 5,544,484	\$ 5,563,878
Operations	939,921	794,583	1,098,516
Capital	199,201	336,836	-
Transfers	942,328	1,810,000	1,100,000
VERF Charges for Services	-	354,231	435,181
TOTAL	\$ 7,082,775	\$ 8,840,134	\$ 8,197,575

TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Fire Services	Operations

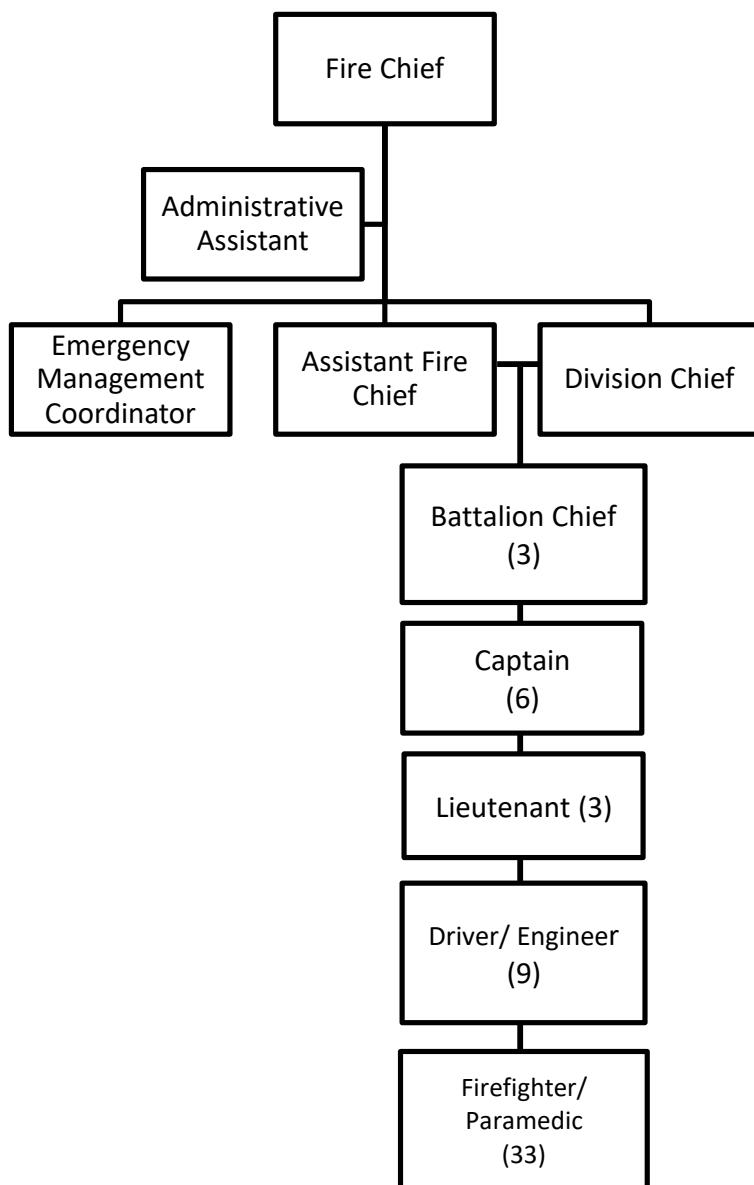
PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	1.0	1.0	1.0
Assistant Fire Chief	1.0	1.0	1.0
Battalion Chief	0.0	3.0	3.0
Captain	6.0	6.0	6.0
Division Chief	1.0	1.0	1.0
Driver/Engineer	9.0	9.0	9.0
Emergency Management Coordinator	1.0	1.0	1.0
Fire Chief	1.0	1.0	1.0
Firefighter/Paramedic*	24.0	24.0	33.0
Firefighter/Paramedic - Temporary Pool	15.0	15.0	0.0
Lieutenant	3.0	3.0	3.0
TOTAL	62.0	65.0	59.0

*18 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 - Financially responsible Town government providing exceptional municipal services

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Inspections	1,864	1,923	2,100

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Businesses inspected annually*	82%	97%	97%

*Number of Inspections down due to COVID-19 March 2020 - May 2020

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 394,463	\$ 447,234	\$ 482,258
Operations	36,110	35,476	47,642
Capital	-	-	-
Transfers	11,076	-	-
VERF Charges for Services	-	9,858	10,872
TOTAL	\$ 441,649	\$ 492,568	\$ 540,772

TOWN OF PROSPER

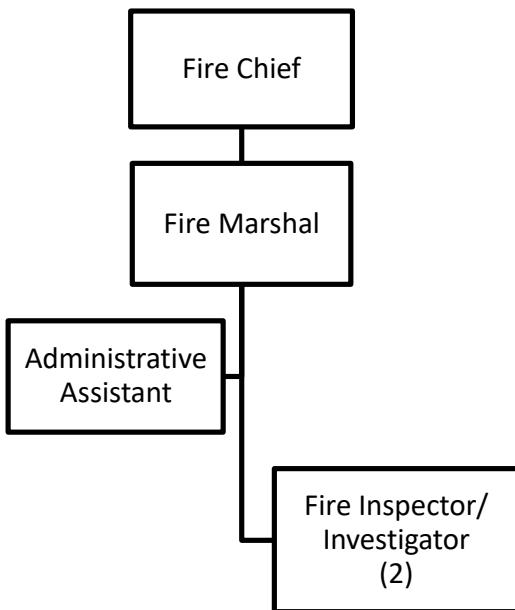
DEPARTMENT:

Fire Services

DIVISION:

Marshal

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	0.0	1.0	1.0
Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	2.0	2.0	2.0
TOTAL	3.0	4.0	4.0



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 - Successful Prosper Downtown Redevelopment

- Maintain high-quality development consistent with Town's standards and codes.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Have and retain a "top-quality" Town workforce with competitive compensation.
- Provide exceptional Town services responsive to the needs of our Prosper community and our residents.
- Update/upgrade Town information technology - hardware and software.

Town Council Goal - Premier Residential Community

- Have new developments with marquee amenities.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Total permits issued	3,237	3,878	3,300
Single Family permits issued	937	1,453	1,000
Certificates of Occupancy issued	128	135	140

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Ensure house permits are reviewed within ten (10) business days	100%	66%	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	80%	50%	80%

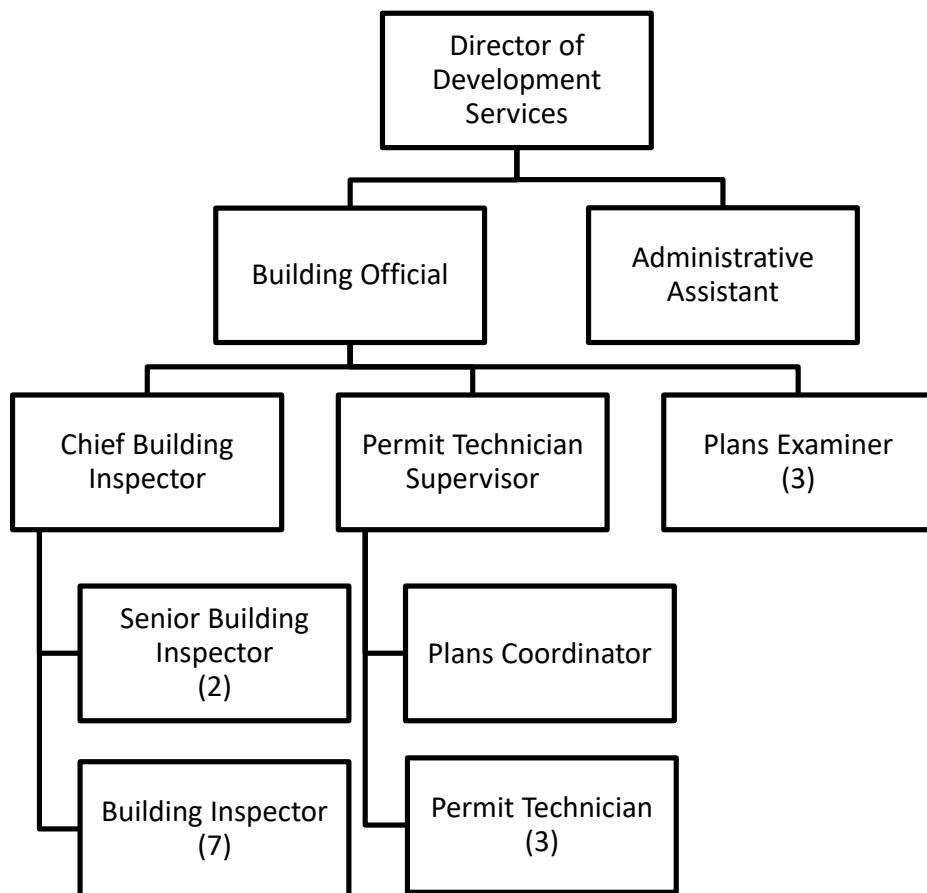
EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 1,313,238	\$ 1,465,162	\$ 1,699,821
Operations	231,816	1,479,202	1,153,444
Capital	-	-	54,626
Transfers	31,026	-	-
VERF Charges for Services	-	19,567	24,486
TOTAL	\$ 1,576,080	\$ 2,963,931	\$ 2,932,377

TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Building Inspections

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	1.0	1.0	1.0
Building Inspector	5.0	5.0	7.0
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
Permit Technician Supervisor	0.0	1.0	1.0
Plans Coordinator	0.0	1.0	1.0
Plans Examiner	2.0	3.0	3.0
Senior Building Inspector	2.0	2.0	2.0
Senior Plans Examiner	1.0	0.0	0.0
TOTAL	16.0	18.0	20.0



TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Code Compliance

PROGRAM DESCRIPTION

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

- Have new developments with marquee amenities.
- Recommend modifications and enhancements to town codes and ordinances.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Customer friendly and personal Town services.
- Continuing the Meet and Greet Initiative to welcome and hand deliver Certificate of Occupancy to new businesses.
- Provide onsite food safety training and education during Health Inspections and Follow Ups.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Courtesy notices sent to property owners	1,044	1,010	1,048
Heath Inspections, including new and reinspection's	350	540	600

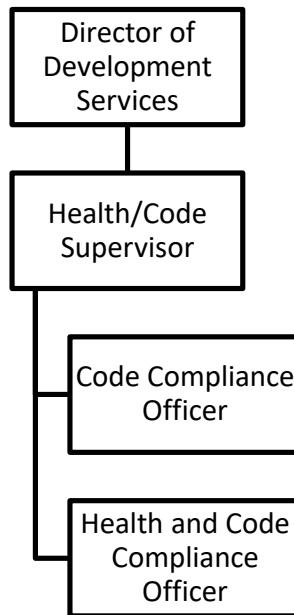
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Inspect all food establishments twice per year	100%	90%	100%
Respond to and investigate complaints within same day or within 24 hours	95%	100%	100%
Proactively notify all property owners along major and minor thoroughfares seeking compliance of the high grass and weeds ordinance	95%	100%	100%
As part of the annual registration and inspection program, require abatement/corrections of multifamily inspection issues within 30 days	100%	100%	100%

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 194,255	\$ 256,508	\$ 270,495
Operations	112,910	166,547	168,359
Capital	24,046	-	-
Transfers	6,077	-	-
VERF Charges for Services	-	5,663	8,816
TOTAL	\$ 337,288	\$ 428,718	\$ 447,670

TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Development Services	Code Compliance

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Code Compliance Officer	1.0	1.0	1.0
Health and Code Compliance Officer	1.0	1.0	1.0
Health/Code Supervisor	1.0	1.0	1.0
TOTAL	3.0	3.0	3.0



TOWN OF PROSPER

DEPARTMENT:
Development Services

DIVISION:
Planning

PROGRAM DESCRIPTION

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

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

GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

- Have new developments with marquee amenities.
- Preserve high value, large homes built on large lots.
- Have a strong working partnership with Prosper ISD.

Town Council Goal - Successful Dallas North Tollway Development

- Develop the Dallas North Tollway corridor consistent with the Vision and Master Plan.
- Develop corridor linking the Dallas North Tollway corridor, Prosper Downtown and Blue Star Development.
- Maintain high-quality development consistent with Town's standards and codes.
- Have beautiful new development creating/enhancing Prosper's sense of place.

Town Council Goal - Successful Prosper Downtown Redevelopment

- Revitalize Prosper Downtown as a Small Town Downtown consistent with the Vision and Master Plan.
- Maintain high-quality development consistent with Town's standards and codes.
- Develop corridor linking the Dallas North Tollway corridor, Prosper Downtown and Blue Star Development.
- Develop Blue Star Development consistent with development plans and agreement.
- Have beautiful new development creating/enhancing Prosper's sense of place.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Development and Zoning Cases	154	150	150

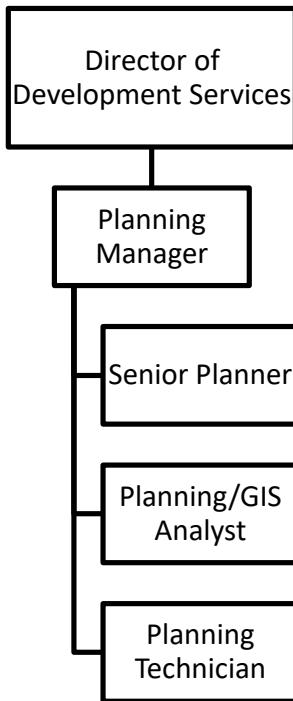
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Assist Director of Development Services in development of Dallas North Tollway Design Standards/Overlay	10%	40%	100%
Assist Director of Development Services in Comprehensive Plan 10-year update	10%	10%	90%
Participate in Economic Development Corporation Downtown Study initiative	0%	10%	75%
Place Development submittals on Planning and Zoning Commission agenda within 30 days of receipt of application	100%	100%	100%
Participate in the implementation of permitting software (Energov) implementation	10%	25%	90%

TOWN OF PROSPER

DEPARTMENT: Development Services **DIVISION:** Planning

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Personnel	\$ 563,856	\$ 574,217	\$ 582,107
Operations	155,344	237,585	247,682
Transfers	1,005	-	-
VERF Charges for Services	-	1,008	1,516
TOTAL	\$ 720,205	\$ 812,810	\$ 831,305

PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
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
TOTAL	5.0	5.0	5.0



TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Streets

PROGRAM DESCRIPTION

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

GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- By upgrading and expanding roads; protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies; enhancing traffic flow and reducing traffic congestion; and having well-designed, well-built and well-maintained neighborhood infrastructure.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- By having and retaining a "top quality" Town workforce with competitive compensation; having a Town organizational culture that values innovation, productivity, responsibility, and accountability and empowers managers and employees; and providing exceptional Town services responsive to the needs of our Prosper community and our residents.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Number of Work Orders	679	743	857

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Repair street signs and regulatory signage within four hours of initial contact	90%	90%	95%
Respond to icy road conditions within two hours	100%	100%	100%

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 548,329	\$ 609,086	\$ 813,264
Operations	937,920	2,017,862	2,153,313
Capital	31,308	26,527	107,001
Transfers	1,318,244	154,161	-
VERF Charges for Services	-	33,543	43,551
TOTAL	\$ 2,835,801	\$ 2,841,179	\$ 3,117,129

TOWN OF PROSPER

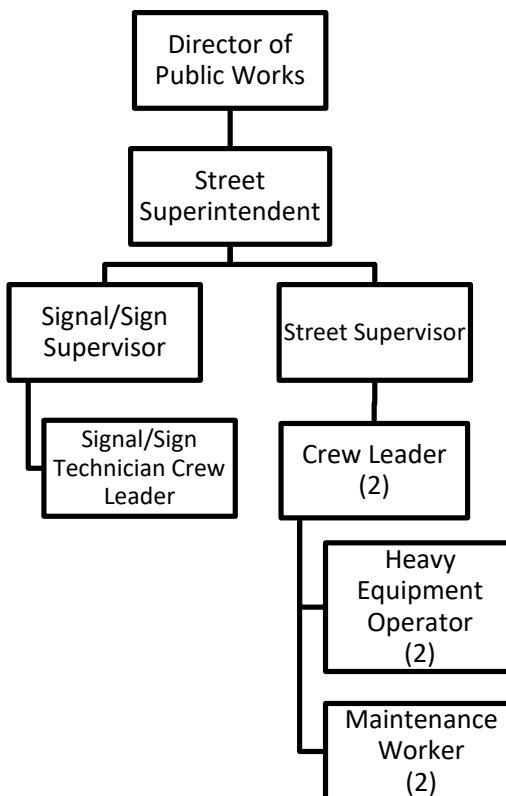
DEPARTMENT:

Public Works

DIVISION:

Streets

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Crew Leader	2.0	2.0	2.0
Heavy Equipment Operator	2.0	2.0	2.0
Maintenance Worker	2.0	2.0	2.0
Signal/Sign Supervisor	0.0	0.0	1.0
Signal/Sign Technician Crew Leader	1.0	1.0	1.0
Street Superintendent	1.0	1.0	1.0
Street Supervisor	0.0	0.0	1.0
TOTAL	8.0	8.0	10.0



TOWN OF PROSPER

DEPARTMENT:

Public Works

DIVISION:

Facilities Management

PROGRAM DESCRIPTION

The Facilities Management Division was established in Fiscal Year 2017-2018 to consolidate all facility maintenance functions into one central budget for the new Town Hall facility. The new Public Safety and Dispatch facility was 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	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ -	\$ -	\$ -
Operations	283,802	671,138	580,851
Capital	18,966	-	-
Transfers	-	-	-
TOTAL	\$ 302,768	\$ 671,138	\$ 580,851

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 - Premier Residential Community

- 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.

Town Council Goal - Investment in Prosper's Future

- Provide park design and construction of parks that meets the needs of the community as well as enhances the value of the property surrounding the park.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Continue to pursue funding assistance and grants for park CIP projects.
- Work with the developing community and other organizations to develop our park system.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Provide adequate park land to meet Towns existing and future needs (Master Plan LOS 11.25-20.5 acres per 1,000 population)	16.5	15.0	14.0
Review of private development Landscape Plans and Tree Preservation plans	681	767	853

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Total acres of park land within the Town both developed and undeveloped	469	476	501
Total miles of Town owned trails	37	42	46

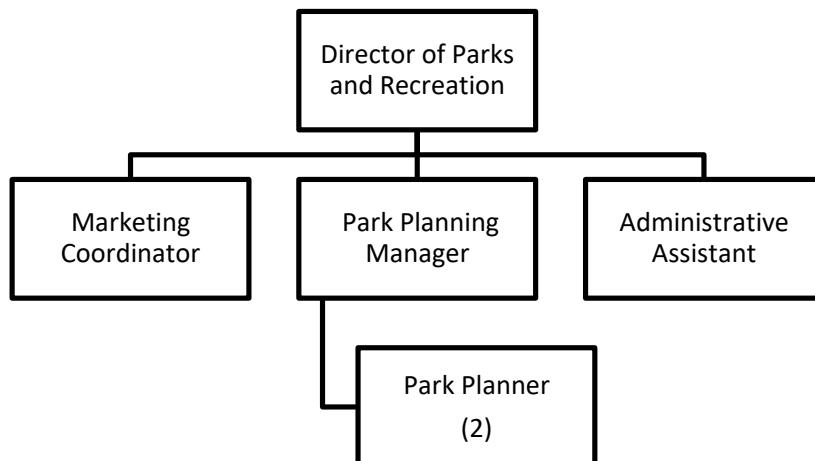
EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 470,775	\$ 479,954	\$ 654,532
Operations	200,246	266,395	346,138
Capital	23,626	120,000	-
Transfers	11,380	270,000	1,545,000
VERF Charges for Services	-	3,657	3,620
TOTAL	\$ 706,027	\$ 1,140,006	\$ 2,549,290

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Administration

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	0.0	0.0	1.0
Director of Parks and Recreation	1.0	1.0	1.0
Marketing Coordinator	1.0	1.0	1.0
Park Planner	1.0	1.0	2.0
Park Planning Manager	0.0	1.0	1.0
Senior Park Planner	1.0	0.0	0.0
TOTAL	4.0	4.0	6.0



TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Operations

PROGRAM DESCRIPTION

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

GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

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

Town Council Goal - Investment in Prosper's Future

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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Maintain and prepare game and practice facilities to meet the local sports league needs for available space (number of participants)	3,700	8,200	8,900
Acres of park land maintained	210	221	282

EFFICIENCY / EFFECTIVENESS MEASURES

	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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Maintain playgrounds that meet the latest American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines	95%	97%	100%
Work with outside groups who perform service projects to minimize staff time or provide additional items (Goal: 2 projects per year)	0*	2	2

* No projects completed in FY 19/20 due to COVID.

EXPENDITURE SUMMARY

	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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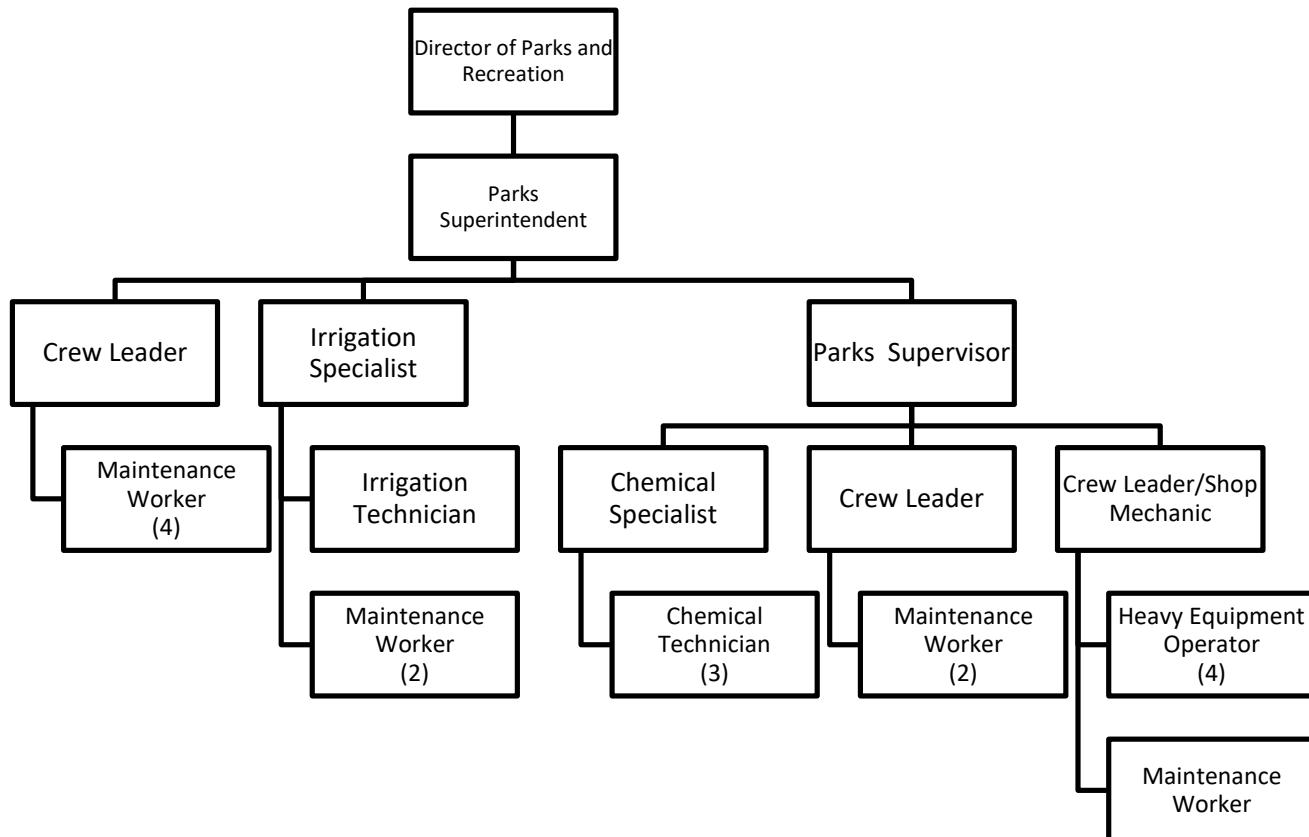
Personnel	\$ 1,411,230	\$ 1,491,045	\$ 1,698,836
Operations	1,017,865	1,074,681	1,205,944
Capital	175,173	195,415	72,533
Transfers	130,113	17,837	-
VERF Charges for Services	-	145,635	94,953
TOTAL	\$ 2,734,381	\$ 2,924,613	\$ 3,072,266

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Operations

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Chemical Specialist	1.0	1.0	1.0
Chemical Technician	2.0	2.0	3.0
Crew Leader	2.0	2.0	2.0
Crew Leader/Shop Mechanic	0.0	0.0	1.0
Heavy Equipment Operator	3.0	3.0	4.0
Irrigation Specialist	1.0	1.0	1.0
Irrigation Technician	1.0	1.0	1.0
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
TOTAL	21.0	21.0	24.0



TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Recreation

PROGRAM DESCRIPTION

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

GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Recreation income*	\$ 61,406	\$ 153,025	\$ 140,000
Number of classes and programs offered throughout the year	73	79	88
Attendance of annual Town events (Cedarbrook partnered events not included)	4,500	1,500	6,000
Annual Pavilion rentals*	40	87	100

*Due to Covid-19, Spring and partial Summer programs and Town special events were cancelled/postponed. Community Picnic and Christmas Festival were cancelled as well.

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Percent of classes/programs that meet attendance requirement	86%	92%	90%

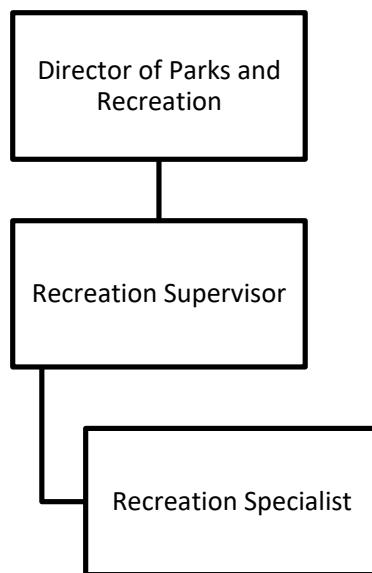
EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 140,611	\$ 129,472	\$ 143,704
Operations	68,292	138,520	203,655
Transfers	-	-	-
VERF Charges for Services	-	-	-
TOTAL	\$ 208,903	\$ 267,992	\$ 347,359

TOWN OF PROSPER

DEPARTMENT:
Community Services

DIVISION:
Park Recreation

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Recreation Specialist	1.0	1.0	1.0
Recreation Supervisor	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0



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 - Investment in Prosper's Future
Town Council Goal - Financially responsible Town government providing exceptional municipal services

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Library visits	18,702	25,957	24,000
Items circulated	72,522	104,000	85,000
Program attendance	7,793	9,453	10,000
Library card holders	5,874	7,791	7,400
Collection Size	24,945	28,435	28,000

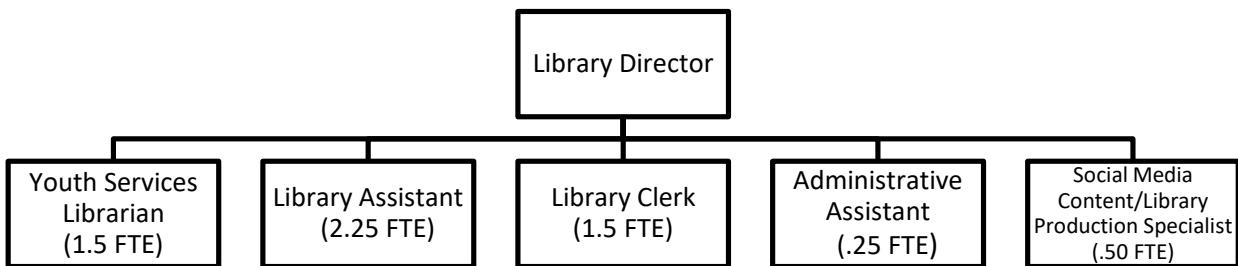
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Library Card holders as a % of population	19%	25%	24%
Circulation per capita	2.33	3.34	2.70
Library visits per capita	60.00	83%	77%
Holdings per capita	0.88	0.91	0.90

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 384,932	\$ 451,334	\$ 498,406
Operations	72,431	86,978	105,557
Transfers	-	-	-
VERF Charges for Services	6,794	3,138	2,857
TOTAL	\$ 464,157	\$ 541,450	\$ 606,820

TOWN OF PROSPER

DEPARTMENT: Community Services **DIVISION:** Library

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	0.25	0.25	0.25
Library Assistant	2.25	2.25	2.25
Library Clerk	1.50	1.50	1.50
Library Director	1.0	1.0	1.0
Social Media Content/Library Production Specialist	0.0	0.0	0.5
Youth Services Librarian	1.5	1.5	1.5
TOTAL	6.5	6.5	7.0



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 - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

- 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 - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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 - Premier Residential Community

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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Number of plan reviews for developments and subdivisions to construction	188	220	250
Conduct and document daily inspection of all CIP and Town Infrastructure improvements*	5,000	5,000	5,000
Inquiries from citizens, government agencies, and other general inquiries	1,300	2,000	2,200

*Estimate based on 10 inspections per person x 250 days per year. Actual number of inspections will be tracked with implementation of Energov software.

EFFICIENCY / EFFECTIVENESS MEASURES

	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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Review all development plans submitted within 10-day turnaround	75%	62%	95%
Meet all benchmark schedules for design, land acquisition, utility relocation and construction for CIP projects	85%	90%	95%
Respond to contractors request for information within 3 working days	100%	98%	100%
Approve monthly pay applications within 5 days of satisfactory submittal	90%	90%	95%
Complete daily inspection reports on all Town CIP projects	90%	80%	100%

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Engineering

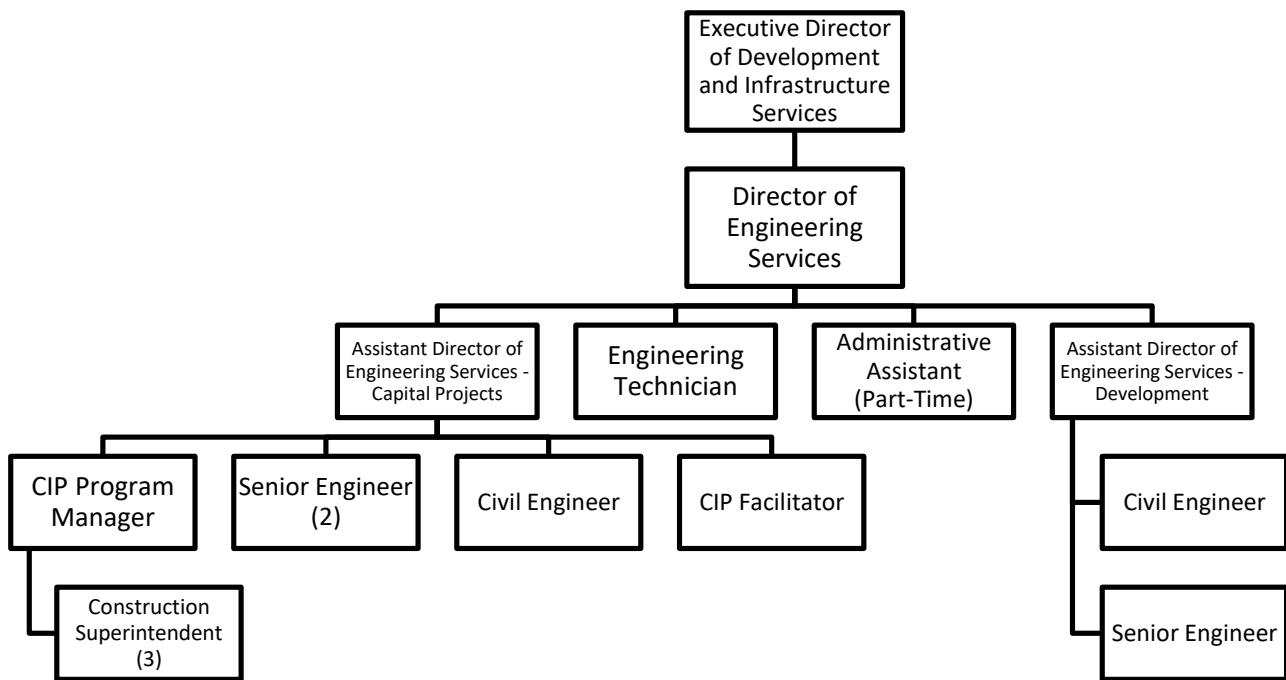
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 1,440,219	\$ 1,680,818	\$ 2,136,017
Operations	177,786	287,009	346,078
Capital	-	-	36,398
Transfers	8,332	960,998	1,650,000
VERF Charges for Services	-	7,472	7,199
TOTAL	\$ 1,626,337	\$ 2,936,297	\$ 4,175,692

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	1.0	1.0	0.5
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 Facilitator	0.0	0.0	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	3.0
Director of Engineering Services	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
Executive Director of Development and Infrastructure Services	1.0	1.0	1.0
Senior Engineer	1.0	1.0	3.0
TOTAL	12.0	12.0	15.5

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Engineering







WATER AND SEWER FUND

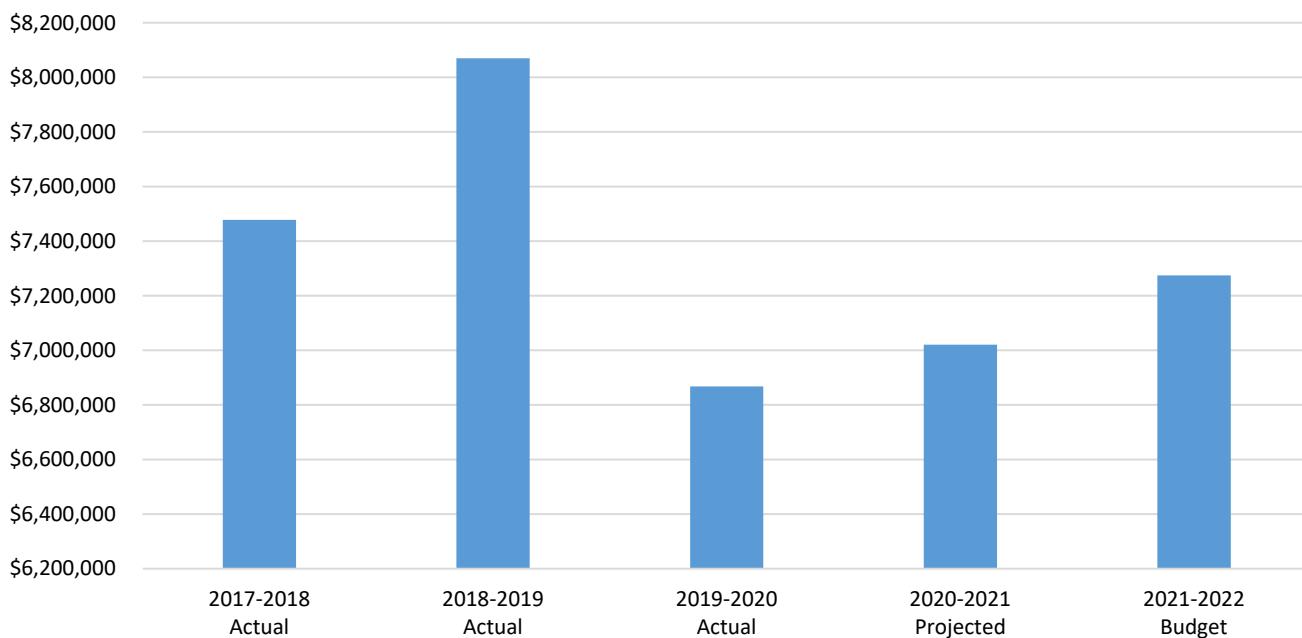


Water and Sewer Fund Description

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

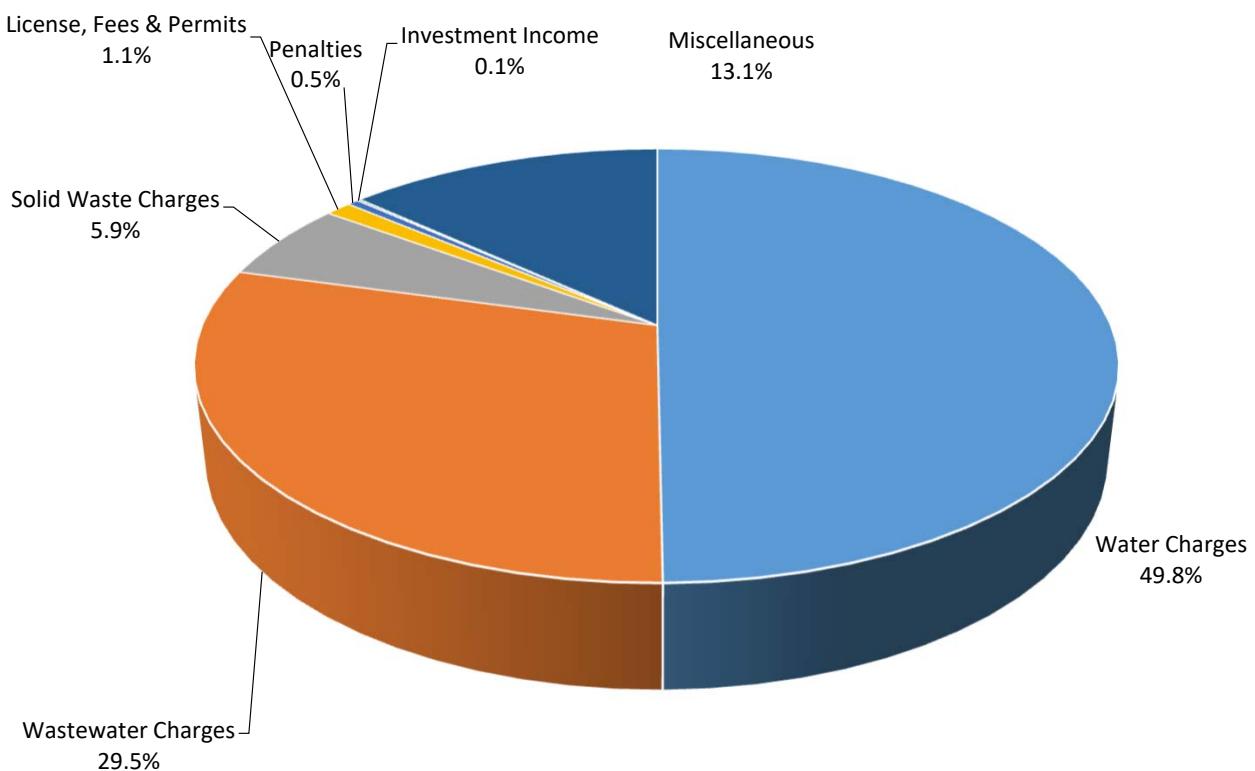


Fiscal Year	Days Over Minimum Reserve	Value of Each Day	%
2017-2018	145	\$ 51,491	42.46%
2018-2019	151	\$ 53,393	41.98%
2019-2020	94	\$ 72,679	26.25%
2020-2021	102	\$ 68,666	28.40%
2021-2022	87	\$ 83,892	24.09%

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

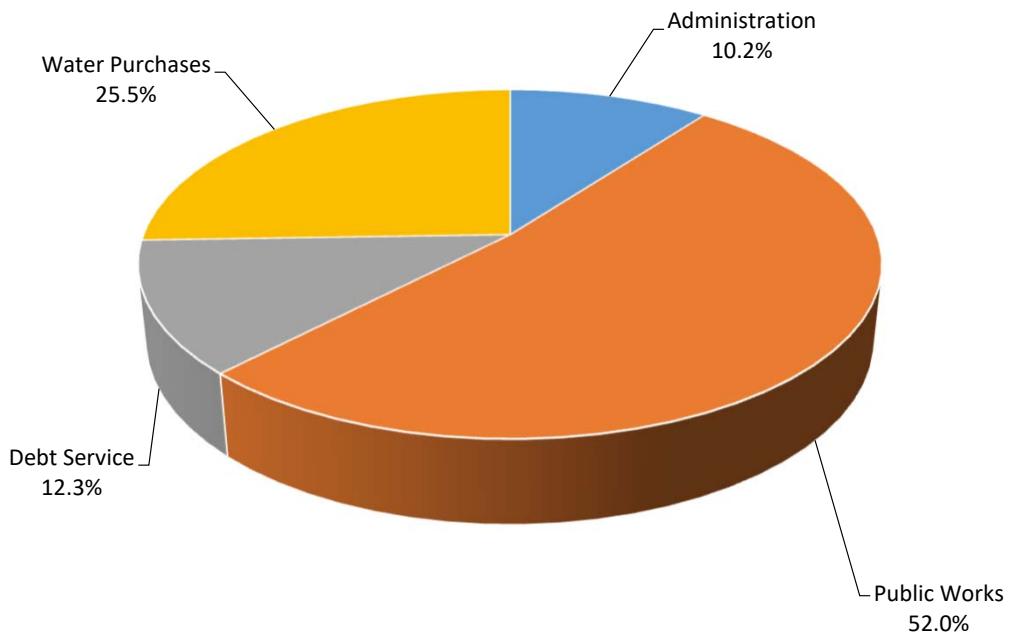
Water and Sewer Fund Revenues
By Source

Revenue Category	FY 2022 Adopted	% of Total
Water Charges	15,179,476	49.8%
Wastewater Charges	8,972,771	29.5%
Solid Waste Charges	1,779,679	5.9%
License, Fees & Permits	332,928	1.1%
Penalties	143,500	0.5%
Investment Income	40,000	0.1%
Miscellaneous	4,006,491	13.1%
Revenue Total	\$ 30,454,845	100.0%



**Water and Sewer Fund Appropriations
By Department**

Department	FY 2022 Adopted	% of Total
Administration	3,092,412	10.2%
Public Works	15,694,874	52.0%
Debt Service	3,712,637	12.3%
Water Purchases	7,701,317	25.5%
Expense Total	\$ 30,201,240	100.0%

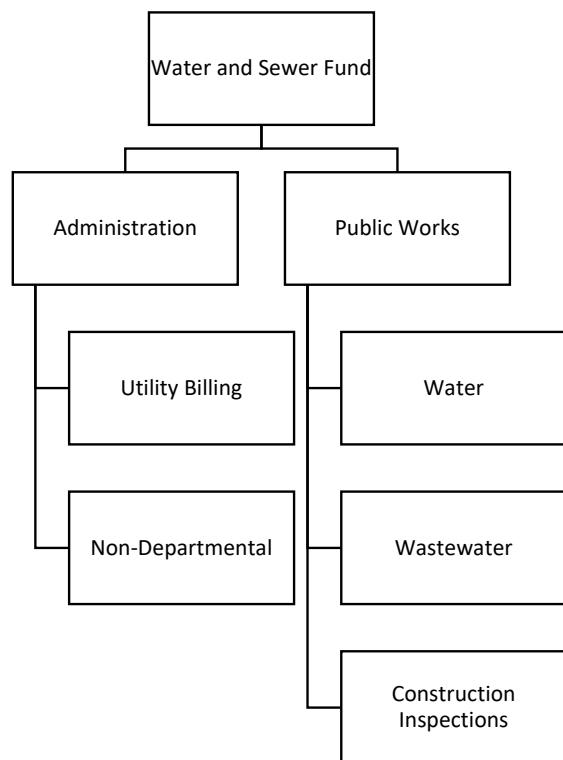


Water and Sewer Fund Summary

NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	
REVENUES	Water Charges for Services	14,299,070	14,203,322	13,913,148	15,179,476	16,391,879	17,483,310	18,651,142	19,900,722	
	Wastewater Charges for Services	7,345,386	8,012,010	8,322,822	8,972,771	9,396,410	9,841,230	10,308,292	10,798,706	
	Sanitation Charges for Services	1,406,615	1,527,500	1,603,314	1,779,679	1,868,663	1,962,096	2,060,201	2,163,211	
	License, Fees & Permits	302,724	265,700	310,145	332,928	342,982	352,602	362,669	373,202	
	Water Penalties	2,000	1,500	1,500	1,500	1,718	1,763	1,808	1,855	
	Utility Billing Penalties	50,182	112,000	60,000	142,000	142,000	142,000	142,000	142,000	
	Investment Income	90,147	55,000	40,000	40,000	40,000	40,000	40,000	40,000	
	Other	2,605,977	327,661	622,062	4,006,491	356,491	356,491	356,491	356,491	
		TOTAL REVENUES	\$ 26,102,101	\$ 24,504,693	\$ 24,872,991	\$ 30,454,845	\$ 28,540,143	\$ 30,179,493	\$ 31,922,602	\$ 33,776,187
EXPENDITURES	Administration	2,266,786	2,690,901	2,711,612	3,092,412	3,246,388	3,408,707	3,579,142	3,758,099	
	Debt Service	3,930,989	3,701,269	3,701,269	3,712,637	4,661,528	4,979,667	4,536,973	4,854,561	
	Water Purchases	6,534,151	6,681,709	7,176,035	7,701,317	8,247,152	8,824,453	9,442,164	10,103,116	
	Public Works	13,432,445	11,519,251	11,130,843	15,694,874	12,233,327	13,089,660	13,744,143	14,981,116	
		TOTAL EXPENDITURES	\$ 26,164,371	\$ 24,593,130	\$ 24,719,759	\$ 30,201,240	\$ 28,388,395	\$ 30,302,487	\$ 31,302,423	\$ 33,696,892
		<i>Net Income (Loss)</i>	<i>\$ (62,270)</i>	<i>\$ (88,437)</i>	<i>\$ 153,232</i>	<i>\$ 253,605</i>	<i>\$ 151,748</i>	<i>\$ (122,994)</i>	<i>\$ 620,180</i>	<i>\$ 79,294</i>
CHANGE IN NET ASSETS			\$ (62,270)	\$ (88,437)	\$ 153,232	\$ 253,605	\$ 151,748	\$ (122,994)	\$ 620,180	\$ 79,294
BEGINNING NET ASSETS			\$ 6,929,669	\$ 6,867,399	\$ 6,867,399	\$ 7,020,631	\$ 7,274,236	\$ 7,425,984	\$ 7,302,990	\$ 7,923,170
ENDING NET ASSETS			\$ 6,867,399	\$ 6,778,962	\$ 7,020,631	\$ 7,274,236	\$ 7,425,984	\$ 7,302,990	\$ 7,923,170	\$ 8,002,464
1.25 times Debt Service Reserve Limit			1.75	1.83	1.90	1.96	1.59	1.47	1.75	1.65
AMOUNT OVER (UNDER) IN DAYS OPERATING COST			94	99	102	87	94	87	91	85

Water and Sewer Fund Overview



TOWN OF PROSPER

DEPARTMENT: UTILITY BILLING
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, winter average adjustment, account maintenance, processing of work orders and collection services. Posting payments to customer's account. Issuing Household Hazardous Waste (HHW) vouchers to residents. Issuing NTTA tags to customers. Annual Spring Clean up.

GOALS AND OBJECTIVES

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- Provide first rate utility billing service.
- Customer Service Representative will have all necessary information on hand to answer and meet our customers needs.
- Keep accurate records of all water, wastewater and solid waste accounts billed for the Town of Prosper.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Create/process work orders (annually)	15,997	17,000	17,500
Average payments by auto draft (monthly)	2,228	2,400	2,500
Average payments by credit card draft (monthly)	488	550	600
Online payments (website) (annually)	19,825	21,000	21,000
Lockbox payments (monthly)	2,405	2,600	2,700
New connects (annually)	2,909	3,500	3,900
Disconnections for non-payment (annually)*	337	400	420
Number of customers billed (monthly average)	9,914	10,500	10,900

*Disconnections were suspended from April 2020 - September 2021 due to COVID-19

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
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%

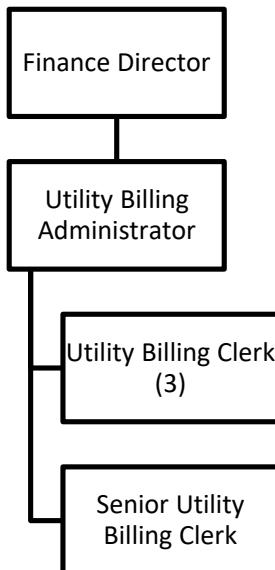
TOWN OF PROSPER

DEPARTMENT: UTILITY BILLING
Administration

DIVISION:
Utility Billing

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 272,935	\$ 291,047	\$ 366,210
Operations	1,640,809	1,923,757	2,110,704
Capital	-	-	-
Transfers	44,932	44,701	42,697
VERF Charges for Services	-	-	3,221
TOTAL	\$ 1,958,676	\$ 2,259,505	\$ 2,522,832

PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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	3.0
TOTAL	4.0	4.0	5.0



TOWN OF PROSPER

DEPARTMENT:
Administration

DIVISION:
Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental budget supports the Town's property insurance, a franchise fee paid to the General Fund for cost of administrative services, and the debt service payments for the Water and Sewer fund. Projected salary savings for the Water and Sewer Fund are also accounted for in this division.

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET
			2021-2022
Personnel/(Projected Fund Salary Savings)	\$ -	\$ (58,146)	\$ (57,882)
Operations	308,110	510,253	627,462
Capital	-	-	-
Transfers	-	-	-
Debt	3,930,989	3,701,269	3,712,637
TOTAL	\$ 4,239,099	\$ 4,153,376	\$ 4,282,217

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 - Investment in Prosper's Future

- by protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies and having well-designed, well-built and well-maintained neighborhood infrastructure.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- by having and retaining a "top quality" Town workforce with competitive compensation; having a Town organizational culture that values innovation, productivity, responsibility, and accountability and empowers managers and employees; and providing exceptional Town services responsive to the needs of our Prosper community and our residents.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Work order total	9,517	12,556	11,420
Surface water pumped in million gallons	2,221	2,390	2,427
Water flushed in million gallons	494	444	450

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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%	90%	93%
Maintain the total unaccounted water under 12%	100%	100%	100%

TOWN OF PROSPER

DEPARTMENT:	DIVISION:
Public Works	Water

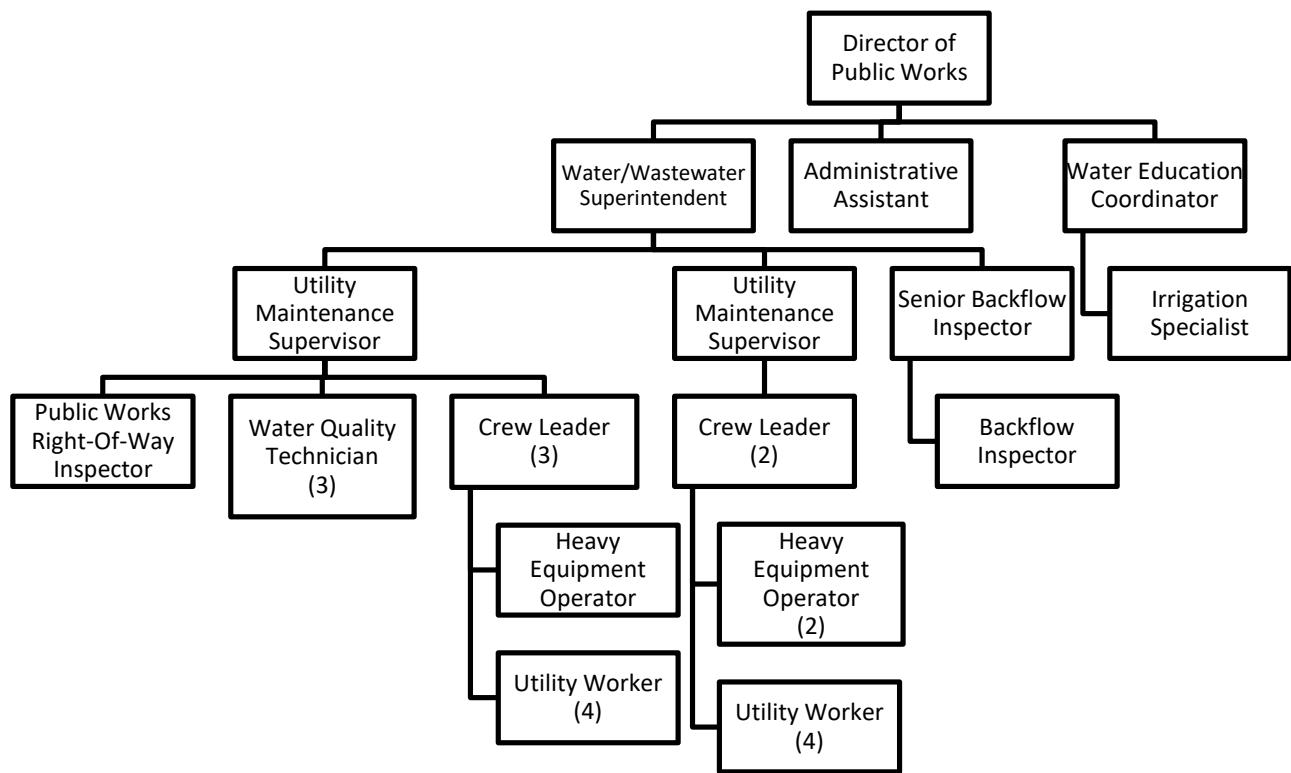
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 1,739,121	\$ 2,064,393	\$ 2,357,194
Operations	8,026,757	9,304,973	9,429,036
Capital	137,546	46,264	64,038
Transfers	865,696	704,319	723,084
VERF Charges for Services	-	-	136,372
TOTAL	\$ 10,769,120	\$ 12,119,949	\$ 12,709,724

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Administrative Assistant	1.0	1.0	1.0
Backflow Inspector	1.0	1.0	1.0
Crew Leader	4.0	4.0	5.0
Director of Public Works	1.0	1.0	1.0
Heavy Equipment Operator	3.0	3.0	3.0
Irrigation Specialist	0.0	0.0	1.0
Public Works Right-Of-Way Inspector	0.0	1.0	1.0
Senior Backflow Inspector	1.0	1.0	1.0
Utility Facilities Maintenance Supervisor	1.0	1.0	0.0
Utility Maintenance Supervisor	1.0	1.0	2.0
Utility Worker	8.0	8.0	8.0
Water and Wastewater Superintendent	1.0	1.0	1.0
Water Education Coordinator	1.0	1.0	1.0
Water Quality Technician	2.0	3.0	3.0
TOTAL	25.0	27.0	29.0

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 issuance.

GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- By protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies and having well-designed, well-built and well-maintained neighborhood infrastructure.

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- By having and retaining a "top quality" Town workforce with competitive compensation; having a Town organizational culture that values innovation, productivity, responsibility, and accountability and empowers managers and employees; and providing exceptional Town services responsive to the needs of our Prosper community and our residents.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Public works inspections	1,954	2,012	2,190
Feet of wastewater lines inspected by camera	162,266	178,492	205,266
Work Orders	1,128	1,240	1,365
Fats, Oils, and Grease (FOG) Inspections	484	594	710

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
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%

TOWN OF PROSPER

DEPARTMENT:

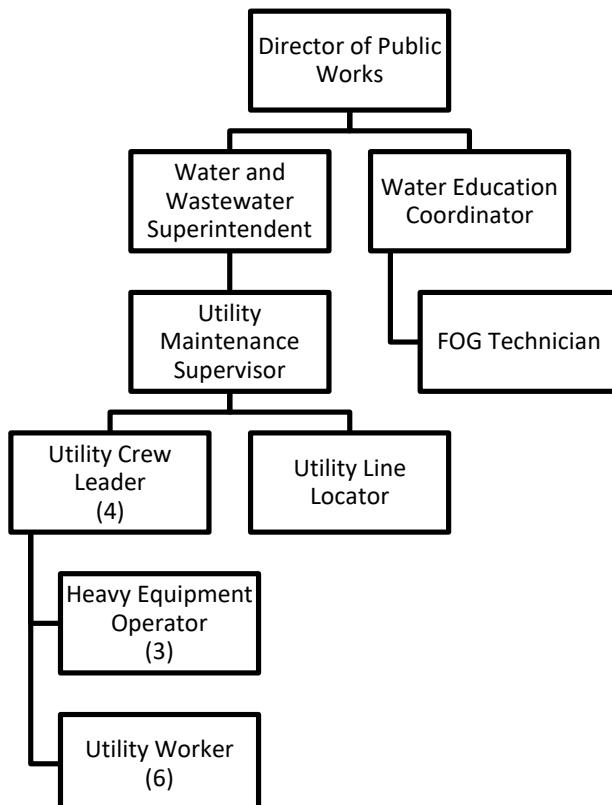
Public Works

DIVISION:

Wastewater

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 807,866	\$ 962,208	\$ 1,125,944
Operations	3,370,620	4,513,756	4,785,494
Capital	281,558	84,586	34,982
Transfers	294,516	223,957	234,899
VERF Services for Charges	-	-	96,710
TOTAL	\$ 4,754,560	\$ 5,784,507	\$ 6,278,029

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Crew Leader	4.0	4.0	4.0
FOG Technician	1.0	1.0	1.0
Heavy Equipment Operator	3.0	3.0	3.0
Utility Line Locator	0.0	0.0	1.0
Utility Maintenance Supervisor	1.0	1.0	1.0
Utility Worker	5.0	6.0	6.0
TOTAL	14.0	15.0	16.0



TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Construction Inspections

PROGRAM DESCRIPTION

The Construction Inspection Division conducts inspections of all public infrastructure for private development and assists with 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

Town Council Goal - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

Town Council Goal - Financially responsible Town government providing exceptional municipal services

- 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.
- Issue ROW permits and perform inspection for all franchise work.

ACTIVITY DEMAND / ACTIVITY WORKLOAD

ACTUAL

REVISED

BUDGET

2019-2020

2020-2021

2021-2022

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

11,000

10,000

11,650

Inquiries from citizens, government agencies, and other general inquiries

1,500

1,700

2,000

Right-of-way (ROW) permits issued

1,508

1,114

1,400

Conduct ROW permitted inspections for private franchise utilities**

-

-

2,500

* Estimated based on (15 inspections per day per inspector x 250 days) + (10 weekend inspections x 40 days x 1 inspector).

** Estimated based on 10 inspections per day x 250 days.

Actual number of inspections will be tracked with implementation of Energov software.

EFFICIENCY / EFFECTIVENESS MEASURES

ACTUAL

REVISED

BUDGET

2019-2020

2020-2021

2021-2022

Respond to contractors request for information within 3 working days

100%

100%

100%

Conduct private development inspections within 24 hours of request

100%

100%

100%

Process ROW permits within 5 working days

-

-

100%

TOWN OF PROSPER

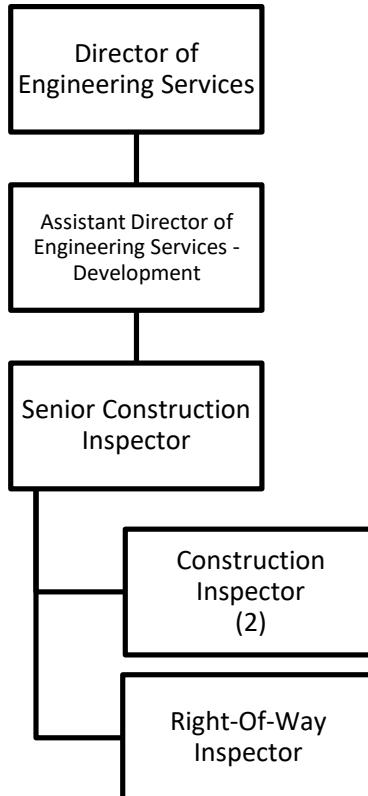
DEPARTMENT:
Engineering

DIVISION:
Construction Inspections

EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Personnel	\$ 299,829	\$ 348,561	\$ 344,091
Operations	16,580	53,861	48,120
Capital	-	-	4,000,000
Transfers*	4,126,507	-	-
VERF Charges of Services	-	-	16,227
TOTAL	\$ 4,442,916	\$ 402,422	\$ 4,408,438

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

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2019-2020	2020-2021	2021-2022
Construction Inspector	2.0	2.0	2.0
Right-Of-Way Inspector	1.0	1.0	1.0
Senior Construction Inspector	1.0	1.0	1.0
TOTAL	4.0	4.0	4.0





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 \$0.1820, which is 35.7% of the 2021 tax rate (\$0.51). The purpose of this fund is to retire outstanding general obligation bonds and pay interest on the indebtedness. The adopted budget includes a drawdown of fund balance of \$2M to be used towards the refunding of the Series 2012 General Obligation Bonds.

Debt Service Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Property Tax	7,000,806	7,549,503	7,549,503	10,620,466	11,592,366	12,471,564	13,355,277	14,243,143
	Investment Income	72,827	45,000	30,000	45,000	45,000	45,000	45,000	45,000
	<i>TOTAL REVENUES</i>	<i>\$ 7,073,633</i>	<i>\$ 7,594,503</i>	<i>\$ 7,579,503</i>	<i>\$ 10,665,466</i>	<i>\$ 11,637,366</i>	<i>\$ 12,516,564</i>	<i>\$ 13,400,277</i>	<i>\$ 14,288,143</i>
EXPENDITURES	Principal	3,819,353	4,275,377	4,275,377	5,891,423	6,351,948	6,915,810	7,439,979	7,989,868
	Interest	3,183,385	3,404,364	3,404,364	4,741,048	5,197,049	5,658,389	6,087,255	6,537,164
	Refunding Cash Contribution	-	-	-	2,000,000	-	-	-	-
	Administrative Fees	8,340	20,000	20,000	20,000	20,200	20,400	20,600	20,800
	<i>TOTAL EXPENDITURES</i>	<i>\$ 7,011,078</i>	<i>\$ 7,699,741</i>	<i>\$ 7,699,741</i>	<i>\$ 12,652,471</i>	<i>\$ 11,569,197</i>	<i>\$ 12,594,599</i>	<i>\$ 13,547,834</i>	<i>\$ 14,547,832</i>
	<i>Period Excess / (Deficit)</i>	<i>\$ 62,555</i>	<i>\$ (105,238)</i>	<i>\$ (120,238)</i>	<i>\$ (1,987,005)</i>	<i>\$ 68,169</i>	<i>\$ (78,035)</i>	<i>\$ (147,557)</i>	<i>\$ (259,689)</i>
OTHER FINANCING	Transfers Out for Debt Service	-	-	-	-	-	-	-	-
	<i>TOTAL OTHER FINANCING SOURCES (USES)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
NET CHANGE IN FUND BALANCE		\$ 62,555	\$ (105,238)	\$ (120,238)	\$ (1,987,005)	\$ 68,169	\$ (78,035)	\$ (147,557)	\$ (259,689)
BEGINNING FUND BALANCE		\$ 2,556,812	\$ 2,619,367	\$ 2,619,367	\$ 2,499,129	\$ 512,124	\$ 580,293	\$ 502,258	\$ 354,701
ENDING FUND BALANCE		\$ 2,619,367	\$ 2,514,129	\$ 2,499,129	\$ 512,124	\$ 580,293	\$ 502,258	\$ 354,701	\$ 95,012

Projection of Debt Margin Based on Town Policy

	Tax Supported Debt Service Fiscal Year 2021-2022					
	Actual Position as of FY 9.30.2021	Projected Position as of FY 9.30.2022	Projected Position as of FY 9.30.2023	Projected Position as of FY 9.30.2024	Projected Position as of FY 9.30.2025	Projected Position as of FY 9.30.2026
1. Market Value of taxable property	\$ 4,601,196,301 <i>(certified)</i>	\$ 5,437,210,564 <i>(certified)</i>	\$ 5,817,815,303 <i>(projected)</i>	\$ 6,225,062,375 <i>(projected)</i>	\$ 6,660,816,741 <i>(projected)</i>	\$ 7,127,073,913 <i>(projected)</i>
2. Town's Target (6% limit)	\$ 276,071,778	\$ 326,232,634	\$ 349,068,918	\$ 373,503,742	\$ 399,649,004	\$ 427,624,435
Unreserved Debt Capacity	\$ 276,071,778	\$ 326,232,634	\$ 349,068,918	\$ 373,503,742	\$ 399,649,004	\$ 427,624,435
3. Outstanding Debt	\$ 88,801,424	\$ 127,636,047	\$ 121,534,624	\$ 115,990,618	\$ 109,904,896	\$ 103,478,930
4. Proposed Issues	-	34,688,033	17,830,000	11,675,000	8,025,000	-
5. Balance of Proposed Issues	-	132,201,967	114,371,967	102,696,967	94,671,967	94,671,967
Total Debt Subject to Limit	\$ 88,801,424	\$ 294,526,047	\$ 253,736,591	\$ 230,362,585	\$ 212,601,863	\$ 198,150,897
6. Available Unreserved Debt Capacity (\$)	\$ 187,270,354	\$ 31,706,587	\$ 95,332,327	\$ 143,141,157	\$ 187,047,141	\$ 229,473,538
7. Available Unreserved Debt Capacity (%)	67.83%	9.72%	27.31%	38.32%	46.80%	53.66%
8. I&S Tax Rate	0.15250	0.18200	0.18200	0.18200	0.18200	0.18200
9. Town's target of 35% or less of Total Tax Rate	29.3%	35.7%	35.7%	35.7%	35.7%	35.7%

Notes:

1. Total Assessed valuation plus utility valuation growth assumption is 7% in FY 2023 - FY 2026 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 2022 I&S tax rate and projected I&S rates are calculated based on 99% collections.
9. Percentage of overall total tax rate (\$0.52 - FYE 09.30.21) (\$0.51 - FYE 09.30.22 and beyond).

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 \$6.855 million Combination Tax and Surplus Revenue Certificates of Obligation, Series 2021 and the Town's \$36.255 million General Obligation Bonds, Series 2021. Standard and Poor's Global Ratings ("S&P") also assigned its rating of AA+ to the Town's 2021 Combination Tax and Surplus Revenue Certificates of Obligation and the Town's 2021 General Obligation Bonds. 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 2018.

Rating Entity	Prior Rating	Prior Rating Period	Current Rating
Standard & Poor's	AA+	August 2021	AA+
Moody's	Aa1	August 2021	Aa1
Standard & Poor's	AA+	June 2020	AA+
Moody's	Aa1	June 2020	Aa1
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

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%.

Debt Issuance Details

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%.

Debt Issuance Details

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%.

General Obligation Bonds, Series 2021 (Moody's Rated "Aa1" and S&P Rated "AA+") - The proceeds of this \$36.255M taxable issue will be used for (i) constructing public safety facilities in the Town; (ii) equipping parks, trails and recreational facilities in the Town; (iii) constructing and improving streets, roads and other related infrastructure in the Town; and (iv) paying costs of issuing the Bonds. The issue is 100% debt service fund related and was issued August 18, 2021, maturing February 15, 2041. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

Certificates of Obligation, Series 2021 (Moody's Rated "Aa1" and S&P Rated "AA+") - The proceeds of this \$6.855M 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 right-of-way and other related costs, specifically including improvements to Frontier Parkway from the Dallas North Tollway to Preston Road and Fishtrap Road from Teel Parkway to Stuber Elementary School; (ii) construction, acquisition and installation of the Westside communications radio tower and (iii) paying legal, fiscal, engineering and architectural fees in connection with these projects, including the costs of issuing the Certificates. The issue is 100% debt service fund related and was issued August 18, 2021, maturing February 15, 2041. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

Outstanding Principal on Debt

Tax Supported Debt
Fiscal Year 2021-2022

Issue	Principal Outstanding	Final Maturity
2012 General Obligation Bonds	2,590,000	2032
2013 General Obligation Bonds	2,590,000	2033
2014 General Obligation Refunding Bonds	815,000	2024
2014 General Obligation Bonds	740,000	2034
2015 Certificates of Obligation	7,300,000	2035
2015 General Obligation Bonds	3,030,000	2035
2015 General Obligation Refunding Bonds	8,399,700	2029
2016 Certificates of Obligation	6,650,000	2036
2016 General Obligation Bonds	3,310,000	2036
2017 Certificates of Obligation	8,830,000	2037
2018 General Obligation Bonds	3,515,000	2038
2018 Certificates of Obligation	11,175,000	2038
2019 General Obligation Bonds	3,775,000	2039
2019 Certificates of Obligation	11,736,347	2039
2020 Certificates of Obligation	10,070,000	2040
2021 General Obligation Bonds	36,255,000	2041
2021 Certificates of Obligation	6,855,000	2041
	\$ 127,636,047	

Water/Sewer/Drainage Supported Debt
Fiscal Year 2021-2022

Issue	Principal Outstanding	Final Maturity
2012 Certificates of Obligation	3,480,000	2032
2013 Certificates of Obligation	3,545,000	2033
2014 General Obligation Refunding Bonds	1,330,000	2024
2014 Certificates of Obligation	9,225,000	2034
2015 General Obligation Refunding Bonds	2,690,300	2029
2016 Certificates of Obligation	1,065,000	2036
2017 Certificates of Obligation	850,000	2037
2018 Certificates of Obligation	8,845,000	2038
2019 Certificates of Obligation	3,968,654	2039
	\$ 34,998,954	

Principal and Interest Debt Schedule

Tax Supported Debt Service Fiscal Year 2020-2021

Year	Principal	Interest	Total
2022	6,101,423	4,531,970	10,633,393
2023	5,544,006	4,421,847	9,965,853
2024	6,085,722	4,169,933	10,255,655
2025	6,425,966	3,900,115	10,326,081
2026	6,958,512	3,615,306	10,573,818
2027	6,985,394	3,304,505	10,289,899
2028	7,303,313	2,978,049	10,281,362
2029	7,654,469	2,633,344	10,287,813
2030	7,065,096	2,300,517	9,365,613
2031	7,361,252	1,995,590	9,356,842
2032	7,634,934	1,714,472	9,349,406
2033	7,622,353	1,445,893	9,068,246
2034	7,594,773	1,177,455	8,772,228
2035	7,777,192	926,076	8,703,268
2036	7,074,611	698,283	7,772,894
2037	6,190,767	506,496	6,697,263
2038	5,528,186	341,471	5,869,657
2039	4,518,078	203,184	4,721,262
2040	3,450,000	99,125	3,549,125
2041	2,760,000	27,600	2,787,600
TOTALS	\$ 127,636,047	\$ 40,991,231	\$ 168,627,278

Principal and Interest Debt Schedule

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

Year	Principal	Interest	Total			
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	\$	34,998,954	\$	10,111,729	\$	45,110,683



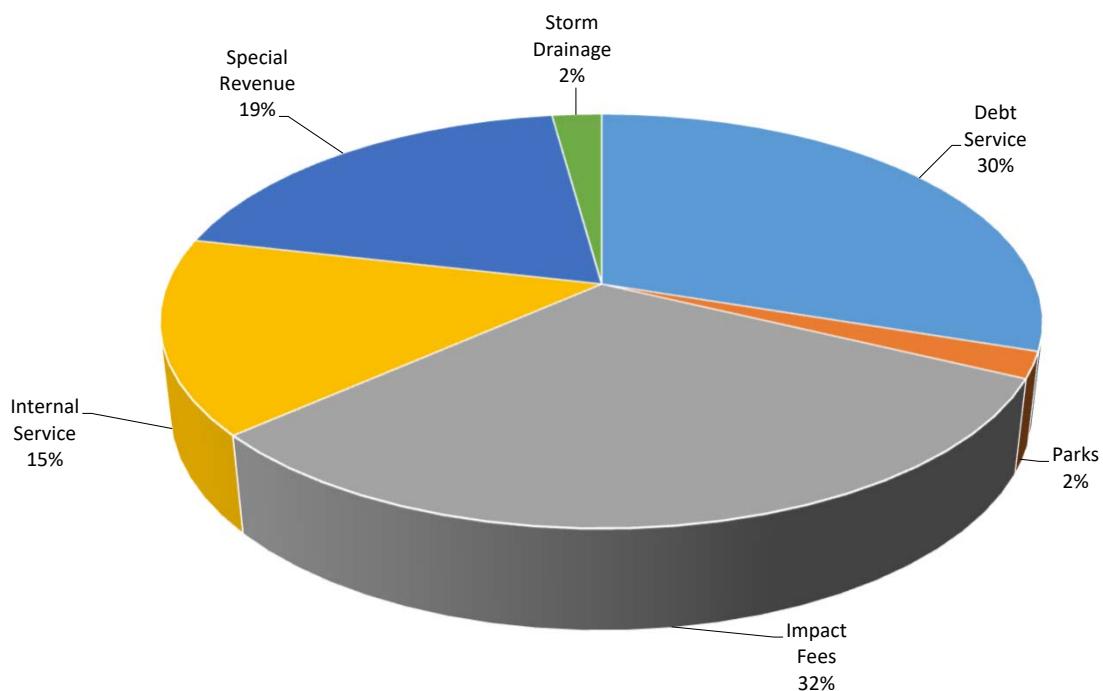


OTHER FUNDS



Other Funds Revenues
By Source

Revenue Category	Debt Service	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	10,620,466	-	-	-	938,094	-
Sales Tax	-	-	-	-	5,604,336	-
Investment Income	45,000	11,000	60,000	25,000	4,175	2,200
License, Fees & Permits	-	-	-	-	-	758,100
Impact Fees	-	-	10,700,000	-	200,000	-
Charges for Services	-	430,000	-	5,225,086	-	3,000
Contribution	-	280,500	-	-	54,650	-
Grants	-	-	-	-	-	-
Other Transfers In	-	-	-	-	-	-
Miscellaneous	-	-	300,000	136,500	-	-
Revenue Total	\$ 10,665,466	\$ 721,500	\$ 11,060,000	\$ 5,386,586	\$ 6,801,255	\$ 763,300



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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	
REVENUES	Impact Fee Revenue	1,683,783	1,000,000	153,318	200,000	750,000	750,000	750,000	750,000	
	Property Taxes-Town	386,349	554,473	492,446	627,221	689,943	745,139	789,847	829,339	
	Property Taxes-County	92,846	133,249	116,706	148,647	163,512	176,593	187,188	196,548	
	Property Taxes-Rollback Taxes	28,840	-	-	-	-	-	-	-	
	Sales Taxes - Town	521,350	562,344	561,000	761,000	799,050	839,003	864,173	890,098	
	Sales Taxes - EDC	436,631	470,962	470,000	637,500	669,375	702,844	723,929	745,647	
	Investment Income	20,362	2,000	3,600	2,000	2,000	2,000	2,000	2,000	
	Other	-	-	-	-	-	-	-	-	
		TOTAL REVENUES	\$ 3,170,161	\$ 2,723,028	\$ 1,797,070	\$ 2,376,368	\$ 3,073,880	\$ 3,215,577	\$ 3,317,137	\$ 3,413,631
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-	
	Developer Reimbursement	3,125,729	2,723,028	1,797,070	2,376,368	3,073,880	3,215,577	3,317,137	3,413,631	
	TOTAL EXPENDITURES	\$ 3,125,729	\$ 2,723,028	\$ 1,797,070	\$ 2,376,368	\$ 3,073,880	\$ 3,215,577	\$ 3,317,137	\$ 3,413,631	
		<i>Period Excess / (Deficit)</i>	<i>\$ 44,432</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	
NET CHANGE IN FUND BALANCE		\$ 44,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
BEGINNING FUND BALANCE		\$ 256,828	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	
ENDING FUND BALANCE		\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	\$ 301,260	

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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	
REVENUES	Property Taxes-Town	12,633	10,350	10,901	131,145	144,260	155,800	165,148	173,406	
	Property Taxes-County	3,137	2,487	2,583	31,081	34,189	36,924	39,140	41,097	
	Sales Taxes - Town	5	10	-	-	-	-	-	-	
	Sales Taxes - EDC	5	10	-	-	-	-	-	-	
	Investment Income	371	150	150	150	150	150	150	150	
		<i>TOTAL REVENUES</i>	\$ 16,151	\$ 13,007	\$ 13,634	\$ 162,376	\$ 178,599	\$ 192,874	\$ 204,438	\$ 214,652
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-	
	Developer Reimbursement	16,504	13,007	13,771	162,428	178,599	192,874	204,438	214,652	
	<i>TOTAL EXPENDITURES</i>	\$ 16,504	\$ 13,007	\$ 13,771	\$ 162,428	\$ 178,599	\$ 192,874	\$ 204,438	\$ 214,652	
		<i>Period Excess / (Deficit)</i>	\$ (353)	\$ -	\$ (137)	\$ (52)	\$ -	\$ -	\$ -	
NET CHANGE IN FUND BALANCE		\$	\$ (353)	\$ -	\$ (137)	\$ (52)	\$ -	\$ -	\$ -	
BEGINNING FUND BALANCE		\$	\$ 25,542	\$ 25,189	\$ 25,189	\$ 25,052	\$ 25,000	\$ 25,000	\$ 25,000	
ENDING FUND BALANCE		\$	\$ 25,189	\$ 25,189	\$ 25,052	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	

Crime Control and Prevention District Description

The Town of Prosper held a special election in 2018 that established a Crime Control and Prevention Special Purpose District allowed under Texas Local Government Code, Chapter 363 and Texas Tax Code, Section 323.105. Crime Control and Prevention District is dedicated to crime reduction programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Crime Control and Prevention District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of crime control and crime prevention including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Crime Control and Prevention District funded twelve and a half existing Police Officers plus additional personnel costs. In FY 2021-2022 six additional Police Officer positions are transferred from the General Fund.

Crime Control and Prevention Special Purpose District

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Sales Taxes	1,616,291	1,564,807	2,002,779	2,102,918	2,208,064	2,318,467	2,434,390	2,556,110
	Investment Income	1,241	300	300	300	300	300	300	300
	Other	-	-	-	-	-	-	-	-
EXPENDITURES	<i>TOTAL REVENUES</i>	<i>\$ 1,617,532</i>	<i>\$ 1,565,107</i>	<i>\$ 2,003,079</i>	<i>\$ 2,103,218</i>	<i>\$ 2,208,364</i>	<i>\$ 2,318,767</i>	<i>\$ 2,434,690</i>	<i>\$ 2,556,410</i>
	Personnel	1,460,645	1,425,708	1,900,708	2,078,008	2,207,864	2,318,267	2,434,190	2,555,910
	Other	650	-	350	350	500	500	500	500
	<i>TOTAL EXPENDITURES</i>	<i>\$ 1,461,295</i>	<i>\$ 1,425,708</i>	<i>\$ 1,901,058</i>	<i>\$ 2,078,358</i>	<i>\$ 2,208,364</i>	<i>\$ 2,318,767</i>	<i>\$ 2,434,690</i>	<i>\$ 2,556,410</i>
	<i>Period Excess / (Deficit)</i>	<i>\$ 156,237</i>	<i>\$ 139,399</i>	<i>\$ 102,021</i>	<i>\$ 24,860</i>	<i>- \$</i>	<i>- \$</i>	<i>- \$</i>	<i>- \$</i>
	NET CHANGE IN FUND BALANCE	\$ 156,237	\$ 139,399	\$ 102,021	\$ 24,860	- \$	- \$	- \$	- \$
BEGINNING FUND BALANCE		\$ 146,202	\$ 302,439	\$ 302,439	\$ 404,460	\$ 429,320	\$ 429,320	\$ 429,320	\$ 429,320
ENDING FUND BALANCE		\$ 302,439	\$ 441,838	\$ 404,460	\$ 429,320	\$ 429,320	\$ 429,320	\$ 429,320	\$ 429,320

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 2021-2022 five additional Firefighter/Paramedic positions are transferred from the General Fund.

Fire Control, Prevention and Emergency Medical Services Special Purpose District

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Sales Taxes	1,613,198	1,564,807	2,002,779	2,102,918	2,208,064	2,318,467	2,434,390	2,556,110
	Investment Income	-	-	300	300	150	150	150	150
	Other	-	-	-	-	-	-	-	-
EXPENDITURES	<i>TOTAL REVENUES</i>	<i>\$ 1,613,198</i>	<i>\$ 1,564,807</i>	<i>\$ 2,003,079</i>	<i>\$ 2,103,218</i>	<i>\$ 2,208,214</i>	<i>\$ 2,318,617</i>	<i>\$ 2,434,540</i>	<i>\$ 2,556,260</i>
	Personnel	1,400,186	1,490,812	1,840,812	2,098,745	2,207,714	2,318,117	2,434,040	2,555,760
	Other	651	-	350	350	500	500	500	500
	<i>TOTAL EXPENDITURES</i>	<i>\$ 1,400,837</i>	<i>\$ 1,490,812</i>	<i>\$ 1,841,162</i>	<i>\$ 2,099,095</i>	<i>\$ 2,208,214</i>	<i>\$ 2,318,617</i>	<i>\$ 2,434,540</i>	<i>\$ 2,556,260</i>
	<i>Period Excess / (Deficit)</i>	<i>\$ 212,361</i>	<i>\$ 73,995</i>	<i>\$ 161,917</i>	<i>\$ 4,123</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
	NET CHANGE IN FUND BALANCE	\$ 212,361	\$ 73,995	\$ 161,917	\$ 4,123	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ (8,379)	\$ 203,982	\$ 203,982	\$ 365,899	\$ 370,022	\$ 370,022	\$ 370,022	\$ 370,022
ENDING FUND BALANCE		\$ 203,982	\$ 277,977	\$ 365,899	\$ 370,022	\$ 370,022	\$ 370,022	\$ 370,022	\$ 370,022

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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Park Dedication Fees	-	200,000	100,600	430,000	200,000	200,000	200,000	200,000
	Park Improvement Fees	-	100,000	139,870	280,500	100,000	100,000	100,000	100,000
	Grants-Improvement Fund	-	500,000	500,000	-	-	-	-	-
	Transfer In-Dedication Fund	-	-	392,217	-	-	-	-	-
	Park Dedication-Interest	18,642	8,000	6,000	6,000	6,000	6,000	6,000	6,000
	Park Improvement-Interest	15,659	7,500	5,000	5,000	5,000	5,000	5,000	5,000
		TOTAL REVENUES	\$ 34,301	\$ 815,500	\$ 1,143,687	\$ 721,500	\$ 311,000	\$ 311,000	\$ 311,000
EXPENDITURES	General - Park Dedication	-	250,000	-	-	-	2,500,000	-	750,000
	General - Park Improvement	156,335	1,649,568	1,044,786	666,750	-	-	-	-
			TOTAL EXPENDITURES	\$ 156,335	\$ 1,899,568	\$ 1,044,786	\$ 666,750	\$ -	\$ 2,500,000
			<i>Period Excess / (Deficit)</i>	<i>\$ (122,034)</i>	<i>\$ (1,084,068)</i>	<i>\$ 98,901</i>	<i>\$ 54,750</i>	<i>\$ 311,000</i>	<i>\$ (2,189,000)</i>
NET CHANGE IN FUND BALANCE		\$ (122,034)	\$ (1,084,068)	\$ 98,901	\$ 54,750	\$ 311,000	\$ (2,189,000)	\$ 311,000	\$ (439,000)
BEGINNING FUND BALANCE		\$ 2,782,069	\$ 2,660,035	\$ 2,660,035	\$ 2,758,936	\$ 2,813,686	\$ 3,124,686	\$ 3,124,686	\$ 935,686
PARK DEDICATION ENDING FUND BALANCE		\$ 1,493,584	\$ 1,451,584	\$ 1,992,401	\$ 2,428,401	\$ 2,634,401	\$ 340,401	\$ 546,401	\$ 2,401
PARK IMPROVEMENT ENDING FUND BALANCE		\$ 1,166,451	\$ 124,383	\$ 766,535	\$ 385,285	\$ 490,285	\$ 595,285	\$ 700,285	\$ 805,285

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 improvement projects shown on the Town's adopted Water System Capital Improvement Plan. The Water Impact Fee Fund balance is scheduled decrease by ninety percent to fund a portion of the Lower Pressure Plane Pump Station project. This multi-year project has multiple funding sources and is currently estimated around \$22M.

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. The East Thoroughfare Impact Fee Fund balance is scheduled to decrease by fifty percent to fund a portion of the First Street (Coit - Custer) 4-lane roadway expansion project. This multi-year project has multiple funding sources and is currently estimated around \$22.085M.

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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Impact Fees	3,987,887	2,500,000	5,052,000	3,500,000	3,200,000	3,200,000	3,200,000	3,200,000
	Investment Income	52,497	12,000	20,000	20,000	20,000	20,000	20,000	20,000
	TOTAL REVENUES	\$ 4,040,384	\$ 2,512,000	\$ 5,072,000	\$ 3,520,000	\$ 3,220,000	\$ 3,220,000	\$ 3,220,000	\$ 3,220,000
EXPENDITURES	Operations-Developer Agreements	1,137,832	840,000	610,000	1,310,000	1,110,000	950,000	950,000	950,000
	Capital	140,615	1,054,663	154,663	9,900,000	-	-	-	9,000,000
	TOTAL EXPENDITURES	\$ 1,278,447	\$ 1,894,663	\$ 764,663	\$ 11,210,000	\$ 1,110,000	\$ 950,000	\$ 950,000	\$ 9,950,000
	<i>Period Excess / (Deficit)</i>	<i>\$ 2,761,937</i>	<i>\$ 617,337</i>	<i>\$ 4,307,337</i>	<i>\$ (7,690,000)</i>	<i>\$ 2,110,000</i>	<i>\$ 2,270,000</i>	<i>\$ 2,270,000</i>	<i>\$ (6,730,000)</i>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 2,761,937	\$ 617,337	\$ 4,307,337	\$ (7,690,000)	\$ 2,110,000	\$ 2,270,000	\$ 2,270,000	\$ (6,730,000)
BEGINNING FUND BALANCE		\$ 1,509,936	\$ 4,271,873	\$ 4,271,873	\$ 8,579,210	\$ 889,210	\$ 2,999,210	\$ 5,269,210	\$ 7,539,210
ENDING UNRESTRICTED FUND BALANCE		\$ 4,271,873	\$ 4,889,210	\$ 8,579,210	\$ 889,210	\$ 2,999,210	\$ 5,269,210	\$ 7,539,210	\$ 809,210

Wastewater Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Impact Fees	1,489,545	850,000	2,800,000	2,000,000	1,400,000	1,400,000	1,400,000	1,400,000
	Equity Fees	310,500	200,000	400,000	300,000	250,000	250,000	250,000	250,000
	Investment Income	37,668	12,000	16,000	16,000	16,000	16,000	16,000	16,000
	<i>TOTAL REVENUES</i>	\$ 1,837,713	\$ 1,062,000	\$ 3,216,000	\$ 2,316,000	\$ 1,666,000	\$ 1,666,000	\$ 1,666,000	\$ 1,666,000
EXPENDITURES	Operations-Developer Reimbursements	815,427	890,000	2,195,578	1,295,000	1,295,000	1,795,000	1,225,000	1,200,000
	Capital	-	1,500,000	-	1,500,000	3,359,669	-	-	-
	<i>TOTAL EXPENDITURES</i>	\$ 815,427	\$ 2,390,000	\$ 2,195,578	\$ 2,795,000	\$ 4,654,669	\$ 1,795,000	\$ 1,225,000	\$ 1,200,000
	<i>Period Excess / (Deficit)</i>	\$ 1,022,286	\$ (1,328,000)	\$ 1,020,422	\$ (479,000)	\$ (2,988,669)	\$ (129,000)	\$ 441,000	\$ 466,000
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<i>TOTAL OTHER FINANCING SOURCES (USES)</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 1,022,286	\$ (1,328,000)	\$ 1,020,422	\$ (479,000)	\$ (2,988,669)	\$ (129,000)	\$ 441,000	\$ 466,000
BEGINNING FUND BALANCE		\$ 1,770,076	\$ 2,792,362	\$ 2,792,362	\$ 3,812,784	\$ 3,333,784	\$ 345,115	\$ 216,115	\$ 657,115
ENDING UNRESTRICTED FUND BALANCE		\$ 2,792,362	\$ 1,464,362	\$ 3,812,784	\$ 3,333,784	\$ 345,115	\$ 216,115	\$ 657,115	\$ 1,123,115

East Thoroughfare Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Impact Fees	1,265,175	1,000,000	1,850,000	1,200,000	1,000,000	1,000,000	1,000,000	1,000,000
	Investment Income	25,097	8,000	9,000	9,000	9,000	9,000	9,000	9,000
	TOTAL REVENUES	\$ 1,290,272	\$ 1,008,000	\$ 1,859,000	\$ 1,209,000	\$ 1,009,000	\$ 1,009,000	\$ 1,009,000	\$ 1,009,000
EXPENDITURES	Operations-Developer Reimbursements	-	300,000	610,697	175,000	175,000	-	-	-
	Capital	232,695	1,299,073	1,299,073	2,055,000	1,725,000	1,000,000	-	3,800,000
	TOTAL EXPENDITURES	\$ 232,695	\$ 1,599,073	\$ 1,909,770	\$ 2,230,000	\$ 1,900,000	\$ 1,000,000	-	\$ 3,800,000
	Period Excess / (Deficit)	\$ 1,057,577	\$ (591,073)	\$ (50,770)	\$ (1,021,000)	\$ (891,000)	\$ 9,000	\$ 1,009,000	\$ (2,791,000)
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(104,168)	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ (104,168)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	NET CHANGE IN FUND BALANCE	\$ 953,409	\$ (591,073)	\$ (50,770)	\$ (1,021,000)	\$ (891,000)	\$ 9,000	\$ 1,009,000	\$ (2,791,000)
	BEGINNING FUND BALANCE	\$ 1,239,478	\$ 2,192,887	\$ 2,192,887	\$ 2,142,117	\$ 1,121,117	\$ 230,117	\$ 239,117	\$ 1,248,117
	ENDING UNRESTRICTED FUND BALANCE	\$ 2,192,887	\$ 1,601,814	\$ 2,142,117	\$ 1,121,117	\$ 230,117	\$ 239,117	\$ 1,248,117	\$ (1,542,883)

West Thoroughfare Impact Fee Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Impact Fees	4,473,468	2,500,000	5,300,000	4,000,000	3,500,000	3,500,000	3,500,000	3,500,000
	Investment Income	29,506	10,000	15,000	15,000	15,000	15,000	15,000	15,000
	TOTAL REVENUES	\$ 4,502,974	\$ 2,510,000	\$ 5,315,000	\$ 4,015,000	\$ 3,515,000	\$ 3,515,000	\$ 3,515,000	\$ 3,515,000
EXPENDITURES	Operations-Developer Agreements	1,971,627	2,625,000	1,770,000	5,300,000	2,800,000	2,800,000	2,800,000	2,800,000
	Capital	583,344	945,005	707,505	-	5,000,000	-	-	-
	TOTAL EXPENDITURES	\$ 2,554,971	\$ 3,570,005	\$ 2,477,505	\$ 5,300,000	\$ 7,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
	<i>Period Excess / (Deficit)</i>	<i>\$ 1,948,003</i>	<i>\$ (1,060,005)</i>	<i>\$ 2,837,495</i>	<i>\$ (1,285,000)</i>	<i>\$ (4,285,000)</i>	<i>\$ 715,000</i>	<i>\$ 715,000</i>	<i>\$ 715,000</i>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	(100,000)	-	-	-	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 1,848,003	\$ (1,060,005)	\$ 2,837,495	\$ (1,285,000)	\$ (4,285,000)	\$ 715,000	\$ 715,000	\$ 715,000
BEGINNING FUND BALANCE		\$ 1,051,563	\$ 2,899,566	\$ 2,899,566	\$ 5,737,061	\$ 4,452,061	\$ 167,061	\$ 882,061	\$ 1,597,061
ENDING FUND BALANCE		\$ 2,899,566	\$ 1,839,561	\$ 5,737,061	\$ 4,452,061	\$ 167,061	\$ 882,061	\$ 1,597,061	\$ 2,312,061

Stormwater Drainage Utility Fund Description

The Town's Stormwater Drainage Fund 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 Fund 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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Stormwater Drainage Fees	671,133	705,000	722,000	758,100	780,843	804,268	828,396	853,248
	Other	4,710	6,000	3,000	3,000	3,000	3,000	3,000	3,000
	Investment Income	6,943	4,200	2,200	2,200	2,200	2,200	2,200	2,200
	TOTAL REVENUES	\$ 682,786	\$ 715,200	\$ 727,200	\$ 763,300	\$ 786,043	\$ 809,468	\$ 833,596	\$ 858,448
EXPENDITURES	Operating Expenses	178,898	303,834	303,841	251,040	258,571	266,328	274,318	282,548
	Debt Service	248,640	245,592	245,592	253,142	289,622	295,320	291,132	291,104
	Capital	-	-	-	763,323	150,000	150,000	150,000	150,000
	Transfers Out	100,135	98,843	98,843	99,834	102,829	105,914	109,091	112,364
	TOTAL EXPENDITURES	\$ 527,673	\$ 648,269	\$ 648,276	\$ 1,367,339	\$ 801,022	\$ 817,562	\$ 824,541	\$ 836,016
	<i>Period Excess / (Deficit)</i>	<i>\$ 155,113</i>	<i>\$ 66,931</i>	<i>\$ 78,924</i>	<i>\$ (604,039)</i>	<i>\$ (14,979)</i>	<i>\$ (8,094)</i>	<i>\$ 9,055</i>	<i>\$ 22,432</i>
NET CHANGE IN FUND BALANCE		\$ 155,113	\$ 66,931	\$ 78,924	\$ (604,039)	\$ (14,979)	\$ (8,094)	\$ 9,055	\$ 22,432
BEGINNING FUND BALANCE		\$ 477,466	\$ 632,579	\$ 632,579	\$ 711,503	\$ 107,464	\$ 92,485	\$ 84,391	\$ 93,446
ENDING FUND BALANCE		\$ 632,579	\$ 699,510	\$ 711,503	\$ 107,464	\$ 92,485	\$ 84,391	\$ 93,446	\$ 115,878
AMOUNT OVER (UNDER) IN DAYS OPERATING COST		432	388	395	28	42	37	41	50

TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Administration

PROGRAM DESCRIPTION

The core service of the Stormwater Drainage Division is to ensure compliance with the Phase II Municipal Separate Storm Sewer 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 - Investment in Prosper's Future

- Stormwater Maintenance Information for HOA's
 1. Stormwater staff inspection of all drainage features.
 2. Distribute a pamphlet/brochure that educates all existing HOA's and property owners on proper maintenance techniques.
 3. Update ordinance and/or Stormwater program to require operations and maintenance manual for all new developments based on design consultants' recommendations.
- 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 2019-2020	REVISED 2020-2021	BUDGET	
			2021-2022	
Inspect new development construction projects, home building construction, post-construction BMP's, FOG facilities, and residents' complaints within the Town's Jurisdiction to verify compliance with TCEQ Stormwater requirements	603	600	800*	
Number of developments requiring annual post-construction BMP audits	37	40	50	
Inquiries/Complaints from residents	36	50	60	
Complete Annual MS4 permit update/Insure that Town's MS4 paperwork is in order	Annually	Annually	Annually	

*Additional inspections provided by contract labor to increase the number of home building construction and allow SWUA to perform higher level of service for HOA Education program. Anticipate a minimum of 300 inspections from additional contract labor

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET	
			2021-2022	
Inspect new development construction projects within the Town's jurisdiction monthly to verify compliance with TCEQ Stormwater requirements	100%	100%	100%	
Inspect home building construction within the Town's jurisdiction monthly to verify compliance with TCEQ Stormwater requirements	-	25%	75%	
Timely submittal of MS4 permit annually	100%	100%	100%	

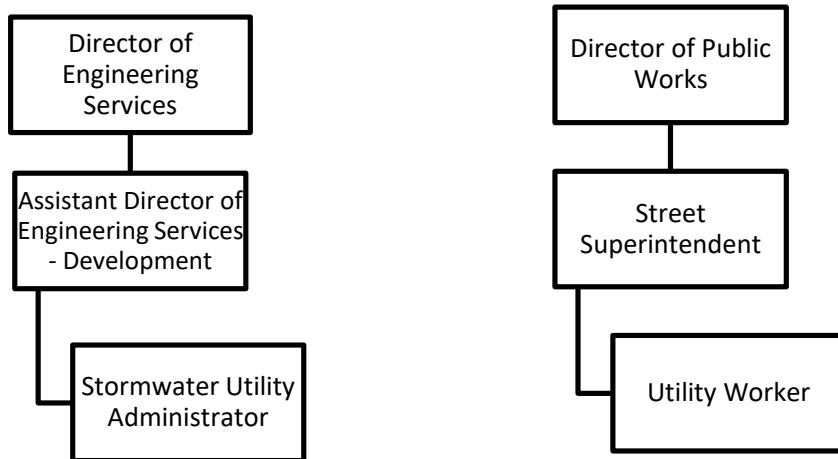
TOWN OF PROSPER

DEPARTMENT:
Engineering

DIVISION:
Administration

EXPENDITURE SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Personnel	\$ 161,630	\$ 171,051	\$ 172,445
Operations	17,268	132,790	78,595
Debt Service	248,640	245,592	253,142
Capital	-	-	200,000
Transfers	100,135	98,843	663,157
TOTAL	\$ 527,673	\$ 648,276	\$ 1,367,339

PERSONNEL SUMMARY	ACTUAL 2019-2020	REVISED 2020-2021	BUDGET 2021-2022
Stormwater Utility Administrator	1.0	1.0	1.0
Utility Worker	1.0	1.0	1.0
TOTAL	2.0	2.0	2.0



Special Revenue Funds Description

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

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.

Coronavirus Aid, Relief, and Economic Security (CARES Act Fund) American Rescue Plan Act (ARPA) Fund - These fund are used to account for grant funds awarded and expenditures related to the CARES act and the ARPA act. The first round of ARPA funds was received in fiscal year 20/21 and the second round is expected to be received in fiscal year 21/22. This will lead to an increase in fund balance in the Special Revenue Funds. The funds are currently slated for expenditure in fiscal year 22/23 on a wastewater infrastructure project.

Special Revenue Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Police Donations	13,637	13,500	14,000	14,000	14,000	14,000	14,000	14,000
	Fire Donations	13,491	13,500	13,500	13,500	13,500	13,500	13,500	13,500
	Child Safety Fees	13,418	10,000	12,000	12,000	12,000	12,000	12,000	12,000
	Court Security Revenue	7,665	7,000	7,800	8,000	8,000	8,000	8,000	8,000
	Municipal Jury Revenue	91	-	125	150	90	90	90	90
	Court Technology Revenue	7,921	8,200	6,500	7,000	7,000	7,000	7,000	7,000
	Tree Mitigation Revenue	144,863	-	221,875	-	-	-	-	-
	Escrow Income	501,048	-	500,000	-	-	-	-	-
	CARES Act/American Rescue Plan Act Revenue	595,441	3,707,732	4,464,534	3,045,165	-	-	-	-
	Cash Seizures	8,829	-	-	-	-	-	-	-
	Miscellaneous	3,245	-	3,111	-	-	-	-	-
	Interest Income	12,234	2,400	1,500	1,425	1,425	1,425	1,425	1,425
		TOTAL REVENUES	\$ 1,321,883	\$ 3,762,332	\$ 5,244,945	\$ 3,101,240	\$ 56,015	\$ 56,015	\$ 56,015
EXPENDITURES	General Government	93,836	275,404	72,770	502,565	130,000	130,000	130,000	130,000
	CARES ACT/American Rescue Plan Act	600,785	1,288,031	1,420,316	-	6,090,330	-	-	-
	Other - Escrow Funds	501,048	-	500,000	-	-	-	-	-
	TOTAL EXPENDITURES	\$ 1,195,669	\$ 1,563,435	\$ 1,993,086	\$ 502,565	\$ 6,220,330	\$ 130,000	\$ 130,000	\$ 130,000
		Period Excess / (Deficit)	\$ 126,214	\$ 2,198,897	\$ 3,251,859	\$ 2,598,675	\$ (6,164,315)	\$ (73,985)	\$ (73,985)
		NET CHANGE IN FUND BALANCE	\$ 126,214	\$ 2,198,897	\$ 3,251,859	\$ 2,598,675	\$ (6,164,315)	\$ (73,985)	\$ (73,985)
		BEGINNING FUND BALANCE	\$ 441,321	\$ 567,535	\$ 567,535	\$ 3,819,394	\$ 6,418,069	\$ 253,754	\$ 179,769
		ENDING FUND BALANCE	\$ 567,535	\$ 2,766,432	\$ 3,819,394	\$ 6,418,069	\$ 253,754	\$ 179,769	\$ 105,784
									\$ 31,799

Vehicle and Equipment Replacement Fund Description

The Town established the Vehicle and Equipment 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 charges for services 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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Charges for Services	2,022,682	1,478,505	812,272	1,170,198	1,170,198	1,170,198	1,170,198	1,170,198
	Other	133,519	139,000	200,000	136,500	-	-	-	-
	Interest Income	48,341	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	<i>TOTAL REVENUES</i>	<i>\$ 2,204,542</i>	<i>\$ 1,637,505</i>	<i>\$ 1,032,272</i>	<i>\$ 1,326,698</i>	<i>\$ 1,190,198</i>	<i>\$ 1,190,198</i>	<i>\$ 1,190,198</i>	<i>\$ 1,190,198</i>
EXPENDITURES	Technology Expenses	85,349	99,080	99,080	255,700	80,900	72,700	83,700	69,400
	Equipment Expenses	33,257	436,559	436,559	33,300	168,866	155,187	369,932	45,803
	Vehicle Expenses	1,134,449	861,946	870,485	352,148	662,310	433,181	350,872	601,422
	<i>TOTAL EXPENDITURES</i>	<i>\$ 1,253,055</i>	<i>\$ 1,397,585</i>	<i>\$ 1,406,124</i>	<i>\$ 641,148</i>	<i>\$ 912,076</i>	<i>\$ 661,068</i>	<i>\$ 804,504</i>	<i>\$ 716,625</i>
<hr/>									
<i>Period Excess / (Deficit)</i>									
<i>\$ 951,487</i>									
<hr/>									
NET CHANGE IN FUND BALANCE									
<i>\$ 951,487</i>									
<hr/>									
BEGINNING FUND BALANCE									
<i>\$ 2,790,393</i>									
<hr/>									
ENDING FUND BALANCE									
<i>\$ 3,741,880</i>									

Vehicle and Equipment Replacement Listing
Items to be replaced in Fiscal Year 2021-2022

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST
<i>Vehicles</i>				
Police Operations	2018	Chevrolet	Tahoe	56,000
Police Operations	2018	Chevrolet	Tahoe	56,000
Police Operations	2018	Chevrolet	Tahoe	56,000
Police Operations	2018	Chevrolet	Tahoe	56,000
Building Inspections	2014	Ford	F150	25,148
Park Operations	2014	Toyota	Tacoma	26,500
Park Operations	2014	Ford	F250	39,000
Stormwater	2014	Ford	F250	37,500
Total cost of vehicle replacements				\$ 352,148
<i>Equipment</i>				
Water	2008	John Deere	Gator	8,800
Water	2008	Swenson	Sand Spreader	12,000
Water	2012	Husqvarna	Street Saw	8,500
Wastewater	2007	NORS	Trailer	4,000
Total cost of equipment replacements				\$ 33,300
Total cost of all replacements				\$ 385,448

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 drug 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 2019-2020	AMENDED BUDGET 2020-2021	PROJECTED 2020-2021	ADOPTED BUDGET 2021-2022	PLANNING YEAR 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026
REVENUES	Employer Contributions	2,505,398	2,721,903	2,650,000	3,221,092	3,414,358	3,653,363	3,909,098	4,182,735
	Employee Contributions	668,942	704,306	747,237	833,796	875,486	919,260	965,223	1,013,484
	Investment Income	9,863	7,000	5,000	5,000	5,000	5,000	5,000	5,000
	Other Income	52,567	-	140,000	-	-	-	-	-
	<i>TOTAL REVENUES</i>	<i>\$ 3,236,770</i>	<i>\$ 3,433,209</i>	<i>\$ 3,542,237</i>	<i>\$ 4,059,888</i>	<i>\$ 4,294,843</i>	<i>\$ 4,577,623</i>	<i>\$ 4,879,321</i>	<i>\$ 5,201,219</i>
EXPENDITURES	Operating Expenses	259,733	267,393	293,575	325,025	275,000	275,000	275,000	275,000
	Claims	2,282,778	2,857,398	3,003,872	3,380,563	3,684,814	3,961,175	4,258,263	4,577,633
	Insurance	248,000	291,020	290,289	340,426	347,235	354,179	361,263	368,488
	Wellness Program	-	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	<i>TOTAL EXPENDITURES</i>	<i>\$ 2,790,511</i>	<i>\$ 3,421,811</i>	<i>\$ 3,593,736</i>	<i>\$ 4,052,014</i>	<i>\$ 4,313,048</i>	<i>\$ 4,596,354</i>	<i>\$ 4,900,526</i>	<i>\$ 5,227,121</i>
	<i>Period Excess / (Deficit)</i>	<i>\$ 446,259</i>	<i>\$ 11,398</i>	<i>\$ (51,499)</i>	<i>\$ 7,874</i>	<i>\$ (18,205)</i>	<i>\$ (18,731)</i>	<i>\$ (21,205)</i>	<i>\$ (25,902)</i>
	NET CHANGE IN FUND BALANCE	\$ 446,259	\$ 11,398	\$ (51,499)	\$ 7,874	\$ (18,205)	\$ (18,731)	\$ (21,205)	\$ (25,902)
	BEGINNING FUND BALANCE	\$ 309,831	\$ 756,091	\$ 756,091	\$ 704,592	\$ 712,466	\$ 694,261	\$ 675,530	\$ 654,325
	ENDING FUND BALANCE	\$ 756,091	\$ 767,489	\$ 704,592	\$ 712,466	\$ 694,261	\$ 675,530	\$ 654,325	\$ 628,424





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 2021-2022
DISCRETIONARY PACKAGES
GENERAL FUND

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
190	TOWN SECRETARY'S OFFICE	1	PUBLIC MEETING VIDEO STREAMING SOLUTION		26,000	34,500	60,500	-	60,500
192	TOWN SECRETARY'S OFFICE	2	PUBLIC INFORMATION REQUEST (PIR) SOFTWARE		7,000	7,500	14,500	-	14,500
193	FINANCE	1	GRANTS ADMINISTRATOR (NEW PERSONNEL)	1.0	2,425	89,936	92,361	-	92,361
195	FINANCE	2	NEEDS ASSESSMENT AND RFP DEVELOPMENT FOR ERP		35,000	-	35,000	-	35,000
197	HUMAN RESOURCES	1	POSITION RECLASS HR SPECIALIST TO HR GENERALIST		-	12,008	12,008	-	12,008
198	HUMAN RESOURCES	2	PART-TIME PAYROLL SPECIALIST (NEW PERSONNEL)	0.5	3,425	34,889	38,314	-	38,314
200	IT	1	GIS - ENTERPRISE AGREEMENT AND SOFTWARE		5,100	9,028	14,128	-	14,128
202	IT	2	AT&T FIRSTNET FOR PUBLIC SAFETY VEHICLE ROUTERS		58,000	-	58,000	-	58,000
203	IT	3	RECLASS HELP DESK TECH TO HELP DESK SUPERVISOR		-	10,583	10,583	-	10,583
204	IT	4	GIS ANALYST (NEW PERSONNEL)	1.0	16,010	89,796	105,806	80,000	25,806
206	IT	5	PART-TIME ADMIN ASSISTANT - IT (NEW PERSONNEL)	0.5	2,500	27,173	29,673	-	29,673
207	IT	6	CITYWORKS-ENTERPRISE AGREEMENT		17,000	40,000	57,000	3,000	54,000
209	IT	7	RAILROAD CAMERA SITE REBUILD		11,200	1,800	13,000	-	13,000
210	COMMUNICATIONS	1	TOWN WEBSITE REDESIGN		50,000	-	50,000	-	50,000
211	COMMUNICATIONS	2	FURNITURE FOR COUNCIL CHAMBERS		8,680	-	8,680	-	8,680
212	COMMUNICATIONS	3	COMMUNICATION PRINT PUBLICATIONS		-	9,400	9,400	-	9,400
213	COMMUNICATIONS	4	TOWN HALL BALCONY RECEPTIONS		-	2,400	2,400	-	2,400
214	MUNICIPAL COURT	1	PART-TIME COURT CLERK (NEW PERSONNEL)	0.5	12,438	27,960	40,398	-	40,398
216	MUNICIPAL COURT	2	TICKET WRITERS AND PRINTERS		13,316	2,384	15,700	-	15,700
217	NON-DEPARTMENTAL	1	COMPENSATION - MARKET ADJUSTMENT GENERAL FUND		-	456,612	456,612	-	456,612
218	POLICE OPERATIONS	1	POLICE OFFICERS - FOUR (4) (NEW PERSONNEL)	4.0	193,554	545,245	738,799	-	738,799
220	POLICE OPERATIONS	2	DETECTIVE (NEW PERSONNEL)	1.0	67,802	161,749	229,551	-	229,551
223	POLICE OPERATIONS	4	COVERED PARKING		179,000	-	179,000	-	179,000
224	POLICE OPERATIONS	5	CRASH REPORT SOFTWARE (PATROL TRAFFIC UNIT)		4,000	500	4,500	-	4,500
225	POLICE OPERATIONS	7	LAWN MAINTENANCE		-	7,925	7,925	-	7,925
226	FIRE OPERATIONS	1	SIX FF/PARAMEDICS (NEW PERSONNEL)	6.0	40,002	581,890	621,892	221,776	400,116
228	FIRE OPERATIONS	1	THREE FF/PARAMEDICS (NEW PERSONNEL)	3.0	20,001	290,947	310,948	373,249	(62,301)
230	FIRE OPERATIONS	2	STRYKER MEDICAL EQUIPMENT CONTRACT PROPOSAL		-	63,714	63,714	13,852	49,862
232	FIRE OPERATIONS	4	KNOX KEY SECURE 5		9,030	-	9,030	-	9,030
233	FIRE OPERATIONS		FIRE ENGINE FOR FUTURE FIRE STATION 4		1,100,000	-	1,100,000	-	1,100,000
234	BUILDING INSPECTIONS	1	TWO BUILDING INSPECTORS (NEW PERSONNEL)	2.0	61,488	195,082	256,570	-	256,570
236	PLANNING	2	COMPREHENSIVE PLAN		107,000	-	107,000	-	107,000
239	STREETS	1	STREETS SUPERVISOR (NEW PERSONNEL)	1.0	33,434	111,028	144,462	-	144,462
241	STREETS	3	SIGNS AND SIGNAL SUPERVISOR (NEW PERSONNEL)	1.0	31,142	98,290	129,432	-	129,432
243	STREETS	4	ADOPT-A-STREET PROGRAM		6,950	1,534	8,484	-	8,484
244	STREETS	5	PAVEMENT DATA COLLECTION PROGRAM		109,000	-	109,000	-	109,000

TOWN OF PROSPER
FY 2021-2022
DISCRETIONARY PACKAGES
GENERAL FUND

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
245	STREETS	8	PUBLIC WORKS FUELING STATION - PHASE I		40,000	-	40,000	-	40,000
246	STREETS	9	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS - STREETS		3,180	-	3,180	-	3,180
247	PARK ADMINISTRATION	1	PARK PLANNER (NEW PERSONNEL)	1.0	2,750	86,173	88,923	-	88,923
249	PARK ADMINISTRATION	2	ADMINISTRATIVE ASSISTANT (NEW PERSONNEL)	1.0	2,494	68,288	70,782	-	70,782
251	PARK ADMINISTRATION	3	CONTRACT LABOR FOR CAPRA/RECREATION PROGRAMMING		30,000	-	30,000	-	30,000
252	PARK ADMINISTRATION	4	CAPRA ACCREDITATION TRAVEL		3,805	-	3,805	-	3,805
253	PARK ADMINISTRATION	5	MARKETING FOR PARKS AND RECREATION		4,100	14,600	18,700	-	18,700
255	PARK ADMINISTRATION	6	LAKEWOOD PARK LIGHTING IMPROVEMENTS		1,545,000	-	1,545,000	-	1,545,000
256	PARK ADMINISTRATION	7	DETENTION POND DEVELOPMENT MASTER PLAN		40,000	-	40,000	-	40,000
257	PARK ADMINISTRATION	10	US 380 MEDIAN DESIGN PHASE 2		90,000	-	90,000	45,000	45,000
258	PARK OPERATIONS	2	CREW LEADER/SHOP MECHANIC (NEW PERSONNEL)	1.0	34,240	74,799	109,039	-	109,039
260	PARK OPERATIONS	3	HEAVY EQUIPMENT OPERATOR (NEW PERSONNEL)	1.0	-	63,561	63,561	-	63,561
262	PARK OPERATIONS	4	RIDE ON FIELD STRIPER		15,750	1,750	17,500	-	17,500
263	PARK OPERATIONS	6	CHEMICAL TECHNICIAN (NEW PERSONNEL)	1.0	-	61,282	61,282	-	61,282
265	PARK OPERATIONS	8	ARTIFICIAL PITCHING MOUNDS		16,000	-	16,000	8,000	8,000
266	RECREATION	1	COMMUNITY PICNIC		-	22,000	22,000	-	22,000
267	RECREATION	2	RECREATION PROGRAMMING		-	29,000	29,000	31,800	(2,800)
268	RECREATION	3	DOWNTOWN EVENTS		-	20,650	20,650	-	20,650
269	LIBRARY	1	PART-TIME SOCIAL MEDIA CONTENT/LIBRARY PRODUCTION SPECIALIST	0.5	-	27,117	27,117	-	27,117
271	LIBRARY	2	INCREASE PHYSICAL COLLECTION		-	3,000	3,000	-	3,000
272	LIBRARY	3	LIBRARY MOBILE SHELVING		10,000	-	10,000	-	10,000
273	ENGINEERING	1	SENIOR ENGINEER - DEVELOPMENT (NEW PERSONNEL)	1.0	10,585	138,676	149,261	-	149,261
275	ENGINEERING	2	PART-TIME ADMIN ASSISTANT - ENG (NEW PERSONNEL)	0.5	10,780	27,273	38,053	-	38,053
276	ENGINEERING	3	RECLASS ADMIN ASSISTANT TO CIP FACILITATOR		-	2,968	2,968	-	2,968
277	ENGINEERING	4	MEDIAN LIGHTING DESIGN FOR US 380 - DENTON COUNTY LINE TO LOVERS LANE		55,000	-	55,000	-	55,000
278	ENGINEERING	6	ADA TRANSITION PLAN		100,000	-	100,000	-	100,000
279	ENGINEERING		SENIOR ENGINEER - CIP (NEW PERSONNEL)		10,585	138,676	149,261	-	149,261
281	ENGINEERING		CONSTRUCTION SUPERINTENDENT (NEW PERSONNEL)		42,484	139,961	182,445	-	182,445
283	ENGINEERING		COLEMAN (GORGEIOUS - PHS) DESIGN		450,000	-	450,000	-	450,000
284	ENGINEERING		COLEMAN (GORGEIOUS - PHS) LAND ACQUISITION		625,000	-	625,000	-	625,000
285	ENGINEERING		LEGACY (PRAIRIE - FISHTRAP) DESIGN		575,000	-	575,000	-	575,000
TOTAL PROPOSED				28.5	\$ 5,947,250	\$ 3,833,647	\$ 9,780,897	\$ 776,677	\$ 9,004,220

TOWN OF PROSPER
FY 2021-2022
DISCRETIONARY PACKAGES
GENERAL FUND

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
SUPPLEMENTAL ONE TIME FUNDED IN FY 20/21									
310	POLICE OPERATIONS	4	IN-CAR CAMERA SYSTEM AND BODY WORN CAMERAS		377,225	10,000	387,225	-	387,225
312	FIRE OPERATIONS	5	STORM SIREN		32,575	1,285	33,860	-	33,860
313	STREETS	2	BUCKET TRUCK		101,728	15,533	117,261	-	117,261
314	STREETS	6	STREET BROOM		33,210	3,690	36,900	-	36,900
315	PARK ADMINISTRATION	6	DOWNTOWN POND IMPROVEMENTS		120,000	500	120,500	-	120,500
316	PARK OPERATIONS	1	CAPITAL EXPENSE-VEHICLE		21,821	4,068	25,889	-	25,889
317	PARK OPERATIONS	4	SCAG WIND STORM BLOWER		8,138	1,412	9,550	-	9,550
318	PARK OPERATIONS	5	AWNINGS FOR EQUIPMENT STORAGE		19,800	-	19,800	-	19,800
319	PARK OPERATIONS	7	VERTI-CUTTER		10,500	1,500	12,000	-	12,000
320	PARK OPERATIONS	9	SKID STEER		72,912	9,101	82,013	-	82,013
321	PARK OPERATIONS	10	Z-MAX SPREADER/SPRAYER		10,500	1,950	12,450	-	12,450
322	PARK OPERATIONS	11	HEAVY DUTY TRAILER		16,425	1,825	18,250	-	18,250
323	ENGINEERING	5	CAPITAL EXPENSE-VEHICLE		31,498	7,442	38,940	-	38,940
324	ENGINEERING	7	MEDIAN LANDSCAPE: PROSPER TRAIL (DNT-525' EAST)		275,000	-	275,000	-	275,000
325	ENGINEERING	8	MEDIAN LANDSCAPE: COLEMAN (VICTORY - PRESTON)		650,000	-	650,000	-	650,000
TOTAL ONE TIME FUNDED IN FY 20/21					\$ 1,781,332	\$ 58,306	\$ 1,839,638	\$ -	\$ 1,839,638
CUT									
326	IT	8	TOWN HALL CABLE TV SERVICE		-	1,800	1,800	-	1,800
327	POLICE OPERATIONS	3	RECLASS RECORDS CLERK TO COORDINATOR/CASE MANAGER		570	5,938	6,508	-	6,508
329	POLICE OPERATIONS	6	VERF-VEHICLE RETENTION		21,335	13,000	34,335	-	34,335
330	911 COMMUNICATIONS	1	INCREASE BASE BUDGET FOR TRAVEL		-	5,000	5,000	-	5,000
331	911 COMMUNICATIONS	2	TWO 9-1-1 COMMUNICATIONS OFFICERS (NEW PERSONNEL)	2.0	2,162	129,347	131,509	-	131,509
333	STREETS	7	TRAFFIC SIGNAL UPGRADE PLAN AND DESIGN		232,150	144,675	376,825	-	376,825
334	PARK ADMINISTRATION	9	FRONTIER PARK STORAGE BUILDINGS		173,000	1,000	174,000	-	174,000
335	ENGINEERING	9	MEDIAN LANDSCAPE: RICHLAND (PROSPER COMMON - COIT)		375,000	-	375,000	-	375,000
336	ENGINEERING	10	MEDIAN LANDSCAPE: PRAIRIE (LEGACY - 3,200' WEST); LEGACY (PRAIRIE - 1,000' NORTH)		1,000,000	-	1,000,000	-	1,000,000
337	ENGINEERING	11	DESIGN AND CONSTRUCTION VIRTUAL VIDEO		75,000	-	75,000	-	75,000
TOTAL CUT				2.0	\$ 1,879,217	\$ 300,760	\$ 2,179,977	\$ -	\$ 2,179,977

TOWN OF PROSPER
FY 2021-2022
DISCRETIONARY PACKAGES
GENERAL FUND

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
REMOVED/REVISED BY DEPARTMENT									
340	FINANCE	2	NEW ERP SOFTWARE SYSTEM - REMOVED		755,567	205,313	960,880	-	960,880
342	STREETS	6	STORAGE BUILDING - STREETS		15,806	-	15,806	-	15,806
343	PARK ADMINISTRATION	8	PARKS, RECREATION AND OPEN SPACE MASTER PLAN		128,750	-	128,750	-	128,750
TOTAL REMOVED/REVISED BY DEPARTMENT					\$ 900,123	\$ 205,313	\$ 1,105,436	\$ -	\$ 1,105,436

TOWN OF PROSPER
FY 2021-2022
DISCRETIONARY PACKAGES
WATER/SEWER FUND

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
286	UTILITY BILLING	1	UTILITY BILLING CLERK (NEW PERSONNEL)	1.0	645	65,260	65,905	-	65,905
288	NON-DEPARTMENTAL	1	COMPENSATION - MARKET ADJUSTMENT WATER FUND		-	25,856	25,856	-	25,856
289	WATER	1	CREW LEADER (NEW PERSONNEL)	1.0	31,842	86,912	118,754	-	118,754
291	WATER	2	IRRIGATION SPECIALIST (NEW PERSONNEL)	1.0	31,092	75,710	106,802	18,500	88,302
293	WATER	3	FENCE EXTENSION FOR PUBLIC WORKS SITE		48,000	-	48,000	-	48,000
294	WATER	4	RECLASS UTILITY FACILITIES MAINTENANCE SUPERVISOR TO UTILITY MAINTENANCE SUPERVISOR		-	3,798	3,798	-	3,798
295	WATER	6	PUBLIC WORKS AND PARKS FACILITY NEEDS ASSESSMENT		80,000	-	80,000	-	80,000
296	WATER	7	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS - WATER		8,745	-	8,745	-	8,745
297	WASTEWATER	1	UTILITY LINE LOCATOR (NEW PERSONNEL)	1.0	33,434	87,605	121,039	-	121,039
299	WASTEWATER	2	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS - WW		3,975	-	3,975	-	3,975
			TOTAL PROPOSED	4.0	\$ 237,733	\$ 345,141	\$ 582,874	\$ 18,500	\$ 564,374
			CUT						
338	WATER	5	GAMIFICATION PROGRAM FOR CONSERVATION EDUCATION		35,000	-	35,000	-	35,000
339	WATER	8	RECLASS ADMIN ASSIST TO MANAGEMENT ASSIST - WATER		-	3,113	3,113	-	3,113
			TOTAL CUT		\$ 35,000	\$ 3,113	\$ 38,113	-	\$ 38,113
			REMOVED/REVISED BY DEPARTMENT						
345	WATER	9	STORAGE BUILDING - WATER/WASTEWATER		76,100	-	76,100	-	76,100
			TOTAL REMOVED/REVISED BY DEPARTMENT		\$ 76,100	\$ -	\$ 76,100	\$ -	\$ 76,100

TOWN OF PROSPER
FY 2021-2022
DISCRETIONARY PACKAGES
OTHER FUNDS

#	FUND	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COSTS
300	CRIME SPECIAL PURPOSE DISTRICT	1	COMPENSATION - MARKET ADJUSTMENT POLICE SPD		-	57,986	57,986	-	57,986
301	FIRE SPECIAL PURPOSE DISTRICT	1	COMPENSATION - MARKET ADJUSTMENT FIRE SPD		-	47,608	47,608	-	47,608
302	STORMWATER	1	COMPENSATION - MARKET ADJUSTMENT STORMWATER		-	1,409	1,409	-	1,409
303	STORMWATER	2	STORMWATER/EROSION INSPECTION SERVICES		-	50,000	50,000	-	50,000
304	SPECIAL REVENUE-DONATIONS	1	PATROL BIKE PROGRAM (PD DONATIONS ACCT)	5,015	-	5,015	5,015	-	5,015
305	SPECIAL REVENUE-DONATIONS	2	COMMAND CENTER EQUIPMENT (SEIZED FUNDS)	8,227	-	8,227	8,227	-	8,227
306	SPECIAL REVENUE-DONATIONS	3	TRAINING (LEOSE FUNDS)	4,000	-	4,000	4,000	-	4,000
307	SPECIAL REVENUE-DONATIONS	4	RADAR TRAILERS (CHILD SAFETY FUND)	14,318	-	14,318	14,318	-	14,318
308	SPECIAL REVENUE-DONATIONS	5	TRAFFIC UNIT WEIGHTS & MEASURES (CHILD SAFETY FUND)	20,380	-	20,380	20,380	-	20,380
309	SPECIAL REVENUE-DONATIONS	6	RIFLES-SPECIAL RESPONSE TEAM (PD DONATIONS ACCT)	16,189	-	16,189	16,189	-	16,189
TOTAL PROPOSED				0.0	\$ 68,129	\$ 157,003	\$ 225,132	\$ -	\$ 225,132

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-02EXP TOWN SECRETARY'S OFFICE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PUBLIC MEETING VIDEO STREAMING SOLUTION	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5115 SALARIES-OVERTIME	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
5419 IT LICENSES	\$54,000	\$28,000	\$28,000	\$28,000	\$28,000
TOTAL	\$60,500	\$34,500	\$34,500	\$34,500	\$34,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
<p>This request is to fund a public meeting video streaming solution that includes hardware and software to enhance the quality of the Town's virtual public meetings. The Town began using Zoom to hold virtual meetings in June 2020 as a result of the COVID-19 pandemic. Virtual meetings allowed the Town Council, Board members, and staff, to continue to hold public meetings while quarantining, teleworking, or social distancing. Virtual meetings also allow residents and the viewing public to watch and participate in meetings from home. Governor Abbott relaxed some of the restrictions of the Open Meetings Act to allow public meetings to be held via teleconference or videoconference, and it is likely that those relaxed restrictions may become permanent. Many municipalities were already live-streaming public meetings prior to the pandemic. Virtual meetings provide increased transparency in public meetings and a higher level of convenience for meeting participants, residents, and the viewing public.</p> <p>The current video streaming system is functional, but it has some limitations. Town staff does not currently have the ability or the technology to index video or audio recordings of the Zoom meetings. Town staff's current process is to manually edit the audio recording and post it to the website, usually within 2-3 days of the meeting. Viewers must then manually fast-forward through the recording to find the agenda item they want to hear. Town staff has limited capacity to record meetings via Zoom, so each meeting must be immediately downloaded and saved separately to keep from exceeding storage capacity.</p> <p>The proposed video streaming software would integrate with the Town's agenda management software, allowing viewers to follow along with the agenda during the live meeting. After the meeting, the post-production component of the software will index the video recording and link it to the agenda, so viewers can easily jump from one agenda item to another, without exceeding storage capacity.</p> <p>This proposal includes live-streaming and captioning hardware, software, and setup costs to record and index 60 meetings per year, plus annual managed service costs. The initial proposal is to use the software for Town Council, Planning & Zoning Commission, and Parks & Recreation Board meetings. Information Technology (IT) staff will continue to run the meetings. An estimate for additional overtime for IT staff is included in this package.</p>	<p>The addition of video streaming software will elevate the professionalism and quality of the Town's virtual public meetings. The software will save Town staff time in manipulating, saving and editing audio recordings. Town residents and the viewing public will have a better user experience when viewing and participating in public meetings.</p>				

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	If this request is not funded, Town staff will continue to utilize the current process for holding virtual meetings via Zoom.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	DISCRETIONARY - 2					RANK	2		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5419 IT LICENSES		\$14,500	\$7,500	\$7,500	\$7,500	\$7,500			
TOTAL		\$14,500	\$7,500	\$7,500	\$7,500	\$7,500			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
<p>This request is to fund a software solution for the Town Secretary's Office to manage Public Information Requests (PIRs). The current system is handled manually through an Excel spreadsheet. The software solution will provide staff with the ability to manage and track requests. In 2019, 223 requests were processed and in 2020, 292 were processed, representing a 30% increase in one year. Town staff expects the number of PIRs to increase as the Town continues to grow.</p> <p>A PIR software solution will simplify the PIR process by providing staff with the ability to track and manage PIRs. Internal communication with departments is controlled by automated workflows to request responsive documents. Automated email reminders and notifications can be generated for staff to ensure legally-mandated deadlines are met. Requesters can create an account to track the status of their request.</p>				<p>An increased level of control is achieved by 1) Streamlining the collection of Freedom of Information Act (FOIA) requests from many channels (phone call, fax, letter, email, or web form), 2) Centralized cross-department and requester communication, 3) Periodic automated reminders ensuring the 10 day deadline, 4) Redaction of sensitive information. This increased level of control translates into increased service levels to the public and decreased liabilities to the Town.</p>					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				<p>Town staff will continue using the existing manual process of managing and tracking requests with an Excel spreadsheet. As PIR volume increases, service level to the public will decrease as the manual process requires a higher level of staff time. A liability could occur if the 10-day response time dictated by the Texas Public Information Act is exceeded.</p>					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				<p>Financially responsible Town government providing exceptional municipal services</p>					

TOWN OF PROSPER

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

TITLE	GRANTS ADMINISTRATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$59,490	\$59,490	\$59,490	\$59,490	\$59,490		
5145 SOCIAL SECURITY EXPENSE	\$3,688	\$3,688	\$3,688	\$3,688	\$3,688		
5150 MEDICARE EXPENSE	\$863	\$863	\$863	\$863	\$863		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$137	\$137	\$137	\$137	\$137		
5180 TMRS EXPENSE	\$8,477	\$8,477	\$8,477	\$8,477	\$8,477		
5185 LONG TERM/SHORT TERM DISABILIT	\$113	\$113	\$113	\$113	\$113		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500		
5220 OFFICE EQUIPMENT	\$2,905	\$0	\$0	\$0	\$0		
5400 UNIFORM EXPENSE	\$75	\$75	\$75	\$75	\$75		
5419 IT LICENSES	\$700	\$700	\$700	\$700	\$700		
5530 TRAVEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500		
5533 MILEAGE EXPENSE	\$200	\$200	\$200	\$200	\$200		
5536 TRAINING/SEMINARS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
5970 VERF CHARGES FOR SERVICES	\$0	\$480	\$480	\$480	\$480		
TOTAL	\$92,361	\$89,936	\$89,936	\$89,936	\$89,936		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
Grant management and reporting is currently shared between the Emergency Management Coordinator (EMC) and the Finance Division. As the grant program has grown it is becoming necessary to bring on a dedicated individual to handle all aspects of grant applications and grant management. By having a dedicated staff person we can fill-in some gaps in the division of processes. Supports the Town's grant initiatives by researching and recommending grant opportunities to departments, grant committee and management; and coordinates all grant activities required by departments of the Town in compliance with federal, state and local laws, policies and procedures. Coordinates the grant review and approval process; liaisons with grantor agencies and maintains a working knowledge of grantor rules, regulations and statutory requirements and ensures the Town is in compliance. Administers and inventories all grants received; submits grant applications, coordinates with the appropriate Town personnel and external agencies to ensure proper implementation of grant-funded projects and related programs, monitors progress status, properly reports progress to funding agencies on various grantor sites (monthly, quarterly, or annually as required), and complies with grant close-out procedures as required by the grantor. Works in cooperation with the Town's Emergency Management Coordinator on reimbursements for federal, state, or other declared disasters. Compiles documents and information necessary to complete year-end audit work papers for single audit. Serves as the Town liaison for community coalitions and roundtables as related to grants; and investigates and responds to any complaints received about grant activities.	The addition of a dedicated Grants Administrator in Finance will relieve the Senior Accountant and Accounting Manager of the reporting duties and compilation of documents at year-end for audit purposes and allow them to focus on the core functions of their positions. Will work in a coordinated effort with the Emergency Management Coordinator to seek out and apply for funding opportunities. The Emergency Management Coordinator will soon take over the management of the Continuous Process Improvement (CPI) program. This position will relieve some grant functions from the Emergency Management Coordinator as he takes on this task. A Grants Administrator will have more time to focus on searching for grant opportunities to share with departments to increase the Town's grant awards. In FY 19/20 the Town applied for eight grants and was awarded seven for a total award of \$653,529 in funds. Six of the seven awarded grants have ongoing reporting. \$1,344,150 in CARES Act funds were also received. Through May in FY 20/21 the Town has applied for seven grants and has so far been awarded two for a total award of \$1,171,377 in funds. \$662,567 in CARES Act funds has also been awarded. The Town has received notice that it will receive more than five million dollars in new federal funding due to the Coronavirus Pandemic. Initial information released on this funding has it slated for disbursement in two phases. This funding will require a great deal of management on the Town's part to ensure we are complying with expenditure and reporting requirements, as well as staying abreast of the frequently updated regulations surrounding the funding. Additional pending applications total more than eight million dollars in funding. One of the pending grants is a SAFER grant for the hiring of personnel to staff the new central fire station. This grant award will be for a period of three fiscal years and will require finance department personnel to gather a significant amount of data and submit monthly or quarterly reports to request reimbursement. This is in addition to the grants they are currently managing as well as other pending grant awards.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
It is the goal of the Town to apply for outside funding sources for projects that are already on the horizon in order to offset costs we are already anticipating. Additionally, some grants may provide for the reimbursement of grant management expenses, which includes salary of management personnel.	The roles and responsibilities surrounding the grant function will continue to be shared between the EMC and the Finance Division. These personnel are already at capacity on the management of grants and their current duties. We will not be able to apply for additional grants due to their current workload.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Grants Administrator in October 2021.	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	NEEDS ASSESSMENT AND RFP DEVELOPMENT FOR ERP	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$35,000	\$0	\$0	\$0	\$0
TOTAL	\$35,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The current financial system (STW) was acquired by OpenGov in January 2020. It is the desire of OpenGov to transition all existing customers to their Cloud based system from the on premise version that the Town currently utilizes. In the FY 20/21 budget Town Council approved \$35,000 for this transition. As staff worked with OpenGov they provided an updated quote and project outline which changed the scope of the project from a server upgrade to a full scale software conversion. Initial quotes received for this transition exceed the competitive bid limit and the original scope of an upgrade. This request is to allocate funding for a needs assessment and RFP development for procurement and implementation of an Enterprise Resource Planning (ERP) software system. This funding will be added to the \$35,000 that is currently budgeted for the transition to the Cloud server with OpenGov as we did not make this transition. Areas addressed in the needs assessment will be Finance, Payroll, Utility Billing, Human Resources, and Municipal Court. Town staff recommends proceeding with an RFP to ensure we are getting the best product for the Town. Once proposals are received, evaluated, and a system selected, we will request funding in the FY 22/23 budget. Preliminary estimates predict an approximate thirty month implementation timeframe for all software modules.	A needs assessment will be conducted and an RFP will be compiled. We will then solicit proposals for an ERP system. This process will provide budgetary numbers to be proposed for the FY 22/23 budget process.				
Preliminary software estimates: One-time software costs - 730,000 Ongoing annual costs - 205,313 Implementation assistance - 230,880 (FY 22/23 - 91,083; FY 23/24 - 97,180; FY 24/25 - 42,620) Actual annual breakout may differ as we change the scope of implementation order.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The Town will continue to utilize the current software applications. As the Town continues to grow we will begin to experience more inefficiencies in workflow and processes as we have outgrown the current systems and their capabilities. OpenGov has begun rewriting a great deal of the programming within STW, and as an on premise client the intended results are not always what we experience. We currently spend a great deal of time troubleshooting issues that arise out of the programming updates that are happening. OpenGov programmers are still learning the intricacies of financial software and how the modules interact with and affect each other. By not funding this request we will need to make a decision on how to move forward with OpenGov and determine how long they will support our on premise version of the software. Staff will continue to troubleshoot and send in support requests as problems arise which can take weeks or even months to resolve.				

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-04EXP HUMAN RESOURCES
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	POSITION RECLASS HR SPECIALIST TO HR GENERALIST	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$9,816	\$9,816	\$9,816	\$9,816	\$9,816		
5145 SOCIAL SECURITY EXPENSE	\$609	\$609	\$609	\$609	\$609		
5150 MEDICARE EXPENSE	\$142	\$142	\$142	\$142	\$142		
5175 LIABILITY (TML) WORKERS COMP	\$23	\$23	\$23	\$23	\$23		
5180 TMRS EXPENSE	\$1,399	\$1,399	\$1,399	\$1,399	\$1,399		
5185 LONG TERM/SHORT TERM DISABILIT	\$19	\$19	\$19	\$19	\$19		
TOTAL	\$12,008	\$12,008	\$12,008	\$12,008	\$12,008		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
Reclassify the position of Human Resources Specialist to Human Resources Generalist - Recruiting.	Reclassify the position of Human Resources Specialist to Human Resources Generalist - Recruiting. The HR Specialist is performing more tasks and greater responsibility than is outlined in the job description. The HR Specialist has taken over all responsibilities for the hiring process, working with departments to ensure they have a qualified candidate pool and hire the best candidate available. In addition this position has become the Town's NeoGov administrator, implementing Onboard and E-Forms to help the Town become faster and more efficient as well as providing training to departments on how to use NeoGov. The Town of Prosper continues to grow. Employees have increased from 242 employees FY 18/19 to 266 in FY 19/20 to 284 in FY 20/21 and will be over 300 next fiscal year. Recruiting for vacancies due to new positions and turnover, the HR department assisted departments with filling 54 vacancies last year and is projected to fill over 60 positions this fiscal year. Last fiscal year HR processed 1,500 applications for 54 employees onboarded. This year we are on pace to receive 2,300 applications for 60 vacancies. This position has accepted more responsibility and workload beyond the current scope of the HR Specialist position.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	The person in this position is performing above expectation as the HR Specialist. This employee does much more than the current job description reflects. The employee enabled NeoGov to auto-route applications, increasing the efficiency of the department. Implemented NeoGov Onboard and E-Forms to move the department forward to become paperless and more efficient. They have also taken the position and transitioned it from an entry level HR position assisting departments with recruiting into a Generalist position that is now responsible for all recruiting. This employee is performing many more responsibilities than is in the present job description details.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
Reclassify the position of Human Resources Specialist to Human Resources Generalist - Recruiting	Financially responsible Town government providing exceptional municipal services.						

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-04EXP HUMAN RESOURCES
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PART-TIME PAYROLL SPECIALIST (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$26,948	\$26,948	\$26,948	\$26,948	\$26,948		
5145 SOCIAL SECURITY EXPENSE	\$1,671	\$1,671	\$1,671	\$1,671	\$1,671		
5150 MEDICARE EXPENSE	\$391	\$391	\$391	\$391	\$391		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5175 LIABILITY (TML) WORKERS COMP	\$62	\$62	\$62	\$62	\$62		
5180 TMRS EXPENSE	\$3,840	\$3,840	\$3,840	\$3,840	\$3,840		
5220 OFFICE EQUIPMENT	\$3,905	\$0	\$0	\$0	\$0		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$300	\$300	\$300	\$300	\$300		
5419 IT LICENSES	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035		
5970 VERF CHARGES FOR SERVICES	\$0	\$480	\$480	\$480	\$480		
TOTAL	\$38,314	\$34,889	\$34,889	\$34,889	\$34,889		

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
The Human Resources Department is requesting a Part-Time dedicated payroll person to complete detailed transactions and data entry into STW. This position will enter all new hire information, employee records, compensation, benefits, leave and salary data into STW for all employees in compliance with Federal, State and Local laws.	Currently the Human Resources Generalist, enters and maintains all payroll and employee data in STW. Every new hire position requires 60 individual entries into STW. In FY 19/20 HR onboarded 54 new employees. Year to date through April HR has onboarded 40 new employees and is on pace to onboard 65 employees for the fiscal year. The total number of employees has increased each year, from 242 in FY 18/19 to 266 in FY 19/20 to 284 this fiscal year. Not including new hires, each employee gets an annual performance review with 99.9% of these employees receiving a merit increase. Salary increases must be verified and entered into STW each pay period. In addition to entering payroll the HR Generalist is also responsible for benefits administration, assisting employees with issues with UMR, Principal, EyeMed, and/or any other benefits being offered to employees. The Generalist also processes/audits monthly invoices for HR. The HR Generalist currently spends 50% of her time each week entering data into STW for new hires, promotions, annual performance reviews, employees address changes, banking changes, marriages, births, etc.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Standard fiduciary practices require segregation of duties from entering and processing payroll. The HR department will become overwhelmed with payroll entries, the HR Generalist will devote more of her time with payroll data entry limiting her ability to function as the benefits administrator and assist employees with benefits questions and/or issues.

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Part-Time Payroll Specialist in October 2021.	Investment in Prosper's future.

TOWN OF PROSPER

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

TITLE	TYPE					RANK	1		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5419 IT LICENSES	\$14,128	\$9,028	\$9,028	\$9,028	\$9,028				
TOTAL	\$14,128	\$9,028	\$9,028	\$9,028	\$9,028				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
<p>Currently, we are procuring our spatial software with an a la carte model and spending \$11,746.35 annually for a total of 3 desktop licenses, basic server licensing, and a single desktop extension. This request is to enroll the Town into a small government enterprise agreement, a population-based program.</p> <p>The purpose of this request is to redefine how we use spatial technology; from a basic, points-on-a-map with data entry maintained by the GIS department towards a system of record, that acts as the "data spine" for our organization, with information automatically populated from our various business systems accessible in a single hub. This will allow us to build solutions against the technology, instead of being limited by the licensing level of the technology we've purchased; essentially what can we imagine vs. what can we afford. Allowing a more agile approach to technology deployment and access to cutting edge products.</p> <p>NOTES:</p> <ul style="list-style-type: none"> 38,500 - Esri Enterprise Agreement: Local Government Population Level Two (25,001 to 50,000) 4,000 - Esri GeoEvent Server: Term License 400 - Esri Image Analyst Extension: Term License 6,300 - FME Desktop Database Edition Perpetual License; automation software 1,200 - FME Annual Upgrades and Support 				<p>The benefits can be described across these main areas: modernizing our spatial deployment, empowering active GIS participation by all end-users, and enabling high-value workflows. Transitioning to an enterprise agreement allows us to implement a variety of applications/workflows without the overhead of accounting for per-person licensing, required extensions, or per-core licensing for server products; allowing us to scale without regard to budgetary or calendar restraints. This shift utilizes spatial technology as the digital infrastructure that connects and augments the various business systems throughout the town; allowing a common operating picture. Data is no longer siloed into specific business systems only accessible by a few subject matter experts.</p> <p>Modernize the Spatial Deployment</p> <ul style="list-style-type: none"> - upgrading to a utility network (water, storm, sanitary); allows additional capabilities like flow tracing and customer impact analysis. Upgrading the roads to utilize network capabilities; allows drive-time analysis, turn-by-turn navigation services usable by 3rd party software like Energov - allow automated Quality Control and a framework for building Quality Assurance through repeatable/assignable workflows <p>Empower Active GIS Participation</p> <ul style="list-style-type: none"> - allow field staff to utilize a suite of COTS apps for various data collection tasks. Lets us answer the questions: who did the work, when, and where. Compatible with our current CityWorks implementation - allow office staff the ability to utilize desktop GIS to create simple maps, perform light analysis, and utilize COTS applications for simple tasks (geo-enabled surveys for customer satisfaction, festival attendance, MiFi Check-Outs at the library, sending research requests to neighboring municipalities) - deploy additional public-safety solutions like desktop-based crime analysis, field-based incident planning <p>Enable High-Value Workflows</p> <ul style="list-style-type: none"> - GeoEvent Server will allow us to consume AVL/GPS feeds utilizing our vendor's pre-built connectors; allowing our users to access this data in multiple formats like dashboards and interactive maps. - Imagery analytics will allow us to perform machine learning tasks on our aerial imagery and LiDAR data. Deliverables would include: building footprints, impervious surfaces, object detection, land cover classification, extracting utility information - FME Workbench is a low-code automation tool; the benefit is significantly less development time compared to writing computer programming languages like Python, requiring less training/skills requirements from GIS employees which can inflate the cost of hiring quality candidates 					

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>No specific revenue enhancements are contained within the package, although this technology presents plenty of opportunities for Continuous Process Improvements. \$11,272.00 used to fund ESRI licensing in previous years will be allocated to this package (see Base Budget for details). GIS is also planning on self-hosting the ESRI platform using Town data center resources (the existing virtual server cluster) which will result in an additional annual savings of \$25,000.00 (the current annual cost for GIS hosting with New Edge Services).</p> <p>Proposed Cost: 38,500+4,000+400+6,300+1,200 = \$50,400 \$50,400 - 11,272 (previously budgeted funds) - 25,000 (NewEdge) = \$14,128</p>	<p>By taking the a la carte, incremental approach to implementing spatial technology, every project moving forward will need to be evaluated for scope, licensing, and budget. This will have the effect of pre-empting most ad hoc projects as our licensing will be a limiting factor in all of these decisions. This self-imposed scarcity can only be addressed in two ways: estimate and procure more licensing every budget year or implement clawbacks against the originator department's budget. There are things that we can replicate without some of this licensing, but those will need to be programmed from scratch which adds time, complexity, and a level of technical debt that could be cumbersome in future years. In closing, we will be adding an artificial time constraint to all of our projects moving forward if this is not funded; with an enterprise license we can implement projects as fast as we can process it, we will be restricted against what we have budgeted for in a single year.</p> <p>In terms of named user licensing, we only have 5 field licenses available (of which 3 are needed for the core GIS team); this implies shared licensing for any team that participates in field collections (fire, water, storm, sanitary, streets, parks). The inability to track edits on a per-user level (Esri best-practices) obfuscates who did what, where, and limits the accountability for teams to maintain quality data. The alternative is to budget X number of licenses, when those are used we again revert to sharing licensing (against best practices), mothball that project until the next fiscal year, or clawback the funds from the originator department (which has been proven to disincentivize participation). The last two options are demoralizers, they either paint the GIS/IT department as unresponsive to departmental need or inept/unable to deploy solutions in a timely manner; technology claw-backs implement an unnecessary administrative review for workflows as each license request is evaluated beyond the workflow to ask the question, "do we really need to spend X dollars for this capability" instead of focusing on the ability to provide new services, creating a healthier work environment through CPI, or enabling better analysis-driven decision-making.</p> <p>For desktop licensing, we have no available seats. This is similar to the above in that we discourage active GIS participation and it also forces all requests to be routed through the core GIS team. This increases project implementation times as users are unable to self-service, ad hoc requests receive priority over longer-term implementation projects.</p> <p>In terms of high-value workflows, the alternative is that we write our own automation that mimic these commercially available products; the development time for this kind of computer-programming varies from 1-6 months depending on the scope as the core GIS team is responsible for automation this will have a snowball effect of delaying long-term implementation projects and creating longer wait times for other ad hoc requests.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	<p>Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE	TYPE					RANK	2		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5350 VEHICLE EXPENSE	\$58,000	\$0	\$0	\$0	\$0				
TOTAL	\$58,000	\$0	\$0	\$0	\$0				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
In May of 2021, I.T. conducted a test of AT&T FirstNet LTE performance in Public Safety vehicles, in comparison to the current Verizon LTE service. Test results indicate significantly improved coverage in all areas of the Town, including those areas where Verizon coverage alone was known to drop. This request will add a FirstNet Band14-enabled modem to each Public Safety vehicle's Cradlepoint router, a NetCloud subscription upgrade, an antenna, and the FirstNet LTE annual service subscription. Estimated one-time cost for modems, antennas, subscription, and installation: \$58,000	FirstNet is a federally-mandated cellular communications system designed to ensure first responders have reliable and available LTE service, even in disaster situations. Among other features are a dedicated frequency range (Band 14) and priority and preemption (first responder devices have priority over civilian devices and also have the ability to knock a civilian device off a tower if it is at capacity when a connection is attempted).								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	Public Safety vehicles will continue to experience periodic drops in coverage, resulting in CAD software errors, disconnections, and slowdowns.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services								

TOWN OF PROSPER

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

TITLE	RECLASS HELP DESK TECH TO HELP DESK SUPERVISOR		TYPE	DISCRETIONARY - 2		RANK	3				
RESOURCES REQUESTED											
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026					
5110 SALARIES	\$8,653		\$8,653	\$8,653	\$8,653	\$8,653					
5145 SOCIAL SECURITY EXPENSE	\$536		\$536	\$536	\$536	\$536					
5150 MEDICARE EXPENSE	\$125		\$125	\$125	\$125	\$125					
5175 LIABILITY (TML) WORKERS COMP	\$20		\$20	\$20	\$20	\$20					
5180 TMRS EXPENSE	\$1,233		\$1,233	\$1,233	\$1,233	\$1,233					
5185 LONG TERM/SHORT TERM DISABILIT	\$16		\$16	\$16	\$16	\$16					
TOTAL	\$10,583		\$10,583	\$10,583	\$10,583	\$10,583					
COMMENTS											
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
Span of control is now fairly wide in I.T. and having a Help Desk Supervisor could help alleviate that issue. The current Help Desk Technician I has demonstrated stellar performance, both in terms of day-to-day service, as well as supervisory abilities; they have organically become the help desk lead and provide direction and instruction to our two newest team members.				This position will reduce the administrative and supervisory workload of the I.T. Director and assist in the ability to establish help desk baseline performance metrics and operational guidelines.							
It is expected that an estimated 20% of this position's time will be spent on administrative and supervisory duties and 80% will be spent on help desk support ticket escalations.											
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
N/A				The I.T. Director will remain responsible for all of the enumerated duties and tasks, reducing their ability to focus on department and Town-wide concerns.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS							
Reclassify the position of Help Desk Technician to Help Desk Supervisor.				Financially responsible Town government providing exceptional municipal services							

TOWN OF PROSPER

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

TITLE	GIS ANALYST (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2			RANK	4
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$56,624	\$56,624	\$56,624	\$56,624	\$56,624		
5143 CELL PHONE ALLOWANCE	\$1,620	\$1,620	\$1,620	\$1,620	\$1,620		
5145 SOCIAL SECURITY EXPENSE	\$3,511	\$3,511	\$3,511	\$3,511	\$3,511		
5150 MEDICARE EXPENSE	\$821	\$821	\$821	\$821	\$821		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$130	\$130	\$130	\$130	\$130		
5180 TMRS EXPENSE	\$8,069	\$8,069	\$8,069	\$8,069	\$8,069		
5185 LONG TERM/SHORT TERM DISABILIT	\$108	\$108	\$108	\$108	\$108		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5220 OFFICE EQUIPMENT	\$9,990	\$0	\$0	\$0	\$0		
5230 DUES,FEES,AND SUBSCRIPTIONS	\$705	\$305	\$305	\$305	\$305		
5400 UNIFORM EXPENSE	\$200	\$200	\$200	\$200	\$200		
5419 IT LICENSES	\$7,315	\$1,695	\$1,695	\$1,695	\$1,695		
5530 TRAVEL	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
5533 MILEAGE EXPENSE	\$700	\$700	\$700	\$700	\$700		
5536 TRAINING/SEMINARS	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
5630 SAFETY EQUIPMENT	\$300	\$300	\$300	\$300	\$300		
TOTAL	\$105,806	\$89,796	\$89,796	\$89,796	\$89,796		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>The GIS Analyst will ensure ad hoc requests, one-off projects, and routine deliverables are completed within appropriate service level agreements (SLAs). This position will prioritize core functions of the GIS department to include: data entry/maintenance, field data collection, and labor-intensive schema enhancements. Supports the Senior GIS Analyst in implementing spatial infrastructure and capabilities.</p> <p>When the various options were discussed regarding what direction we would take to bring GIS in-house, a second GIS position, to be added after the Senior GIS Analyst was filled, was the most favored option.</p>	<p>A second position within the GIS department will allow general tasks to be completed with a faster turnaround, and quicken the implementation of the major projects enumerated in the previous section. After the completion of those projects, multiple personnel will allow GIS better coverage for spending the required time with subject matter experts throughout the departments to assess needs, develop compelling applications, and implement changes quickly. This bandwidth will enable more ambitious projects to be tackled as routine maintenance duties will be shared between the two positions, enabling a wider schedule of collaboration and time to develop automation for routine maintenance tasks.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>The \$80,000 the Town previously paid to Frisco for GIS services will be allocated to funding this request and will offset most of the cost of the position.</p>	<p>The Town will increase the timelines for implementing new projects that are specifically made possible through our ELA; unachieved major projects represent un-utilized capabilities that we pay for regardless, through our ELA. Routine maintenance work will also take precedence over the development of major projects; automations that minimize routine maintenance will also compete for limited person-hours as this requires development time to write and test computer code. Inadequate staffing within the GIS department may force an emergency-only response as the sole Senior GIS Analyst bounces between projects that each become ASAP or other priority depending on the Town's needs-- --all during an implementation period of a new enterprise permitting software Energov.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
<p>One GIS Analyst in October 2021.</p>	<p>Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services Successful Dallas North Tollway Development Successful Prosper Downtown Redevelopment</p>

TOWN OF PROSPER

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

TITLE	PART-TIME ADMIN ASSISTANT - IT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2			RANK	5		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5110 SALARIES	\$22,116	\$22,116	\$22,116	\$22,116	\$22,116				
5145 SOCIAL SECURITY EXPENSE	\$1,371	\$1,371	\$1,371	\$1,371	\$1,371				
5150 MEDICARE EXPENSE	\$321	\$321	\$321	\$321	\$321				
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162				
5175 LIABILITY (TML) WORKERS COMP	\$51	\$51	\$51	\$51	\$51				
5180 TMRS EXPENSE	\$3,152	\$3,152	\$3,152	\$3,152	\$3,152				
5210 OFFICE SUPPLIES	\$100	\$0	\$0	\$0	\$0				
5220 OFFICE EQUIPMENT	\$1,700	\$0	\$0	\$0	\$0				
5419 IT LICENSES	\$700	\$0	\$0	\$0	\$0				
TOTAL	\$29,673	\$27,173	\$27,173	\$27,173	\$27,173				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
Administrative duties are consuming more and more of the I.T. Director's time, particularly bill processing, purchasing card, and PO requisition entry. Dedicating a part-time position to those and other duties will free up time for strategic, policy-focused tasks and project management.				This position will reduce the administrative workload of the I.T. Director to improve productivity and improve reporting and transparency to Executive Team members.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				The I.T. Director will remain responsible for all of the enumerated duties and tasks, reducing their ability to focus on department and Town-wide concerns.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
One Part-Time Administrative Assistant in October 2021.				Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION			
10 GENERAL	ADMINISTRATION	100-10-05EXP INFORMATION TECHNOLOGY			
SUPPLEMENTAL DETAILS - ACTIVE					
TITLE	CITYWORKS - ENTERPRISE AGREEMENT	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5419 IT LICENSES	\$57,000	\$40,000	\$40,000	\$40,000	\$40,000
TOTAL	\$57,000	\$40,000	\$40,000	\$40,000	\$40,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
<p>Currently, we are procuring our asset management software with an a la carte model and spending \$23,000.00 annually for a total of 11 licenses, basic server licensing, and 3 API licenses (connectors to other software). This request is to enroll the Town into a small government enterprise agreement, a population-based program.</p> <p>The Enterprise Agreement is based on Census calculations, because those are not yet out, we are able to lock-in pricing at the lower level for an additional 3 years (ending September 2024). After which period we will be paying approximately \$60,000 for the same service. If this item is not approved, then we will pay the higher price for this approval next budget cycle.</p> <p>NOTES: \$40,000 - CityWorks Enterprise Agreement: Local Government Population Level Two (10,001 to 25,000) \$60,000 - CityWorks Enterprise Agreement: Local Government Population Level Three (25,001 to 50,000)</p> <p>Due to the contract renewal date in September, Year 1 accounts for the \$17k cost delta from our a la carte model to bring us into the enterprise agreement beginning October 1 and also the first renewal at \$40k due in September 2022.</p>	<p>The CityWorks Enterprise agreement offers several advantages: unlimited licensing, access to additional APIs, and an inventory management solution. Together these benefits will allow us to deploy CityWorks into additional departments, integrate it into additional business systems, and satisfy the state's reporting requirements.</p> <p>Unlimited Licensing</p> <ul style="list-style-type: none"> - Moving to an unlimited licensing model will allow us to further empower our employees. With more named users, more data entry could be accomplished by our field teams (instead of data entry by supervisors at the office after the work is complete) - Access to mobile field applications (respond, native apps) - Ability to deploy to additional departments: Parks, Utility Billing, Facilities <p>Additional APIs</p> <ul style="list-style-type: none"> - eURLs (\$2k a la carte), the ability to export reports as an internet feature service; allowing the creation of dashboards/maps we could: <ul style="list-style-type: none"> -- utilize these to facilitate citizen engagement by showing where work has been completed -- create internal maps for better work scheduling -- analyze where work is frequently occurring to identify faulty assets - Extended Work-Order API (\$19k a la carte), the ability to integrate 3rd party systems like customer information systems (utility billing), financial systems, and SCADA systems <p>Inventory Management Solution</p> <ul style="list-style-type: none"> - at the Town's current population tier we are statutorily required to inventory items used during the course of our work - inventory items can be bundled per job, alerting staff before they enter the field if they will need additional supplies - inventory can be organized per warehouse and per vehicle, allowing a more even flow, preventing delays from part ordering, and having better clarity into the budget for subsequent years 				

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
If approved, this package will result in a savings of \$3,000 in the General Fund annually.	<p>We are currently paying a significant amount of money for a platform that could accommodate multiple departments; however, it is only used by one (Public Works) currently. By forgoing the enterprise agreement any department that would want to begin using the CityWorks platform would need to scope and procure licensing in subsequent budget years.</p> <p>Licensing</p> <ul style="list-style-type: none"> - named user licensing (for 6 seats, \$6k) - along with the cost of any APIs (currently we pay \$9k to license 3 APIs) that they might need to integrate their current business systems. The extended work-order API costs \$19k alone and is needed for connecting to other databases like financial systems (ex. ERP) - this could ultimately create a barrier to entry for other departments to join (our CityWorks deployment is 5 years old and only includes Public Works) and may push them to delay implementing CityWorks <p>Enterprise Agreement Price Increase</p> <ul style="list-style-type: none"> - If we do not fund this request the cost of an enterprise agreement will rise to \$60,000 which will make it harder to justify in the short term without having any access to the increased benefits.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE						RANK	7		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5418 IT FEES	\$13,000	\$1,800	\$1,800	\$1,800	\$1,800		\$1,800		
TOTAL	\$13,000	\$1,800	\$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.								
The company engaged to setup cameras and a website to monitor the railroad crossings (911 Security) has not performed well maintaining the system over the last two years and I.T and the Fire Department are looking to develop a more scalable, long-term solution. The proposed solution would cover the cost of building a new site using a video content delivery network (CDN) which will allow many more simultaneous users than the current system supports as well as the seamless integration of additional camera locations in the future. Also included is the ongoing cost for CDN bandwidth/usage.	A better user experience for both residents and Town staff, as well as better reliability and uptime.								
This system is relied upon daily by Town Public Safety personnel and PISD to monitor the crossings. FD and IT personnel field multiple calls, and Public Safety response times are negatively affected, when the system is unavailable (which is often).									
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	The current system will remain in place, along with the frequent outages currently being experienced.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services								

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ADMINISTRATION

DIVISION

100-10-06EXP COMMUNICATIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TOWN WEBSITE REDESIGN	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5480 CONTRACT SERVICES	\$50,000	\$0	\$0	\$0	\$0
TOTAL	\$50,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
<p>This request will fund a comprehensive evaluation and redesign of the Town of Prosper website. The current website has been in use since 2015. There are some deficiencies with the website that have been identified by staff and residents, such as the inability to easily locate information, and a site map organization that is not intuitive or easy to navigate. Town staff has encountered some limitations with page design options as well.</p> <p>Industry standards indicate that a website should undergo a redesign/rebuild every 3-5 years to keep up with technological changes and search engine optimization. The Town website also needs to be upgraded in order to comply with ADA standards.</p> <p>Town staff intends to prepare a Request for Proposal (RFP) for a website needs assessment and redesign to identify a vendor that can handle all project phases, including a content audit, consultation, site map organization, website design, development, content migration, training, and implementation. The RFP will also include a redesign and content migration for the Employee Intranet Site and the Council Dashboard.</p> <p>Estimated one-time costs for all design, development and implementation is approximately \$50,000. Recurring Annual Maintenance Service Fees and Monthly Web Hosting Fees are an existing budget item estimated at \$24,000 per year.</p>	<p>The Town website is the primary communication tool to convey information about the Town's operations, government activities, programs, and events. The website is often the "first impression" a new resident, business, or visitor has of the Town. For that reason, it is important that the Town website is well-organized, well-designed, and easy-to-navigate. A redesigned website will provide a better user experience for Town residents, stakeholder groups, staff, and Council in locating the information they need.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	<p>Town residents and stakeholders depend on the Town website for accurate and reliable information about Town programs, events, and activities. The current Town website has some deficiencies that require improvement in order maximize the website as a communication tool. Without a robust website, the Town is missing out on a critical opportunity to keep our residents and stakeholders informed and engaged. If this request is not funded, the Town will continue to use the existing website.</p>				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	<p>Financially responsible Town government providing exceptional municipal services</p> <p>Investment in Prosper's Future</p> <p>Town Website Upgrade: Phase 1 - Needs Assessment was identified as a Policy Top Ten item in the Strategic Plan</p>				

TOWN OF PROSPER

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

TITLE	FURNITURE FOR COUNCIL CHAMBERS		TYPE	DISCRETIONARY - 1			RANK	2
RESOURCES REQUESTED								
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026		
5220 OFFICE EQUIPMENT	\$8,680		\$0	\$0	\$0	\$0		\$0
TOTAL	\$8,680		\$0	\$0	\$0	\$0		\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
This request is for funding to purchase twelve portable tables for use in the Council Chambers. The tables will be on casters so they can be set up in different configurations to accommodate various types of meetings. The tables will match the existing wood finish in Chambers.	Additional tables in Chambers will provide a dedicated place for Town staff to sit and place laptops and other items during meetings, which allows staff to be more comfortable and productive during meetings. The new portable tables will also accommodate the use of Council Chambers as an additional meeting space for staff, since the tables can be placed in a variety of configurations.							
In 2020, the furniture in Council Chambers was rearranged in order to accommodate social distancing. To provide additional space for staff, the tables in the Community Room were moved to Council Chambers. Now that occupancy restrictions have been lifted, it is likely that demand for the use of the Community Room will increase, and the tables will need to move back to that room for use by the public and staff. This request is for additional tables specifically for use in the Council Chambers.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
N/A	Town staff will sit in the audience with guests and visitors, without tables.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	Financially responsible Town government providing exceptional municipal services							

TOWN OF PROSPER

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

TITLE	COMMUNICATION PRINT PUBLICATIONS	TYPE	DISCRETIONARY - 2	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5240 POSTAGE AND DELIVERY	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400
5280 PRINTING AND REPRODUCTION	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$9,400	\$9,400	\$9,400	\$9,400	\$9,400
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.		
This request is for funding to send two printed direct-mail communication pieces to Town residents per year and two additional printed marketing materials, such as the "Stay Connected" cards and the Broadband Flyers for distribution at events, as Utility Bill Inserts, and through the Utility Billing New Residents packets. This is currently an unfunded activity. The Communications Division conducted three direct mail projects in FY 20/21. First was the Bond Election flyer, and the second was a postcard asking residents to participate in the Communications Survey, and the third was a utility bill insert regarding the Town's Broadband Service Improvements. Town staff anticipates the need to conduct at least two direct-mail campaigns per year going forward.			Direct-mail and printed publications are additional communication channels the Town can use to connect with residents, especially those who may not utilize social media or other forms of digital communication. Examples of printed publications include postcards, brochures, flyers, and utility bill inserts.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			The Town's Communications strategy is to use multiple methods of communication to reach all of our target audiences. If this request is not funded, the Town will continue using other forms of digital communications, such as the website, social media, and e-newsletters; however, our message may not reach those who do not use social media, or other forms of digital communication.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST.			MEETS TOWN COUNCIL GOALS		
N/A			Financially responsible Town government providing exceptional municipal services		

TOWN OF PROSPER

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

TITLE	TOWN HALL BALCONY RECEPTIONS		TYPE	DISCRETIONARY - 3			RANK	4						
RESOURCES REQUESTED														
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026								
5600 SPECIAL EVENTS		\$2,400		\$2,400		\$2,400		\$2,400						
TOTAL		\$2,400		\$2,400		\$2,400		\$2,400						
COMMENTS														
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.													
Town Council directed staff to begin a new Community Engagement program in the fall of 2021. The Town Council will host a series of receptions on the Town Hall balcony for various stakeholder groups, including nonprofit/service organizations, Board & Commission members, HOA Presidents and Board Members, Prosper ISD, and representatives from the development and business community. The purpose of the program is to strengthen relationships between the Town Council, staff, and stakeholder groups by hosting them at an informal social event. This request will provide for recurring funding for food, beverages and supplies for four receptions per year. One-time expenses for heavy duty outdoor furniture can be funded through budget savings in FY 20/21.				The receptions will provide an opportunity for the Town to strengthen relationships with various stakeholder groups.										
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?													
N/A				Town staff will not implement the program.										
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS													
N/A				Premier Residential Community Investment in Prosper's Future										

TOWN OF PROSPER

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

TITLE	PART-TIME COURT CLERK (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2			RANK	1		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5110 SALARIES	\$21,048	\$21,048	\$21,048	\$21,048	\$21,048				
5145 SOCIAL SECURITY EXPENSE	\$1,305	\$1,305	\$1,305	\$1,305	\$1,305				
5150 MEDICARE EXPENSE	\$305	\$305	\$305	\$305	\$305				
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162				
5175 LIABILITY (TML) WORKERS COMP	\$48	\$48	\$48	\$48	\$48				
5180 TMRS EXPENSE	\$2,999	\$2,999	\$2,999	\$2,999	\$2,999				
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100				
5220 OFFICE EQUIPMENT	\$10,655	\$0	\$0	\$0	\$0				
5230 DUES, FEES, AND SUBSCRIPTIONS	\$60	\$60	\$60	\$60	\$60				
5418 IT FEES	\$1,705	\$0	\$0	\$0	\$0				
5419 IT LICENSES	\$1,811	\$1,253	\$1,253	\$1,253	\$1,253				
5530 TRAVEL	\$50	\$50	\$50	\$50	\$50				
5533 MILEAGE EXPENSE	\$50	\$50	\$50	\$50	\$50				
5536 TRAINING/SEMINARS	\$100	\$100	\$100	\$100	\$100				
5970 VERF CHARGES FOR SERVICES	\$0	\$480	\$480	\$480	\$480				
TOTAL	\$40,398	\$27,960	\$27,960	\$27,960	\$27,960				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
To continue to provide quality, professional, and efficient customer service to the public without operation interruptions due to lack of staff coverage or availability.				Additional staff will reduce customer wait times and provide much needed coverage for staff on court days. This part-time position will ideally work Monday through Friday between 10 a.m. and 2 p.m. to provide coverage to the Municipal Court counter while other personnel are managing in-person court, virtual court, and taking lunch breaks. Currently there are court days where staff are not able to take a lunch break due to the length of court sessions and no available staff to relieve counter personnel. Although we are now doing some virtual court proceedings they still require the same number of personnel to run the proceedings while assisting the Judge and Prosecutor.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				Not funding additional staff will affect response times and cause interruptions in providing prompt customer service. The Court assists customers by phone, in person, via mail, and virtually with the implementation of virtual court proceedings.					

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Part-Time Court Clerk in October 2021.	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	TICKET WRITERS AND PRINTERS		TYPE	DISCRETIONARY - 2		RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5220 OFFICE EQUIPMENT	\$15,700	\$2,384	\$2,384	\$2,384	\$2,384	\$2,384	\$2,384
TOTAL	\$15,700	\$2,384	\$2,384	\$2,384	\$2,384	\$2,384	\$2,384
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To purchase three new ticket writers and three new printers for Police Department use and one new ticket writer and printer for Code Compliance.	Prosper Police require ticket writers and printers for additional shift staffing and the need to have as many working units as possible when units are out for repair. Code Compliance has acquired a new officer who currently does not have a writer and printer. Both Police and Code are asked to provide the court with their ticket writer equipment needs during budget each year.						
Police and code use the writers for electronic entry of citation information. The ticket writer system is linked to the court software and provides a more accurate and uniformed selection of violation codes and descriptions, court dates, locations, etc. It also allows information updates and changes to be uploaded into the system in real time. Data is also stored and maintained in the writer system for reports (i.e. Racial profiling, crash reports and tracking for towing vehicles)	Ticket writers for Code Enforcement are not available for them to share because currently they all work the same schedule. Police use the writers in shifts, however, many times officers in service may overlap or writers may be sent out for repairs.						
Currently: Code Enforcement - 2 assigned writers and printers Marshal - 1 assigned writer and printer Police - 22 assigned writers and printers							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Insufficient number of writers available for patrol and code enforcement during the day or evening shift or when writers are out for repair or service. Personnel in Code Compliance will need to share ticket writers.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-99EXP NON-DEPARTMENTAL
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COMPENSATION - MARKET ADJUSTMENT GENERAL FUND		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$456,612	\$456,612	\$456,612	\$456,612	\$456,612	\$456,612	
TOTAL	\$456,612	\$456,612	\$456,612	\$456,612	\$456,612	\$456,612	\$456,612
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.				Increased employee morale, which directly affects Town residents through productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.			
ADOPTED BUDGET INCREASED ORIGINAL REQUEST OF \$247,983 TO \$456,612.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	POLICE OFFICERS - FOUR (4) (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$255,800	\$255,800	\$255,800	\$255,800	\$255,800
5115 SALARIES - OVERTIME	\$64,800	\$64,800	\$64,800	\$64,800	\$64,800
5127 SALARIES-CERTIFICATION PAY	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
5145 SOCIAL SECURITY EXPENSE	\$20,249	\$20,249	\$20,249	\$20,249	\$20,249
5150 MEDICARE EXPENSE	\$4,736	\$4,736	\$4,736	\$4,736	\$4,736
5155 SUTA EXPENSE	\$648	\$648	\$648	\$648	\$648
5160 HEALTH INSURANCE	\$40,992	\$40,992	\$40,992	\$40,992	\$40,992
5162 HSA EXPENSE	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800
5165 DENTAL EXPENSE	\$1,824	\$1,824	\$1,824	\$1,824	\$1,824
5170 LIFE / ADD INSURANCE	\$630	\$630	\$630	\$630	\$630
5175 LIABILITY (TML) WORKERS COMP	\$7,823	\$7,823	\$7,823	\$7,823	\$7,823
5180 TMRS EXPENSE	\$44,875	\$44,875	\$44,875	\$44,875	\$44,875
5185 LONG TERM/SHORT TERM DISABILIT	\$621	\$621	\$621	\$621	\$621
5186 WELLE-WELLNESS PROG REIMB EMPL	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400
5191 HIRING COST	\$44	\$0	\$0	\$0	\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$1,000	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5215 AMMUNITION	\$6,800	\$6,800	\$6,800	\$6,800	\$6,800
5220 OFFICE EQUIPMENT	\$7,000	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$400	\$400	\$400	\$400	\$400
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
5400 UNIFORM EXPENSE	\$16,812	\$4,532	\$4,532	\$4,532	\$4,532
5410 PROFESSIONAL SERVICES	\$7,695	\$0	\$0	\$0	\$0

5419 IT LICENSES	\$30,540	\$26,940	\$26,940	\$26,940	\$26,940
5526 DATA NETWORK	\$960	\$960	\$960	\$960	\$960
5530 TRAVEL	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
5536 TRAINING/SEMINARS	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
5620 TOOLS AND EQUIPMENT	\$56,484	\$0	\$0	\$0	\$0
5970 VERF CHARGES FOR SERVICES	\$0	\$29,615	\$29,615	\$29,615	\$29,615
6160 CAPITAL EXPENDITURE - VEHICLES	\$135,066	\$0	\$0	\$0	\$0
TOTAL	\$738,799	\$545,245	\$545,245	\$545,245	\$545,245

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>The purpose is to increase the sworn staffing in the Patrol Division. Current population is 31,100. The Prosper Police Department (PPD) currently has 40 sworn personnel which equates to 1.29 sworn personnel per 1,000 population. If these four positions are approved, plus the detective position we are also requesting, we will have 45 sworn personnel in FY 21/22. With the projected population of 33,888 in the year 2022, this would equate to 1.33 sworn personnel per 1,000 population. Our benchmark cities have a range from 1.07 to 2.17 with an average of 1.48 and a median of 1.52 officers per thousand population.</p> <p>Two 2022 Chevrolet Tahoe's: Defender Supply-vehicle & emergency equipment $\\$56,430 \times 2 = \\$112,860$ GSA-stop sticks $\\$455 \times 2 = \\910 SafeFleet-mobile vision $\\$5,921 \times 2 = \\$11,842$ Motorola Solutions-radios $\\$4,727 \times 2 = \\$9,454$ TOTAL $\\$135,066$</p>	<p>Adding four (4) new sworn positions to Patrol will allow us to assign one (1) additional officer to each Patrol shift. The additional personnel will increase operational readiness, promote excellence in the delivery of services, and help the Town of Prosper keep up with the rapid growth. This request is consistent with the current staffing study specific to the Prosper Police Department by Eric J. Fritsch, Ph.D. Providing excellent public safety related services across all lines of business in the Town of Prosper promotes growth and development in both commercial and residential districts.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>This request is consistent with the current staffing study specific to the Prosper Police Department by Eric J. Fritsch, Ph.D. Not funding these positions drastically alters the staffing of PPD not only for 2022, but the years that follow. At a minimum, we need to follow the recommendations for the staffing increases.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Four Police Officers in October 2021.	<p>Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE	DETECTIVE (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
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	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400		
5145 SOCIAL SECURITY EXPENSE	\$5,721	\$5,721	\$5,721	\$5,721	\$5,721		
5150 MEDICARE EXPENSE	\$1,338	\$1,338	\$1,338	\$1,338	\$1,338		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$158	\$158	\$158	\$158	\$158		
5175 LIABILITY (TML) WORKERS COMP	\$2,217	\$2,217	\$22,217	\$2,217	\$2,217		
5180 TMRS EXPENSE	\$13,149	\$13,149	\$13,149	\$13,149	\$13,149		
5185 LONG TERM/SHORT TERM DISABILIT	\$175	\$175	\$175	\$175	\$175		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5191 HIRING COST	\$11	\$0	\$0	\$0	\$0		
5192 PHYSICAL AND PSYCHOLOGICAL	\$200	\$0	\$0	\$0	\$0		
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500		
5214 TACTICAL SUPPLIES	\$200	\$200	\$200	\$200	\$200		
5215 AMMUNITION	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700		
5220 OFFICE EQUIPMENT	\$3,105	\$3,105	\$3,105	\$3,105	\$3,105		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$1,700	\$1,700	\$1,700	\$1,700	\$1,700		
5240 POSTAGE AND DELIVERY	\$50	\$50	\$50	\$50	\$50		
5250 PUBLICATIONS	\$50	\$50	\$50	\$50	\$50		
5350 VEHICLE EXPENSE	\$600	\$600	\$600	\$600	\$600		

5352 FUEL	\$3,700	\$3,700	\$3,700	\$3,700	\$3,700
5400 UNIFORM EXPENSE	\$4,203	\$1,133	\$1,133	\$1,133	\$2,083
5410 PROFESSIONAL SERVICES	\$7,695	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
5520 TELEPHONE EXPENSE	\$480	\$480	\$480	\$480	\$480
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480
5530 TRAVEL	\$4,320	\$4,320	\$4,320	\$4,320	\$4,320
5536 TRAINING/SEMINARS	\$2,814	\$2,814	\$2,814	\$2,814	\$2,814
5620 TOOLS AND EQUIPMENT	\$14,121	\$0	\$0	\$0	\$6,711
5970 VERF CHARGES FOR SERVICES	\$0	\$4,717	\$4,717	\$4,717	\$4,717
6160 CAPITAL EXPENDITURE - VEHICLES	\$47,422	\$0	\$0	\$0	\$0
TOTAL	\$229,551	\$161,749	\$181,749	\$161,749	\$169,410

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>This new position is needed to add to a comprehensive plan to grow the Criminal Investigations Division (CID) to meet the growing needs of reoccurring crimes such as thefts and burglaries, but to also address the numbers of violent Part 1 crimes that have increased as the size of the community has grown and influx of people have climbed due to the increased commercial growth. The number and level of criminal investigations have steadily increased each year and the ability to provide quality investigations has diminished due to the expanding work load. As the Patrol Division has grown, the number of officer-initiated contacts and arrests have increased, this has exponentially increased the workload of the limited CID staff. There has been continued turnover due to promotions, which has taken away experienced investigators in CID, leaving the CID sergeant not only to supervise, but to investigate more offenses and train incoming and inexperienced investigators.</p> <p>Includes a 2022 Chevrolet Tahoe</p>	<p>By adding this detective position, it could decrease overtime in CID which occurs as a normal function due to being short-handed, inexperienced and placed under increasing demands by the community and the prosecutorial process. The Division is severely understaffed to meet increasing daily workload due to the increase in the size of community, the increasing patrol force and types of crimes occurring. The resulting investigations are more complicated, which places further demands and stress on the quality of services provided. The sense of safety in a community is conducive to further residential and commercial growth.</p> <p>Case investigated by year: 2018-1,076 2019-1,156 2020-**1,245 . Current Active Cases: 415 (including 43 graffiti and 3 shooting cases). **These numbers do not include the 91 Child Protective Services reports that were received in 2020. These reports require a review and determination whether an immediate response by the Department is necessary or whether action in an assisting role with CPS is needed. This is based on the offense and priority.</p> <p>Violent Crimes: 2018-226 2019-224 2020-*236 (*including 4 shooting incidents in an 11 month period)</p> <p>Racial Profiling (traffic related Police contacts) 2018-8,505 2019-10,899 2020-*6,215. (*Due to Covid 19 reduced contact rules.)</p> <p>Population according to NTCOG: 2018-2019: 25,630 2019-2020: 28,380 2020-2021: 31,100 2021-2022: 33,588.</p> <p>This position will assist CID in developing a Crimes Against Children specialized Detective. Prosper Police Department is responsible for all law enforcement actions in child offenses in the Denton County side of Prosper, whereas there is a contract agreement with the Collin County Sheriffs Office to provide the law enforcement unit from the Collin County Child Advocacy Center to take the lead on Collin County based sex offenses related to children 16 and under.</p>

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	With the continuous growth of the community, there are now approximately 31,100 residents plus (per TXDOT) the average influx of over 80K people in Prosper on a daily basis. CID is currently overworked and the growing patrol force strives to meet the needs of the community. Recent major incidents (graffiti, shootings) have clearly identified that the Division is in need of expansion. The additional caseload being assigned to each detective severely limits the quality of investigations. For example, in the years 2018-2020, the number of criminal cases assigned to the Criminal Investigation Division increased approximately 10% per year with an average assignment rate of approximately over 100 cases assigned per month. This includes an increase in violent crime of 14%. Violent crimes continued to increase 14% in 2020 over 2018 with an increased population of 6,180 residents or a 22% increase from 2018 to 2020. (Source NCTCOG) This workload limits the interests of current employees wanting to transfer into the Division.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Detective in October 2021.	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services.

TOWN OF PROSPER

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

TITLE	COVERED PARKING	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
6110 CAPITAL EXPENDITURE	\$179,000	\$0	\$0	\$0	\$0
TOTAL	\$179,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To procure and install covered parking at the Prosper Police Facility. This request will provide covered parking spaces for 30 vehicles.	Approval of this request is fiscally responsible as it protects Texas Municipal League Risk Management from insurance claims and the Town from a \$1,000 per vehicle deductible. The Department has 27 vehicles; 20 are assigned to Patrol, 4 assigned to the Criminal Investigations Division, 1 assigned to the Public Safety Officer, 1 assigned to the Assistant Chief and 1 assigned to the Chief of Police. Should the entire fleet become damaged due to extreme weather conditions, deductibles would total \$27,000. The Town would then assume expenses for body damage repair plus the possible risk to emergency equipment and electronics.				
Currently the Police Department fleet has no protection from extreme weather. Hail storms put vehicles in the most risk. Fleet vendor quotes submitted in preparation for the FY 21/22 budget are \$67,533 per vehicle, of which \$56,430 is the purchase price and emergency equipment. The additional \$11,103 per vehicle is for radios, mobile vision and stop sticks. Aside from personnel salary and benefits, the fleet is the most expensive asset in any law enforcement agency.	Covered parking protection for the fleet would eliminate the necessity of taking officers out of service to shuttle vehicles to an off-site location. The fleet would then be protected at all times. Keeping citizens safe includes reducing the risks of vehicles being sidelined.				
The summer heat can also significantly reduce the life of interior electronics, such as mobile data computers and in-car camera recording devices. Covering vehicles, when they are not in service, will extend the life of the vehicles.					
ADOPTED BUDGET REDUCED ORIGINAL REQUEST OF \$325,000 TO \$179,000.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Savings from repairs.	Risk of damage to vehicles.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	CRASH REPORT SOFTWARE (PATROL TRAFFIC UNIT)		TYPE	DISCRETIONARY - 2		RANK	5
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5418 IT FEES	\$4,500	\$500	\$500	\$500	\$500	\$500	\$500
TOTAL	\$4,500	\$500	\$500	\$500	\$500	\$500	\$500
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
This request is for crash reporting software for Brazos handheld ticket-writers for Patrol's Traffic Unit. Currently, Police Officers in Patrol make hand-written notes while processing accident scenes. Once the scene is cleared, the officer transcribes their hand-written notes into the state crash reporting system. With this hand-held technology, officers would be able to scan Driver Licenses at the scene and scan Vehicle Identification Numbers (VIN) at the scene, which will then populate into the state crash reporting system. This will allow officers to process accident scenes much faster as well as complete the state crash reports in a much more timely manner. Collectively this will allow the PD to clear accident scenes in a much more timely manner, thus opening roadways up much quicker. This request is for our Traffic Unit, which is two Police Officers. We will evaluate the effectiveness of the software over FY 21/22 to determine whether additional licenses would be effective. This request is for two software licenses.	Tyler Technologies' Crash Report Software would expedite crash reporting for the Traffic Unit Officers who are the primary officers in responding and investigating vehicle crashes. This program would decrease the time it takes to complete a crash report and allow Traffic Officers to return to the field and enforce traffic complaints or respond to additional crashes. This program would also expedite the time on scene and allow Traffic Officers to clear the scene and roadway quicker.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Traffic officers would spend a longer amount of time with crash reporting and reducing their time in the field responding to traffic complaints, conducting traffic enforcement, and investigating crashes.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	TYPE					RANK	7		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5480 CONTRACT SERVICES		\$7,925	\$7,925	\$7,925	\$7,925	\$7,925			
TOTAL		\$7,925	\$7,925	\$7,925	\$7,925	\$7,925			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
Lawn maintenance for the Police Department's new location, 801 Safety Way, has been maintained by the Town's Parks Department since the move in October 2020. Parks has committed to continue the service through September 30, 2021. The Parks Superintendent obtained a quote from V&A Landscape and Lawn in Prosper, a vendor with whom the Town already has a contract. The attached quote includes general maintenance: mowing, edging, weed care, general clean-up of trash and debris removal for 33 times per year at \$225 each. It also includes trimming shrubbery 2 times a year at \$250. Total quote \$7,925.	Per Purchasing, this vendor's quote can be added as an addendum to the Town's current contract with V&A Landscape and Lawn in Prosper.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	The time commitment of the Town's Parks Department would continue.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services								

TOWN OF PROSPER

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

TITLE	SIX FIREFIGHTER PARAMEDICS (REPLACE 15 PART-TIME)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$383,700	\$383,700	\$383,700	\$383,700	\$383,700
5116 SALARIES - FLSA OVERTIME	\$10,704	\$10,704	\$10,704	\$10,704	\$10,704
5145 SOCIAL SECURITY EXPENSE	\$24,453	\$24,453	\$24,453	\$24,453	\$24,453
5150 MEDICARE EXPENSE	\$5,719	\$5,719	\$5,719	\$5,719	\$5,719
5155 SUTA EXPENSE	\$972	\$972	\$972	\$972	\$972
5160 HEALTH INSURANCE	\$61,488	\$61,488	\$61,488	\$61,488	\$61,488
5165 DENTAL EXPENSE	\$2,736	\$2,736	\$2,736	\$2,736	\$2,736
5170 LIFE / ADD INSURANCE	\$180	\$180	\$180	\$180	\$180
5175 LIABILITY (TML) WORKERS COMP	\$13,199	\$13,199	\$13,199	\$13,199	\$13,199
5180 TMRS EXPENSE	\$54,191	\$54,191	\$54,191	\$54,191	\$54,191
5185 LONG TERM/SHORT TERM DISABILIT	\$749	\$749	\$749	\$749	\$749
5186 WELLE-WELLNESS PROG REIMB EMPL	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
5194 FD ANNUAL PHY AND SCREENING	\$3,864	\$3,864	\$3,864	\$3,864	\$3,864
5400 UNIFORM EXPENSE	\$13,380	\$4,500	\$4,500	\$4,500	\$4,500
5480 CONTRACT SERVICES	\$1,350	\$1,350	\$1,350	\$1,350	\$1,350
5530 TRAVEL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5536 TRAINNING/SEMINARS	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5630 SAFETY EQUIPMENT	\$36,042	\$4,920	\$4,920	\$4,920	\$4,920
TOTAL	\$621,892	\$581,890	\$581,890	\$581,890	\$581,890

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 for adequate staffing of full-time employees and discontinue the part-time program that includes 15 Part-Time Firefighters/Paramedics. Since 2002, Prosper Fire Rescue has used part-time employees when full-time people were off due to vacation, holiday, or sick. On average, these employees work one or two shifts a month. Many times going months without working with the same crews or at the same station. While this has worked, it has not been beneficial to the department in multiple areas including training, equipment familiarization, familiarization with the Town, etc. Prosper is the only department of its size in the area still utilizing part-time employees including all of the Town's comparison cities.	The benefits include having adequate staffing of full-time employees when our members are on leave using scheduled time off. All personnel would have the trust gained by working alongside each other daily and they would be familiar with department apparatus, EMS protocols, department standard operating guidelines, and would train together using department-specific techniques. In addition, it is very difficult to almost impossible to meet the training requirements by ISO since the part-time employees are not here enough to meet the 20 hours per month minimum training hours required. In addition, many of our Part-Time Firefighter's home departments did not allow them to work a second job due to COVID restrictions minimizing them being able to work for much of this past year. This request is also one of the Management in Progress 2021 listed in the Town Council's Strategic Plan (2021-2026)
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
The revenue enhancement includes \$288,026.99 for salaries and benefits that were budgeted ongoing for part-time personnel that would go towards the total amount of \$621,892 (year 1 deficit total) and \$581,890 (year 2). The total sum of \$288,026.99 includes the following: P/T budgeted Salaries: \$213,776.39 P/T Social Security: \$19,034.00 P/T Medicare: \$4,451.50 P/T TMRS Amount \$42,181.80 P/T LTD: \$583.30 P/T Life Insurance: \$8,000 Year 1 Difference - \$333,865.01 Year 2 Difference - \$293,863.01	We would continue to have differing levels of familiarization in all areas which decrease the level of safety of our fire grounds and major incident scenes. In addition, continuing to utilize the part-time program places additional liability on our EMS delivery system as the part-time personnel work under various differing protocols and medical directors requiring a significant amount of oversight to manage internally. We also risk not meeting the requirements to meet ISO that could lower our score and could jeopardize our ISO Class 1 rating. As the department continues to grow, we would need to add additional part-time employees to cover additional time off.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Six Firefighter/Paramedics in October 2021. We would reduce our workforce by 15 part-time personnel.	Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	THREE FIREFIGHTER PARAMEDICS (OVERTIME REDUCTION)	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$191,850	\$191,850	\$191,850	\$191,850	\$191,850
5116 SALARIES - FLSA OVERTIME	\$5,352	\$5,352	\$5,352	\$5,352	\$5,352
5145 SOCIAL SECURITY EXPENSE	\$12,227	\$12,227	\$12,227	\$12,227	\$12,227
5150 MEDICARE EXPENSE	\$2,859	\$2,859	\$2,859	\$2,859	\$2,859
5155 SUTA EXPENSE	\$486	\$486	\$486	\$486	\$486
5160 HEALTH INSURANCE	\$30,744	\$30,744	\$30,744	\$30,744	\$30,744
5165 DENTAL EXPENSE	\$1,368	\$1,368	\$1,368	\$1,368	\$1,368
5170 LIFE / ADD INSURANCE	\$90	\$90	\$90	\$90	\$90
5175 LIABILITY (TML) WORKERS COMP	\$6,600	\$6,600	\$6,600	\$6,600	\$6,600
5180 TMRS EXPENSE	\$27,096	\$27,096	\$27,096	\$27,096	\$27,096
5185 LONG TERM/SHORT TERM DISABILIT	\$375	\$375	\$375	\$375	\$375
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5194 FD ANNUAL PHY AND SCREENING	\$1,932	\$1,932	\$1,932	\$1,932	\$1,932
5400 UNIFORM EXPENSE	\$6,690	\$2,250	\$2,250	\$2,250	\$2,250
5480 CONTRACT SERVICES	\$675	\$675	\$675	\$675	\$675
5530 TRAVEL	\$900	\$900	\$900	\$900	\$900
5536 TRAINNING/SEMINARS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5630 SAFETY EQUIPMENT	\$18,021	\$2,460	\$2,460	\$2,460	\$2,460
TOTAL	\$310,948	\$290,947	\$290,947	\$290,947	\$290,947

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 for adequate staffing of full-time employees while reducing the overtime budget. These 3 staff members would cover time off (Vacation, Holiday, Sick, Training, Injuries, etc.) to maintain minimum staffing. As noted below the amount of time off or for training averages 3 per shift but can be as high as 6 per day. The department is at minimum staffing with 15 personnel per day. Our members currently have over 14,700 hours combined accruals of vacation or holiday to use at their discretion. In addition, over 3,500 sick hours were used in the past 12 months. Anytime someone is off, the department currently uses a full-time member or a part-time member to cover the 24-hour shift. When no one is available, the department must mandate a full-time person work overtime with little or no notice.	The benefits include having adequate staffing of full-time employees when our members are on leave using scheduled time off. This would reduce the overtime of our full-time members and allow vacation and holiday to be scheduled in advance. It has become a common practice to have mandatory overtime. Mandatory overtime would see a significant reduction with the approval of this request. This would also increase morale if we could drastically reduce mandatory overtime.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
This request would be over 99% funded in year 1 by a reduction in the department's overtime budget by \$307,000. It would be fully funded in year 2 with additional savings.	By not funding this request, there would be a negative work-life balance impact both physically and psychologically on our personnel and their families. We would be forced to continue to rely on employees working multiple shifts to maintain minimum coverage. Fire shifts are 24-hours. One overtime shift requires employees to work 48 or more hours straight many times with no advanced warning due to sick time, injuries, etc.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Three Firefighter/Paramedics in October 2021.	Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	STRYKER MEDICAL EQUIPMENT CONTRACT PROPOSAL					TYPE	DISCRETIONARY - 1	RANK	3				
RESOURCES REQUESTED													
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026								
5440 EMS		\$63,714	\$63,714	\$63,714	\$63,714								
TOTAL		\$63,714	\$63,714	\$63,714	\$63,714								
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 present a 7 year contract proposal by Stryker Medical to replace all Stryker medical devices (LP 15, stretchers, LUCAS, stair chair) with new items.					PFR currently has pieces of equipment that are outside the recommended 7 year maintainable/serviceable life span. These are set to be replaced this budget year at an amount exceeding the annual proposal amount. Each subsequent year, PFR will put forth the items requiring replacement as well, again exceeding the proposed amount.								
Prosper Fire Rescue (PFR) EMS Division has used Stryker products listed above for many years, as they are considered the industry standard by which all others are measured. These four (4) items carried on each MICU and other Fire apparatus make up the largest cumulative investment each year in our EMS delivery system other than the Medic apparatus itself.					The proposed contract amount is based upon discounted program pricing for each unit, plus a maintenance rate that is currently lower than the rate we are paying. The maintenance rate will be locked in for the entire 7 year program period.								
The manufacturer has a 7 year recommended usable/maintainable life span on these products. This proposal removes all older equipment already on a replacement schedule, and immediately replaces with new versions of each that would be in service for a period of 7 years. All maintenance, repairs and replacements during that 7 years are included in the 7 year recurring contractual price.					At the completion of the 7 year program period, we have a \$1 buy out option, or Stryker Medical will once again remove all medical devices that reached their life span, and will replace them with a revised contract plan.								
This would eliminate current replacement schedule for all of our devices as well as budgeted maintenance programs currently in our budget.					This plan allows PFR medical providers and residents of the Town of Prosper assurance that the critical EMS equipment used to treat and transport patients is the most updated, well maintained equipment possible.								
					This proposal also includes twelve (12) AEDs and one (1) AED trainer to allow us to place AEDs in police vehicles and other first responder vehicles which will make the potential survivability of cardiac events even greater due to the rapid response of these vehicles. PFR will be responsible for all training/education for the AED program.								

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Revenue enhancements would include \$13,852 from our current 100-5320-30-01 (Repairs and Maintenance) account as annual maintenance would be included in the proposed plan costs for a total of \$96,964.00.	<p>Should we opt out of this proposal, PFR will continue to replace these critical devices each year based upon age and manufacturer's recommendation, and/or ability to maintain or repair. Based upon current equipment inventory, we will replace six (6) LifePak 15 monitor/defibrillators, four (4) LUCAS automatic compression devices, four (4) Power Pro Stretcher XT, and four (4) stair chairs at a 7-year cost of \$576,846.94.</p> <p>The 7-year cost of the proposed plan is \$445,992.96 (which includes all equipment, maintenance, repairs, and the community AED program). Currently, the department budgets \$13,852 annually in estimated maintenance and calibration costs that can be reduced in 100-5320-30-01. This would reduce the total annual cost to a delta of \$49,862.</p> <p>Not funding this proposal would cost an estimated \$576,846.94 over the 7-year period instead of the \$445,992.96, a difference of \$130,853.98. When you include the reduction in our existing budget, it totals an additional \$96,964.00 over the 7-year period for a total savings of \$227,817.98 and our annual service costs will not increase since it's included in the proposal. The savings amount was also based upon purchase prices as of May 2021 as there is no predictability scale on the price of each of these items over the next 7-years.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	KNOX KEY SECURE 5		TYPE	DISCRETIONARY - 1		RANK	4
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5335 RADIO/VIDEO REPAIRS	\$9,030	\$0	\$0	\$0	\$0		
TOTAL	\$9,030	\$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 update 10 Knox KeySecure's to the latest industry standard. The Knox Rapid Entry System is a secure emergency access program developed for commercial property owners and fire departments. When a fire breaks out, or there is an emergency, the Knox Box Rapid Entry System allows firefighters and paramedics immediate entry into buildings and property without forced entry damage or delay. The Knox KeySecure retains the master key and only releases it to authorized users with PIN codes. This key opens Knox boxes found on all commercial occupancies that house a master key to the building. Accountability for master key access is provided by the unit's retrievable audit trail. The KeySecure 5 leverages KnoxConnect, a cloud-based program, to program devices, authorize users, and create comprehensive audit trail reports.				Currently, the department has 18 Knox KeySecures. Ten of those 18 have to be programmed manually and changes requiring each unit to be physically touched for all updates or when there is a change in employment status. The KeySecure now uses a secure cloud-based program and when a change is made to the database, within minutes each KeySecure is updated automatically. Early models did not have this option and required each KeySecure to be updated or modified one at a time. By changing the older units out, this will drastically reduce our failure rate and save our IT Department a considerable amount of time.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The 10 KeySecure-3 units are no longer serviceable. The units will continue to experience a high failure rate due to age and will require a significant amount of time by our IT Department unnecessarily.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	FIRE ENGINE FOR FUTURE FIRE STATION 4					TYPE	DISCRETIONARY - 1		RANK	0								
RESOURCES REQUESTED																		
LINE ITEM	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026									
7144 TRANSFER TO CAPITAL PROJECTS	\$1,100,000		\$0		\$0		\$0		\$0									
TOTAL	\$1,100,000		\$0		\$0		\$0		\$0									
COMMENTS																		
WHAT IS THE PURPOSE OF THIS REQUEST?					DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.													
The purpose of this request is to set aside funding for a fire engine for future fire station number 4.					Funding will be set aside providing the fire department the ability to order the fire engine allowing for adequate build time of the apparatus.													
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?					WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?													
N/A					We will not have funding set aside to order the fire engine ahead of the opening of fire station number 4. Funding will need to be requested in a future budget year.													
SUMMARIZE NEW POSITIONS IN THIS REQUEST.					MEETS TOWN COUNCIL GOALS													
N/A					Financially responsible Town government providing exceptional municipal services													

TOWN OF PROSPER

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

TITLE	TWO BUILDING INSPECTORS (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$118,981	\$118,981	\$118,981	\$118,981	\$118,981		
5143 CELL PHONE ALLOWANCE	\$960	\$960	\$960	\$960	\$960		
5145 SOCIAL SECURITY EXPENSE	\$7,377	\$7,377	\$7,377	\$7,377	\$7,377		
5150 MEDICARE EXPENSE	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725		
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324		
5160 HEALTH INSURANCE	\$20,496	\$20,496	\$20,496	\$20,496	\$20,496		
5162 HSA EXPENSE	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400		
5165 DENTAL EXPENSE	\$912	\$912	\$912	\$912	\$912		
5170 LIFE / ADD INSURANCE	\$95	\$95	\$95	\$95	\$95		
5175 LIABILITY (TML) WORKERS COMP	\$583	\$583	\$583	\$583	\$583		
5180 TMRS EXPENSE	\$16,955	\$16,955	\$16,955	\$16,955	\$16,955		
5185 LONG TERM/SHORT TERM DISABILIT	\$226	\$226	\$226	\$226	\$226		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5210 OFFICE SUPPLIES	\$400	\$400	\$400	\$400	\$400		
5220 OFFICE EQUIPMENT	\$14,510	\$0	\$0	\$0	\$0		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$400	\$400	\$400	\$400	\$400		
5250 PUBLICATIONS	\$400	\$400	\$400	\$400	\$400		
5350 VEHICLE EXPENSE	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400		
5352 FUEL	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
5400 UNIFORM EXPENSE	\$600	\$600	\$600	\$600	\$600		
5419 IT LICENSES	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400		
5526 DATA NETWORK	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
5536 TRAINING/SEMINARS	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
5630 SAFETY EQUIPMENT	\$600	\$600	\$600	\$600	\$600		

5970 VERF CHARGES FOR SERVICES	\$0	\$7,648	\$7,648	\$7,648	\$7,648
6160 CAPITAL EXPENDITURE - VEHICLES	\$54,626	\$0	\$0	\$0	\$0
TOTAL	\$256,570	\$195,082	\$195,082	\$195,082	\$195,082

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>This request is for two additional building inspectors for the Building Inspection Division. We are requesting two building inspectors to keep pace with the customer service demands. There is a significant uptick in permitting and inspection numbers. The division is working at maximum capacity. They are operating in a mode that is not sustainable and leaves the division at risk for turnover and burnout. To give a context to this request, last year, was a record-breaking year for Building Inspection permits and inspections. In 2020, in terms of single family permits alone, 1,119 single family permits were issued. This is in comparison to 843 single family permits in 2019 and 915 in 2018. 2021 is turning out to be an unprecedented year. From January to the end of May this year, 566 single family permits have already been issued. This compares to 311 permits reported from January to the end of May of 2020. With over 566 permits issued to date in 2021, we are on pace to surpass 2020's record year total. This building activity is in addition to over 624,969 square feet of construction in non-residential development that is recorded as being underway in the month of May 2021.</p> <p>To further demonstrate the need for two additional inspectors, from January to May this year, the average daily inspection number is 179. This is compared to 126 for the year of 2020. With an average daily number of 179, this amounts to 26 inspections per inspector. Taken into account that there are 14 different types of inspections with an average inspection time of 27.85 minutes, a more reasonable number of inspections per day is 14-20 inspections/day. This also accounts for the need to take lunch breaks and for the completion of in-office paperwork. An additional two inspectors would help the division to get into more of a reasonable range that is sustainable over the long run. Also, this compares to Frisco which said their ideal range of inspections per day is in between 16-20 and Celina being 15-18.</p> <p>The growth and development that we are seeing right now in the town is expected to continue into the future and additional inspectors will help us prepare for this growth. In terms of non-residential projects, there is 1,460,323 square feet of shovel-ready projects (approved projects that haven't started construction), which compares to 1,266,949 square feet in the year 2020. Of the 1,460,323 square feet reported this fiscal year so far, 82% had either active building permits or applied for active building permits. This compares to 66% in 2020.</p>	Building Inspections will be able to maintain current customer service levels with residents and the development community by providing quality and prompt inspection services for residential and commercial construction. With additional staffing, the division will be more equipped to meet customer needs and the customer will be less likely to experience delays in inspection services. The division will also be more readily able to maintain the quality of the inspection services offered.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
While there is not a revenue enhancement for this request, the revenue generated by the building permits will offset the cost of these positions.	No system can operate at full capacity for a prolonged period of time. Negative impacts to customer service, such as inspection delays, will more than likely occur over time if resources are not able to keep up with demand. This would also place the division at risk for significant turnover and employee burnout. It is our goal to maintain quality and prompt customer service and additional inspectors will be needed to support this goal.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Two Building Inspectors in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

DEVELOPMENT SERVICES

DIVISION

100-40-03EXP PLANNING

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	COMPREHENSIVE PLAN	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$107,000	\$0	\$0	\$0	\$0
TOTAL	\$107,000	\$0	\$0	\$0	\$0
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 retain the necessary professional services to prepare a complete update to the Town's Comprehensive Plan. This plan is the Town's vision document and it is a cohesive representation of what we want the Town to be in the future. It provides a roadmap on how to get there through its policies, goals and objectives. The Comprehensive Plan forms a basis for many local policy decisions. It serves as a guide for decision-making related to planning issues such as land use, transportation, infrastructure, utilities, housing, public facilities, and economic analyses. The Town Charter actually states the following about the Comprehensive Plan:</p>	<p>This funding request will enable the Department to hire a consulting firm to develop the 2022 Comprehensive Plan. There are a lot of benefits to hiring a firm to produce comprehensive plans. When you engage a firm, you are engaging a team of professionals with a diverse set of skills and expertise that is essential to have a well-developed comprehensive plan. A consulting firm also is an objective voice through the public participating process that can facilitate community engagement, even through challenging conversations. A fruitful community engagement helps form the basis of a comprehensive plan. In addition, a consulting team is focused on making your plan successful and can do so while keeping the project on-time and on-schedule.</p>
<p>Following the adoption by the Town Council of the Comprehensive Plan, and any revisions thereto, it shall serve as a guide to all future Town Council action concerning land use and development regulations and expenditures for capital improvements. Any proposal which deviates from the Comprehensive Plan regarding land use and development regulations shall not be authorized until and unless the location and extent thereof shall have been submitted to and approved by the Commission.</p>	<p>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. This planning initiative will include innovative public participation and visioning techniques that will help to establish a vision that is shared amongst the community. The planning process itself is a vehicle that will bring citizens together to shape the community's future. Fifteen-thousand dollars of the requested funds will also enable the Town to supplement the planning effort with resources to enhance the planning initiative by providing funds to support public participation and community engagement.</p>
<p>This statement underscores the significance the plan has on policy development and decision-making in the Town. The Comprehensive Plan was adopted in 2012, and since that time the Town has experienced tremendous growth and development. The 2012 Comprehensive Plan recorded a 2011 population projection of 10,550. The 2021 population estimate for the Town of Prosper from the NCTCOG was 31,090. 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.</p>	
<p>Project Budget In terms of the project budget, several towns were contacted to collect data on the cost of comprehensive plans. The amounts that the towns paid to produce their comprehensive plans are listed below. All of the towns below used a consulting firm. McKinney- \$825k Frisco- approx. \$900k Corinth- \$300k Colleyville - they weren't able to recall the cost in 2014, but they used a consultant. They recommended budgeting between \$200k-\$300k. Celina \$250k Cedar Park (2014- \$125k) With this analysis, it was decided to recommend a funding amount near the middle of the range, but a little below the halfway point.</p> <p>ADOPTED BUDGET REDUCED ORIGINAL REQUEST OF \$315,000 TO \$107,000.</p>	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>There is no internal staff capacity to complete the Comprehensive Plan without hiring additional staff. Without these funds, we will not be able to hire a consultant that we need to update the plan. In addition, hiring a consultant for a one-time contracted fee would be more cost-effective than paying for additional staff year after year.</p> <p>Also, the Comprehensive Plan connects a wide range of planning issues together, such as transportation, land use, housing, and infrastructure to create a unified vision. This helps to ensure that future policy decisions are able to rely on updated data in the plan that coordinates these various elements together. Without an updated plan, Town leadership, citizens, property owners, stakeholders, developers, and staff will be relying on outdated assessments and recommendations contained in the Comprehensive Plan. In addition, development and policy decisions may become misaligned with what the community really wants the town to be in the future.</p>

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Premier Residential Community Investment in Prosper's Future Successful Dallas North Tollway Development Successful Prosper Downtown Redevelopment

TOWN OF PROSPER

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

TITLE	STREETS SUPERVISOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$68,991	\$68,991	\$68,991	\$68,991	\$68,991		
5145 SOCIAL SECURITY EXPENSE	\$4,277	\$4,277	\$4,277	\$4,277	\$4,277		
5150 MEDICARE EXPENSE	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$2,946	\$2,946	\$2,946	\$2,946	\$2,946		
5180 TMRS EXPENSE	\$9,831	\$9,831	\$9,831	\$9,831	\$9,831		
5185 LONG TERM/SHORT TERM DISABILIT	\$131	\$131	\$131	\$131	\$131		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100		
5220 OFFICE EQUIPMENT	\$2,505	\$0	\$0	\$0	\$0		
5350 VEHICLE EXPENSE	\$876	\$876	\$876	\$876	\$876		
5352 FUEL	\$800	\$800	\$800	\$800	\$800		
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950		
5419 IT LICENSES	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360		
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420		
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480		
5536 TRAINING/SEMINARS	\$800	\$800	\$800	\$800	\$800		
5630 SAFETY EQUIPMENT	\$1,000	\$500	\$500	\$500	\$500		
5970 VERF CHARGES FOR SERVICES	\$0	\$4,853	\$4,853	\$4,853	\$4,853		
6160 CAPITAL EXPENDITURE - VEHICLES	\$34,982	\$0	\$0	\$0	\$0		

TOTAL	\$144,462	\$111,028	\$111,028	\$111,028	\$111,028
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
<p>This position would direct and supervise two Crew Leaders in the Street Division. This position would supervise the maintenance and operation of the traffic signal system, arterial street lighting system, school zone flashers, street signs and radar speed boards throughout town. Additionally, this position would supervise street repairs, drainage repairs, and provide customer service to our residents. The requests from the MyProsper app have increased from 25 requests to 61 requests from 2019 to 2020. We see an increase in the number of requests already this year from last year. Eighty-two percent of the requests that come in through the app are for street and sidewalk issues. In 2019, work orders and service requests totaled 480, and increased to 765 in 2020. Additional leadership is needed to handle the increase in requests and complaints.</p> <p>A 2021 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.</p>		<p>Under general supervision of the Streets Superintendent, the Streets Supervisor plans, organizes, and supervises street maintenance operations within the Public Works Department including the maintenance of Town signals, signs, streets and drainage facilities; and to perform a variety of technical tasks relative to assigned area of responsibility. This position will coordinate and provide direction to division staff. A Street Supervisor would help divide the supervision responsibility from the Street Superintendent creating a more efficient and controlled working environment. This position would oversee two crews including signs and signals, assist in dispatching crews to complaints, and assist in training opportunities to help expand the knowledge and skills of current and new employees allowing the Superintendent to get out of the field more often to focus on other duties. This employee would also accept many responsibilities of the crew leader for signs and signals.</p>			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		<p>Less efficient productivity will continue as additional leadership is needed to transition crews to oversee various projects. The Street Superintendent will continue to be working in the field on various projects, rather than overseeing the departments projects as a whole.</p>			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.		MEETS TOWN COUNCIL GOALS			
One Streets Supervisor in October 2021.		<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>			

TOWN OF PROSPER

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

TITLE	TYPE	DISCRETIONARY - 1				RANK	3
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$59,490	\$59,490	\$59,490	\$59,490	\$59,490		\$59,490
5145 SOCIAL SECURITY EXPENSE	\$3,688	\$3,688	\$3,688	\$3,688	\$3,688		\$3,688
5150 MEDICARE EXPENSE	\$863	\$863	\$863	\$863	\$863		\$863
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		\$456
5170 LIFE / ADD INSURANCE	\$48	\$48	\$48	\$48	\$48		\$48
5175 LIABILITY (TML) WORKERS COMP	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540		\$2,540
5180 TMRS EXPENSE	\$8,174	\$8,174	\$8,174	\$8,174	\$8,174		\$8,174
5185 LONG TERM/SHORT TERM DISABILIT	\$113	\$113	\$113	\$113	\$113		\$113
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		\$600
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100		\$100
5220 OFFICE EQUIPMENT	\$2,505	\$0	\$0	\$0	\$0		\$0
5350 VEHICLE EXPENSE	\$816	\$816	\$816	\$816	\$816		\$816
5352 FUEL	\$800	\$800	\$800	\$800	\$800		\$800
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950		\$950
5419 IT LICENSES	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360		\$1,360
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420		\$420
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480		\$480
5536 TRAINING/SEMINARS	\$600	\$600	\$600	\$600	\$600		\$600
5620 TOOLS AND EQUIPMENT	\$500	\$200	\$200	\$200	\$200		\$200
5630 SAFETY EQUIPMENT	\$1,000	\$500	\$500	\$500	\$500		\$500
5970 VERF CHARGES FOR SERVICES	\$0	\$4,482	\$4,482	\$4,482	\$4,482		\$4,482

6160 CAPITAL EXPENDITURE - VEHICLES	\$32,019	\$0	\$0	\$0	\$0
TOTAL	\$129,432	\$98,290	\$98,290	\$98,290	\$98,290
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.		
<p>This position would direct and supervise the Crew Leader - Signs and Signals. This position would help to maintain and operate the traffic signal system, arterial street lighting system, school zone flashers, street signs and radar speed boards in Town school zones. The requests from the MyProsper app have increased from 25 requests to 61 requests from 2019 to 2020. We see an increase in the number of requests already this year from last year. Eighty-two percent of the requests that come in through the app are for street and sidewalk issues. In 2018, work orders and service requests totaled 94, and increased to 171 in 2019. The requests increased to 256 in 2020. Additional leadership is needed to handle the increase in requests and complaints.</p> <p>A 2021 Chevrolet Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.</p>			<p>A Signs and Signal Supervisor would assist the Crew Leader with maintaining school zone location flashers and multiple radar feedback signs. The installation or repairs of street signs would be completed within 24 hours or less with the help of additional personnel. The current turn around averages 72 hours. This position would contain required skills to troubleshoot and/or repair roadway lighting and make minor repairs on traffic signals. The signal operations includes 27 school zone location and six crosswalk flashers, 27 radar feedback signs, and nine traffic signals. We would continue to provide in-house trouble shooting, repair some roadway lighting issues, and make minor repairs on traffic signals. There would also be a specified crew to handle all street sign complaints, repairs, and new installations. The Signs and Signal Supervisor will also be responsible for attending Traffic Control Committee meetings, reviewing plans for new signals and monument signs, and provide input for installations.</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
<p>If this position is approved, we could potentially save \$1,000 per intersection by bringing all maintenance in house.</p>			<p>Outsourcing for repairs and maintenance for signals would have to be done. There would continue to be longer lead times to replace street signs and street lights. By outsourcing the work, reaction time will be longer and signals will operate inefficiently for longer periods of time.</p>		
SUMMARIZE NEW POSITIONS IN THIS REQUEST.			MEETS TOWN COUNCIL GOALS		
<p>One Signs and Signal Supervisor in October 2021.</p>			<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>		

TOWN OF PROSPER

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

TITLE	ADOPT-A-STREET PROGRAM	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5210 OFFICE SUPPLIES	\$200	\$200	\$200	\$200	\$200
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500
5640 SIGNS AND HARDWARE	\$7,784	\$834	\$834	\$834	\$834
TOTAL	\$8,484	\$1,534	\$1,534	\$1,534	\$1,534
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 the Adopt-A-Street signs to a more sustainable face. Additionally, we will need to provide the volunteers with safety vests, trash bags, trash grabbers, and disposable gloves for their safety. Vests, trash grabbers, extra trash bags and gloves will be returned after cleanup is complete. Initial year - 28 streets x \$139 per sign x 2 = \$7,784 Subsequent years - 3 suspected forfeitures x \$139 per sign x 2 = \$834 Vests, trash grabbers, disposable gloves = \$500 Trash bags = \$200	This program is an easy way for groups to help the community, prevent pollution, and receive recognition for their work. Litter is unsightly and costly to tax payers. Volunteering for litter pick-up builds community and group pride, visibly improves your local environment, and saves tax payer money. This program reduces our costs in labor due to staff having to clean the roadways. Due to the design and colors of the sign, they are needing to be replaced once per year or every two years depending on sunlight exposure. The new signs would present a green background, similar to surrounding cities', with high-intensity white lettering. The newly designed signs would only need replacement every 10 years. In addition to replacing the old signs, staff has re-evaluated the program and decided to add 6 more streets to the program. This program is highly sought after. We have had only three streets become available for adoption in the lifetime of the program. Because of the high interest in the program, we have decided to revamp the program by requiring volunteers to clean their section of roadway five times each year. Led by the Water Education Coordinator, and with the approval of this request, we will also require each adoptee to submit a sign in sheet, encouraging pictures, verifying their section had in fact been picked up. Failure to provide the necessary documentation could result in the forfeiture of their adopted section to another family on the waiting list.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
The current designed signs cost \$318 each, and total \$17,808 each time they need to be replaced. We have previously replaced the signs on an as needed basis and find funds where they may be available. The majority of the signs currently need to be replaced. The new designed signs total \$7,784, saving \$10,024 the first year of replacement. The new designed signs would save the Town \$81,256 over the next 10 years.	The signs would continue to be replaced each year or every other year at the higher cost. The program will run as is, which includes contact with the volunteers once per year to verify continued interest in the program.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	PAVEMENT DATA COLLECTION PROGRAM		TYPE	DISCRETIONARY - 2		RANK	5
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$109,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$109,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To collect distress identification and quantification data on all roadways as noted in this year's Strategic Planning Session.	This program will provide objective identification of current roadway conditions, giving staff a good idea on possible failures or replacements that will need attention. The contractor will drive arterial roads and collect the pavement condition data per ASTM D6433 standards. A detailed report will be provided including GIS readouts of pavement conditions. We plan to utilize the report to schedule rehabilitation projects the year following the data collection.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	We will continue to repair roadways on an as needed basis with no foresight as to which roads will be in need of repair.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	PUBLIC WORKS FUELING STATION - PHASE 1		TYPE	DISCRETIONARY - 3		RANK	8
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
6110 CAPITAL EXPENDITURE	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To begin Phase 1 of installing a fueling station at the public works facility, which includes engineering the site and plat development. Costs were supplied by PISD. FY 21/22 - Engineer the site and plat development = \$40,000 FY 22/23 - Fueling Equipment = \$290,000 FY 22/23 - Concrete = \$11,000 FY 22/23 - 60'x30' Canopy = \$75,000 FY 22/23 - Bollards = \$30,000	With this request, we would build a covered fueling station for Town use. We would no longer be purchasing fuel from Prosper ISD. As the town grows, the school and the Town of Prosper are having to fuel more vehicles. Currently, we have an agreement with the school to purchase the fuel, however, in times of crisis and during certain times of the day, we are denied access to fuel. A fueling station owned and operated by the Town would benefit all departments and solve lingering issues of access to fuel at any given time. Additionally, the fuel site would be easily accessed by all departments with close proximity to the police department and a great central location to the two existing fire departments.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
We would no longer purchase fuel from PISD.	We will continue to purchase fuel from PISD with limited access and possibly be denied access to fuel during crisis, such as during the snow storm.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Investment in Prosper's Future						

TOWN OF PROSPER

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

TITLE	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS-STREETS		TYPE	DISCRETIONARY - 3		RANK	9
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5536 TRAINING/SEMINARS	\$3,180	\$0	\$0	\$0	\$0		\$0
TOTAL	\$3,180	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To obtain Certification of Public Works Professional Management and/or Supervision for 4 Public Works employees. Eligibility Application Fee - \$245 per employee Examination Fee - \$550 per employee	Becoming a Certified Public Works Institute is a strategic goal of the Public Works Department. The process can take a minimum of two years. Having our leaders become certified will help to begin the process of becoming a Public Works Institute. The Public Works Professional-Management certification is issued by the American Public Works Association to recognize individuals in the public works field who have the knowledge and experience to manage organizations within a public works department.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	We will not pursue accreditation.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	PARK PLANNER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$56,623	\$56,623	\$56,623	\$56,623	\$56,623		
5143 CELL PHONE ALLOWANCE	\$840	\$840	\$840	\$840	\$840		
5145 SOCIAL SECURITY EXPENSE	\$3,511	\$3,511	\$3,511	\$3,511	\$3,511		
5150 MEDICARE EXPENSE	\$821	\$821	\$821	\$821	\$821		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$130	\$130	\$130	\$130	\$130		
5180 TMRS EXPENSE	\$8,069	\$8,069	\$8,069	\$8,069	\$8,069		
5185 LONG TERM/SHORT TERM DISABILIT	\$108	\$108	\$108	\$108	\$108		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$200	\$0	\$0	\$0	\$0		
5220 OFFICE EQUIPMENT	\$3,245	\$175	\$175	\$175	\$175		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100		
5400 UNIFORM EXPENSE	\$100	\$100	\$100	\$100	\$100		
5419 IT LICENSES	\$1,963	\$1,963	\$1,963	\$1,963	\$1,963		
5536 TRAINING/SEMINARS	\$500	\$500	\$500	\$500	\$500		
5970 VERF CHARGES FOR SERVICES	\$0	\$520	\$520	\$520	\$520		
TOTAL	\$88,923	\$86,173	\$86,173	\$86,173	\$86,173		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To fund a Park Planner to assist in keeping up with the rapidly expanding workload and growing demands due to rapid growth while maintaining high-quality service to ensure stakeholder satisfaction. The addition of this position will allow staff to effectively handle the increasing workload, avoid project delays, increase customer service, and meet the needs of all stakeholders in addressing and achieving Town goals and strategies.</p> <p>Compared to last year, plan reviews have increased 60% with no new staff.</p> <p>Over the last 3 years, the number of project and permits has increased significantly.</p> <p>Private development projects have increased 60% over the past three years with no new staff.</p> <p>Capital Improvement Projects have increased 50% over the past three years with no new staff.</p> <p>Tree removal permits have increased 30% over the past three years with no new staff.</p> <p>This trend is anticipated to continue, with additional increases over the next 3 years. The Department is on track to be responsible for over 15 developer park projects, 18 Capital Improvement Projects (Including Phase 1 of Sexton Park) and to continue to review and inspect a high level of private development projects.</p>	<p>A Park Planner will provide help to bring the Prosper Community Vision to fruition; to achieve the Strategic Vision 2036 and Strategic Goals 2026; and to follow the Parks, Recreation and Open Space Master Plan and the Hike and Bike Trail Master Plan.</p> <p>This person will manage construction reviews, inspections, design-to-build park planning, public input meetings; and review private development medians, berming, landscape screening, existing trees, preservation; and Town-initiated projects. This will allow service levels to be maintained and/or ensure that the quality of workmanship is at a high level of professionalism.</p> <p>They will also help to implement the 2015 Parks, Recreation and Open Space Master plan, 2020 Hike and Bike Trail Master Plan and to manage projects within the Capital Improvement Programs.</p> <p>Funding this request will allow the department to:</p> <p>Continue high levels of service.</p> <p>Will help divide the workload into manageable segments. This will allow existing staff the ability to meet the needs and dedicate time to projects and development projects.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Additional staff review of new grant applications will maximize opportunities to receive outside funding for park projects and also work to determine best return on investment.	Not funding an additional Park Planner for FY2022 may: Impact quality control negatively, cause new projects to be placed on hold or be re-prioritized, create dissatisfied stakeholders as projects lag, strain existing staff with overwhelming workloads.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Park Planner in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	ADMINISTRATIVE ASSISTANT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$44,232	\$44,232	\$44,232	\$44,232	\$44,232	\$44,232	\$44,232
5145 SOCIAL SECURITY EXPENSE	\$2,742	\$2,742	\$2,742	\$2,742	\$2,742	\$2,742	\$2,742
5150 MEDICARE EXPENSE	\$641	\$641	\$641	\$641	\$641	\$641	\$641
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456	\$456	\$456
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$102	\$102	\$102	\$102	\$102	\$102	\$102
5180 TMRS EXPENSE	\$6,303	\$6,303	\$6,303	\$6,303	\$6,303	\$6,303	\$6,303
5185 LONG TERM/SHORT TERM DISABILIT	\$84	\$84	\$84	\$84	\$84	\$84	\$84
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$250	\$250	\$250	\$250	\$250	\$250	\$250
5220 OFFICE EQUIPMENT	\$2,955	\$0	\$0	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$75	\$75	\$75	\$75	\$75	\$75	\$75
5419 IT LICENSES	\$535	\$535	\$535	\$535	\$535	\$535	\$535
5536 TRAINING/SEMINARS	\$150	\$150	\$150	\$150	\$150	\$150	\$150
5970 VERF CHARGES FOR SERVICES	\$0	\$461	\$461	\$461	\$461	\$461	\$461
TOTAL	\$70,782	\$68,288	\$68,288	\$68,288	\$68,288	\$68,288	\$68,288

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To fund an Administrative Assistant for the department. Over the past few years, current staff has picked up administrative duties with the increased time needed for marketing and communication efforts. The 2019 Compensation and Classification study performed by the Town reclassified the Administrative Assistant position and designated that staff person as a Marketing Coordinator, signifying the need and amount of effort expended on non-administrative assistant items.</p> <p>Currently the Marketing Coordinator spends about 75% of their time on marketing efforts, leaving very little time to assist others outside of creating reports, agendas, board packets and meeting minutes. Additional time could be focused on Marketing once an Administrative Assistant is hired.</p> <p>The increased workload has become a strain on staff members to continue to function effectively. A dedicated person is needed to perform the duties of an Administrative Assistant. The Director and others are having to stop work 5-10 times a day to walk to the front counter and greet visitors. Sometimes, this requires a staff person putting someone on hold on the phone or interrupting a meeting, because others are busy or not in the building.</p> <p>There has been a 60% year over year increase this year based on PO value, with a 23.2 % increase in value per vendor. Many of these PO's have multiple line items and budgets that must be drawn from which make things more complicated and time consuming.</p> <p>Staff also will be spending time on computer work for HR related activities as well as the Towns Strategic Planning tracking software.</p>	<p>Benefits of funding this additional staff person will reduce overtime costs and free up other staff members to concentrate on their core job functions.</p> <p>Administrative tasks currently handled by others will become the responsibility of a designated Administrative Assistant who will be responsible for: compiling weekly and monthly reports; fielding incoming calls; serving as initial point of contact; ordering supplies and apparel; assisting with computer work required for HR functions such as hiring and annual performance evaluations, creating and recording purchase orders and release orders; processing invoices; providing general office support; and serving as liaison to the Parks and Recreation Board (Board Minutes and packets, regular Board correspondence and working with Town Secretary). They will also be able to help with the Strategic Planning tracking software.</p> <p>This staff person will free up time and reduce aggravation of staff being interrupted multiple times throughout the day to greet visitors. Over the past few months the number of visitors has increased sharply and continues to rise.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Staff will function at a lower capacity due to performing administrative tasks. Additional overtime funds will be needed.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Administrative Assistant in October 2021.	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	CONTRACT LABOR FOR CAPRA/RECREATION PROGRAMMING	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5190 CONTRACT LABOR	\$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.		
<p>To hire contract staff to assist with preparing plans, policies and best practices for the Department. Town Council approved a two year budget allocation for a contract staff person to assist the Department in efforts needed for National Parks and Recreation Accreditation. This request will extend funding for an additional year as needed to complete the application for accreditation.</p> <p>This contract person also has extensive knowledge with recreation programming and has assisted with youth and senior programming.</p>			<p>The assistance of this contract person is critical for the department to be able to submit the application in 2022, given the current workloads of full-time staff.</p> <p>This person will also be able to assist with special events, and recreation programming when time allows. They are hired on an as needed basis. Once the need has been met, they will not continue.</p>		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
N/A			<p>Priorities will need to be adjusted or the department will not be able to successfully submit for accreditation in 2022.</p>		
SUMMARIZE NEW POSITIONS IN THIS REQUEST.			MEETS TOWN COUNCIL GOALS		
<p>One contract person to assist with accreditation and recreation programming.</p>			<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>		

TOWN OF PROSPER

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

TITLE	CAPRA ACCREDITATION TRAVEL		TYPE	DISCRETIONARY - 1			RANK	4
RESOURCES REQUESTED								
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026		
5530 TRAVEL	\$3,805		\$0	\$0	\$0	\$0		\$0
TOTAL	\$3,805		\$0	\$0	\$0	\$0		\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
To fund the travel and expenses associated with pursuing Parks and Recreation Department accreditation from the National Parks and Recreation Association (NRPA), including onsite inspection from NRPA delegates and staff travel to attend the interview required to receive accreditation.	The benefit of funding this request is that the Parks and Recreation Department will be able to pursue accreditation from NRPA. This item will fund the required travel and associated expenses.							
Staff has been completing the required documentation for NRPA to review and consider in deciding if the Town meets the minimum standards for accreditation. Once the documents have been submitted for review, NRPA will send a delegation for an onsite inspection that will last two days. Assuming the Town receives a positive recommendation from the onsite delegation, the Town will be required to send a party to the national meeting for an in-person interview with the full accreditation committee. If this meeting is successful, the department will receive accreditation.								
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 considered for accreditation.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services							

TOWN OF PROSPER

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

TITLE	MARKETING FOR PARKS AND RECREATION	TYPE	DISCRETIONARY - 1	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5220 OFFICE EQUIPMENT	\$4,300	\$200	\$200	\$200	\$200
5280 PRINTING AND REPRODUCTION	\$10,500	\$10,500	\$10,500	\$10,500	\$10,500
5410 PROFESSIONAL SERVICES	\$3,900	\$3,900	\$3,900	\$3,900	\$3,900
TOTAL	\$18,700	\$14,600	\$14,600	\$14,600	\$14,600
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To request funds to broaden marketing and public relations efforts to better inform residents about services, resources and opportunities to connect through Parks and Recreation. The department offers recreational programs, community-wide events, educational activities, Active Adult 55+ programs, parks and trails and park facilities for all residents.	<p>The following are items that will broaden publicity to increase resident awareness of the departments offerings.</p> <p>Digital Magazine: This software will allow us to create a marketing tool that can be widely distributed and allow people to see the offerings.</p> <p>Videographer: Contracting two videos, that will be posted multiple times throughout the year will increase awareness of all programs. Shorter videos will focus on seasonal programs, such as: Spring/Summer (Tree Tour, Champion Tree, recreational programs); Fall (September event, Active Adult 55+ programs, Prosper Arbor Day); Winter (Christmas Festival, Light Up the Night!).</p> <p>Utility bill insert: An informational piece inserted into utility bills in March, August, November and January will help with seasonal activities. This is helpful for older adults and those who may not get information in a digital format.</p> <p>Postcard: Adding a mailing to all residents in August will give exposure to fall/winter activities and ways to get connected.</p> <p>Plotter: Useful tool which is needed to allow for creation of signage in house to be used for visibility and directional at exhibits, camps, classes and events.</p> <p>Signage: Increasing signage placed in intersections and in yards are effective ways to increase visibility of specific programs.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	<p>The Town will continue to disseminate information about the Parks and Recreation offerings in much the same way as we are currently.</p>				

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	TYPE					RANK	6		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
7144 TRANSFER TO CAPITAL PROJ FUND		\$1,545,000	\$0	\$0	\$0				
TOTAL		\$1,545,000	\$0	\$0	\$0				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
The purpose of this request is to fund the installation of lighting at Lakewood Park. This will create additional practice opportunities for our youth sports.				Lighted fields will expand the practice times that can be made available which will accommodate the needs of the growing youth sports groups. Additional practice times benefit the community by expanding opportunities for youth sports. Approving funds for lighting within the Lakewood project will: expedite the construction process; provide practice facilities sooner; and minimize the impact to the sports groups that may occur if lights were added in the future.					
ADOPTED BUDGET INCREASED ORIGINAL REQUEST OF \$795,000 TO \$1,545,000.									
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				Not funding this critical lighting addition to Lakewood Park will result in diminished practice opportunities for youth sports or create the need to seek additional funding sources.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	DETENTION POND DEVELOPMENT MASTER PLAN		TYPE	DISCRETIONARY - 1		RANK	7		
RESOURCES REQUESTED									
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026			
5410 PROFESSIONAL SERVICES	\$40,000		\$0	\$0	\$0	\$0			
TOTAL	\$40,000		\$0	\$0	\$0	\$0			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
This request would fund the development of a master plan and opinion of probable cost for the development of features at the detention pond located at Broadway Boulevard and Church Street.	There are few parks and recreation features in the downtown area. This effort would develop a master plan that met the needs of the local residents and the vision of the Town Council and Parks and Recreation Board.								
	It is anticipated that this area may have a higher level of detail or design, as it is a vital link between Preston Road and Downtown. Providing architectural elements and a design along Broadway that is closer in style to the Downtown monument and Downtown will help "lead" people through this area to Downtown. It will help tie the area together visually while meeting residents needs.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	Funding the future design and construction will not be as accurate.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Premier Residential Community Financially responsible Town government providing exceptional municipal services Successful Prosper Downtown Redevelopment								

TOWN OF PROSPER

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

TITLE	US 380 MEDIUM DESIGN PHASE 2		TYPE	DISCRETIONARY - 2		RANK	10
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5410 PROFESSIONAL SERVICES	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To hire a design firm to develop the design and the construction documents for the medians along US 380 from Mahard Parkway to Lovers Lane. TxDOT will no longer provide design services, but there is a good possibility that TxDOT will cover 100% of the construction cost through their Green Ribbon Funding Program.	By providing TxDOT with a set of approved plans for the construction of the median improvements, this will allow the project to be considered for the Green Ribbon Funding Program. Through the Green Ribbon Funding, TxDOT will pay for the cost of construction. Unlike the last Green Ribbon Project, TxDOT will be requesting cities and towns to locally let the projects, which will then be reimbursed by TxDOT.						
A call for projects is anticipated to be announced for shovel-ready projects for 2023. This section of US 380 has already been widened with medians so it is anticipated to improve the existing medians with landscape similar to US 380 from Lovers Lane to Custer Rd. The Green Ribbon Program is anticipated to cover the cost of the landscape and irrigation of the trees and half-moon beds. Similar to the other section of US 380, the grass areas will not be irrigated.							
The Town will work with the City of Frisco to discuss sharing design costs. The Town will bill Frisco their portion of the cost, \$45,000.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	The median will remain in its current condition until such time as funds are made available.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future						

TOWN OF PROSPER

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

TITLE	CREW LEADER/SHOP MECHANIC (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$43,608	\$43,608	\$43,608	\$43,608	\$43,608		
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720		
5145 SOCIAL SECURITY EXPENSE	\$2,704	\$2,704	\$2,704	\$2,704	\$2,704		
5150 MEDICARE EXPENSE	\$632	\$632	\$632	\$632	\$632		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$881	\$881	\$881	\$881	\$881		
5180 TMRS EXPENSE	\$6,214	\$6,214	\$6,214	\$6,214	\$6,214		
5185 LONG TERM/SHORT TERM DISABILIT	\$83	\$83	\$83	\$83	\$83		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$150	\$150	\$150	\$150	\$150		
5350 VEHICLE EXPENSE	\$816	\$816	\$816	\$816	\$816		
5353 OIL/GREASE/INSPECTIONS	\$0	\$100	\$100	\$100	\$100		
5400 UNIFORM EXPENSE	\$650	\$650	\$650	\$650	\$650		
5419 IT LICENSES	\$110	\$110	\$110	\$110	\$110		
5536 TRAINING/SEMINARS	\$300	\$300	\$300	\$300	\$300		
5630 SAFETY EQUIPMENT	\$425	\$245	\$245	\$245	\$245		
5970 VERF CHARGES FOR SERVICES	\$0	\$3,975	\$3,975	\$3,975	\$3,975		
6160 CAPITAL EXPENDITURE - VEHICLES	\$39,033	\$898	\$898	\$898	\$898		
TOTAL	\$109,039	\$74,799	\$74,799	\$74,799	\$74,799		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>Fund a Crew Leader/Shop Mechanic who will be responsible for heavy equipment maintenance and repair (non-vehicular). This person will also operate heavy equipment to help meet the needs of the park and median maintenance. A 1/2 ton pickup is needed to assist in transporting equipment and when help is needed in the field for repairs, etc.</p> <p>From FY 19/20 to FY 21/22 the amount of developed park/facility acres the department maintains is projected to increase 21.47%.</p> <p>With no new staff the Acres/FTE will increase from 10.53 Acres/FTE to 13.41 Acres/FTE. (without medians) With no new staff the Acres/FTE will increase from 11.81 Acres/FTE to 14.94 Acres/FTE. (with medians)</p> <p>At the FY 19/20 rate of 10 Acres per FTE it would equate to a staff of 28 and we currently have 21 staff members in Park Operations.</p> <p>Medians are projected to increase from 26.86 acres in FY 19/20 to 32.09 acres in FY 21/22 or a 19.47% percent increase.</p> <p>A 2022 Chevrolet Silverado 3500 work Truck 4X2 Double Cab 8 ft. box w/gooseneck hitch is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.</p>	<p>Preventive maintenance and minor repairs (non-vehicular) will be timely and down time of equipment will be drastically reduced.</p> <p>Having a designated Crew Leader/Shop Mechanic on staff will enable work to be done on the Town's schedule and not depend on others. Maintenance and repairs currently are being performed by outside sources that are not local nor convenient for transporting equipment.</p> <p>This Heavy Equipment Operator will also be able to operate equipment and help meet the maintenance needs of the Town. The 1 ton pickup needed to transport equipment to the field as well as for the mechanic to travel to the field or other shop to work on equipment.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Funds used to pay outside vendors to perform minor repairs and maintenance (non-vehicular) will decrease, as timely maintenance procedures will be completed as scheduled.	Time will not have to be spent transporting equipment to non-local vendors, saving excessive down time and having to be on a schedule for work to be performed. Staff will not be able to complete the full schedule of maintenance operations on medians, sports turf and park lands.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Crew Leader/Shop Mechanic in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	HEAVY EQUIPMENT OPERATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	3
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$39,504	\$39,504	\$39,504	\$39,504	\$39,504		
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720		
5145 SOCIAL SECURITY EXPENSE	\$2,449	\$2,449	\$2,449	\$2,449	\$2,449		
5150 MEDICARE EXPENSE	\$573	\$573	\$573	\$573	\$573		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$798	\$798	\$798	\$798	\$798		
5180 TMRS EXPENSE	\$5,629	\$5,629	\$5,629	\$5,629	\$5,629		
5185 LONG TERM/SHORT TERM DISABILIT	\$75	\$75	\$75	\$75	\$75		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$50	\$50	\$50	\$50	\$50		
5400 UNIFORM EXPENSE	\$650	\$650	\$650	\$650	\$650		
5419 IT LICENSES	\$110	\$110	\$110	\$110	\$110		
5536 TRAINING/SEMINARS	\$45	\$45	\$45	\$45	\$45		
5630 SAFETY EQUIPMENT	\$245	\$245	\$245	\$245	\$245		
TOTAL	\$63,561	\$63,561	\$63,561	\$63,561	\$63,561		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To fund an additional Heavy Equipment Operator responsible for maintaining properties that the Town staff maintains.</p> <p>This staff member will utilize heavy equipment to perform mowing, aeration, trenching, loading and distributing organic materials on sports turf to perform maintenance procedures above the level of commercial mowing and turf grass maintenance that is currently contracted. With existing staff, it is not possible to maintain service levels as expected.</p> <p>From FY 19/20 to FY 21/22 the amount of developed park/facility acres the department maintains is projected to increase 21.47%.</p> <p>With no new staff the Acres/FTE will increase from 10.53 Acres/FTE to 13.41 Acres/FTE. (without medians) With no new staff the Acres/FTE will increase from 11.81 Acres/FTE to 14.94 Acres/FTE. (with medians)</p> <p>At the FY 19/20 rate of 10 Acres per FTE it would equate to a staff of 28 and we currently have 21 staff members in Park Operations.</p> <p>Medians are projected to increase from 26.86 acres in FY 19/20 to 32.09 acres in FY 21/22 or a 19.47% percent increase.</p>	<p>This staff person will help ensure the sports fields are safe and playable. Improve and maintain turf grass and park property, medians, building grounds.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Unsafe surfaces will develop and increase injury risks to youth sports participants. Staff will not be able to maintain the properties to meet safety standards or at the expected levels. Scheduled recreation events, sports leagues games and practices will experience increased delays and cancellations.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Heavy Equipment Operator in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	RIDE ON FIELD STRIPER	TYPE	DISCRETIONARY - 1			RANK	4
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5970 VERF CHARGES FOR SERVICES	\$0	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$17,500	\$0	\$0	\$0	\$0	\$0	
TOTAL	\$17,500	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
The purpose of this request is to fund the purchase of a motorized, ride-on Field Paint Stripper. This unit will allow staff to ride on the equipment, making the completion of work much faster and minimizing staff fatigue. The unit can also stripe parking lots.	Benefits of a motorized ride-on Field Paint Stripper are: fields can be painted much more quickly because the ride-on unit is three times faster than the push equipment now in use; the amount of time needed by staff to do a job will significantly lessen, increasing efficiency in preparing practice and game fields each week and lessening staff fatigue.						
							Currently, using the push equipment, staff walks approximately 20 to 22 miles each week, 32 weeks per year, striping fields. With the addition of Lakewood Park practice areas this year, the amount of striping required will increase significantly.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	If this request is not funded, staff will continue to use the push units to stripe fields, taking more time and effort than is really necessary to maintain fields on a weekly basis. The addition of new properties will compound this issue.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	CHEMICAL TECHNICIAN (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$37,596	\$37,596	\$37,596	\$37,596	\$37,596
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720
5145 SOCIAL SECURITY EXPENSE	\$2,331	\$2,331	\$2,331	\$2,331	\$2,331
5150 MEDICARE EXPENSE	\$545	\$545	\$545	\$545	\$545
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$759	\$759	\$759	\$759	\$759
5180 TMRS EXPENSE	\$5,357	\$5,357	\$5,357	\$5,357	\$5,357
5185 LONG TERM/SHORT TERM DISABILIT	\$71	\$71	\$71	\$71	\$71
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100
5400 UNIFORM EXPENSE	\$650	\$650	\$650	\$650	\$650
5419 IT LICENSES	\$110	\$110	\$110	\$110	\$110
5536 TRAINING/SEMINARS	\$85	\$85	\$85	\$85	\$85
5630 SAFETY EQUIPMENT	\$245	\$245	\$245	\$245	\$245
TOTAL	\$61,282	\$61,282	\$61,282	\$61,282	\$61,282

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To fund an additional Chemical Technician responsible for fertilizer, herbicide, insect/rodent control, topdressing of sports fields with organic material, aeration, irrigation-maintenance, repair and installation. With existing staff, it is not possible to maintain service levels expected by officials, residents and businesses.</p> <p>Projections:</p> <p>From FY 19/20 to FY 21/22 the amount of developed park/facility acres the department maintains is projected to increase 21.47%.</p> <p>With no new staff, the Acres/FTE will increase from 10.53 Acres/FTE to 13.41 Acres/FTE. (without medians) With no new staff, the Acres/FTE will increase from 11.81 Acres/FTE to 14.94 Acres/FTE. (with medians)</p> <p>At the FY 19/20 rate of 10 Acres per FTE it would equate to a staff of 28 and we currently have 21 staff members in Park Operations.</p> <p>Medians are projected to increase from 26.86 acres in FY 19/20 to 32.09 acres in FY 21/22 or a 19.47% percent increase.</p>	<p>Ability to provide effective and timely applications for pest control, aquatic algae growth control, and fertilization will ensure proper turf management is sustained. Over the past year, the Town added numerous properties which will need maintenance and chemical applications. Control weeds, insects, rodents, fungus, disease, scale, and plant virus control that will cause damage to existing vegetation on Town park lands.</p> <p>Ability to control pests, viruses and diseases that will ensure the plants, landscape materials, and overall aesthetics of the visible surroundings of the Town of Prosper remain stellar and continue to attract residents and commercial businesses. The addition of park lands and median development has facilitated the need for additional staff so that the visual appeal of the Town remains and expectations of Town Council, residents and businesses are met.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The overall appearance of medians and park lands within the Town of Prosper will deteriorate. Manicured turf and plant life will suffer resulting in an unappealing appearance. Staff will be forced to be reactive versus proactive in addressing resident and business concerns. Costs will increase, as plant materials will need to be replaced due to disease, viruses, rodent damage and turf loss.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Chemical Technician in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	ARTIFICIAL PITCHING MOUNDS		TYPE	DISCRETIONARY - 1			RANK	8
RESOURCES REQUESTED								
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026		
6120 CAPITAL EXP-PK IMPROVEMENTS	\$16,000		\$0	\$0	\$0	\$0		\$0
TOTAL	\$16,000		\$0	\$0	\$0	\$0		\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
To improve safety at the existing grass baseball fields by replacing the current pitching mounds (5) with the same type of artificial mounds currently on Fields 6-8. Prosper Baseball Softball Association (PBSA) has agreed to reimburse the Town for half (\$8,000), with Council approval.	<p>Reduce maintenance time and cost: Artificial mounds require little to no maintenance to keep mounds safe. In contrast, material used on fields 10 years ago is extremely high maintenance. A typical pitching mound is built from clay. Prosper's are made from triple crushed granite.</p> <p>Improve safety: A pitching mound that is not prepared and maintained properly can be dangerous for the pitcher. As the number of games played each season increases, so do safety issues.</p> <p>Prepare the next generation of pitchers as they transition into high school: The new mounds will be made of what most high schools now use.</p>							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
PBSA will reimburse the Town for half of the cost totaling \$8,000.	<p>Staff will continue to spend numerous hours a week prepping and maintaining the existing pitching mounds with less than desirable results, creating a safety issue. PBSA players will not learn to pitch on the same type of mounds as they will be using in high school baseball.</p>							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	<p>Premier Residential Community Investment in Prosper's Future</p> <p>Financially responsible Town government providing exceptional municipal services</p>							

TOWN OF PROSPER

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

TITLE	TYPE					RANK	1		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5600 SPECIAL EVENTS		\$22,000	\$22,000	\$22,000	\$22,000	\$22,000			
TOTAL		\$22,000	\$22,000	\$22,000	\$22,000	\$22,000			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
Town staff was given an opportunity to rebrand the traditional Prosper Community Picnic, by offering expanded attractions for both adults and children. In the past the Community Picnic was an event that would serve and entertain the community and allow the Mayor and Town Council to meet the community.		<p>Rebranding of this event is designed to help continue to serve and entertain the community. Having the Mayor and Town Council present at this event, adds an element of personal connections with the community. In the past this event has averaged around 500 people. Staff recommends adding live entertainment, to help increase attendance.</p> <p>Activities will include entertainment for children, complimentary food and beverage and live performances from blues style bands.</p> <p>In the past, staff would invite Prosper-based non-profit organizations to participate in the event. Typically the non-profits volunteer their time and concessions for the event. Staff recommends keeping this tradition.</p>							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
In the past, the Town has not solicited sponsorships for the event. This has always been viewed as an event that would give back to the community. With the rebranding of the event, there was an opportunity to add a Title Sponsor. CoServ has agreed to be the Title sponsor for the event. Their commitment to the event would be to supply a set amount of BBQ sandwiches free of charge. This will help offset some of the cost for the event.		The attendance numbers would more than likely stay the same and the event will not grow.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A		Premier Residential Community Investment in Prosper's future							

TOWN OF PROSPER

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

TITLE	RECREATION PROGRAMMING	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5995 RECREATION ACTIVITIES	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000
TOTAL	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To request funds to rent space for 4 additional Summer Camps for Youth, 4 day trips for Active Adults and additional Active Adults classes at the 407 Rec Center.	As the population continues to increase, demand for class offerings will continue to increase. Increasing the number of locations for Summer programming will give residents four additional camp options and increase participation. Additional space will also help to eliminate the number of waitlisted participants who would otherwise miss the opportunity to register.				
Additional funds will allow the department to offer camps at local churches for an estimated facility rental cost of \$2,500. We have outgrown The 407 Rec Center.	Requests from Seniors for new programs will be answered. Increasing service to this group will facilitate 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.				
The addition of day trip outings of Active Adults (minor league baseball game, museums, notable sites) will expand senior programming to meet requests from the senior population.	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.				
Anticipated costs incurred will be for instructor fees, operating supplies and implementing additional programs and trips. Class Instructor cost - \$18,000. Total bus tours cost - \$11,000.					
The majority of Summer programs are reaching maximum numbers, there are waitlists for most classes.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Instructor fees will be split 70/30, with 30% of the revenue going to the Town for soft costs and supplies. With the increase in programming, staff anticipates instructors expenses to continue to increase. Revenues help offset the cost of instructor expenses.	A registration cap will be placed on Youth Summer Camps. Residents will be turned down when classes are full, not fulfilling desires to keep children in Prosper for Summer Camp. Prosper's older citizens will remain underserved and lack programs.				
The goal for the day trips is for 80% of the expense to be offset by registration fees (\$8,800). In future years, the goal will be 100% cost recovery on day trips.					
Total Expected Revenue: \$31,800 - Net \$2,800 Youth Recreation Programs: Expense: \$16,100 - Revenue: \$23,000 Senior Classes Cost: \$1,900 Revenue: \$0.00 Senior Trips Cost: \$11,000 Revenue: \$ 8,800					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	DOWNTOWN EVENTS	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5600 SPECIAL EVENTS	\$20,650	\$20,650	\$20,650	\$20,650	\$20,650
TOTAL	\$20,650	\$20,650	\$20,650	\$20,650	\$20,650
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To fund 4 small events in the Downtown area, to bring people into the area. Staff has not met or coordinated with merchants from the Downtown area, but will if Town Council decides to grant this request. Success of events, including their impact on Downtown merchants and also residents' attitudes about the area, will take a number of years to cultivate.	<p>These events will be designed to drive visitors to the Downtown area. They will give Downtown merchants opportunities to showcase their establishments and possibly set up exhibits to gain additional exposure. This proposal is for the Town to host 4 events throughout the year with anticipated attendance of 100-300 people at each event.</p> <p>Activities will bring exposure and residents to the Downtown area and will help to spur additional retail/service type developments in the area, which, in turn, will increase traffic for the area.</p> <p>Pending funding, staff will visit with the merchants and try to reach a consensus on what events/activities they feel will be most beneficial. A few ideas that could be feasibly hosted Downtown are: a movie in the park type event, kids summer splash/ice cream event or maybe a sidewalk chalk contest. Again, staff is open to seeking input on events.</p> <p>Parks and Recreation staff recommend these events be simple enough that Town employees and volunteers can successfully implement them without overburdening staff.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Another group will need to devise a plan to drive visitors to the Downtown area.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	<p>Premier Residential Community</p> <p>Investment in Prosper's Future</p> <p>Financially responsible Town government providing exceptional municipal services</p> <p>Successful Prosper Downtown Redevelopment</p>				

TOWN OF PROSPER

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

TITLE	PART-TIME SOCIAL MEDIA CONTENT/LIBRARY PRODUCTION SPECIALIST			TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED								
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026			
5110 SALARIES	\$24,060	\$24,060	\$24,060	\$24,060	\$24,060			\$24,060
5145 SOCIAL SECURITY EXPENSE	\$1,492	\$1,492	\$1,492	\$1,492	\$1,492			\$1,492
5150 MEDICARE EXPENSE	\$349	\$349	\$349	\$349	\$349			\$349
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162			\$162
5175 LIABILITY (TML) WORKERS COMP	\$75	\$75	\$75	\$75	\$75			\$75
5400 UNIFORM EXPENSE	\$50	\$50	\$50	\$50	\$50			\$50
5419 IT LICENSES	\$929	\$929	\$929	\$929	\$929			\$929
TOTAL	\$27,117	\$27,117	\$27,117	\$27,117	\$27,117			\$27,117
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
This request is to add a part-time staff member in charge of creating content for virtual programs and the promotion of all library programs and public information. The library adjusted immediately and launched all programs virtually on March 14, 2020 due to COVID-19. 100% of programs were offered electronically, therefore staff time creating content was taken from what was previously allocated for in person programs. Winter of 2020 the library began offering passive programs where patrons may either take and make a craft, or they participate independently or as a family playing games in the program room. Offering programs in the library once again is a high priority going forward in 2021, but so is continuing the high quality virtual programs patrons have come to expect. Current staff time should refocus on in person events and a designated staff member should have the expertise and knowledge to capture and create content to continue virtual library offerings. As our library community grows, so do the demands for high quality offerings both in person and virtually. These additional programs will also require marketing and promotion which the library does not have a designated marketing staff member for. Collectively, these tasks and duties will allow the library and its staff to continue to strive to meet the needs of the community of users.	Current library staff will focus their attention, time, and energy back to creating high quality in person programming to be held in the library. Our library staff create and offer excellent programs and we can continue that by allowing the staff to concentrate on those job duties. Staff will not have the time to create in-person and virtual programs simultaneously. We would like to add a part-time staff person who is qualified and knowledgeable in best practices, trends, and software offered electronically. Having an onsite content staff member will allow us to offer outstanding programs both in the library and electronically. A staff member familiar with trends will also allow us to remain relevant, connected, and valued by our community which already has high expectations of us. A balance of in-person and virtual programming is a new direction the library must take given the current pandemic situation so that we may be as accessible to everyone as much as possible.							

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>Value of the library is not contained to just inside the library. During COVID-19 we transitioned immediately to virtual opportunities to continue services such as story time, craft instruction, database instruction, college application tutorials, and entertainment. Hundreds of Prosper children participated in a to-go method of summer reading to assist with slowing and decreasing the summer slide of reading and literacy. Revenue cannot be assigned to providing such services. The library's YouTube channel was created last summer and has over 130 subscribers. The library created 156 virtual programs in FY 19/20 (beginning March 13 when the library closed). There were 3,841 views which we consider a huge success. The library was able to pivot from 100% in person to 100% virtual overnight because the staff was able to focus on creating and recording content completely. We do not have the staff to do both at the level of expectation (Town and community) and we will need to adjust staff time and decrease in-person programs to allow time to create virtual content.</p>	<p>Returning to all in-person programs, while exciting to get back to "normal", is where our staff is now concentrating their plans and efforts going forward in FY 20/21. Our patrons have come to expect our high quality educational, entertaining, and engaging virtual programs as well. We do not have the staff to offer both in-person and virtual, so one must be sacrificed for the other. We cannot offer both in-person and virtual programs simultaneously due to the amount of staff time they take to plan, present, tape, and edit. We are asked daily if we will offer both formats and we reply that we will only offer in-person for the summer. Patrons may watch our past programs and we do in fact promote that they remain available 24/7. Virtual programs reach a portion of our community who do not come into the library or cannot. Prosper families benefit greatly by being able to view our virtual programs at their convenience and repeatedly. A specific value cannot be placed on the benefits to the literacy rate or academic achievements of a community, but studies show that libraries play an important role in those levels. That role should not alter due to inability to access the physical library, be that due to COVID-19 or any other reason.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Part-Time Social Media Content/Library Production Specialist in October 2021.	<p>Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-05EXP LIBRARY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE PHYSICAL COLLECTION	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5281 BOOK PURCHASES	\$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.				
Increase funds for the physical collection. The library currently holds 26,647 physical items, with slightly more than 60,811 total items circulated in FY 19/20 by 5,874 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 checked out slightly five times more than 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 assigned population to continue Texas State Library Accreditation rules of one item per capita. Book prices increased during COVID-19, with many books at \$30.00 each now.	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 by offering 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 19/20 saw a checkout ratio of 12.3 items per patron and \$1,091,047 total value saved by the community through physical item checkouts last year.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
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.	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 and educational 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	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services.				

TOWN OF PROSPER

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

TITLE	LIBRARY MOBILE SHELVING		TYPE	DISCRETIONARY - 2			RANK	3
RESOURCES REQUESTED								
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026		
5220 OFFICE EQUIPMENT	\$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.							
Additional mobile shelves are needed for the children's fiction section, one of the most circulated collections in our library. When we moved into the new library our collection number was 17,886. As of July 2021 it is 27,041. Almost 10,000 items were added to the library's physical collection in three years.	As our population continues to grow, so too should the library's physical collection. Juvenile fiction is one of the most popular sections with high checkout and high expectations. Our collection includes a wide variety of books for our young readers and should continue to increase to meet the demand. Therefore, a small amount of additional shelving will create a big impact to hold the entire collection and its growth. The importance of this area can be seen in high literacy and reading achievements and comprehension. A school library does not always meet the needs of the students that attend it and the community library can either fill that need or be an additional resource to them.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
Children's enthusiasm and opportunities for reading increases our community's literacy and no value can be placed on something which is priceless. This particular section of the library is highly utilized and valued as it contains the level of books when children are reading independently and not being read to, which is a huge milestone not just to a child, but also for literacy rates of a community. Prosper already had a solid homeschooling population and, due to COVID-19, even more students are being educated solely at home and relying on our library as one of its sources for educational materials. Books being placed in storage due to lack of shelving space will result in the youth segment not seeing what is available to them. Offsite storage will need to be rented for items that storage shelving in Town Hall will no longer accommodate.	The children's fiction section is our second most popular checked out physical collection. This book type is for children developing independent reading skills, learning to expand their vocabulary, exploring other worlds, cultures, and lives, and continuing their love of reading. Library families rely on the library to have the books they need and desire on the shelves for them to check out. The shelving will not accommodate additional books and some items will need to go to storage where they will not be visible to patrons. Children are shelf shoppers, rarely utilizing the catalog to see what they might want to checkout (unlike adults), but rather they pull the majority of their books just by judging a book by its cover, familiarity with the author, or recognizing it from their school's library. It is important to have the space to offer reading materials for this age/reading group.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services.							

TOWN OF PROSPER

FUND		DEPARTMENT		DIVISION	
10 GENERAL		ENGINEERING		100-98-01EXP ENGINEERING	
SUPPLEMENTAL DETAILS - ACTIVE					
TITLE	SENIOR ENGINEER - DEVELOPMENT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$97,482	\$97,482	\$97,482	\$97,482	\$97,482
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720
5145 SOCIAL SECURITY EXPENSE	\$6,044	\$6,044	\$6,044	\$6,044	\$6,044
5150 MEDICARE EXPENSE	\$1,413	\$1,413	\$1,413	\$1,413	\$1,413
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$458	\$458	\$458	\$458	\$458
5180 TMRS EXPENSE	\$13,891	\$13,891	\$13,891	\$13,891	\$13,891
5185 LONG TERM/SHORT TERM DISABILIT	\$185	\$185	\$185	\$185	\$185
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$11,105	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$100	\$100	\$100	\$100	\$100
5419 IT LICENSES	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550
5530 TRAVEL	\$500	\$500	\$500	\$500	\$500
5533 MILEAGE EXPENSE	\$250	\$250	\$250	\$250	\$250
5536 TRAINING/SEMINARS	\$500	\$500	\$500	\$500	\$500
5630 SAFETY EQUIPMENT	\$50	\$50	\$50	\$50	\$50
5970 VERF CHARGES FOR SERVICES	\$0	\$520	\$520	\$520	\$520
TOTAL	\$149,261	\$138,676	\$138,676	\$138,676	\$138,676
COMMENTS					

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>This request is to hire a senior level engineer to assist with development review and other high level engineering issues and duties. Since 2019, the number of plan reviews has increased 67% from 216 reviews a year to 360 in 2020, and the first quarter of reviews in 2020 were 58 compared to 98 in the first quarter of 2021, a 69% increase. The existing Civil Engineer in the Development Division is spending close to 90% of his time in plan review, development meetings and managing development projects. In addition, the Civil Engineer in the CIP Division is still reviewing some development plans and is allocating approximately 20% of her time in development review and needs to transition out of development duties. The Assistant Director of Engineering Services - Development is having to spend 80% of his time in similar tasks including plan review, development meetings and managing development projects from initial review to final acceptance. His position should be spending around 50% in development process and the other 50% providing oversight of his 5 employees, managing large significant development projects and providing timely resolution to urgent matters.</p>	<p>Benefits include being able to perform development reviews and similar activities at an expected high level. Under general supervision, assists in all aspects of civil engineering activities which includes, but is not limited to reviewing of new development; meeting and coordinating with developers and consultants; responding to citizen and professional inquiries and complaints.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>Functions within the Development Division will not be performed at the expected high level related to all areas of development. Decreased level of customer service to the development community as well as residents and others stakeholders. Development reviews will most likely exceed the 10 business day target dates as well as extended response times on other duties.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Senior Engineer - Development in October 2021.	<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE	DISCRETIONARY - 1					RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$22,116	\$22,116	\$22,116	\$22,116	\$22,116	\$22,116	\$22,116
5145 SOCIAL SECURITY EXPENSE	\$1,371	\$1,371	\$1,371	\$1,371	\$1,371	\$1,371	\$1,371
5150 MEDICARE EXPENSE	\$321	\$321	\$321	\$321	\$321	\$321	\$321
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162	\$162	\$162
5175 LIABILITY (TML) WORKERS COMP	\$51	\$51	\$51	\$51	\$51	\$51	\$51
5180 TMRS EXPENSE	\$3,152	\$3,152	\$3,152	\$3,152	\$3,152	\$3,152	\$3,152
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$10,080	\$0	\$0	\$0	\$0	\$0	\$0
5419 IT LICENSES	\$700	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$38,053	\$27,273	\$27,273	\$27,273	\$27,273	\$27,273	\$27,273
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
With the reclassification of the current Administrative Assistant to CIP Facilitator, the administrative duties of the department will need to be handled by another position. The current administrative duties include scheduling of meetings, coordinating new hire interviews and setup, processing construction inspection and escrow payments, ordering uniforms and equipment, website updates, processing p-card reconciliations, managing department vehicle maintenance, processing project final acceptance, compiling weekly and monthly reports for the Development and Infrastructure Services departments, answering phone calls and emails for the department, and maintaining office supplies. While there are currently a lot of administrative duties, the existing Administrative Assistant estimates that a part-time position would be able to handle the current administrative duties.	This position will reduce the administrative workload on the current Administrative Assistant that is proposed to be reclassified to the CIP Facilitator position.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Without this position, the current administrative duties of the department will be left undone or have to be borne by other non-administrative staff, which would impact those employees productivity.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
One Part-Time Administrative Assistant in October 2021.	Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	RECLASS ADMIN ASSIST TO CIP FACILITATOR	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$2,426	\$2,426	\$2,426	\$2,426	\$2,426
5145 SOCIAL SECURITY EXPENSE	\$150	\$150	\$150	\$150	\$150
5150 MEDICARE EXPENSE	\$35	\$35	\$35	\$35	\$35
5175 LIABILITY (TML) WORKERS COMP	\$6	\$6	\$6	\$6	\$6
5180 TMRS EXPENSE	\$346	\$346	\$346	\$346	\$346
5185 LONG TERM/SHORT TERM DISABILIT	\$5	\$5	\$5	\$5	\$5
TOTAL	\$2,968	\$2,968	\$2,968	\$2,968	\$2,968
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The purpose of this position is to assist with increased needs for contract management including processing contract documents, pay request, change orders, purchase orders, requisitions, etc. This position will also support increased reporting and communication updates on capital improvement projects.	Current duties are being performed by an Administrative Assistant that is unable to perform both job functions at an expected high level of performance. Under general supervision, assists with processing contract documents, pay request, change orders, purchase orders, requisitions, etc., and construction and project budget management. Such improvements include, but are not necessarily limited to, paving, drainage, and water and wastewater construction. Employees in this position may also assist in all aspects of administrative support and record keeping duties for the various departmental budgets, capital improvement projects; prepare accurate and timely financial reports for operating budget and CIP projects under construction, and prepares public informational documents with SmartSheet.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Functions within the CIP Division will not be performed at the expected high level related to reporting and communication updates on capital improvements projects including timely processing of contract documents, pay request, change orders, purchase orders, requisitions, etc. Engineers and Project Managers will need to execute these tasks and will take time away from core tasks.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
One CIP Facilitator in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	MEDIAN LIGHTING FOR US 380 - DENTON COUNTY LINE TO LOVERS LANE				TYPE	DISCRETIONARY - 1		RANK		
RESOURCES REQUESTED										
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026				
5410 PROFESSIONAL SERVICES		\$55,000	\$0	\$0	\$0			\$0		
TOTAL		\$55,000	\$0	\$0	\$0			\$0		
COMMENTS										
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
Funding 1/2 the cost of design plans for illumination along US 380 from the Denton County Line to Lovers Lane (2.6 miles).				This design will continue the median lighting that is currently installed on the median of US 380 from Lovers Lane to Custer Road, to the overpasses and include high mast lighting at the overpasses of the Dallas North Tollway, BNSF railroad, and Preston Road. The Texas Department of Transportation has agreed to fund the construction of the median lighting if the Town pays for the design. This will be a joint project with the City of Frisco paying for their half of the design (\$55k). This is similar to the current design agreement between the City of Frisco, Town of Little Elm and Town of Prosper for the cost sharing of the design of the US 380 median lighting from the Denton County line to east of Prosper.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A				Without the Town's participation in the design costs, Frisco may not be able to move forward with the design and both the Town of Prosper and the City of Frisco will lose TxDOT funding for the construction.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS						
N/A				Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	ADA TRANSITION PLAN	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$100,000	\$0	\$0	\$0	\$0
TOTAL	\$100,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The Americans with Disabilities Act (ADA) of 1990 is a civil rights law prohibiting discrimination based on someone's disability. According to Title II of the Act, municipalities are required to have a plan to make accommodations for everyone. This includes the evaluation of all Town programs, services, and facilities (Town buildings, public parks, roadways, intersections, existing sidewalks, and other publicly maintained spaces), old and new. If approved, the Town will bring on board an ADA specialist firm to analyze the Town's assets and prepare an ADA Transition Plan.	Title II of the ADA requires a Transition Plan to provide program accessibility for people with disabilities, and will allow the Town to be deemed eligible to receive Federal funding for future projects.				
An ADA transition plan is a formal document available to the public outlining a city's compliance with Federal ADA. A typical transition plan includes: 1. Introduction/Executive Summary 2. ADA Program Coordination 3. ADA Public Notice 4. Grievance Procedure 5. Public Involvement 6. Self-Evaluation 7. Implementation Program					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Lack of an ADA Transition Plan could exclude the Town from future Federal funding on various roadway projects.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	SENIOR ENGINEER - CIP (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$97,482	\$97,482	\$97,482	\$97,482	\$97,482		
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720		
5145 SOCIAL SECURITY EXPENSE	\$6,044	\$6,044	\$6,044	\$6,044	\$6,044		
5150 MEDICARE EXPENSE	\$1,413	\$1,413	\$1,413	\$1,413	\$1,413		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$458	\$458	\$458	\$458	\$458		
5180 TMRS EXPENSE	\$13,891	\$13,891	\$13,891	\$13,891	\$13,891		
5185 LONG TERM/SHORT TERM DISABILIT	\$185	\$185	\$185	\$185	\$185		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100		
5220 OFFICE EQUIPMENT	\$11,105	\$0	\$0	\$0	\$0		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$200	\$200	\$200	\$200	\$200		
5400 UNIFORM EXPENSE	\$100	\$100	\$100	\$100	\$100		
5419 IT LICENSES	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550		
5530 TRAVEL	\$500	\$500	\$500	\$500	\$500		
5533 MILEAGE EXPENSE	\$250	\$250	\$250	\$250	\$250		
5536 TRAINING/SEMINARS	\$500	\$500	\$500	\$500	\$500		
5630 SAFETY EQUIPMENT	\$50	\$50	\$50	\$50	\$50		
5970 VERF CHARGES FOR SERVICES	\$0	\$520	\$520	\$520	\$520		
TOTAL	\$149,261	\$138,676	\$138,676	\$138,676	\$138,676		
COMMENTS							

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
This request is to hire a senior level Engineer to assist with the acceleration of capital projects. During the next few years, there are multiple capital projects requested to begin design and others to complete construction.	The additional Senior Engineer will provide the needed resource to properly manage the increase in capital projects.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Without the additional staff resource, the accelerated capital projects will have to be reprioritized based on current available resources, ultimately delaying the completion of the accelerated capital projects.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Senior Engineer - CIP in October 2021.	Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	CONSTRUCTION SUPERINTENDENT (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$92,785	\$92,785	\$92,785	\$92,785	\$92,785		
5143 CELL PHONE ALLOWANCE	\$720	\$720	\$720	\$720	\$720		
5145 SOCIAL SECURITY EXPENSE	\$5,753	\$5,753	\$5,753	\$5,753	\$5,753		
5150 MEDICARE EXPENSE	\$1,345	\$1,345	\$1,345	\$1,345	\$1,345		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$436	\$436	\$436	\$436	\$436		
5180 TMRS EXPENSE	\$13,222	\$13,222	\$13,222	\$13,222	\$13,222		
5185 LONG TERM/SHORT TERM DISABILIT	\$176	\$176	\$176	\$176	\$176		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100		
5220 OFFICE EQUIPMENT	\$11,105	\$0	\$0	\$0	\$0		
5230 DUES, FEES, AND SUBSCRIPTIONS	\$200	\$200	\$200	\$200	\$200		
5350 VEHICLE EXPENSE	\$792	\$792	\$792	\$792	\$792		
5352 FUEL	\$2,150	\$2,150	\$2,150	\$2,150	\$2,150		
5400 UNIFORM EXPENSE	\$300	\$300	\$300	\$300	\$300		
5419 IT LICENSES	\$3,550	\$3,550	\$3,550	\$3,550	\$3,550		
5536 TRAINING/SEMINARS	\$500	\$500	\$500	\$500	\$500		
5630 SAFETY EQUIPMENT	\$200	\$200	\$200	\$200	\$200		
5970 VERF CHARGES FOR SERVICES	\$0	\$5,019	\$5,019	\$5,019	\$5,019		
6160 CAPITAL EXPENDITURE - VEHICLES	\$36,398	\$0	\$0	\$0	\$0		

TOTAL	\$182,445	\$139,961	\$139,961	\$139,961	\$139,961
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
This request is to hire a Construction Superintendent to assist with the acceleration of capital projects. During the next few years, there are multiple capital projects requested to begin design and others to complete construction.	The additional Construction Superintendent will provide the needed resource to properly manage the increase in capital projects.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Without the additional staff resource, the accelerated capital projects will have to be reprioritized based on current available resources, ultimately delaying the completion of the accelerated capital projects.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
One Construction Superintendent in October 2021.	Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 1			RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026			
7144 TRANSFER OUT	\$450,000		\$0	\$0	\$0	\$0	\$0		
TOTAL	\$450,000		\$0	\$0	\$0	\$0	\$0		
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
Funding for the design of a 4-lane concrete curb and gutter roadway for Coleman Road between Gorgeous and Prosper High School. There is currently two lanes of the ultimate four lanes constructed on the east side of Coleman Road from Prosper Trail to Prosper High School.				The acceleration of the design of this project will allow the Town to move forward with land acquisition and ultimately the construction once funding for construction is allocated. Having a design completed allows the project to be considered "shovel ready", which aids in qualifying for certain alternative funding.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				With the ever increasing traffic demands on Coleman Road, and the bottleneck at the intersection of Prosper Trail and Coleman Road, the delay in beginning this project only further delays a resolution to the traffic along this corridor.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 1			RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026			
7144 TRANSFER OUT	\$625,000		\$0	\$0	\$0	\$0	\$0		
TOTAL	\$625,000		\$0	\$0	\$0	\$0	\$0		
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
Funding for acquisition of the needed rights-of-way and easements to facilitate the construction of a four lane concrete curb and gutter roadway for Coleman Road between Gorgeous and Prosper High School. There is currently two lanes of the ultimate four lanes constructed on the east side of Coleman Road from Prosper Trail to Prosper High School.				Once the acquisition of the needed rights-of-way and easements is completed, the project will be able to move into the utility relocation phase ahead of ultimate construction.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				With the ever increasing traffic demands on Coleman Road, and the intersection of Prosper Trail and Coleman Road, the delay in beginning this project only further delays a resolution to the reduction of the traffic issues along this corridor.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 1			RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026	
7144 TRANSFER OUT	\$575,000		\$0	\$0	\$0	\$0	\$0
TOTAL	\$575,000		\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
Funding for the design of a four lane concrete curb and gutter roadway for Legacy Drive from Fishtrap to Prairie Drive. There is currently no road connection for Legacy Drive south of Fishtrap.	The acceleration of the design of this project will allow the Town to move forward with land acquisition and ultimately the construction once funding for construction is allocated. Having a design completed allows the project to be considered "shovel ready", which aids in qualifying for certain alternative funding.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	With the ever increasing traffic demands on Fishtrap, the construction of Legacy Drive south of Fishtrap will provide an additional north-south connection to US 380. Currently, traffic in Star Trail and other development to the north along Legacy Drive have to travel down to Fishtrap and go either west to Teel Parkway, or east to the Dallas North Tollway to get access to US 380. The delay in beginning the design of this project only further delays a resolution to the traffic along this corridor.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	UTILITY BILLING CLERK (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$42,096	\$42,096	\$42,096	\$42,096	\$42,096
5145 SOCIAL SECURITY EXPENSE	\$2,610	\$2,610	\$2,610	\$2,610	\$2,610
5150 MEDICARE EXPENSE	\$610	\$610	\$610	\$610	\$610
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$97	\$97	\$97	\$97	\$97
5180 TMRS EXPENSE	\$5,999	\$5,999	\$5,999	\$5,999	\$5,999
5185 LONG TERM/SHORT TERM DISABILIT	\$80	\$80	\$80	\$80	\$80
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$100	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$905	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$60	\$60	\$60	\$60	\$60
5419 IT LICENSES	\$535	\$535	\$535	\$535	\$535
5536 TRAINING/SEMINARS	\$100	\$100	\$100	\$100	\$100
5970 VERF CHARGES FOR SERVICES	\$0	\$260	\$260	\$260	\$260
TOTAL	\$65,905	\$65,260	\$65,260	\$65,260	\$65,260

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To hire a Utility Billing Clerk for the Utility Billing Division. The Town of Prosper is a community that continues to grow and along with its growth comes added workload in the Division. In March 2018 when the last addition to staff was requested the total number of accounts was 7,997. As of March 2021 the total number of accounts is 11,027, which is an increase of over 3,000 accounts. The added accounts means over 3,000 additional payments each month, additional phone calls, additional service work orders, and additional customer needs.</p> <p>Accounts - March 2018 - 7,997/March 2021 11,027 (Difference- 3,030) 37% Work order - March 2018 - 1,172/March 2021 - 2,487 (Diff - 1,315) 112% Phone Calls - March 2020 - 3,874/March 2021 - 4,721 (Diff - 847) 22% Remit/Batch - March 2020 - 2,606/March 2021 - 3,841 (Diff - 1,235) 47%</p>	With an additional Clerk in the office the benefits will be both to our customers and to our Division. We will have more help in processing the workload such as payments, work orders, phone calls, setting up accounts, final accounts, set meters, etc. Most importantly we will be able to meet our customers needs in a timely manner.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	Current staff will continue to process the increasing workload, but additional overtime funds will be needed and staff morale may decrease. Staff will continue to be stretched thin which may result in delayed response times for customers.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Utility Billing Clerk in October 2021.	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	ADMINISTRATION	200-10-99EXP NON-DEPARTMENTAL
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COMPENSATION - MARKET ADJUSTMENT WATER FUND	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$25,856	\$25,856	\$25,856	\$25,856	\$25,856
TOTAL	\$25,856	\$25,856	\$25,856	\$25,856	\$25,856
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.	Increased employee morale, which directly affects Town residents through productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	CREW LEADER - WATER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$51,298	\$51,298	\$51,298	\$51,298	\$51,298		
5145 SOCIAL SECURITY EXPENSE	\$3,181	\$3,181	\$3,181	\$3,181	\$3,181		
5150 MEDICARE EXPENSE	\$744	\$744	\$744	\$744	\$744		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$1,323	\$1,323	\$1,323	\$1,323	\$1,323		
5180 TMRS EXPENSE	\$7,048	\$7,048	\$7,048	\$7,048	\$7,048		
5185 LONG TERM/SHORT TERM DISABILIT	\$97	\$97	\$97	\$97	\$97		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100		
5220 OFFICE EQUIPMENT	\$2,505	\$0	\$0	\$0	\$0		
5350 VEHICLE EXPENSE	\$816	\$816	\$816	\$816	\$816		
5352 FUEL	\$1,500	\$800	\$800	\$800	\$800		
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950		
5419 IT LICENSES	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360		
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420		
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480		
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400		
5620 TOOLS AND EQUIPMENT	\$500	\$200	\$200	\$200	\$200		
5630 SAFETY EQUIPMENT	\$1,000	\$500	\$500	\$500	\$500		
5970 VERF CHARGES FOR SERVICES	\$0	\$4,482	\$4,482	\$4,482	\$4,482		

6160 CAPITAL EXPENDITURE - VEHICLES	\$32,019	\$0	\$0	\$0	\$0
TOTAL	\$118,754	\$86,912	\$86,912	\$86,912	\$86,912
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.		
<p>To hire a Crew Leader for the Water Division. This position must be able to perform skilled tasks in the construction, maintenance and repair of the Town water lines and related facilities. This position will help to ensure the safe and continuing service of the Town's water supply by collecting water samples and checking system pressure, performing inspections and investigations of water facilities, and maintaining water quality. Our sample site number is increasing with the newest population data, and additional personnel is needed to balance the current and future workload.</p> <p>Work orders and service requests totals 2018 - 442 2019 - 495 2020 - 639 2021 - Estimated 960</p> <p>A 2021 Chevrolet Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.</p>			<p>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.</p>		
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 Crew Leader in October 2021.			<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>		

TOWN OF PROSPER

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

TITLE	IRRIGATION SPECIALIST (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$42,103	\$42,103	\$42,103	\$42,103	\$42,103		
5145 SOCIAL SECURITY EXPENSE	\$2,610	\$2,610	\$2,610	\$2,610	\$2,610		
5150 MEDICARE EXPENSE	\$610	\$610	\$610	\$610	\$610		
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162		
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248		
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456		
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47		
5175 LIABILITY (TML) WORKERS COMP	\$1,086	\$1,086	\$1,086	\$1,086	\$1,086		
5180 TMRS EXPENSE	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
5185 LONG TERM/SHORT TERM DISABILIT	\$80	\$80	\$80	\$80	\$80		
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600		
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100		
5220 OFFICE EQUIPMENT	\$2,505	\$0	\$0	\$0	\$0		
5350 VEHICLE EXPENSE	\$816	\$816	\$816	\$816	\$816		
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950		
5419 IT LICENSES	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360		
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420		
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480		
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400		
5620 TOOLS AND EQUIPMENT	\$250	\$0	\$0	\$0	\$0		
5630 SAFETY EQUIPMENT	\$1,000	\$500	\$500	\$500	\$500		
5970 VERF CHARGES FOR SERVICES	\$0	\$4,482	\$4,482	\$4,482	\$4,482		
6160 CAPITAL EXPENDITURE - VEHICLES	\$32,019	\$0	\$0	\$0	\$0		
TOTAL	\$106,802	\$75,710	\$75,710	\$75,710	\$75,710		

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
To hire an Irrigation Specialist to assist in the conservation division of Public Works. This request supports the Town's mission by providing exceptional municipal services by engaging and connecting with our community and investing in sustainable Town facilities and infrastructure and providing compassionate customer service. A 2021 Chevrolet Silverado 1500 Work Truck 4x2 Double Cab 6.6 ft. box is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.	Under direct supervision of the Water Education Coordinator, the Irrigation Specialist, assists in the evaluation and inspection of irrigation systems for Prosper water customers and assists in implementation of other water conservation programs, such as newsletters, weekly social media postings, and educational videos. Over 67% of the homes in Prosper have automatic sprinkler systems, and each new home built has a system installed. Our water usage increases from 2 to 3.5 million gallons a day in the winter to 12 to 14 million gallons a day in the summer. The increase is due to the use of automatic sprinkler systems, and most of this water is wasted due to runoff and inefficient systems. This position would provide guidance to water customers on water conservation, ordinances, plants, and soil questions. This position would oversee the Sprinkler Evaluation Program and increase the assistance and education from 6 months to year round. The Irrigation Specialist would assist the Water Education Coordinator in all water conservation programs and projects, as well as help to resolve customer complaints and concerns.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
This position would take over the Sprinkler Evaluation Program in FY 22/23, providing the service year round to our water customers. Currently, the program itself costs \$18,500 for a 6 month evaluation period and only provides the service to 200 residents per year.	The Town will continue to provide evaluations to a limited number of residents, turning away 20-30 residents each year and only allowing an evaluation every 3 years. The conservation division will continue to operate under staffed during certain times of the year. We will continue with current conservation programs without implementing any new programs due to a shortage of staff.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Irrigation Specialist in October 2021.	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

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

TITLE	FENCE EXTENSION FOR PUBLIC WORKS SITE		TYPE	DISCRETIONARY - 1		RANK	3
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0
5650 MAINTENANCE MATERIALS	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$48,000	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To extend 600 feet of the chain link fencing 300 feet on the north side of the Public Works site to accommodate for parking and provide extra space for storage of equipment and materials.				Currently, there is no room for parking behind the newest addition to the public works facility. By moving the fencing back, staff will have added room for parking vehicles and equipment.			
1200 LF of chain link fencing materials and installation x \$20 LF = \$24,000 1200 ton of gravel x \$20/ton = \$24,000							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Staff has outgrown the available parking at public works. Currently, few if any parking spaces for visitors are available.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future			

TOWN OF PROSPER

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

TITLE	RECLASS UTILITY FACILITIES MAINTENANCE SUPERVISOR TO UTILITY MAINTENANCE SUPERVISOR			TYPE	DISCRETIONARY - 2		RANK	4		
RESOURCES REQUESTED										
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026					
5110 SALARIES	\$3,046	\$3,046	\$3,046	\$3,046	\$3,046			\$3,046		
5145 SOCIAL SECURITY EXPENSE	\$189	\$189	\$189	\$189	\$189			\$189		
5150 MEDICARE EXPENSE	\$44	\$44	\$44	\$44	\$44			\$44		
5175 LIABILITY (TML) WORKERS COMP	\$79	\$79	\$79	\$79	\$79			\$79		
5180 TMRS EXPENSE	\$434	\$434	\$434	\$434	\$434			\$434		
5185 LONG TERM/SHORT TERM DISABILIT	\$6	\$6	\$6	\$6	\$6			\$6		
TOTAL	\$3,798	\$3,798	\$3,798	\$3,798	\$3,798			\$3,798		
COMMENTS										
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To reclassify the Utility Facilities Maintenance Supervisor to Utility Maintenance Supervisor.				The current position was never intended to be compensated less than the other supervisors. Job duties required by current personnel are equal to those of the Utility Maintenance Supervisors. Position would be appropriately compensated based on the required job duties, meeting Town compensation goals and maintaining employee morale.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A				Position would continue to be under compensated based on the required job duties, failing to meet Town compensation goals and maintain employee morale.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS						
Reclassification of the Utility Facilities Maintenance Supervisor to Utility Maintenance Supervisor.				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	PUBLIC WORKS AND PARKS FACILITY NEEDS ASSESSMENT		TYPE	DISCRETIONARY - 3		RANK	6
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5410 PROFESSIONAL SERVICES		\$80,000	\$0	\$0	\$0	\$0	\$0
TOTAL		\$80,000	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To hire a consultant to conduct a needs assessment for the Public Works and Parks facility with emphasis on providing the fueling station for Public Works during the first phase of construction. Phase 2 of construction will focus on necessary storage facilities for current and future needs. The goal is to update the Public Works and Park Facilities and have them both in one location.				Items included in the assessment are as follows: 1. Conduct a Discovery Workshop to envision the future facilities and establish strategic goals. 2. Facilitate building/site tours of comparable peer city facilities in Dallas Fort Worth area. 3. Provide a peer benchmarking study to compare space and staff needs to 5 peer cities. 4. Forecast staffing and space needs based on growth projections. 5. Deliver an Architectural Program detailing the size, location and adjacency of each space. 6. Assist with site layout and prepare site analysis/suitability study. 7. Develop a site master plan utilizing blocking diagrams demonstrating a site fit test and illustrating future build-out. 8. Preliminary Code Analysis in coordination with development department. 9. Recommend a project construction budget and schedule. 10. Final deliverable is typically a presentation report to Staff/Council documenting findings and recommendations with graphics.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				The planning of the new facility will be delayed, in turn possibly postponing the construction of the facility.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

PUBLIC WORKS

DIVISION

200-50-02EXP WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS- WATER	TYPE	DISCRETIONARY - 3	RANK	7
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5536 TRAINING/SEMINARS	\$8,745	\$0	\$0	\$0	\$0
TOTAL	\$8,745	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To obtain Certification of Public Works Professional Management and/or Supervision for 11 Public Works employees. Eligibility Application Fee - \$245 per employee Examination Fee - \$550 per employee	Becoming a Certified Public Works Institute is a strategic goal of the Public Works Department. The process can take a minimum of two years. Having our leaders become certified will help to begin the process of becoming a Public Works Institute. The Public Works Professional-Management certification is issued by the American Public Works Association to recognize individuals in the public works field who have the knowledge and experience to manage organizations within a public works department.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	We will not pursue accreditation.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	UTILITY LINE LOCATOR (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$51,298	\$51,298	\$51,298	\$51,298	\$51,298
5145 SOCIAL SECURITY EXPENSE	\$3,181	\$3,181	\$3,181	\$3,181	\$3,181
5150 MEDICARE EXPENSE	\$744	\$744	\$744	\$744	\$744
5155 SUTA EXPENSE	\$162	\$162	\$162	\$162	\$162
5160 HEALTH INSURANCE	\$10,248	\$10,248	\$10,248	\$10,248	\$10,248
5162 HSA EXPENSE	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
5165 DENTAL EXPENSE	\$456	\$456	\$456	\$456	\$456
5170 LIFE / ADD INSURANCE	\$47	\$47	\$47	\$47	\$47
5175 LIABILITY (TML) WORKERS COMP	\$1,323	\$1,323	\$1,323	\$1,323	\$1,323
5180 TMRS EXPENSE	\$7,310	\$7,310	\$7,310	\$7,310	\$7,310
5185 LONG TERM/SHORT TERM DISABILIT	\$97	\$97	\$97	\$97	\$97
5186 WELLE-WELLNESS PROG REIMB EMPL	\$600	\$600	\$600	\$600	\$600
5210 OFFICE SUPPLIES	\$200	\$100	\$100	\$100	\$100
5220 OFFICE EQUIPMENT	\$2,505	\$0	\$0	\$0	\$0
5350 VEHICLE EXPENSE	\$876	\$876	\$876	\$876	\$876
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5400 UNIFORM EXPENSE	\$950	\$950	\$950	\$950	\$950
5419 IT LICENSES	\$1,360	\$1,360	\$1,360	\$1,360	\$1,360
5520 TELEPHONE EXPENSE	\$620	\$420	\$420	\$420	\$420
5526 DATA NETWORK	\$480	\$480	\$480	\$480	\$480
5536 TRAINING/SEMINARS	\$400	\$400	\$400	\$400	\$400
5630 SAFETY EQUIPMENT	\$1,000	\$500	\$500	\$500	\$500
5970 VERF CHARGES FOR SERVICES	\$0	\$4,853	\$4,853	\$4,853	\$4,853
6160 CAPITAL EXPENDITURE - VEHICLES	\$34,982	\$0	\$0	\$0	\$0
TOTAL	\$121,039	\$87,605	\$87,605	\$87,605	\$87,605

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.
<p>To ensure the Town's water, wastewater, and traffic signal lines are appropriately protected, a Utility Line Locator is needed. Currently, no staff member specializes in line locating. Various crew leaders and staff members were asked to take on this task since the majority of the assets being located fall within the Public Works purview. Line locate requests have increased significantly in the past three years and can no longer be absorbed by Public Works crew leaders.</p> <p>Locate Requests 2018 - 398 2019 - 636 2020 - 613</p> <p>A 2021 Chevrolet Silverado 1500 Work Truck 4x4 Double Cab 6.6 ft. box is also included with this request. The budgeted amount includes the toolbox, lighting, and decals.</p>	<p>A Utility Line Locator will hold the responsibility of locating all water, wastewater, and traffic signal lines prior to any digging in the right-of-way. Currently, there is no designated staff assigned this responsibility. Specialized personnel is needed to protect the Town's assets. Specialized knowledge is needed to determine which direction a line goes. This is accomplished by utilizing all available data, specialized equipment, specialized techniques, performing field measurements and visible assessment of field assets. Many of our crew leaders are well versed in either water or wastewater, usually not both, and have no experience locating traffic signal lines. If a line is located incorrectly, the Town is liable for any damages and repairs that occur. The Utility Line Locator ensures the Town's water, sewer, and traffic signals are identified in the field by physical location and marks the lines with paint and flags.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>Staff will continue to 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 contractors. Additionally, the risk of having an asset damaged due to incorrect locates is higher without trained personnel.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
One Utility Line Locator in October 2021.	<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE	CERTIFICATION OF PUBLIC WORKS PROFESSIONALS - WW		TYPE	DISCRETIONARY - 3		RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5536 TRAINING/SEMINARS		\$3,975	\$0	\$0	\$0	\$0	\$0
TOTAL		\$3,975	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To obtain Certification of Public Works Professional Management and/or Supervision for 5 Public Works employees.				Becoming a Certified Public Works Institute is a strategic goal of the Public Works Department. The process can take a minimum of two years. Having our leaders become certified will help to begin the process of becoming a Public Works Institute. The Public Works Professional-Management certification is issued by the American Public Works Association to recognize individuals in the public works field who have the knowledge and experience to manage organizations within a public works department.			
Eligibility Application Fee - \$245 per employee Examination Fee - \$550							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				We will not pursue accreditation.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
120 POLICE SPD	POLICE	120-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COMPENSATION - MARKET ADJUSTMENT POLICE SPD		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES AND WAGES		\$57,986	\$57,986	\$57,986	\$57,986	\$57,986	\$57,986
TOTAL		\$57,986	\$57,986	\$57,986	\$57,986	\$57,986	\$57,986
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.				Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.			
ADOPTED BUDGET INCREASED ORIGINAL REQUEST OF \$34,908 TO \$57,986.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
130 FIRE SPD	FIRE	130-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	COMPENSATION - MARKET ADJUSTMENT FIRE SPD		TYPE	DISCRETIONARY - 1		RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES AND WAGES		\$47,608	\$47,608	\$47,608	\$47,608	\$47,608	\$47,608
TOTAL		\$47,608	\$47,608	\$47,608	\$47,608	\$47,608	\$47,608
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.				Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.			
ADOPTED BUDGET INCREASED ORIGINAL REQUEST OF \$9,522 TO \$47,608.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	COMPENSATION- MARKET ADJUSTMENT STORMWATER	TYPE	DISCRETIONARY - 1	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$1,409	\$1,409	\$1,409	\$1,409	\$1,409
TOTAL	\$1,409	\$1,409	\$1,409	\$1,409	\$1,409
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To ensure that all employees are paid a minimum comparable rate for their position within the Town and to become competitive with other municipalities for retention and recruitment purposes.	Increased employee morale, which directly affects Town residents through employee productivity. Also, maintaining external market competitiveness is crucial in the recruitment of qualified candidates and retention of current employees.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Inability to maintain a quality workforce, poor employee morale, and lack of market competitiveness which will result in increased turnover due to lack of retention incentives.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	STORMWATER/EROSION INSPECTION SERVICES	TYPE	DISCRETIONARY - 2	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
TOTAL	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
Request for services to assist the Stormwater Utility Administrator (SWUA) in implementation of the Stormwater Management Program, and more specifically the erosion control inspection for construction activity to allow the SWUA to focus on other aspects of program such as HOA Compliance and Education.	Assistance gained from services would allow the SWUA to place additional focus on post-construction BMP compliance (i.e. detention ponds, drainage channels, etc.) in existing developments with emphasis on residential HOA common areas while maintaining a high level of compliance with construction activity.				
While development has stayed fairly constant going to 41 new projects in 2020 compared to 42 in 2019, the home building activity has increased from 843 home permits in 2019 to 1,119 permits in 2020. In addition, construction for capital projects has steadily increased since the recent bond election, in addition to outside agency projects, such as the Dallas North Tollway improvements and Frontier Parkway.					
With the increase in construction activity, the SWUA no longer has the ability to provide the level of construction inspections expected and manage the Stormwater Management Program which includes a desire to increase HOA drainage facility compliance.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Lack of assistance through these professional services could result in decreased level of service for residents and HOA's as well as only being able to provide limited (not as thorough as could be) inspections on construction sites.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future				

TOWN OF PROSPER

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

TITLE	PATROL BIKE PROGRAM (PD DONATIONS ACCT)		TYPE	DISCRETIONARY - 2		RANK	1
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5205 POLICE DONATION EXP	\$5,015	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$5,015	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
Enhance the operational capacity of the Prosper Police Department's (PPD) Bicycle Program. This enhancement will maximize the opportunity for Patrol to incorporate and deploy bicycle officers in our shopping centers, neighborhoods and hike & bike trail systems. This calendar year, PPD hosted a bike certification course which allowed us to have additional officers participate and be certified in the program. We now have a total of twelve officers who are bike certified. PPD currently has a total of six Patrol bicycles. Of these six bicycles, two are not serviceable due to rusted and weakened frames; therefore, we are requesting two new bikes to replace the bikes that are not serviceable. By replacing the two bikes, PPD will have six bicycles that can be shared by twelve officers. NOTE: Two of the Patrol bikes were donated by the Scottish Rite Organization in 2018.	<ol style="list-style-type: none"> 1. Increase deployment models for the Patrol Division on a daily basis. 2. Enhance community relationships. 3. Increase presence of Patrol officers in shopping centers and the hike & bike trail systems. 4. Replace two bikes and update needed equipment for the program. 5. High visibility, slow patrol in commercial, residential and park areas. 6. Enhances overall sense of safety in the community, which improves the overall quality of life for Prosper residents and visitors. 7. Lower fuel and maintenance expenses on Patrol vehicles. 						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
NA	<ol style="list-style-type: none"> 1. Fewer bikes and less equipment limits the number of officers who can participate in the Bicycle Program. 2. Fewer personnel deployed on bikes lessens community interaction in our shopping centers, neighborhoods and hike and bike trail systems. 3. Missed opportunities for improving community relations. 4. There are plans for the Town's Parks and Recreation Department to build more hike and bike trails. Fewer bikes limits our ability to adequately patrol these open spaces. 						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
NA	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	COMMAND CENTER EQUIPMENT (SEIZED FUNDS)		TYPE	DISCRETIONARY - 2		RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5292 PD SEIZURE EXPENSE	\$8,227	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$8,227	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
<p>To purchase a mobile radio and mobile data computer (MDC) to be placed in the rear of the patrol commander vehicle to provide necessary equipment. This aligns with previous software purchases from FY 19/20, specifically the command module.</p> <p>Command Center Equipment:</p> <p>IT - Dell Rugged 14 (MDC Laptop) \$3,500 Motorola - Radio \$4,727</p>				<p>The purchase of this equipment would allow Patrol commanders to have necessary equipment to act as a mobile command unit at community events such as Pride in the Sky and Downtown Live as well as major law enforcement scenes such as lost or endangered children, fatality accidents, homicide scenes, mass shootings and any other scene where commanders need to effectively coordinate a large number of people and equipment. This mobile command unit is exactly what the Fire Department has in the back of their command staff assigned units to coordinate the FD response at structure fires.</p>			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				<p>Failure to fund this request would drastically reduce effectiveness of Patrol commanders to coordinate the actions taken by Police personnel at large Police scenes.</p>			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				<p>Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services</p>			

TOWN OF PROSPER

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

TITLE	TRAINING (LEOSE FUNDS)	TYPE	DISCRETIONARY - 2			RANK	3
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5201 LEOSE EXPENDITURES	\$4,000	\$0	\$0	\$0	\$0		\$0
TOTAL	\$4,000	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
Directed by the Texas Occupation Code, Section 1701.157, the Texas Comptroller of Public Accounts allocates funds annually from the Law Enforcement Officer Standards and Education (LEOSE) account. Qualified law enforcement agencies receive funding for continuing education. The Prosper Police Department is requesting \$4,000 in the FY21/22 budget for specialized training such as tactical, leadership and professional development.				By bringing trainers to our new facility, travel time and expenses are saved as well as the cost of individual registrations per officer.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Continued travel expenses and time away from the Police Department.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 2			RANK	4
RESOURCES REQUESTED							
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026	
5208 CHILD SAFETY EXPENSE	\$14,318		\$0	\$0	\$0	\$0	\$0
TOTAL	\$14,318		\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
Request for two radar trailers using the Child Safety Fund to provide necessary equipment to administer traffic surveys and assist with traffic-related complaints.	With increased patrol, two additional radar trailers would help accommodate requests the Police Department receives for speed trailers. These units are utilized in and around neighborhoods and to respond to Town officials and administrative requests for traffic-related studies.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	If denied, the Department may be unable to respond to requests in a timely manner.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	TRAFFIC UNIT WEIGHTS & MEASURES (CHILD SAFETY FUND)					TYPE	DISCRETIONARY - 2		RANK	5				
RESOURCES REQUESTED														
LINE ITEM	FY 2022		FY 2023		FY 2024	FY 2025	FY 2026							
5208 CHILD SAFETY EXPENSE	\$20,380		\$0		\$0	\$0	\$0			\$0				
TOTAL	\$20,380		\$0		\$0	\$0	\$0			\$0				
COMMENTS														
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.										
To provide the necessary equipment to administer license and weight inspections on commercial motor vehicles. The purchase of this item will aid the Department with the assigned duties of commercial motor vehicle enforcement and department of transportation inspections pertaining to overweight commercial motor vehicles. Legally loaded vehicles reduce the wear and tear on local roadways.				Conduct enforcement and determine the weight of commercial motor vehicles traveling on Prosper roadways. On fatality crashes involving commercial motor vehicles, these portable scales will assist with investigations and assist with roadways that have been designated as No Thru Truck routes.										
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?										
N/A				Overweight commercial motor vehicles have an exponential impact on Prosper roadway structures. By not enforcing these violations, we are enabling overweight commercial motor vehicles to continue traveling through Prosper to avoid surrounding cities such as Frisco, McKinney, Little Elm.										
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS										
N/A				Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services										

TOWN OF PROSPER

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

TITLE	TYPE					RANK	6
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5205 POLICE DONATION EXP	\$16,189	\$0	\$0	\$0	\$0		
TOTAL	\$16,189	\$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 replace equipment for the Special Response Team (SRT). We currently have specialty rifles which are not supported by parts and are no longer manufactured. These rifles have begun to break this year leading to part and support shortages. We will need to replace these rifles with new, dependable, and supported equipment. The current rifles were purchased over 7 years ago, prior to the appointment of Chief Kowalski as Chief of Police. This provides a safety component to the SRT to enhance intelligence gathering capabilities; helping to make better decisions which leads to positive outcomes and reduces liability for our officers and the Town.	This request enhances the capabilities within SRT and provides additional safety to our residents.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Fielding broken and damage-prone equipment increases liability and may lead to loss of life. We must provide proven and reliable equipment to our officers; the public demands that our response be ready and able when a situation arises. Without replacement of current equipment our capabilities to handle situations will diminish below national standards.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	IN-CAR CAMERA SYSTEM AND BODY WORN CAMERAS	TYPE	DISCRETIONARY - 1	RANK	4
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$17,000	\$10,000	\$10,000	\$0	\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$370,225	\$0	\$0	\$0	\$0
TOTAL	\$387,225	\$10,000	\$10,000	\$0	\$0
COMMENTS					

FY 20/21

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 change Prosper Police Department's (PPD) mobile video recording (MVR) system and body worn camera (BWC) system from L3 Technologies (L3) MVR and Axon BWC to one integrated system. PPD selected L3 as the initial MVR system. Since then, L3 has failed to keep up with industry standards and the demands of law enforcement. Specifically, L3's software and hardware solutions are obsolete. In addition, L3's customer service and technical support are substandard. As a result, PPD selected Axon in 2014 as a BWC solution. While Axon provides a quality product and has good customer service and tech support, their storage solutions for digital media are exceptionally expensive. PPD pays an estimated \$24,600 per year for digital media storage. These costs will increase as we add personnel. Potential solutions allow for local storage at an estimated cost of \$3,000 per year. Since PPD is using two separate vendors, the MVR and BWC digital medias are not integrated; thus, PPD staff spends unnecessary time to process digital media in the field, at the level of first line supervision, during criminal investigations, and the submitting of criminal cases. In addition, I.T. personnel spend an unreasonable amount of time supporting the old technology. Selecting a new, comprehensive MVR and BWC solution will improve processes in Police Patrol Operations, Support Services, and the Criminal Investigations Divisions. Further, technology now provides for excellent digital media and allows for redactions. Having the ability to redact digital media is a critical function associated with Open Records Requests. PPD is requesting to contract with a technical consultant, who is experienced in digital media platforms and who is also familiar with the Town of Prosper's current technology. The consultant agreement would include drafting a Request For Proposal (RFP), a project manager, and technical support post-implementation. These services ensure that the proper scope of the project is well defined and met. The consultant shall manage all aspects of the project.</p> <p>The associated consultant costs are: Estimated at \$7,000 for drafting the RFP, 12% of the first year's costs for project management, estimated at \$10,000 in FY 21/22. For FY22/23 & FY 23/24, \$10,000 per year (post-implementation) for technical support and complete systems integration. The 24 months of post-implementation technical support is to help ensure the PD maximizes all of the functionality to include, but not limited to, case management, redactions and online submission of criminal cases. In addition, it will assist with the revamping of all related processes. The overarching goal is to ensure every aspect of the new systems are fully utilized and totally integrated to all other PD software systems.</p>	<ol style="list-style-type: none"> 1. Estimated cost saving for digital media storage: \$21,000 annually. Currently budgeted storage savings of \$108,000 over five years. 2. One integrated system helps streamline all related processes through the Department and frees up staff time for both the I.T. Department and the Police Department. 3. Current technology, and progressive technology to include a Kiosk for issuing of BWC's. Subsequently, reduces the total number of BWC's to be purchased and maintained. In addition, streamlines meta data for respective personnel assigning of BWC's and MVR login data. 4. Currently, the PD does not have the ability to redact MVR or BWC footage; however, the new technology described in this Supplemental Request does include these specifications. Having these functions would enable the PD to better accommodate Open Records Requests which include MVR and BWC footage. 5. Improved customer service and technical support. 6. A solution that is scalable/adaptable to all Town department MVR and BWC needs.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Estimated cost saving for digital media storage: \$21,000 annually.	<ol style="list-style-type: none"> 1. Continued high annual cost associated to the storage for digital media storage: estimated \$24,600 per year. 2. Continue with two separate systems and the fractured processes that consumes staff time to include I.T. personnel. 3. Outdated technology, that will limit the Department's flexibility for deployment models of BWC; requires more BWC's to address operational needs. No redaction capabilities for Open Record Requests. 4. Continued poor customer service and technical support. 5. Current MVR/BWC solutions that are limited to only the use of PPD.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services.

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	FIRE	100-30-01EXP OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	TYPE					RANK	5		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5445 EMERGENCY MANAGEMENT EXPENSE	\$0	\$1,285	\$1,285	\$1,285	\$1,285	\$1,285			
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$33,860	\$0	\$0	\$0	\$0	\$0			
TOTAL	\$33,860	\$1,285	\$1,285	\$1,285	\$1,285	\$1,285			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
Add one additional storm siren to our emergency warning system to cover new neighborhoods including north Windsong Ranch which is experiencing major growth and expansion. We would like to complete this project in Winter 2021 in preparation for severe weather in the spring when it is most prominent. This pricing includes powder coating the pole.				This will provide coverage to areas not currently within range of our emergency warning sirens at this time. This will serve current and future residents in the north Windsong Ranch subdivision and the northwest portion of our town limits that is currently outside of the existing coverage area. This will also serve Jerry Bryant Elementary that will open in August as well as a future middle school and high school site that are planned in the area of Parvin Road.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				If we do not fund this request, residents in Windsong Ranch, Bryant Elementary, and areas in the northwest part of Prosper will continue to not have emergency warning siren coverage.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	BUCKET TRUCK	TYPE	DISCRETIONARY - 1	RANK	2
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5352 FUEL	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5620 TOOLS AND EQUIPMENT	\$3,500	\$0	\$0	\$0	\$0
5970 VERF CHARGES FOR SERVICES	\$0	\$14,033	\$14,033	\$14,033	\$14,033
6160 CAPITAL EXPENDITURE - VEHICLES	\$112,261	\$0	\$0	\$0	\$0
TOTAL	\$117,261	\$15,533	\$15,533	\$15,533	\$15,533
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To purchase a bucket truck that's needed to provide a safe and effective way for our Signs and Signals Crew to maintain and operate the traffic signal system and arterial street lighting system.		Staff would have the ability to troubleshoot and/or repair roadway lighting and make minor repairs on traffic signals on any given day. The signal operations includes 27 school zone location and six crosswalk flashers, 27 radar feedback signs, and 9 traffic signals. We would also have the ability to troubleshoot and maintain 10 DCU's used as transmitters for our AMR meter reading system. We would continue to provide in-house trouble shooting, repair some roadway lighting issues, and make minor repairs on traffic signals. Currently, minor repairs have to be collected until enough issues warrant the need to rent a boom lift. We would have a quicker response time and be able to make repairs or troubleshoot the same day the work order is processed.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
The hiring of outside contractors and renting a boom lift to complete projects would be eliminated. We would also be able to eliminate our need to contract out a maintenance agreement that would save approximately \$1,000 per intersection per year. Renting a boom totaled \$12,424.85 the past two years, with expenses more than doubling last year. Staff has needed to utilize a boom or bucket truck over 20 times since May 2019, but a bucket truck would have made countless more projects more efficient and safe for our staff members.		We will continue to contract out repairs and rent equipment causing longer lead times for repairs. We will continue to await availability of the contractor and collect minor repairs to minimize rental costs and time wasted to pick up and return the rental.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.		MEETS TOWN COUNCIL GOALS			
N/A		Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	PUBLIC WORKS	100-50-01EXP STREETS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	STREET BROOM	TYPE	DISCRETIONARY - 3	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5970 VERF CHARGES FOR SERVICES	\$0	\$3,690	\$3,690	\$3,690	\$3,690
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$36,900	\$0	\$0	\$0	\$0
TOTAL	\$36,900	\$3,690	\$3,690	\$3,690	\$3,690
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To make an equipment purchase for a small street broom that will be operated by existing street personnel.	The purchase of a broom will help minimize contractual costs and create a more efficient method for removing sand, rock, and debris from our roadways. A broom provides a quicker and simpler method than the skid steer we utilize periodically, and will prevent damage to concrete and asphalt streets. We rent or contract out equipment several times a year to clean Dallas North Tollway and Prosper Trail, and we utilize the equipment after every freeze to clear rock and sand from intersections. We would have the equipment readily available and utilize it more often, and create a cleaning schedule to help maintain clean and clear streets.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
We would save costs on rental expenses and contractors. Staff has rented a sweeper twice in the past six months, and rental costs has totaled \$2,850.	We will continue our street sweeping contract or rent the equipment only when absolutely necessary.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-01EXP PARK ADMINISTRATION
SUPPLEMENTAL DETAILS - PENDING		

TITLE	DOWNTOWN POND IMPROVEMENTS	TYPE	DISCRETIONARY - 1	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$15,000	\$0	\$0	\$0	\$0
5525 ELECTRICITY	\$500	\$500	\$500	\$500	\$500
6110 CAPITAL EXPENDITURE	\$105,000	\$0	\$0	\$0	\$0
TOTAL	\$120,500	\$500	\$500	\$500	\$500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The purpose of this request is to: 1. Hire a professional engineering firm to develop water well specifications, including providing permits to TCEQ. The anticipated cost for this is \$15,000. 2. Hire a contractor to install a well system with control module, pump house, and power supply to provide water for the pond. \$105,000	It is likely that the water elevation will fluctuate in the summer months and need to be supplemented with water from a well or the Town's water supply system. This proposed well, will provide water to keep the pond at a constant operating level during times of less rain. This helps with water quality and fish health, and to control aquatic plants and reduce the mud edge ring around the pond.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The pond will require supplemental water throughout the summer to maintain the desired look and minimize aquatic vegetation. Low water levels could effect the use of the fountain.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Financially responsible Town government providing exceptional municipal services Successful Prosper Downtown Redevelopment				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	DISCRETIONARY - 1					RANK	1		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5350 VEHICLE EXPENSE	\$837	\$837	\$837	\$2,037	\$837				
5353 OIL/GREASE/INSPECTIONS	\$0	\$100	\$100	\$100	\$100				
5970 VERF CHARGES FOR SERVICES	\$0	\$3,131	\$3,131	\$3,131	\$3,131				
6160 CAPITAL EXPENDITURE - VEHICLES	\$25,052	\$0	\$0	\$0	\$0				
TOTAL	\$25,889	\$4,068	\$4,068	\$5,268	\$4,068				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
Provide vehicle for the position in Parks that works the afternoon/evening schedule to provide a Town presence at recreational sporting events and classes.				By providing this vehicle, the "Park Ranger" will not have to interrupt maintenance operations to provide transportation to/from work sites. The Town will gain productivity by allowing personnel to directly report to sites operationally needed in a timely manner. One driver dropping off and picking up personnel at several sites reduces productive time for the driver.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				Personnel will continue to lose time chauffeuring Park employees to various sites throughout the Town resulting in overtime and extended time to complete projects and maintenance.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	TYPE					RANK	4		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5352 FUEL	\$250	\$250	\$250	\$250	\$250				
5970 VERF CHARGES FOR SERVICES	\$0	\$1,162	\$1,162	\$1,162	\$1,162				
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$9,300	\$0	\$0	\$0	\$0				
TOTAL	\$9,550	\$1,412	\$1,412	\$1,412	\$1,412				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
To purchase a Scag Wind Storm Blower, a stand-on machine that generates a high volume of air that can be directed in different positions. It will be used to blow off sidewalks, parking lots, grass fields, roads and synthetic turf fields.				The Scag Blower is estimated to be a minimum of 100% -150% more efficient than a backpack blower. It is also much quicker than a 45 lb. backpack blower creating less fatigue for staff, especially in 100 degree heat. The unit generates a larger volume of air at 120 MPH rather than 50-60 MPH than a backpack blower. The unit will increase the life cycle of backpack blowers by 25%-30%. When blowing larger areas, the backpack blower runs for extended periods of time at full throttle. This unit also reduces the time spent in residential neighborhoods with loud 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 use the less-efficient backpack blowers and the potential for staff fatigue will remain. More time will be spent in residential neighborhoods with loud equipment.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	AWNINGS FOR EQUIPMENT STORAGE		TYPE	DISCRETIONARY - 1		RANK	5
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$19,800	\$0	\$0	\$0	\$0		
TOTAL	\$19,800	\$0	\$0	\$0	\$0		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To fund the construction of awnings so equipment can be stored and protected at 409 East First Street. The indoor storage at the Dylan location is full, with no room for additional equipment. Equipment is currently stored at the Prosper Trail location and trailered to the downtown area and Westside sites. (Staff will continue to have sufficient parking and awnings will not affect visitor parking.)	Protect equipment from the elements and it will increase their value when they are auctioned through the VERF program. This equipment is fairly expensive and is not manufactured to be stored in the elements and hail. The Town has run out of room for covered/indoor equipment storage for large park equipment. The awnings will allow for equipment to be stored in the downtown area and be accessible to maintain the fields, parks, and open spaces in the downtown area.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	The equipment will deteriorate faster as it will not be protected from sun exposure and rain.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	VERTI-CUTTER	TYPE	DISCRETIONARY - 1	RANK	7
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5970 VERF CHARGES FOR SERVICES	\$0	\$1,500	\$1,500	\$1,500	\$1,500
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$12,000	\$0	\$0	\$0	\$0
TOTAL	\$12,000	\$1,500	\$1,500	\$1,500	\$1,500
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
Fund a Verti-Cutter for turf maintenance on game and practice fields. This piece of equipment is designed to pull the thatch up and out of the turf grass.	<p>Thatch is the layer of dead grass cuttings that are above the soil layer. The thicker the thatch the more harm is done to turf, the slower recovery from damage of cleats. Thick thatch layers result in less water entering the root zone, fertilizer stays on top of turf canopy and causes burn, and it creates a thriving environment for pests and diseases. All of these issues lead to poor turf quality and can create safety issues when not dealt with properly. Not to mention extra man hours and the cost of chemicals to rectify the problems. It is more economical to provide a high level of maintenance on the Towns fields to ensure maximum playability rather than buy land and constructing new fields to meet the needs.</p> <p>A verti-cutter pulls all dead plant material that has been laying on top of soil up so it can be vacuumed up and removed. The unit thins out the green grass as well which spurs the grass to generate new shoots and rhizomes.</p> <p>Proper thatch control leads to better grass that can recover quicker while needing less fertilizer, water and pesticides. Better quality of grass results in more games and practices being played on a field.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Without this item the turf will not be maintained at the highest level, which could result in less resilient grass and insect/fungus issues.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	SKID STEER	TYPE	DISCRETIONARY - 1	RANK	9
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5352 FUEL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5970 VERF CHARGES FOR SERVICES	\$0	\$8,101	\$8,101	\$8,101	\$8,101
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$81,013	\$0	\$0	\$0	\$0
TOTAL	\$82,013	\$9,101	\$9,101	\$9,101	\$9,101
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To purchase a Skid Steer needed to run the Tree Spade and Tree Auger and to perform dirt work and lifting heavy pallets. Parks Operations currently must borrow a Skid Steer from the Public Works Department. The timing of root pruning trees and planting trees is very specific. With the Public Works Skid Steer frequently not available, attempts have been made to borrow and rent others. The correct size and pump valves needed are not to be found. In order to make most equipment workable, 1,000 lbs. must be added to the rear of the Skid Steer as a counter weight and 2 jack plates, which are difficult to find, are required for stability.	Trees will be able to be pulled and replaced when needed, on the proper schedule, versus waiting to schedule and borrow the Skid Steer from Public Works. With another 200 trees expected to be planted this year at the Tree Farm, a designated department Skid Steer will streamline operations and be a very welcome addition to the fleet.				
This request is to take possession of the Public Works Skid steer (it is currently set up and works for Parks Operations needs) and to replace theirs with a new one.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Planting and root pruning at the Tree Farm will be negatively impacted, potentially delayed, because Parks Operations does not have priority to use the Public Works Skid Steer and it takes time to get on the schedule.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	TYPE					RANK	10		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5352 FUEL	\$450	\$450	\$450	\$450	\$450	\$450			
5970 VERF CHARGES FOR SERVICES	\$0	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500			
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$12,000	\$0	\$0	\$0	\$0	\$0			
TOTAL	\$12,450	\$1,950	\$1,950	\$1,950	\$1,950	\$1,950			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
To purchase a Z-Max stand-on fertilizer spreader/spray applicator to efficiently and safely apply fertilizer and herbicides/insecticides to properties.				<p>Staff will be able to cover 150%-300% more ground in the same amount of time (as compared to a push spreader). Over the past year, the Town added several properties* and it is no longer possible to cover all the area with the existing push spreaders and hand-help pumps.</p> <p>Improve safety: the machine will reduce the amount of time personnel are on a median.</p> <p>Save time: the unit holds 60 gallons of product rather than 4 for a hand-help pump, resulting in less time mixing chemicals and walking back and forth.</p> <p>Reduce staff fatigue.</p> <p>*Properties added: Richland Blvd. and Lover's Lane (Gates of Prosper - Phase 2), Teel Pkwy. and Fishtrap Road, intersection medians, Gee Road, Police Station, Hays Park, Prairie Park, Victory Lane, Tanners Mill Park and Downtown detention pond.</p>					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A				Staff will continue to use less-efficient push spreaders and hand held units to apply chemicals and properties may not be able to receive the application when needed.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS					
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	COMMUNITY SERVICES	100-60-02EXP PARK OPERATIONS
SUPPLEMENTAL DETAILS - PENDING		

TITLE	HEAVY DUTY TRAILER	TYPE	DISCRETIONARY - 1	RANK	11
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5970 VERF CHARGES FOR SERVICES	\$0	\$1,825	\$1,825	\$1,825	\$1,825
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$18,250	\$0	\$0	\$0	\$0
TOTAL	\$18,250	\$1,825	\$1,825	\$1,825	\$1,825
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To purchase a heavy duty trailer that will allow parks to transport the larger tractors and other heavy equipment. This will increase productivity by allowing Parks to transport equipment when needed rather than when scheduling allows. It will be used to transport the skid steer that is being requested in the current budget.	<p>This will allow Parks to transport equipment and not have to coordinate with Public Works for the use of their trailer. Both groups are busier than in the past and scheduling time to use Public Works trailer and truck is becoming much more difficult without affecting productivity.</p> <p>This trailer can transport a skid steer, larger tractors, larger aerators etc.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	<p>If this item is not funded, productivity will suffer as Parks will need to wait for times when Public Works can pull away from their work to transport Parks equipment.</p>				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - PENDING		

TITLE	CAPITAL EXPENSE - VEHICLE (ENGINEERING)	TYPE	DISCRETIONARY - 2	RANK	5
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5350 VEHICLE EXPENSE	\$792	\$792	\$792	\$792	\$792
5352 FUEL	\$2,150	\$2,150	\$2,150	\$2,150	\$2,150
5970 VERF CHARGES FOR SERVICES	\$0	\$4,500	\$4,500	\$4,500	\$4,500
6110 CAPITAL EXPENDITURE	\$35,998	\$0	\$0	\$0	\$0
TOTAL	\$38,940	\$7,442	\$7,442	\$7,442	\$7,442
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
The current vehicle for the CIP Program Manager position was an older vehicle purchased from the VERF last year and is being shared by the CIP Program Manager and the Engineers in the department. This requested vehicle is a 2021 Chevrolet Silverado 1500, which will enable the CIP Program Manager to continue to travel to construction sites, without concern of a vehicle being unavailable.		The CIP Program manager will be able to conduct site inspections of ongoing construction projects to ensure that contractors are performing the work as expected.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		The CIP Program Manager would have to schedule the use of the existing vehicle.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.		MEETS TOWN COUNCIL GOALS			
N/A		Investment in Prosper's Future			

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - PENDING		

TITLE	DISCRETIONARY - 2					RANK	7		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5410 PROFESSIONAL SERVICES	\$25,000	\$0	\$0	\$0	\$0				
6110 CAPITAL EXPENDITURE	\$250,000	\$0	\$0	\$0	\$0				
TOTAL	\$275,000	\$0	\$0	\$0	\$0				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
To design and construct the median landscaping along Prosper Trail from the Dallas North Tollway to approximately 525' east of the intersection of Prosper Trail and the Dallas North Tollway. With the completion of the intersection expansion of the Dallas North Tollway and Prosper Trail, there is approximately 525' of new median along Prosper Trail that needs landscaping. The remaining median along Prosper Trail east of the new median is already improved. This project will also include the construction of two (2) decorative median street name signs at the west and east ends of Prosper Trail and the intersection with the Dallas North Tollway.	The installation of the median landscaping and decorative median street name signs will enhance the aesthetics of the roadway and achieve the Council's expectations that median landscaping and decorative street name signs are installed once a widened thoroughfare produces a median.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	These improvements will be required to be installed at some point and the consequences of delaying funding for the improvements will result in cost increases over time.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Premier Residential Community								

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - PENDING		

TITLE	DISCRETIONARY - 2					RANK	8		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5410 PROFESSIONAL SERVICES	\$25,000	\$0	\$0	\$0	\$0				
6110 CAPITAL EXPENDITURE	\$625,000	\$0	\$0	\$0	\$0				
TOTAL	\$650,000	\$0	\$0	\$0	\$0				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
To design and construct the median landscaping along Coleman Road from Victory Way to Preston Road, approximately 1/2 mile. The developer of the Cambridge Estates development is in the process of constructing the other 2 lanes of Coleman Road from Victory Way to Preston Road, which will create a median that they are not required to improve. Once the road expansion is complete, the median will be able to be improved to Town standards. This project will also include the construction of two (2) decorative median street name signs at the west and east ends of Coleman Road and the intersection with Victory Way.	The installation of the median landscaping and decorative median street name signs will enhance the aesthetics of the roadway and achieve the Council's expectations that median landscaping and decorative street name signs are installed once a widened thoroughfare produces a median.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	These improvements will be required to be installed at some point and the consequences of delaying funding for the improvements will result in cost increases over time.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Premier Residential Community								

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 3			RANK	8
RESOURCES REQUESTED							
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026	
5418 IT FEES	\$1,800		\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
TOTAL	\$1,800		\$1,800	\$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.			
This request will fund the previously un-budgeted television service that was installed at Town Hall during Covid.				Town Hall will continue to have television service.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				No television service at Town Hall.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	RECLASS RECORDS CLERK TO COORDINATOR/CASE MANAGER	TYPE	DISCRETIONARY - 1	RANK	3
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$2,256	\$2,256	\$2,256	\$2,256	\$2,256
5115 SALARIES - OVERTIME	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
5145 SOCIAL SECURITY EXPENSE	\$270	\$270	\$270	\$270	\$270
5150 MEDICARE EXPENSE	\$63	\$63	\$63	\$63	\$63
5175 LIABILITY (TML) WORKERS COMP	\$10	\$10	\$10	\$10	\$10
5180 TMRS EXPENSE	\$621	\$621	\$621	\$621	\$621
5185 LONG TERM/SHORT TERM DISABILIT	\$8	\$8	\$8	\$8	\$8
5220 OFFICE EQUIPMENT	\$200	\$0	\$0	\$0	\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$370	\$0	\$0	\$0	\$370
5520 TELEPHONE EXPENSE	\$460	\$460	\$460	\$460	\$460
5533 MILEAGE EXPENSE	\$150	\$150	\$150	\$150	\$150
TOTAL	\$6,508	\$5,938	\$5,938	\$5,938	\$6,308
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
This position was identified as a critical operational position during a Continuous Process Improvement (CPI) project in January 2021. It is the focal point and reception for all criminal case-related paperwork that originates in the Patrol Division (operations) and is forwarded to the Criminal Investigations Division for review. Cases are then referred to the criminal district attorney of Collin County/Denton County or forwarded to Prosper Municipal Court for local review and prosecution. This position supports numerous strategic goals by maintaining accurate records and the identification and tagging of key case evidence, such as body worn camera and mobile video recorder videos. The Department is ahead of our benchmark cities with this position, which frees-up detectives to investigate offenses.	(1) This position is currently staffed and will not require a hiring process/recruiting and associated expenses. (2) This position frees-up detectives to investigate criminal offenses; higher paying personnel hours saved. (3) This position prevents the loss of critical evidence necessary for criminal cases due to time constraints, requirements of laws and rules of evidence which could potentially result in lawsuits for the Town due to the loss of evidence and the inability to provide due process as required by constitutional and criminal law. This position, even though not supervisory, is critical in records management to assist in the oversight of records management that is continually growing and ever changing with new legislature and records management requirements. This is a reclassification of a current position, one that is already familiar with the workload and processes, which will reduce training and down-time due to recruiting and hiring.				
NOTE: Total Town of Prosper Police Department Public Information Requests received by year: 2018 - 839; 2019 - 984; 2020 - 1,005. Requests submitted to the Attorney General's office by year: 2018 - 25; 2019 - 20; 2020 - 36.					
Total cases filed by year: 2018 - 235; 2019 - 210; 2020 - 162 *Due to COVID, courts were closed and not accepting cases in 2020.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				

N/A	Since this was a Town sponsored CPI Project, the Department is identifying this as an essential position for the future growth and success of the organization and assisting the Department in meeting the needs of the customers and the community.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Reclassify Police Records Clerk to Records Coordinator/Case Manager	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services

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TOWN OF PROSPER

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

TITLE	VERF-VEHICLE RETENTION	TYPE	DISCRETIONARY - 2	RANK	6
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5350 VEHICLE EXPENSE	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
5352 FUEL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
5970 VERF CHARGES FOR SERVICES	\$21,335	\$0	\$0	\$0	\$0
TOTAL	\$34,335	\$13,000	\$13,000	\$13,000	\$13,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
This Supplemental Request is regarding four Police vehicles, 2018 Chevrolet Tahoe, which are on the Town's Vehicle and Equipment Replacement Fund (VERF) schedule: Units 2125, 2126, 2127 and 2128. Police is requesting retention of these vehicles to use as backup Patrol units. Four units represent 20% of Patrol's total operational fleet. If repurposed, these units will be used as backup when Patrol vehicles are out of service for repair or maintenance. They will also be used for personnel who attend training both in and outside of Prosper, for working off-duty jobs that require vehicles and for traveling to and from court appearances. Regarding off-duty jobs, these vehicles must be easily identifiable as a police vehicle, with all the emergency equipment, particularly while working assignments which involve traffic direction. Two of the above-referenced vehicles are currently used as back-up vehicles. On October 1, 2021, the Department will have no backup units that can be used for these purposes or for regular vehicles that are down for maintenance or repair. The current fleet deployment model in the Patrol Division allows for 14 marked and fully equipped Chevy Tahoe vehicles. Seven (7) of the vehicles are assigned to the day shift (6am-6pm) and the other seven (7) are assigned to the night shift (6pm-6am). Benefits to this model include but are not limited to: The primary vehicles used by Patrol are not driven 24-hours a day, 365 days a year. This increases the longevity of the vehicles and minimizes maintenance cost. In addition, the model ensures there are vehicles ready for service at the beginning of each day shift and night shift. This means, officers are not waiting for a vehicle to be returned, unloaded, and checked out of service before they can check into service. It is to be expected that officers may be on a call for service and delayed in returning to the station for the end of their respective tour of duty. There may be emergencies which would require PPD to deviate from this model, but the general rule is, PPD has fleet vehicles dedicated to the day shift and the night shift. It is cost effective over time and positions PPD to provide timely emergency services.	Allows adequate backup vehicles for Patrol Maximize the longevity of the primary fleet for Patrol Maintain PPD's current level of operational readiness				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Continued pool vehicle shortage.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-05EXP 911 COMMUNICATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	INCREASE BASE BUDGET FOR TRAVEL	TYPE	DISCRETIONARY - 2	RANK	1
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5530 TRAVEL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To allow employees to not have to share hotel rooms when they are in training/conferences.	<p>The 9-1-1 Communications Division was approved by Council to begin attending conferences in FY 18/19. Up until now, we have been sharing hotel rooms in order to attend conferences/training. We are no longer a division of an all female staff; therefore, sharing a room is no longer an option. The additional funding will allow each staff member to occupy their own hotel room.</p> <p>We were approved for conference travel in FY 18/19. We currently attend 4 conferences (National APCO, National NENA, Texas APCO/NENA, and TCJIUG). In the past, the attendees were sharing a hotel room. We are asking that this no longer be the case, since we have a very diverse staff and we also have male employees. Based on this year's conferences, the cost associated with an additional room are:</p> <p>TCJIUG: \$580.75 (\$101.00 per night for 5 nights, plus tax/fees) Texas APCO/NENA \$1030.40 (\$225 for 5 nights, plus tax/fees) National APCO \$1034.34 (\$200 for 5 nights, plus tax/fees) National NENA \$1110.83 (\$200 for 5 nights, plus tax/fees)</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Staff will be forced to continue sharing a hotel room for training and conferences.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-05EXP 911 COMMUNICATIONS
SUPPLEMENTAL DETAILS - CUT		

TITLE	TYPE	DISCRETIONARY - 2				RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5110 SALARIES	\$84,696	\$84,696	\$84,696	\$84,696	\$84,696		\$84,696
5145 SOCIAL SECURITY EXPENSE	\$5,251	\$5,251	\$5,251	\$5,251	\$5,251		\$5,251
5150 MEDICARE EXPENSE	\$1,228	\$1,228	\$1,228	\$1,228	\$1,228		\$1,228
5155 SUTA EXPENSE	\$324	\$324	\$324	\$324	\$324		\$324
5160 HEALTH INSURANCE	\$20,496	\$20,496	\$20,496	\$20,496	\$20,496		\$20,496
5162 HSA EXPENSE	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400		\$2,400
5165 DENTAL EXPENSE	\$912	\$912	\$912	\$912	\$912		\$912
5170 LIFE / ADD INSURANCE	\$95	\$95	\$95	\$95	\$95		\$95
5175 LIABILITY (TML) WORKERS COMP	\$195	\$195	\$195	\$195	\$195		\$195
5180 TMRS EXPENSE	\$12,069	\$12,069	\$12,069	\$12,069	\$12,069		\$12,069
5185 LONG TERM/SHORT TERM DISABILIT	\$161	\$161	\$161	\$161	\$161		\$161
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200		\$1,200
5191 HIRING COST	\$22	\$0	\$0	\$0	\$0		\$0
5192 PHYSICAL AND PSYCHOLOGICAL	\$400	\$0	\$0	\$0	\$0		\$0
5230 DUES, FEES, AND SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100		\$100
5400 UNIFORM EXPENSE	\$790	\$0	\$0	\$0	\$0		\$0
5419 IT LICENSES	\$220	\$220	\$220	\$220	\$220		\$220
5536 TRAINING/SEMINARS	\$950	\$0	\$0	\$0	\$0		\$0
TOTAL	\$131,509	\$129,347	\$129,347	\$129,347	\$129,347		\$129,347

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 increase staffing in the 9-1-1 Communications Center by two fulltime positions, which will allow three communications officers to be scheduled on each shift. The current staffing levels do not allow the Town of Prosper (TOP) to meet this operational need.</p> <p>Having three communications officers on each shift allows for a dedicated call taker, a dedicated fire dispatcher, and a dedicated police dispatcher. In addition, it allows the two 9-1-1 communications supervisors to focus on supervision and operational oversight. When evaluating this proposed scheduling model, it is important to understand that the National standards, provided by the National Fire Protection Association (NFPA), have minimum staffing requirements for police communications centers. Currently, the TOP is not meeting the following standards:</p> <ul style="list-style-type: none"> Standard 7.3.1: There shall be a minimum of two telecommunicators on duty and present in the communications center at all times. Standard 7.3.1.1: Shall ensure that there are sufficient telecommunicators available to affect the prompt receipt and processing of alarms and events needed to meet the requirements of Section 7.4. Standard 7.3.2: When requested by the incident commander, a telecommunicator shall be dedicated to the incident and relieved of other duties within the communications center. Standard 7.3.4: Supervision shall be provided when more than two telecommunicators are on duty. <p>The TOP is currently unable to meet these standards for the following reasons. At times, only two staff members are scheduled for work. When one is on break, there is only one person available to answer phone calls, process calls, dispatch calls, answer non-emergency calls, and manage radio traffic for both the Prosper Fire Department (FD) and the Police Department (PD). Furthermore, the current scheduling model does not meet the National supervisory requirement when two or more telecommunicators are on duty.</p>	<p>Meeting National Fire Protection Association (NFPA) standards Adequate staffing for operational needs Dedicated personnel for managing critical incidents Improved accuracy on date and times stamps and narrative notes for FD and PD events Proper scheduling of supervisors Improved supervision of personnel Reduced overtime costs</p> <p>The Police Department FY 21/22 budget request for two communications officers would enable the Town of Prosper to meet the National standards, reduce overtime costs, substantially improve the level of service to the public, improve capturing and recording of critical information from major incidents, and allow for proper supervision of communications personnel.</p> <p>Population growth in Prosper has as a direct effect on the volume of calls received and managed through the 9-1-1 Communications Center. Population projections indicate an overall increase of 45.7% from 2016 to 2021, with a 31.2% projected increase in non-emergency calls and a 109.2% projected increase in 9-1-1 calls. In addition, there continues to be an increase in FD and PD calls for service. FD has increased 97.6% from 2015-2021. While COVID-19 hampered proactivity both citizen-initiated calls for service and FD and PD initiated activity, these calls for service are quickly returning to normal and on track for the projected increases. While a majority of our calls (83,460 since 2019) are answered within the industry standard of 10 seconds or less, we still have room for improvement as 3,218 calls were answered within that time-frame. On-hold times improved with a second person in the room at all times. From 2019-2021, we have had to place 710 9-1-1 callers on hold. By adding the third person in the room, and having a supervisor oversee workload, service to citizens and field personnel would greatly improve.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	<p>We will continue to have calls for service where the demand presented is simply too much for the personnel on-duty to adequately handle. The supervisors will still be covering a console position that would interfere with performing their supervisory duties and drastically impacting their ability to mentor and guide team members on the opposite shift. Our overtime will continue to increase to have adequate personnel in the Communications Center.</p> <p>Most importantly, the Telecommunicators that we currently have are hard-working and dedicated individuals. However, their workload is tremendous and it will undoubtedly continue to increase year after year. Failure to recognize the need for more staffing will likely lead to burnout for the current staff members, thereby leading to a challenge to retain the employees that we have invested significant resources in throughout the years.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
Two 9-1-1 Communications Officers in October 2021.	<p>Premier residential community Investment in Prosper's future Financially responsible Town government providing exceptional municipal services</p>

TOWN OF PROSPER

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

TITLE	TRAFFIC SIGNAL UPGRADE PLAN AND DESIGN		TYPE	DISCRETIONARY - 3		RANK	7
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5410 PROFESSIONAL SERVICES	\$376,825	\$144,675	\$0	\$0	\$0	\$0	\$0
TOTAL	\$376,825	\$144,675	\$0	\$0	\$0	\$0	\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To provide upgrades to 13 signals, provide new controllers for up to 10 intersections, and provide new cabinets for at least 5 intersections. This upgrade is expected to have a two year completion time. Due to the feedback received from the Finance Committee, staff has made adjustments to split this project into two phases. Phase 1 will include plans, specifications, and engineering drawings for the new upgraded system. This phase will also include 1 controller, 11 radios, 11 ethernet switches, 4 radio towers, 2 cabinet replacements, office equipment, and the software and installation. Phase 2 will be approximately \$144,675 and will include 9 controllers, 9 radios, 9 ethernet switches, and 3 cabinet replacements. It is anticipated that TxDOT will upgrade their signals, as well.	The upgraded system would provide additional capabilities such as real time cameras with remote access to each controller that can be utilized by personnel, police and fire personnel. The cameras are current, however, the communication system is outdated. Users can be given access to view camera footage, real time, at any given intersection providing police with vehicle information or camera footage for an accident, for example. The signals would also have the ability to communicate with each other via radio which could help improve the flow of traffic and allow the possibility for residents to download an app and receive real time information about nearby signals. The new controllers would be compatible with the newest technology available. Opticom's would be updated, providing police, fire, and other emergency response personnel in Prosper a more reliable system, and would be able to detect dark colored vehicles, where our current system has failed. The signal cameras would detect and monitor the flow of traffic, providing corridor optimization.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Traffic patterns would continue to flow as usual on Preston Road, preventing corridor optimization. When an Opticom fails on the current system, police and fire would not have the ability to change the light to green, resulting in a longer response time for emergencies.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future						

TOWN OF PROSPER

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

TITLE	FRONTIER PARK STORAGE BUILDINGS	TYPE	DISCRETIONARY - 1	RANK	9
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5320 REPAIRS AND MAINTENANCE	\$500	\$500	\$500	\$500	\$500
5410 PROFESSIONAL SERVICES	\$8,000	\$0	\$0	\$0	\$0
5525 ELECTRICITY	\$500	\$500	\$500	\$500	\$500
6110 CAPITAL EXPENDITURE	\$165,000	\$0	\$0	\$0	\$0
TOTAL	\$174,000	\$1,000	\$1,000	\$1,000	\$1,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To fund the design and construction of storage facilities at Frontier Park. This proposal includes 1 - 10'x10' storage area and 1 - 15'X15' storage area. The larger area will be utilized by Town staff to store maintenance equipment and materials used for park maintenance. This will help with machinery transportation and storage. The Town is out of room for equipment storage near Frontier Park. The smaller area may be utilized by one or more sports leagues if needed.	Part of the Prosper Community Vision is to ensure the community is maintaining a visually aesthetic feel. This building will match the existing architecture throughout Frontier Park.				
This project was approved in FY 19/20 and put on hold due to COVID-19 and funding concerns. The project design is 100% complete, however some bid documents will need to be updated.	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.				
	The storage areas will minimize the amount of equipment Parks staff will need to haul to and from the site, saving on gas and man hours.				
	The storage areas will increase the amount of storage available for Town use.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Not funding this request will result in staff continuing to haul equipment to the park and store equipment outside when buildings are full.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - CUT		

TITLE	MEDIAN LANDSCAPE: RICHLAND (PROSPER COMMON - COIT)					TYPE	DISCRETIONARY - 2		RANK	9
RESOURCES REQUESTED										
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6110 CAPITAL EXPENDITURE	\$350,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$375,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
COMMENTS										
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
<p>To design and construct the median landscaping along Richland Boulevard from Prosper Commons Boulevard to Coit Road, approximately 1/3 mile. While the unimproved median has existed for several years, the median was impacted by the construction of the Lower Pressure Plane Water Line along Richland Boulevard last year. With the completion of the water line, the median is now able to be improved to Town standards. This project will also include the construction of one (1) decorative median street name sign at the east end of Richland Boulevard and the intersection with Coit Road.</p>				<p>The installation of the median landscaping and decorative median street name sign will enhance the aesthetics of the roadway and achieve the Council's expectations that median landscaping and decorative street name signs are installed once a widened thoroughfare produces a median.</p>						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
<p>N/A</p>				<p>These improvements will be required to be installed at some point and the consequences of delaying funding for the improvements will result in cost increases over time.</p>						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS						
<p>N/A</p>				<p>Premier Residential Community</p>						

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ENGINEERING	100-98-01EXP ENGINEERING
SUPPLEMENTAL DETAILS - CUT		

TITLE	MEDIAN LANDSCAPE: PRAIRIE (LEGACY - 3,200' WEST); LEGACY (PRAIRIE - 1,000' NORTH)	TYPE	DISCRETIONARY - 2	RANK	10
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$50,000	\$0	\$0	\$0	\$0
6110 CAPITAL EXPENDITURE	\$950,000	\$0	\$0	\$0	\$0
TOTAL	\$1,000,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To design and construct the median landscaping along Prairie Drive from Legacy Drive to approximately 3,200' west of Legacy Drive, and Legacy Drive from Prairie Drive to approximately 1,000' north of Prairie Drive. The developer of the Parks at Legacy development has completed the construction of the other 2 lanes of Prairie Drive from Legacy Drive to the west end of their development as well as a large section of Legacy Drive north of Prairie Drive. While the developer has installed the Town standard median landscaping along Legacy Drive from Prairie Drive south to US 380 utilizing available funding in the development's Roadway Impact Fee Agreement, the priority of the agreement is to construct the roadways so there is limited additional funding anticipated for median improvements. The developer is currently designing the expansion of Prairie Drive from east of Legacy Drive to Mahard Parkway and evaluating if any additional funding is available in the Roadway Impact Fee Agreement to improve the section of Prairie Drive from Legacy Drive to Mahard Parkway. With the completion of the other two sections of roadways referenced above, these median are able to be improved to Town standards. This project will also include the construction of four (4) decorative median street name signs at the Prairie Drive and Legacy Drive intersection.	The installation of the median landscaping and decorative median street name signs will enhance the aesthetics of the roadway and achieve the Council's expectations that median landscaping and decorative street name signs are installed once a widened thoroughfare produces a median.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	These improvements will be required to be installed at some point and the consequences of delaying funding for the improvements will result in cost increases over time.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community				

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

ENGINEERING

DIVISION

100-98-01EXP ENGINEERING

SUPPLEMENTAL DETAILS - CUT

TITLE	DESIGN AND CONSTRUCTION VIRTUAL VIDEO	TYPE	DISCRETIONARY - 3	RANK	11
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$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 provide funding for a video presentation on the lifespan of a road construction improvement project. The video will walk through the design, row acquisition, utility relocation and construction of a project in a realistic manner utilizing Coit Road from First Street to Frontier Parkway as the example.	The video will provide an increased awareness to the public on the ins and outs of the capital improvement project delivery process through an informative video presentation. It will include timelines of the various processes in the overall timeline of the project development and construction process to communicate the extent of planning, design, preparation and construction that goes into a road construction project.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The public will continue to be unaware of the effort and time necessary to get from the conception of a road construction project to project completion.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's future				

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - CUT		

TITLE	GAMIFICATION PROGRAM FOR CONSERVATION EDUCATION					TYPE	DISCRETIONARY - 2		RANK	5
RESOURCES REQUESTED										
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026					
5480 CONTRACT SERVICES	\$35,000	\$0	\$0	\$0	\$0					
TOTAL	\$35,000	\$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 gamification system to teach residents how to conduct the Cycle and Soak Method on their lawn and landscape and program their irrigation controllers. This program would be offered virtually, and it would involve an interactive feature where our water users can actually see how the system works, and why it's important to cycle and soak with the clay soils in our area.					This teaching technique will offer an interactive, fun way to teach Prosper water users how to efficiently utilize treated water to get the most benefit out of their watering days. Over 67% of the homes in Prosper have automatic sprinkler systems, and each new home built has a system installed, making this percentage increase monthly. Our water usage increases from 2 to 3.5 million gallons a day in the winter to 12 to 14 million gallons a day in the summer. The increase is due to the use of automatic sprinkler systems, and most of this water is wasted due to incorrect watering habits, runoff, and inefficient systems. This program will teach the importance of watering deeper and less frequent to establish hardier plant life. Additionally, water users will be able to learn how to program their controller and set seasonal adjustments. Teaching our residents how to water properly will help reduce water waste, and provide our residents with the knowledge they need to be successful irrigators.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?					WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
N/A					Staff will continue to share text information on social media with little success.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.					MEETS TOWN COUNCIL GOALS					
N/A					Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
20 WATER/SEWER	PUBLIC WORKS	200-50-02EXP WATER
SUPPLEMENTAL DETAILS - CUT		

TITLE	RECLASS ADMIN ASSIST TO MANAGEMENT ASSIST - WATER	TYPE	DISCRETIONARY - 3	RANK	8
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5110 SALARIES	\$2,544	\$2,544	\$2,544	\$2,544	\$2,544
5145 SOCIAL SECURITY EXPENSE	\$158	\$158	\$158	\$158	\$158
5150 MEDICARE EXPENSE	\$37	\$37	\$37	\$37	\$37
5175 LIABILITY (TML) WORKERS COMP	\$6	\$6	\$6	\$6	\$6
5180 TMRS EXPENSE	\$363	\$363	\$363	\$363	\$363
5185 LONG TERM/SHORT TERM DISABILIT	\$5	\$5	\$5	\$5	\$5
TOTAL	\$3,113	\$3,113	\$3,113	\$3,113	\$3,113
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To reclassify the current Administrative Assistant to Management Assistant. The purpose of this job is to provide technical and professional assistance and administrative support to their respective department related to the development and coordination of the daily operations and various Town-wide activities. This position currently maintains our facilities by scheduling repairs of our buildings including leveling, roofing, air conditioner repairs while working with the vendors to complete requisitions. This request supports the town's facilities and infrastructure and provides compassionate customer service.		Position would be appropriately compensated based on the required job duties, meeting Town compensation goals and maintaining employee morale. This position would also set up the supervisory position that would oversee future administrative personnel, allowing for advanced management training in preparation of additional staff.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A		Position would continue to be under-compensated based on the required job duties, failing to meet Town compensation goals and maintain employee morale.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.		MEETS TOWN COUNCIL GOALS			
Reclassify Administrative Assistant to a Management Assistant in October 2021.		Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	TYPE		DISCRETIONARY - 2			RANK	2
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5410 PROFESSIONAL SERVICES	\$230,880	\$0	\$0	\$0	\$0	\$0	\$0
5418 IT FEES	\$730,000	\$205,313	\$205,313	\$205,313	\$205,313	\$205,313	\$205,313
TOTAL	\$960,880	\$205,313	\$205,313	\$205,313	\$205,313	\$205,313	\$205,313
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
The current financial system (STW) was acquired by OpenGov in January 2020. It is the desire of OpenGov to transition all existing customers to their Cloud based system from the on premise version that the Town currently utilizes. In the fiscal year 20/21 budget Town Council approved \$35,000 for this transition. As staff worked with OpenGov they provided an updated quote and project outline which changed the scope of the project from a server upgrade to a full scale software conversion. Initial quotes received for this transition exceed the competitive bid limit and the original scope of an upgrade. This request is to allocate funding for the procurement and implementation of an Enterprise Resource Planning (ERP) software system. We are in the process of conducting a needs assessment for Finance, Payroll, Utility Billing, Human Resources, and Municipal Court and will move onto development of an RFP. Town staff recommends proceeding with an RFP to ensure we are getting the best product for the Town. Once proposals are received they will be evaluated and a system selected. The current plan is to implement Municipal Court first as their system is the most outdated and does not currently interface with any other systems allowing for an easier transition. Finance, Payroll, Utility Billing, and Human Resources will be implemented strategically to coincide with fiscal and calendar year end dates where important. Preliminary estimates predict an approximate thirty month implementation timeframe for all software modules.	The current Municipal Court software is in the process of being upgraded to a SQL version. This upgrade will provide a few new features and increased speed. With the implementation of virtual court during the pandemic we were able to see a host of inefficiencies with our current software. The software we are using was good for a Town our size when it was implemented in 2001, however there are newer more robust programs that have capabilities that we are having to piece together with other software packages, or find manual work arounds that increase staff workload and cause frustration. By transitioning to a newer software package with all of the needed features built-in we should see a more streamlined process for Municipal Court and our customers. The Town has pushed the current financial software package to the limits by implementing all features and capabilities it has to offer. We are at the point that we have outgrown this system and we will continue to run into issues as we grow. By implementing a new ERP system we will be able to specify software inter-connectivity across the Town to eliminate a lot of the manual entry processes that finance currently does. Finance currently enters cash deposit journal entries manually for Municipal Court and Development Services. It is our hope to be able to implement a system that will interface with the new system Development Services is currently implementing to streamline this process for staff.						
One-time software costs - 730,000 Ongoing annual costs - 205,313 Implementation assistance - 230,880 (FY22 - 91,083; FY23 - 97,180; FY24 - 42,620) Actual annual breakout may differ as we change the scope of implementation order.							

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
N/A	The Town will continue to utilize the current software applications. As the Town continues to grow we will begin to experience more inefficiencies in workflow and processes as we have outgrown the current systems and their capabilities. OpenGov has begun rewriting a great deal of the programming within STW, and as an on premise client the intended results are not always what we experience. We currently spend a great deal of time troubleshooting issues that arise out of the programming updates that are happening. OpenGov programmers are still learning the intricacies of financial software and how the modules interact with and affect each other. By not funding this request we will need to make a decision on how to move forward with OpenGov and determine how long they will support our on premise version of the software. Staff will continue to troubleshoot and send in support requests as problems arise which can take weeks or even months to resolve.
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services

REMOVED/
REVISED

TOWN OF PROSPER

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

TITLE	STORAGE BUILDING - STREETS		TYPE	DISCRETIONARY - 2		RANK	6
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$5,600	\$0	\$0	\$0	\$0		\$0
6110 CAPITAL EXPENDITURE	\$10,206	\$0	\$0	\$0	\$0		\$0
TOTAL	\$15,806	\$0	\$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 metal building for Street Department storage. This request includes the building materials, base rock, and labor to build the building.				Currently, the Street Department utilizes a 20x45 foot building that stores the crack seal machine, the asphalt roller, mowers, snow salt, barricades, and signs. The department has outgrown this building and is in need of additional covered storage for traffic signal parts, signs, equipment and other miscellaneous materials. We will have space for signal parts and prevent inventory from getting misplaced or damaged. This building will be able to be relocated, if the need arises.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Streets will have to purchase parts on an as needed basis, adding to the time it takes to complete projects. Equipment will continue to be left out uncovered, creating more maintenance needs and repairs due to weather exposure.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND

10 GENERAL

DEPARTMENT

COMMUNITY SERVICES

DIVISION

100-60-01EXP PARK ADMINISTRATION

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PARKS, RECREATION AND OPEN SPACE MASTER PLAN	TYPE	DISCRETIONARY - 1	RANK	8
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5240 POSTAGE AND DELIVERY	\$250	\$0	\$0	\$0	\$0
5280 PRINTING AND REPRODUCTION	\$500	\$0	\$0	\$0	\$0
5410 PROFESSIONAL SERVICES	\$128,000	\$0	\$0	\$0	\$0
TOTAL	\$128,750	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To fund professional services to develop an update to the Parks, Recreation and Open Space Master Plan. Since the 2015 Parks, Recreation and Open Space Master Plan was completed, the Town population has increased from 15,910 to over 31,000 residents. The feel of the Town, as well as the desires and expectations of the residents that make it up, continues to evolve as development occurs. It is important to focus Parks and Recreation efforts based on the latest trends and development.	<p>Benefits of an updated Master Plan include:</p> <p>As the Plan will be timed to be responsive to changes that may occur with the Town's Comprehensive Plan, and will facilitate developing a vibrant, balanced park system that meets the needs of residents for years to come.</p> <p>The Town can use the Plan to gauge the interest and desires of the community and develop a systematic approach to meet those needs.</p>				
The updated Parks, Recreation, and Open Space Master Plan is intended to:					
<ol style="list-style-type: none"> 1. Provide a framework of community programs and amenities that meet the diverse needs of Town of Prosper residents. This includes immediate and short-term planning for improvements to parks, facilities and programming, and also long-term planning for recreational programming, facilities and opportunities for residents of all ages. 2. Engage the community with surveys, workshops and forums to provide opportunities for feedback and guidance in the development of the document. 3. Inventory existing facilities and forecast needs for additional recreational opportunities. 4. Develop an implementation plan to help guide the Capital Improvement Project Plan over the next 5 to 10 years. 5. Identify funding sources and grant opportunities for associated projects. <p>In addition to funds for professional services, additional funds may be needed for mailers, signage and other public information to inform residents and ensure there is opportunity to provide input to the plan.</p>					

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
The Texas Parks and Wildlife Department requires that, every 5 years, municipal governments provide an update to their Parks, Recreation and Open Space Master Plans to receive planning points associated with the Texas Parks and Wildlife Grant. This update will allow the Town to become eligible for those additional points.	<p>The Town may not score high enough to receive grants through the very competitive Texas Parks and Wildlife Department grant program.</p> <p>The Town will continue to operate with by utilizing old, outdated information that lacks input from a majority of new residents, thereby they have no voice in developing the park system.</p> <p>New trends and standards, especially ones developed during the COVID-19 Pandemic, have changed development patterns within Parks and Recreation. These are not addressed in the 2015 Master Plan.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	<p>Premier Residential Community</p> <p>Investment in Prosper's Future</p> <p>Financially responsible Town government providing exceptional municipal services</p> <p>Successful Dallas North Tollway Development</p> <p>Successful Prosper Downtown Redevelopment</p>

REMOVED/
REVISED

TOWN OF PROSPER

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

TITLE	STORAGE BUILDING - WATER/WASTEWATER		TYPE	DISCRETIONARY - 3		RANK	9
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$42,400	\$0	\$0	\$0	\$0		
6110 CAPITAL EXPENDITURE	\$33,700	\$0	\$0	\$0	\$0		
TOTAL	\$76,100	\$0	\$0	\$0	\$0		
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
<p>To purchase a building for Water/Wastewater Department storage and provide concrete pad and electricity to and inside the building. The setup and placement of this building will allow for future use or repurposing.</p> <p>60'x20' Storage Building = \$42,400 Concrete footer and short approach 52 cy = \$8,700 Electricity run to building = \$10,000 Electricity installed inside building = \$15,000</p>				<p>Currently, the department has a 60'x40' building that is no longer adequate to store necessary sensitive equipment. Our current building houses water and sewer line parts, the gator, vac trailer, sewer cameras, meters, MTUs, registers, welder, miscellaneous tools, pvc pipe and fittings and copper line fittings. By storing equipment indoors, we reduce maintenance costs and extend the life of the equipment. This equipment includes the camera van, jetter machine, vac truck, and mowers. We also need to store the sand trucks indoor during inclement weather to help with the material freezing in the spreader.</p>			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				<p>Equipment will continue to be stored outside, causing a reduction in the life of the equipment itself and increasing maintenance costs due to unregulated exposure to the environment.</p>			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				<p>Investment in Prosper's Future</p>			

TOWN OF PROSPER
FY 2021-2022
NON-DISCRETIONARY PACKAGES
GENERAL FUND

Pg #	Div / Dept	Non-Discretionary Package Title	FTE's	NET ONE-TIME	NET ON GOING	NET TOTAL COSTS	REVENUE/ OFFSET	TOTAL NET COST	
348	TOWN SECRETARY	ADDITIONAL STRATEGIC PLANNING EXPENSES		-	10,000	10,000	-	10,000	
349	FINANCE	APPRAISAL/TAX FEES		-	26,000	26,000	-	26,000	
350	HUMAN RESOURCES	NEOGOV ONBOARDING SOFTWARE PACKAGE		-	8,072	8,072	-	8,072	
351	HUMAN RESOURCES	NEOGOV E-FORMS SOFTWARE PACKAGE		-	11,531	11,531	-	11,531	
352	IT	ICS LICENSING SOFTWARE ASSURANCE		-	50,709	50,709	-	50,709	
353	COMMUNICATIONS	ENVISIO STRATEGIC PLANNING SOFTWARE		-	20,000	20,000	-	20,000	
354	COMMUNICATIONS	SOCIAL MEDIA MANAGEMENT SOLUTION		-	3,120	3,120	-	3,120	
355	MUNICIPAL COURT	INCREASE TO IT LICENSES BASE BUDGET - COURT		-	6,810	6,810	-	6,810	
356	POLICE OPERATIONS	MISCELLANEOUS INCREASE TO BASE BUDGET - POLICE OPS		-	24,500	24,500	-	24,500	
358	911 COMMUNICATIONS	INCREASE BASE BUDGET FOR CONTRACT SERVICES		-	30,252	30,252	-	30,252	
359	FIRE OPERATIONS	APPARATUS MAINTENANCE - ADD LADDER TRUCK MAINTENANCE		-	9,245	9,245	-	9,245	
360	FIRE OPERATIONS	AIR CYLINDER REPLACEMENT	35,584	-	35,584		-	35,584	
361	FIRE OPERATIONS	REPLACE NON-CURRENT SCBA'S	108,111	-	108,111		-	108,111	
362	BUILDING INSPECTIONS	MISCELLANEOUS INCREASE TO BASE BUDGET - BUILDING INSPECTIONS		-	22,794	22,794	17,794	5,000	
363	BUILDING INSPECTIONS	BUREAU VERITAS CONTRACT SERVICES	501,000	-	501,000	501,000	501,000	-	
364	BUILDING INSPECTIONS	TRAKIT BUILDING INSPECTIONS-CONTRACT	53,512	-	53,512		-	53,512	
365	CODE COMPLIANCE	LEGAL FEES-CODE COMPLIANCE		-	23,000	23,000	-	23,000	
366	STREETS	STREET LIGHTING - ELECTRICITY		-	5,200	5,200	-	5,200	
367	PARK OPERATIONS	IRRIGATION CONTROLLERS	8,000	-	8,000		-	8,000	
368	PARK OPERATIONS	NEW POND FOUNTAIN SERVICE AGREEMENT		-	10,000	10,000	-	10,000	
369	PARK OPERATIONS	RE-STAIN FACILITIES		-	20,000	20,000	-	20,000	
370	PARK OPERATIONS	MISCELLANEOUS INCREASES TO BASE BUDGET - PARKS OPS		-	57,400	57,400	-	57,400	
371	LIBRARY	DATABASE PRICE INCREASES		-	1,000	1,000	-	1,000	
372	ENGINEERING	LEGAL FEES - ENGINEERING		-	10,000	10,000	-	10,000	
373	ENGINEERING	INCREASE TRAFFIC ENGINEERING SERVICES		-	25,000	25,000	-	25,000	
TOTAL PROPOSED				0.0	\$ 706,207	\$ 374,633	\$ 1,080,840	\$ 518,794	\$ 562,046

TOWN OF PROSPER
FY 2021-2022
NON-DISCRETIONARY PACKAGES
WATER/SEWER FUND

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	REVENUE/ OFFSET	TOTAL NET COST
374	UTILITY BILLING	MISCELLANEOUS INCREASE TO BASE BUDGET - UTILITY BILLING		-	36,500	36,500	36,500
375	UTILITY BILLING	SOLID WASTE ANNUAL INCREASE		-	252,179	252,179	252,179
376	WATER	WATER PURCHASES - NTMWD		-	1,014,102	1,014,102	1,014,102
377	WATER	CUSTER PUMP STATION PUMP 3 MAINTENANCE	20,000	-	20,000	-	20,000
378	WATER	MISCELLANEOUS INCREASES TO BASE BUDGET - WATER		-	49,100	49,100	49,100
379	WASTEWATER	SEWER MANAGEMENT FEES		-	22,901	22,901	22,901
380	WASTEWATER	OVERTIME INCREASE TO BASE BUDGET - WW		-	3,800	3,800	3,800
381	WASTEWATER	ODOR CONTROL - OFFSITE WASTEWATER LINES	23,100	3,080	26,180	-	26,180
382	WASTEWATER	ODOR CONTROL - PUBLIC WORKS LIFT STATION	250,300	-	250,300	-	250,300
TOTAL PROPOSED				0.0	\$ 293,400	\$ 1,381,662	\$ 1,675,062
\$ 1,325,682							\$ 349,380

TOWN OF PROSPER

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

TITLE	ADDITIONAL STRATEGIC PLANNING EXPENSES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5480 CONTRACT SERVICES	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
This request is for additional funding for annual Strategic Planning Services through the Town's consultant and facilitator. The annual cost was increased in FY 20/21 from \$15,000 to \$25,000. Town staff was able to cover the additional expense in FY 20/21 through budget savings in other areas. Town staff anticipates that this will be an ongoing cost for annual Strategic Planning services.	In FY 20/21, the current facilitator led the staff and Council through a process to develop a new Strategic Plan that includes revised Goals, Actions, and Milestones with associated timelines. This request will allow the Town to continue to hire a facilitator for the annual Strategic Planning process.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Town staff anticipates the annual ongoing cost for Strategic Planning Services to be approximately \$25,000. Without additional funding, the Town will not be able to continue the current annual Strategic Planning process.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services Strategic Plan: Development, Adoption, and Institutionalization is a Policy Top Ten Action Item in the Strategic Plan.				

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 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5414 APPRAISAL / TAX FEES	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000		\$26,000
TOTAL	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000		\$26,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
This request will fund the increase to tax collection/appraisal fees paid to 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 typically seen an increase of 20% to 22% 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. Proposed increase next year of 15% from budgeted FY 20/21 increase.				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				Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-04EXP HUMAN RESOURCES
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	NEOGOV ONBOARDING SOFTWARE PACKAGE		TYPE	NON-DISCRETIONARY			RANK	0			
RESOURCES REQUESTED											
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026						
5419 IT LICENSES	\$8,072	\$8,072	\$8,072	\$8,072	\$8,072						
TOTAL	\$8,072	\$8,072	\$8,072	\$8,072	\$8,072						
COMMENTS											
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
To budget for NeoGov Onboarding that was approved by Town Council at the April 13th Council meeting.				NeoGov Onboard allows Human Resources to accelerate the hiring process by providing new hires the ability to access and complete online forms before their start date. NeoGov Onboard was recommended as a recruiting enhancement by Justice Research Consultants as part of the Town employee and recruiting assessment conducted in December 2020.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
N/A				Human Resources will have to return to an inefficient manual, paper process of hiring employees.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS							
N/A				Financially responsible Town government providing exceptional municipal services							

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	ADMINISTRATION	100-10-04EXP HUMAN RESOURCES
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	NEOGOV E-FORMS SOFTWARE PACAKGE		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026	
5419 IT LICENSES	\$11,531		\$11,531	\$11,531	\$11,531	\$11,531	\$11,531
TOTAL	\$11,531		\$11,531	\$11,531	\$11,531	\$11,531	\$11,531
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To budget for NeoGov E-Forms that was approved by Council at the April 13th Council meeting.	NeoGov E-Forms software will convert all commonly used paper based human resources forms to an electronic format and create routing and approval workflows in a secure format. NeoGov E-Forms was recommended as a recruiting enhancement by Justice Research Consultants as part of the Town employee and recruiting assessment conducted in December 2020.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Human Resources will continue to process commonly used forms in an inefficient, manual and paper process.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	TYPE					RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5419 IT LICENSES	\$50,709	\$50,709	\$50,709	\$50,709	\$50,709				
TOTAL	\$50,709	\$50,709	\$50,709	\$50,709	\$50,709				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
This request covers the software assurance renewals associated with new licenses and features purchased, and a true-up that occurred, in FY 20/21. Software Assurance is a software industry term for ongoing support subscriptions and entitles the subscriber to technical support for the platform, as well as access to tech support. The true-up increase is due to MDC licensing costs being previously calculated against 20 MDC's. The actual total of deployed MDC's is 29. The true-up corrects this under-billing, and the ongoing software assurance costs account for about 20% of the request. The new features recently added to the platform include Advanced Mapping, CAD Determine Responders by Drive Time, Turn-by-turn Navigation, Inter-agency Data Sharing, and Scorecard Metrics, and accounts for about 80% of the request.	The new features in the ICS software platform will continue to be licensed for use by Public Safety departments.								
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A	The new features in the ICS software platform will no longer be licensed for use by Public Safety departments.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Financially responsible Town government providing exceptional municipal services								

TOWN OF PROSPER

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

TITLE						RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5419 IT LICENSES		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			
TOTAL		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
This request is to continue funding for the Envisio Strategic Planning Software platform. The Town is in the process of converting the annual Strategic Plan into an online platform that has enhanced reporting capabilities as well as a public dashboard to promote transparency. Staff members receive automatic reminders to enter progress updates online. The software enables staff to run automated and on-demand progress reports for Council. The software was recommended by the Town's current Strategic Planning facilitator, and was compared against other highly-reviewed online platforms. The fee for the first year was an unbudgeted expense that was paid from the General Fund Contingency line item.				Approval of this request will provide ongoing funding to maintain the Strategic Plan online through the Envisio platform.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A				Town staff would no longer be able to track the status of projects online through the Envisio platform. The Town would lose the ability to publish an online public dashboard and run progress reports on the status of Strategic Planning projects through this method.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	SOCIAL MEDIA MANAGEMENT SOLUTION	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5480 CONTRACT SERVICES	\$3,120	\$3,120	\$3,120	\$3,120	\$3,120
TOTAL	\$3,120	\$3,120	\$3,120	\$3,120	\$3,120
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The Town began using a new vendor for social media management to schedule and monitor social media channels in June 2021. The decision was made to switch vendors mid-year because the previous vendor no longer met the Town's need. Earlier this year, Facebook announced that it would no longer provide analytics after June 2021, and the Town's previous vendor provided minimal access to analytics. Additionally, the Town had exceeded the number of accounts that could be supported through the previous vendor. The new vendor offers more robust analytics so staff will be able to track metrics related to audience growth, reach, impressions, and engagement. The new platform integrates with Facebook, Twitter, Instagram, LinkedIn, YouTube, Pinterest, and Google Analytics, and has access to the analytics from those platforms. The new software solution automatically schedules social media posts at the optimal time of day where it will receive the best engagement, and has a content calendar where staff can see all scheduled activity across all channels at a glance. The new software will save staff time since it allows Communications staff to manage multiple social media channels at once.	A robust social media management solution will provide Town staff with the tools necessary to efficiently schedule, publish, and monitor content on fourteen different social media channels through one software solution. A new software solution will provide access to more detailed analytics so staff can measure the effectiveness of the content we post. The new software will save staff time by automatically scheduling content to post at the optimal time of day to get the best engagement.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	If this request is not funded, the Town's Communication staff will lose access to valuable social media analytics and performance measures. This information helps staff understand how well we are communicating through social media, and which posts receive the most engagement. The analytics available through this platform help staff make decisions about the most effective ways to use social media to communicate with residents. Without this platform, Town staff will revert to a more time-consuming process of scheduling and monitoring content on multiple channels, rather than managing the content all in one place.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE						RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5419 IT LICENSES		\$6,810	\$6,810	\$6,810	\$6,810	\$6,810			
TOTAL		\$6,810	\$6,810	\$6,810	\$6,810	\$6,810			
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 request additional funds for IT licenses. The upgrade to the SQL version of the court software was approved in the FY 20/21 budget and funded with Court Technology funds. The annual ongoing maintenance is more than the prior software version that is included in the base budget.				We will be able to pay for the ongoing annual maintenance fee for the Court software.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A				We will not have adequate funds to cover the annual ongoing maintenance and will either be over budget, or will need to reduce the budget in other areas to make up the difference.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A				Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	TYPE	RANK
RESOURCES REQUESTED		
LINE ITEM	FY 2022	FY 2023
5191 HIRING COST	\$22	\$22
5192 PHYSICAL AND PSYCHOLOGICAL	\$400	\$400
5214 TACTICAL SUPPLIES	\$3,000	\$3,000
5250 PUBLICATIONS	\$278	\$278
5310 RENTAL EXPENSE	\$2,050	\$2,050
5410 PROFESSIONAL SERVICES	\$2,750	\$2,750
5430 LEGAL FEES	\$13,000	\$13,000
5480 CONTRACT SERVICES	\$3,000	\$3,000
TOTAL	\$24,500	\$24,500
COMMENTS		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.	
A 5-year review of all Police Operations accounts indicates Base Budget increases are needed in several accounts. 5191-Hiring Cost: Fingerprinting for open positions due to resignations have not previously been budgeted. 5192-Physical & Psychological: Testing for open positions due to resignations have not previously been budgeted. 5214-Tactical Supplies: The Special Response Team (SRT) increased by two members. \$3,000 is requested for their equipment. 5250-Publications: Law enforcement printed material is occasionally needed for CID & Patrol. 5310-Rental Expense: Storage unit rental. FY 19/20 expenditures totaled \$4,677. 5410-Professional services: The Department utilizes services of an outside personnel background investigator. Funding for any open positions due to resignations should be added. This account is also for K9 veterinary expenses. 5430-Legal Fees: The 5-year review indicates legal invoices have increased; therefore a substantial increase is needed in this account. 5480-Contract Services: FARO Technologies increased by \$2,736, which was not accounted for in FY 20/21. The Department requests a Base Budget increase of \$24,500.	The Police Department did not request an increase to Base Budget in FY 19/20 and FY 20/21. The 5-year analysis indicated where shortages have occurred.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
N/A	Finance would continue to transfer funds from other sources at year end.	

SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS
N/A	Investment in Prosper's future Financially responsible Town government providing exceptional municipal services

TOWN OF PROSPER

FUND	DEPARTMENT	DIVISION
10 GENERAL	POLICE	100-20-05EXP 911 COMMUNICATIONS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	INCREASE BASE BUDGET FOR CONTRACT SERVICES					TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED										
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026					
5480 CONTRACT SERVICES	\$30,252	\$30,252	\$30,252	\$30,252	\$30,252					
TOTAL	\$30,252	\$30,252	\$30,252	\$30,252	\$30,252					
COMMENTS										
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To pay for the increased fees for contracted services 100-5480-20-05. Increases: Frisco: \$14,136 Evans Consoles: \$1,580 Motorola: \$7,661 VistaCom \$3,877 Oncor Data Network: \$8 Parker Power: \$262				To continue radio communication and maintain the contract for our new and old recorder. Motorola, VistaCom, and the Server Network contracts have increased for FY 21/22. Evans Care and City of Frisco were paid in FY 20/21 from Training/Travel funds due to COVID restrictions.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
By maintaining the recorder, radio, and console equipment, the equipment will last longer and retain lower maintenance costs in the future.				Loss of public safety radio communication and recording and future issues with consoles that have not been given proper upkeep and cleaning.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS						
N/A				Investment in Prosper's future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	APPARATUS MAINTENANCE - ADD LADDER TRUCK MAINTENANCE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5350 VEHICLE EXPENSE	\$9,245	\$9,245	\$9,245	\$9,245	\$9,245
TOTAL	\$9,245	\$9,245	\$9,245	\$9,245	\$9,245
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 increase the apparatus maintenance budget to include the Ladder Truck after the warranty expires. Last year, funds were approved to ensure the department's preventative maintenance program met the criteria of Best Practices, NFPA 1911, and apparatus manufacturers' recommendations. This request will bring the department's Ladder Truck into that program.		Preventive maintenance improves the longevity and lifespan of apparatus and optimizes truck performance. Preventative maintenance intervals are dependent on operating conditions. Based on Prosper apparatus's current usage and status, 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 avoid any potential issues and catch any problems before repairs can become costly.			
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 components, 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 cannot 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		Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	TYPE		RANK		
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5630 SAFETY EQUIPMENT	\$35,584	\$0	\$0	\$0	\$0
TOTAL	\$35,584	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
The purpose is to request funding to replace 32 air cylinders, which are in service today and will reach their end of service life next year. Air cylinders supply air to firefighter self-contained breathing apparatus (SCBA). All composite SCBA cylinders have a maximum service life of 15 years, provided they are hydrostatically re-tested regularly in accordance with DOT regulations. At the end of the 15-year service life, composite cylinders must be removed from service and destroyed.	The benefits gained from this request will ensure there are adequate air cylinders on apparatus to perform firefighting operations. During firefighting operations, firefighters change out several air cylinders while on the fire ground.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The consequence of not funding this request would limit our firefighting capabilities. Prosper Fire Rescue (PFR) does not own/operate a mobile cascade (air filling station), meaning we have to have spare cylinders on fire apparatus. Without the requested air cylinders, PFR is limited on the number of times our crews can enter a structure fire or hazardous environment.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	REPLACE NON-CURRENT SCBA'S		TYPE	NON-DISCRETIONARY			RANK	0
RESOURCES REQUESTED								
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026			
5630 SAFETY EQUIPMENT	\$108,111	\$0	\$0	\$0	\$0	\$0		
TOTAL	\$108,111	\$0	\$0	\$0	\$0	\$0		
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
The purpose is to request funding to replace 15 self-contained breathing apparatus (SCBA). These SCBA's are reaching 15 years old and falling behind on three generations of NFPA 1981 SCBA standard changes. The current NFPA Standard requires that SCBA's be compatible with one another. Today, our packs are not compatible and are out of compliance. There are differences in air bottle size, rescue features, down firefighter alert (PASS), and additional safety features. Today's standard includes enhancements for emergency situations where firefighters can interconnect to each other to provide additional air supply, self-monitor existing air levels using an internal mask heads-up display, built-in harness, and is compliant with the firefighter down alarm (PASS Device).	Replacing these SCBA's will make them compatible with the current SCBA's we are purchasing today. The replacement SCBA's will meet the current standard on universal emergency breathing safety system (UEBSS) for firefighter safety (compatible connection fitting). The replacement SCBA's will meet the current standard for low air alarm specifications (will now alarm at 33 percent remaining air versus 25 percent). The replacement SCBA's will meet the current standard on the personal alert safety system (PASS) (a requirement for a new universal PASS tone to improve audible detection by the human ear, and the RF-communicating technology between the responder and the incident commander). The replacement SCBA's will include the air management technology that will communicate via computer to the incident commander and will alert command if a firefighter goes down. The replacement SCBA's also come with a lifetime warranty on parts that fail.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
N/A	The significant consequence of not replacing SCBA's is safety. SCBA's that have different functionalities and different safety capabilities could cause confusion in emergency situations and be detrimental to the overall safety on the fire ground.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	Financially responsible Town government providing exceptional municipal services							

TOWN OF PROSPER

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

TITLE	TYPE	RANK
RESOURCES REQUESTED		
LINE ITEM	FY 2022	FY 2023
5115 SALARIES - OVERTIME	\$5,000	\$5,000
5475 CREDIT CARD FEES	\$17,794	\$17,794
TOTAL	\$22,794	\$22,794
COMMENTS		
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.	
Increases are needed to various accounts based on current need of the division. There has been an increase in development activity in the Town. As a result, demands for permitting and inspection services have increased. Due to this increase, more funds are needed in the overtime budget to meet service demands. Development activity has increased this past fiscal year and we expect this trend to continue into next fiscal year. This fiscal year, over \$13k has been spent in overtime. We expect that new position requests for next fiscal year will offer some decrease in the need for overtime. However, a historical look at expenditures in this account over the past few fiscal years show that there is an average of \$6-7k spent in overtime. Therefore, a request of an additional \$5k will increase the overtime budget to \$6k. An increase to the base budget for credit card fees is also being requested. To date, the budget for credit card fees has already been exceeded, and is almost double what was budgeted for FY 20/21. Due to COVID, more people have started paying for permits online through credit card payments and there has also been an increase in development activity this past fiscal year. Both causes a demand on the use of this account to pay credit card fees.	We will have sufficient funds to pay the credit card fees associated with customer payments and we will be able to keep up with customer service needs in permitting and inspection requests.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
Credit card fees are passed onto the customers. Credit card fees of \$17,794 will be offset by revenue of the same	We will not have sufficient funds to pay the credit card fees associated with customer payments and there will not be enough funds to pay for overtime needed to meet customer service demands. This will have a direct impact on permitting and inspection services provided to property owners and developers of the community, which may cause service delays.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS	
N/A	Financially responsible Town government providing exceptional municipal services Investment in Prosper's Future Premier Residential Community	

TOWN OF PROSPER

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

TITLE	BUREAU VERITAS CONTRACT SERVICES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5410 PROFESSIONAL SERVICES	\$501,000	\$0	\$0	\$0	\$0
TOTAL	\$501,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
Retain the services of Bureau Veritas to provide third party, professional plan review and inspection services for commercial and multi-family projects above and beyond what is currently budgeted for FY 21/22. It is estimated that a total \$775,000 will be needed to fund commercial and multi-family projects. This includes approximately 900 apartment units anticipated to be under construction in FY 21/22. Funding under this request can support the plan review and inspection services for projects such as Westside Apartments, Lot 17, Westside retail lots, Gates of Prosper Apartments, Gates of Prosper Phase 3 and Brookhollow Apartments. The base budget supports \$274,000 of the total funding needs for FY 21/22. This supplemental package will help fund \$501,000 to reach the total proposed budgeted amount of \$775,000.	Building Inspections will be able to maintain customer service with the builder and development community by providing timely and professional plan review and inspections of commercial and multi-family projects.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
While there is not a revenue enhancement for this request, the revenue generated by the building permits will offset this cost.	Without this additional service, current staff will need to take on this anticipated additional workload. Given the historically high volume of single-family housing starts in Prosper thus far in 2021, there is a high probability that staff will not be able to take on this additional workload while continuing to provide an acceptable level of customer service. Negative impacts are likely to include an inability to meet our goal plan review timelines (20 business days for commercial) and our goal response times for inspection requests (completion of same-day inspections if the contractor schedules before 7 am).				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE						RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5418 IT FEES	\$53,512	\$0	\$0	\$0	\$0		\$0
TOTAL	\$53,512	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To allow for continued maintenance and support of Trakit software through the end of the 2022 calendar year. It is estimated, based on last year's billing, that a budget of \$53,511.70 is needed. Funding under this request will allow for continued building inspections, code, planning, and engineering operations as we work to migrate existing services and data to the Energov platform.	Building Inspections, Code, Planning, and Engineering rely on this software to perform all permitting and inspection related tasks daily. Paying the fees for maintenance and support will minimize potential disruptions in our ability to serve our customers and residents.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
While this request generates no revenue, anticipated Building Inspection revenue will not be realized without a functional permitting software system.	Without paying for the annual maintenance and support fees, Town staff will be without the resources needed to address issues that arise with both Trakit and eTrakit during the course of the 2022 calendar year. Service disruptions on September 21st, 2020, and March 2nd, 2021, required action on behalf of the vendor, Central Square, in order to restore functionality.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	LEGAL FEES - CODE COMPLIANCE	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5430 LEGAL FEES	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
TOTAL	\$23,000	\$23,000	\$23,000	\$23,000	\$23,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
These funds allow the division to receive consultation and advisement from legal experts to determine the correct course of action in code enforcement matters. Current funds in this account cannot keep pace with the needed level of service. Additional funds will help to secure sufficient dollars to cover legal expenses. To give more background on the increased need for funding in legal fees, there have been a few procedural changes that have increased the need for funding in this account.	We will be able to secure legal counsel to make well-informed decisions in health and code compliance issues. More funds will also help to ensure that we are following legal advisement with our procedures. Even though issuing a citation is not the primary objective of code enforcement, with enough funding in legal fees, we can ensure that when we have to issue citations, they are strong and defensible. In addition, when we are dealing with complex code enforcement matters, it is very important to have proper legal advisement to resolve these issues in the most prudent and cost effective way possible.				
The Municipal Court no longer acts as an intermediary. Previously, citations would go from Code Compliance to Municipal Court and then to the Prosecutor. Now, the process is streamlined and citations go from Code Compliance straight to the Prosecutor.					
In order to ensure that citations are more defensible, the Prosecutor started advising Code Compliance to provide additional documentation (photos, etc.) to ensure that the citation is defensible and doesn't get thrown out.					
Additionally, another step has been added to the process; Code Compliance now files non-prosecution affidavit to dismiss tickets (which increases the need for legal fees).					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	There will be an inability to pay contracted legal fees. Without proper legal advisement, enforcement matters can escalate or can linger and undermine the enforcement process. In addition, there could be an adverse impact on customer service if legal advisement cannot be obtained, when necessary, to resolve code enforcement matters. Seeking legal advisement on code issues has a direct association with the ability to provide customer service that is also based on legal expertise and guidance.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	STREET LIGHTING - ELECTRICITY		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5527 ELECTRICITY - STREET LIGHTS		\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
TOTAL		\$5,200	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
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 electricity for existing street lights. Our current budgeted funds did not suffice our need of electricity for street lights throughout town.		Continue to provide lights along roadways to prevent mischief and accidents due to insufficient lighting.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A		We will have to process budget adjustments or will not have the funds to continue the service.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A		Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services					

TOWN OF PROSPER

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

TITLE	IRRIGATION CONTROLLERS	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5322 IRRIGATION REPAIRS	\$8,000	\$0	\$0	\$0	\$0
TOTAL	\$8,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To fund installation of 1 controller at each Fire Station. Five years ago, per Town Council, all irrigation controllers were to be converted over to a web-based Motorola system. These are the last areas that need to be converted.	The controller allows one person to turn the system on with an iPhone and monitor the irrigation, rather than needing two people to perform the test. Web-based controllers save water and staff hours. Each morning the system generates a report and staff can determine if there are issues to address and the specific valves to check. The system also detects high flow and low flow, and both can point to a valve issue. Staff is also able to monitor weather conditions and adjust the irrigation system remotely as needed, rather than driving to the site and adjusting the irrigation program.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Two staff members will continue to manually test zones, using more time, as there will be no ability to remotely adjust the irrigation as needed due to weather conditions. Water will continue to be wasted.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE						RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5480 CONTRACT SERVICES		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000			
TOTAL		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000			
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
To fund a yearly service agreement for a planned pond which will include a fountain at Broadway Boulevard and Church Street. This type of agreement is standard with all of the ponds/fountains managed by the Town and will ensure high water quality and that the fountain runs properly and is serviced regularly. The Town started with the pond maintenance contractor due to residents complaints at other ponds.				This program will keep the pond and fountain at the same quality level as others throughout Town properties. The chemical program will ensure the water is clear of weeds so that fishing is enjoyable and the water aesthetically pleasing. The contractor will provide preventative maintenance on the fountain for the longevity of the fountain.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A				Water plants will grow and degrade the water quality, making it difficult for fishing. Poor water quality and lack of ongoing maintenance on the fountain will severely reduce its lifecycle.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services Successful Prosper Downtown Redevelopment					

TOWN OF PROSPER

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

TITLE	RE-STAIN FACILITIES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5480 CONTRACT SERVICES	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To fund materials and labor to re-stain the cedar facades on concession stand areas and the pavilion at Frontier Park, Windmill Playground and Boyer Park and also paint a portion of the Whispering Farms cable fence. This recurring request will allow for some portion of the locations each ongoing year, rather than all locations at once. Also, new locations initially require more frequent stain/paint. The existing sites at the time, were stained in 2018, and 2020.	Timely staining ensures the longevity and structural integrity of the exterior wooden materials and will keep up the appearances of the park by preventing wood rot. Insect infestation will be minimized. Some locations, due to the position of the building, require more frequent staining due to sun and/or wind damage.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	Overall appearance of park structures will decline. Wood decay and insect inhabitation are more likely.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS				
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	TYPE					RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023		FY 2024	FY 2025	FY 2026	
5213 CUSTODIAL SUPPLIES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5320 REPAIRS AND MAINTENANCE	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
5322 IRRIGATION REPAIRS	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5324 LANDSCAPE MAINTENANCE	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
5352 FUEL	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800
5480 CONTRACT SERVICES	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200
5523 WATER/SEWER CHARGES	\$38,400	\$38,400	\$38,400	\$38,400	\$38,400	\$38,400	\$38,400
TOTAL	\$57,400	\$57,400	\$57,400	\$57,400	\$57,400	\$57,400	\$57,400
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
<p>To fund the additional medians and park property maintained by the department. Due to an overall increase in acreage, an increase in funds is required for water based on current needs. Overall expenses and needs have increased due to aging existing playground structures, adding irrigation systems and amenity structures, as well as newly-added playground structures, landscaping, sports venues, and restroom facilities. These require additional ongoing maintenance and repairs to ensure safety for visitors, meet current legal requirements and maintain equipment for proper functionality.</p> <p>From FY 20/21 to FY 21/22 the amount of developed park, medians/facility acres the department maintains is projected to increase 20%.</p>				<p>The department will be able to continue to provide exceptional service to residents and provide safe open spaces in which to enjoy the outdoors. Properties will meet standards so the increasing numbers of residents visiting local parks will be able to fully experience safe, functional and beautiful facilities throughout the Town.</p>			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				<p>The ability to provide existing services will be reduced and funds will be conserved to address higher priority repairs and maintenance needs. Aging structures and facilities may become unsafe and legal safety requirements may go unmet. Equipment will not be maintained for proper functionality.</p>			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>			

TOWN OF PROSPER

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

TITLE	DATABASE PRICE INCREASES		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
This request is to help prepare for price increases overall to our many databases. Two databases quoted higher for FY 20/21 and were negotiated down to keep the FY 19/20 price. It is not expected that the courtesy will continue next year. Many databases are quoted according to city/town population, and as our community grows, the database price reflects that increase as well.	Databases showed their value more than ever due to COVID-19 where our community continued to receive library services and we want to keep offering them to our community. Town staff find Lynda.com/LinkedIn Learning especially valuable and patrons especially value our eBook/eAudiobook selections from Overdrive. Out of the 89 participating libraries in our consortium, Prosper consistently ranks in the top 15 of Overdrive usage, clearly showing the immense value to our patrons our investment receives.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
Patron satisfaction has no revenue equivalent, but due to usage statistics we see the databases are of great value with their 24/7 availability to educate, engage, and entertain our community. Whether learning a new software for a job or school, learning a new language to travel or chat with a neighbor, reading while at the beach or in the car via eBooks, or taking advantage of our Integrated Library System to place an item on hold to pick up in a rush, databases offer an enormous amount of opportunity for our library patrons. COVID-19 created an opportunity to shift additional reliance on our technology, and our offerings held up in patron availability and satisfaction. A \$4,000 investment in Overdrive eBook savings alone for FY 19/20 was approximately \$175,548, which does not include any of our other databases which are difficult to assign a firm dollar value to.	We project unavoidable increases in database contracts. Depending on prices, we will either need to move funds needed in other line items and decrease spending in an area of the budget, return to council for a budget adjustment, or cut the database with the least usage. As society becomes more dependent on technology as a mechanism for education, engagement, and entertainment, we should also align our goals to continue our database offerings and increase in the future.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services.						

TOWN OF PROSPER

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

TITLE	LEGAL FEES - ENGINEERING	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5430 LEGAL FEES	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.				
To budget the additional expenditures for legal fees based on historical expenditures in this budget. The current budget for legal fees is \$12,000 and the actual expenditure for FY 17/18 was \$24,308; \$22,621 for FY 18/19; \$16,238 for FY 19/20. The legal fees have increased over the years due to the increase in development activity. In prior years, the Engineering Services Department had absorbed the costs; however, based on the average of the last few years, the annual expenditures for legal fees are anticipated to be \$22,000 from this point forward.	This request will budget the full amount of expected legal fees for the department.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
N/A	The legal fees 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	Financially responsible Town government providing exceptional municipal services				

TOWN OF PROSPER

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

TITLE	NON-DISCRETIONARY					RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5410 PROFESSIONAL SERVICES		\$25,000	\$25,000	\$25,000	\$25,000				
TOTAL		\$25,000	\$25,000	\$25,000	\$25,000				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
To budget the additional expenditures for third party on-call traffic engineering related services. The current budget for traffic engineering related services is \$25,000 and the Town has spent \$24,000 in FY 19/20 and already allocated \$24,000 in FY 20/21, during the first 6 months of the budget year. By continuing to utilize outside traffic engineers to perform these services, the Town does not need to employ a full time employee.			Traffic engineering related services include the analysis of various traffic issues, including traffic signal timings, traffic signal warrants, all-way stop warrants, pedestrian crossings, and other signage and traffic pavement marking evaluations. With the additional funding, the Town will be able to allocate adequate funds toward performing traffic signal timing studies to provide better mobility along the Town roadways. Currently the Town addresses issues with traffic signal timing as issues arise and this will allow us to be more proactive.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?								
N/A			The current annual budget of \$25,000 is limited to providing small studies and traffic engineering related tasks. Other non-traffic signal timing evaluations take a significant amount of the current budget. For example, the evaluation of the Richland Boulevard intersections with Wal-Mart and with Dicks cost \$11,516. A typical traffic signal warrant study costs around \$4,000, and a traffic signal timing plan can cost between \$4,000 - \$7,000. Without additional funding for traffic engineering related services, staff will not be able to proactively evaluate and update the traffic signal timing plans for all of its traffic signals, or address multiple complex requests from residents for traffic control measures.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A			Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	NON-DISCRETIONARY					RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5475 CREDIT CARD FEES	\$36,500	\$36,500	\$36,500	\$36,500	\$36,500				
TOTAL	\$36,500	\$36,500	\$36,500	\$36,500	\$36,500				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.								
The purpose of this request is for an increase of the base budget for credit card fees. Thru March the department has spent sixty percent (60%) of their credit card fee budget. This request takes into account the growth we have seen in the current fiscal year and also accounts for growth in next fiscal year.	We will have sufficient funds to 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 \$36,500 will be offset with revenue of same.	We will not have sufficient funds to pay the credit card fees associated with customer payments.								
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS								
N/A	Financially responsible Town government providing exceptional municipal services								

TOWN OF PROSPER

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

TITLE	SOLID WASTE ANNUAL INCREASE		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5470 TRASH COLLECTION		\$252,179	\$252,179	\$252,179	\$252,179	\$252,179	\$252,179
TOTAL		\$252,179	\$252,179	\$252,179	\$252,179	\$252,179	\$252,179
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To continue trash and recycling services for both residential and commercial customers. The increase is due to an annual rate adjustment per the contract with our service provider effective 2/01/2022, as well as projected growth to residential customer base.	To maintain current levels of service.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
The increase will be offset by an equal revenue of \$252,179.	Funds will not be available to pay the contract increase.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Financially responsible Town government providing exceptional municipal services						

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 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5550 WATER PURCHASES		\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102
TOTAL		\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102	\$1,014,102
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 2022 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?			
Revenue will offset the cost of water purchases.				An increase in budget will be required to purchase additional water.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	NON-DISCRETIONARY					RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5480 CONTRACT SERVICES	\$20,000	\$0	\$0	\$0	\$0		\$0
TOTAL	\$20,000	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.						
To provide necessary maintenance to pump 3 at the Custer Pump Station. The maintenance was originally scheduled for FY 19/20, but due to delays in repairs the funds were not used.	Pump 3 has over 19,000 hours and is in need of maintenance. The bearings are due to be replaced and other parts are in need of replacement due to wear and tear. Preventative maintenance is important to ensure the Town's distribution system is in the appropriate condition to avoid potential failures. Maintenance was approved last fiscal year, however, had to be delayed due to Pump 6 failure.						
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?						
N/A	Not funding this request would put us at a higher risk of having pumps fail at Custer Pump Station.						
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS						
N/A	Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services						

TOWN OF PROSPER

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

TITLE	NON-DISCRETIONARY					RANK	0		
RESOURCES REQUESTED									
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026				
5115 SALARIES - OVERTIME	\$22,600	\$22,600	\$22,600	\$22,600	\$22,600				
5525 ELECTRICITY	\$26,500	\$26,500	\$26,500	\$26,500	\$26,500				
TOTAL	\$49,100	\$49,100	\$49,100	\$49,100	\$49,100				
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.					
<p>Increases are needed based on current needs of the department. Due to an overall increase in water lines and an increase in 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 Town's property is kept up to date and in good condition. We have seen a 40% increase in water customers since 2017. As a result, we have seen our water overtime expenses double and our electricity expenses have increased by 56% since 2017.</p> <p>Inventory 2017 2018 2019 2020 Water Customers 7,563 8,528 9,342 10,622</p>				<p>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 8%.</p>					
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				<p>Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services</p>					

TOWN OF PROSPER

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

TITLE	SEWER MANAGEMENT FEES	TYPE	NON-DISCRETIONARY	RANK	0
RESOURCES REQUESTED					
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
5560 SEWER MANAGEMENT FEES	\$22,901	\$22,901	\$22,901	\$22,901	\$22,901
TOTAL	\$22,901	\$22,901	\$22,901	\$22,901	\$22,901
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To provide funds for additional growth.		The Town will have the ability to continue providing services for additional growth.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
Revenue will offset the cost of sewer management fees.		Funds will not be available for the treatment of the additional wastewater.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.		MEETS TOWN COUNCIL GOALS			
N/A		Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	OVERTIME INCREASE TO BASE BUDGET - WW					TYPE	NON-DISCRETIONARY		RANK	0				
RESOURCES REQUESTED														
LINE ITEM		FY 2022	FY 2023	FY 2024	FY 2025	FY 2026								
5115 SALARIES - OVERTIME		\$3,800	\$3,800	\$3,800	\$3,800	\$3,800								
TOTAL		\$3,800	\$3,800	\$3,800	\$3,800	\$3,800								
COMMENTS														
WHAT IS THE PURPOSE OF THIS REQUEST?					DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.									
Increases are needed based on current needs of the department. Due to an overall increase in wastewater lines and 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 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 8%. We have estimated that we will exceed our overtime budget this fiscal year by \$3,800.									
Inventory History 2017 2018 2019 2020														
Manholes 1,575 2,122 2,224 2,577														
System Footage (lf) 547,770 685,222 742,463 801,740														
Mainline Miles 103.75 129.78 140.62 151.84														
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					Premier Residential Community Investment in Prosper's Future Financially responsible Town government providing exceptional municipal services									

TOWN OF PROSPER

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

TITLE	ODOR CONTROL - OFFSITE WASTEWATER LINES		TYPE	NON-DISCRETIONARY		RANK	0
RESOURCES REQUESTED							
LINE ITEM	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026		
5660 CHEMICAL SUPPLIES	\$3,080	\$3,080	\$3,080	\$3,080	\$3,080	\$3,080	\$3,080
5680 LIFT STATION EXPENSE	\$23,100	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$26,180	\$3,080	\$3,080	\$3,080	\$3,080	\$3,080	\$3,080
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.			
To provide necessary odor control for 2 offsite wastewater lines and canisters for 11 vented manholes on the west side of town.				Currently, there is no odor control in place on this line. Hike and bike trails on the west side of town run along the same area that the large trunk sewer vented manholes are found. Odor complaints have increased by those who utilize the area for extracurricular activities. The canister attaches to the vent and the chemical is placed inside to neutralize the odor. The lifespan of the canister averages 20-25 years; however, the chemical must be refilled every six months.			
Odor control canisters = \$2,100 x 11 vented manholes = \$23,100 Chemical additives \$280 x 11 points of treatment = \$3,080							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
N/A				Complaints will continue to increase with little resolution to the issue.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST.				MEETS TOWN COUNCIL GOALS			
N/A				Premier Residential Community Financially responsible Town government providing exceptional municipal services			

TOWN OF PROSPER

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

TITLE	ODOR CONTROL - PUBLIC WORKS LIFT STATION		TYPE	NON-DISCRETIONARY			RANK	0
RESOURCES REQUESTED								
LINE ITEM	FY 2022		FY 2023	FY 2024	FY 2025	FY 2026		
5660 CHEMICAL SUPPLIES	\$250,300		\$0	\$0	\$0	\$0		
TOTAL	\$250,300		\$0	\$0	\$0	\$0		
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST.							
To provide current odor control material at the Public Works Lift Station. Daily Usage 130 gallons each day \$7.61 per gallon. \$361,100 needed - \$110,800 current budget = \$250,300 required for treatment.	To continue odor control to help reduce the sulfate in the Whitley Place trunk wastewater line.							
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?							
N/A	Residents will begin complaining about the odor in their neighborhood.							
SUMMARIZE NEW POSITIONS IN THIS REQUEST.	MEETS TOWN COUNCIL GOALS							
N/A	Premier Residential Community Financially responsible Town government providing exceptional municipal services							

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. Working in conjunction with community officials and community stakeholders, Town staff periodically evaluates the various capital infrastructure needs of the community for inclusion in the annual update of the Capital Improvement Program. Based on the needs identified, the recommended timing and funding for each project is discussed with the Town Council annually during the budget process. Upon direction by the Town Council, the final Capital Improvement Program is adopted with the annual operating budget. 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 - 09/14/2021 ADOPTED
General Fund Projects**

Index	Street Projects		Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
01	1512-ST	First Street (DNT - Coleman): (Design)	2,786,567							2,786,567
02	1512-ST	First Street (DNT - Coleman): (Land/Esmt)		1,225,000						1,225,000
03	1512-ST	First Street (DNT - Coleman): (Construction)			13,300,000					13,300,000
04	1709-ST	Prosper Trail (Coit - Custer) - 4 lanes: (Design)	810,000							810,000
05	2008-ST	Prosper Trail (Coit - Custer) - 2 lanes: (Construction)	6,422,068							6,422,068
06	2014-ST	First Street (Coit - Custer) - 4 lanes: (Design)	1,085,000							1,085,000
07	2014-ST	First Street (Coit - Custer) - 4 lanes: (Land/Esmt)	800,000	1,600,000						2,400,000
08	2014-ST	First Street (Coit - Custer) - 4 lanes: (Construction)		18,600,000						18,600,000
09	2010-ST	Fishtrap (Teel - Gee Road): (Design)	400,000							400,000
10	2010-ST	Fishtrap (Teel - Gee Road): (Construction)		6,025,000						6,025,000
11	2011-ST	Gee Road (Fishtrap - Windsong Retail): (Design)	250,000							250,000
12	2011-ST	Gee Road (Fishtrap - Windsong Retail): (Land/Esmt)						30,000		30,000
13	2011-ST	Gee Road (Fishtrap - Windsong Retail): (Construction)		3,520,000						3,520,000
14	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Design)	1,057,380							1,057,380
15	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Land/Esmt)	1,700,000							1,700,000
16	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Construction)	17,300,000	700,000						18,000,000
17	1933-ST	Fishtrap Segment 2 (PISD Reimbursement)			1,063,033					1,063,033
18	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Design)	1,289,900							1,289,900
19	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Land/Esmt)		800,000						800,000
20	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Construction)							19,850,000	19,850,000
21	2013-ST	Teel (US 380 Intersection Improvements): (Design)	100,000							100,000
22	2013-ST	Teel (US 380 Intersection Improvements): (Land/Esmt)		510,000						510,000
23	2013-ST	Teel (US 380 Intersection Improvements): (Construction)		670,000						670,000
24	2118-ST	Preston Road / First Street Dual Left Turns (Design)		100,000						100,000
25	2118-ST	Preston Road / First Street Dual Left Turns (Construction)		800,000						800,000
26	2121-ST	Preston Road / Prosper Trail Dual Left Turns (Design)		100,000						100,000
27	2121-ST	Preston Road / Prosper Trail Dual Left Turns (Construction)		800,000						800,000
28	1307-ST	Frontier Parkway (DNT - Preston Road)	33,565,000							33,565,000
29	1805-ST	FM 2478 (US 380 - FM 1461)	57,391,869							57,391,869
30	1934-ST	DNT Overpass at US380	80,970,000		9,030,000					90,000,000
31	2017-ST	Fishtrap, Segment 4 (Middle - Elem) - 4 lanes: (Construction)	2,944,190							2,944,190
32	1936-ST	US 380 (US 377 - Denton County Line)	178,105,000							178,105,000
33	1938-ST	FM 1461 (SH 289 - CR 165)	175,000	175,000	175,000	45,190,870				45,715,870
34	2140-ST	Craig Street (Preston - Fifth): (Design)		300,000						300,000
35	2140-ST	Craig Street (Preston - Fifth): (Land/Esmt)		150,000						150,000
36	2140-ST	Craig Street (Preston - Fifth): (Construction)							2,250,000	2,250,000
37	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Design)		450,000						450,000
38	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Land/Esmt)		250,000						250,000
39	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Construction)							4,800,000	4,800,000
40	2142-ST	Coleman (Prosper Trail - Prosper HS) - 2 SB lanes: (Design)		300,000						300,000
41	2142-ST	Coleman (Prosper Trail - Prosper HS) - 2 SB lanes: (Land/Esmt)		375,000						375,000
42	2142-ST	Coleman (Prosper Trail - Prosper HS) - 2 SB lanes: (Construction)							2,625,000	2,625,000
43	1937-ST	DNT Main Lane (US 380 - FM 428): (Design)		35,000,000						35,000,000
44	1937-ST	DNT Main Lane (US 380 - FM 428): (Construction)			315,000,000					315,000,000
45	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Design)		850,000						850,000
46	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Land/Esmt)							575,000	575,000
47	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Construction)							6,800,000	6,800,000
48	Parvin (FM 1385 - Legacy): (Design)			800,000					950,000	1,750,000
49	Parvin (FM 1385 - Legacy): (Land/Esmt)								2,000,000	2,000,000
50	Parvin (FM 1385 - Legacy): (Construction)								13,550,000	13,550,000
51	Teel (US 380 - Fishtrap) - 2 NB lanes: (Design)					900,000				900,000
52	Teel (US 380 - Fishtrap) - 2 NB lanes: (Land/Esmt)								2,000,000	2,000,000
53	Teel (US 380 - Fishtrap) - 2 NB lanes: (Construction)								4,300,000	4,300,000
54	Prosper Trail (Coit - Custer) - 2 WB lanes: (Design)								200,000	200,000
55	Prosper Trail (Coit - Custer) - 2 WB lanes: (Land/Esmt)								300,000	300,000
56	Prosper Trail (Coit - Custer) - 2 WB lanes: (Construction)								12,550,000	12,550,000
57	Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Design)								450,000	450,000
58	Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Land/Esmt)								50,000	50,000
59	Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Construction)								6,000,000	6,000,000
60	Remaining Proposition 3: GO Bond Funds								4,450,000	4,450,000
	Subtotal		387,151,974	71,963,033	25,705,000	360,190,870	900,000	0	83,730,000	929,640,877

Design	7,778,847	37,100,000	800,000	0	900,000	0	1,600,000	48,178,847
Construction	60,231,258	30,578,033	14,900,000	315,000,000	0	0	72,725,000	493,434,291
Design & Construction	316,641,869	175,000	9,205,000	45,190,870	0	0	4,450,000	375,662,739
Land/Easements	2,500,000	4,110,000	800,000	0	0	0	4,955,000	12,365,000

Index	Traffic Projects		Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
01	Traffic Signal - Fishtrap & Windsong Parkway: (Design)			50,000						50,000
02	Traffic Signal - Fishtrap & Windsong Parkway: (Construction)			425,000						425,000
03	Traffic Signal - FM 2478 (Custer Rd) & First Street: (TxDot)			500,000						500,000
04	Traffic Signal - First Street & La Cima: (Design)			50,000						50,000
05	Traffic Signal - First Street & La Cima: (Construction)			400,000						400,000
06	2101-TR	Traffic Signal - Fishtrap & Artesia Boulevard: (Design)							50,000	50,000
07	2101-TR	Traffic Signal - Fishtrap & Artesia Boulevard: (Construction)							425,000	425,000
08	Traffic Signal - First Street & Coleman: (Design)								50,000	50,000
09	Traffic Signal - First Street & Coleman: (Construction)								425,000	425,000
10	Traffic Signal - Fishtrap & Legacy Drive: (Design)								65,000	65,000
11	Traffic Signal - Fishtrap & Legacy Drive: (Construction)								460,000	460,000
12	Traffic Signal - Richland Blvd & Walmart/Pandera (Design)								65,000	65,000
13	Traffic Signal - Richland Blvd & Walmart/Pandera (Construction)								460,000	460,000
14	Remaining Proposition 3: GO Bond Funds								475,000	475,000
	Subtotal		0	0	1,425,000	0	0	0	2,475,000	3,900,000

Design	0	0	100,000	0	0	0	230,000	330,000
Construction	0	0	825,000	0	0	0	1,770,000	2,595,000
Design & Construction	0	0	500,000	0	0	0	475,000	975,000
Land/Easements	0	0	0	0	0	0	0	0

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule					Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
2,439,915 A.D	346,652									01
1,225,000 D										02
1,000,000 A		12,300,000				6,000,000	6,300,000			03
810,000 A										04
1,372,068 D.K	5,050,000									05
	1,085,000									06
600,000 A		1,800,000		800,000		1,000,000				07
1,280,000 A		17,320,000				17,320,000				08
400,000 C			6,025,000			6,025,000				09
250,000 C		30,000							30,000	10
		3,520,000				3,520,000				11
405,580 A.D.K	651,800									12
	1,700,000		1,700,000							13
		18,000,000		17,300,000		700,000				14
			1,063,033			1,063,033				15
1,289,900 A.X										16
	800,000					800,000				17
		19,850,000							19,850,000	18
100,000 A.K		510,000				510,000				19
		670,000				670,000				20
100,000 B.Z										21
800,000 B.Z										22
100,000 Z										23
800,000 A										24
28,099,597 A.X	140,403	5,325,000	5,325,000							25
57,391,869 A.K.X										26
85,970,000 A.J.X		4,030,000				4,030,000				27
114,524 K	1,329,666		1,500,000	1,500,000						28
178,105,000 D.X										29
45,715,870 A.X										30
	300,000					300,000				31
		150,000				150,000				32
		2,250,000							2,250,000	33
450,000 D										34
250,000 D										35
	4,800,000								4,800,000	36
300,000 A										37
375,000 D										38
	2,625,000									39
35,000,000 X										40
315,000,000 X										41
850,000 D										42
	575,000								575,000	43
	6,800,000								6,800,000	44
	1,750,000					800,000			950,000	45
	2,000,000								2,000,000	46
	13,550,000								13,550,000	47
	900,000							900,000		48
	2,000,000								2,000,000	49
	4,300,000								4,300,000	50
	200,000								200,000	51
	300,000								300,000	52
	12,550,000								12,550,000	53
	450,000								450,000	54
	50,000								50,000	55
	6,000,000								6,000,000	56
	4,450,000								4,450,000	57
760,594,323	8,603,521	148,525,000	11,918,033	26,625,000	31,258,033	11,630,000	6,300,000	900,000	0	83,730,000

CO Bond Debt	6,825,000	1,063,033	4,030,000	0	0	0	0	0
GO Bond Debt	19,800,000	30,195,000	7,600,000	6,300,000	900,000	0	0	83,730,000

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule					Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
	50,000									01
	425,000									02
500,000 X										03
50,000 A										04
400,000 A										05
										06
	50,000								50,000	07
	425,000								425,000	08
	65,000								65,000	09
	460,000								460,000	10
65,000 A										11
460,000 A										12
	475,000								475,000	13
1,475,000	475,000	1,475,000	0	0	0	0	0	0	0	1,475,000

CO Bond Debt	0	0	0	0	0	0	0	0
GO Bond Debt	0	0	0	0	0	0	0	1,475,000

**Summary of Capital Improvement Program - 09/14/2021 ADOPTED
General Fund Projects**

Index	Park Projects		Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
	Neighborhood Park									
01	Tanners Mill Park: (Construction)		468,000							468,000
02	Star Trail Park #2 (7.5 Acres / No Lights): (Construction)		535,000							535,000
03	Star Trail Park #3 (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	2144-PK Windsong Ranch Park #2 (7.5 Acres / No Lights): (Construction)			230,000						230,000
06	Lakewood Preserve (22 Acres / Lights): Construction)		967,500							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	2015-PK Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Design)		67,500							67,500
10	2145-PK Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Construction)			575,000						575,000
11	2146-PK Prairie Park (6.7 Acres / No Lights)		300,000	300,000						600,000
12	2107-PK Lakewood Preserve, Phase 2 (22 Acres/Lights): (Construction)		2,100,000	1,745,000						3,845,000
13	2108-PK Tanner's Mill, Park, Phase 2: (Design)		100,000							100,000
14	2108-PK Tanner's Mill, Park, Phase 2: (Construction)			930,000						930,000
15	Windsong Park #3: (Design)									200,000
16	Windsong Park #3: (Construction)									930,000
17	Town Hall Open Space: (Design)									200,000
18	Town Hall Open Space: (Construction)									200,000
19	Un-named Neighborhood Park: (Design)									200,000
20	Un-named Neighborhood Park: (Construction)									930,000
	Trails									
21	1801-PK Whitley Place H&B Trail Extension: (Design)		70,000							70,000
22	1910-PK Hike and Bike Master Plan: (Design)		68,000							68,000
23	2107-PK Star Trail H&B Trail Phases 1, 2, 3, and 4: (Construction)		200,000							200,000
24	1926-PK Whitley Place H&B Trail (OH Easement): (Design)		10,000							10,000
25	1926-PK Whitley Place H&B Trail (OH Easement): (Construction)		270,000							270,000
26	1801-PK Whitley Place H&B Trail Extension: (Construction)		680,000							680,000
27	Windsong H&B Trail Ph 3C,5,6A, 6B, 7, 8, and 9: (Design)		40,000							40,000
28	2147-PK Windsong H&B Trail Ph 3C,5,6A, 6B, 7, 8, and 9: (Construction)		1,351,572	435,000	495,000					2,281,572
29	Various Hike and Bike Trails								1,000,000	1,000,000
30	2119-PK Westside Waterline Trail Connection			800,000						800,000
31	2120-PK Gee Rd. Trail Connection			700,000						700,000
32	Prosper Center Park Trail Connection								900,000	900,000
	Community Park									
33	34 2122-PK Sexton Park, Phase 1: (Design)			1,200,000						1,200,000
34	Sexton Park, Phase 1: (Construction)				5,375,000	7,125,000				12,500,000
35	36 Un-named Community Park: (Design)								550,000	550,000
36	37 Un-named Community Park: (Construction)								4,950,000	4,950,000
	Medians									
38	1818-PK Additional Turf Irrigation SH 289		68,000							68,000
39	1813-PK SH 289/US 380 Green Ribbon Landscape Irrigation		821,250							821,250
40	2018-PK Coleman Street Median Landscaping (Talon - Victory): (Design)		30,000							30,000
41	2018-PK Coleman Street Median Landscaping (Talon - Victory): (Construction)		454,025							454,025
42	2148-PK Coleman Street Median Landscaping (Victory - Preston) (Design)			25,000						25,000
43	2148-PK Coleman Street Median Landscaping (Victory - Preston)(Construction)			625,000						625,000
44	2149-PK Prosper Trail (DNT - 700' East) Median Landscaping (Design)			25,000						25,000
45	2149-PK Prosper Trail (DNT - 700' East) Median Landscaping (Construction)			250,000						250,000
46	2150-PK US 380 Green Ribbon Lndscp- Irrigation (Lovers - Mahard): (Design)			90,000						90,000
47	2150-PK US 380 Green Ribbon Lndscp-Irrigation (Lovers - Mahard): (Constr.)				1,100,000					1,100,000
	Subtotal		9,090,847	7,130,000	800,000	7,505,000	7,125,000	0	11,670,000	43,320,847

Design	500,500	1,340,000	0	0	0	0	1,150,000	2,990,500
Construction	8,590,347	5,090,000	0	7,505,000	7,125,000	0	8,620,000	36,930,347
Design & Construction	0	700,000	800,000	0	0	0	1,900,000	3,400,000
Land/Easements	0	0	0	0	0	0	0	0

Index	Facility Projects		Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
01	2102-FC Radio Tower for Communications		500,000							500,000
02	2109-FC Public Safety Complex, Phase 2 (Central FS & Admin) (Design)		1,555,615							1,555,615
03	2111-FC Public Safety Complex, Phase 2 (Central FS & Admin) (Devel Costs)		670,000							670,000
04	2112-FC Public Safety Complex, Phase 2 (Central FS & Admin) (Construction)		14,500,000							14,500,000
05	2113-FC Public Safety Complex, Phase 2 (Central FS & Admin) (FF&E)		1,274,385							1,274,385
06	Fire Station #4 (Design)			600,000						600,000
07	Fire Station #4 (Construction)				5,400,000					5,400,000
08	2105-EQ Quint Engine - Fire Station #3		1,350,000							1,350,000
09	2106-EQ Ambulance - Fire Station #3		460,000							460,000
10	Fire Engine - Fire Station #4			1,100,000						1,100,000
11	2123-FC Parks & Public Works Needs Assessment			80,000						80,000
12	Public Safety Training Facility, Phase 1 (Design)						600,000			600,000
13	Public Safety Training Facility, Phase 1 (Construction)						5,400,000			5,400,000
	Subtotal		20,310,000	1,780,000	5,400,000	0	0	0	6,000,000	33,490,000

Design	2,225,615	680,000	0	0	0	0	600,000	3,505,615
Construction	15,774,385	0	5,400,000	0	0	0	5,400,000	26,574,385
Design & Construction	500,000	0	0	0	0	0	0	500,000
Land/Easements/Equipment	1,810,000	1,100,000	0	0	0	0	0	2,910,000

Grand Total General Fund	416,552,821	80,873,033	33,330,000	367,695,870	8,025,000	0	103,875,000	1,010,351,724
Design	10,504,962	39,120,000	900,000	0	900,000		3,580,000	55,004,962
Construction	84,595,990	35,668,033	21,125,000	322,505,000	7,125,000		88,515,000	559,534,023
Design & Construction	317,141,869	875,000	10,505,000	45,190,870	0		6,825,000	380,537,739
Land/Easements	4,310,000	5,210,000	800,000	0	0		4,955,000	15,275,000

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule					Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
468,000 C										01
535,000 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
1,745,000 D,Z		2,100,000		2,100,000						12
		100,000		100,000						13
		930,000			930,000					14
		200,000								15
		930,000								16
		200,000								17
		1,810,000								18
		200,000								19
		930,000								20
70,000 G										21
68,000 D										22
200,000 C										23
		10,000								24
		270,000								25
500,000 G		180,000								26
40,000 C										27
2,281,572 C										28
		1,000,000								29
		800,000			800,000					30
		700,000			700,000					31
		900,000								32
										33
		1,200,000		1,200,000						34
		12,500,000				5,375,000	7,125,000			35
		550,000								36
		4,950,000								37
68,000 D										38
821,250 B,D										39
30,000 A										40
454,025 AD										41
25,000 D										42
625,000 D										43
25,000 D										44
250,000 D										45
90,000 B,D										46
1,100,000 B,D										47
12,793,847	527,000	30,000,000	0	2,200,000	2,830,000	800,000	5,375,000	7,125,000	0	11,670,000

CO Bond Debt	0	0	0	0	0	0	0
GO Bond Debt	2,200,000	2,830,000	800,000	5,375,000	7,125,000	0	11,670,000

Other Sources	Funding Sources			Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
			500,000	500,000						01
		1,555,615			1,605,000					02
		670,000			820,000					03
		14,500,000			14,300,000					04
		1,274,385			1,275,000					05
		600,000			600,000					06
		5,400,000				5,400,000				07
1,350,000	D									08
460,000	D									09
1,100,000	D									10
80,000	E									11
		600,000							600,000	
		5,400,000							5,400,000	13
2,990,000		0	30,000,000	500,000	18,500,000	600,000	5,400,000	0	0	6,000,000

CO Bond Debt	\$ 500,000	0	0	0	0	0	0
GO Bond Debt	\$ 18,000,000	600,000	5,400,000	0	0	0	6,000,000

777,853,170	9,605,521	210,000,000	12,418,033	47,325,000	34,688,033	17,830,000	11,675,000	8,025,000	0	102,875,000
CO Bond Debt	\$ 7,325,000		1,063,033		4,030,000		0	0	0	0
GO Bond Debt	40,000,000		33,625,000		13,800,000		11,675,000	8,025,000	0	102,875,000

**Summary of Capital Improvement Program - 09/14/2021 ADOPTED
Enterprise Fund Projects**

Index	Water Projects	Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	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	1501-WA LPP Pump Station and LPP WL Phase 2: (Design)	1,585,100							1,585,100
05	1501-WA LPP Pump Station Phase 2: (Construction)		14,062,000						14,062,000
06	1501-WA LPP WL Phase 2A: (Construction)		8,684,000						8,684,000
07	1810-WA LPP Water Line Phase 2A Easement Costs	100,000	900,000						1,000,000
08	LPP Future Expansion (2026): (Design)							1,400,000	1,400,000
09	LPP Future Expansion (2026): (Construction)							12,600,000	12,600,000
10	1930-WA Broadway (Parvin-Craig): (Construction)	150,000							150,000
	Subtotal	5,701,932	23,646,000	0	0	0	0	14,000,000	43,347,932

Design	1,944,325	0	0	0	0	1,400,000	3,344,325
Construction	3,604,363	22,746,000	0	0	0	0	38,950,363
Design & Construction	0	0	0	0	0	0	0
Land/Easements	153,244	900,000	0	0	0	0	1,053,244

Index	Wastewater Projects	Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
01	2103-WW Doe Branch Parallel Interceptor: (Design)	500,000							500,000
02	2103-WW Doe Branch Parallel Interceptor: (Construction)	4,500,000							4,500,000
03	Doe Branch, Phase 3 WWTP: (Design)		1,450,000					0	1,450,000
04	Doe Branch, Phase 3 WWTP: (Construction)		13,050,000						13,050,000
	Subtotal	0	5,000,000	14,500,000	0	0	0	0	19,500,000

Design	0	500,000	1,450,000	0	0	0	1,950,000
Construction	0	4,500,000	13,050,000	0	0	0	17,550,000
Design & Construction	0	0	0	0	0	0	0
Land/Easements	0	0	0	0	0	0	0

Index	Drainage Projects	Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
01	2003-DR Frontier Park/Lakes of Prosper Drainage: (Design)	100,000							100,000
02	2003-DR Frontier Park/Lakes of Prosper Drainage: (Construction)		985,000						985,000
	Subtotal	100,000	985,000	0	0	0	0	0	1,085,000

Design	100,000	0	0	0	0	0	100,000
Construction	0	985,000	0	0	0	0	985,000
Design & Construction	0	0	0	0	0	0	0
Land/Easements	0	0	0	0	0	0	0

Grand Total Enterprise Funds	5,801,932	29,631,000	14,500,000	0	0	0	14,000,000	63,932,932
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Design	2,044,325	500,000	1,450,000	0	0	0	1,400,000	5,394,325
Construction	3,604,363	28,231,000	13,050,000	0	0	0	12,600,000	57,485,363
Design & Construction	0	0	0	0	0	0	0	0
Land/Easements	153,244	900,000	0	0	0	0	0	1,053,244

**Summary of Capital Improvement Program - 09/14/2021 ADOPTED
Capital Improvement Program Summary**

	Capital Improvement Program Summary	Prior Years	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	Total Cost
	General Fund	416,552,821	80,873,033	33,330,000	367,695,870	8,025,000		103,875,000	1,010,351,724
	Enterprise Funds	5,801,932	29,631,000	14,500,000	0	0		14,000,000	63,932,932
	Grand Total Capital Improvement Program	422,354,753	110,504,033	47,830,000	367,695,870	8,025,000		117,875,000	1,074,284,656

Design	12,549,287	39,620,000	2,350,000	0	900,000	0	4,980,000	60,399,287
Construction	88,200,353	63,899,033	34,175,000	322,505,000	7,125,000	0	101,115,000	617,019,386
Design & Construction	317,141,869	875,000	10,505,000	45,190,870	0	0	6,825,000	380,537,739
Land/Easements	4,463,244	6,110,000	800,000	0	0	0	4,955,000	16,328,244

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

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	
359,225 E											01
53,244 E											02
3,454,363 E											03
277,081 A	1,308,019										04
12,000,000 A,B		2,062,000			2,062,000						05
		8,684,000			8,684,000						06
1,000,000 A			1,400,000								07
			12,600,000								08
150,000 E											09
											10
17,293,913	1,308,019	0	24,746,000	0	10,746,000	0	0	0	0	14,000,000	

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	
500,000 A											01
1,000,000 A		3,500,000			3,500,000						02
1,450,000 A											03
8,000,000 A,B		5,050,000				5,050,000					04
10,950,000	0	0	8,550,000	0	3,500,000	5,050,000	0	0	0	0	

Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	
100,000 F											01
300,000		685,000			685,000						02
400,000	0	0	685,000	0	685,000	0	0	0	0	0	

28,643,913	1,308,019	0	33,981,000	0	14,931,000	5,050,000	0	0	0	0	14,000,000
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Other Sources	Funding Sources			Issued 2020-2021	Unissued Debt Schedule						Index
	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO		2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2031	
777,853,170	9,605,521	210,000,000	12,418,033	47,325,000	34,688,033	17,830,000	11,675,000	8,025,000	0	102,875,000	
28,643,913	1,308,019	0	33,981,000	0	14,931,000	5,050,000	0	0	0	14,000,000	
806,497,083	10,913,540	210,000,000	46,399,033	47,325,000	49,619,033	22,880,000	11,675,000	8,025,000	0	116,875,000	

CO Bond Debt 7,325,000 15,994,033 9,080,000 0 0 0 14,000,000
 GO Bond Debt 40,000,000 33,625,000 13,800,000 11,675,000 8,025,000 0 102,875,000

Capital Projects Summary
Summary of Project Expenditures

PROJECT	Prior Year Expenditures	Current Year Expenditures	Future Planned Expenditures	Total Planned Expenditures
1512-ST First Street (DNT-Coleman)	2,786,567	1,225,000	13,300,000	17,311,567
1933-ST Fishtrap Segment 3 (PISD Reimbursement)	-	1,063,033	-	1,063,033
1938-ST FM 1461 (SH 289-CR 165)	175,000	175,000	175,000	525,000
2010-ST Fishtrap (Teel-Gee Rd)	400,000	6,025,000	-	6,425,000
2011-ST Gee Road (Fishtrap-Windsong Retail)	250,000	3,520,000	30,000	3,800,000
2012-ST Fishtrap (Elem-DNT) 4 Lanes	20,057,380	700,000	-	20,757,380
2013-ST Teel (US 380 Intersection Improvements)	100,000	1,180,000	-	1,280,000
2014-ST First Street (Coit-Custer) 4 Lanes	1,885,000	20,200,000	-	22,085,000
2118-ST Preston Road/First Street Dual Left Turn Lanes	-	100,000	800,000	900,000
2121-ST Preston Road/Prosper Trail Dual Left Turn Lanes	-	100,000	800,000	900,000
2140-ST Craig Street (Preston-Fifth)	-	450,000	2,250,000	2,700,000
2141-ST Coleman (Gorgeous-Prosper Trail) 4 Lanes	-	700,000	4,800,000	5,500,000
2142-ST Coleman (Prosper Trail-Prosper HS) 2 SB Lanes	-	675,000	2,625,000	3,300,000
2143-ST Legacy (Prairie-Fishtrap) 4 Lanes	-	850,000	7,375,000	8,225,000
Street Projects	25,653,947	36,963,033	32,155,000	94,771,980
2107-PK Lakewood Preserve, Phase 2	2,100,000	1,745,000	-	3,845,000
2108-PK Tanner's Mill Park, Phase 2	100,000	930,000	-	1,030,000
2120-PK Gee Road Trail Connection	-	700,000	-	700,000
2122-PK Sexton Park, Phase 1	-	1,200,000	12,500,000	13,700,000
2148-PK Coleman Street Median Landscape (Victory-Preston)	-	650,000	-	650,000
2149-PK Prosper Trail Median Landscape (DNT-700' East)	-	275,000	-	275,000
2150-PK US 380 Green Ribbon Landscape-Irrigation	-	90,000	1,100,000	1,190,000
Park Projects	2,200,000	5,590,000	13,600,000	21,390,000
2137-FC Fire Station #4	-	600,000	5,400,000	6,000,000
2138-EQ Fire Engine - Fire Station #4	-	1,100,000	-	1,100,000
2123-FC Parks and Public Works Needs Assessment	-	80,000	-	80,000
Facility Projects	-	1,780,000	5,400,000	7,180,000
1501-WA Lower Pressure Plane Pump Station Phase 2	1,585,100	14,062,000	-	15,647,100
1501-WA Lower Pressure Plane Water Line Phase 2A	-	8,684,000	-	8,684,000
1810-WA LPP Water Line Phase 2A Easement Costs	100,000	900,000	-	1,000,000
2103-WW Doe Branch Parallel Interceptor	-	5,000,000	14,500,000	19,500,000
Water & Wastewater Projects	1,685,100	28,646,000	14,500,000	44,831,100
2003-DR Frontier Park/Lakes of Prosper Drainage	100,000	985,000	-	1,085,000
Drainage Projects	100,000	985,000	-	1,085,000

Purpose of Financial Policies

A strategic goal of the Town Council is to be a financially responsible Town government providing exceptional municipal services. The Town of Prosper has a responsibility to its citizens to not only protect public funds, but to also be prudent in the management of government finances while providing adequate funding for the services desired by the public and the maintenance of public facilities. The Town of Prosper has adopted several financial policies in addition to the Town Charter to guide the Finance Department and staff in financial matters. The Town strives to adhere to and follow all of the financial policies that have been adopted.

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. The Comprehensive Annual Financial Report 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 Comprehensive Annual Financial Report will be published and presented to Town Council within 180 days after the end of the fiscal year.

E. Internal Financial Reporting

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

SECTION 17.04: INTERNAL CONTROLS

A. Written Procedures

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

B. Department Directors Responsibilities

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

SECTION 17.05: OPERATING BUDGET

A. Preparation

The Town's "Operating Budget" is the Town's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation and revenue supported Debt Service Fund, but excluding Capital Projects Funds. The budget is prepared by the Finance

Department with the cooperation of all Town departments, and is submitted to the Town Manager who makes any necessary changes and transmits the document on or before the fifteenth (15th) day of August of the fiscal year to Town Council.

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

B. Balanced Budget

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

C. Budgetary Control

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

D. Contingency Reserve

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

E. Planning

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

F. Reporting

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

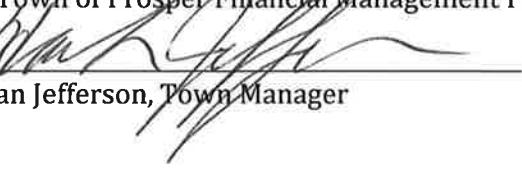
investment training, and others as approved by the Town Manager upon recommendation of the Finance Director.

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.

The Town of Prosper Financial Management Policy was approved on the 1st of October, 2021.



Harlan Jefferson, Town Manager

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 15: DEBT MANAGEMENT POLICY

SECTION 15.01: PURPOSE AND OVERVIEW

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

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

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

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

SECTION 15.02: SCOPE

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

SECTION 15.03: OBJECTIVES

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

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

Other objectives include:

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

SECTION 15.04: IMPLEMENTATION

The Policy requires:

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

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

SECTION 15.05: STRUCTURE OF DEBT

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

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

A. Fixed Interest versus Variable Interest

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

B. Other Considerations

Bonds are generally issued such that:

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

SECTION 15.06: FINANCING ALTERNATIVES

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

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

A. Pay-As-You-Go Financing

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

B. General Obligation Bonds

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

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

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

C. Certificates of Obligation

COs will be issued for the following projects/acquisitions:

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

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

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

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

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

D. Reimbursement Resolutions

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

E. Certificates of Obligations - Enterprise Fund

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

F. Revenue Bonds

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

G. Other debt obligations

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

SECTION 15.07: METHODS OF SALE

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

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

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

A. Competitive Sale

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

B. Negotiated Sale

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

C. Private Placement

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

SECTION 15.08: REFUNDING OF DEBT

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

A. Advance Refunding

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

B. Current Refunding

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

C. Refunding for Debt Restructuring

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

SECTION 15.09: DEBT LIMITS

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

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

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

SECTION 15.10: MATURITY LEVELS

A. Revenue Debt

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

B. General Obligation Debt

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

SECTION 15.11: MANAGEMENT OF DEBT SERVICE FUND

A. Interest Earnings

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

B. Debt Service Reserves - General Obligation Bonds

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

C. Debt Service Reserves - Revenue Bonds

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

D. IRS Rules and Regulations

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

SECTION 15.12: RATINGS

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

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

SECTION 15.13: CONTINUING DISCLOSURE

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

SECTION 15.14: SELECTION OF FINANCIAL ADVISOR

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

SECTION 15.15: SELECTION OF BOND COUNSEL

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

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



Harlan Jefferson, Town Manager

TOWN OF PROSPER ADMINISTRATIVE REGULATIONS

CHAPTER 16: DEBT POST ISSUANCE POLICY

SECTION 16.01: PURPOSE AND OVERVIEW

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

SECTION 16.02: GENERAL PROCEDURES

A. The Tax Compliance Certificate

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

B. Procedures

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

SECTION 16.03: DESIGNATION OF RESPONSIBLE PERSON

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

SECTION 16.04: EXTERNAL ADVISORS/DOCUMENTATION

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

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

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

SECTION 16.05: ARBITRAGE REBATE AND YIELD

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

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

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

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

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

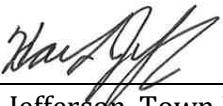
SECTION 16.07: RECORD KEEPING REQUIREMENT

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

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

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

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



Harlan Jefferson, Town Manager

Town Staff and Consultants

Town Staff

Town Manager's Office	Harlan Jefferson, Town Manager
	Vacant, Executive Director of Administrative Services
Town Secretary's Office	Michelle Lewis Sirianni, 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	Khara Dodds, Development Services Director
Public Works	Frank Jaromin, Public Works Director
Parks and Recreation	Vacant, 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

2021 Tax Rate Calculation Worksheet

Date: 08/03/2021 04:21 PM

Taxing Units Other Than School Districts or Water Districts

Town of Prosper

972-346-2640

Taxing Unit Name

Phone (area code and number)

250 W. First Street, Prosper, TX 75078

www.prospertx.gov

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

Taxing Unit's Website Address

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

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

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

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

SECTION 1: No-New-Revenue Tax Rate

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

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

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

No-New-Revenue Tax Rate Worksheet	Amount/Rate
1. 2020 total taxable value. Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹	\$5,134,794,976
2. 2020 tax ceilings. Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. ²	\$410,092,857
3. Preliminary 2020 adjusted taxable value. Subtract Line 2 from Line 1.	\$4,724,702,119
4. 2020 total adopted tax rate.	\$0.520000/\$100
5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value.	
A. Original 2020 ARB values:	\$182,127,884

B. 2020 values resulting from final court decisions:	\$162,860,225
C. 2020 value loss. Subtract B from A. ³	\$19,267,659
6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25.	
A. 2020 ARB certified value:	\$15,441,413
B. 2020 disputed value:	\$2,431,612
C. 2020 undisputed value. Subtract B from A. ⁴	\$13,009,801
7. 2020 Chapter 42 related adjusted values Add Line 5C and Line 6C.	\$32,277,460
8. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$4,756,979,579
9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020. Enter the 2020 value of property in deannexed territory. ⁵	\$0
10. 2020 taxable value lost because property first qualified for an exemption in 2021. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value.	
A. Absolute exemptions. Use 2020 market value:	\$21,040,998
B. Partial exemptions. 2021 exemption amount or 2021 percentage exemption times 2020 value:	\$44,003,778
C. Value loss. Add A and B. ⁵	\$65,044,776
11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021. Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020.	
A. 2020 market value:	\$0
B. 2021 productivity or special appraised value:	\$0
C. Value loss. Subtract B from A. ⁷	\$0
12. Total adjustments for lost value. Add lines 9, 10C and 11C.	\$65,044,776
13. 2020 captured value of property in a TIF. Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0.	\$96,797,560
14. 2020 total value. Subtract Line 12 and Line 13 from Line 8.	\$4,595,137,243
15. Adjusted 2020 total levy. Multiply Line 4 by Line 14 and divide by \$100.	\$23,894,713
16. Taxes refunded for years preceding tax year 2020. Enter the amount of taxes refunded	\$18,854

by the taxing unit for tax years preceding tax year 2020. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020. ⁸	
17. Adjusted 2020 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰	\$23,913,567
18. Total 2021 taxable value on the 2021 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. ¹¹	
A. Certified values:	\$5,943,071,893
B. Counties: Include railroad rolling stock values certified by the Comptroller's office:	\$0
C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:	\$0
D. Tax increment financing: Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. ¹²	\$118,257,839
E. Total 2021 value. Add A and B, then subtract C and D.	\$5,824,814,054
19. Total value of properties under protest or not included on certified appraisal roll. ¹³	
A. 2021 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴	\$97,937,130
B. 2021 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵	\$0
C. Total value under protest or not certified: Add A and B.	\$97,937,130
20. 2021 tax ceilings. Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶	\$490,027,668
21. 2021 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷	\$5,432,723,516

22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020. Include both real and personal property. Enter the 2021 value of property in territory annexed. ¹⁸	\$257,498
23. Total 2021 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2021. ¹⁹	\$469,526,490
24. Total adjustments to the 2021 taxable value. Add Lines 22 and 23.	\$469,783,988
25. Adjusted 2021 taxable value. Subtract Line 24 from Line 21.	\$4,962,939,528
26. 2021 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰	\$0.481842/\$100
27. COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate. ²¹	

¹Tex. Tax Code Section 26.012(14)

¹³Tex. Tax Code Section 26.01(c) and (d)

²Tex. Tax Code Section 26.012(14)

¹⁴Tex. Tax Code Section 26.01(c)

³Tex. Tax Code Section 26.012(13)

¹⁵Tex. Tax Code Section 26.01(d)

⁴Tex. Tax Code Section 26.012(13)

¹⁶Tex. Tax Code Section 26.012(6)(b)

⁵Tex. Tax Code Section 26.012(15)

¹⁷Tex. Tax Code Section 26.012(6)

⁶Tex. Tax Code Section 26.012(15)

¹⁸Tex. Tax Code Section 26.012(17)

⁷Tex. Tax Code Section 26.012(15)

¹⁹Tex. Tax Code Section 26.012(17)

⁸Tex. Tax Code Section 26.03(c)

²⁰Tex. Tax Code Section 26.04(c)

⁹Tex. Tax Code Section 26.012(13)

²¹Tex. Tax Code Section 26.04(d)

¹⁰Tex. Tax Code Section 26.012(13)

²²Reserved for expansion

¹¹Tex. Tax Code Section 26.012,26.04(c-2)

²³Tex. Tax Code Section 26.044

¹²Tex. Tax Code Section 26.03(c)

²⁴Tex. Tax Code Section 26.0441

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

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

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

Voter-Approval Tax Rate Worksheet	Amount/Rate
28. 2020 M&O tax rate. Enter the 2020 M&O tax rate.	\$0.367500/\$100
29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$4,756,979,579
30. Total 2020 M&O levy. Multiply Line 28 by Line 29 and divide by \$100.	\$17,481,899
31. Adjusted 2020 levy for calculating NNR M&O rate.	
A. M&O taxes refunded for years preceding tax year 2020 Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	\$13,325
B. 2020 taxes in TIF Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	\$355,731
C. 2020 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	\$0
D. 2020 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	\$-342,406
E. Add Line 30 to 31D.	\$17,139,493
32. Adjusted 2021 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$4,962,939,528
33. 2021 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100.	\$0.345349/\$100
34. Rate adjustment for state criminal justice mandate.²³	
A. 2021 state criminal justice mandate: Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	\$0

<p>B. 2020 state criminal justice mandate: Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$0 \$0.000000/\$100 \$0.000000/\$100
<p>35. Rate adjustment for indigent health care expenditures.²⁴</p> <p>A. 2021 indigent health care expenditures: Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose.</p> <p>B. 2020 indigent health care expenditures: Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose.</p>	\$0 \$0 \$0
<p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$0.000000/\$100 \$0.000000/\$100
<p>36. Rate adjustment for county indigent defense compensation.²⁵</p> <p>A. 2021 indigent defense compensation expenditures: Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose.</p> <p>B. 2020 indigent defense compensation expenditures: Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose.</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100.</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$0 \$0 \$0.000000/\$100 \$0.000000/\$100 \$0.000000/\$100
<p>37. Rate adjustment for county hospital expenditures.²⁶</p> <p>A. 2021 eligible county hospital expenditures: Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021.</p> <p>B. 2020 eligible county hospital expenditures: Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.</p>	\$0 \$0

C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$0.000000/\$100
38. Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information.	\$0
A. Amount appropriated for public safety in 2020. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year	\$0
B. Expenditures for public safety in 2020. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year.	\$0.000000/\$100
C. Subtract B from A and divide by Line 32 and multiply by \$100.	\$0.000000/\$100
D. Enter the rate calculated in C. If not applicable, enter 0.	\$0.000000/\$100
39. Adjusted 2021 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$0.345349/\$100
40. Adjustment for 2020 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero.	
A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$0
B. Divide Line 40A by Line 32 and multiply by \$100.	\$0.000000
C. Add Line 40B to Line 39.	\$0.345349
41. 2021 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.	
Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.	\$0.357436/\$100
- or -	
Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	
D41. Disaster Line 41 (D41): 2021 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval	\$0.000000/\$100

tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of

1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or
2. the third tax year after the tax year in which the disaster occurred.

If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).

42. Total 2021 debt to be paid with property taxes and additional sales tax revenue.

Debt means the interest and principal that will be paid on debts that:

- (1) are paid by property taxes,
- (2) are secured by property taxes,
- (3) are scheduled for payment over a period longer than one year and
- (4) are not classified in the taxing unit's budget as M&O expenses

A. **Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.²⁸

Enter debt amount.

\$10,632,473

B. Subtract **unencumbered fund amount** used to reduce total debt. \$28,550

C. Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) \$0

D. Subtract **amount paid** from other resources. \$0

E. **Adjusted debt.** Subtract B, C, and D from A. \$10,603,923

43. Certified 2020 excess debt collections. Enter the amount certified by the collector.²⁹

\$616,493

44. Adjusted 2021 debt. Subtract Line 43 from Line 42E.

\$9,987,430

45. 2021 anticipated collection rate.

A. Enter the 2021 anticipated collection rate certified by the collector.²⁹ 100.00%

B. Enter the 2020 actual collection rate 101.01%

C. Enter the 2019 actual collection rate 107.29%

D. Enter the 2018 actual collection rate 103.98%

E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.³¹ 101.01%

46. 2021 debt adjusted for collections. Divide Line 44 by Line 45E

\$9,887,565

47. 2021 total taxable value. Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet*.

\$5,432,723,516

48. 2021 debt tax rate. Divide Line 46 by Line 47 and multiply by \$100.

\$0.182000/\$100

49. 2021 voter-approval tax rate. Add Lines 41 and 48.	\$0.539436/\$100
D49. Disaster Line 49 (D49): 2021 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$0.000000/\$100
50. COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

²³Tex. Tax Code Section 26.044

²⁴Tex. Tax Code Section 26.0441

²⁵Tex. Tax Code Section 26.0442

²⁶Tex. Tax Code Section 26.0443

²⁷Tex. Tax Code Section 26.042(a)

²⁸Tex. Tax Code Section 26.012(7)

²⁹Tex. Tax Code Section 26.012(10) and 26.04(b)

³⁰Tex. Tax Code Section 26.04(b)

³¹Tex. Tax Code Section 26.04(h),(h-1) and (h-2)

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

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

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

Additional Sales and Use Tax Worksheet	Amount/Rate
51. Taxable Sales. For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters. ²⁰ Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.	\$0
52. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³	
Taxing units that adopted the sales tax in November 2020 or in May 2021. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴	\$0
- or -	
Taxing units that adopted the sales tax before November 2020. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	
53. 2021 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,432,723,516
54. Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100.	\$0.000000/\$100
55. 2021 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$0.481842/\$100
56. 2021 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2020 or in May 2021. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.	\$0.481842/\$100
57. 2021 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.539436/\$100
58. 2021 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	\$0.539436/\$100

³¹Reserved for expansion

³⁴Tex. Tax Code Section 26.041(d)

³²Tex. Tax Code Section 26.041(d)

³⁵Tex. Tax Code Section 26.04(c)

³³Tex. Tax Code Section 26.041(i)

³⁶Tex. Tax Code Section 26.04(c)

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

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

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

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸	\$0
60. 2021 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,432,723,516
61. Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100.	\$0.000000/\$100
62. 2021 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$0.539436/\$100

³⁷Tex. Tax Code Section 26.045(d)

³⁸Tex. Tax Code Section 26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

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

- a tax year before 2020; and⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

Unused Increment Rate Worksheet	Amount/Rate
63. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0.013723
64. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero	\$0
65. 2018 unused increment rate. Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$0.000000
66. 2021 unused increment rate. Add Lines 63, 64 and 65.	\$0.013723/\$100
67. 2021 voter-approval tax rate, adjusted for unused increment rate. ²³ Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$0.553159/\$100

³⁹Tex. Tax Code Section 26.013(a)

⁴⁰Tex. Tax Code Section 26.013(c)

⁴¹Tex. Tax Code Section 26.0501(a) and (c)

⁴²Tex. Tax Code Section Local Gov't Code Section 120.007(d), effective Jan. 1, 2022

⁴³Tex. Tax Code Section 26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

De Minimis Rate Worksheet	Amount/Rate
68. Adjusted 2021 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$0.345349/\$100
69. 2021 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$5,432,723,516
70. Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100.	\$0.009203
71. 2021 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$0.182000/\$100
72. De minimis rate. ²³ Add Lines 68, 70 and 71.	\$0.000000/\$100

⁴⁴Tex. Tax Code Section 26.012(8-a)

⁴⁵Tex. Tax Code Section 26.063(a)(1)

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

NOTE: This section will not apply to any taxing units in 2021. It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

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

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

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

Emergency Revenue Rate Worksheet	Amount/Rate
73. 2020 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
74. Adjusted 2020 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.	
If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. - or - If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2020 voter-approval tax rate from the worksheet.	N/A
- or - If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	
75. Increase in 2020 tax rate due to disaster. Subtract Line 74 from Line 73.	N/A
76. Adjusted 2020 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
77. Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100.	N/A

78. Adjusted 2021 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	N/A
79. Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹	N/A
80. 2021 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

⁴⁶Tex. Tax Code Section 26.042(b)

⁴⁷Tex. Tax Code Section 26.042(f)

⁴⁸Tex. Tax Code Section 26.042(c)

⁴⁹Tex. Tax Code Section 26.042(b)

⁵⁰Tex. Tax Code Section 26.04(c-2) and (d-2)

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue tax rate

As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). \$0.481842/\$100

Indicate the line number used: 26

Voter-Approval tax rate

As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). \$0.553159/\$100

Indicate the line number used: 67

De minimis rate

If applicable, enter the de minimis rate from Line 72. \$0.000000/\$100

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.⁵⁰

print here Karen Thier

Printed Name of Taxing Unit Representative

sign here Karen Thier

Taxing Unit Representative

8/03/2021

Date

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.

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

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

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

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

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

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

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

Arbitrage: The reinvestment of the proceeds of tax-exempt securities in materially higher-yielding taxable securities.

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:

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- (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).

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

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 in excess of \$5,000 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.

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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."

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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.

FTE (Full-Time Equivalent): A term used when developing personal services budgets; 2,080 hours worked annually equates to 1.0 full-time equivalent (FTE) position.

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.

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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.

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.

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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.

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.

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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.

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.

Major Fund: Funds that the revenues, expenses, assets or liabilities are greater than 10% of corresponding totals and at least 5% of the aggregate amount for all governmental and enterprise funds.

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.

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Non-major Fund: Funds that the revenues, expenses, assets or liabilities are less than 10% of corresponding totals and at less than 5% of the aggregate amount for all governmental and enterprise funds.

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.

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.

Glossary

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.

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.

Glossary

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.

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.

Glossary

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.

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.

Glossary

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.

Special Assessment Bonds: Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

Special Assessment Fund: A fund set up to finance and account for the construction of improvements or provision of services which are to be paid for, wholly or in part, from special assessments levied against benefited property. See also Special Assessment and Special Assessment Bonds.

Special Assessment Roll: The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

Special Audit: An audit which is limited to some particular phase of a governmental unit's activity, such as the examination of a Projects Fund, or an audit which covers all of the governmental unit's activities for a shorter or longer period of time than the usual accounting period of one fiscal year. Such audits may involve some detailed verifications as determined by the professional judgment of the auditor, but usually they are based on appropriate tests and checks. See General Audit.

Special District: An independent unit of local government organized to perform a single governmental function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities, and electric power authorities.

Special Fund: Any fund that must be devoted to some special use in accordance with specific regulations and restrictions. Generally, the term applies to all funds other than the General Fund.

Special Revenue Fund: A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government. Includes intergovernmental revenue in the form of state and federal grant funds.

Statements: (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental unit for a particular accounting period. See also Schedules.

Statute: A written law enacted by a duly organized and constituted legislative body. See also Ordinance and Resolution.

Stores: Goods on hand in storerooms, subject to requisition and use.

Glossary

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.

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.

Glossary

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.

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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