

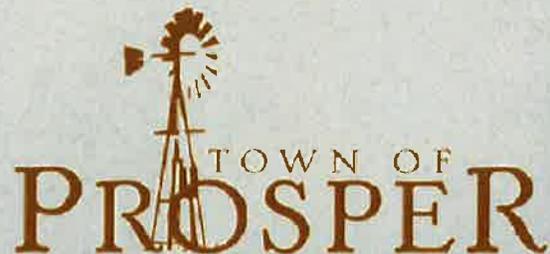
**TOWN OF PROSPER
FISCAL YEAR 2015-2016 PROPOSED BUDGET
COVER PAGE**

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$1,940,776, OR 21.35%, AND OF THAT AMOUNT, \$1,218,693 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

PROPERTY TAX RATE COMPARISON:

	FY 2015-2016	FY 2014-2015
Property Tax Rate:	\$0.520000/100	\$0.520000/100
Effective Tax Rate:	\$0.480591/100	\$0.468183/100
Effective Maintenance & Operations Tax Rate:	\$0.334551/100	\$0.242824/100
Rollback Tax Rate:	\$0.524487/100	\$0.429220/100
Debt Rate:	\$0.158926/100	\$0.163699/100

Total debt obligation for Town of Prosper secured by property taxes: \$3,390,040





TOWN OF
PROSPER

FISCAL YEAR 2015-2016 PROPOSED BUDGET



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Thank you Budget Team!



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August 7, 2015

To The Honorable Mayor and Town Council

Re: *The FY 2015-2016 Proposed Budget*

For your consideration is the proposed Town of Prosper Annual Operations and Maintenance Budget which reflects the general short-term policies of the Town Council as the elected representatives of the citizens of Prosper. These short-term policies also reflect the principles of Town Council's Strategic Goals. As prepared and submitted, the Proposed Budget is intended to:

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

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

BUDGET OVERVIEW

The Town of Prosper FY 2015-2016 Proposed Budget addresses increased service levels to Town residents in response to continued growth, provides required or money-saving capital investments in infrastructure and other public improvements as well as additional public safety resources. The Town has continued to thrive relative to many markets. Despite the Town's current and future growth potential and general optimism, this budget has been prepared with conservative revenue assumptions in mind.

The Town of Prosper currently employs 135.75 full-time equivalent (FTE) staff members. The proposed budget recommends the following staffing additions and changes:

Dept.	POSITIONS	FTEs
Information Technology (IT)	I.T. Director	1.0
	I.T. Technician	1.0
Town Secretary's Office	Administrative Assistant	.5
	Social Media Specialist	.5
Human Resources	Administrative Assistant	1.0
Police	Police Officers	2.0
	Administrative Assistant	1.0
Dispatch	Dispatchers	1.5
Fire	Administrative Assistant	1.0
	Fire Fighters / Paramedics	6.0
Streets	Crew Leader	1.0
Library	Library Director	.5
Parks	Park Planner	1.0
	Chemical Technician	1.0
	Maintenance Worker	1.0
Inspections	Building Inspector II	1.0
Engineering	Engineer-in-Training	1.0
	TOTAL GENERAL FUND POSTIONS	22
Water	Utility Worker	1.0
Utility Billing	Utility Billing Clerk	.5
	TOTAL ENTERPRISE FUND POSTIONS	1.5

In evaluating the FY 2015-2016 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 2015-2016 Proposed Budget Appropriations total \$31,036,393 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 \$17,542,467 is for General Fund operations and maintenance, and \$12,388,926 for the Town's Enterprise Funds including Solid Waste, Water, and Sewer utilities as well as the Storm Drainage Utility Fund. Debt Service Appropriations for the coming fiscal year are \$3,405,040.

Property Values

Certified property valuations increased by \$376,056,200 (21.45%) for FY 2015-2016. Property values increased from \$1,753,254,918 to \$2,129,311,118. Of the increase, \$192,819,652, or 51.3%, resulted from new construction, compared with \$142,671,000 last year. Most of the Town's current values come from Collin County properties, but the Denton County portion is expected to add substantial value in the coming years thanks to new developments like Windsong Ranch. This year, the Town's value in Denton County increased by more than 97%.

Property Tax Rate

This year the property tax rate is proposed at \$0.52 per \$100 of assessed value, which is equal to the current property tax rate. The portion of the tax rate applied to Debt Service is \$0.158926 per \$100 of assessed value with the balance allocated for Maintenance and Operations.

Sales Taxes

The Town of Prosper levies a 1.5% tax on all taxable items sold within its borders (the Economic Development Corporation's 0.5% tax is in addition to the Town's tax). Sales tax revenues have become a prominent funding source for the General Fund, comprising 19.5% of General Fund revenues in the Proposed Budget. During FY 2014-2015, sales tax collections were boosted by the prior repeal of the tax exemption on telecommunication services. This change was expected to add \$61,000 in FY 2014-2015 sales tax revenues, and \$81,000 or more in subsequent years. The recently approved 380 Agreement with Highland Homes should also cause an increase in sales tax revenue. Overall, the Proposed Budget includes \$3,436,640 in sales tax revenues, compared to \$2,933,823 in the FY 2014-2015 budget.

Utility Rates

The Town of Prosper Town Council has continued its implementation of rate recommendations that support the Town Council's adopted Water and Wastewater Utility Comprehensive Business Plan. The Plan as adopted contains recommendations to enhance revenues, to establish maintenance reserves and to fund an annual contribution of 2% to a capital replacement program. This proposed budget does not include a rate design change. Therefore, consumers will not experience a change in their water or sewer rates.

Solid Waste rates increased 5% in February 2012, and should not change until the contract with our service provider goes out to bid or for renegotiation in 2017. The proposed budget assumes an increase to Storm Drainage revenues for new home construction. However, the proposed rate has not changed.

GENERAL FUND

The FY 2015-2016 Proposed Budget as presented is based on using the current tax rate of \$0.52 per \$100 of assessed value. The effective tax rate, that is the rate that would generate the same amount of property tax revenues next year from the same taxed properties in FY 2014-2015, is \$0.480591 per \$100 of assessed value. The rollback rate, which approximately equates to 108% of this year's effective operating rate minus the additional sales tax for property tax reduction, is \$0.524487 per \$100 of assessed value. Each additional penny of the tax rate generates approximately \$212,931 in property tax revenue.

The Collin County Tax Assessor-Collector again expects to collect 100% of the current property taxes due based on their past history of doing so.

FY 2015-2016 Revenues are expected to exceed Appropriations resulting in a net increase effect to the Town's Fund Balance. The Audited Fund Balance at the end of FY 2013-2014 was \$7,587,994. The revised Fund Balance prior to the final audit for FY 2014-2015 is expected to increase \$1,061,345 to \$8,649,339. The large addition to Fund Balance is comprised primarily of sales tax and permit fees exceeding very conservative estimates.

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

At the end of FY 2015-2016, the projected total Fund Balance, not otherwise restricted or held in contingency, should total \$845,065 which equates to an additional 17 days of operations, depending on final audited numbers, bringing the total number of operating days of reserves to 179 days. Staff is reviewing one-time uses consistent with the Town's Fund Balance Policy and will seek Council guidance during FY 2015-2016 on its use.

GENERAL FUND REVENUES

Overall, revenues are projected to increase 20.05% compared to that budgeted in FY 2014-2015. This increase is from increased property tax, sales tax, and permit fees.

Sales Taxes have remained higher than projected for several years. The Town has conservatively forecasted the sales tax revenues, raising the FY 2015-2016 expectation to \$3,436,640.

Building Permit Revenues are projected to increase to \$2,664,210 or 20.8% when compared to the FY 2014-2015 Budget reflecting steady new residential and non-residential construction. It is assumed the Town will issue at least 700 new residential permits in the coming year.

Licenses and Franchise Fees are projected to rise with population. Municipal Court Fines are projected to recover in FY 2015-2016 due to population growth and an increase in patrol activities due to more officers.

General Fund Revenues by Source:

<i>Revenue Category</i>	<i>FY 2016 Proposed</i>	<i>% of Total</i>
Property Tax	8,447,169	47.9%
License, Fees & Permits	3,181,600	18.0%
Sales Tax	3,436,640	19.5%
Interfund Transfers In	1,091,166	6.2%
Franchise Fees	719,700	4.1%
Fines & Warrants	300,000	1.7%
Charges for Services	270,883	1.5%
Investment Income	42,000	0.2%
Grants	22,335	0.1%
Miscellaneous	37,310	0.2%
Park Fees	83,500	0.5%
Revenue Total	\$17,632,303	100.0%

GENERAL FUND APPROPRIATIONS

Total General Fund Appropriations for the FY 2015-2016 Proposed Budget are \$17,542,467. This is an increase of approximately 19.1% compared to the FY 2014-2015 Adopted Budget. New personnel costs constitute 34.1% of the total increase; the category of personnel makes up the majority of the General Fund budget. The proposed budget authorizes the Town Manager to hire 22 FTE staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2015-2016 by department are as follows:

Public Works / Streets:

Prosper Road Improvement – Fishtrap	\$820,000
Repair Prosper Trail	\$272,400
Repair Dallas North Tollway	\$309,980

Police:

Two Full-Time Police Officers	\$111,502
Additional Full-Time Dispatch Positions	\$ 66,187
One Mobile License Plate Reader	\$ 32,000

Fire:

Six FF/Paramedics	\$159,063
Driver and Lieutenant Promotions	\$ 72,907

A complete summary listing of the proposed enhancements with a detailed explanation can be found in the Appendix of the FY 2015-2016 Proposed Budget.

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

This fund represents the debt portion of the tax rate. Debt payments from I&S for FY 2015-2016 will total \$3,405,040. This represents an 18.7% increase from the current year's budget.

WATER, SEWER, and SOLID WASTE UTILITY FUND

Revenues for the Water, Sewer and Solid Waste Fund are expected to increase to \$11,725,235. The adopted business plan for the Water and Sewer Utility Fund identifies the need for revenue enhancements to cover existing and future operations and maintenance costs as well as debt service and contracted water and sewer costs with the Upper Trinity Regional Water District and North Texas Municipal Water District.

The solid waste contract renewal with Progressive Waste Solutions in 2005 expired on November 30, 2011. Under the agreement approved by Town Council in FY 2011-2012, Progressive Waste Solutions is expected to hold their rates steady until January 2017. Solid waste rates have not previously been changed for Prosper residents since February 2009, and staff is pleased that we can once again offer some multi-year rate stability on this service.

Water, Sewer & Solid Waste Fund Revenues by Source:

Revenue Category	FY 2016 Proposed	% of Total
Water Charges	\$6,381,735	54.4%
Sewer Charges	\$2,942,000	25.1%
Solid Waste Charges	\$1,086,400	9.3%
Tap & Construction	\$998,000	8.5%
Penalties	\$1,000	0.0%
Investment Income	\$70,000	0.6%
License, Fees & Permits	\$33,500	0.3%
Miscellaneous	\$212,600	1.8%
Revenue Total	\$11,725,235	100.0%

The proposed budget authorizes the Town Manager to hire 1.5 FTE staff members for the Water and Sewer Fund. The major Program Enhancement and Capital item expenses budgeted in the Water/Sewer Utility Fund by department include:

Water:

NTMWD Rate Increase and Growth Projection	\$400,382
Glenbrook Meters and Utility Services	\$116,000

Wastewater:

Sewer Mgmt Fee Rate & Growth Projection	\$216,648
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Utility Billing

Trash Collection Growth Projection	\$215,000
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DRAINAGE UTILITY FUND

Several projects have been identified for FY 2015-2016, and the fund will continue debt service payments on approximately \$1,000,000 issued as part of the 2012 CO. The fund will be able to support debt service payments and still complete routine drainage/storm water maintenance within collected revenues.

GENERAL DISCUSSION ITEMS

The following items have also been incorporated into the FY 2015-2016 Proposed Budget:

- The proposed budget includes a revision to the compensation program for employees consistent with the discussions held with the Town Council during the Strategic Planning Session.
- 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 continues to operate the Community Library in Reynolds Middle School.
 - The Town has an Interlocal Agreement with PISD to access their fueling facility.
 - The Town renews its agreements along with several area cities to contract with Collin County for Animal Control and Sheltering Service.

- The Town has several agreements with Frisco including using Frisco's GIS for our departments and Interlocal agreements for Police and Fire Departments to access their radio system.

In summary, staff is honored to present a proposed budget that accomplishes Council goals to expand services and competitively compensate staff while holding the line on the tax rate. The Town's proposed budget attempts to address the current and future growth and infrastructure expansion demands while recognizing the needs of its residents.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Harlan Jefferson", written in a cursive style.

Harlan Jefferson
Town Manager

PURPOSE OF AN ANNUAL BUDGET

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

BUDGET DETAILS

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

PREPARATION OF THE ANNUAL BUDGET DOCUMENT

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

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

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

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

BUDGET ADMINISTRATION

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

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

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

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

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

Date	Action
June 15	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.
June 30	Strategic Planning/Budget Work Session with Town Council and Department Heads
July 21	Begin compilation and discussions with Department Heads.
July 27	Chief Appraiser certifies appraisal rolls for taxing units.
July 31	Certification of anticipated collection rate by collector.
August 7	Calculation of effective and rollback tax rates. 72-hour notice for meeting (Open Meetings Notice). Town Council meeting to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule Public Hearings. Town Manager presents proposed budget for FY 2015-2016. Proposed budget must be posted on website from this date until adopted.
August 11	
August 12	"Notice of 2016 Tax Year Proposed Property Tax Rate for the Town of Prosper" quarter-page notice in newspaper and on Town Website published at least seven days before Public Hearing. Deadline for Prosper Press: August 7
August 12	"Notice of FY 2015-2016 Budget Public Hearing" notice in newspaper and on Town Website published at least seven days before Public Hearing. Deadline for Prosper Press: August 7
August 20	Finance Committee reviews Proposed Budget.
August 21	72-hour notice for Public Hearing (Open Meetings Notice).
August 25	First Public Hearing for budget and tax rate.
September 4	72-hour notice for Public Hearing (Open Meetings Notice).
September 8	Second Public Hearing for budget and tax rate; schedule and announce meeting to adopt tax rate 3 to 14 days from this date.
September 18	72-hour notice for meeting at which governing body will adopt tax rate (Open Meetings Notice).
September 22	Town Council meeting to consider passing ordinances adopting the FY 2015-2016 budget and tax rate. Budget must be adopted before the tax rate, and both must be record votes. Meeting is 3 to 14 days after the second Public Hearing. Taxing unit must adopt tax rate before September 30 or 60 days after receiving certified appraisal roll, whichever is later.
September 23	Final approved budget to be filed with Town Secretary. Submit ordinance to Collin and Denton County Tax Offices.
September 30	Copies of final budget distributed to Town Council and Department Heads; Tax Assessor/Collector and Appraisal District notified of current year tax rates.
October 1	New fiscal year begins and taxes are billed by the Tax Assessor/Collector.



Council Member Place 1
Mike Korbuly
Term: May 2016



Mayor
Ray Smith
Term: May 2016



Council Member Place 2
Kenneth Dugger
Term: May 2018



Council Member Place 3
Deputy Mayor Pro-Tem
Curry Vogelsang Jr.
Term: May 2017



TOWN COUNCIL



Council Member Place 4
Mayor Pro-Tem
Meigs Miller
Term: May 2016



Council Member Place 5
Michael Davis
Term: May 2017



Council Member Place 6
Jason Dixon
Term: May 2018

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



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Major Initiatives 2015
Based upon direction from the Jan. 2014, Jan. 2015, and June 2015 Strategic Planning Sessions

Purple script text below: product of January 2015 Strategic Planning Session (SPS); all others carried over from January 2014 SPS

	Status	Priority	Status Update July 2015	Staff Member
Goal 1 – Recruit Targeted and Maintainable Economic Development				
Create a new business park with flex/office space	In progress	1	Sept. 2015	RW (GW)
Develop new office buildings that can attract primary jobs on Matthews Southwest land on corner of US 380 & DNT	In progress	1	Sept. 2015	RW (GW)
Attract new retail development on Blue Star land @ Preston Rd/US 380 (complete zoning/renegotiate financial dev. Agree-Gates of Prosper)	In progress	1	Sept. 2015	RW (GW)
Bring Council a "big idea" for development that will make Prosper a "destination"	In progress	1	Dec. 2015	RW (GW-SB)
Recruit a new grocery store to Prosper	In progress	1	April 2016	RW (GW)
Have initial conversation with existing concrete plants about their future plans	In progress	2	Aug. 2015	RW(GW)/HW (JW)
Recruit new retail development to Prosper	On-going	2	N/A	RW (GW)
Recruit corporate headquarters and offices	On-going	2	N/A	RW (GW)
Expand career-technical curriculum to be used by Prosper HS students and include mentoring	On-going	2	N/A	RW (GW)
Update Town's non-residential standards in the zoning ordinance	On hold	3	Dec. 2016	RW(GW)/HW (JW)
Create and maintain databases and photo libraries of contacts and land in Prosper	Complete	2	April 2015	RW (SB)
<i>Target and develop strategic public-private partnerships that facilitate desired growth</i>	In progress		Sept. 2015	RW (GW)
<i>Retain and expand existing businesses and bring new business to support development & growth of existing projects</i>	On-going		N/A	RW (GW)
<i>Build Strategic alliances and partnerships</i>	On-going		N/A	RW (GW)
Goal 2 – Ensure Quality Residential Development				
Update zoning districts and land use charts in the zoning ordinance	In progress	1	Aug. 2015	HW (JW)
Update Town's residential standards in the zoning ordinance	In Progress	3	July 2015	HW (JW)
Work with developers to ensure new development is consistent with Comp Plan	On-going	2	N/A	HW (JW)
Maintain current development schedule to effectively respond to increased demands for new development	On-going	2	N/A	HW (JW)
Update standards on accessory buildings in the zoning ordinance	On hold	3	Dec. 2016	HW (JW)
Goal 3 – Maintain Safety and Security				
Provide safeguards at all water facilities	On-going	1	N/A	HW (FJ)
Maintain required training of staff to ensure professional response	On-going	2	N/A	RT/DK

	Status	Priority	Status Update July 2015	Staff Member
Maintain response time rates	On-going	2	N/A	RT/DK
Continue training w/PISD Police on active shooter situations	On-going	2	N/A	DK
Maintain and enhance relationship with PISD for enhancing safety	On-going	2	N/A	DK/RT
Update Subdivision ordinance	In progress	1	Aug. 2015	HW (JW)
Complete the Texas Police Chief's Assn. recognition program	In progress	2	Sept. 2015	DK
Present drainage standards for adoption	In progress	2	Dec. 2015	HW (DH)
Implement a backflow prevention program	In progress	2	July 2015	HW (FJ)
Grow rank structure in Police Department to achieve NIMS recommendation	In progress	3	Aug. 2015	DK
Implement a multi-family rental inspections program	On hold	3	Dec. 2015	HW (JW)
Finish radio dispatch system and have it in use	In progress		July 2015	RT
Spec and order the equipment for Fire Station 2	In progress		June 2016	RT
Hold first non-academy formerly held personnel	In progress		Aug. 2015	DK
Continue towards TPOA Recognition (New general orders completed, rolling our Target Solutions	In progress		Sept. 2015	DK
Combine working with PISD on the EMT/Paramedic Program	On-going		N/A	DK
Join the National Lethality Program through the Office on Violence Against Women, US DOJ	Complete		June 2015	DK
Change over to a new billing collection company for EMS runs	Complete		Feb. 2015	RT
Enact Ordinance regarding parking of truck on Town Streets	Complete		Feb. 2015	DK
Goal 4 – Provide First Rate Utilities				
Evaluate wastewater service east of the railroad tracks	In progress	1	Sept. 2015	HW
Acquire Prosper Trail elevated storage tank property	In progress	1	July 2015	HW
Finalize agreement with City of Frisco on wastewater connection to La Cina lift station	In progress	2	Sept. 2015	HW
Work with Blue Star developer to install a wastewater line to serve western Prosper	In progress	2	Dec. 2015	HW (MB)
Work with developer to extend water and wastewater lines to the business park	On-going	2	N/A	RW / HW
Provide options for short & long-term organic recycling in Prosper; including purchase of chipper	On hold	3	April 2016	HW (FJ)
Evaluate benefits of parking lot with 2016 Impact Fee and CVP Update	In progress		April 2016	HW (MR)
Work with water providers on Town cell tower master plan	In progress		Dec. 2015	HW
Study for additional waterline for 1 & 2 Day Care and Daycares	On Hold		April 2016	HW (FJ)
Goal 5 – Provide Efficient and Effective Roads and Infrastructure				
Expedite design process and construct two lanes of concrete on Coleman from Prosper Trail to PISD High School	In progress	1	Aug. 2015	HW (MR)
Reconstruct Seventh Street from Coleman to PISD Administration Bldg.	In progress	1	July 2015	HW (FJ)
Reconstruct Broadway from McKinley to Main	In progress	1	Sept. 2016	HW (FJ)
Reconstruct Gee Rd. from US 380 to Fishtrap	In progress	1	April 2016	HW (MR)
Reconstruct McKinley from First to Fifth	In progress	1	Sept. 2016	HW (FJ)

	Status	Priority	Status Update July 2015	Staff Member
Reconstruct Fifth from Railroad to Coleman	In progress	1	Sept. 2016	HW (FJ)
Finalize location for DNT backer road w/Blue Star & Prestonwood Baptist Church	In progress	1	Dec. 2015	HW
Reconstruct Fish Trap Rd. from FM 1385 to Dallas North Tollway (pending decision on priorities)	In progress	1	April 2017	HW (MR)
Reconstruct Main St. from First to Broadway	On hold	1	Dec. 2016	HW (FJ)
Construct roads in Rhea Mills subdivision	Complete	1	April 2015	HW (FJ)
Goal 6 – Maximize Recreation and Leisure Opportunities				
Complete Parks Master Plan	In progress	2	Aug. 2015	HW (WM)
Prepare preliminary master plan for Sexton Park	In progress	2	June 2015	HW (WM)
Revise master plan for Frontier Park	In progress	2	June 2015	HW (WM)
Conduct Town-wide community events				
• Fish Derby	On-Going	2	N/A	HW (WM)
• Council Citizen Picnic	On-Going	2	N/A	HW (WM)
• Partner w/PISD to conduct Homecoming Parade	On-Going	2	N/A	HW (WM)
• Christmas Festival	On-Going	2	N/A	HW (WM)
Continue summer programs (Kite Day, Movies in the Pavilion, etc.)	On-Going	2	N/A	HW (WM)
Maintain senior involvement and recreation programs	On-Going	2	N/A	HW (WM)
Complete design and construction of Cockrell Park	On hold	1	Dec. 2016	HW (WM)
100-year celebration of the Town's anniversary of incorporation	In progress	1	April 2015	RB
<i>Form Teen Road Committee</i>	On-Going	1	N/A	HW (LS)
<i>Create an annual One Town, One Book Program</i>	Complete		May 2015	HW (LS)
Goal 7 – Maintain Community Character				
Apply for Tree City USA and Scenic City designations	In progress	3	Dec. 2015	HW (JW/WM)
Begin downtown streetscape enhancements (lighting, planter beds, etc.)	On hold	2	July 2016	HW (MR)
Determine Town's open space requirements for the future	On hold	3	Dec. 2017	HW (JW)

	Status	Priority	Status Update July 2015	Staff Member
Goal 8 – Ensure Fiscal Stewardship				
Recommend a TIRZ policy and establish specific funds	In progress	2	May 2016	CD
Update fund balance policy	In progress	1	Nov. 2015	CD
Review and revise Chart of Accounts	In progress	1	Jan. 2016	CD
Enhance Website and expand use of social media	In progress	1	July 2015	CD / RB
Submit for first budget excellence award	In progress	2	Jan. 2016	CD
Develop a multi-year budget perspective	In progress	2	July 2016	CD
Conduct a comprehensive fee schedule update	In progress	3	Sept. 2015	RB
Continue transparency initiative	On-going	2	N/A	CD
Maintain utility rates that meet financial requirements	On-going	2	N/A	CD (HJ)
Expand access to financial software through the organization	On going	2	N/A	CD
Ensure we are receiving sales tax revenue including confirmation of point of sale status	On going	2	N/A	CD
Pursue grant funding where available	On going	2	N/A	CD
Establish financial modeling of projects to maintain appropriate controls	On hold	2	Feb. 2015	CD
<i>Review and for annual commercial building permit fee</i>	In progress		May 2016	HW (JW)
<i>Review revenue enhancements (franchise agreements, grants, etc.</i>	In progress		Jan. 2016	CD
<i>Evaluate effective and rollback tax rates</i>	Complete		June 2015	CD
Goal 9 – Maintain a Quality Workforce				
Complete mandatory training requirements	On-going	1	N/A	BR
Enhance new employee orientations by adding a discussion of the Town's vision and purpose	On-going	1	N/A	BR
Continue improvement of on-line recruiting efforts	On-going	2	N/A	BR
Continue to recommend resources and tools needed for staff to do their jobs at the level we desire	On-going	2	N/A	BR
Continually update staffing needs assessment to ensure excellent service levels	On-going	3	N/A	BR
Re-engage and continue the culture team	On-going	3	N/A	BR
<i>Achieve American Heart Association Gold Level Award recognition</i>	In Progress		Aug. 2016	BR

Goal 10 – Improve Town Facilities	Status	Priority	Status Update July 2015	Staff Member
Complete design for Fire Station in Terra Verde area and begin construction	In progress	1	July 2015	RT
Purchase land site for future fire station in area of Cook Lane and Prosper Trail	In progress	1	Aug. 2015	RT
Complete needs assessment and design for new Town Hall	Complete	1	April 2015	HJ/HW
<i>Design for new fire station at 425 S. First Street</i>	On hold		April 2016	HW (JW)
<i>Design Town Hall/Adult Multipurpose Facility</i>	In progress	1	April 2016	HJ / HW (JW)

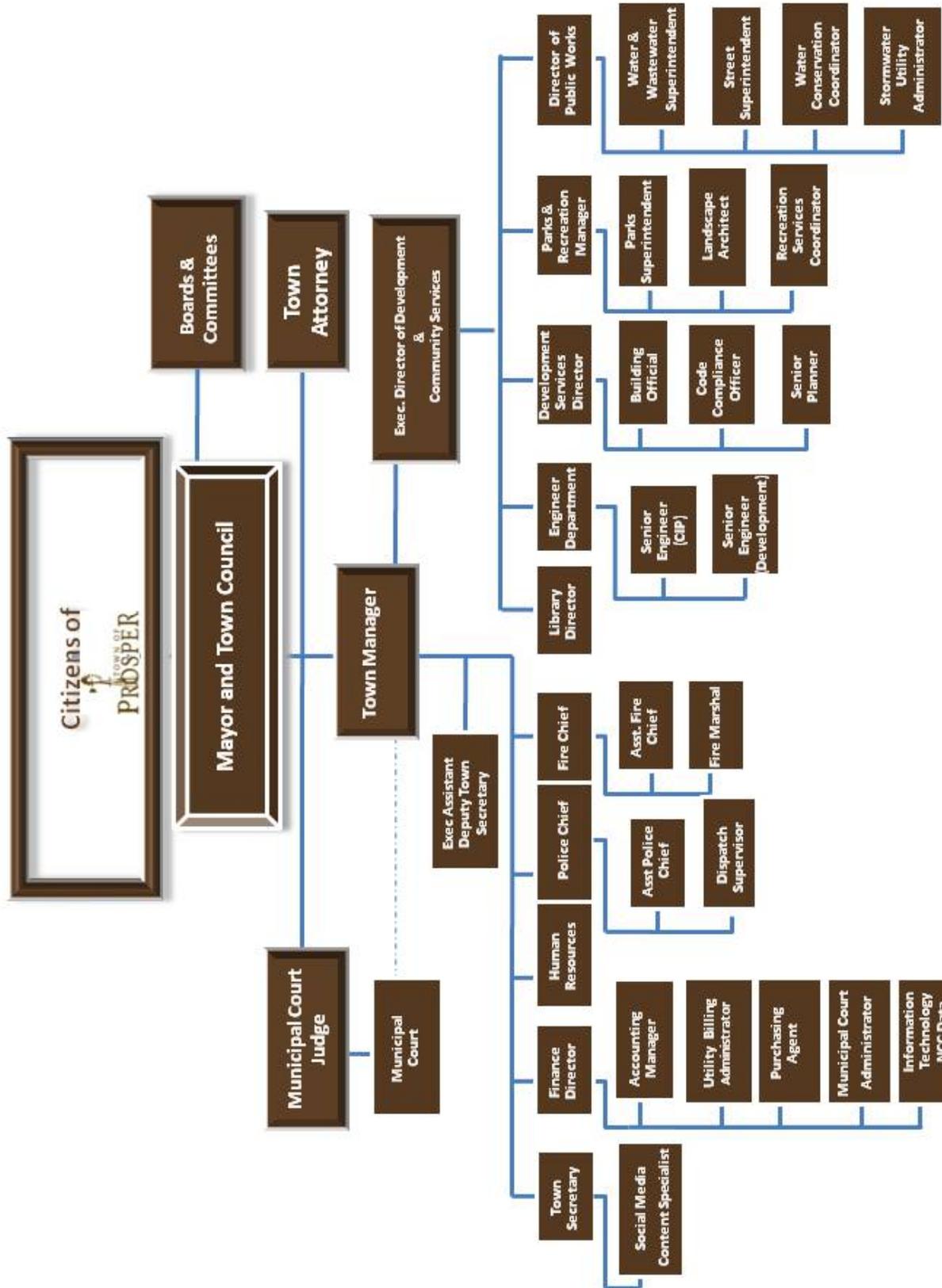
9	Complete	0.0891
49	In progress	0.4851
32	On-going	0.3168
11	On hold	0.1089
101	Total	

Additional Council Comments / Direction:

Consider a new time or reconfiguration of the Trout Derby to a fishing derby based on weather	In progress	N/A	July 2015	HW (WM)
Construct lights on all recommended areas of Frontier Park	In progress	N/A	April 2016	HW (WM)
Configure Frontier Park to provide largest amount of useable space for practice fields – don't add artificial turf to SW corner	In progress	N/A	June 2015	HW (WM)
Ensure the recreation focus is on youth sports first, then adult or senior recreation	On-going	N/A	N/A	HW (WM)
Resolve compensation plan and staffing plan so that compensation and lean staffing are no longer seen as threats or weaknesses	On-going	N/A	N/A	BR
Strive for 30 minutes of proactive policing time for staff utilization	On-going	N/A	N/A	DK
Look for proactive activities to eliminate hurdles with developers without sacrificing our quality	On-going	N/A	N/A	HW (JW)
Emphasize execution and less planning	On-going	N/A	N/A	HW (JW)
Increase standards for development within the Town	On-going	N/A	N/A	HW (JW)
Be proactive with ideas about how we can keep our "community feel" as we grow	On-going	N/A	N/A	HW (JW)
Bring scenarios/recommendation: regarding being more proactive moving toward our vision—focus on current reality/future possibilities if we changed our operating environment	On-going	N/A	N/A	CD



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Fund	Department	Position Type	2012-2013 Revised	2013-2014 Revised	2014-2015 Adopted	2014-2015 Revised	2015-2016 Proposed
<u>GENERAL FUND</u>							
	Administration		8.50	9.00	0.00	0.00	0.00
	Town Manager		0.00	0.00	2.00	2.00	2.00
	Town Secretary		0.00	0.00	1.00	1.50	2.00
	Finance		0.00	0.00	5.00	5.00	5.00
	Human Resources		0.00	0.00	1.00	1.00	2.00
	Information Technology		0.00	0.00	0.00	0.00	2.00
	Police		15.00	15.00	19.00	21.00	24.00
	Dispatch		7.00	7.00	7.50	7.50	9.00
	Fire		20.00	20.00	32.00	32.00	39.00
	On-call temporary pool		10.00	10.00	10.00	10.00	10.00
	Fire Marshal		1.00	1.00	1.00	1.00	1.00
	Streets		2.00	2.00	2.00	2.00	3.00
	Library		3.00	3.50	3.50	3.50	4.00
	Parks		12.00	15.00	16.00	16.00	19.00
	Court		1.00	1.00	1.50	2.00	2.00
	Inspections		8.00	9.00	11.00	13.00	14.00
	Code Enforcement		1.00	1.00	1.00	1.00	1.00
	Planning		3.00	3.00	4.00	4.00	4.00
	Engineering		3.00	3.00	5.00	5.00	6.00
	<i>Subtotal Full-Time</i>		81.50	86.00	108.00	112.00	134.50
	<i>Subtotal Part-Time</i>		1.00	2.50	2.50	3.00	2.50
	<i>Subtotal Temporary</i>		12.00	12.00	12.00	12.50	12.50
	Total General Fund		94.50	99.50	122.50	127.50	149.50
<u>WATER/SEWER FUND</u>							
	Water		8.00	10.00	11.00	11.00	12.00
	Wastewater		5.00	6.00	7.00	7.00	7.00
	Utility Billing		2.50	2.50	2.50	2.50	3.00
	<i>Subtotal Full-Time</i>		15.50	18.00	20.00	20.00	22.00
	<i>Subtotal Part-Time</i>		0.00	0.50	0.50	0.50	0.00
	Total Water/Sewer Fund		15.50	18.50	20.50	20.50	22.00
<u>DRAINAGE UTILITY FUND</u>							
	Total Utility Fund	<i>All Full-time</i>	1.00	1.00	2.00	2.00	2.00
<u>CAPITAL PROJECTS FUND - CIP Project Manager</u>							
	Total Capital Projects Fund	<i>Temp Full-time</i>	1.00	1.00	1.00	0.00	0.00
<u>ALL FUNDS</u>							
	<i>Total Full-Time</i>		98.00	105.00	130.00	134.00	158.50
	<i>Total Part-Time</i>		1.00	3.00	3.00	3.50	2.50
	<i>Total Temporary</i>		13.00	13.00	13.00	12.50	12.50
	Total All Funds		112.00	121.00	146.00	150.00	173.50

ANNUAL SUMMARY

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
GENERAL	REVENUES	12,828,898	14,686,034	15,063,576	17,632,303
	EXPENDITURES	12,317,247	15,013,900	14,002,231	17,542,467
	NET REVENUES OVER (UNDER) EXPENDITURES	511,651	(327,866)	1,061,345	89,836
WATER / SEWER	REVENUES	8,971,879	10,295,293	9,854,707	11,725,235
	EXPENDITURES	10,888,062	10,424,679	10,285,644	12,073,146
	NET REVENUES OVER (UNDER) EXPENDITURES	(1,916,183)	(129,386)	(430,937)	(347,911)
DEBT SERVICE (I&S)	REVENUES	3,164,677	2,955,065	3,176,000	3,418,269
	EXPENDITURES	2,964,315	2,870,065	2,867,065	3,405,040
	NET REVENUES OVER (UNDER) EXPENDITURES	200,362	85,000	308,935	13,229
CAPITAL PROJECTS (75)	REVENUES	1,865,388	20,848,500	19,024,390	17,824,390
	EXPENDITURES	3,132,569	28,407,055	13,375,555	22,621,000
	NET REVENUES OVER (UNDER) EXPENDITURES	(1,267,181)	(7,558,555)	5,648,835	(4,796,610)
CAPITAL PROJECTS (76)	REVENUES	7,193,806	404,581	191,021	12,285,000
	EXPENDITURES	-	2,382,500	922,300	10,505,000
	NET REVENUES OVER (UNDER) EXPENDITURES	7,193,806	(1,977,919)	(731,279)	1,780,000
PARKS	REVENUES	1,029,875	502,000	507,300	207,300
	EXPENDITURES	135,505	214,000	214,990	965,000
	NET REVENUES OVER (UNDER) EXPENDITURES	894,370	288,000	292,310	(757,700)
IMPACT FEES	REVENUES	3,842,328	3,974,150	5,457,050	6,444,500
	EXPENDITURES	427,768	2,968,487	4,193,655	15,152,086
	NET REVENUES OVER (UNDER) EXPENDITURES	3,414,560	1,005,663	1,263,395	(8,707,586)
INTERNAL SERVICE	REVENUES	30,099	44,650	21,440	25,640
	EXPENDITURES	21,756	30,000	20,000	40,000
	NET REVENUES OVER (UNDER) EXPENDITURES	8,343	14,650	1,440	(14,360)
SPECIAL REVENUE	REVENUES	409,897	50,380	739,918	62,100
	EXPENDITURES	218,820	95,133	70,375	100,000
	NET REVENUES OVER (UNDER) EXPENDITURES	191,077	(44,753)	669,543	(37,900)
STORM DRAINAGE	REVENUES	249,583	272,000	272,500	316,100
	EXPENDITURES	228,320	306,195	260,738	315,780
	NET REVENUES OVER (UNDER) EXPENDITURES	21,263	(34,195)	11,762	320
VERF	REVENUES	800,000	1,336,195	536,195	550,781
	EXPENDITURES	-	797,010	399,479	1,068,606
	NET REVENUES OVER (UNDER) EXPENDITURES	800,000	539,185	136,716	(517,825)

FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Property Tax	5,284,325	6,970,290	6,772,000	8,447,169
	Sales Tax	2,806,815	2,933,823	3,028,000	3,436,640
	Franchise Fees	596,421	562,000	665,000	719,700
	License, Fees & Permits	2,577,866	2,631,300	2,913,100	3,181,600
	Charges for Services	253,065	297,133	262,804	270,883
	Fines & Warrants	278,729	245,000	275,000	300,000
	Grants	28,332	22,335	26,945	22,335
	Investment Income	47,575	50,700	37,000	42,000
	Transfers In	801,700	877,403	877,625	1,091,166
	Miscellaneous	81,040	51,800	130,602	37,310
	Park Fees	73,030	44,250	75,500	83,500
	TOTAL REVENUES	\$ 12,828,898	\$ 14,686,034	\$ 15,063,576	\$ 17,632,303
EXPENDITURES	Administration	1,884,930	1,897,330	1,824,818	2,276,425
	Code Enforcement	145,133	165,583	158,565	162,274
	Dispatch	597,132	665,720	639,742	785,058
	Engineering	444,644	703,938	715,138	791,593
	Fire Dept	2,361,929	3,451,061	3,106,069	3,860,189
	Fire Marshall	122,954	144,158	134,215	172,073
	Inspections	676,990	1,235,563	1,115,048	1,443,057
	Municipal Court	245,606	224,472	235,867	276,866
	Parks	1,446,238	1,642,315	1,577,648	1,885,598
	Planning	415,879	535,542	468,431	526,055
	Police Dept	1,600,830	2,017,772	1,792,885	2,359,961
	Public Library	99,544	176,392	148,483	197,460
	Streets	504,244	448,935	419,203	2,013,514
	Non-Departmental	1,771,194	1,705,119	1,666,119	792,344
	TOTAL EXPENDITURES	\$ 12,317,247	\$ 15,013,900	\$ 14,002,231	\$ 17,542,467
	Period Excess / (Deficit)	\$ 511,651	\$ (327,866)	\$ 1,061,345	\$ 89,836
NET CHANGE IN FUND BALANCE		\$ 511,651	\$ (327,866)	\$ 1,061,345	\$ 89,836
BEGINNING FUND BALANCE		\$ 7,076,343	\$ 7,587,994	\$ 7,587,994	\$ 8,649,339
ENDING FUND BALANCE		\$ 7,587,994	\$ 7,260,128	\$ 8,649,339	\$ 8,739,175
BALANCE OF UNRESTRICTED FUNDS		\$ 7,587,994	\$ 7,260,128	\$ 8,649,339	\$ 8,739,175
Less: 25% Reserve (90 Days)		3,079,312	3,753,475	3,500,558	4,385,617
Contingency per Charter		2,463,449	3,002,780	2,800,446	3,508,493
AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET		\$ 2,045,233	\$ 503,873	\$ 2,348,335	\$ 845,065
AMOUNT OVER (UNDER) IN DAYS OPERATING COST		60	12	60	17

NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES - Operating	Water Charges for Services	5,092,451	6,113,750	5,690,307	7,099,735
	Sewer Charges for Services	2,674,683	2,997,000	2,892,000	3,222,000
	Sanitation Charges for Services	953,231	957,043	1,025,000	1,148,000
	License, Fees & Permits	29,840	26,500	33,500	33,500
	Water Penalties	1,075	1,000	1,000	1,000
	Utility Billing Penalties	82,391	60,000	72,900	75,000
	Other	71,825	70,000	70,000	76,000
	Total Operating	\$ 8,905,496	\$ 10,225,293	\$ 9,784,707	\$ 11,655,235
Non-Operating	Interest Income	66,383	70,000	70,000	70,000
	Total Non-Operating	\$ 66,383	\$ 70,000	\$ 70,000	\$ 70,000
TOTAL REVENUES		\$ 8,971,879	\$ 10,295,293	\$ 9,854,707	\$ 11,725,235
EXPENSES - Operating	Water	5,234,293	3,752,848	3,568,888	4,322,273
	Sewer	1,563,601	1,725,500	1,684,409	2,141,808
	Utility Billing	1,090,168	1,033,566	1,119,582	1,357,931
	Non-Departmental	3,000,000	3,912,765	3,912,765	4,251,134
	Total Operating	\$ 10,888,062	\$ 10,424,679	\$ 10,285,644	\$ 12,073,146
TOTAL EXPENSES		\$ 10,888,062	\$ 10,424,679	\$ 10,285,644	\$ 12,073,146
Net Income (Loss)		\$ (1,916,183)	\$ (129,386)	\$ (430,937)	\$ (347,911)
CHANGE IN NET ASSETS		\$ (1,916,183)	\$ (129,386)	\$ (430,937)	\$ (347,911)
BEGINNING NET ASSETS		\$ 17,716,284	\$ 15,800,101	\$ 15,800,101	\$ 15,369,164
ENDING NET ASSETS		\$ 15,800,101	\$ 15,670,715	\$ 15,369,164	\$ 15,021,253
25% Minimum Operating Reserve (90 Days)		2,722,016	2,606,170	2,571,411	3,018,287

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013 2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Property Tax	3,146,553	2,940,065	3,155,000	3,403,269
	Investment Income	18,124	15,000	21,000	15,000
	Bond Proceeds	-	-	-	-
	TOTAL REVENUES	\$ 3,164,677	\$ 2,955,065	\$ 3,176,000	\$ 3,418,269
EXPENDITURES	Principal	1,443,002	1,622,800	1,622,800	1,860,000
	Interest	1,088,882	1,226,265	1,226,265	1,524,040
	TOTAL EXPENDITURES	\$ 2,531,884	\$ 2,849,065	\$ 2,849,065	\$ 3,384,040
	<i>Period Excess / (Deficit)</i>	\$ 632,793	\$ 106,000	\$ 326,935	\$ 34,229
OTHER FINANCING	Administrative Fees	5,507	21,000	18,000	21,000
	Transfers Out for Debt Service	426,924	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ 432,431	\$ 21,000	\$ 18,000	\$ 21,000
NET CHANGE IN FUND BALANCE		\$ 200,362	\$ 85,000	\$ 308,935	\$ 13,229
BEGINNING FUND BALANCE		\$ 1,187,017	\$ 1,387,379	\$ 1,387,379	\$ 1,696,314
ENDING FUND BALANCE		\$ 1,387,379	\$ 1,472,379	\$ 1,696,314	\$ 1,709,543

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Proceeds From Bond Issuance	985,000	-	12,500,000	2,660,000
	Contribution	105,000	19,696,900	5,356,250	8,972,250
	Miscellaneous	-	-	-	-
	Grants	-	-	-	425,000
	Investment Income	28,180	11,600	28,140	28,140
	TOTAL REVENUES	\$ 1,118,180	\$ 19,708,500	\$ 17,884,390	\$ 12,085,390
EXPENDITURES	Personnel	112,835	-	-	-
	Operations	179,653	-	-	-
	Capital Outlay	2,840,081	28,407,055	13,375,555	22,621,000
	TOTAL EXPENDITURES	\$ 3,132,569	\$ 28,407,055	\$ 13,375,555	\$ 22,621,000
Period Excess / (Deficit)		\$ (2,014,389)	\$ (8,698,555)	\$ 4,508,835	\$ (10,535,610)
OTHER FINANCING	Bond Issuance Cost	4,001	-	-	-
	Due From Water & Sewer Fund	-	-	-	-
	Transfers In	750,000	1,140,000	1,140,000	5,739,000
	Transfers Out	(6,793)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	\$ 747,208	\$ 1,140,000	\$ 1,140,000	\$ 5,739,000	
NET CHANGE IN FUND BALANCE		\$ (1,267,181)	\$ (7,558,555)	\$ 5,648,835	\$ (4,796,610)
BEGINNING FUND BALANCE		\$ 9,105,051	\$ 7,837,870	\$ 7,837,870	\$ 13,486,705
ENDING FUND BALANCE		\$ 7,837,870	\$ 279,315	\$ 13,486,705	\$ 8,690,095



Capital Project Fund (76) Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Proceeds From Bond Issuance	-	-	-	2,370,000
	Contribution	-	-	-	-
	Other	3,897,241	-	28,740	2,500,000
	Grants	-	-	-	-
	Investment Income	36,565	25,500	34,200	34,200
	TOTAL REVENUES	\$ 3,933,806	\$ 25,500	\$ 62,940	\$ 4,904,200
EXPENDITURES	Personnel	-	-	-	-
	Operations	-	-	-	-
	Capital Outlay	-	2,382,500	922,300	10,505,000
	TOTAL EXPENDITURES	\$ -	\$ 2,382,500	\$ 922,300	\$ 10,505,000
	Period Excess / (Deficit)	\$ 3,933,806	\$ (2,357,000)	\$ (859,360)	\$ (5,600,800)
OTHER FINANCING	Bond Issuance Cost	-	-	-	-
	Due From Water & Sewer Fund	-	-	-	-
	Transfers In	3,260,000	379,081	128,081	7,380,800
	Transfers Out	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ 3,260,000	\$ 379,081	\$ 128,081	\$ 7,380,800
NET CHANGE IN FUND BALANCE		\$ 7,193,806	\$ (1,977,919)	\$ (731,279)	\$ 1,780,000
BEGINNING FUND BALANCE		\$ 1,869,403	\$ 9,063,209	\$ 9,063,209	\$ 8,331,930
ENDING FUND BALANCE		\$ 9,063,209	\$ 7,085,290	\$ 8,331,930	\$ 10,111,930

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Park Dedication Fees	327,289	200,000	200,000	100,000
	Park Improvement Fees	681,796	300,000	300,000	100,000
	Contribution	17,500	-	-	-
	Park Dedication-Interest	2,208	1,500	4,100	4,100
	Park Improvement-Interest	1,082	500	3,200	3,200
	TOTAL REVENUES	\$ 1,029,875	\$ 502,000	\$ 507,300	\$ 207,300
EXPENDITURES	General - Parks Dedication	132,005	125,000	125,000	-
	General - Parks Improvement	3,500	89,000	89,990	965,000
	Transfers Out	-	-	-	-
	TOTAL EXPENDITURES	\$ 135,505	\$ 214,000	\$ 214,990	\$ 965,000
	<i>Period Excess / (Deficit)</i>	\$ 894,370	\$ 288,000	\$ 292,310	\$ (757,700)
NET CHANGE IN FUND BALANCE		\$ 894,370	\$ 288,000	\$ 292,310	\$ (757,700)
BEGINNING FUND BALANCE		\$ 1,476,688	\$ 2,371,058	\$ 2,371,058	\$ 2,663,368
ENDING FUND BALANCE		\$ 2,371,058	\$ 2,659,058	\$ 2,663,368	\$ 1,905,668

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Impact Fees - Water	1,666,658	2,145,000	2,145,000	2,730,000
	Impact Fees - Sewer	421,743	375,650	375,650	478,100
	Impact Fees - Thoroughfare	1,741,063	1,444,000	2,900,000	3,200,000
	Investment Income	12,864	9,500	36,400	36,400
	TOTAL REVENUES	\$ 3,842,328	\$ 3,974,150	\$ 5,457,050	\$ 6,444,500
EXPENDITURES	Operations	408,198	-	23,468	-
	Capital	19,570	2,968,487	4,170,187	15,152,086
	TOTAL EXPENDITURES	\$ 427,768	\$ 2,968,487	\$ 4,193,655	\$ 15,152,086
Period Excess / (Deficit)		\$ 3,414,560	\$ 1,005,663	\$ 1,263,395	\$ (8,707,586)
OTHER FINANCING	Transfers In	-	-	-	-
	Transfers Out	-	-	-	-
	TOTAL OTHER FINANCING SOURCES (USES)	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE		\$ 3,414,560	\$ 1,005,663	\$ 1,263,395	\$ (8,707,586)
BEGINNING FUND BALANCE		\$ 6,601,570	\$ 10,016,130	\$ 10,016,130	\$ 11,279,525
ENDING FUND BALANCE		\$ 10,016,130	\$ 11,021,793	\$ 11,279,525	\$ 2,571,939

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Transfers In	2,160	19,400	1,800	-
	Charges for Services	27,360	25,000	19,000	25,000
	Investment Income	579	250	640	640
	TOTAL REVENUES	\$ 30,099	\$ 44,650	\$ 21,440	\$ 25,640
EXPENDITURES	Operating Expenses	21,756	30,000	20,000	40,000
	Transfers Out	-	-	-	-
	TOTAL EXPENDITURES	\$ 21,756	\$ 30,000	\$ 20,000	\$ 40,000
	<i>Period Excess / (Deficit)</i>	\$ 8,343	\$ 14,650	\$ 1,440	\$ (14,360)
NET CHANGE IN FUND BALANCE		\$ 8,343	\$ 14,650	\$ 1,440	\$ (14,360)
BEGINNING FUND BALANCE		\$ 91,960	\$ 100,303	\$ 100,303	\$ 101,743
ENDING FUND BALANCE		\$ 100,303	\$ 114,953	\$ 101,743	\$ 87,383

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Storm Drainage Fees	247,660	270,400	271,000	304,600
	Other	-	-	-	10,000
	Investment Income	1,923	1,600	1,500	1,500
	TOTAL REVENUES	\$ 249,583	\$ 272,000	\$ 272,500	\$ 316,100
EXPENDITURES	Operating Expenses	185,780	291,177	245,960	297,174
	Transfers Out	42,540	15,018	14,778	18,606
	TOTAL EXPENDITURES	\$ 228,320	\$ 306,195	\$ 260,738	\$ 315,780
	<i>Period Excess / (Deficit)</i>	\$ 21,263	\$ (34,195)	\$ 11,762	\$ 320
NET CHANGE IN FUND BALANCE	\$ 21,263	\$ (34,195)	\$ 11,762	\$ 320	
BEGINNING FUND BALANCE	\$ 245,361	\$ 266,624	\$ 266,624	\$ 278,386	
ENDING FUND BALANCE	\$ 266,624	\$ 232,429	\$ 278,386	\$ 278,706	

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Police Donations	15,317	8,000	11,210	12,000
	Fire Donations	10,526	9,360	12,874	10,000
	Health & Safety Fair Donations	-	-	-	-
	Child Safety Donations	11,762	7,000	8,950	8,000
	Court Security Revenue	5,456	5,280	6,100	7,000
	Court Technology Revenue	7,265	7,020	8,100	9,000
	Country Christmas Revenue	20,151	10,000	11,265	12,000
	Tree Mitigation Revenue	14,175	-	-	-
	Escrow Income	316,358	-	642,557	-
	Cash Seizures	3,250	-	13,420	-
	Miscellaneous	1,551	-	1,542	-
	Interest Income	4,086	3,720	3,900	4,100
	Transfer In	-	-	20,000	-
		TOTAL REVENUES	\$ 409,897	\$ 50,380	\$ 739,918
EXPENDITURES	General Government	218,820	95,133	70,375	100,000
	TOTAL EXPENDITURES	\$ 218,820	\$ 95,133	\$ 70,375	\$ 100,000
	Period Excess / (Deficit)	\$ 191,077	\$ (44,753)	\$ 669,543	\$ (37,900)
NET CHANGE IN FUND BALANCE		\$ 191,077	\$ (44,753)	\$ 669,543	\$ (37,900)
BEGINNING FUND BALANCE		\$ 2,092,601	\$ 2,283,678	\$ 2,283,678	\$ 2,953,221
ENDING FUND BALANCE		\$ 2,283,678	\$ 2,238,925	\$ 2,953,221	\$ 2,915,321

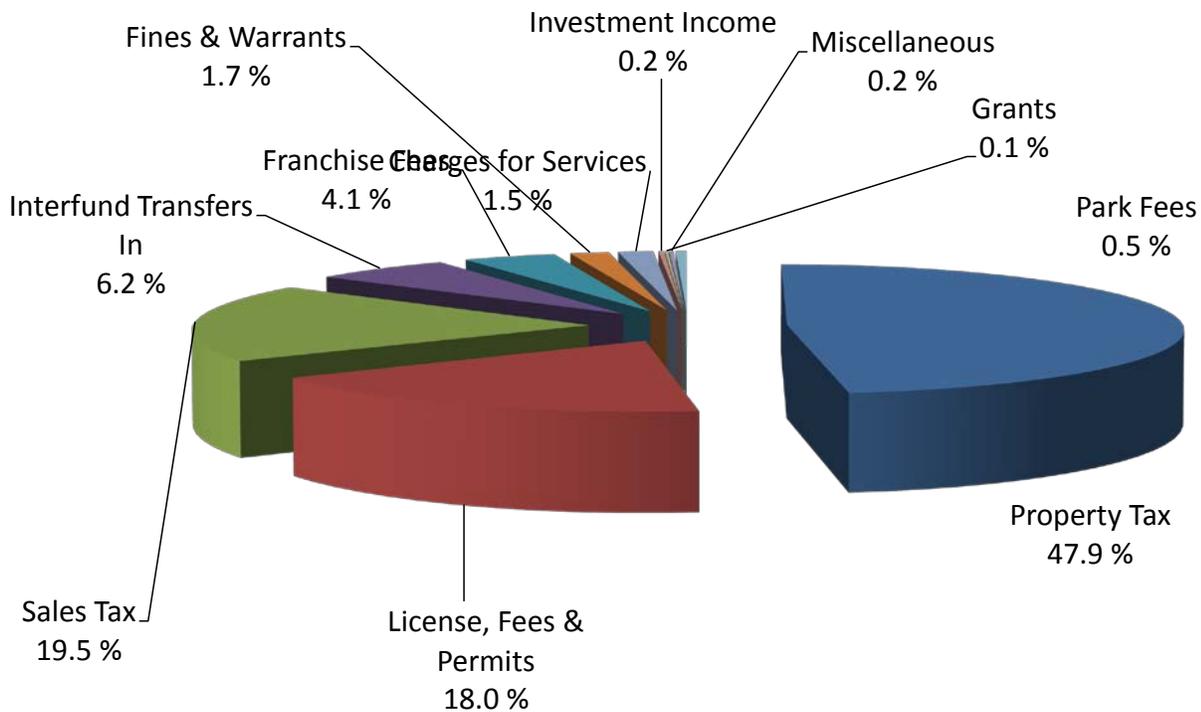


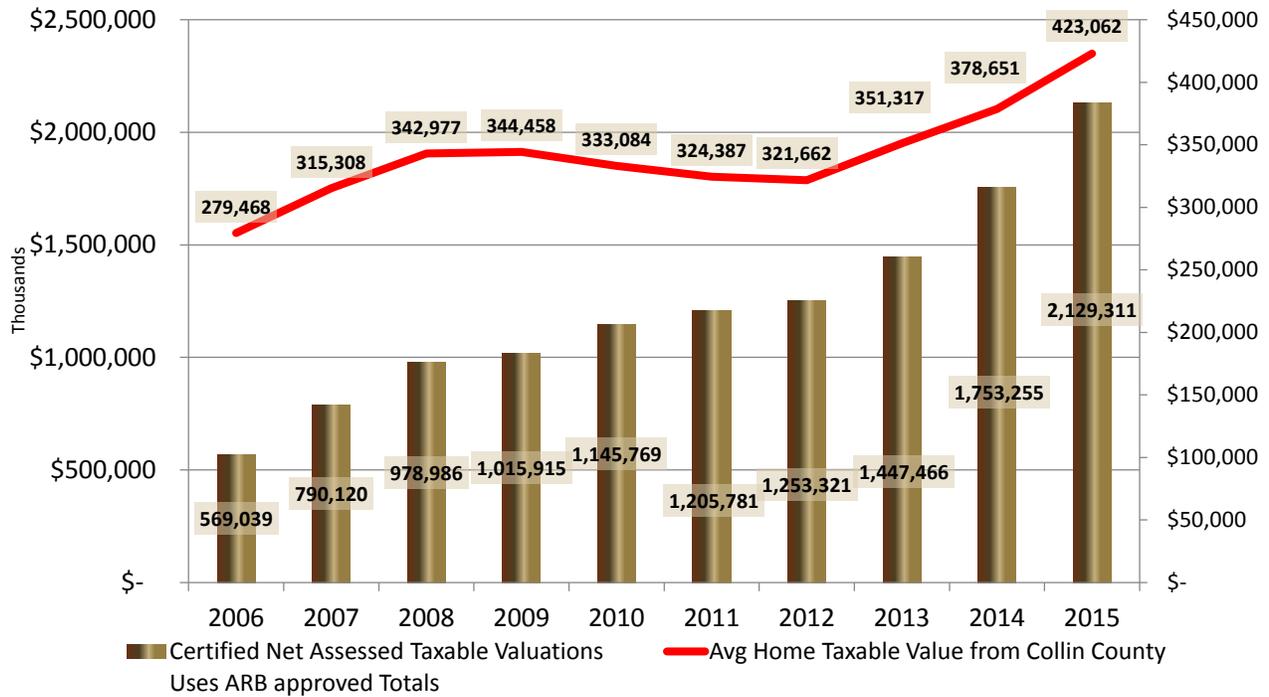
Vehicle Equipment and Replacement Fund Summary

FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2013-2014	AMENDED BUDGET 2014-2015	ESTIMATED 2014-2015	PROPOSED BUDGET 2015-2016
REVENUES	Charges for Services	-	486,195	486,195	500,781
	Other	-	50,000	50,000	50,000
	Transfers In	800,000	800,000	-	-
	TOTAL REVENUES	\$ 800,000	\$ 1,336,195	\$ 536,195	\$ 550,781
EXPENDITURES	Technology Expenses	-	150,010	84,666	25,000
	Equipment Expenses	-	95,000	154,216	20,000
	Vehicles Expenses	-	552,000	160,597	1,023,606
	TOTAL EXPENDITURES	\$ -	\$ 797,010	\$ 399,479	\$ 1,068,606
Period Excess / (Deficit)		\$ 800,000	\$ 539,185	\$ 136,716	\$ (517,825)
NET CHANGE IN FUND BALANCE		\$ 800,000	\$ 539,185	\$ 136,716	\$ (517,825)
BEGINNING FUND BALANCE		\$ -	\$ 800,000	\$ 800,000	\$ 936,716
ENDING FUND BALANCE		\$ 800,000	\$ 1,339,185	\$ 936,716	\$ 418,891

<i>Revenue Category</i>	<i>FY 2016 Proposed</i>	<i>% of Total</i>
Property Tax	8,447,169	47.9%
License, Fees & Permits	3,181,600	18.0%
Sales Tax	3,436,640	19.5%
Interfund Transfers In	1,091,166	6.2%
Franchise Fees	719,700	4.1%
Fines & Warrants	300,000	1.7%
Charges for Services	270,883	1.5%
Investment Income	42,000	0.2%
Grants	22,335	0.1%
Miscellaneous	37,310	0.2%
Park Fees	83,500	0.5%
Revenue Total	\$17,632,303	100.0%



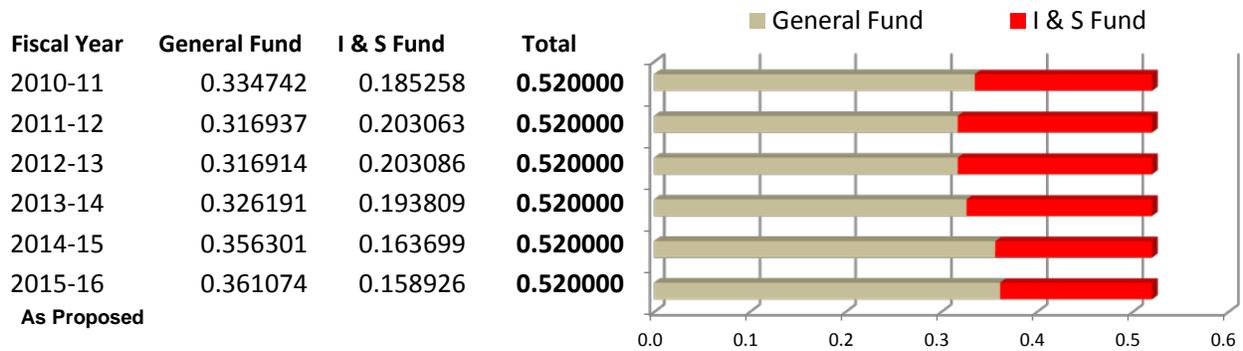


Source: Collin CAD and Denton CAD Certified Totals 2006-2015

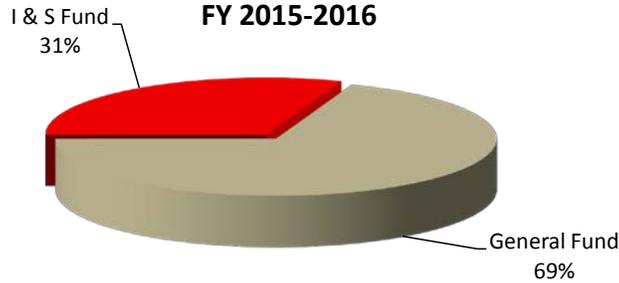
Certified Freeze Adjusted Taxable Value Increased 21.5%
New Construction Totaled \$192,819,652

Ad Valorem Taxes

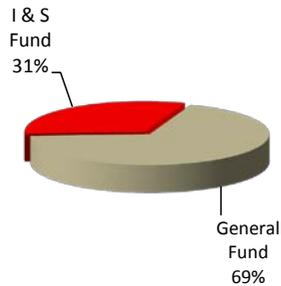
Total Freeze Adjusted Taxable Value	\$2,129,311,118
<i>Times</i> Tax Rate (Per \$100)	0.52
<i>Times</i> Anticipated Tax Collections	100%
<i>Plus</i> Actual Tax on Freeze	\$775,742
TOTAL TAX LEVY	\$11,848,160
 One Penny on the Tax Rate	 \$212,931



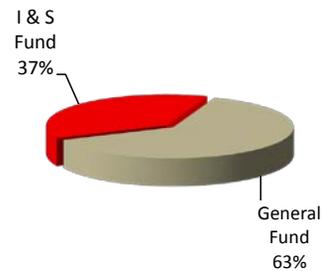
**Tax Rate Distribution
FY 2015-2016**



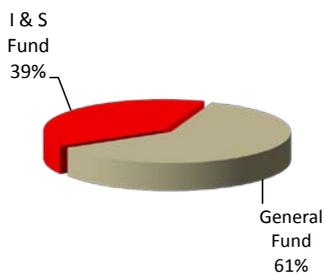
FY 2014-2015



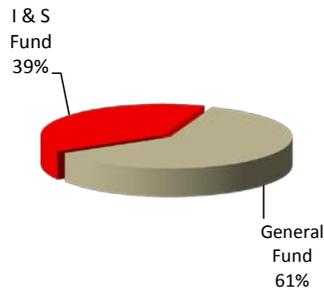
FY 2013-2014



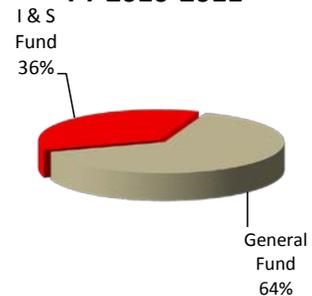
FY 2012-2013

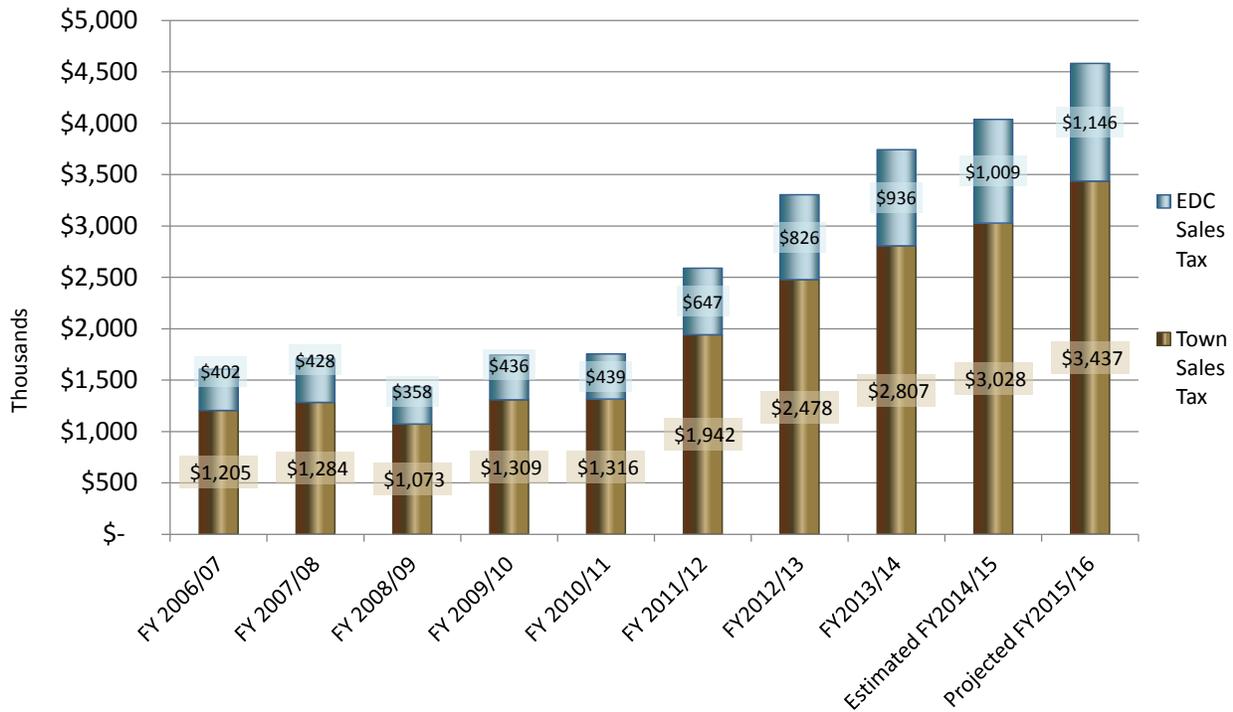


FY 2011-2012



FY 2010-2011





Source: The Texas State Comptrollers Website

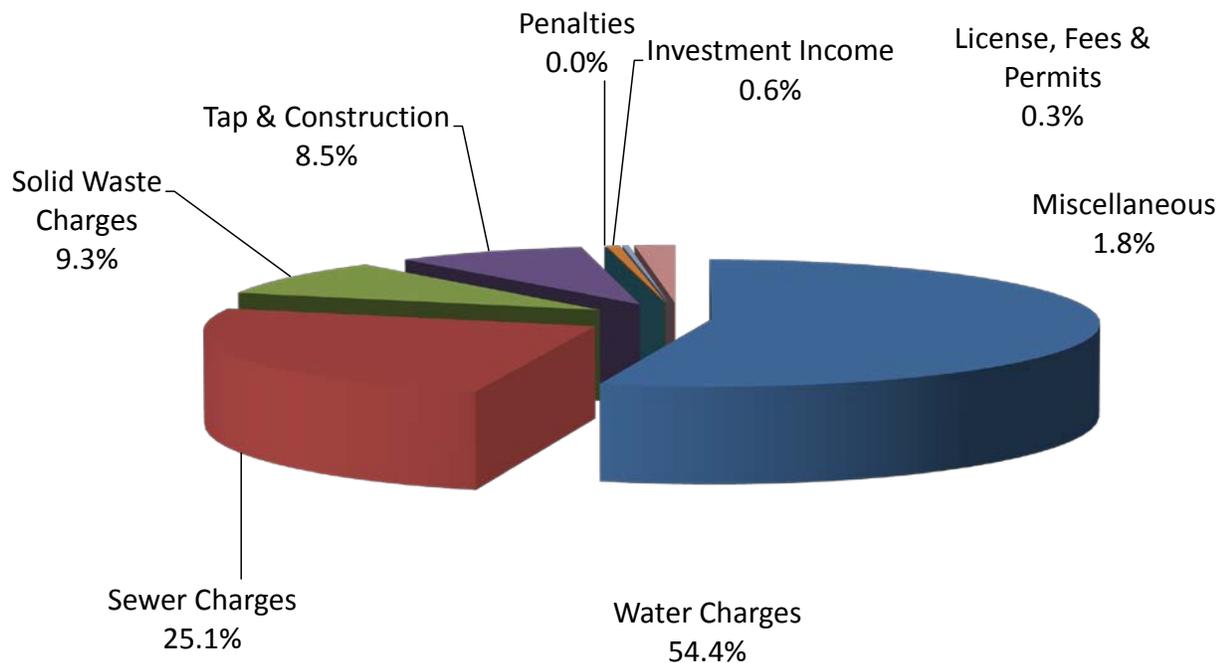
Notes: The Town Sales Tax Includes \$0.005 for Property Tax Relief

- * Prosper received a significant one-time, multi-year audit payment from the State skewing the FY 2008 total. If removed receipts would have totaled \$1.056 Million for the Town and \$352 Thousand for the EDC.

Sales taxes contribute approximately **19.5%** of General Fund revenues and are the second largest source of revenue for the General Fund Budget. The Town examines the market conditions in Prosper and the Metroplex in budgeting sales tax conservatively year to year.

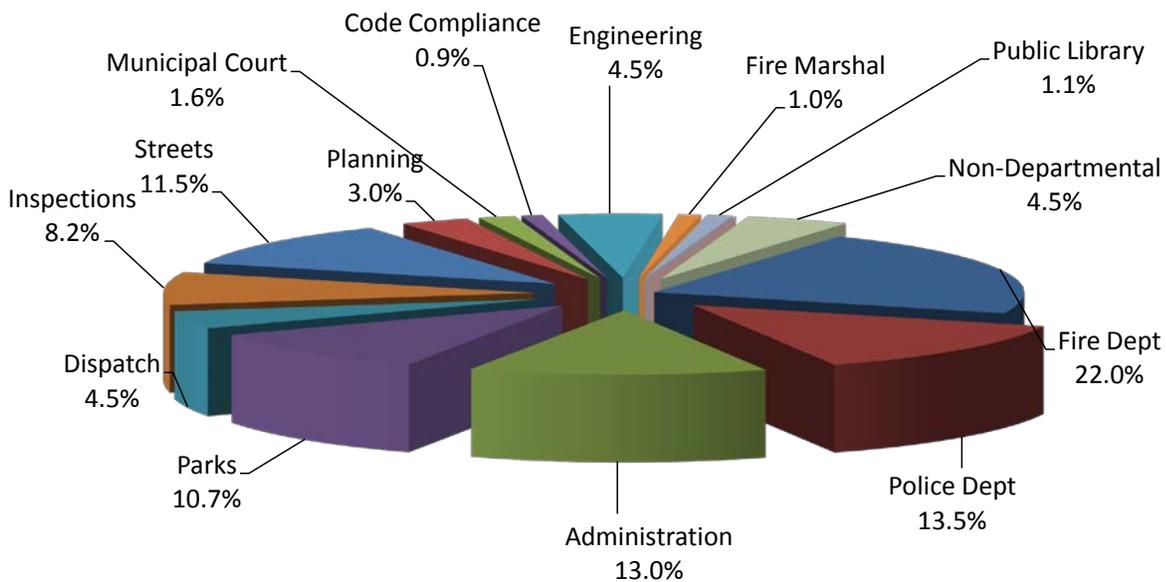
Town Sales tax revenues are primarily generated within four areas of business. The business types are categorized according to the North American Industry Classification System ("NAICS"). The Town receives some revenues, even though many are small denominations, from over three hundred NAICS codes or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

<i>Revenue Category</i>	<i>FY 2016 Proposed</i>	<i>% of Total</i>
Water Charges	\$6,381,735	54.4%
Sewer Charges	\$2,942,000	25.1%
Solid Waste Charges	\$1,086,400	9.3%
Tap & Construction	\$998,000	8.5%
Penalties	\$1,000	0.0%
Investment Income	\$70,000	0.6%
License, Fees & Permits	\$33,500	0.3%
Miscellaneous	\$212,600	1.8%
Revenue Total	\$11,725,235	100.0%

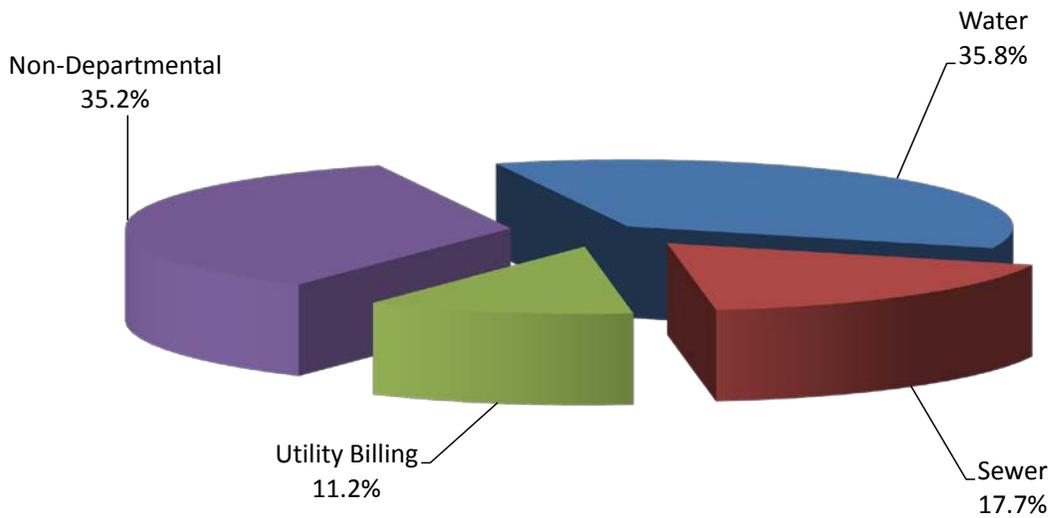


Revenue Category	Debt Service	Capital Projects	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	3,403,269	-	-	-	-	-	-
Sales Tax	-	-	-	-	-	-	-
Investment Income	15,000	62,340	7,300	36,400	640	4,100	1,500
License, Fees & Permits	-	-	-	-	-	-	314,600
Impact Fees	-	-	-	6,408,100	-	-	-
Bond Proceeds	-	5,030,000	-	-	-	-	-
Charges for Services	-	-	100,000	-	25,000	-	-
Contribution	-	8,972,250	100,000	-	-	58,000	-
Grants	-	425,000	-	-	-	-	-
Other	-	2,500,000	-	-	-	-	-
Transfers In	-	13,119,800	-	-	-	-	-
Fund Total Revenues	3,418,269	30,109,390	207,300	6,444,500	25,640	62,100	316,100

<i>Department</i>	<i>FY 2016 Proposed</i>	<i>% of Total</i>
Fire Dept	\$3,860,189	22.0%
Police Dept	\$2,359,961	13.5%
Administration	\$2,276,425	13.0%
Parks	\$1,885,598	10.7%
Dispatch	\$785,058	4.5%
Inspections	\$1,443,057	8.2%
Streets	\$2,013,514	11.5%
Planning	\$526,055	3.0%
Municipal Court	\$276,866	1.6%
Code Compliance	\$162,274	0.9%
Engineering	\$791,593	4.5%
Fire Marshal	\$172,073	1.0%
Public Library	\$197,460	1.1%
Non-Departmental	\$792,344	4.5%
Expense Total	\$17,542,467	100.0%



<i>Department</i>	<i>FY 2016 Proposed</i>	<i>% of Total</i>
Water	\$ 4,322,273	35.8%
Sewer	\$ 2,141,808	17.7%
Utility Billing	\$ 1,357,931	11.2%
Non-Departmental	\$ 4,251,134	35.2%
Expense Total	\$ 12,073,146	100.0%



#	FUND	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
45	10 General	11 Town Secretary	2	LASERFICHE FOR ADDITIONAL DEPARTMENTS		\$ 51,483	\$ 6,930	\$ 58,413		\$ 58,413
46	10 General	11 Town Secretary	2	PERSONNEL- PART-TIME ADMINISTRATIVE ASSISTANT	0.5	\$ 3,000	\$ 17,346	\$ 20,346		\$ 20,346
47	10 General	11 Town Secretary	2	PERSONNEL- PART-TIME SOCIAL MEDIA SPECIALIST	0.5	\$ 300	\$ 24,953	\$ 25,253		\$ 25,253
48	10 General	11 Town Secretary	2	PERSONNEL-RECLASSIFICATION TO TOWN SECRETARY/PIO		\$ -	\$ 19,759	\$ 19,759		\$ 19,759
50	10 General	12 Finance	1	CHANGE FUND FIELD TO 3 DIGITS		\$ 5,000	-	\$ 5,000		\$ 5,000
51	10 General	12 Finance	1	STATE LAW AND CERTIFICATION TRAINING		\$ -	\$ 15,500	\$ 15,500		\$ 15,500
52	10 General	12 Finance	2	WEB PAGE ANNUAL MAINTENANCE & HOSTING		\$ -	\$ 7,000	\$ 7,000		\$ 7,000
53	10 General	13 Human Resources	1	ADMINISTRATIVE ASSISTANT (SHARED - NEW PERSONNEL)	1.0	\$ 3,600	\$ 65,900	\$ 69,500		\$ 69,500
55	10 General	20 Police	1	TWO FULL-TIME POLICE OFFICERS	2.0	\$ 1,000	\$ 110,502	\$ 111,502		\$ 111,502
56	10 General	20 Police	2	FULL-TIME ADMINISTRATIVE ASSISTANT	1.0	\$ 300	\$ 41,775	\$ 42,075		\$ 42,075
57	10 General	20 Police	2	ONE MOBILE LICENSE PLATE READER		\$ 32,000	-	\$ 32,000		\$ 32,000
58	10 General	25 Dispatch	1	ADDITIONAL FULL-TIME DISPATCH POSITION	1.0	\$ 300	\$ 41,925	\$ 42,225		\$ 42,225
59	10 General	25 Dispatch	1	CONVERT PART-TIME DISPATCH TO FULL-TIME	0.5	\$ -	\$ 23,962	\$ 23,962		\$ 23,962
60	10 General	25 Dispatch	2	PROQA SOFTWARE FOR EMD		\$ 42,000	-	\$ 42,000		\$ 42,000
61	10 General	30 Fire/EMS	1	BUILDING REPAIRS		\$ 19,000	-	\$ 19,000		\$ 19,000
62	10 General	30 Fire/EMS	1	CERTIFICATION PAY FOR SIX NEW EMPLOYEES		\$ -	\$ 3,000	\$ 3,000		\$ 3,000
63	10 General	30 Fire/EMS	1	ONE ADMINISTRATIVE ASSISTANT	1.0	\$ 3,422	\$ 41,316	\$ 44,738		\$ 44,738
64	10 General	30 Fire/EMS	1	OVERTIME TO COVER THE TIME OFF FOR NEW EMPLOYEES		\$ -	\$ 95,857	\$ 95,857		\$ 95,857
65	10 General	30 Fire/EMS	1	SIX FF/PARAMEDICS	6.0	\$ 200	\$ 158,863	\$ 159,063		\$ 159,063
66	10 General	30 Fire/EMS	1	THREE DRIVER PROMOTIONS FOR STATION 2		\$ -	\$ 6,235	\$ 6,235		\$ 6,235
67	10 General	30 Fire/EMS	1	THREE LIEUTENANT PROMOTIONS FOR STATION 2		\$ -	\$ 66,672	\$ 66,672		\$ 66,672
68	10 General	35 Fire Marshal	1	TWO PART-TIME PERSONNEL POSITIONS		\$ 150	\$ 27,731	\$ 27,881		\$ 27,881
70	10 General	40 Streets	1	CREW LEADER (NEW PERSONNEL)	1.0	\$ 35,000	\$ 50,160	\$ 85,160		\$ 85,160
72	10 General	40 Streets	1	PROSPER ROAD IMPROVEMENT - FISHTRAP		\$ 820,000	-	\$ 820,000		\$ 820,000
73	10 General	40 Streets	1	RECONSTRUCTION OF BROADWAY AND COLEMAN		\$ 10,767	-	\$ 10,767		\$ 10,767
74	10 General	40 Streets	1	REPAIR OF PROSPER TRAIL		\$ 272,400	-	\$ 272,400		\$ 272,400
75	10 General	40 Streets	1	ROAD REPAIR MAJOR DALLAS NORTH TOLLWAY		\$ 309,980	-	\$ 309,980		\$ 309,980
76	10 General	40 Streets	2	EMERGENCY SANDING EQUIPMENT		\$ 60,000	-	\$ 60,000		\$ 60,000
77	10 General	45 Public Library	1	RECLASSIFY LIBRARY DIRECTOR POSITION TO FULL-TIME	0.5	\$ 47,203	-	\$ 47,203		\$ 47,203
78	10 General	60 Parks Administration	1	PARK PLANNER POSITION (NEW PERSONNEL)	1.0	\$ 5,700	\$ 53,273	\$ 58,973		\$ 58,973
80	10 General	60 Parks Administration	1	GRANT WRITING SERVICES		\$ -	\$ 20,000	\$ 20,000		\$ 20,000

#	FUND	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
81	10 General	61 Parks Operations	1	CHEMICAL TECHNICIAN POSITION I (NEW PERSONNEL)	1.0	\$ 21,600	\$ 41,042	\$ 62,642	\$	\$ 62,642
83	10 General	61 Parks Operations	1	MAINTENANCE WORKER (NEW PERSONNEL)	1.0	\$ 400	\$ 34,019	\$ 34,419	\$	\$ 34,419
85	10 General	61 Parks Operations	1	OVERTIME		\$ -	\$ 4,000	\$ 4,000	\$	\$ 4,000
86	10 General	61 Parks Operations	1	PARKING LOT SOCCER AND TREE REPLACEMENT		\$ 75,000	\$ 5,000	\$ 80,000	\$	\$ 80,000
87	10 General	61 Parks Operations	1	TRASH RECEPTACLES		\$ 10,000	\$ -	\$ 10,000	\$	\$ 10,000
88	10 General	70 Municipal Court	1	ELECTRONIC HAND-HELD UNITS (CITATIONS WRITERS)		\$ 8,000	\$ -	\$ 8,000	\$	\$ 8,000
89	10 General	70 Municipal Court	1	MILEAGE EXPENSE - TMCEC AND TCCA		\$ -	\$ 200	\$ 200	\$	\$ 200
90	10 General	70 Municipal Court	1	TRAINING/SEMINARS - TMCEC AND TCCA		\$ -	\$ 200	\$ 200	\$	\$ 200
91	10 General	70 Municipal Court	1	TRAVEL/LODGING/MEALS - TMCEC AND TCCA		\$ -	\$ 200	\$ 200	\$	\$ 200
92	10 General	70 Municipal Court	2	BUILDING REPAIRS AND MAINTENANCE		\$ -	\$ 1,000	\$ 1,000	\$	\$ 1,000
93	10 General	70 Municipal Court	2	MUNICIPAL COURT/JUDGE FEES -ADDITIONAL DOCKETS		\$ -	\$ 14,000	\$ 14,000	\$	\$ 14,000
94	10 General	80 Inspections	1	BUILDING INSPECTOR II (NEW PERSONNEL)	1.0	\$ 26,200	\$ 53,092	\$ 79,292	\$	\$ 79,292
96	10 General	90 Planning	1	OLD TOWN PLANNING ASSESSMENT		\$ 25,000	\$ -	\$ 25,000	\$	\$ 25,000
97	10 General	98 Engineering	1	OVERTIME		\$ -	\$ 1,200	\$ 1,200	\$	\$ 1,200
98	10 General	98 Engineering	2	ENGINEER-IN-TRAINING (NEW PERSONNEL)	1.0	\$ 2,702	\$ 50,552	\$ 53,254	\$	\$ 53,254
TOTAL PROPOSED					20.0	\$ 1,891,707	\$ 1,103,164	\$ 2,994,871	\$ -	\$ 2,994,871

Pg #	FUND	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
100	20 Water/Sewer	50 Water	1	INCREASE TO BASE BUDGET		\$ -	\$ 17,500	\$ 17,500	\$ -	\$ 17,500
101	20 Water/Sewer	50 Water	1	TUITION ASSISTANCE		\$ -	\$ 9,200	\$ 9,200	\$ -	\$ 9,200
102	20 Water/Sewer	50 Water	1	UTILITY WORKER (NEW PERSONNEL)	1.0	\$ -	\$ 37,181	\$ 37,181	\$ -	\$ 37,181
104	20 Water/Sewer	50 Water	1	WATER QUALITY TESTING EQUIPMENT		\$ 7,600	\$ 1,000	\$ 8,600	\$ -	\$ 8,600
105	20 Water/Sewer	50 Water	2	STORAGE BUILDING		\$ 66,000	\$ -	\$ 66,000	\$ -	\$ 66,000
106	20 Water/Sewer	50 Water	2	WATER EDUCATION AWARENESS PROGRAM		\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
107	20 Water/Sewer	55 Sewer	1	INCREASE TO BASE BUDGET		\$ -	\$ 4,400	\$ 4,400	\$ -	\$ 4,400
108	20 Water/Sewer	55 Sewer	2	INFLOW MANHOLE INSERTS		\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
109	20 Water/Sewer	57 Utility Billing	1	INCREASE PT UTILITY BILLING CLERK POSITION TO FT	0.5	\$ -	\$ 39,169	\$ 39,169	\$ -	\$ 39,169
110	20 Water/Sewer	57 Utility Billing	1	PROMOTE UB CLERK/RECEPTIONIST TO UB COORDINATOR		\$ -	\$ 6,453	\$ 6,453	\$ -	\$ 6,453
111	20 Water/Sewer	57 Utility Billing	1	TRASH COLLECTION		\$ -	\$ 215,000	\$ 215,000	\$ -	\$ 215,000
112	20 Water/Sewer	57 Utility Billing	2	BUILDING REPAIRS		\$ -	\$ 400	\$ 400	\$ -	\$ 400
113	20 Water/Sewer	57 Utility Billing	2	BUILDING SUPPLIES		\$ -	\$ 200	\$ 200	\$ -	\$ 200
114	20 Water/Sewer	57 Utility Billing	2	CELL-PHONE FOR UTILITY BILLING ADMINISTRATOR		\$ -	\$ 800	\$ 800	\$ -	\$ 800
115	20 Water/Sewer	57 Utility Billing	2	OFFICE SUPPLIES		\$ -	\$ 300	\$ 300	\$ -	\$ 300
116	20 Water/Sewer	57 Utility Billing	3	OFFICE EQUIPMENT		\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 4,000

TOTAL PROPOSED 1.5 \$ 77,600 \$ 361,603 \$ 439,203 \$ - \$ 439,203



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**TOWN OF PROSPER
DEPARTMENT**

FUND

DIVISION

10 GENERAL

11 TOWN SECRETARY EXP

10-11EXP 11 TOWN SECRETARY

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LASERFICHE FOR ADDITIONAL DEPARTMENTS	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED																																	
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020																																
5480 CONTRACT SERVICES	\$58,413	\$6,930	\$6,930	\$6,930	\$6,930	\$6,930	\$6,930																														
TOTAL	\$58,413	\$6,930	\$6,930	\$6,930	\$6,930	\$6,930	\$6,930																														
COMMENTS																																					
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?																																	
<p>Add Laserfiche Services to the following Departments/ Divisions:</p> <table border="1"> <thead> <tr> <th>DEPARTMENT</th> <th>ON-GOING</th> <th>ONE TIME</th> </tr> </thead> <tbody> <tr> <td>Town Secretary</td> <td>\$ 150</td> <td>\$ 465</td> </tr> <tr> <td>Engineering</td> <td>\$ 1,050</td> <td>\$ 6,855</td> </tr> <tr> <td>Planning</td> <td>\$ 840</td> <td>\$ 6,204</td> </tr> <tr> <td>Burding Inspect.</td> <td>\$ 2,520</td> <td>\$ 13,812</td> </tr> <tr> <td>Code Enforce.</td> <td>\$ 210</td> <td>\$ 3,051</td> </tr> <tr> <td>Parks & Rec</td> <td>\$ 450</td> <td>\$ 3,795</td> </tr> <tr> <td>Public Works</td> <td>\$ 630</td> <td>\$ 5,553</td> </tr> <tr> <td>Library</td> <td>\$ 150</td> <td>\$ 2,865</td> </tr> <tr> <td>Police Dept.</td> <td>\$ 930</td> <td>\$ 8,883</td> </tr> </tbody> </table>				DEPARTMENT	ON-GOING	ONE TIME	Town Secretary	\$ 150	\$ 465	Engineering	\$ 1,050	\$ 6,855	Planning	\$ 840	\$ 6,204	Burding Inspect.	\$ 2,520	\$ 13,812	Code Enforce.	\$ 210	\$ 3,051	Parks & Rec	\$ 450	\$ 3,795	Public Works	\$ 630	\$ 5,553	Library	\$ 150	\$ 2,865	Police Dept.	\$ 930	\$ 8,883	<p>Laserfiche can be utilized to improve the electronic records management storage capabilities for multiple departments. In FY 2014-2015, Laserfiche was implemented in Municipal Court and Human Resources, and upgraded to include a Records Management component in the Town Secretary's Office which can be utilized Town-wide. For FY 2015-2016, I propose the addition of Laserfiche for a Part-Time Administrative Assistant in the Town Secretary's Office, Development and Community Services, and the Police Department. The total decision package cost includes one-time fees for software and professional services, as well as annual maintenance fees. One-time software and Professional Services costs are \$51,483. Ongoing annual costs for the Priority Support Agreement is \$6,930, which would be in addition to the \$3,312 the Town currently pays for the Priority Support Agreement. This package is being requested through the Town Secretary's Office for all departments, since the Town Secretary serves as the Records Management Officer for the Town.</p>			
DEPARTMENT	ON-GOING	ONE TIME																																			
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Library	\$ 150	\$ 2,865																																			
Police Dept.	\$ 930	\$ 8,883																																			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?																																	
None.				Maintain current level of service in these departments.																																	
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS																																	
None																																					

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-11EXP 11 TOWN SECRETARY
11 TOWN SECRETARY EXP	SUPPLEMENTAL DETAILS - ACTIVE	

TITLE	PERSONNEL: PART-TIME ADMINISTRATIVE ASSISTANT	TYPE	DISCRETIONARY - 2	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
LINE ITEM								
5110 SALARIES	\$11,927			\$15,902	\$15,902	\$15,902	\$15,902	\$15,902
5145 SOCIAL SECURITY EXPENSE	\$907			\$1,210	\$1,210	\$1,210	\$1,210	\$1,210
5150 MEDICARE EXPENSE	\$215			\$285	\$285	\$285	\$285	\$285
5155 SUTA EXPENSE	\$10			\$10	\$10	\$10	\$10	\$10
5170 AD&D/LIFE INSURANCE	\$2			\$2	\$2	\$2	\$2	\$2
5175 LIABILITY (TML) WORKERS COMP	\$2,985			\$3,980	\$3,980	\$3,980	\$3,980	\$3,980
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5210 OFFICE SUPPLIES	\$300			\$300	\$300	\$300	\$300	\$300
5220 OFFICE EQUIPMENT	\$3,000			\$0	\$0	\$0	\$0	\$0
TOTAL	\$20,346			\$22,689	\$22,689	\$22,689	\$22,689	\$22,689

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose of this request is to provide clerical and administrative support to the Town Secretary's Office. The part-time employee's responsibilities would include basic clerical duties such as filing, maintaining databases and indexes, answering the phone and responding to inquiries from employees and the public, processing mail, assisting with scanning the backlog of vital records into Laserfiche, records management tasks such as assisting with taking inventory of the records storage units, maintaining the indexes of inactive records, and moving boxes; helping to set up Chambers in preparation for Council meetings and assisting with the Board and Commission annual appointment process.</p>	<p>A part-time administrative assistant would improve the current level of service of the Town Secretary's Office, and provide the Town Secretary more time to facilitate implementation of the records management plan, dedicate more time to managerial duties, and explore new opportunities to grow the department.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
None	Maintain the current level of service.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
One part-time administrative assistant.	

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	
11 TOWN SECRETARY EXP	10-11EXP 11 TOWN SECRETARY	
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PERSONNEL: PART-TIME SOCIAL MEDIA SPECIALIST	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$17,167	\$17,167	\$17,167	\$17,167	\$17,167	\$17,167	\$17,167
5143 CELL PHONE ALLOWANCE	\$420	\$420	\$420	\$420	\$420	\$420	\$420
5145 SOCIAL SECURITY EXPENSE	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
5150 MEDICARE EXPENSE	\$305	\$305	\$305	\$305	\$305	\$305	\$305
5155 SUTA EXPENSE	\$10	\$10	\$10	\$10	\$10	\$10	\$10
5170 AD&D/LIFE INSURANCE	\$1	\$1	\$1	\$1	\$1	\$1	\$1
5175 LIABILITY (TML) WORKERS COMP	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300	\$4,300
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5210 OFFICE SUPPLIES	\$300	\$300	\$300	\$300	\$300	\$300	\$300
5220 OFFICE EQUIPMENT	\$300	\$0	\$0	\$0	\$0	\$0	\$0
5533 MILEAGE EXPENSE	\$150	\$150	\$150	\$150	\$150	\$150	\$150
TOTAL	\$25,253	\$24,953	\$24,953	\$24,953	\$24,953	\$24,953	\$24,953

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
This request is to upgrade the current Temporary Part-Time Social Media Specialist to Regular Part-Time Social Media Specialist.	The request will allow the current position to continue on a part-time basis. The temporary position is scheduled to end on November 30, 2015. By upgrading the position to Regular Part-Time, the position can continue to serve the Town.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
None	The Social Media Specialist position will terminate on November 30, 2015.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
FINANCE / BUDGET OFFICE / CMO COMMENTS	
The job description and pay will remain the same. This is simply a change in status from Temporary to Regular Part-Time.	

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-11EXP 11 TOWN SECRETARY
	11 TOWN SECRETARY EXP	
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PERSONNEL-RECLASSIFICATION TO TOWN SECRETARY/PIO	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$11,202	\$11,202	\$11,202	\$11,202	\$11,202		\$11,202
5145 SOCIAL SECURITY EXPENSE	\$920	\$920	\$920	\$920	\$920		\$920
5150 MEDICARE EXPENSE	\$215	\$215	\$215	\$215	\$215		\$215
5155 SUTA EXPENSE	\$10	\$10	\$10	\$10	\$10		\$10
5170 AD&D/LIFE INSURANCE	\$1	\$1	\$1	\$1	\$1		\$1
5175 LIABILITY (TML) WORKERS COMP	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800		\$2,800
5180 TMRS EXPENSE	\$1,981	\$1,981	\$1,981	\$1,981	\$1,981		\$1,981
5185 LONG TERM/SHORT TERM DISABILIT	\$30	\$30	\$30	\$30	\$30		\$30
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$1,000
5530 TRAVEL	\$900	\$900	\$900	\$900	\$900		\$900
5533 MILEAGE EXPENSE	\$200	\$200	\$200	\$200	\$200		\$200
5536 TRAINING/SEMINARS	\$500	\$500	\$500	\$500	\$500		\$500
TOTAL	\$19,759	\$19,759	\$19,759	\$19,759	\$19,759		\$19,759

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>This request reclassifies the current Town Secretary position to Town Secretary/Public Information Officer (PIO). In addition to the current duties of the Town Secretary, this position is responsible for establishing and maintaining external and internal communications that enhance the understanding, perception and image of the Town, ensuring the Town's messages are consistent, timely, and relevant.</p> <p>This position provides general support to all departments as needed, and establishes and maintains working relationships with print and broadcast media representatives, public officials, community leaders, and the general public.</p> <p>The Town Secretary/PIO coordinates the production of media releases for the Town, develops and coordinates communication strategies to project the values, goals and positive image of the Town, and serves as an information liaison for the Town. This position is considered Essential Personnel, which requires being on duty to respond during emergency situations including but not limited to natural and/or man-made disasters.</p>	<p>An increased level of service in the area of public information and communication. Currently, the Town relies heavily on its third-party media services contractor to produce press releases, post information on social media, and serve as the Town's public and media relations professional. While those services will be retained, the addition of an in-house PIO will allow the Town to be more responsive to inquiries from the Council, public, and media; provide more transparency; and provide a Town employee dedicated to the development and coordination of the Town's information and media relations strategies utilizing the Town website, social media, and other media outlets.</p>

WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
None	Maintain the current level of service.
<p align="center">SUMMARIZE NEW POSITIONS IN THIS REQUEST</p> Reclassification of Town Secretary to Town Secretary/Public Information Officer (PIO)	<p align="center">FINANCE / BUDGET OFFICE / CMO COMMENTS</p>

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		DEPARTMENT		10-12EXP 12 FINANCE	
12 FINANCE EXP					
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	CHANGE FUND FIELD TO 3 DIGITS	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5418 IT FEES				\$5,000	\$0	\$0	\$0	\$0
TOTAL				\$5,000	\$0	\$0	\$0	\$0

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>Currently, the account architecture includes a 2-digit fund number in our accounting software. This 2-digit fund number limits the number of funds the Town can use to accurately track revenues and expenditures. Restricted funding sources such as bonds, grants, impact fees, TIRZ, and court security and technology fees, park dedication fees, developer agreements, 380 agreements, and other special revenues require accurate accounting for revenues and expenditures. Currently, the limitations of a 2-digit fund number restricts the Town's accounting department to be in compliance with bond covenants, grantor terms, and state laws regulating impact fees, TIRZ, and court technology and security funds.</p>	<p>The Town will be in compliance with bond covenants, grantor terms and state laws regulating impact fees, TIRZ, and court technology and security funds.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	<p>The Town will not be in compliance with bond covenants, grantor terms and state laws regulating impact fees, TIRZ, and court technology and security funds.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>An Accounting Project Manager is requested to track multi-year funds related to bonds, grants, TIRZ, and special revenue funds.</p>	

TOWN OF PROSPER
DEPARTMENT
 12 FINANCE EXP

DIVISION
 10-12EXP 12 FINANCE

FUND
 10 GENERAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	STATE LAW AND CERTIFICATION TRAINING	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5530 TRAVEL	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
5536 TRAINING/SEMINARS	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
TOTAL	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Training for Professional Staff to retain certification. Finance Director - CPA, CGFO, and PFIA Accountant - CPA Purchasing Manager - CPPO and CPPB			The Town will be in compliance with state law regulating PFIA and staff will retain their professional designations.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Finance Director will not retain CPA or CGFO, Accountant will not retain CPA, Purchasing Manager will not retain CPPO or CPPB. In addition, PFIA training is required by state law and the Town will not be in compliance with this law.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		DEPARTMENT		10-12EXP 12 FINANCE	
12 FINANCE EXP					
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	WEB PAGE ANNUAL MAINTENANCE & HOSTING	TYPE	DISCRETIONARY - 2		
RESOURCES REQUESTED					
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5418 IT FEES	\$7,000	\$0	\$0	\$0	\$0
TOTAL	\$7,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This will fund the annual maintenance and hosting costs associated with the newly completed Town Website.			The website recently completed will continue to be available to residents, Town Council, and staff.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
None			The \$50,000 investment in the newly designed Town Website will be lost.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS		

SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>Under general supervision, provides administrative support to Human Resources, Finance, Purchasing, and IT, in addition to greeting customers, and providing telephone and direct customer service information related to areas of assignment. Maintains and updates databases, prepares department, division, or section reports, spreadsheets and updates records and files. Handles mail processing. Maintains filing. Performs other duties as assigned to support department functions.</p>	

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 20 POLICE EXP **DIVISION** 10-20EXP 20 POLICE
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	FULL-TIME ADMINISTRATIVE ASSISTANT	TYPE	DISCRETIONARY - 3	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$28,200	\$37,600	\$37,600	\$37,600	\$37,600		\$37,600
5145 SOCIAL SECURITY EXPENSE	\$2,250	\$3,000	\$3,000	\$3,000	\$3,000		\$3,000
5150 MEDICARE EXPENSE	\$525	\$700	\$700	\$700	\$700		\$700
5155 SUTA EXPENSE	\$300	\$300	\$300	\$300	\$300		\$300
5160 HEALTH INSURANCE	\$4,050	\$5,400	\$5,400	\$5,400	\$5,400		\$5,400
5165 DENTAL EXPENSE	\$300	\$400	\$400	\$400	\$400		\$400
5170 AD&D/LIFE INSURANCE	\$150	\$200	\$200	\$200	\$200		\$200
5175 LIABILITY (TML) WORKERS COMP	\$225	\$300	\$300	\$300	\$300		\$300
5180 TMRS EXPENSE	\$4,800	\$6,400	\$6,400	\$6,400	\$6,400		\$6,400
5185 LONG TERM/SHORT TERM DISABILIT	\$525	\$700	\$700	\$700	\$700		\$700
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600		\$600
5191 HIRING COST	\$300	\$0	\$0	\$0	\$0		\$0
TOTAL	\$42,075	\$55,600	\$55,600	\$55,600	\$55,600		\$55,600
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?					
To hire a full-time administrative assistant for the Police Department.		This position would help with administrative duties such as open records requests, which are currently filled by a dispatch employee. The input of invoices and purchase requisitions, preparing letters and other documents for the Police Department. This position would be responsible for the daily administrative duties that are currently being done by police personnel and taking such personnel away from their regular duties.					
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?					
		Current staff would continue to take away from their daily duties to fulfill the administrative duties that an administrative assistant could handle.					
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS					
A full-time administrative assistant to take the administrative duties that do not require a police officer, Chief, Assistant Chief, or dispatchers to do and would allow those positions to do their daily duties that require immediate attention. This position would also be responsible for maintaining all police records and Police Department personnel files.							

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

TITLE	ONE MOBILE LICENSE PLATE READER	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5350 VEHICLE EXPENSE				\$32,000	\$0	\$0	\$0	\$0
TOTAL				\$32,000	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Purchase of a mobile license plate reader for scanning from one patrol unit.				The mobile license plate reader allows an officer to quickly scan license plates for possible warrants or other alerts. The reader is a faster way of running license plates as opposed to using the mobile data computers or contacting dispatch.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Officers would still have to use their mobile data computers or contact dispatch to run license plates.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	25 DISPATCH DEPARTMENT EXP	10-25EXP 25 DISPATCH DEPARTMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ADDITIONAL FULL-TIME DISPATCH POSITION	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$28,875	\$38,500	\$38,500	\$38,500	\$38,500	\$38,500	
5145 SOCIAL SECURITY EXPENSE	\$2,100	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
5150 MEDICARE EXPENSE	\$525	\$700	\$700	\$700	\$700	\$700	\$700
5155 SUTA EXPENSE	\$300	\$300	\$300	\$300	\$300	\$300	\$300
5160 HEALTH INSURANCE	\$4,050	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
5165 DENTAL EXPENSE	\$300	\$400	\$400	\$400	\$400	\$400	\$400
5170 AD&D/LIFE INSURANCE	\$150	\$200	\$200	\$200	\$200	\$200	\$200
5175 LIABILITY (TML) WORKERS COMP	\$225	\$300	\$300	\$300	\$300	\$300	\$300
5180 TMRS EXPENSE	\$4,425	\$5,900	\$5,900	\$5,900	\$5,900	\$5,900	\$5,900
5185 LONG TERM/SHORT TERM DISABILIT	\$525	\$700	\$700	\$700	\$700	\$700	\$700
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450	\$600	\$600	\$600	\$600	\$600	\$600
5191 HIRING COST	\$300	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$42,225	\$55,800	\$55,800	\$55,800	\$55,800	\$55,800	\$55,800
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Add one full-time dispatch position.				An additional full-time position will allow for better coverage and call load processing. With the increase in calls, the positions will allow for two dispatchers working the majority of the time so that calls are answered and dispatched in a timely manner.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
				Use of overtime for shift coverage and with only one dispatcher working calls could be delayed slightly.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST							
An additional full-time position will provide enhanced coverage for the increased call load with both police and fire calls.							
FINANCE / BUDGET OFFICE / CMO COMMENTS							

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	25 DISPATCH DEPARTMENT EXP	10-25EXP 25 DISPATCH DEPARTMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	CONVERT PART-TIME DISPATCH TO FULL-TIME	TYPE	RESOURCES REQUESTED				
			FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5110 SALARIES	\$14,437		\$38,500	\$38,500	\$38,500	\$38,500	\$38,500
5145 SOCIAL SECURITY EXPENSE	\$1,050		\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
5150 MEDICARE EXPENSE	\$300		\$400	\$400	\$400	\$400	\$400
5155 SUTA EXPENSE	\$300		\$300	\$300	\$300	\$300	\$300
5160 HEALTH INSURANCE	\$4,050		\$5,400	\$5,400	\$5,400	\$5,400	\$5,400
5165 DENTAL EXPENSE	\$300		\$400	\$400	\$400	\$400	\$400
5170 AD&D/LIFE INSURANCE	\$150		\$200	\$200	\$200	\$200	\$200
5175 LIABILITY (TML) WORKERS COMP	\$150		\$200	\$200	\$200	\$200	\$200
5180 TMRS EXPENSE	\$2,250		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5185 LONG TERM/SHORT TERM DISABILIT	\$525		\$700	\$700	\$700	\$700	\$700
5186 WELLE-WELLNESS PROG REIMB EMPL	\$450		\$600	\$600	\$600	\$600	\$600
TOTAL	\$23,962		\$51,100	\$51,100	\$51,100	\$51,100	\$51,100

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To convert a part-time dispatch position to full-time.	A full-time position will allow for better coverage and call load processing. With the increase in calls, the positions will allow for two dispatchers working the majority of the time so that calls are answered and dispatched in a timely manner.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	Current staff will be required to use overtime to cover shifts when coverage is inadequate.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
We currently have a part-time dispatch position, this request would convert the part-time position to full-time, giving more coverage in dispatch for the increased call loads, and would provide coverage during vacations, holidays, and illnesses without using overtime.	FINANCE / BUDGET OFFICE / CMO COMMENTS

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	25 DISPATCH DEPARTMENT EXP	10-25EXP 25 DISPATCH DEPARTMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PROQA SOFTWARE FOR EMD	TYPE	DISCRETIONARY - 3		
RESOURCES REQUESTED					
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5480 CONTRACT SERVICES	\$42,000	\$0	\$0	\$0	\$0
TOTAL	\$42,000	\$0	\$0	\$0	\$0
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
ProQA is a software program that replaced manual flip charts for Medical Priority Dispatch. Currently, flip charts for EMD's are used by the Town's dispatchers and the ProQA software would allow automated access to critical medical steps, depending on the call, and provides instructions for callers in aiding patients prior to the on-scene arrival of emergency personnel.			This software would provide a more timely and efficient system for the Emergency Medical Dispatch (EMD) as opposed to the manual flip chart system currently in place.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
			The current flip chart Emergency Medical Dispatch would remain in use.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST					
FINANCE / BUDGET OFFICE / CMO COMMENTS					

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		DEPARTMENT		10-30EXP 30 FIRE/EMS	
30 FIRE/EMS EXP					
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	BUILDING REPAIRS	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5340 BUILDING REPAIRS	\$19,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$19,000	\$0	\$0	\$0	\$0	\$0
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Repair leaking shower pans in four bathrooms: \$17,000 Replace five outside lights: \$2,000			No mold growing behind the tiles in the bathrooms. Also, five of the outside lights have quit working and it is too expensive to repair them.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Mold growing behind the shower pans and insufficient outside lighting.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND
10 GENERAL

TOWN OF PROSPER
DEPARTMENT
30 FIRE/EMS EXP

DIVISION
10-30EXP 30 FIRE/EMS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CERTIFICATION PAY FOR EXISTING AND NEW EMPLOYEES	TYPE	DISCRETIONARY - 1
RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018
5127 SALARIES-CERTIFICATION PAY	\$3,000	\$3,000	\$3,000
TOTAL	\$3,000	\$3,000	\$3,000
COMMENTS			
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
New levels of certifications for existing employees as well as certification pay for the six new positions requested.		Allows us to attract a higher level employee during the hiring process. This will allow us to apply our certification pay benefit to all applicable Fire personnel, not just some.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
		Some employees will get certification pay and some will not. This will result in poor morale, and will make it difficult to hire and retain qualified personnel.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST			
FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-30EXP 30 FIRE/EMS
30 FIRE/EMS EXP		
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	ONE ADMINISTRATIVE ASSISTANT	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5110 SALARIES	\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5145 SOCIAL SECURITY EXPENSE	\$1,860	\$2,480	\$2,480	\$2,480	\$2,480	\$2,480
5150 MEDICARE EXPENSE	\$435	\$580	\$580	\$580	\$580	\$580
5155 SUTA EXPENSE	\$9	\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140	\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264	\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$3	\$3	\$3	\$3	\$3	\$3
5175 LIABILITY (TML) WORKERS COMP	\$534	\$712	\$712	\$712	\$712	\$712
5180 TMRS EXPENSE	\$4,014	\$5,352	\$5,352	\$5,352	\$5,352	\$5,352
5185 LONG TERM/SHORT TERM DISABILIT	\$57	\$76	\$76	\$76	\$76	\$76
5191 HIRING COST	\$100	\$0	\$0	\$0	\$0	\$0
5220 OFFICE EQUIPMENT	\$3,322	\$0	\$0	\$0	\$0	\$0
TOTAL	\$44,738	\$55,085	\$55,085	\$55,085	\$55,085	\$55,085
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
We are one of the largest departments in the Town with 33 employees. Up until now, we have been able to keep up with our own paperwork and needs from the Town. Small things are starting to fall through the cracks as well as time is being taken away from our main duties as FF/Paramedics. This position would start 01/01/2016.		Better service to the public and other Town departments.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		Some things we will have to cut back on and worse customer service.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
Answers the non-stop phone calls for both the Fire Department and the Fire Marshal's Office. Process paperwork associated with 33 full-time employees. Will assist the Fire Marshal's Office with scheduling inspections and reviews.						
FINANCE / BUDGET OFFICE / CMO COMMENTS						

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-30EXP 30 FIRE/EMS
	30 FIRE/EMS EXP	
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	OVERTIME TO COVER THE TIME OFF FOR NEW EMPLOYEES		TYPE	DISCRETIONARY - 1		
	FY 2016	FY 2017		FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED						
5115 SALARIES - OVERTIME	\$75,000	\$75,000		\$75,000	\$75,000	\$75,000
5145 SOCIAL SECURITY EXPENSE	\$4,650	\$0		\$0	\$0	\$0
5150 MEDICARE EXPENSE	\$1,087	\$0		\$0	\$0	\$0
5155 SUTA EXPENSE	\$9	\$0		\$0	\$0	\$0
5160 HEALTH INSURANCE	\$4,426	\$0		\$0	\$0	\$0
5170 AD&D/LIFE INSURANCE	\$7	\$0		\$0	\$0	\$0
5175 LIABILITY (TML) WORKERS COMP	\$500	\$0		\$0	\$0	\$0
5180 TMRS EXPENSE	\$10,035	\$0		\$0	\$0	\$0
5185 LONG TERM/SHORT TERM DISABILIT	\$143	\$0		\$0	\$0	\$0
TOTAL	\$95,857	\$75,000		\$75,000	\$75,000	\$75,000
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The Fire Department has requested six new employees, which raises our manning to eight per shift.			This will allow us to have the same level of coverage as we do now. More employees requires more overtime coverage when they have to be off.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Apparatus may have to be taken out of service.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
FINANCE / BUDGET OFFICE / CMO COMMENTS						
This overtime is necessary for the positions requested in order to open the new Fire Station 2. This overtime will cover when they will be off for training, holidays, or illnesses.						

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 30 FIRE/EMS EXP **DIVISION** 10-30EXP 30 FIRE/EMS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SIX FF/PARAMEDICS		TYPE	DISCRETIONARY - 1				
	LINE ITEM	FY 2016		FY 2017	FY 2018	FY 2019	FY 2020	
5110 SALARIES	\$101,136			\$303,408	\$303,408	\$303,408	\$303,408	
5115 SALARIES - OVERTIME	\$7,200			\$21,600	\$21,600	\$21,600	\$21,600	
5145 SOCIAL SECURITY EXPENSE	\$6,717			\$20,150	\$20,150	\$20,150	\$20,150	
5150 MEDICARE EXPENSE	\$1,571			\$4,713	\$4,713	\$4,713	\$4,713	
5155 SUTA EXPENSE	\$54			\$54	\$54	\$54	\$54	
5160 HEALTH INSURANCE	\$11,040			\$33,120	\$33,120	\$33,120	\$33,120	
5165 DENTAL EXPENSE	\$705			\$2,116	\$2,116	\$2,116	\$2,116	
5170 AD&D/LIFE INSURANCE	\$11			\$32	\$32	\$32	\$32	
5175 LIABILITY (TML) WORKERS COMP	\$1,928			\$5,785	\$5,785	\$5,785	\$5,785	
5180 TMRS EXPENSE	\$14,495			\$43,486	\$43,486	\$43,486	\$43,486	
5185 LONG TERM/SHORT TERM DISABILIT	\$206			\$618	\$618	\$618	\$618	
5186 WELLE-WELLNESS PROG REIMB EMPL	\$6,000			\$6,000	\$6,000	\$6,000	\$6,000	
5191 HIRING COST	\$200			\$0	\$0	\$0	\$0	
5194 FD ANNUAL PHY & SCREENING	\$7,800			\$7,800	\$7,800	\$7,800	\$7,800	
TOTAL	\$159,063			\$448,882	\$448,882	\$448,882	\$448,882	
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Hiring six full-time employees for opening Fire Station 2 (from 6/1/16 to 9/30/16)				Better response to the West side of Prosper.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				New Fire Station without personnel.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				
Six new FF/Paramedics to staff the new Fire Station 2.								

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-30EXP 30 FIRE/EMS
30 FIRE/EMS EXP		
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	THREE DRIVER PROMOTIONS FOR STATION 2	TYPE	DISCRETIONARY - 1			
			FY 2016	FY 2017	FY 2018	FY 2019
RESOURCES REQUESTED						
5110 SALARIES	\$4,500		\$18,000	\$18,000	\$18,000	\$18,000
5145 SOCIAL SECURITY EXPENSE	\$279		\$1,116	\$1,116	\$1,116	\$1,116
5150 MEDICARE EXPENSE	\$65		\$261	\$261	\$261	\$261
5175 LIABILITY (TML) WORKERS COMP	\$80		\$321	\$321	\$321	\$321
5180 TMRS EXPENSE	\$602		\$2,408	\$2,408	\$2,408	\$2,408
5185 LONG TERM/SHORT TERM DISABILIT	\$9		\$34	\$34	\$34	\$34
5191 HIRING COST	\$700		\$0	\$0	\$0	\$0
TOTAL	\$6,235		\$22,140	\$22,140	\$22,140	\$22,140

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
Promotions for three Driver/Engineers for the opening of Station 2. These will be the assigned drivers of the engine. This is for the pay raised from FF/Paramedic to Driver/Engineer only for 3 months.	To be a Driver/Engineer you need the additional training and your Driver Operator certification from the state.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
None	The engine will not have a certified driver.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
FINANCE / BUDGET OFFICE / CMO COMMENTS	
Drivers are responsible for all operations of the engines. This includes all checks of the equipment on the engine as well as all pumping operations. They must have a Driver/Operator certificate from the state.	

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-30EXP 30 FIRE/EMS
30 FIRE/EMS EXP		
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	THREE LIEUTENANT PROMOTIONS FOR STATION 2		TYPE	DISCRETIONARY - 1		RESOURCES REQUESTED			
	FY 2016	FY 2017		FY 2018	FY 2019	FY 2020	FY 2018	FY 2019	FY 2020
5110 SALARIES	\$47,492	\$189,966		\$189,966	\$189,966	\$189,966	\$189,966	\$189,966	\$189,966
5115 SALARIES - OVERTIME	\$2,700	\$10,800		\$10,800	\$10,800	\$10,800	\$10,800	\$10,800	\$10,800
5145 SOCIAL SECURITY EXPENSE	\$3,112	\$12,447		\$12,447	\$12,447	\$12,447	\$12,447	\$12,447	\$12,447
5150 MEDICARE EXPENSE	\$728	\$2,911		\$2,911	\$2,911	\$2,911	\$2,911	\$2,911	\$2,911
5155 SUTA EXPENSE	\$27	\$27		\$27	\$27	\$27	\$27	\$27	\$27
5160 HEALTH INSURANCE	\$4,140	\$16,560		\$16,560	\$16,560	\$16,560	\$16,560	\$16,560	\$16,560
5165 DENTAL EXPENSE	\$264	\$1,058		\$1,058	\$1,058	\$1,058	\$1,058	\$1,058	\$1,058
5170 AD&D/LIFE INSURANCE	\$5	\$20		\$20	\$20	\$20	\$20	\$20	\$20
5175 LIABILITY (TML) WORKERS COMP	\$893	\$3,574		\$3,574	\$3,574	\$3,574	\$3,574	\$3,574	\$3,574
5180 TMRS EXPENSE	\$6,716	\$26,862		\$26,862	\$26,862	\$26,862	\$26,862	\$26,862	\$26,862
5185 LONG TERM/SHORT TERM DISABILIT	\$95	\$381		\$381	\$381	\$381	\$381	\$381	\$381
5191 HIRING COST	\$500	\$0		\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$66,672	\$264,606		\$264,606	\$264,606	\$264,606	\$264,606	\$264,606	\$264,606
COMMENTS									
WHAT IS THE PURPOSE OF THIS REQUEST?					DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Promotions for three Lieutenants for opening Station 2. This request is for six months during FY 2015-2016 for the pay raise from Driver/Engineer to Lieutenant only.					A, B, and C shifts will have on duty station officers.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?					WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
					The station will not have an on duty station officer.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST					FINANCE / BUDGET OFFICE / CMO COMMENTS				
With the opening of Fire Station 2, we will need three Lieutenants. This will allow us to have one per shift.									

TOWN OF PROSPER
DEPARTMENT
 35 FIRE MARSHALL EXP

FUND
 10 GENERAL

DIVISION
 10-35EXP 35 FIRE MARSHALL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TWO PART-TIME PERSONNEL POSITIONS		TYPE	DISCRETIONARY - 1				
	FY 2016	FY 2017		FY 2018	FY 2019	FY 2020		
RESOURCES REQUESTED								
5115 SALARIES - OVERTIME	\$20,204	\$20,204		\$20,204	\$20,204	\$20,204	\$20,204	\$20,204
5145 SOCIAL SECURITY EXPENSE	\$1,253	\$1,253		\$1,253	\$1,253	\$1,253	\$1,253	\$1,253
5150 MEDICARE EXPENSE	\$293	\$293		\$293	\$293	\$293	\$293	\$293
5155 SUTA EXPENSE	\$18	\$18		\$18	\$18	\$18	\$18	\$18
5160 HEALTH INSURANCE	\$0	\$0		\$0	\$0	\$0	\$0	\$0
5165 DENTAL EXPENSE	\$0	\$0		\$0	\$0	\$0	\$0	\$0
5170 AD&D/LIFE INSURANCE	\$0	\$0		\$0	\$0	\$0	\$0	\$0
5175 LIABILITY (TML) WORKERS COMP	\$360	\$360		\$360	\$360	\$360	\$360	\$360
5180 TMRS EXPENSE	\$2,703	\$2,703		\$2,703	\$2,703	\$2,703	\$2,703	\$2,703
5185 LONG TERM/SHORT TERM DISABILIT	\$0	\$0		\$0	\$0	\$0	\$0	\$0
5220 OFFICE EQUIPMENT	\$700	\$700		\$700	\$700	\$700	\$700	\$700
5230 DUES, FEES, & SUBSCRIPTIONS	\$600	\$600		\$600	\$600	\$600	\$600	\$600
5250 PUBLICATIONS	\$200	\$200		\$200	\$200	\$200	\$200	\$200
5400 UNIFORM EXPENSE	\$340	\$340		\$340	\$340	\$340	\$340	\$340
5418 IT FEES	\$160	\$160		\$160	\$160	\$160	\$160	\$160
5419 IT LICENSES	\$150	\$150		\$150	\$150	\$150	\$150	\$150
5533 MILEAGE EXPENSE	\$750	\$750		\$750	\$750	\$750	\$750	\$750
5620 TOOLS & EQUIPMENT	\$150	\$150		\$150	\$150	\$150	\$150	\$150
TOTAL	\$27,881	\$26,141		\$26,141	\$26,141	\$26,141	\$26,141	\$26,141

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
The Fire Marshal is a one-person office. With the added growth, he is unable to keep up with required inspections. This is an area that cannot be ignored. Adding these two part-time employees will allow continuance of the inspections in a timely manner. We currently have two full-time employees who are in training to become certified Fire Inspectors by the state. Once certified, they will provide part-time coverage to the Fire Marshal.	Annual Fire Inspections will be completed in a timely manner. These have to be done by a state licensed Fire Inspector. This will allow Bryan to focus on new construction.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	We will not be able to keep up with the work load. When Bryan is off, his office has no backup.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Two FF/Par will assist the Fire Marshal in doing annual fire inspections.	

TOWN OF PROSPER
FUND
 10 GENERAL

DIVISION
 10-40EXP 40 STREETS

DEPARTMENT
 40 STREETS EXP

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CREW LEADER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			
			FY 2016	FY 2017	FY 2018	FY 2019
RESOURCES REQUESTED						
5110 SALARIES	\$28,200		\$37,600	\$37,600	\$37,600	\$37,600
5145 SOCIAL SECURITY EXPENSE	\$1,748		\$2,331	\$2,331	\$2,331	\$2,331
5150 MEDICARE EXPENSE	\$409		\$545	\$545	\$545	\$545
5155 SUTA EXPENSE	\$9		\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140		\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264		\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$2		\$3	\$3	\$3	\$3
5175 LIABILITY (TML) WORKERS COMP	\$1,379		\$1,839	\$1,839	\$1,839	\$1,839
5180 TMRS EXPENSE	\$3,773		\$5,031	\$5,031	\$5,031	\$5,031
5185 LONG TERM/SHORT TERM DISABILIT	\$54		\$71	\$71	\$71	\$71
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000		\$1,000	\$1,000	\$1,000	\$1,000
5191 HIRING COST	\$100		\$0	\$0	\$0	\$0
5220 OFFICE EQUIPMENT	\$2,602		\$0	\$0	\$0	\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$300		\$300	\$300	\$300	\$300
5352 FUEL	\$600		\$600	\$600	\$600	\$600
5400 UNIFORM EXPENSE	\$1,600		\$1,600	\$1,600	\$1,600	\$1,600
5520 TELEPHONE EXPENSE	\$1,080		\$880	\$880	\$880	\$880
5536 TRAINING/SEMINARS	\$600		\$600	\$600	\$600	\$600
5620 TOOLS & EQUIPMENT	\$1,200		\$300	\$300	\$300	\$300
5630 SAFETY EQUIPMENT	\$1,100		\$300	\$300	\$300	\$300
6160 CAPITAL EXPENDITURE - VEHICLES	\$35,000		\$0	\$0	\$0	\$0
TOTAL	\$85,160		\$58,883	\$58,883	\$58,883	\$58,883

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To provide structure and additional support and leadership to the street department.	Quick response time, and more timely repairs.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	The Street Department will have to outsource more of the work in order to complete jobs in a timely manner.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
This position would report to the Streets Superintendent and would assist in job duties, such as, grading roads, patching potholes, correcting drainage issues. This position would allow the Town to have greater response times to reported issues, and repairs to Town property would be done in a more timely manner.	

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT 40 STREETS EXP	10-40EXP 40 STREETS
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PROSPER ROAD IMPROVEMENT - FISHTRAP	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5480 CONTRACT SERVICES	\$820,000	\$0	\$0	\$0	\$0		\$0
TOTAL	\$820,000	\$0	\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To install 5" of asphalt and 6" of lime on Fishtrap from Dallas North Tollway to Teel Pkwy.				This would provide better traffic flow and increased access to future PISD schools.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
				We will continue to use staff time repairing potholes.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		DEPARTMENT		10-40EXP 40 STREETS	
40 STREETS EXP					
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	RECONSTRUCTION OF BROADWAY AND COLEMAN	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5480 CONTRACT SERVICES	\$10,767	\$0	\$0	\$0	\$0	\$0
TOTAL	\$10,767	\$0	\$0	\$0	\$0	\$0
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The reconstruction of Broadway and Coleman.		We would be able to clean up the approach and repair failures.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		Added patching for staff.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND
 10 GENERAL

DEPARTMENT
 40 STREETS EXP

DIVISION
 10-40EXP 40 STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	REPAIR OF PROSPER TRAIL	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5480 CONTRACT SERVICES				\$272,400	\$0	\$0	\$0	\$0
TOTAL				\$272,400	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To repair the asphalt sections, seal, and stripe Prosper Trail from Coit Road to Custer,				Provide longevity for the roadway.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Loss of roadway integrity and more patching for staff.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND
 10 GENERAL

DEPARTMENT
 40 STREETS EXP

DIVISION
 10-40EXP 40 STREETS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ROAD REPAIR MAJOR DALLAS NORTH TOLLWAY	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5480 CONTRACT SERVICES	\$309,980	\$0	\$0	\$0	\$0	\$0
TOTAL	\$309,980	\$0	\$0	\$0	\$0	\$0
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Repair existing roadways at the Dallas North Tollway at the batch plant and Dallas North Tollway and Prosper Trail.			Remove and replace section of the roads for better traffic flow.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Continue patching and use more staff time repairing the potholes that form.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 40 STREETS EXP **DIVISION** 10-40EXP 40 STREETS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	EMERGENCY SANDING EQUIPMENT	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
6140 CAPITAL EXPENDITURE - EQUIPMENT				\$12,000	\$0	\$0	\$0	\$0
6160 CAPITAL EXPENDITURE - VEHICLES				\$48,000	\$0	\$0	\$0	\$0
TOTAL				\$60,000	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To provide the staff with a four wheel drive vehicle to provide sanding operations during inclement weather. Also, the additional sanding equipment will provide better coverage for sanding during icy conditions.				2014 Strategic Goal - Maintain safety and security.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Reduced ability to provide safe roadways during inclement weather.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 45 PUBLIC LIBRARY EXP

DIVISION
 10-45EXP 45 PUBLIC LIBRARY

FUND
 10 GENERAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	RECLASSIFY LIBRARY DIRECTOR POSITION TO FULL-TIME	TYPE	DISCRETIONARY - 1	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
5110 SALARIES				\$38,046	\$38,046	\$38,046	\$38,046	\$38,046
5145 SOCIAL SECURITY EXPENSE				\$2,359	\$2,359	\$2,359	\$2,359	\$2,359
5150 MEDICARE EXPENSE				\$552	\$552	\$552	\$552	\$552
5175 LIABILITY (TML) WORKERS COMP				\$84	\$84	\$84	\$84	\$84
5180 TMRS EXPENSE				\$5,091	\$5,091	\$5,091	\$5,091	\$5,091
5185 LONG TERM/SHORT TERM DISABILIT				\$72	\$72	\$72	\$72	\$72
5186 WELLE-Wellness Prog Reimb Empl				\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
TOTAL				\$47,203	\$47,203	\$47,203	\$47,203	\$47,203

COMMENTS

WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The library director currently is paid for a 30-hour week, however, works an average of 40 hours or more per week. The director is needed for many events, programs, meetings, emails, and phone calls outside of the library open 30 hours. Benefits of position are also limited to "part-time/20-hour" benefits. This request is to elevate the position to full-time status and allocate funds to support it.</p>	<p>As with any director position, hours spent in the library are not all the title involves. An increase to full-time will cultivate the library director's position into a community leadership component. Much needed time would be added to continue to grow library programs and develop a quality collection. Value added to position in maintaining quality workforce. Accreditation rule of full-time status would be met before mandated. Additional time for library director to be involved in planning process of new library facility would also be met with the increase to full-time.</p>
<p>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</p> <p>In one year as library director, the quality of the library has increased beyond a measurable amount and exceeded all goals. Programs, which were basically non-existent, have become an expectation. The library is now an element of the community that it was not before. Increasing participation, circulation statistics, and traffic in the library is evidence to the value of the library in the community. Community members now see the library as an asset to their town. Support for a new library is proof of the community seeing the growth of the library as positive. Grant research and application time may also enhance the revenues by grant awards.</p>	<p>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</p> <p>Services provided to the community will be limited. No new programs or event growth can be allocated inside the 30 hours without already established programs being cut. Library Director will have to decline participating in meetings and committees outside the library open hours. Collection development, which must grow at the same rate as the Town's growth to maintain accreditation, may not be attained without other supplemental programs suffering. Once population reaches the state accreditation's next level, it will be mandatory to make the director's position full-time immediately. Without foresight and planning, this could cause a midyear budget increase without much notice.</p>
<p>SUMMARIZE NEW POSITIONS IN THIS REQUEST</p> <p>An increase to a 40-hour work week will support this position financially and through benefits for a job already being completed at an "exceeds expectation" level of performance. Building a new facility and being on a building committee, potentially doubling summer program participation, maintaining much needed publicity and marketing, adding quality programs and events, and growing a relevant collection in a growing community means adding hours to a position that is worthy as being categorized and paid as full-time.</p>	<p style="text-align: center;">FINANCE / BUDGET OFFICE / CMO COMMENTS</p>

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 60 PARKS ADMINISTRATION EXP **DIVISION** 10-60EXP 60 PARKS ADMINISTRATION
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PARK PLANNER POSITION (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$32,703	\$43,604	\$43,604	\$43,604	\$43,604	\$43,604	\$43,604
5115 SALARIES - OVERTIME	\$2,250	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
5145 SOCIAL SECURITY EXPENSE	\$2,167	\$2,889	\$2,889	\$2,889	\$2,889	\$2,889	\$2,889
5150 MEDICARE EXPENSE	\$507	\$676	\$676	\$676	\$676	\$676	\$676
5155 SUTA EXPENSE	\$9	\$9	\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140	\$5,520	\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264	\$353	\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$3	\$4	\$4	\$4	\$4	\$4	\$4
5175 LIABILITY (TML) WORKERS COMP	\$682	\$909	\$909	\$909	\$909	\$909	\$909
5180 TMRS EXPENSE	\$4,677	\$6,236	\$6,236	\$6,236	\$6,236	\$6,236	\$6,236
5185 LONG TERM/SHORT TERM DISABILIT	\$66	\$89	\$89	\$89	\$89	\$89	\$89
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5191 HIRING COST	\$100	\$0	\$0	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$500	\$500	\$500	\$500	\$500	\$500	\$500
5220 OFFICE EQUIPMENT	\$2,600	\$0	\$0	\$0	\$0	\$0	\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$500	\$500	\$500	\$500	\$500	\$500	\$500
5400 UNIFORM EXPENSE	\$100	\$100	\$100	\$100	\$100	\$100	\$100
5418 IT FEES	\$375	\$375	\$375	\$375	\$375	\$375	\$375
5419 IT LICENSES	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0
5520 TELEPHONE EXPENSE	\$1,080	\$880	\$880	\$880	\$880	\$880	\$880
5530 TRAVEL	\$600	\$600	\$600	\$600	\$600	\$600	\$600
5533 MILEAGE EXPENSE	\$900	\$900	\$900	\$900	\$900	\$900	\$900
5536 TRAINING/SEMINARS	\$750	\$750	\$750	\$750	\$750	\$750	\$750
TOTAL	\$58,973	\$68,894	\$68,894	\$68,894	\$68,894	\$68,894	\$68,894

COMMENTS	
<p>WHAT IS THE PURPOSE OF THIS REQUEST?</p> <p>The purpose of this position is to participate in planning for the Capital Projects Division of the Parks and Recreation Department, which is to plan and implement the growth, expansion and sustenance of parks, recreation facilities, trails, and park-related landscapes. This is accomplished by assisting the landscape architect with managing capital projects including designing and planning landscape projects and reviewing park, landscape, and irrigation plans. Other duties include updating and maintaining GIS and AutoCAD system mapping and preparing graphic support material for grant submittals and other various projects, attending meetings such as Parks and Recreation Board and Town Council, preparing and conducting presentations, providing administrative support for Capital Projects and the Parks and Recreation Board, interacting with other Town employees and citizens.</p>	<p>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</p> <p>It will help meet Town Strategic Goals:</p> <ol style="list-style-type: none"> 1. Ensure Quality Residential Development: The Park Planner will assist in reviewing landscape and irrigation plans of developments to ensure compliance with the Town's Subdivision Ordinance. 2. Maintain Safety and Security: Will assist the landscape architect in reviewing and implementing the Towns Hike and Bike Trail Master Plan, and assuring the connectivity and safe-harbor routes are within compliance. 3. Maintain Community Character: Will assist the landscape architect on reviewing landscape and irrigation plans to ensure compliance with the Town's Subdivision Ordinance. 4. Maximize Recreation and Leisure Opportunities: Will assist in providing recreation destinations that will enhance quality of life and spur economic development
<p>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</p> <p>This position will be able to assist with grant programs and ensure we maximize our opportunities to receive outside funding for funding Town projects.</p>	<p>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</p> <p>It will hinder the quality control and over site that current staff is struggling to manage. Currently, one staff person is managing park development projects, which includes CIP Park Projects, system-wide trail system, and public park improvements that are developer built. This same person is also managing the plan review process of public and private landscape and irrigation systems within parks, HOA maintained areas, and all non-residential development.</p>
<p>SUMMARIZE NEW POSITIONS IN THIS REQUEST</p> <p>Assists the landscape architect with managing residential park development projects and planning Town capital park projects by reviewing plans, conducting site visits, observing project progress, reporting on compliance of projects with plans and specifications, photographing work in progress, and maintaining project files.</p>	<p style="text-align: center;">FINANCE / BUDGET OFFICE / CMO COMMENTS</p>

FUND **TOWN OF PROSPER** **DIVISION**
10 GENERAL **60 PARKS ADMINISTRATION EXP** **DEPARTMENT** **10-60EXP 60 PARKS ADMINISTRATION**
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	GRANT WRITING SERVICES	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5410 PROFESSIONAL SERVICES	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To pursue professional grant writing services for large projects.				We will accomplish strategic goals to ensure fiscal stewardship & maximize the likelihood of receiving grants. Texas Parks & Wildlife and other applicable grants are highly competitive with complicated and technical scoring systems. Municipalities with technical grant writers have an advantage, thus it is common for smaller municipalities to contract out for such specialized services. We will coordinate with an experienced grant-writing firm and pursue grant funding where available.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
Increased community growth increases demand to expand and enhance the park system. Grants maximize funding for improvements which attract new residents who bring revenue to the Town. These grants can reimburse up to 80% of a desired project and have the potential to be in the millions of dollars, thereby paying for the consulting grant services tenfold.				We will have a lower probability of receiving grants. Some of these grants may not be offered again, so the opportunity to assist in funding Town projects may not be available in the future or may be delayed.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
DEPARTMENT
 61 PARKS OPERATIONS EXP
SUPPLEMENTAL DETAILS - ACTIVE

FUND
 10 GENERAL

DIVISION
 10-61EXP 61 PARKS OPERATIONS

TITLE	CHEMICAL TECHNICIAN POSITION 1 (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5110 SALARIES	\$25,548	\$34,064	\$34,064	\$34,064	\$34,064		
5145 SOCIAL SECURITY EXPENSE	\$1,584	\$2,112	\$2,112	\$2,112	\$2,112		\$2,112
5150 MEDICARE EXPENSE	\$370	\$494	\$494	\$494	\$494		\$494
5155 SUTA EXPENSE	\$9	\$9	\$9	\$9	\$9		\$9
5160 HEALTH INSURANCE	\$4,140	\$5,520	\$5,520	\$5,520	\$5,520		\$5,520
5165 DENTAL EXPENSE	\$264	\$353	\$353	\$353	\$353		\$353
5170 AD&D/LIFE INSURANCE	\$2	\$3	\$3	\$3	\$3		\$3
5175 LIABILITY (TML) WORKERS COMP	\$498	\$664	\$664	\$664	\$664		\$664
5180 TMRS EXPENSE	\$3,418	\$4,558	\$4,558	\$4,558	\$4,558		\$4,558
5185 LONG TERM/SHORT TERM DISABILIT	\$0	\$0	\$0	\$0	\$0		\$0
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$1,000
5191 Hiring Cost	\$100	\$0	\$0	\$0	\$0		\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$100	\$100	\$100	\$100	\$100		\$100
5352 FUEL	\$1,920	\$1,920	\$1,920	\$1,920	\$1,920		\$1,920
5353 OIL/GREASE/INSPECTIONS	\$100	\$100	\$100	\$100	\$100		\$100
5400 UNIFORM EXPENSE	\$520	\$520	\$520	\$520	\$520		\$520
5520 TELEPHONE EXPENSE	\$800	\$800	\$800	\$800	\$800		\$800
5620 TOOLS & EQUIPMENT	\$500	\$250	\$250	\$250	\$250		\$250
5630 SAFETY EQUIPMENT	\$220	\$150	\$150	\$150	\$150		\$150
6160 CAPITAL EXPENDITURE - VEHICLES	\$21,500	\$0	\$0	\$0	\$0		\$0
TOTAL	\$62,642	\$52,681	\$52,681	\$52,681	\$52,681		\$52,681

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>With additional Park land being developed (5 properties-Cockrell barn, Whitley, Preston Rd, First St & Coit medians, SW corner @ Frontier Park; 121 +/- acres additionally) fertilization, weed control, insect/rodent control, aeration, irrigation-maintenance, repair, installation, and topdressing with organic material is necessary to effectively provide the standard expected from Council and Town residents.</p>	<p>Ability to effectively and timely apply for pests, aquatic algae growth, and maintain effective irrigation programs to ensure all water usage is optimal and not wasted. The ability to control weeds, insects, rodents, as well as, fungus, disease, scale, and plant viruses that will cause damage to existing vegetation on Town Park lands.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
<p>By controlling weeds, insects, rodents, as well as, fungus, disease, scale, plant viruses that will cause monetary damage to existing plant/shrub life and turf replacement at Town park lands, ensure safety of sports field participants, attract new residents and commercial businesses due to the exceptional standard provided by Park personnel.</p>	<p>Not funding this request will result in REACTIVE responses to issues concerning safety on sports fields, area open space parks, and medians throughout the Town. Parks Division will not be able to effectively maintain irrigation systems resulting in water usage waste, provide fungus and disease control resulting in loss of plant life and turf loss, or provide effective rodent/pest control resulting in bites, spreading of disease, and staff infections.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>Simply, additional park acreage must result in additional personnel to maintain the existing level of service this division has provided and the Town residents, staff, and businesses expect from this department.</p>	

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 61 PARKS OPERATIONS EXP **DIVISION** 10-61EXP 61 PARKS OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MAINTENANCE WORKER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
5110 SALARIES	\$22,030			\$29,373	\$29,373	\$29,373	\$29,373	\$29,373
5145 SOCIAL SECURITY EXPENSE	\$1,366			\$1,821	\$1,821	\$1,821	\$1,821	\$1,821
5150 MEDICARE EXPENSE	\$319			\$426	\$426	\$426	\$426	\$426
5155 SUTA EXPENSE	\$9			\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140			\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264			\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$2			\$3	\$3	\$3	\$3	\$3
5175 LIABILITY (TML) WORKERS COMP	\$430			\$573	\$573	\$573	\$573	\$573
5180 TMRS EXPENSE	\$2,948			\$3,930	\$3,930	\$3,930	\$3,930	\$3,930
5185 LONG TERM/SHORT TERM DISABILIT	\$0			\$0	\$0	\$0	\$0	\$0
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5191 Hiring Cost	\$100			\$0	\$0	\$0	\$0	\$0
5400 UNIFORM EXPENSE	\$520			\$520	\$520	\$520	\$520	\$520
5520 TELEPHONE EXPENSE	\$800			\$800	\$800	\$800	\$800	\$800
5630 SAFETY EQUIPMENT	\$450			\$150	\$150	\$150	\$150	\$150
TOTAL	\$34,419			\$44,533	\$44,533	\$44,533	\$44,533	\$44,533

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The three requests that I have asked for will insure that the employee has proper clothing so that anyone that comes in contact with them, can be clearly identified as a Town worker, can communicate with his or her supervisor, and would be supplied with the safety equipment needed out in the field to be safe. Rain gear, safety vest, gloves, rubber boots and safety toed boots.</p>	<p>The parks are being developed at a rapid pace. This person will be on the irrigation crew. We will be adding four new properties this year. More testing of the systems, repairs, and adjusting of clocks will need to be made. By having this extra person, it will insure a fast turn around of repairs and maintenance of our systems.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	<p>Leaks will take longer to get fixed, the systems and clocks will not get adjusted and check as they should.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>The new hire will be very busy. While their primary function will be irrigation, on days that fertilizer needs to be applied or even on days that are wet, they can help prep fields for games.</p>	

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 61 PARKS OPERATIONS EXP **DIVISION** 10-61EXP 61 PARKS OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OVERTIME	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5115 SALARIES - OVERTIME				\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL				\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
With the current workload and working all of the different events and prep work for games on weekends, overtime would hit \$28,000 by the end of the year. The Town is hosting more and more events, games, park events, pavilion rentals. Additional staff is being requested; however, that will not address weekend staffing.				Continued services to the citizens that rent out the pavilion and preparing fields before each game on Saturday mornings. Continue to assist with set-up and tear down, clean bathrooms, and dispose of litter during each event.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Unable to provide adequate customer service and staff would have to flex their time resulting in staff not being available during their regular scheduled working times, which hurts the day-to-day operations and hinders the supervisors in planning schedules and assignments.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-61EXP 61 PARKS OPERATIONS
	61 PARKS OPERATIONS EXP	
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PARKING LOT SOCCER AND TREE REPLACEMENT	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5320 REPAIRS & MAINTENANCE	\$80,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$80,000	\$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?				
Projects to enhance our parks.		On-going: Continue to replace trees and landscaping - \$5,000				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		Landscaping - an ongoing maintenance practice. This insures that we keep our parks looking great.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS				

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		61 PARKS OPERATIONS EXP		10-61EXP 61 PARKS OPERATIONS	
		DEPARTMENT			
		61 PARKS OPERATIONS EXP			
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	TRASH RECEPTACLES	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
6110 CAPITAL EXPENDITURE	\$10,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$10,000	\$0	\$0	\$0	\$0	\$0
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Install trash receptacles for new parks and trails.		People that visit Town parks will have a place to throw away trash. Staff will not have to spend as much time picking trash up. Each park will have a designated area for a receptacle that matches all other Town parks.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		Residents and park users will complain about trash scattered throughout Town parks. Staff will spend more time looking for and picking up trash. The parks will look unsightly.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS				

FUND
10 GENERAL

TOWN OF PROSPER
DEPARTMENT
70 MUNICIPAL COURT EXP

DIVISION
10-70EXP 70 MUNICIPAL COURT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ELECTRONIC HAND-HELD UNITS (CITATIONS WRITERS)	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5220 OFFICE EQUIPMENT	\$8,000	\$0	\$0	\$0	\$0	\$0
TOTAL	\$8,000	\$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 of this request is to assist with the purchase of four additional hand-held ticket writers for the Prosper Police, Fire, Code Enforcement, and Storm Water Departments. The cost for hand-held units has previously been paid for out of the court technology fund. No funds are available to use for this request from the court technology fund account.			New Police officers have been hired as well as a new Storm Water Administrator. These new positions all issue citations. Currently, citations are issued using hand-held ticket writers. Issuing citation using this method has enabled officers and the court to provide timely, accurate, and efficient service to the public. New citations writers will allow this trend of service to continue.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
This request will continue to allow the court to provide information regarding issued citations which in turn will contribute to timely collection of revenue generated by citations.			If additional citation writers are not funded, the departments and court will have to revert back to using paper citations and manual entry for some of the officers.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

**TOWN OF PROSPER
DEPARTMENT**

DIVISION

10 GENERAL

70 MUNICIPAL COURT EXP

10-70EXP 70 MUNICIPAL COURT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MILEAGE EXPENSE - TMCEC AND TCCA	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5533 MILEAGE EXPENSE	\$200	\$200	\$200	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200	\$200	\$200	\$200
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The court staff would like to attend training provided by TMCEC and TCCA. This training is required to meet qualifications and standards for clerk certification. Most of the training is held outside of the DFW area and will require that staff travel to those locations.			Travel to attend training opportunities will allow the court staff to receive updates, resources, and tools to stay current on court procedures and processes pertinent to providing quality service to the public.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			If this request is not funded, the opportunity to attend training will be limited and it will be difficult to stay current on new rules and procedures for the court and its operation.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
DEPARTMENT
 70 MUNICIPAL COURT EXP

DIVISION
 10-70EXP 70 MUNICIPAL COURT

FUND
 10 GENERAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TRAINING/SEMINARS - TMCEC AND TCCA	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5536 TRAINING/SEMINARS	\$200	\$200	\$200	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200	\$200	\$200	\$200
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The court staff will be attending training seminars, conferences, and testing provided by the TMCEC and TCCA. Attendance is required for clerk certification, new certification, and re-certification.			Attending available training courses will provide court clerk with the required training hours to complete certain certification levels. This training will also provide information, resources, and tools that assist the court staff with the day-to-day operations.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			If this request is not funded, the opportunity to attend training will be limited and it will be difficult to stay current on new rules, recommendations, and procedures.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
FINANCE / BUDGET OFFICE / CMO COMMENTS						

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	70 MUNICIPAL COURT EXP	10-70EXP 70 MUNICIPAL COURT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	TRAVEL/LODGING/MEALS - TMCEC AND TCCA	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5530 TRAVEL	\$200	\$200	\$200	\$200	\$200	\$200
TOTAL	\$200	\$200	\$200	\$200	\$200	\$200
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The court staff will be attending training provided by TMCEC and TCCA . This training is required to meet qualifications and standards for clerk certification. Most of the training is held outside of the DFW area and will require travel and overnight lodging.			Training courses are typically held in other cities away from the DFW area. These courses provide opportunities for the court staff to receive updates, resources, and tools to stay current on court procedures and processes pertinent to providing quality service to the public.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			If this request is not funded, the lack of training will make it difficult to stay up to date with new information, rules, and procedures for the court staff and the court operation.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
DEPARTMENT

FUND

DIVISION

10 GENERAL

70 MUNICIPAL COURT EXP

10-70EXP 70 MUNICIPAL COURT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BUILDING REPAIRS AND MAINTENANCE	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5320 REPAIRS & MAINTENANCE	\$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
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Occasional building repairs and some maintenance service is needed to keep the offices and council chamber in good operating condition.			This request will assist with covering unexpected costs for repairs and/or maintenance. It will also help to keep the facility located at 108 & 110 W. Broadway in good operating condition and ensure that the Town is able to provide a safe working and meeting space for employees and the public.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
None			If this request is not funded, maintenance and use of the building would possibly be interrupted during situations that require repair and/or service.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

**TOWN OF PROSPER
DEPARTMENT**

FUND
10 GENERAL

DIVISION
10-70EXP 70 MUNICIPAL COURT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MUNICIPAL COURT/JUDGE FEES -ADDITIONAL DOCKETS	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5420 MUNICIPAL COURT/JUDGE FEES	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
TOTAL	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
Four new police officers have been added to the patrol division and the court is already handling an increase in cases being docketed for court. The court will need to add two additional preliminary hearing dockets to the current schedule to reduce over crowding, parking issues, and to allow for timely setting of cases for hearing and trial.				Additional dockets for hearings and trials will allow for cases to be set timely before the court; create a more timely schedule for revenue collection of fines and fees; and prevent exceeding the maximum occupancy allowed in the courtroom due to space, while maintaining a timely appearance schedule. This will improve the quality of our current customer service to the public.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
Additional dockets will create a more structured and timely collection schedule for fines and fees which may impact increased revenue collections.				If not funded, over crowding and parking issues on court days will continue and no improvement on scheduling for the public when citations are issued.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 80 INSPECTIONS EXP **DIVISION** 10-80EXP 80 INSPECTIONS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BUILDING INSPECTOR II (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
LINE ITEM								
5110 SALARIES	\$34,359			\$45,812	\$45,812	\$45,812	\$45,812	\$45,812
5145 SOCIAL SECURITY EXPENSE	\$2,130			\$2,840	\$2,840	\$2,840	\$2,840	\$2,840
5150 MEDICARE EXPENSE	\$498			\$664	\$664	\$664	\$664	\$664
5155 SUTA EXPENSE	\$9			\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140			\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264			\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$3			\$4	\$4	\$4	\$4	\$4
5175 LIABILITY (TML) WORKERS COMP	\$161			\$215	\$215	\$215	\$215	\$215
5180 TMRS EXPENSE	\$4,597			\$6,130	\$6,130	\$6,130	\$6,130	\$6,130
5185 LONG TERM/SHORT TERM DISABILIT	\$65			\$87	\$87	\$87	\$87	\$87
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5191 HIRING COST	\$100			\$0	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$50			\$50	\$50	\$50	\$50	\$50
5220 OFFICE EQUIPMENT	\$5,100			\$0	\$0	\$0	\$0	\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$300			\$300	\$300	\$300	\$300	\$300
5352 FUEL	\$1,500			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5353 OIL/GREASE/INSPECTIONS	\$320			\$320	\$320	\$320	\$320	\$320
5400 UNIFORM EXPENSE	\$300			\$300	\$300	\$300	\$300	\$300
5520 TELEPHONE EXPENSE	\$1,495			\$880	\$880	\$880	\$880	\$880
5521 CELL PHONE EXPENSE	\$0			\$0	\$0	\$0	\$0	\$0
5526 DATA NETWORK	\$200			\$200	\$200	\$200	\$200	\$200
5536 TRAINING/SEMINARS	\$1,500			\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5620 TOOLS & EQUIPMENT	\$100			\$50	\$50	\$50	\$50	\$50
5630 SAFETY EQUIPMENT	\$100			\$100	\$100	\$100	\$100	\$100
6160 CAPITAL EXPENDITURE - VEHICLES	\$21,000			\$0	\$0	\$0	\$0	\$0
TOTAL	\$79,292			\$67,834	\$67,834	\$67,834	\$67,834	\$67,834

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
This position is required due to the increased number of residential and commercial permits. While Bureau Veritas (BV) will be utilized for major commercial inspections, this additional position will provide inspection services for the numerous, smaller commercial projects in addition to the residential inspections. This position requires a licensed plumbing inspector with the state-mandated certifications.	Maintain current level of customer service to the building industry.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	Without this additional position, rollover inspections will occur resulting in decreased customer service for the builders in the Town and the delay in completing new homes and businesses.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
Building Inspector II. Provide an experienced, licensed inspector capable of conducting multiple types of inspections.	

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL	90 PLANNING EXP	DEPARTMENT	10-90EXP 90 PLANNING		
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	OLD TOWN PLANNING ASSESSMENT	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5410 PROFESSIONAL SERVICES				\$25,000	\$0	\$0	\$0	\$0
TOTAL				\$25,000	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Retain professional consulting services to provide a phase one assessment of opportunities and constraints for redeveloping the Old Town area.				A phase one assessment will assist in determining the most cost effective methods for future capital expenditures, strategic plans, and private investment. Prior to expending a larger amount for a full study, this phased approach will determine the best manner for a broader study.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				No clear vision of the Town's role or the private sector's role in capital investments.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

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

TITLE	OVERTIME	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
\$115 SALARIES - OVERTIME	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
TOTAL	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose is to allocate funding for continued assistance with public meetings, special events, and other duties as assigned throughout the year.		By allocating overtime, staff is able to assist the Town after hours with meetings, special events, and other special projects.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		If no overtime is allocated, staff's time would be limited to working only during normal business hours or flexing time which could result in loss of productivity.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
Allocation of overtime for staff so they can continue to assist with public meetings, special events, and other duties as assigned throughout the year.						
FINANCE / BUDGET OFFICE / CMO COMMENTS						

TOWN OF PROSPER
DEPARTMENT
 98 ENGINEERING EXP

DIVISION
 10-98EXP 98 ENGINEERING

FUND
 10 GENERAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ENGINEER-IN-TRAINING (NEW PERSONNEL)	TYPE	DISCRETIONARY - 2	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
5110 SALARIES	\$34,359		\$45,812	\$45,812	\$45,812	\$45,812	\$45,812	\$45,812
5145 SOCIAL SECURITY EXPENSE	\$2,130		\$2,840	\$2,840	\$2,840	\$2,840	\$2,840	\$2,840
5150 MEDICARE EXPENSE	\$498		\$664	\$664	\$664	\$664	\$664	\$664
5155 SUTA EXPENSE	\$9		\$9	\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140		\$5,520	\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$364		\$353	\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$3		\$4	\$4	\$4	\$4	\$4	\$4
5175 LIABILITY (TML) WORKERS COMP	\$161		\$215	\$215	\$215	\$215	\$215	\$215
5180 TMRS EXPENSE	\$4,597		\$6,130	\$6,130	\$6,130	\$6,130	\$6,130	\$6,130
5185 LONG TERM/SHORT TERM DISABILIT	\$65		\$87	\$87	\$87	\$87	\$87	\$87
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5191 HIRING COST	\$100		\$0	\$0	\$0	\$0	\$0	\$0
5210 OFFICE SUPPLIES	\$150		\$150	\$150	\$150	\$150	\$150	\$150
5220 OFFICE EQUIPMENT	\$2,602		\$0	\$0	\$0	\$0	\$0	\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$240		\$240	\$240	\$240	\$240	\$240	\$240
5400 UNIFORM EXPENSE	\$100		\$100	\$100	\$100	\$100	\$100	\$100
5418 IT FEES	\$375		\$0	\$0	\$0	\$0	\$0	\$0
5520 TELEPHONE EXPENSE	\$1,495		\$880	\$880	\$880	\$880	\$880	\$880
5521 CELL PHONE EXPENSE	\$0		\$0	\$0	\$0	\$0	\$0	\$0
5533 MILEAGE EXPENSE	\$225		\$225	\$225	\$225	\$225	\$225	\$225
5536 TRAINING/SEMINARS	\$640		\$640	\$640	\$640	\$640	\$640	\$640
TOTAL	\$53,254		\$64,869	\$64,869	\$64,869	\$64,869	\$64,869	\$64,869

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
<p>The purpose is to provide the essential support and needed level of service for department/Town operation by assisting the two Senior Engineers and CIP Project Manager with plan reviews and project management. The request is for an Engineer-In-Training January 1, 2016.</p>	<p>With the increase in the number of new developments underway in the Town, the Senior Engineer in charge of review and management of all engineering plans for these developments is overwhelmed. With the assistance of a recent engineering graduate, many simple tasks and plan reviews that take time, can be handled by the Engineer-In-Training, resulting in better productivity for the Senior Engineer. The Senior Engineer would also be able to devote the time necessary to complete the required revisions to the Town's Engineering Design Standards, Construction Details, and Specifications.</p>
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	<p>Inability to provide timely reviews of engineering plans for the development community. Also, further delay of completing the necessary revisions to the Engineering Design Standards, Construction Details, and Specifications.</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
<p>Full-time Engineer-In-Training to start January 1, 2016.</p>	

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

TITLE	INCREASE TO BASE BUDGET	TYPE	DISCRETIONARY - 1	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5230 DUES, FEES, & SUBSCRIPTIONS				\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
5530 TRAVEL				\$800	\$800	\$800	\$800	\$800
5536 TRAINING/SEMINARS				\$13,200	\$13,200	\$13,200	\$13,200	\$13,200
TOTAL				\$17,500	\$17,500	\$17,500	\$17,500	\$17,500

COMMENTS	
<p>WHAT IS THE PURPOSE OF THIS REQUEST?</p> <p>To send 6 existing employees to required water classes for licensing and pay for 6 existing employees' TCEQ exams for licensing. Also, to purchase NTCOG, fats oils, and grease, and for P.E. yearly registration. \$9800 will be used to provide 20 TCEQ required water classes for license renewal and continuing education credits. To send 2 existing employees to the American Water Works Association Conference in Austin, TX. This conference will give our employees the access to updated equipment, ideas, and EPA policy changes. To send 2 employees to a backflow class for \$500 each. Also, to send 6 employees to a TEEEX Water Class for \$400 each.</p>	<p>DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?</p> <p>Education and licensing for employees. It would also provide professional staff development and help to continue to maintain a quality work force. We will receive information on cutting edge equipment and products. To better train our employees on specified subjects.</p>
<p>WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?</p> <p>Loss of training and licensing.</p>	<p>WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?</p>
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
FINANCE / BUDGET OFFICE / CMO COMMENTS	

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

TITLE	TUITION ASSISTANCE	TYPE	DISCRETIONARY - 1		
RESOURCES REQUESTED					
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5415 PROFESSIONAL SERV-2011 REFD BO	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200
TOTAL	\$9,200	\$9,200	\$9,200	\$9,200	\$9,200
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide Tristan Cisco and Trey Newell assistance for tuition for college courses.		Increase employee knowledge and provide advancement opportunities.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
		Possible loss of enhancing employee development.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST		FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND
20 WATER/SEWER

TOWN OF PROSPER
DEPARTMENT
50 WATER EXP

DIVISION
20-50EXP 50 WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	UTILITY WORKER (NEW PERSONNEL)	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5110 SALARIES	\$22,030	\$29,373	\$29,373	\$29,373	\$29,373	\$29,373
5145 SOCIAL SECURITY EXPENSE	\$1,366	\$1,821	\$1,821	\$1,821	\$1,821	\$1,821
5150 MEDICARE EXPENSE	\$319	\$426	\$426	\$426	\$426	\$426
5155 SUTA EXPENSE	\$9	\$9	\$9	\$9	\$9	\$9
5160 HEALTH INSURANCE	\$4,140	\$5,520	\$5,520	\$5,520	\$5,520	\$5,520
5165 DENTAL EXPENSE	\$264	\$353	\$353	\$353	\$353	\$353
5170 AD&D/LIFE INSURANCE	\$2	\$3	\$3	\$3	\$3	\$3
5175 LIABILITY (TML) WORKERS COMP	\$482	\$643	\$643	\$643	\$643	\$643
5180 TMRS EXPENSE	\$2,948	\$3,930	\$3,930	\$3,930	\$3,930	\$3,930
5185 LONG TERM/SHORT TERM DISABIL	\$0	\$0	\$0	\$0	\$0	\$0
5186 WELLE-WELLNESS PROG REIMB EMPL	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
5191 HIRING COST	\$100	\$0	\$0	\$0	\$0	\$0
5220 OFFICE EQUIPMENT	\$200	\$0	\$0	\$0	\$0	\$0
5230 DUES, FEES, & SUBSCRIPTIONS	\$300	\$300	\$300	\$300	\$300	\$300
5400 UNIFORM EXPENSE	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600
5520 TELEPHONE EXPENSE	\$1,080	\$880	\$880	\$880	\$880	\$880
5536 TRAINING/SEMINARS	\$600	\$600	\$600	\$600	\$600	\$600
5620 TOOLS & EQUIPMENT	\$200	\$200	\$200	\$200	\$200	\$200
5630 SAFETY EQUIPMENT	\$500	\$500	\$500	\$500	\$500	\$500
TOTAL	\$37,181	\$47,213	\$47,213	\$47,213	\$47,213	\$47,213

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
This position would assist a crew leader and a possible operator with daily job functions and other duties associated with this position. This position is included in the water rate study.	We will be able to accomplish more in a shorter amount of time. This position would help to ensure that Prosper continues to provide first rate utilities.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
	There would be a higher cost of repairs and longer time to repair assets.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS
The new position will help provide a quicker response time by being able to work on maintenance instead of repair work.	

TOWN OF PROSPER
DEPARTMENT
 55 SEWER EXP

DIVISION
 20-55EXP 55 SEWER

FUND
 20 WATER/SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INCREASE TO BASE BUDGET	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5230 DUES, FEES, & SUBSCRIPTIONS	\$1,000		\$1,000		\$1,000	\$1,000
5530 TRAVEL	\$1,000		\$1,000		\$1,000	\$1,000
5536 TRAINING/SEMINARS	\$2,400		\$2,400		\$2,400	\$2,400
TOTAL	\$4,400		\$4,400		\$4,400	\$4,400
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
Buy in to NITCOG for fats, oils, and grease and to work with the stormwater division. = \$1000 Send one employee to TML Conference = \$1000 Send 6 existing employees to required wastewater classes for licensing and Continuing Education Credits.		We would receive training materials to maintain quality work force. Training and networking would occur to ensure that we are acquiring resources appropriate to our needs. Employee training to maintain quality work force.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
		We will have to purchase train materials separately. We will miss opportunities to develop and network with other municipalities. Loss of licenses for employees.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
FINANCE / BUDGET OFFICE / CMO COMMENTS						

FUND
20 WATER/SEWER

TOWN OF PROSPER
DEPARTMENT
55 SEWER EXP

DIVISION
20-55EXP 55 SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	INFLOW MANHOLE INSERTS	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5670 SYSTEM IMPROVEMENTS/REPAIRS				\$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 reduce inflow into wastewater manholes in the old part of Town and new construction.				Reducing I&I will lower our treatment costs.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
The treatment cost will be lowered.				Would not be in compliance with TCEQ guidelines and would incur TCEQ fines. An increased risk of an overflow event.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

FUND	TOWN OF PROSPER	DIVISION
20 WATER/SEWER	DEPARTMENT	
57 UTILITY BILLING DEPARTMENT EXP	20-57EXP 57 UTILITY BILLING DEPARTMENT	
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	PROMOTE UB CLERK/RECEPTIONIST TO UB COORDINATOR	TYPE	DISCRETIONARY - 1			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5110 SALARIES	\$5,325	\$0	\$0	\$0	\$0	\$0
5145 SOCIAL SECURITY EXPENSE	\$330	\$330	\$330	\$330	\$330	\$330
5150 MEDICARE EXPENSE	\$77	\$77	\$77	\$77	\$77	\$77
5155 SUTA EXPENSE	\$9	\$9	\$9	\$9	\$9	\$9
5180 TMRS EXPENSE	\$712	\$712	\$712	\$712	\$712	\$712
TOTAL	\$6,453	\$1,128	\$1,128	\$1,128	\$1,128	\$1,128

COMMENTS	
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?
To promote full-time Utility Billing Clerk/Receptionist to Utility Billing Coordinator.	To reward employee for performing most of the duties associated with this job title. Employee poses the requisite skills needed for this position. Promoting within helps to build longevity in employees and success of the department. Also, the department will be able to add another layer to improve audits of customer accounts.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
Increase in customer service demands is reflected in the number of new customers continually added to our customer base. This is not a new service for the Town, however we have increased 60% in customer base in the last 5 years. It is anticipated that this growth will continue.	Inability to add another layer of responsibility within the department; no place for movement within the department for current employees. Decrease in moral and possibly longevity.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
Employee will be able to learn more responsibilities and perform at this higher level with a great sense of pride in serving the Town of Prosper. Employee will add a layer of auditing not available at the present time.	
FINANCE / BUDGET OFFICE / CMO COMMENTS	

FUND	TOWN OF PROSPER	DIVISION
20 WATER/SEWER	57 UTILITY BILLING DEPARTMENT EXP	20-57EXP 57 UTILITY BILLING DEPARTMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	BUILDING REPAIRS	TYPE	DISCRETIONARY - 2			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5340 BUILDING REPAIRS	\$400	\$400	\$400	\$400	\$400	\$400
TOTAL	\$400	\$400	\$400	\$400	\$400	\$400
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To maintain a portion of Town Hall with minor repairs. Insect spraying, HVAC check-ups and repairs, as needed. Repair of door locks. Annual Fire Extinguisher inspection. Toilet leak/flapper repairs, etc. For FY 2015-2016, costs are estimated since there were no funds available in this line item in the previous year to cover costs listed above.			Building will be maintained.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			Town Hall is aging and if minor repairs are not done this could lead to larger problems, such as a leaking toilet wasting large amounts of water.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND		TOWN OF PROSPER		DIVISION	
20 WATER/SEWER		DEPARTMENT		20-57EXP 57 UTILITY BILLING DEPARTMENT	
57 UTILITY BILLING DEPARTMENT EXP					
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	OFFICE SUPPLIES	TYPE	DISCRETIONARY - 2	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5210 OFFICE SUPPLIES	\$300	\$300	\$300	\$300	\$300	\$300
TOTAL	\$300	\$300	\$300	\$300	\$300	\$300
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To be able to purchase necessary level of office supplies including any price hike those items may incur during the fiscal year.			Maintain current service level.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			A budget amendment to cover supplies.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	NET		TOTAL COSTS	REVENUE	TOTAL NET COST
			ONE-TIME	ON GOING			
119	12 Finance	ACCOUNTS PAYABLE POSTAGE	\$ -	\$ 750	\$ 750	\$ -	\$ 750
120	12 Finance	EPROCUREMENT INCREASE	\$ -	\$ 500	\$ 500	\$ -	\$ 500
121	12 Finance	LEVEL TOWN ANNEX	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ 3,500
122	12 Finance	STW FEES	\$ -	\$ 36,000	\$ 36,000	\$ -	\$ 36,000
123	12 Finance	TOWN ANNEX COSTS	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 3,500
124	13 Human Resources	LEGAL FEES	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
125	40 Streets	ROADWAY LIGHTING	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
126	61 Parks Operations	ELECTRICITY	\$ -	\$ 34,000	\$ 34,000	\$ -	\$ 34,000
127	61 Parks Operations	MOWING OF PROPERTIES	\$ -	\$ 32,000	\$ 32,000	\$ -	\$ 32,000
128	70 Municipal Court	ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FEES	\$ -	\$ 5,200	\$ 5,200	\$ -	\$ 5,200
129	70 Municipal Court	BUILDING SUPPLIES	\$ -	\$ 500	\$ 500	\$ -	\$ 500
130	70 Municipal Court	CONTRACTED SERVICES - BUILDING SECURITY	\$ -	\$ 900	\$ 900	\$ -	\$ 900
131	70 Municipal Court	DUES FOR TCCA, TMCA AND MARSHALS ASSOCIATION	\$ -	\$ 150	\$ 150	\$ -	\$ 150
132	70 Municipal Court	JANITORIAL SERVICES AND SUPPLIES	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
133	70 Municipal Court	LEGAL FEES	\$ -	\$ 11,200	\$ 11,200	\$ -	\$ 11,200
134	70 Municipal Court	POSTAGE & DELIVERY	\$ -	\$ 200	\$ 200	\$ -	\$ 200
135	70 Municipal Court	RENTAL EXPENSE - 108 & 110 W. BROADWAY	\$ -	\$ 9,500	\$ 9,500	\$ -	\$ 9,500
136	80 Inspections	THIRD-PARTY PLAN REVIEW AND INSPECTION SERVICES	\$ -	\$ 271,000	\$ 271,000	\$ -	\$ 271,000
TOTAL PROPOSED			\$ 3,500	\$ 447,400	\$ 450,900	\$ -	\$ 450,900

Pg #	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	ONE TIME	ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
137	50 Water	CHEMICALS	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
138	50 Water	GLENBROOK METERS	\$ 68,722	\$ 47,278	\$ 116,000	\$ 114,000	\$ 2,000
139	50 Water	NTMWD RATE INCREASE AND GROWTH (WATER/METER PURCH)	\$ -	\$ 400,382	\$ 400,382	\$ -	\$ 400,382
140	50 Water	OFFICE EXPENSES	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
141	55 Sewer	GENERATORS FOR LIFT STATIONS	\$ 207,000	\$ -	\$ 207,000	\$ -	\$ 207,000
142	55 Sewer	LIFT STATIONS	\$ -	\$ 11,500	\$ 11,500	\$ -	\$ 11,500
143	55 Sewer	SEWER MANAGEMENT FEE	\$ -	\$ 216,648	\$ 216,648	\$ -	\$ 216,648
144	55 Sewer	SMOKE TEST PROGRAM	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
145	57 Utility Billing Department	COPIER EXPENSE	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
146	57 Utility Billing Department	HOUSEHOLD HAZARDOUS WASTE	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
147	57 Utility Billing Department	LEGAL FEES	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
148	57 Utility Billing Department	POSTAGE AND DELIVERY	\$ -	\$ 19,000	\$ 19,000	\$ -	\$ 19,000
149	57 Utility Billing Department	PRINTING AND REPRODUCTION	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
TOTAL PROPOSED			\$ 275,722	\$ 748,508	\$ 1,024,230	\$ 114,000	\$ 910,230

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

12 FINANCE EXP

10-12EXP 12 FINANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ACCOUNTS PAYABLE POSTAGE	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED		
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5240 POSTAGE AND DELIVERY	\$750	\$750	\$750	\$750	\$750	\$750
TOTAL	\$750	\$750	\$750	\$750	\$750	\$750
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
This postage will fully fund postage needed to mail accounts payable checks to vendors providing goods and services to the Town. The FY 2014-2015 estimate will be increased for continued growth as well as a 1% postage rate increase.				Vendors will continue to receive payment for goods and services provided to the Town.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
None				Accounts payable checks will not be provided to Town vendors.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST						
FINANCE / BUDGET OFFICE / CMO COMMENTS						

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

12 FINANCE EXP

10-12EXP 12 FINANCE

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PROCUREMENT INCREASE	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5418 IT FEES	\$500			\$0	\$0	\$0	\$0	\$0
TOTAL	\$500			\$0	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
This item will fund a five percent increase for the eProcurement software.				The Town will continue to utilize eProcurement to increase competitive purchasing, thus resulting in possible price reductions.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
None.				Purchasing will be less competitive resulting in possible price increases.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 12 FINANCE EXP **DIVISION** 10-12EXP 12 FINANCE
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LEVEL TOWN ANNEX	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5410 PROFESSIONAL SERVICES				\$3,500	\$0	\$0	\$0	\$0
TOTAL				\$3,500	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The Town Annex was leveled when it was installed. The terms of the contract require any future leveling to be the responsibility of the Town. Due to the abnormally heavy rainfall this year, the Annex requires additional leveling. A quote from ModSpace has been received for this item amount.				Town Annex will continue to be available for use.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				The terms of the contract require the Town to pay for structural damages to the building if it becomes unlevel after installation.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER

FUND 10 GENERAL	DEPARTMENT 12 FINANCE EXP	DIVISION 10-12EXP 12 FINANCE
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SUPPLEMENTAL DETAILS - ACTIVE

TITLE	STW FEES	TYPE	NON-DISCRETIONARY	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
5418 IT FEES				\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
TOTAL				\$36,000	\$36,000	\$36,000	\$36,000	\$36,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
This will fund the Town's continued use and support of it's financial software, STW. This funding will include an average \$3,000 in monthly support costs.				This will provide continued access to the Town's financials as well as continued support for trouble shooting accounts payable vendor maintenance, payroll, and the general ledger.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 12 FINANCE EXP

DIVISION
 10-12EXP 12 FINANCE

FUND
 10 GENERAL

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	TOWN ANNEX COSTS	TYPE	NON-DISCRETIONARY			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5212 BUILDING SUPPLIES	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
5310 RENTAL EXPENSE	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
The rental expense increase will fund 12 months of rent. Building supplies are needed to support town-wide meeting needs.			Building use will be inclusive.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
None.			Building services will not be available.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	DEPARTMENT	10-13EXP 13 HUMAN RESOURCES
13 HUMAN RESOURCES EXP	SUPPLEMENTAL DETAILS - ACTIVE	

TITLE	LEGAL FEES	TYPE	NON-DISCRETIONARY	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
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?
The purpose of this request is to pay for legal services for advice, review and approval, and consult relating to Town employee benefits and service contracts, HR service agreements, Town-wide employee disciplinary actions, Town-wide policy changes/updates, and general legal compliance requirements.	The benefits that will be gained from this request is increasing legal compliance, decreasing legal exposures and related lawsuits.
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?
The revenue enhancements associated with this request will be the savings from potential legal expenses, related penalties, and associated non-compliance charges.	The consequences for not funding this request is the legal exposure and risk for non-compliance as well as paying associated penalties and fees.
SUMMARIZE NEW POSITIONS IN THIS REQUEST	
FINANCE / BUDGET OFFICE / CMO COMMENTS	

FUND		TOWN OF PROSPER		DIVISION	
10 GENERAL		DEPARTMENT		10-40EXP 40 STREETS	
		40 STREETS EXP			
SUPPLEMENTAL DETAILS - ACTIVE					

TITLE	ROADWAY LIGHTING	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5525 ELECTRICITY				\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
TOTAL				\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To provide electricity to illuminate the roadways.				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?				
				The lights may be turned off.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER		DIVISION	
FUND	DEPARTMENT		
10 GENERAL	61 PARKS OPERATIONS EXP	10-61EXP 61 PARKS OPERATIONS	
SUPPLEMENTAL DETAILS - ACTIVE			

TITLE	ELECTRICITY	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5525 ELECTRICITY				\$34,000	\$34,000	\$34,000	\$34,000	\$34,000
TOTAL				\$34,000	\$34,000	\$34,000	\$34,000	\$34,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To adequately budget for the growing demand of the Town's parks.				Properly budget for the new lighting that was installed in 2015.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Each year we have to make budget amendments for this item. This year more lights were added at the southwest corner and the batting cages at Frontier Park. The current budget as it stands, would require an adjustment in July. The southwest corner and batting cages have not been set to run at all this year. With this area anticipated being used for practice areas, the usage will go up later this year and next.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 61 PARKS OPERATIONS EXP **DIVISION** 10-61EXP 61 PARKS OPERATIONS
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	MOWING OF PROPERTIES	TYPE	NON-DISCRETIONARY
RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018
5480 CONTRACT SERVICES	\$32,000	\$32,000	\$32,000
TOTAL	\$32,000	\$32,000	\$32,000
COMMENTS			
WHAT IS THE PURPOSE OF THIS REQUEST?		DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?	
More properties will be added requiring maintenance.		The new properties will be maintained at a higher level than we could do from in house. We are not staffed for mowing larger properties.	
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?		WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?	
		The Parks Division would have to maintain these new properties and we are not staffed for this.	
SUMMARIZE NEW POSITIONS IN THIS REQUEST			
FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 70 MUNICIPAL COURT EXP **DIVISION** 10-70EXP 70 MUNICIPAL COURT
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FEES	TYPE	NON-DISCRETIONARY		
RESOURCES REQUESTED					
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5418 IT FEES	\$5,200	\$5,200	\$5,200	\$5,200	\$5,200
TOTAL	\$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?		
Annual maintenance support fees for court software (MCRS), hand-held units (citation writer) software and warranties (BRAZOS). This costs is usually paid out of the court technology fund and there are no funds available.			Operations for both the Police Department and the Municipal Court rely greatly on technical support, warranties, and maintenance services. These services provide the court and police officers with necessary technological assistance for effective and efficient use of electronic devices and interfaced software.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
			A result of not funding this request would be inefficient and ineffective services for employees and citizens.		
SUMIMARIZE NEW POSITIONS IN THIS REQUEST					
FINANCE / BUDGET OFFICE / CMD COMMENTS					

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 70 MUNICIPAL COURT EXP **DIVISION** 10-70EXP 70 MUNICIPAL COURT
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	BUILDING SUPPLIES	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5212 BUILDING SUPPLIES	\$500	\$500	\$500	\$500	\$500	\$500	\$500
TOTAL	\$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?			
Additional funds are being requested to ensure that supplies are available due to the expected high traffic volume usage of the police/court/chamber for a variety of reasons.				Having an adequate stock of supplies is necessary to be prepared for meetings, court, and other events held in the court building.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
				The court building is a multi-purpose use building. Not having adequate supplies would greatly impact the use of the building, employees, and public that frequent the building.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 70 MUNICIPAL COURT EXP **DIVISION** 10-70EXP 70 MUNICIPAL COURT
SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CONTRACTED SERVICES - BUILDING SECURITY	TYPE	NON-DISCRETIONARY	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
RESOURCES REQUESTED								
5480 CONTRACT SERVICES				\$900	\$0	\$0	\$0	\$0
TOTAL				\$900	\$0	\$0	\$0	\$0
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The offices located at 108 & 110 W. Broadway have a security camera system that records activity at that location 24 hours a day. This system provides video recording monitoring for both the Municipal Court and the Police Department. The cost of this system is covered out of the Court Security fund.				24-hour video recording of the buildings entry and exit locations, weapons storage, interview area, clerk window, and front parking lot helps to provide an additional level of security for court staff and the public while in the building and the area surrounding the building.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				If this request is not funded, it will lower the level of security currently in place for the court, police, and council chamber.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST								
FINANCE / BUDGET OFFICE / CMO COMMENTS								

FUND	TOWN OF PROSPER	DIVISION
10 GENERAL	70 MUNICIPAL COURT EXP	10-70EXP 70 MUNICIPAL COURT
DEPARTMENT		
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	JANITORIAL SERVICES AND SUPPLIES	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
LINE ITEM				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5190 CONTRACT LABOR				\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
TOTAL				\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The anticipated increase of court dockets and current usage of the council chambers for other types of meetings and/or events will require additional cleaning and supplies.				Additional janitorial services and supplies will ensure that the courtroom and council chamber remain in a clean and presentable condition for both staff and the public.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
None				Without additional janitorial services there is also a risk of health and sanitation issues and concerns with increased usage of the facility.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

10 GENERAL

70 MUNICIPAL COURT EXP

10-70EXP 70 MUNICIPAL COURT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LEGAL FEES	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5430 LEGAL FEES				\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
TOTAL				\$11,200	\$11,200	\$11,200	\$11,200	\$11,200
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The prosecutor must be present during all court jury trials, bench trials, pre-trial hearings, and certain motion hearings. The prosecutor must be available to review and respond to certain types of correspondence and requests from defendants and attorneys. Recommendations, interpretations, and clarification of certain legal matters submitted to the court are also the responsibility of the prosecutor.				Legal matters that require the process and/or procedure be handled by the Town's prosecutor will be properly executed.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Court processes and procedures would be interrupted and a create a backlog of cases would occur.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND 10 GENERAL **DEPARTMENT** 70 MUNICIPAL COURT EXP
SUPPLEMENTAL DETAILS - ACTIVE

DIVISION
 10-70EXP 70 MUNICIPAL COURT

TITLE	RENTAL EXPENSE - 108 & 110 W. BROADWAY	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5310 RENTAL EXPENSE				\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
TOTAL				\$9,500	\$9,500	\$9,500	\$9,500	\$9,500
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The rental and water utility rate for the lease of 108 and 110 W. Broadway has increased. This facility is used for Town of Prosper council meetings, department meetings, public meetings, court sessions, and it houses the Patrol Division and Investigations for the Prosper Police Department.				The uses and services currently being provided at this location will be able to continue without interruption to the regular routine of employees and the public.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Relocation would be required if this request is not funded.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 80 INSPECTIONS EXP

FUND
 10 GENERAL

DIVISION
 10-80EXP 80 INSPECTIONS

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	THIRD-PARTY PLAN REVIEW AND INSPECTION SERVICES	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5410 PROFESSIONAL SERVICES	\$271,000	\$271,000	\$271,000	\$271,000	\$271,000		
TOTAL	\$271,000	\$271,000	\$271,000	\$271,000	\$271,000		
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 multifamily permit applications. Staff is aware of thirteen commercial projects in FY 2015-2016 that will be submitting permit applications. Staff estimates an additional five pad sites yet to be determined. This represents approximately 750,000 sq. ft. in new, non-residential construction.				Maintaining customer service with the builder and development community by providing timely and professional plan review and inspections of commercial and multifamily permit applications.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
				There is insufficient Town staff to provide this service in a reasonable time period. Unlike residential plan review and inspections, commercial and multifamily projects require substantially more time. Without this service, staff will not be able to review residential plans within 10 days (established goal) nor be able to respond to inspection requests within 24 hours.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER

FUND

DEPARTMENT

DIVISION

20 WATER/SEWER

50 WATER EXP

20-50EXP 50 WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	CHEMICALS	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5660 CHEMICAL SUPPLIES				\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
TOTAL				\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To purchase Sodium Sulfite for required testing of water.				Required for testing chloramines in water.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				We may be unable to meet TCEQ requirements.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND
 20 WATER/SEWER

DEPARTMENT
 50 WATER EXP

DIVISION
 20-50EXP 50 WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	GLENBROOK METERS	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5190 CONTRACT LABOR	\$15,000			\$0	\$0	\$0	\$0	\$0
5545 METER PURCHASES	\$85,000			\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
5550 WATER PURCHASES	\$16,000			\$38,278	\$38,278	\$38,278	\$38,278	\$38,278
TOTAL	\$116,000			\$47,278	\$47,278	\$47,278	\$47,278	\$47,278
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
The purpose is to take over the water services for Glenbrook Estates 350 meters.				The Town will gain 350 customers and 17 million gallons of water each year.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
Annualized Water and WW Revenue \$342,000. Revenue June-Sept 2016 = \$114,000				This is a contractual agreement.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 50 WATER EXP

DIVISION
 20-50EXP 50 WATER

FUND
 20 WATER/SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	NTMWD RATE INCREASE AND GROWTH (WATER/METER PURCH)	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5545 METER PURCHASES	\$17,257			\$17,257	\$17,257	\$17,257	\$17,257	\$17,257
5550 WATER PURCHASES	\$383,125			\$383,125	\$383,125	\$383,125	\$383,125	\$383,125
TOTAL	\$400,382			\$400,382	\$400,382	\$400,382	\$400,382	\$400,382
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
North Texas Municipal Water District is increasing the cost of water to \$2.14/1,000 gallons. With a 10% increase in usage and the added water cost, an increase of \$203,790 for the additional cost and an additional \$179,335 for an 8% estimated growth is requested. Meters will increase by 7% as water usage increases. We will also need a 1% increase for the replacement of damaged meters.				Achievement of the 2014 Strategic Goal: "Provide First Rate Utilities." We will instill the same services are to be provided as the previous year, and will ensure that water infrastructure systems are able to meet future growth demands. Lost water percentages will measure the success of this request.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				This is a contractual obligation.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
FUND
 20 WATER/SEWER

DIVISION
 20-50EXP 50 WATER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	OFFICE EXPENSES	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5190 CONTRACT LABOR				\$7,800	\$7,800	\$7,800	\$7,800	\$7,800
5480 CONTRACT SERVICES				\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
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?				
<p>\$7,800 will be used for cleaning and maintaining the main Public Works facility. \$1,200 is the expense of the alarm system for the main Public Works facility. \$1,000 is for the television services.</p>				<p>We would continue to utilize the services that are currently being used.</p>				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				<p>Staff would be required to take time to clean the building, and the television and security systems would be removed.</p>				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 55 SEWER EXP

DIVISION
 20-55EXP 55 SEWER

FUND
 20 WATER/SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	GENERATORS FOR LIFT STATIONS	TYPE	NON-DISCRETIONARY				
RESOURCES REQUESTED							
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
5480 CONTRACT SERVICES	\$32,000		\$0	\$0	\$0		\$0
6140 CAPITAL EXPENDITURE - EQUIPMENT	\$175,000		\$0	\$0	\$0		\$0
TOTAL	\$207,000		\$0	\$0	\$0		\$0
COMMENTS							
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To provide back up power for remaining lift stations. Trailer for generator = \$25,000 600 AMP generator = \$150,000 Services for lift stations = \$32,000				We would meet the requirements of the EPA.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
				Possible fines may be assessed if back up power is not available.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST							
FINANCE / BUDGET OFFICE / CMO COMMENTS							

TOWN OF PROSPER
FUND
 20 WATER/SEWER

DEPARTMENT
 55 SEWER EXP

DIVISION
 20-55EXP 55 SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LIFT STATIONS	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5680 LIFT STATION EXPENSE				\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
TOTAL				\$11,500	\$11,500	\$11,500	\$11,500	\$11,500
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
We will use \$11,500 this current fiscal year, and with additions and age on the current lift stations, we will need to increase the budget by 5%.				We will have the ability to maintain the increase in demand.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				We will be unable to meet demand.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

TOWN OF PROSPER
DEPARTMENT
 55 SEWER EXP

DIVISION
 20-55EXP 55 SEWER

FUND
 20 WATER/SEWER

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	SEWER MANAGEMENT FEE	TYPE	NON-DISCRETIONARY			
RESOURCES REQUESTED						
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
5560 SEWER MANAGEMENT FEES	\$216,648	\$216,648	\$216,648	\$216,648	\$216,648	\$216,648
TOTAL	\$216,648	\$216,648	\$216,648	\$216,648	\$216,648	\$216,648
COMMENTS						
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?			
To pay for the sewer management fees associated with 7% growth for NTMWD (\$126,870); cost increase (\$69,778), and the UTRWD growth (\$20,000).			Must be able to meet the demand of the system. The operations increase is a result of new annual payment to UTRWD for bringing Doe Branch on and including the normal increase by NTMWD.			
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?			
			We may not be able meet the future growth.			
SUMMARIZE NEW POSITIONS IN THIS REQUEST			FINANCE / BUDGET OFFICE / CMO COMMENTS			

TOWN OF PROSPER

FUND

20 WATER/SEWER

DEPARTMENT

57 UTILITY BILLING DEPARTMENT EXP

DIVISION

20-57EXP 57 UTILITY BILLING DEPARTMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	LEGAL FEES	TYPE	NON-DISCRETIONARY
RESOURCES REQUESTED			
LINE ITEM	FY 2016	FY 2017	FY 2018
5430 LEGAL FEES	\$2,500	\$2,500	\$2,500
TOTAL	\$2,500	\$2,500	\$2,500
COMMENTS			
WHAT IS THE PURPOSE OF THIS REQUEST?	DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To properly account for these fees in a separate line item.	Enables easier tracking of legal fees.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?	WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
Enables easier tracking of legal fees.	No funds would be available for review of legal documents associated with utility billing.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST	FINANCE / BUDGET OFFICE / CMO COMMENTS		
None.			

FUND	TOWN OF PROSPER	DIVISION
20 WATER/SEWER	57 UTILITY BILLING DEPARTMENT EXP	20-57EXP 57 UTILITY BILLING DEPARTMENT
SUPPLEMENTAL DETAILS - ACTIVE		

TITLE	POSTAGE AND DELIVERY	TYPE	NON-DISCRETIONARY		
RESOURCES REQUESTED					
LINE ITEM	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5240 POSTAGE AND DELIVERY	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
TOTAL	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
COMMENTS					
WHAT IS THE PURPOSE OF THIS REQUEST?			DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?		
To cover costs associated with mailing utility bills, disconnect notices, and general utility billing correspondence. Increasing the cost from last year since we are anticipating 12% growth in residential customers, 3% commercial customers, and an expected rate increase from the US Postal Service.			Customers will continue to receive their utility bills and other correspondence.		
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?			WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?		
			Decline in customer service and revenue.		
SUMMARIZE NEW POSITIONS IN THIS REQUEST					
FINANCE / BUDGET OFFICE / CMO COMMENTS					

**TOWN OF PROSPER
DEPARTMENT**

FUND

DIVISION

20 WATER/SEWER

57 UTILITY BILLING DEPARTMENT EXP

20-57EXP 57 UTILITY BILLING DEPARTMENT

SUPPLEMENTAL DETAILS - ACTIVE

TITLE	PRINTING AND REPRODUCTION	TYPE	NON-DISCRETIONARY	RESOURCES REQUESTED				
				FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
5280 PRINTING & REPRODUCTION				\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
TOTAL				\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
COMMENTS								
WHAT IS THE PURPOSE OF THIS REQUEST?				DESCRIBE THE BENEFITS THAT WILL BE GAINED FROM THIS REQUEST?				
To continue to fund the cost of outsourcing of Utility Connection Newsletter printing, folding, and inserting into utility bills.				Newsletters will be printed at same location as printing of utility bills is currently done eliminating the need for a courier. This newsletter is created to give customers another avenue in which to receive communication from the Town.				
WHAT ARE THE REVENUE ENHANCEMENTS ASSOCIATED WITH THIS REQUEST?				WHAT ARE THE CONSEQUENCES OF NOT FUNDING THIS REQUEST?				
				Decreases a line of communication with our customers.				
SUMMARIZE NEW POSITIONS IN THIS REQUEST				FINANCE / BUDGET OFFICE / CMO COMMENTS				

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, at least ten (10) days 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.

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.

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.

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 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.

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 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 the 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 judgment for taxes without foreclosure, or to foreclose its lien or liens, or to recover both personal judgment 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 judgment foreclosing the tax lien or for personal judgment against the owners for such taxes.

NOTICE OF 2015 TAX YEAR PROPOSED PROPERTY TAX RATE FOR TOWN OF PROSPER

A tax rate of \$0.520000 per \$100 valuation has been proposed for adoption by the governing body of Town of Prosper. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

PROPOSED TAX RATE	\$0.520000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.520000 per \$100
EFFECTIVE TAX RATE	\$0.480591 per \$100
ROLLBACK TAX RATE	\$0.524487 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for Town of Prosper from the same properties in both the 2014 tax year and the 2015 tax year.

The rollback tax rate is the highest tax rate that Town of Prosper may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

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

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

For assistance or detailed information about tax calculations, please contact:

Kenneth L. Maun
Tax Assessor Collector
2300 Bloomdale Road
McKinney, TX 75071
972-547-5020
kmaun@collincountytx.gov
www.prospertx.gov

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 25, 2015 at 6:00 pm at Prosper Municipal Chambers, 108 W. Broadway, Prosper, Texas.

Second Hearing: September 8, 2015 at 6:00 pm at Prosper Municipal Chambers, 108 W. Broadway, Prosper, Texas.

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(c) opinions;

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

(e) financial statements and schedules; and

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

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

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

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

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

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

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

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

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

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

Bonds Issued: Bonds sold.

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

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

Budget Document: The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second part consists of schedules supporting the summary. These schedules show in detail the information as to past years' actual revenues, expenditures, and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue, and borrowing measures necessary to put the budget into effect.

Budget Message: A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

Budgetary Accounts: Those accounts which reflect budgetary operations and condition, such as estimated revenues, appropriations, and encumbrances, as distinguished from proprietary accounts. See also Proprietary Accounts.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

Capital Budget: A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget. If a Capital Program is in operation, it will be the first year thereof. A Capital Program is sometimes referred to as a Capital Budget. See also Capital Program.

Capital Expenditures: See Capital Outlays.

Capital Improvement Program: See Capital Program.

Capital Outlays: Expenditures, which result in the acquisition of or addition to fixed assets.

Capital Program: A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program, or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets (other than those financed by special assessment, trust, special revenue, and enterprise funds). See also Bond Fund.

Cash: Currency, coin, checks, postal and express money orders, and bankers' drafts, on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

Cash Basis: The basis of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Chart of Accounts: The classification system used to organize the accounting for various funds.

Clearing Account: An account used to accumulate total charges or credits for the purpose of distributing them later among the accounts to which they are allocated or for the purpose of transferring the net differences to the proper account.

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.

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.

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."

Fixed Charges: Expenses (the amount of which is set by agreement). Examples are interest, insurance, and contributions to pension funds.

Fixtures: Attachments to buildings that are not intended to be removed and which cannot be removed without damage to the latter.

Note: Those fixtures with a useful life presumed to be as long as that of the building itself, are considered a part of such building; all others are classified as equipment.

Force Account Method: A method employed in the construction and/or maintenance of fixed assets whereby a governmental unit's own personnel are used instead of an outside contractor.

Note: This method also calls for the purchase of materials by the governmental unit and the possible use of its own equipment, but the distinguishing characteristic of the force account method is the use of the unit's own personnel.

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

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations.

Note: Bonds carrying such pledges are usually referred to as general obligation bonds or full faith and credit bonds.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which the Town is responsible. For example, public safety is a function.

Functional Classification: A grouping of expenditures on the basis of the principal purposes for which they are made. Examples are public safety, public health, public welfare, etc. See also Activity Classification and Object Classification.

Fund: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Accounts: All accounts necessary to set forth the financial operations and financial condition of a fund.

Note: Sometimes the term is used to denote budgetary accounts as distinguished from proprietary accounts, but such usage is not recommended.

Fund Balance: The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period.

Fund Balance Sheet: A balance sheet for a single fund. See Fund and Balance Sheet.

Fund Group: A group of funds that are similar in purpose and character. For example, several special revenue funds constitute a fund group.

Funding: The conversion of floating debt or time warrants into bonded debt.

Funding Bonds: Bonds issued to retire outstanding floating debt and to eliminate deficits.

General Audit: An audit made at the close of a normal accounting period, which covers all of the funds and balanced account groups of a governmental unit. Such audits may involve some detailed verification, as determined by the professional judgment of the auditor, but usually they are based on appropriate tests and checks. See also Special Audit.

General Fixed Assets: Those fixed assets of a governmental unit that are not accounted for in Enterprise, Trust, or Intragovernmental Service Funds.

General Fixed Assets Group of Accounts: A self-balancing group of accounts set up to account for the general fixed assets of a governmental unit. See General Fixed Assets.

General Fund: A fund used to account for all transactions of a governmental unit that are not accounted for in another fund.

Note: The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

General Long-Term Debt: Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit. See Long-Term Debt.

General Obligation Bonds: Bonds for whose payment the full faith and credit of the issuing body are pledged. More commonly, but not necessarily, general obligation bonds are considered to be those payable from taxes and other general revenues. See also Full Faith and Credit.

General Revenue: The revenues of a governmental unit other than those derived from and retained in an enterprise.

Note: If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the General Fund, the amounts transferred constitute general revenue of the governmental unit.

Goal: A statement of broad direction, purpose or intent based on the need of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

Governmental Accounting: The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

Governmental Fund Types: Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities - except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregations of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance.

Grant: A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function (for example, public safety), but it is sometimes also for general purposes.

Gross Bonded Debt: The total amount of direct debt of a governmental unit represented by outstanding bonds before deduction of any assets available and earmarked for their retirement. See also Direct Debt.

Improvements: Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers.☐

Note: Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term improvements other than buildings is preferred.

Improvements Other Than Buildings: A fixed asset account that reflects the acquisition value of permanent improvements, other than buildings, which add value to land. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.

Income: A term used in accounting for governmental enterprises to represent the excess of revenues earned over the expenses incurred in carrying on the enterprise's operations. It should not be used without an appropriate modifier, such as Operating, Non-operating, or Net.

Note: The term Income should not be used in lieu of Revenue in non-enterprise funds.

Interfund Accounts: Accounts in which transactions between funds are reflected. See Interfund Transfers.

Interfund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenue received from other governments in the form of grants, shared revenues, or payments in lieu of taxes.

Interim Borrowing: (1) Short-term loans to be repaid from general revenues during the course of a fiscal year. (2) Short-term loans in anticipation of tax collections or bond issuance.

Internal Control: A plan of organization under which employees' duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. Under such a system, the work of employees is subdivided so that no single employee performs a complete cycle of operations. Thus, for example, an employee handling cash would not post the accounts receivable records. Moreover, under such a system, the procedures to be followed are definitely laid down and require proper authorizations by designated officials for all actions to be taken.

Internal Service Fund: A fund established to finance and account for services and commodities furnished by a designated department or agency to other departments and agencies within a single governmental unit. Amounts expended by the fund are restored thereto either from operating earnings or by transfers from other funds, so that the original fund is kept intact.

Inventory: A detailed list showing quantities, descriptions, and values of property, and frequently also lists units of measure and unit prices.

Inventory of Supplies: The cost value of supplies on hand.

Investments: Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in Town operations.

Judgment: An amount to be paid or collected by a governmental unit as the result of a court decision, including a condemnation award in payment for private property taken for public use.

Judgments Payable: Amounts due to be paid by a governmental unit as the result of court decisions, including condemnation awards in payment for private property taken for public use.

Land: A fixed asset account that reflects the value of land owned by a governmental unit. If land is purchased, this account shows the purchase price and costs such as legal fees, filling and excavation costs, and the like, which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects the estimated fair value at the time of acquisition.

Legal Investments: Investments which governmental units are permitted to make by law.

Levy: (Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

Liabilities: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

Note: The term does not include encumbrances.

Long-Term Debt: Debt with a maturity of more than one year after the date of issuance.

Machinery and Equipment: See Equipment.

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

Modified Accrual Basis: A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. The extent of modification varies in practice, depending upon the accountant's judgment.

Municipal: In its broadest sense, an adjective that denotes the state and all subordinate units of government. In a more restricted sense, an adjective that denotes a city or town, as opposed to other units of local government.

Municipal Bond: A bond issued by a state or local government unit.

Municipal Corporation: A body politic and corporate established pursuant to state authorization for the purpose of providing governmental services and regulations for its inhabitants. A municipal corporation has defined boundaries and a population, and is usually organized with the consent of its residents. It usually has a seal and may sue and be sued.

Net Bonded Debt: Gross bonded debt less any cash or other assets available and earmarked for its retirement.

Net Income: A term used in accounting for governmental enterprises to designate the excess of total revenues over total expenses for an accounting period. See also Income, Operating Revenues, Operating Expenses, Non-operating Income, and Non-operating Expenses.

Net Revenue Available for Debt Service: Gross operating revenues of an enterprise, less operating and maintenance expenses, yet exclusive of depreciation and bond interest. "Net Revenue" as thus defined computes "coverage" on revenue bond issues.

Note: Under the laws of some states and the provisions of some revenue bond indentures, net revenues used for computation of coverage are required to be on a cash basis rather than an accrual basis.

Nominal Interest Rate: The contractual interest rate shown on the face and in the body of a bond and representing the amount of interest to be paid, in contrast to the effective interest rate.

Non-operating Expenses: Expenses incurred for non-operating properties or in the performance of activities not directly related to supplying the basic services of a governmental enterprise. An example of a non-operating expense is interest paid on outstanding revenue bonds. See also Non-operating Properties.

Non-operating Income: Income of governmental enterprises that is not derived from the basic operations of such enterprises. An example is interest on investments or on bank time deposits.

Non-operating Properties: Properties that are owned by a governmental enterprise but which are not used in the provision of basic services for which the enterprise exists.

Notes Payable: In general, an unconditional written promise signed by the maker to pay a certain sum of money on demand or at a fixed or determinable time either to the bearer or to the order of a person designated therein.

Notes Receivable: A note payable held by a governmental unit.

Object: As used in expenditure classification, this term applies to the article purchased or the service obtained (as distinguished from the results obtained from expenditures). Examples are personal services, contractual services, materials, and supplies. See also Activity Classification, Functional Classification, and Object Classification.

Objective: Desired output oriented accomplishments that can be measured and achieved within a given time frame. Achievement of the objective advances the activity and organization toward a corresponding goal.

Object Classification: A grouping of expenditures on the basis of goods or services purchased; for example, personal services, materials, supplies and equipment. See also Functional Classification and Activity Classification.

Obligations: Amounts that a governmental unit may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

Obsolescence: The decrease in the value of fixed assets resulting from economic, social, technological, or legal changes.

Operating Budget: Operating budgets serve many purposes within a government entity, but they have two primary purposes: (1) to plan the services that are going to be offered during the coming year and set priorities; (2) to conform with legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See Budget.

Operating Expenses: (1) As used in the accounts of governmental enterprises, the term means those costs which are necessary to the maintenance of the enterprise, the rendering of services, the sale of merchandise, the production and disposition of commodities produced, and the collection of enterprise revenues, and (2) the term is also sometimes used to describe expenses for general governmental purposes.

Operating Income: Income of a governmental enterprise that is derived from the sale of its goods and/or services. For example, income from the sale of water by a municipal water utility is operating income. See also Operating Revenues.

Operating Revenues: Revenues derived from the operation of governmental enterprises of a business character.

Operating Statement: A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet which shows financial position at a given moment in time.

Ordinance: A formal legislative enactment by the council or governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Note: The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

Original Cost: The total of assets given and/or liabilities assumed to acquire an asset. In utility accounting, the original cost to the first owner who dedicated the plant to service of the public.

Overhead: Those elements of cost necessary in the production of an article or the performance of a service which are of such a nature that the amount applicable to the product or service cannot be determined accurately or readily. Usually they relate to those objects of expenditures which do not become an integral part of the finished product or service such as rent, heat, light, supplies, management, supervision, etc.

Overlapping Debt: The proportionate share of the debts of local governmental units located wholly or in part within the limits of the reporting government which must be borne by property within each governmental unit.
Note: Except for special assessment debt, the amount of debt of each unit applicable to the reporting unit is arrived at by (1) determining what percentage of the total assessed value of the overlapping jurisdiction lies within the limits of the reporting unit, and (2) applying this percentage to the total debt of the overlapping jurisdiction. Special assessment debt is allocated on the basis of the ratio of assessments receivable in each jurisdiction, which will be used wholly or in part to pay off the debt to total assessments receivable, which will be used wholly or in part for this purpose.

Pay-As-You-Go: A method of financing improvements that refers to the allocation of a significant portion of operating revenues each year to a revenue fund. The monies in this fund are to be used for annual improvements or saved until they are sufficient for large projects. A regular allocation made from the operating budget to smooth budget allocations for expenditures and eliminate the need for bond financing. Sometimes referred to as pay-as-you-acquire financing.

Pay-As-You-Use: A method of financing long-term improvements by serial debt issues with maturities arranged so that the retirement of debt coincides with the depreciation or useful life of the improvement. In theory, the interest and debt retirement charges paid by each generation of taxpayers or users coincide with their use and enjoyment of the improvement. Under pay-as-you-use, each user group pays for its own improvements. No one is forced to provide free goods or services for a future generation or to contribute toward facilities for a community in which he or she will not live, nor will new members of the community derive benefits from improvements that they have not assisted in financing.

Prior Years' Tax Levies: Taxes levied for fiscal periods preceding the current one.

Private Trust Fund: A trust fund that will ordinarily revert to private individuals or will be used for private purposes; for example, a fund that consists of guarantee deposits.

Program: A group of related activities performed by one or more organization units for the purpose of accomplishing a function for which the town is responsible.

Project: A plan of work, job, assignment, or task.

Proprietary Accounts: Those accounts which show actual financial position and operations, such as actual assets, liabilities, reserves, fund balances, revenues, and expenditures, as distinguished from budgetary accounts.

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of net income, financial position and changes in financial position.

Public Trust Fund: A trust fund whose principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

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.

Rate Base: The value of utility property used in computing an authorized rate of return as authorized by law or a regulatory commission.

Receipts: This term, unless otherwise qualified, means cash received. See also Revenue.

Recoverable Expenditures: An expenditure made for or on behalf of another governmental unit, fund, or department, or for a private individual, firm, or corporation, which will subsequently be recovered in cash or its equivalent.

Refunding Bonds: Bonds issued to retire bonds already outstanding. The refunding bonds may be sold for cash and outstanding bonds redeemed in cash, or the refunding bonds may be exchanged with holders of outstanding bonds.

Registered Bond: A bond, the owner of which is registered with the issuing governmental unit, and which cannot be sold or exchanged without a change of registration. Such a bond may be registered as to principal and interest or as to principal only.

Reimbursement: Cash or other assets received as a repayment of the cost of work or services performed or of other expenditures made for or on behalf of another governmental unit or department or for an individual, firm, or corporation.

Replacement Cost: The cost as of a certain date of a property which can render similar service (but need not be of the same structural form) as the property to be replaced. See also **Reproduction Cost**.

Reproduction Cost: The cost as of a certain date of reproducing an exact new property in the same place. Note: Sometimes this term is designated as "reproduction cost new" to distinguish it from "depreciated reproduction cost," which is the reproduction cost of a given property less the estimated amount of accumulated depreciation applicable to it. In the absence of any modifier, however, the term "reproduction cost" is understood to be synonymous with "reproduction cost new." See also **Replacement Cost**.

Requisition: A written demand or request, usually from one department to the purchasing officer or to another department, for specified articles or services.

Reserve: An account which records a portion of the fund balance which must be segregated for some future use and which is, therefore, not available for further appropriation or expenditure. A Reserve for Inventories equal in amount to the Inventory of Supplies on the balance sheet of a General Fund is an example of such a reserve.

Reserve for Revenue Bond Debt Service: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted to current servicing of revenue bonds in accordance with the terms of a bond indenture.

Reserve for Revenue Bond Retirement: A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted for future servicing of revenue bonds in accordance with the terms of a bond indenture.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an order or statute. See also **Ordinance**.

Resources: The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc., plus contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected, and bonds authorized and unissued.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and which are not reserved for any specific purpose.

Retirement Fund: A fund out of which retirement annuities and/or other benefits are paid to authorized and designated public employees. A retirement fund is accounted for as a Trust Fund.

Revenue: For those revenues which are recorded on the accrual basis, this term designates additions to assets which: (a) do not increase any liability; (b) do not represent the recovery of an expenditure; (c) do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets; and (d) do not represent contributions of fund in Enterprise and Internal Service Funds. The same definition applies to those cases where revenues are recorded on the modified accrual or cash basis, except that additions would be partially or entirely to cash. See also **Accrual Basis**, **Modified Accrual Basis**, **Cash Basis**, **Net Revenue Available for Debt Service**, and **Receipts**.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from earnings of a public enterprise. In addition to a pledge of revenues, such bonds sometimes contain a mortgage on the enterprise's property and are then known as mortgage revenue bonds.

Schedules: (1) The explanatory or supplementary statements that accompany the balance sheet or other principal statements periodically prepared from the accounts. (2) The accountant's or auditor's principal work papers covering his examination of the books and accounts. (3) A written enumeration or detailed list in orderly form. See also Statements.

Securities: Bonds, notes, mortgages, or other forms of negotiable or non-negotiable instruments. See also Investments.

Self-Supporting or Self-Liquidating Debt: Debt obligations whose principal and interest are payable solely from the earnings of the enterprise for the construction or improvement of which they were originally issued. See also Revenue Bonds.

Serial Annuity Bonds: Serial bonds in which the annual installments of bond principal are so arranged that the combined payments for principal and interest are approximately the same each year.

Serial Bonds: Bonds the principal of which is repaid in periodic installments over the life of the issue.

Shared Revenue: Revenue which is levied by one governmental unit but shared, usually in proportion to the amount collected, with another unit of government or class of governments.

Short-Term Debt: Debt with a maturity of one year or less after the date of issuance. Short-term debt usually includes floating debt, bond anticipation notes, tax anticipation notes, and interim warrants.

Special Assessment: A compulsory levy made by a local government against certain properties to defray part or all of the cost of a specific improvement or service which is presumed to be of general benefit to the public and of special benefit to such properties.

Note: The term should not be used without a modifier (for example, "special assessments for street paving," or "special assessments for street sprinkling") unless the intention is to have it cover both improvements and services, or unless the particular use is apparent from the context.

Special Assessment Bonds: Bonds payable from the proceeds of special assessments. If the bonds are payable only from the collections of special assessments, they are known as "special assessment bonds." If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

Special Assessment Fund: A fund set up to finance and account for the construction of improvements or provision of services which are to be paid for, wholly or in part, from special assessments levied against benefited property. See also Special Assessment and Special Assessment Bonds.

Special Assessment Roll: The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

Special Audit: An audit which is limited to some particular phase of a governmental unit's activity, such as the examination of a Projects Fund, or an audit which covers all of the governmental unit's activities for a shorter or longer period of time than the usual accounting period of one fiscal year. Such audits may involve some detailed verifications as determined by the professional judgment of the auditor, but usually they are based on appropriate tests and checks. See General Audit.

Special District: An independent unit of local government organized to perform a single governmental function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities, and electric power authorities.

Special Fund: Any fund that must be devoted to some special use in accordance with specific regulations and restrictions. Generally, the term applies to all funds other than the General Fund.

Special Revenue Fund: A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government. Includes intergovernmental revenue in the form of state and federal grant funds.

Statements: (1) Used in a general sense, statements are all of those formal written presentations that set forth financial information. (2) In technical accounting usage, statements are those presentations of financial data that show the financial position and the results of financial operations of a fund, a group of accounts, or an entire governmental unit for a particular accounting period. See also Schedules.

Statute: A written law enacted by a duly organized and constituted legislative body. See also Ordinance and Resolution.

Stores: Goods on hand in storerooms, subject to requisition and use.

Straight Serial Bonds: Serial Bonds in which the annual installments of a bond principal are approximately equal.

Surety Bond: A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through nonperformance or through defalcation. An example is a surety bond given by a contractor or by an official handling cash or securities.

Surplus: The excess of the assets of a fund over its liabilities, or if the fund has other resources and obligations, the excess of resources over the obligations. The term should not be used without a properly descriptive adjective unless its meaning is apparent from the context. See also Fund Balance, and Retained Earnings.

Symbolization: The assignment of letters, numbers, or other marks or characters to the ordinary titles of the ledger accounts. Each letter or number should have the same meaning wherever used and should be selected with great care so that it will indicate, immediately and with certainty, the title of the account, as well as its place in the classification. The use of proper symbols saves much time and space in making the book record and adds to its precision and accuracy. See also Coding.

Tax Levy: The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Levy Ordinance: An ordinance by means of which taxes are levied.

Tax Liens: Claims which governmental units have upon properties until taxes levied against them have been paid.

Note: The term is sometimes limited to those delinquent taxes for the collection of which legal action has been taken through the filing of liens.

Tax Rate: The amount of tax levied for each \$100 of assessed valuation.

Tax Rate Limit: The maximum rate at which a governmental unit may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes; and may apply to a single government, to a class of governments, or to all governmental units operating in a particular area. Overall, tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

Tax Supplement: A tax levied by a local unit of government which has the same base as a similar tax levied by a higher level of government, such as a state or province. The local tax supplement is frequently administered by the higher level of government along with its own tax. A locally imposed, state-administered sales tax is an example of a tax supplement.

Taxes: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water and sewer charges.

Taxes Receivable-Current: The uncollected portion of taxes that a governmental unit has levied, which has become due but on which no penalty for nonpayment attaches.

Taxes Receivable-Delinquent: Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until paid, abated, canceled, or converted into tax liens.

Term Bonds: Bonds that the entire principal of which matures on one date. Also called sinking fund bonds.

Trust and Agency Funds: Funds used to account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

Trust Fund: A fund consisting of resources received and held by the governmental unit as trustee, to be expended or invested in accordance with the conditions of a trust. See also Private Trust Fund and Public Trust Fund.

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.