



Town of Prosper, Texas  
Adopted Budget  
Fiscal Year 2022-2023  
October 1, 2022 - September 30, 2023

**About the Cover:**

Raymond Community Park is a 72-acre parcel of land that will begin development of its first phase in October of 2023. The park is located at the northwest corner of First St. and Coit Rd., and will include a lighted baseball four-plex, multi-use fields, pickleball and tennis courts, water features, playground, and hike and bike trails. Future phases will include additional lighting of ball fields, inclusive playground elements, and an amphitheater.

# Town of Prosper

## Fiscal Year 2022–2023

### Budget Cover Page

This budget will raise more revenue from property taxes than last year's budget by an amount of \$6,264,035, which is a 22.77 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$3,055,084.

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

FOR: Mayor David F. Bristol	Marcus E. Ray	Charles Cotten
Mayor Pro-Tem Jeff Hodges	Amy Bartley	Chris Kern
Deputy Mayor Pro-Tem Craig Andres		

AGAINST:

PRESENT and not voting:

ABSENT:

#### Property Tax Rate Comparison

	2022–2023	2021–2022
Property Tax Rate:	\$0.510000/100	\$0.510000/100
No-New-Revenue Tax Rate:	\$0.438227/100	\$0.481842/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.293725/100	\$0.345349/100
Voter-Approval Tax Rate:	\$0.527336/100	\$0.539436/100
Debt Rate:	\$0.180170/100	\$0.182000/100

Total debt service principal and interest requirements for Town of Prosper secured by property taxes: \$12,891,164

Total amount of outstanding municipal debt obligations secured by property taxes is \$195,871,000.

**HB 1495: Lobby Reporting/Budgeting**

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

	Adopted FY 2021-2022	Amended FY 2021-2022	Estimated FY 2021-2022	Adopted FY 2022-2023
Lobbying Services	\$ 36,000	\$ 36,000	\$ 0	\$ 36,000
Legal Public Notices	\$ 19,450	\$ 19,450	\$ 17,950	\$ 18,950





# FISCAL YEAR 2022-2023 ADOPTED VERSION

*Prepared By:*  
*Bob Scott, Ex. Dir. of Administrative Services*

*Submitted to the Town Council on September 13, 2022*

*David F. Bristol, Mayor*  
*Jeff Hodges, Mayor Pro-Tem*  
*Craig Andres, Deputy Mayor Pro-Tem*  
*Marcus E. Ray, Council Member*  
*Amy Bartley, Council Member*  
*Charles Cotten, Council Member*  
*Chris Kern, Council Member*

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

## Town Council



**Mayor**  
**David F. Bristol**  
**Term: May 2025**



**Council Member Place 1**  
**Marcus E. Ray**  
**Term: May 2025**



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



**Council Member Place 3**  
**Amy Bartley**  
**Term: May 2023**



**Council Member Place 4**  
**Chris Kern**  
**Term: May 2025**

# TOWN COUNCIL



**Council Member Place 5**  
**Mayor Pro-Tem**  
**Jeff Hodges**  
**Term: May 2023**



**Council Member Place 6**  
**Charles Cotten**  
**Term: May 2024**

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

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# INTRODUCTION



# Memo

**To:** Honorable Mayor and Town Council  
**From:** Bob Scott, Interim Town Manager  
**Date:** September 13, 2022  
**Re:** Fiscal Year 2022-2023 Adopted Budget

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The Proposed Budget was submitted to the Town Council on August 19, 2022. Following the Public Hearing, the Town Council adopted the budget on September 13, 2022. The Adopted Budget includes minor revisions from the Proposed Budget. The table below displays the Proposed General Fund budget appropriations as presented on September 13, 2022, and the Adopted fund budget appropriations. These appropriation changes resulted in a net zero (\$0) change to the overall fund total, while notably increasing Dedicated Capital by \$4,530,485. There were no changes to any other funds.

<u>Fund Name</u>	<u>Proposed</u>	<u>Adopted</u>	<u>Change</u>
<b>General Fund</b>			
<i>Administration</i>	10,360,274	9,341,007	(1,019,267)
<i>Police Services</i>	10,391,422	6,635,120	(3,756,302)
<i>Fire Services</i>	8,275,441	9,990,721	1,715,280
<i>Public Works</i>	4,653,702	4,136,738	(516,964)
<i>Community Services</i>	8,172,574	7,174,446	(998,128)
<i>Development Services</i>	4,030,044	4,173,570	143,526
<i>Engineering</i>	2,699,955	2,601,325	(98,630)
<i>Dedicated Capital</i>	3,250,000	7,780,485	4,530,485
<b>Expense Total</b>	<b>\$51,833,412</b>	<b>\$51,833,412</b>	<b>\$0</b>







August 23, 2022

To The Honorable Mayor and Town Council

**Re: *The FY 2022-2023 Proposed Budget***

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

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

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

**BUDGET OVERVIEW**

The \$210 million 2020 bond program addresses many but not all of the future infrastructure and capital needs of the Town. With the planned August 2022 issuance, \$136m of authorized but unissued bonds remain.

The Town of Prosper FY 2022-2023 Proposed Budget addresses increased service levels to Town residents in response to continued growth, provides required or recommended capital investments in infrastructure and other public improvements as well as additional public safety resources. The Town has continued to thrive relative to many markets. Despite the Town's current and future growth potential and general optimism, this budget has been prepared with conservative revenue assumptions in mind.

In evaluating the FY 2022-2023 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 2022-2023 Proposed Budget Appropriations total \$95,616,751 for all operating funds, which does not include general debt service, capital projects, impact fees, vehicle equipment and replacement fund, or the Economic Development Corporation. Of that amount, approximately \$51,833,412 is for General Fund operations and maintenance, \$2,713,065 for the Crime Control and Prevention Special Purpose District, \$2,685,042 for the Fire Control, Prevention and Emergency Medical Services Special Purpose District, and \$38,385,232 for the Town's Enterprise Funds including Solid Waste, Water, and Sewer utilities as well as the Storm Drainage Utility Fund. General Debt Service Appropriations for the coming fiscal year are \$12,911,163.

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

The growth in taxable value of real property corresponds to a significant increase in residential growth and population over the past year. According to the most recent population estimates published by the North Central Texas Council of Governments (NCTCOG), the Town of Prosper's new population as of January 1, 2022 was 35,430. The Town has 15 active residential subdivision phases with a total of 1,433 lots that are either shovel ready, under construction, or have plans under review.

The Town is anticipating an overall 21.68% increase in projected assessed values for the 2022 tax roll. On June 28, 2022, in an effort to help relieve the increase in residential appraised values of property, the Council approved an increase in the homestead exemption rate from 10% to 12.5%. The Town is also seeing an increase in property values that qualify under the over 65 and disabled persons exemption and freeze by 23% from the previous tax roll.

### **PROPERTY VALUES**

Certified property valuations increased by \$1,178,797,300 (21.68%) for FY 2022-2023. Property values increased from \$5,437,210,564 to \$6,616,007,864. These totals exclude value of properties subject to the tax freeze. Of the increase, \$596,431,779, or 10.8%, resulted from new construction, compared with \$469,526,490 last year. New value added to the tax roll will continue to be primarily from residential growth, however, commercial growth continues to expand at a strong rate.

### **PROPERTY TAX RATE**

The Proposed FY 2022-2023 Budget is again proposing a property tax rate of \$0.51 per \$100 of taxable assessed valuation. If adopted, this would mark the second straight year of maintaining this property tax rate, the lowest since 2007.

The total tax rate is divided between General Fund maintenance and operations and the Debt Service Fund. Of the total tax rate, \$.329830 cents are dedicated to General Fund maintenance and operations, and \$.180170 is dedicated to general obligation debt service. The portion of the tax rate dedicated to maintenance and operations comprises 65% of the proposed revenue in the General Fund. The portion of the tax rate dedicated to debt service is approximately 35% of the overall Town tax rate. The Town continues to maintain a level at or below the debt management policy limit of 40% of the overall Town tax rate.

## **SALES TAXES**

The Town of Prosper levies a 1.50% tax on all taxable items sold within its borders (the Economic Development Corporation's 0.50% tax is in addition to the Town's tax). In May 2018, the citizens created the Crime Control and Prevention District and the Fire Control, Prevention, and Emergency Medical Services District with each collecting 0.25% of dedicated sales and use tax. Each district is reported as a special revenue fund and sales and use tax is the only source of revenue in these funds. As sales tax revenues have become a prominent funding source, this will help dedicate more resources to the public safety needs of the Town. This budget reflects the fifth year since the districts were created. Overall, the Proposed Budget includes \$16,581,421 in sales tax revenues, compared to \$15,496,656 in the FY 2021-2022 revised year end estimate. This is largely attributable to the continuing retail and commercial development growth in Prosper. The one percent sales and use tax reported to the General Fund comprises 21.5% of revenue in the Proposed Budget. See the table below labeled Commercial Taxable Property and Growth which reflects major retail developments coming online during the next budget cycle. The proposed budget reflects a conservative sales tax estimate of 7% growth from the current year end projection.

<b>COMMERCIAL TAXABLE PROPERTY AND GROWTH EXPECTED FY23</b>	
<b>Name</b>	<b>Square Feet</b>
Gates Phase 3 (commercial)	136,075
Prosper Business Park Phase 5 (office)	74,817
Eagle Crossing Phase 2 (retail/office)	72,700
CHC Fishtrap (office)	34,932
Prosper tollway office park	28,500
Prosper Business Park Phase 4	25,170
Other >25,000 each	64,168

## **EMPLOYEE PAY AND BENEFITS**

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

The Town has historically provided a competitive and innovative benefits package to employees, offering a selection which best suits employees' individual and family needs. Providing these options has benefitted not only recruitment efforts, but also retention of employees. The Town's estimated contribution for employee healthcare benefits is \$3,838,722 for fiscal year 2022-2023. The Town currently offers high deductible and PPO medical plans.

### **PROGRAM AND STAFFING LEVELS**

The Town of Prosper currently has 311 authorized full-time equivalent (FTE) staff members allocated among the various operating departments, excluding EDC. The preliminary proposed budget includes an increase of 40 full-time equivalent positions. Details of all requested positions can be found in the appendix section of this document. The proposed budget recommends the following staffing additions by department and changes to occur between October 2022 and April 2023:

<b>Fund</b>	<b>Department</b>	<b>FTE</b>
General	Finance	2.0
General	IT	2.0
General	Communications	0.5
General	Police	0.0
Special Purpose District	Crime Control	4.0
General	9-1-1 Communications	2.0
General	Fire	11.0
Special Purpose District	Fire Control	4.0
General	Fire Marshal	0.0
General	Inspections	2.0
General	Code Compliance	1.0
General	Planning	2.0
General	Streets	1.0
General	Facilities	1.0
General	Parks	1.0
General	Library	1.5
General	Engineering	1.0
Water/Sewer	Water	1.0
Water/Sewer	Wastewater	1.0
Water/Sewer	Engineering	2.0
	<b>Total FTE</b>	<b>40.0</b>

## **UTILITY RATES**

Staff annually evaluates the Town's utility system's operation costs, debt service payments, and future capital needs for infrastructure improvements and to recommend any rate adjustments that would be necessary to fully fund the cost of operating our system while maintaining an adequate financial reserve. While there are no recommended rate adjustments in FY 2022-2023 the Town will continue to re-evaluate the system rates every year for budgetary pressures, inflationary factors on capital infrastructure needs, and cost increases from our water and wastewater treatment providers to ensure our financial reserves remain adequate.

The Town is required to review and adjust solid waste rates each February and will be reviewing the annual rate adjustment as it relates to CPI, fuel, and disposal rate adjustments. The Storm Drainage rates will remain the same since the last increase implemented in FY 2017-2018's budget. The current monthly drainage rate for a residential tier 1 customer is \$3.00 and the residential tier 2 rate is \$5.15. Commercial customer's rates are \$1.00 per 1,000 SF.

## **GENERAL FUND**

The FY 2022-2023 Proposed Budget, as presented, is based on using the current tax rate of 32.9830 cents per \$100 of assessed value. Of this amount approximately 10.8 cents per \$100 of assessed value is designated "Capital Dedicated/Future Staffing Needs". This amount will be transferred to capital projects funds to reduce the amount of required debt issuance until it is needed in the future to fund operating needs. Each additional penny of the tax rate generates approximately \$661,601 in property tax revenue.

FY 2021-2022 projected year end recap reflects expenditures exceeding revenues resulting in a net decrease to the Town's Fund Balance. The Audited Fund Balance at the end of FY 2020-2021 was \$20,242,702. The revised Fund Balance prior to the final audit for FY 2021-2022 is expected to decrease by \$3,926,361 to \$16,316,341. The decrease to Fund Balance is due to planned use of fund balance for one-time capital purchases.

The target reserve level (Fund Balance) is set at 25% (or 90 days) of total appropriations. Target Fund Balance is based on a Town Charter requirement of 20% and a Town Council policy of an additional 5%. Budget estimates project fund balance to be at 25% at the end of FY 2022-2023.

At the end of FY 2022-2023, the projected total Fund Balance reflects a decrease of \$4,330,793 to \$11,988,238. The Town continues to focus on utilizing recurring revenues to fund enhancements with a one-time cost, rather than funding items with a recurring cost. This practice allows the Town to gain these dollars back in future years to be utilized in a similar manner.

## **GENERAL FUND REVENUES**

For FY 2022-2023, General Fund revenues are expected to total \$47,505,309 which is an increase of 18.74% over the previous year's amended budget. This additional revenue is from increased

property and sales tax, franchise fees, and a one-time park grant. The growth of this fund is largely the result of continuing residential and commercial development and population growth in Prosper. It is the Town's preference to take a conservative approach in budgeting these major revenue sources.

Sales Taxes revenues continue to increase. Historically, the Town has conservatively forecasted the sales tax revenues. With the proposed budget reflects 7% growth from FY 2021-2022 year-end projected sales tax receipts. This is the fifth year for the Special Purpose Districts that receive sales tax that had been previously reported in the General Fund. The General Fund is projecting sales tax revenue of \$10,220,208 for FY 2022-2023.

License, Fees and Permits Revenues are projected at \$6,325,530. FY 2022-2023 Budget still reflects steady new residential and non-residential construction. It is assumed the Town will issue approximately 800 new residential permits in the coming year.

Licenses and Franchise Fees are projected to rise with population. Municipal Court Fines are projected to remain steady in FY 2022-2023.

#### General Fund Revenues by Source:

Revenue Category	FY 2023 Proposed	% of Total
Property Tax	\$23,519,547	49.5%
Sales Tax	10,220,208	21.5%
Franchise Fees	2,404,527	5.1%
License, Fees & Permits	6,325,530	13.3%
Other	5,035,497	10.6%
<b>Revenue Total</b>	<b>\$47,505,309</b>	<b>100.0%</b>

### GENERAL FUND APPROPRIATIONS

Total General Fund Appropriations for the FY 2022-2023 Proposed Budget are \$51,833,412. The category of personnel makes up much of the General Fund budget. The proposed budget includes 48.5 additional staff members for the General Fund.

The major Program Enhancement and Capital Expenditures included in the proposed appropriations and planned for FY 2022-2023 by department are as follows:

#### ***Administration:***

<u>Enhancements</u>	<u>Amount</u>
Enterprise Resource Planning (ERP)	\$873,249
Software System	

**Police:**

<u>Enhancements</u>	<u>Amount</u>
Stratified Policing Accountability Model	\$53,000
ICS/Smartforce Integration	\$40,000

**Fire:**

<u>Enhancements</u>	<u>Amount</u>
Tactical EMS (TEMS)	\$32,100
Chevy Silverado – Division Chief of Training	\$97,090

**Streets:**

<u>Enhancements</u>	<u>Amount</u>
Street Sweeper Vacuum	\$63,454
Public Works Fueling Station – Phase 2	\$445,180

**Parks:**

<u>Enhancements</u>	<u>Amount</u>
Lakewood Park Additional Improvements	\$400,000
US 380 Green Ribbon Project (Lovers – Mahard)	\$1,525,000

**Engineering:**

<u>Enhancements</u>	<u>Amount</u>
US 380 Deceleration Lanes	\$60,000

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

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

With the planned August 2022 issuance, the Town of Prosper will hold just over \$195.871 million in outstanding authorized tax supported debt. \$34.0 million will be issued for road projects and \$13.431 million is planned to be issued for water, sewer, and storm water infrastructure projects and is paid from water, sewer, and storm water revenues; however, to obtain more favorable financing terms, the debt also has a tax pledge. The balance of tax supported debt, just over \$182.44 million, is for General capital purposes. The Town's debt rating is currently Aa1 from Moody and AA+ from S&P. These ratings have recently been affirmed with a stable outlook for the 2022 debt issuance.

Appropriations for FY 2022-2023 in the Debt Service Fund will total \$12,911,163. This represents a 1.30% decrease from the prior year's budget. This small decrease is a combination of the planned \$2m drawdown of fund balance for the redemption of the 2012 series debt and the planned issuance of \$34 million from the \$210 million approved bond package which will be 2022 General Obligation Bonds in FY 2021-2022.

## WATER AND SEWER FUND

The Water and Sewer Fund's principal source of revenues are charges to customers for water consumption, wastewater collection, and fees related to providing consumers with new water and wastewater services. Total fund revenues for FY 2022-2023 are estimated to decrease to \$28,112,759 (a decrease of 7.69%) over the previous year's amended budget. This decrease is due to a one-time reimbursement from TXDOT in the amount of \$3.8 million for a relocation project. The adopted business plan for the Water and Sewer Utility Fund identifies the need for revenue growth to cover existing and future operations and maintenance costs as well as debt service and contracted water and sewer costs with the Upper Trinity Regional Water District and North Texas Municipal Water District.

### Water & Sewer Fund Revenues by Source:

Revenue Category	FY 2023 Proposed	% of Total
Water Charges	\$17,557,737	62.5%
Wastewater Charges	9,462,990	33.7%
License, Fees & Permits	377,705	1.2%
Penalties	186,900	0.7%
Investment Income	60,000	0.2%
Miscellaneous	467,427	1.7%
<b>Revenue Total</b>	<b>\$28,112,759</b>	<b>100.0%</b>

The Town of Prosper along with other surrounding municipalities' purchases treated surface water from the North Texas Municipal Water District (NTMWD). The next year proposed budget reflects increased water consumption due to growth and customer demand. Rates from NTMWD will increase by 13% from \$3.04 to \$3.44 per 1,000 gallons of water purchased.

The proposed budget recommends an increase of 4 additional staff members for the Water and Sewer Fund. The major Program Enhancement and Capital item expenses budgeted in the Water/Sewer Utility Fund by department include:

#### **Water:**

<u>Enhancements</u>	<u>Amount</u>
Mini Excavator	\$238,046

#### **Wastewater:**

<u>Enhancements</u>	<u>Amount</u>
Manhole Rehabilitation	\$120,000



Currently, the Utility Fund holds just over \$40.221 million in outstanding debt. The Town has worked closely with our financial advisors, Hilltop Securities, to develop a sound debt management plan for the Utility Fund. In the future, the Town anticipates annual debt service to increase due to a debt sale in FY 2024 and in future years. The anticipated sales are for the Doe Branch wastewater treatment plant expansion and the Lower Pressure Plane future expansion needs.

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

### **DRAINAGE UTILITY FUND**

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

### **CAPITAL IMPROVEMENT FUNDS**

The Capital Improvement Fund accounts for financial resources to be used for the acquisition or construction of major capital facilities. The budget for these projects is independent of the operating budget and are typically funded with bonds, grants, fund balance, special restricted revenue, or other sources of capital from developers or other private investment. The table below summarizes the capital projects for FY 2022-2023.

<b>Street Projects</b>	
First Street (DNT – Coleman)	16,775,000
Fishtrap (Teel – Gee Road)	6,025,000
Coit Road (First – Frontier) – 4 Lanes	800,000
Coleman (Gorgeous – Prosper Trail) – 4 Lanes	350,000
Coleman (Prosper Trail – Talon) – 2 SB Lanes	345,000
Preston Road / First Street Dual Left Turns	800,000
Preston Road / Prosper Trail Dual Left Turns	800,000
Coit Road / US 380 SB Dual Left Turns	300,000
Parvin Road (FM 1385 – Legacy)	800,000
Gorgeous (McKinley – Coleman)	500,000
Impact Fee Analysis	300,000
Median Lighting US 380 (Mahard - Lovers Ln)	300,000
Traffic Signal - FM 2478 (Custer Rd) & First Street (TxDOT)	500,000

<b>Parks Projects</b>	
Windsong Park #3	750,000
Star Trail Hike & Bike Trail (Multiple Phases)	200,000
US 380 Green Ribbon Landscaping/Irrigation (Lovers - Mahard)	1,500,000
Westside Waterline Trail Connection	800,000
<b>Facility Projects</b>	
Fire Station No. 4 (Design)	23,380
Fire Station No. 4 (Other Development Costs)	601,620
Fire Station No. 4 (Construction)	6,000,000
Fire Station No. 4 (FF&E)	775,000
<b>Water Projects</b>	
LPP Water Line Phase 2A	3,600,000
FM 1461 12-inch Water Line	3,000,000
DNT (PT-Frontier), Frontier (DNT - PISD Stadium) 12-inch Water Line	4,500,000
<b>Wastewater Projects</b>	
Doe Branch Parallel Interceptor	3,500,000
Upper Doe Branch WW Line (Teel - PISD Stadium)	4,050,000
Wilson Creek WW Line	400,000

## **GENERAL DISCUSSION ITEMS**

The following items have also been incorporated into the FY 2022-2023 Proposed Budget:

- Continued partnerships with other entities have produced multiple saving opportunities for shared services or improving our customer service to residents and visitors alike.
  - The Town has an Interlocal Agreement with PISD to access their fueling facility and to share the parking lot at the stadium.
  - The Town renews its agreements along with several area cities to contract with Collin County for Animal Control and Sheltering Service.
  - The Town has Interlocal agreements with Frisco for the Police and Fire Departments to access their radio system.
  - The Town has Interlocal Agreements for landscape services with the City of McKinney and City of Frisco.
  - The Town has a three-way Interlocal Agreement for the construction of a Frontier Parkway railroad overpass with Collin County and the City of Celina.

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

*Robert B. Scott*

Robert B. Scott  
Executive Director of Administrative Services

## Entity Profile

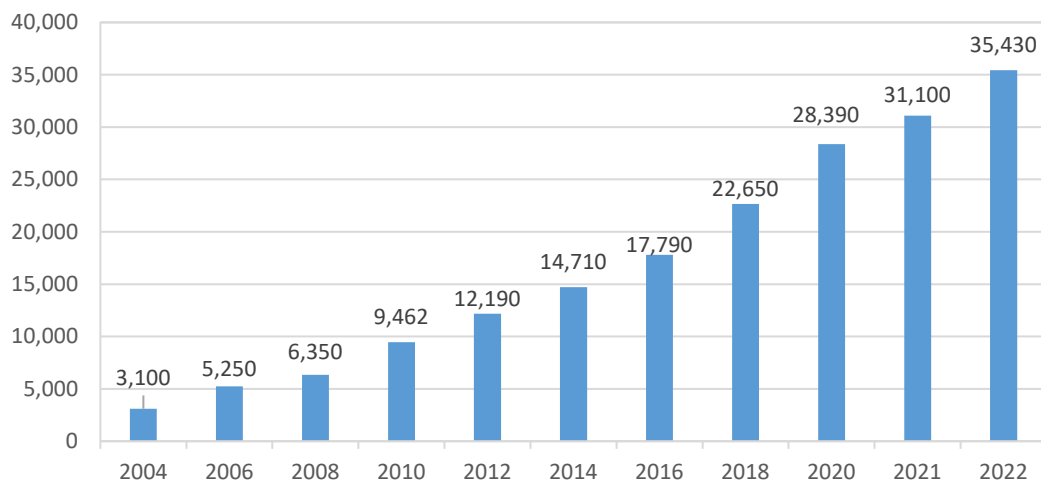
The Town is a political subdivision and a home rule municipality under the law of the state. A Home Rule Charter was approved by the voters of the Town at an election held November 7, 2006, and revised on May 14, 2011 and May 6, 2017. The Town operates as a Council-Manager form of government with the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

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

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

Prosper is home to nationally recognized educational opportunities. The Fire and Police Departments have received excellent marks for exemplary service and response times. The community has over 400 acres of open space and parks and is providing connectivity to all of them. Most neighborhoods boast 1 acre lots and have active Homeowners Associations which protect quality and aesthetics. The Dallas-Fort Worth airport is within 45 minutes of the community with easy access to interstate and tollway systems. Prosper was chosen as the North Campuses for Children’s Hospital and Cook Children’s Hospital. In 2019, Prosper was recognized in two publications as one of the top 25 “greatest small towns to live in the U.S.” With a median income of \$153,777, the community is one of affluence, access to numerous amenities, excellent health care and opportunities for business growth.

The 2010 Census population for the Town was 9,423, and the 2022 population is 35,430.



## Demographics and Economic Statistics

2022 Estimated Population: 35,430\*\*

2022 Assessed Valuation: \$6,616,007,846

Median Age: 34.4\*

Median Household Income: \$153,777\*\*

Number of Households (includes renter-occupied apartments): 12,004

Square Miles: 27

Unemployment Rate: 5.6%\*

### Major Employers\*\*

Prosper ISD	Public Education	2,844
Kroger	Grocery Store	416
Town of Prosper	Municipality	304
Walmart	Grocery/Retail Store	270
Chick-Fil-A	Restaurant	400
Lowe's	Home Improvement Store	141
Cook Children's	Medical	140
Dick's/Field & Stream Sporting Goods	Retail	78
Longo Toyota	Automotive	66
Texas Health Resources	Healthcare Facility	60

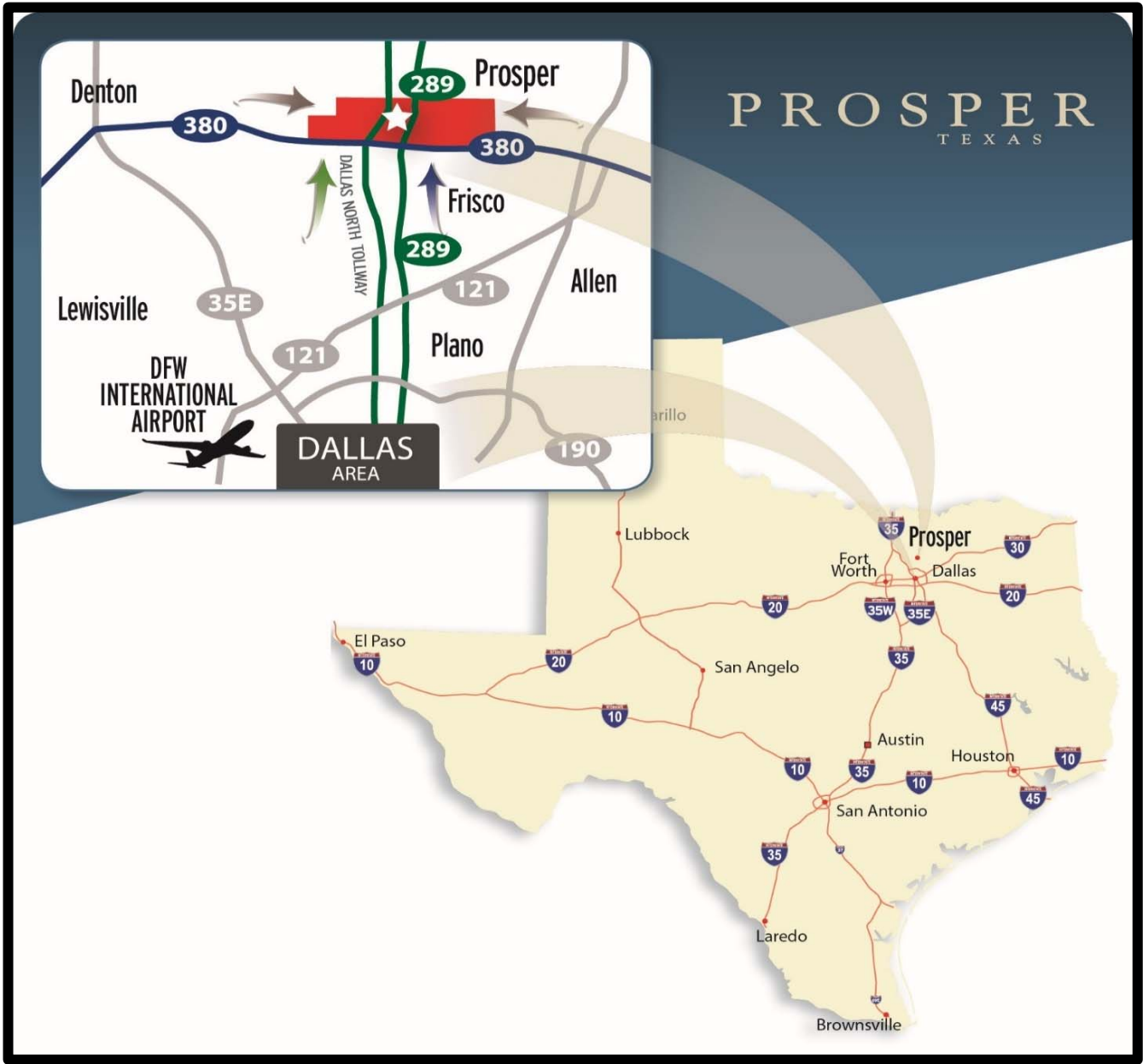
### Major Taxpayers\*\*\*

	<u>Taxable Assessed Value</u>	<u>Percentage of Total Taxable Assessed Value</u>
380 & 289 LP	\$86,408,388	1.31%
GOP #2 LLC	\$67,790,369	1.02%
DD Bluestem LLC	\$65,000,000	0.98%
Orion Prosper Lakes LLC	\$59,406,378	0.90%
Orion Prosper LLC	\$45,688,489	0.69%
289 (Preston) & 380 LP &	\$40,400,349	0.61%
Prosper Younger LLC	\$34,054,515	0.52%
Northeast 423/380 LTD Et Al.	\$28,370,559	0.43%
Kroger Texas LP	\$25,976,303	0.39%
First Texas Homes Inc	\$23,601,071	0.36%

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

\*\* Data retrieved from Prosper Economic Development Corporation

\*\*\* Data retrieved from Denton County CAD and Collin County CAD



## **The Budget Process**

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

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

### **BUDGET DETAILS**

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

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

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

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

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

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

### **BUDGET ADMINISTRATION**

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

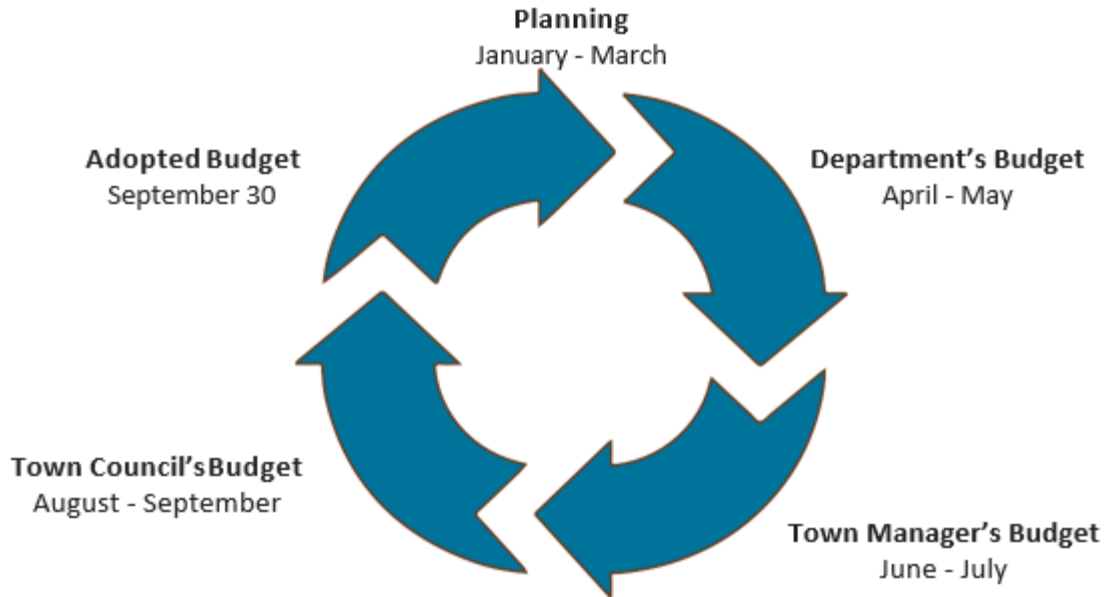
Any revision that alters total expenditures of any department must be approved by the Town Council.

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

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

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

# Town of Prosper Annual Budget Calendar



## Budget Calendar Actions

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

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

**May 6-** Town staff completes revenue and expenditure projections through the end of the current fiscal year; prepares discretionary and non-discretionary budget requests and related forms.

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

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

**July 12-** Strategic Planning/Budget Work Session with Town Council and Department Heads.

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

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

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

**August 5-** Calculation of no-new-revenue and voter-approval tax rates. 72-hour notice for meeting (Open Meetings Notice).

**August 9** - Town Council meeting to discuss tax rate; if proposed tax rate will exceed the no-new-revenue tax rate or the voter-approval tax rate (whichever is lower), take record vote and schedule Public Hearings. Town Manager presents proposed budget for FY 2021-2022. Proposed budget must be posted on website from this date until adopted.

**August 11** - "Notice of FY 2021-2022 Budget Public Hearing" notice in newspaper and on Town website published at least seven days before the Public Hearing.

**August 17** - Finance Committee reviews Proposed Budget.

**August 19-** 72-hour notice for Public Hearing (Open Meetings Notice).

**August 23** - Public Hearing for budget.

**September 9-** 72-Hour notice for Public Hearing at which governing body will adopt tax rate (Open Meetings Notice).

**September 13** - Town Council meeting to consider passing ordinances adopting the FY 2021-2022 budget and tax rate. Budget must be adopted before the tax rate, and both must be record votes. Taxing unit must adopt tax rate before September 30 or 60 days after receiving certified appraisal roll, whichever is later.

**September 14** - Final approved budget to be filed with Town Secretary. Submit ordinances to Collin and Denton County Tax Offices. Tax Assessor/Collector and Appraisal District notified of current year tax rates.

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



## **Basis of Accounting/Budgeting**

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

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

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

### **Governmental Fund Types**

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

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

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

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

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

### **Proprietary Fund Types**

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

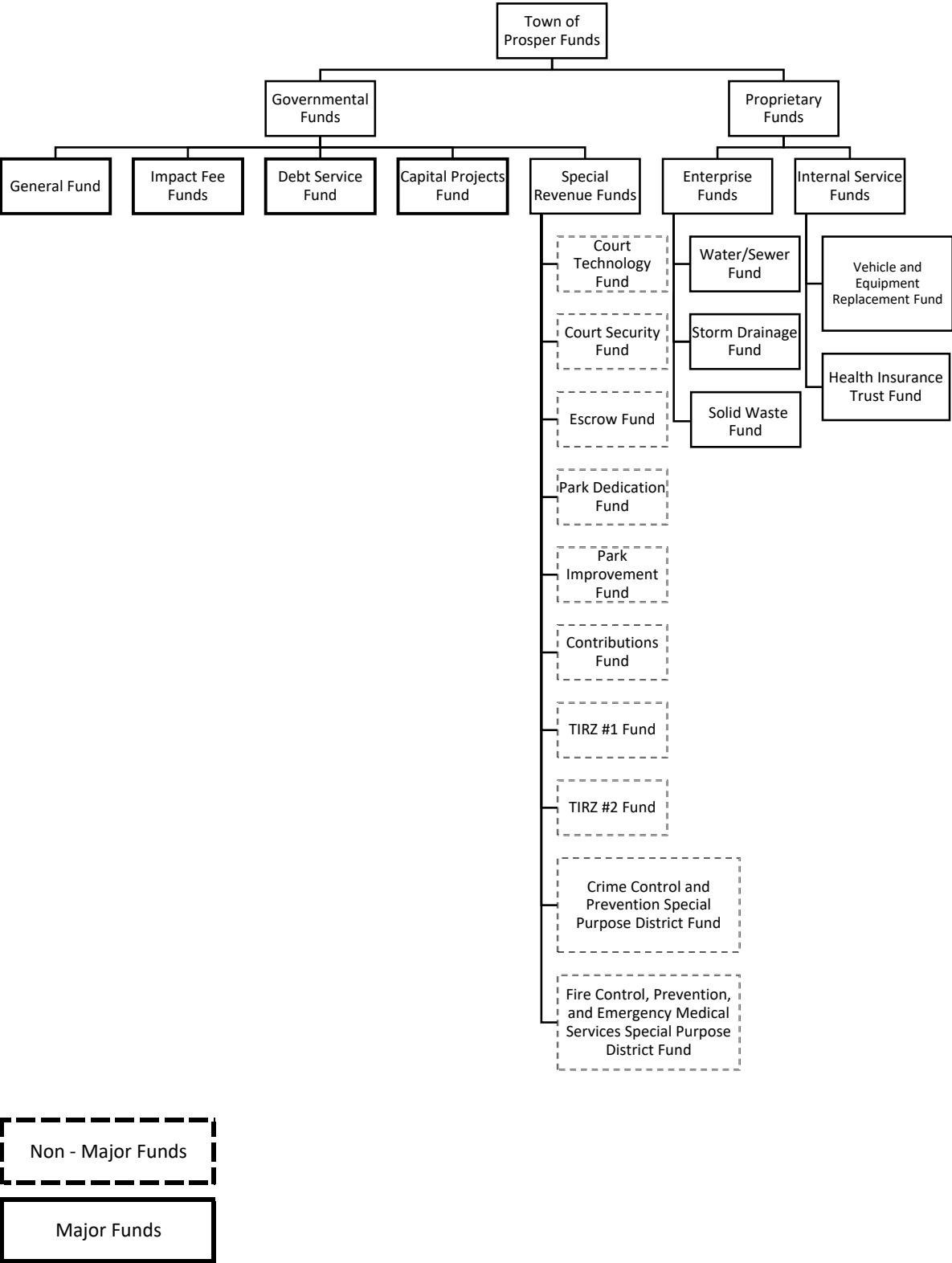
**Utility Fund** – This fund accounts for water and wastewater services for the residents of the Town. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, financing and related debt service, and billing and collection.

**Solid Waste Fund** – This fund accounts for solid waste collection services for the residents of the Town. All activities necessary to provide such services are accounted for in the fund, including administration, operation, maintenance, and billing and collection.

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

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

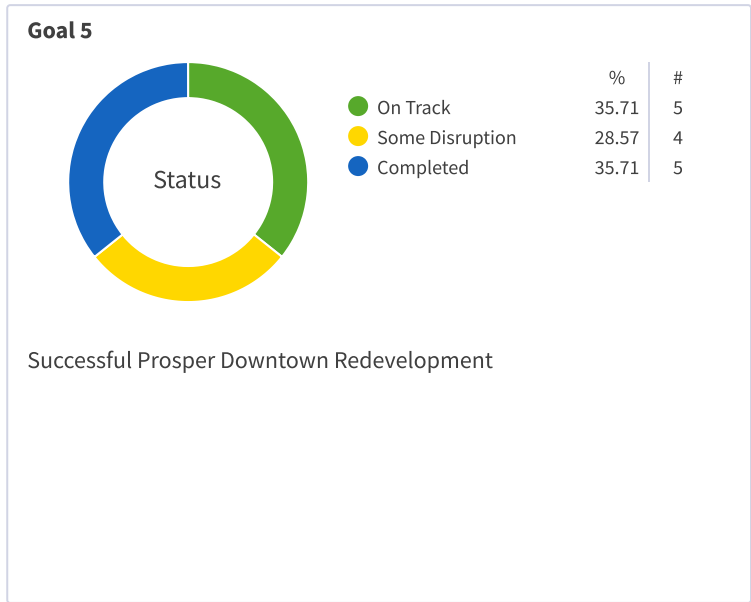
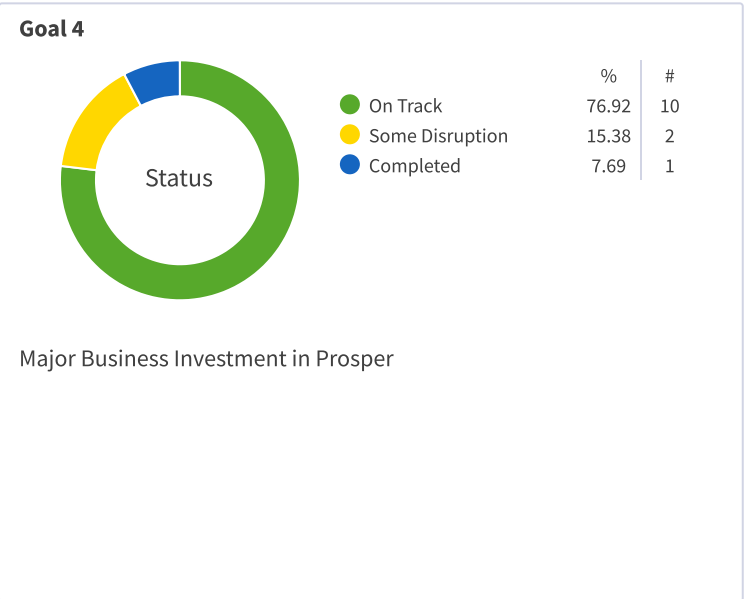
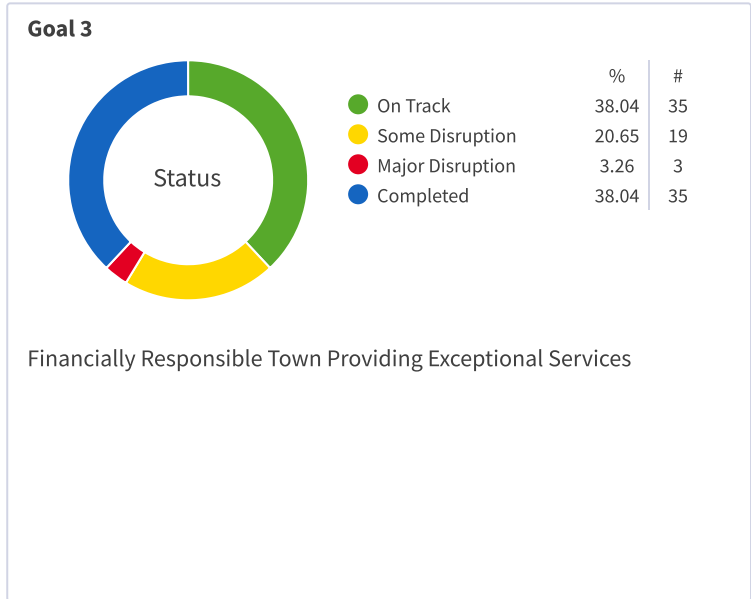
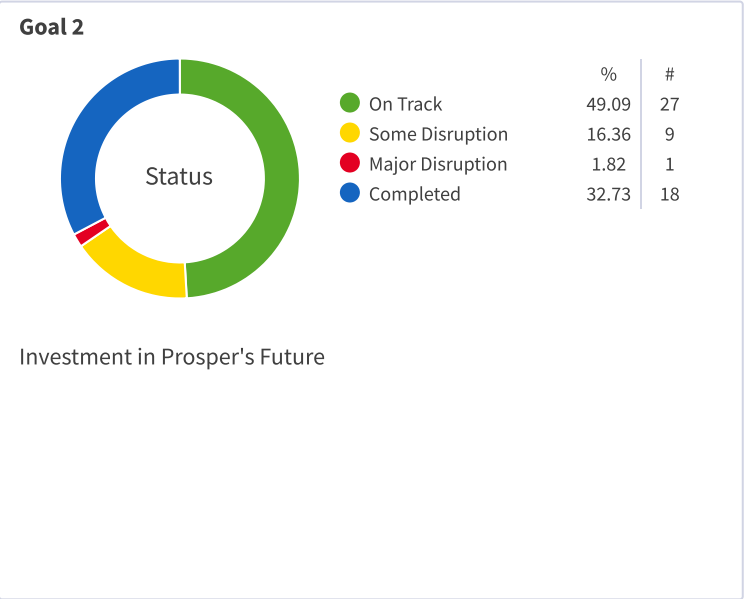
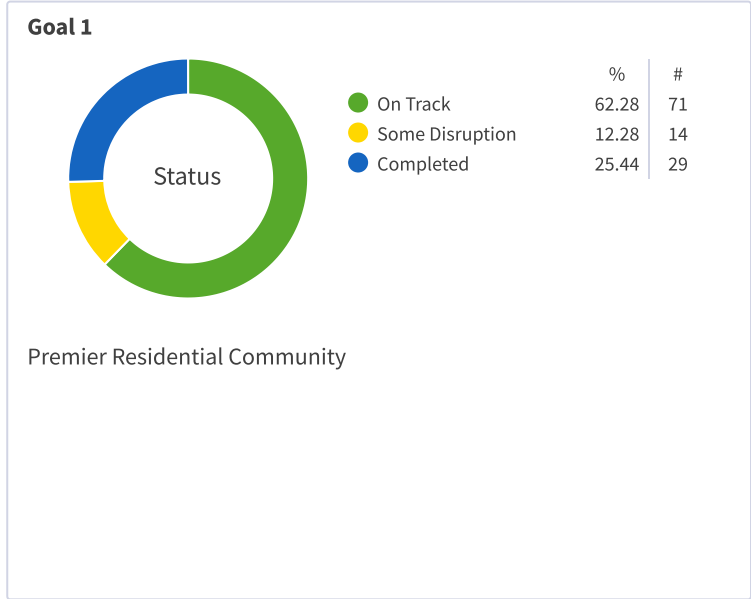
Fund Overview



## **Strategic Planning Process**

The Town Council completed the 2022 Strategic Planning Process in March. This year's process included a series of interviews with Council, worksheets submitted by Town Departments, two meetings with the Town's Management Team, a 1 ½-day facilitated session with the Town Council and a second follow-up meeting with Council to finalize the plan. The process resulted in a reaffirmation of the Town's Community Vision, Strategic Vision, and Mission. The Council confirmed the five Strategic Goals that will guide the Town over the next five years, and with staff's input, identified 129 Action Items to accomplish as part of the Strategic Plan.

Plan Summary










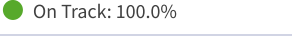
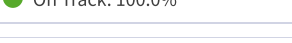


## Budget Book - Tabular

2022-2023 Strategic Plan

Report Created On: Jul 25, 2022

Number	Description	Status	End Date
Goal 1	Premier Residential Community	 <p> <span>●</span> On Track: 62.28%  <span>●</span> Some Disruption: 12.28%  <span>●</span> Completed: 25.44%         </p>	Ongoing
Action 1.1	Gates of Prosper (Blue Star Development): Next Steps	 <p> <span>●</span> On Track: 100.0%         </p>	Ongoing
Action 1.2	Community Broadband Services/Town Government Fiber/Fiber-to-the-Home: Direction and Funding	 <p> <span>●</span> On Track: 100.0%         </p>	Ongoing
Action 1.3	Community Events and Festivals Enhancement Plan: Development	 <p> <span>●</span> On Track: 90.0%  <span>●</span> Some Disruption: 10.0%         </p>	Ongoing
Action 1.4	Senior Center/Recreation Center/Community Center/Library Concept and Plans: Direction	 <p> <span>●</span> On Track: 50.0%  <span>●</span> Some Disruption: 50.0%         </p>	Sep 21, 2022
Action 1.5	Pickleball Courts: Short Term Actions and Long Term Plan Development	 <p> <span>●</span> On Track: 33.33%  <span>●</span> Some Disruption: 16.67%  <span>●</span> Completed: 50.0%         </p>	Mar 19, 2023
Action 1.6	Sign Ordinance: Comprehensive Review and Revisions	 <p> <span>●</span> On Track: 100.0%         </p>	Dec 20, 2024
Action 1.7	Comprehensive Plan 10-Year Update: Commencement and Adoption	 <p> <span>●</span> On Track: 75.0%  <span>●</span> Some Disruption: 25.0%         </p>	Jun 20, 2023
Action 1.8	Prosper ISD Working Relationship Strategy: Issues, Joint Discussion and Town Actions	 <p> <span>●</span> On Track: 66.67%  <span>●</span> Completed: 33.33%         </p>	Ongoing
Action 1.9	Windsong Ranch Park Land Acquisition: Agreement and Funding	 <p> <span>●</span> Completed: 100.0%         </p>	Jun 20, 2022
Action 1.10	Lakewood Park Project: Construction	 <p> <span>●</span> On Track: 40.0%  <span>●</span> Some Disruption: 60.0%         </p>	Mar 19, 2023
Action 1.11	Property Maintenance Code: Modification/Update and Adoption	 <p> <span>●</span> On Track: 33.33%  <span>●</span> Some Disruption: 66.67%         </p>	Jun 20, 2023
Action 1.12	ICC Fire Code Update: Recommendations and Adoption	 <p> <span>●</span> On Track: 66.67%  <span>●</span> Completed: 33.33%         </p>	Mar 19, 2023

Number	Description	Status	End Date
Action 1.13	Development Standards and Processes Refinements	 <span>● On Track: 33.33%</span> <span>● Completed: 66.67%</span>	Sep 21, 2022
Action 1.14	Raymond Community Park Project: Direction	 <span>● On Track: 33.33%</span> <span>● Some Disruption: 11.11%</span> <span>● Completed: 55.56%</span>	Jun 20, 2023
Action 1.15	Mayor's Fitness Challenge Enhancements: Direction and Funding	 <span>● On Track: 16.67%</span> <span>● Completed: 83.33%</span>	Sep 21, 2022
Action 1.16	HOA Presidents/Management Monthly Newsletter: Launch	 <span>● Completed: 100.0%</span>	Jun 20, 2022
Action 1.17	Annual Health Permit Renewal Deadline: Creation	 <span>● Completed: 100.0%</span>	Mar 19, 2023
Action 1.18	Annual Spring Cleanup Event	 <span>● Completed: 100.0%</span>	Jun 20, 2022
Action 1.19	Diversity and Inclusion Training Programs	 <span>● Completed: 100.0%</span>	Jun 20, 2022
Action 1.20	Irrigation Ordinance Phase 2	 <span>● On Track: 100.0%</span>	Dec 20, 2022
Action 1.21	Update Health and Building Inspection Fee Schedules	 <span>● On Track: 100.0%</span>	Dec 20, 2022
Action 1.22	Library Long Range/Strategic Plan: Development	 <span>● Some Disruption: 100.0%</span>	Jun 20, 2022
Action 1.23	GROW Cube Mobile Youth Library: Launch	 <span>● Completed: 100.0%</span>	Jun 20, 2022
Action 1.24	Library Seed Garden: Launch	 <span>● Completed: 100.0%</span>	Sep 21, 2022
Action 1.25	Town Hall Honor Walls: Construction	 <span>● On Track: 100.0%</span>	Sep 21, 2022
Action 1.26	Celebrate Prosper Event Expansion: Completion	 <span>● On Track: 100.0%</span>	Dec 20, 2022
Action 1.27	Comprehensive Online Parks & Rec Magazine: Launch	 <span>● On Track: 100.0%</span>	Sep 21, 2022
Action 1.28	Adopt-A-Street Program: Full Capacity	 <span>● Some Disruption: 100.0%</span>	Jun 20, 2022
Action 1.29	US 380 Landscaping (Custer to Lover's Lane): Completion	 <span>● On Track: 100.0%</span>	Sep 21, 2022

Number	Description	Status	End Date
Action 1.30	Star Trail Neighborhood Park	<div>On Track</div> <div>On Track: 100.0%</div>	Dec 20, 2022
Action 1.31	911 Trail Markers: Design and Construction	<div>Completed</div> <div>Completed: 100.0%</div>	Dec 20, 2022
Action 1.32	Increase Library Shelving	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 1.33	Pecan Grove Park Phase 2 Project	<div>On Track</div> <div>On Track: 100.0%</div>	Dec 20, 2022
Action 1.34	Tanners Mill Park Project	<div>On Track</div> <div>On Track: 100.0%</div>	Dec 20, 2022
Action 1.35	Lakewood Park Phase 2 Project	<div>On Track</div> <div>On Track: 100.0%</div>	Mar 19, 2023
Goal 2	Investment in Prosper's Future	<div> <div></div> <div>On Track: 49.09%</div> <div>Some Disruption: 16.36%</div> <div>Major Disruption: 1.82%</div> <div>Completed: 32.73%</div> </div>	Ongoing
Action 2.1	Highway 380 Bypass Advocacy: Phase 1 – Collin County	<div></div> <div>On Track: 25.0%</div> <div>Completed: 75.0%</div>	Mar 19, 2023
Action 2.2	Frontier Park Entry/Exit Options and Emergency Access Plan: Direction and Funding	<div></div> <div>On Track: 33.33%</div> <div>Completed: 66.67%</div>	Sep 21, 2022
Action 2.3	Public Works and Parks Departments Facility Master Plan: Development, Direction and Funding	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Mar 29, 2023
Action 2.4	First Street Project: Next Steps	<div>On Track</div> <div>On Track: 100.0%</div>	Jun 20, 2023
Action 2.5	Contingency Budget Process: Development and Approval	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 2.6	Accelerating Road Projects: Review, Direction and Funding	<div></div> <div>Some Disruption: 50.0%</div> <div>Completed: 50.0%</div>	Jun 20, 2022
Action 2.7	Gee Road (US 380-FM 1385) over Doe Branch Creek: Funding	<div></div> <div>On Track: 66.67%</div> <div>Completed: 33.33%</div>	Dec 20, 2022
Action 2.8	New Fire Station 4 Project: Design and Construction	<div></div> <div>On Track: 80.0%</div> <div>Completed: 20.0%</div>	Mar 19, 2024









Number	Description	Status	End Date
Action 2.9	Police Covered Parking: Direction and Funding	<div> <div></div> <div></div> </div> <div> <div>● On Track: 33.33%</div> <div>● Completed: 66.67%</div> </div>	Mar 19, 2023
Action 2.10	Policy for Converting Private Roads to Public Roads: Development and Approval	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 2.11	Policy for Converting Public Roads to Private Roads: Development and Approval	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 2.12	ROW Permitting Process Improvements	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 2.13	Unused Road and Alley ROW Plan	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 2.14	Sprinkler System Evaluation In House	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 2.15	Smoke Testing Phase 4	<div>Some Disruption</div> <div>● Some Disruption: 100.0%</div>	Jun 20, 2022
Action 2.16	GIS Data As-Built and Assets Data Input	<div>Major Disruption</div> <div>● Major Disruption: 100.0%</div>	Ongoing
Action 2.17	Central Fire Station	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 2.18	Frontier Parkway Project	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2023
Action 2.19	Fishtrap Road Project (Stuber Elementary to DNT)	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2023
Action 2.20	First Street Project (Coit Road - Custer Road)	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2024
Action 2.21	Custer Road Project	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2023
Action 2.22	Coit Road Expansion Project	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2023
Action 2.23	Preston Road Intersection Improvement	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2024
Action 2.24	Coleman Project: Design and Land Acquisition	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 2.25	6th Street Concrete Construction	<div>Some Disruption</div> <div>● Some Disruption: 100.0%</div>	Jun 20, 2022

Number	Description	Status	End Date
Action 2.26	Crown Colony Drive Concrete Construction	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 2.27	Pasewark Circle Concrete Construction	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 2.28	Custer Pump Station #3 LP	<div>On Track: 50.0% Some Disruption: 50.0%</div>	Sep 21, 2023
Goal 3	Financially Responsible Town Providing Exceptional Services	<div>On Track: 38.04% Some Disruption: 20.65% Major Disruption: 3.26% Completed: 38.04%</div>	Ongoing
Action 3.1	Comprehensive Compensation Policy/Practice: Direction and Funding	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 3.2	Legislative Advocacy: Report with Options, Direction, Key Issues and Town Position	<div>On Track: 87.5% Some Disruption: 12.5%</div>	Jun 20, 2023
Action 3.3	Town 5-Year Services and Staffing Plan: Direction and Funding	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Sep 21, 2022
Action 3.4	Community Engagement: Implementation and Update Reports	<div>On Track: 33.33% Completed: 66.67%</div>	Ongoing
Action 3.5	Town Organization Culture: Implementation	<div>On Track: 40.0% Some Disruption: 20.0% Completed: 40.0%</div>	Dec 20, 2022
Action 3.6	Financial Policies: Review and Refinement	<div>On Track: 75.0% Some Disruption: 25.0%</div>	Sep 21, 2022
Action 3.7	New ERP Software System: Direction and Implementation	<div>On Track: 57.14% Completed: 42.86%</div>	Mar 19, 2025
Action 3.8	Town Brand and Graphic Identity: Direction and Town Actions	<div>Some Disruption: 50.0% Completed: 50.0%</div>	Jun 20, 2022
Action 3.9	Town Website Upgrade: Completion	<div>On Track: 50.0% Some Disruption: 50.0%</div>	Mar 19, 2023
Action 3.10	Strategic Plan: Update and Create 2022 Action Agenda	<div>Completed</div> <div>Completed: 100.0%</div>	Jun 20, 2022
Action 3.11	Management/Employee Talent Development Program: Implementation	<div>Completed</div> <div>Completed: 100.0%</div>	Mar 19, 2023

Number	Description	Status	End Date
Action 3.12	Building Inspection Fee Schedule: Update	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2022
Action 3.13	American Heart Association Mission Lifeline Gold Recognition	<div>Completed</div> <div>● Completed: 100.0%</div>	Sep 21, 2022
Action 3.14	Parks and Recreation Accreditation	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 3.15	In-Car System and Body Worn Camera System Integration	<div>On Track</div> <div>● On Track: 100.0%</div>	Sep 21, 2022
Action 3.16	Certified Public Works Professional Management Certification of Superintendents and Supervisors	<div>Major Disruption</div> <div>● Major Disruption: 100.0%</div>	Dec 20, 2022
Action 3.17	Public Works Accreditation	<div>Major Disruption</div> <div>● Major Disruption: 100.0%</div>	Dec 20, 2023
Action 3.18	Alcohol Permits Procedures: Improvement	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 3.19	Public Information Request (PIR) Management Software	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.20	Texas Municipal Clerks Association (TMCA) Achievement of Excellence Award: Complete Application	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.21	Community Engagement Program Benchmarking (Mayor's Student Internship, Business Round Table, Interfaith Alliance, Council Leadership Series, Volunteer Coordination)	<div>Some Disruption</div> <div>● Some Disruption: 100.0%</div>	Jun 20, 2022
Action 3.22	Town Hall Balcony Reception: Implementation	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.23	Additional Video Content: Development	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.24	Crisis Communications Plan: Development and Implementation	<div>Completed</div> <div>● Completed: 100.0%</div>	Dec 20, 2022
Action 3.25	Smart 9-1-1/Rave System: Expansion	<div>Some Disruption</div> <div>● Some Disruption: 100.0%</div>	Jun 20, 2022
Action 3.26	Service Satisfaction Survey Redesign	<div>On Track</div> <div>● On Track: 100.0%</div>	Sep 21, 2022
Action 3.27	Cross-Channel Content Calendar: Creation	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.28	Planning Division: Reorganization	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2022

Number	Description	Status	End Date
Action 3.29	Permits and Land Records: Update	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.30	Bureau Veritas Work Restructure	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.31	EnerGov Permitting Software: Implementation	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 3.32	Matrix Customer Services Survey - Phase 2	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.33	Municipal Court Marshal: Direction	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2022
Action 3.34	Annual Financial Audit	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.35	SAFER Grant	<div>On Track</div> <div>● On Track: 100.0%</div>	Dec 20, 2022
Action 3.36	GIS Advance Mapping on Athena Mobile CAD	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.37	Emergency Reporting by ESO (FD Records Management System)	<div>Completed</div> <div>● Completed: 100.0%</div>	Mar 19, 2023
Action 3.38	KNOX Key Secure System	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.39	Stryker Medical Equipment: Changeover	<div>Some Disruption</div> <div>● Some Disruption: 100.0%</div>	Jun 20, 2022
Action 3.40	Quint/Aerial Fire Engine: Design and Construction	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 3.41	Ambulance: Design and Construction	<div>On Track</div> <div>● On Track: 100.0%</div>	Mar 19, 2023
Action 3.42	Lateral Pay Options: Report and Direction	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.43	Fire Division Chief: Direction and Funding	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022
Action 3.44	Supervisory Training Program	<div>Completed</div> <div>● Completed: 100.0%</div>	Mar 20, 2023
Action 3.45	Electronic Recruitment: Development	<div>Completed</div> <div>● Completed: 100.0%</div>	Mar 19, 2023
Action 3.46	CAD/RMS (Public Safety Dispatch Software) - Major upgrade to platform (affects PD, FD, GIS and Dispatch)	<div>Completed</div> <div>● Completed: 100.0%</div>	Jun 20, 2022

Number	Description	Status	End Date
Action 3.47	Public Safety Vehicles from Verizon to FirstNet: Completion	<div>Major Disruption</div> <div>Major Disruption: 100.0%</div>	Jun 20, 2022
Action 3.48	Cyber Incident Response Plan: Development	<div>On Track</div> <div>On Track: 100.0%</div>	Dec 20, 2022
Action 3.49	Public Meeting Streaming Software (SWAGIT): Planning and Deployment	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Jun 20, 2022
Action 3.50	Railroad Camera Website: Updates/Redesign	<div>Completed</div> <div>Completed: 100.0%</div>	Mar 19, 2023
Action 3.51	Onboard Parks & Recreation Department to CityWorks: Planning and Deployment	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Dec 20, 2022
Action 3.52	Anti-Virus Update: Completion	<div>On Track</div> <div>On Track: 100.0%</div>	Sep 21, 2022
Action 3.53	Police Equipment Replacement: Firearms, Ammunition, MDR/Computers	<div>On Track</div> <div>On Track: 100.0%</div>	Dec 20, 2022
Action 3.54	Alternative Policing Model: Development	<div>On Track</div> <div>On Track: 100.0%</div>	Sep 21, 2022
Action 3.55	Incentive Pay for Licenses or Certifications: Funding	<div>On Track</div> <div>On Track: 100.0%</div>	Sep 21, 2022
Action 3.56	Laserfiche Public Portal: Deployment	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Jun 20, 2022
Action 3.57	Public Safety Radio Tower Site on the Fishtrap Elevated Storage Tank Project	<div>Some Disruption</div> <div>Some Disruption: 100.0%</div>	Jun 20, 2022
Goal 4	Major Business Investment in Prosper	<div> <div></div> <div>On Track: 76.92%</div> <div>Some Disruption: 15.38%</div> <div>Completed: 7.69%</div> </div>	Ongoing
Action 4.1	Economic Development Action Plan: Implementation	<div>On Track</div> <div>On Track: 100.0%</div>	Mar 19, 2023
Action 4.2	Dallas North Tollway Area Vision, Master Plan/Guidelines: Implementation	<div> <div></div> <div>Some Disruption: 66.67%</div> <div>Completed: 33.33%</div> </div>	Jun 20, 2022
Action 4.3	PEDC Website Refinement and Expansion: Completion	<div>On Track</div> <div>On Track: 100.0%</div>	Ongoing
Action 4.4	Prosper Business Data Bank Creation: Completion	<div>On Track</div> <div>On Track: 100.0%</div>	Ongoing

Number	Description	Status	End Date
Goal 5	Successful Prosper Downtown Redevelopment	 ● On Track: 35.71% ● Some Disruption: 28.57% ● Completed: 35.71%	Mar 19, 2023
Action 5.1	Downtown Master Plan: Development, Adoption and Implementation Plan	 ● Some Disruption: 25.0% ● Completed: 75.0%	Jun 20, 2022
Action 5.2	Downtown Community Broadband Service: Report and Direction	 ● On Track: 20.0% ● Some Disruption: 60.0% ● Completed: 20.0%	Sep 21, 2022
Action 5.3	Downtown Distinctive Specialty Signage and Lighting Plan: Report and Direction	 ● On Track: 100.0%	Dec 20, 2022
Action 5.4	Downtown Events (4): Plan and Execution	 ● On Track: 100.0%	Mar 19, 2023
Action 5.5	Downtown Pond Improvements: Design	 ● Completed: 100.0%	Jun 20, 2022

#### Report Legend



No Update



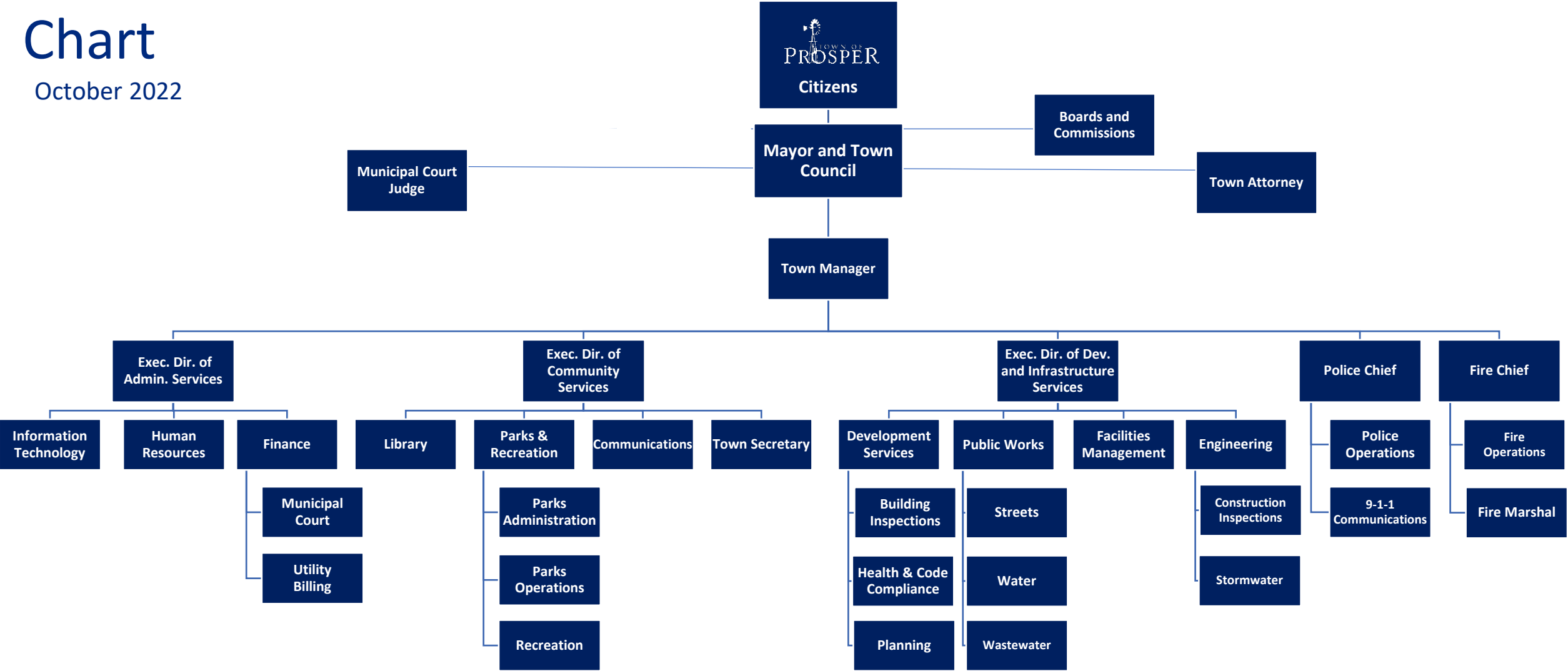
Overdue



Priority

# Organization Chart

October 2022



## Authorized Positions

Fund	Department	Position Type	ACTUAL 2020-2021	ADOPTED 2021-2022	REVISED 2021-2022	CHANGES 2022-2023	ADOPTED 2022-2023
<b>GENERAL FUND</b>							
	Town Manager		2.00	2.00	2.00	0.00	2.00
	Town Secretary		2.50	2.50	2.50	0.00	2.50
	Finance		7.00	8.00	9.00	2.00	11.00
	Human Resources		4.00	4.50	4.50	0.00	4.50
	Information Technology		6.00	7.50	8.50	1.00	9.50
	Communications		3.50	3.50	4.50	0.50	5.00
	Court		4.00	4.50	4.50	0.00	4.50
	Police		32.00	31.00	31.00	(2.00)	29.00
	9-1-1 Communications		13.00	13.00	13.00	2.00	15.00
	Fire		39.00	41.00	41.00	11.00	52.00
	On-call temporary pool		15.00	0.00	0.00	0.00	0.00
	Fire Marshal		4.00	4.00	4.00	0.00	4.00
	Inspections		18.00	20.00	20.00	2.00	22.00
	Code Compliance		3.00	3.00	3.00	1.00	4.00
	Planning		5.00	5.00	5.00	1.00	6.00
	Streets		8.00	10.00	10.00	1.00	11.00
	Facilities		0.00	0.00	0.00	1.00	1.00
	Parks		27.00	32.00	33.00	0.00	33.00
	Library		6.50	7.00	7.00	1.00	8.00
	Engineering		12.00	15.50	15.50	0.00	15.50
	Subtotal Full-Time		193.00	208.00	212.00	21.00	233.00
	Subtotal Part-Time		3.50	6.00	6.00	0.50	6.50
	Subtotal Temporary		15.00	0.00	0.00	0.00	0.00
<b>Total General Fund</b>			<b>211.50</b>	<b>214.00</b>	<b>218.00</b>	<b>21.50</b>	<b>239.50</b>
<b>SPECIAL PURPOSE DISTRICT FUNDS</b>							
	Crime Control		13.00	19.00	19.00	5.00	24.00
	Fire Control		13.00	18.00	18.00	4.00	22.00
<b>Total Special Purpose District Funds</b>			<b>26.00</b>	<b>37.00</b>	<b>37.00</b>	<b>9.00</b>	<b>46.00</b>
<b>WATER/SEWER FUND</b>							
	Utility Billing		4.00	5.00	5.00	0.00	5.00
	Water		27.00	29.00	29.00	1.00	30.00
	Wastewater		15.00	16.00	16.00	1.00	17.00
	Engineering		4.00	4.00	4.00	2.00	6.00
<b>Total Water/Sewer Fund</b>			<b>50.00</b>	<b>54.00</b>	<b>54.00</b>	<b>4.00</b>	<b>58.00</b>
<b>DRAINAGE UTILITY FUND</b>							
<b>Total Drainage Utility Fund</b>		All Full-Time	2.00	2.00	2.00	0.00	2.00
<b>ALL FUNDS</b>							
		Total Full-Time	271.00	301.00	305.00	34.00	339.00
		Total Part-Time	3.50	6.00	6.00	0.50	6.50
<b>Total All Funds</b>		Total Full-Time Equivalent (FTE)	<b>274.50</b>	<b>307.00</b>	<b>311.00</b>	<b>34.50</b>	<b>345.50</b>
		Total Temporary	15.00	0.00	0.00	0.00	0.00



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

	ACTUAL 2020-2021	PROJECTED 2021-2022	ADOPTED 2022-2023
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes	40,817,563	47,287,709	54,804,142
Inter-governmental	1,176,169	346,530	4,770,715
License, Fees & Permits	11,112,457	11,023,560	11,640,962
Charges for Services	31,334,503	35,972,202	37,272,230
Fines & Warrants	280,198	250,425	250,425
Investment Income	278,420	292,275	396,775
Miscellaneous Revenue	3,027,718	8,627,641	1,372,552
Impact Fees	16,909,373	15,684,825	10,450,000
<b>Subtotal-Revenues</b>	<b>\$ 104,936,403</b>	<b>\$ 119,485,167</b>	<b>\$ 120,957,801</b>
<b>OTHER RESOURCES:</b>			
Transfers In	1,464,037	2,060,544	2,985,335
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 106,400,440</b>	<b>\$ 121,545,711</b>	<b>\$ 123,943,136</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	14,538,026	17,309,883	17,005,012
Public Safety	15,894,694	18,476,678	22,023,948
Community Services	5,081,821	7,963,656	7,274,446
Streets & Highways	2,567,401	4,331,200	4,136,738
Development Services	3,580,063	4,588,847	4,173,570
Utility Services	20,272,502	20,236,449	29,443,481
Engineering	1,882,206	2,380,588	2,601,325
Debt Service	11,642,022	20,231,481	17,483,203
Transfer to Dedicated Capital Fund	-	-	7,780,485
Economic Infrastructure Development	2,149,326	7,546,370	3,137,344
Impact Fee Infrastructure Development	5,556,837	8,953,116	18,400,250
<b>Subtotal-Expenditures</b>	<b>\$ 83,164,898</b>	<b>\$ 112,018,268</b>	<b>\$ 133,459,802</b>
Transfers Out	5,020,709	21,488,335	2,985,335
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 88,185,607</b>	<b>\$ 133,506,603</b>	<b>\$ 136,445,137</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 18,214,833</b>	<b>\$ (11,960,892)</b>	<b>\$ (12,502,001)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 50,096,090</b>	<b>\$ 68,310,923</b>	<b>\$ 56,350,031</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 18,214,833</b>	<b>\$ (11,960,892)</b>	<b>\$ (12,502,001)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 68,310,923</b>	<b>\$ 56,350,031</b>	<b>\$ 43,848,030</b>

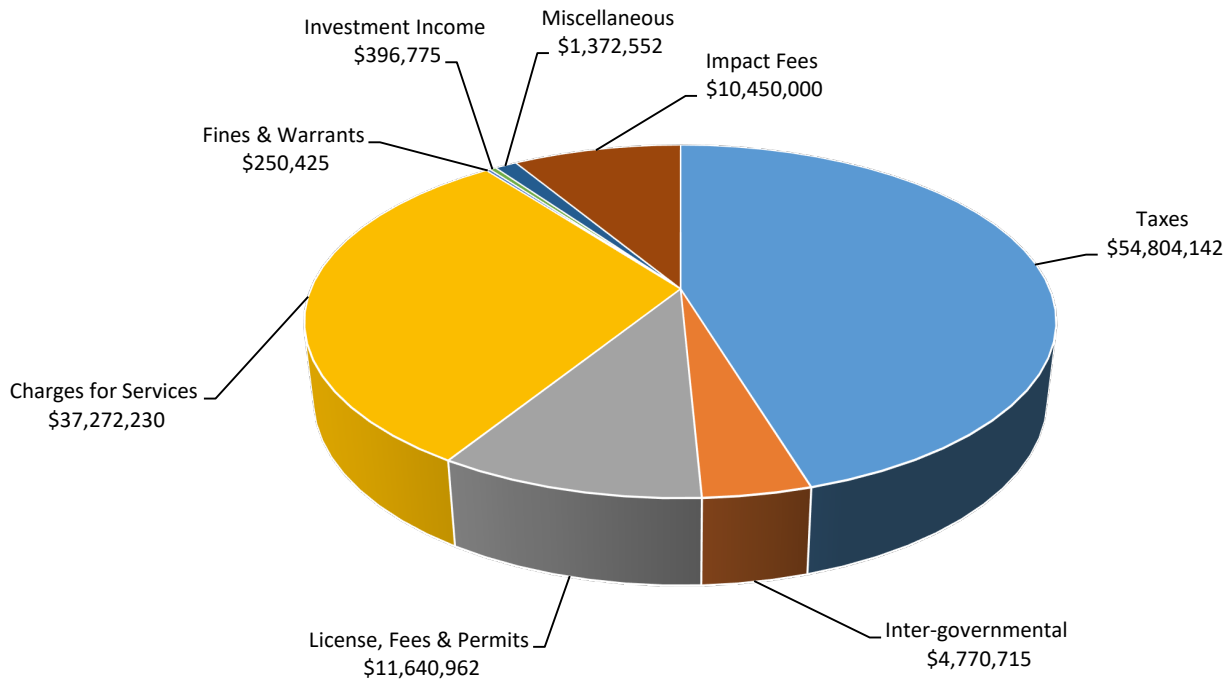
**CONSOLIDATED FUND SUMMARY**  
**FISCAL YEAR 2022-2023**

	GENERAL FUND	DEBT SERVICE FUND	IMPACT FEE FUNDS	UTILITY FUNDS
<b>ESTIMATED RESOURCES</b>				
<b>REVENUES:</b>				
Taxes	33,739,755	12,680,972	-	-
Inter-governmental	1,525,000	-	-	-
License, Fees & Permits	9,239,357	-	-	564,605
Charges for Services	1,240,962	-	-	30,003,927
Fines & Warrants	250,425	-	-	-
Investment Income	\$150,000	20,000	118,625	61,800
Miscellaneous Revenue	\$124,475	-	300,000	470,427
Impact Fees	-	-	10,250,000	-
<b>Subtotal-Revenues</b>	<b>\$ 46,269,974</b>	<b>\$ 12,700,972</b>	<b>\$ 10,668,625</b>	<b>\$ 31,100,760</b>
<b>OTHER RESOURCES:</b>				
Transfers In	1,235,335	-	-	1,750,000
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 47,505,309</b>	<b>\$ 12,700,972</b>	<b>\$ 10,668,625</b>	<b>\$ 32,850,760</b>
<b>ESTIMATED USES</b>				
<b>Direct Expenditures by Function:</b>				
General Government/Central Services	9,341,007	-	-	1,384,376
Public Safety	16,625,841	-	-	-
Community Services	7,174,446	-	-	-
Streets & Highways	4,136,738	-	-	-
Development Services	4,173,570	-	-	-
Utility Services	-	-	-	29,443,481
Engineering	2,601,325	-	-	-
Transfer to Dedicated Capital Fund	7,780,485	-	-	-
Debt Service	-	12,911,163	-	4,572,040
Economic Infrastructure Development	-	-	-	-
Impact Fee Infrastructure Development	-	-	18,400,250	-
<b>Subtotal-Expenditures</b>	<b>\$ 51,833,412</b>	<b>\$ 12,911,163</b>	<b>\$ 18,400,250</b>	<b>\$ 35,399,897</b>
Transfers Out	-	-	-	2,985,335
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 51,833,412</b>	<b>\$ 12,911,163</b>	<b>\$ 18,400,250</b>	<b>\$ 38,385,232</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (4,328,103)</b>	<b>\$ (210,191)</b>	<b>\$ (7,731,625)</b>	<b>\$ (5,534,472)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 16,316,341</b>	<b>\$ 538,904</b>	<b>\$ 14,289,413</b>	<b>\$ 14,201,601</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ (4,328,103)</b>	<b>\$ (210,191)</b>	<b>\$ (7,731,625)</b>	<b>\$ (5,534,472)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 11,988,238</b>	<b>\$ 328,713</b>	<b>\$ 6,557,788</b>	<b>\$ 8,667,129</b>

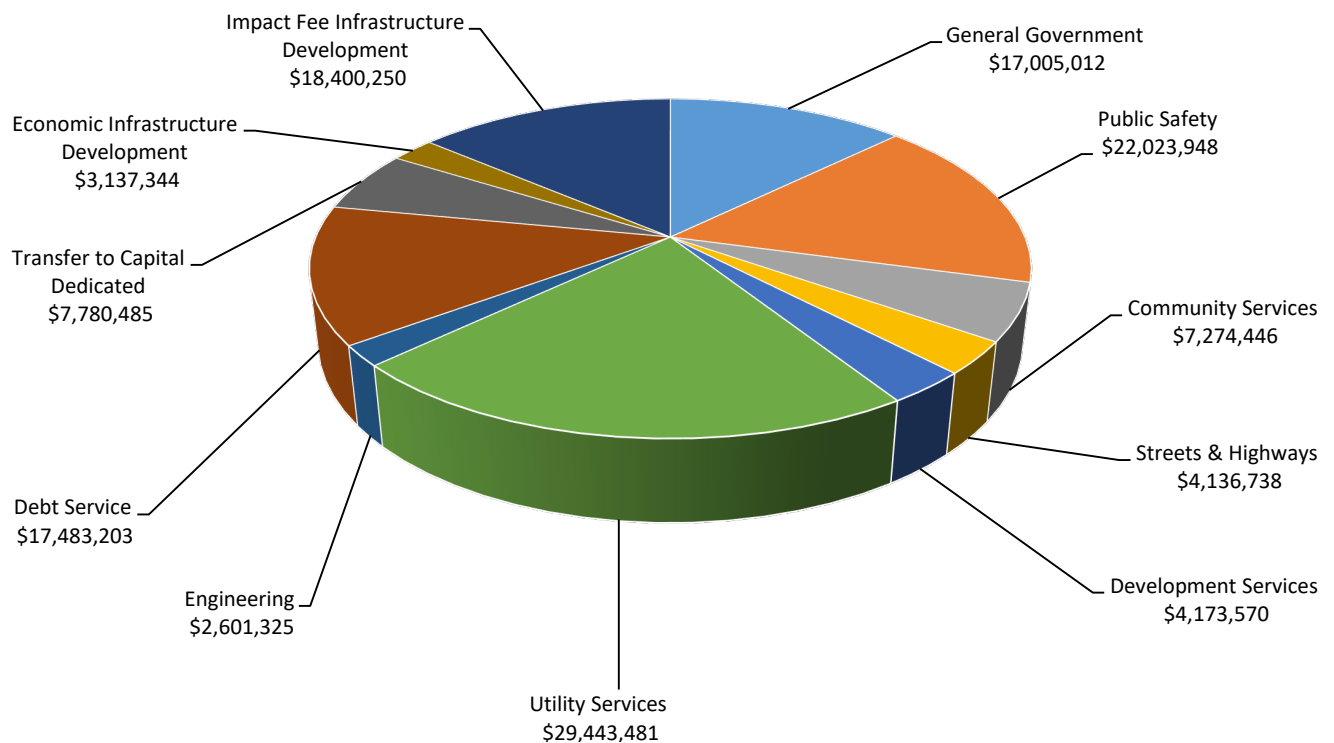
	SPECIAL REVENUE FUNDS	INTERNAL SERVICE FUNDS	COMBINED FUNDS
<b>ESTIMATED RESOURCES</b>			
<b>REVENUES:</b>			
Taxes	8,383,415	-	54,804,142
Inter-governmental	3,245,715	-	4,770,715
License, Fees & Permits	1,837,000	-	11,640,962
Charges for Services	-	6,027,341	37,272,230
Fines & Warrants	-	-	250,425
Investment Income	16,350	30,000	396,775
Miscellaneous Revenue	77,650	400,000	1,372,552
Impact Fees	200,000	-	10,450,000
<b>Subtotal-Revenues</b>	<b>\$ 13,760,130</b>	<b>\$ 6,457,341</b>	<b>\$ 120,957,801</b>
<b>OTHER RESOURCES:</b>			
Transfers In	-	-	2,985,335
<b>TOTAL ESTIMATED RESOURCES:</b>	<b>\$ 13,760,130</b>	<b>\$ 6,457,341</b>	<b>\$ 123,943,136</b>
<b>ESTIMATED USES</b>			
<b>Direct Expenditures by Function:</b>			
General Government/Central Services	130,058	6,149,571	17,005,012
Public Safety	5,398,107	-	22,023,948
Community Services	100,000	-	7,274,446
Streets & Highways	-	-	4,136,738
Development Services	-	-	4,173,570
Utility Services	-	-	29,443,481
Engineering	-	-	2,601,325
Transfer to Dedicated Capital Fund	-	-	7,780,485
Debt Service	-	-	17,483,203
Economic Infrastructure Development	3,137,344	-	3,137,344
Impact Fee Infrastructure Development	-	-	18,400,250
<b>Subtotal-Expenditures</b>	<b>\$ 8,765,509</b>	<b>\$ 6,149,571</b>	<b>\$ 133,459,802</b>
Transfers Out	-	-	2,985,335
<b>TOTAL ESTIMATED USES:</b>	<b>\$ 8,765,509</b>	<b>\$ 6,149,571</b>	<b>\$ 136,445,137</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 4,994,620</b>	<b>\$ 307,770</b>	<b>\$ (12,502,001)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 6,154,539</b>	<b>\$ 4,849,234</b>	<b>\$ 56,350,031</b>
<b>EXCESS (DEFICIENCY)</b>	<b>\$ 4,994,620</b>	<b>\$ 307,770</b>	<b>\$ (12,502,001)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 11,149,159</b>	<b>\$ 5,157,004</b>	<b>\$ 43,848,030</b>

## Combined Graphs

All Funds Revenues by Type



All Funds Expenditures by Type



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

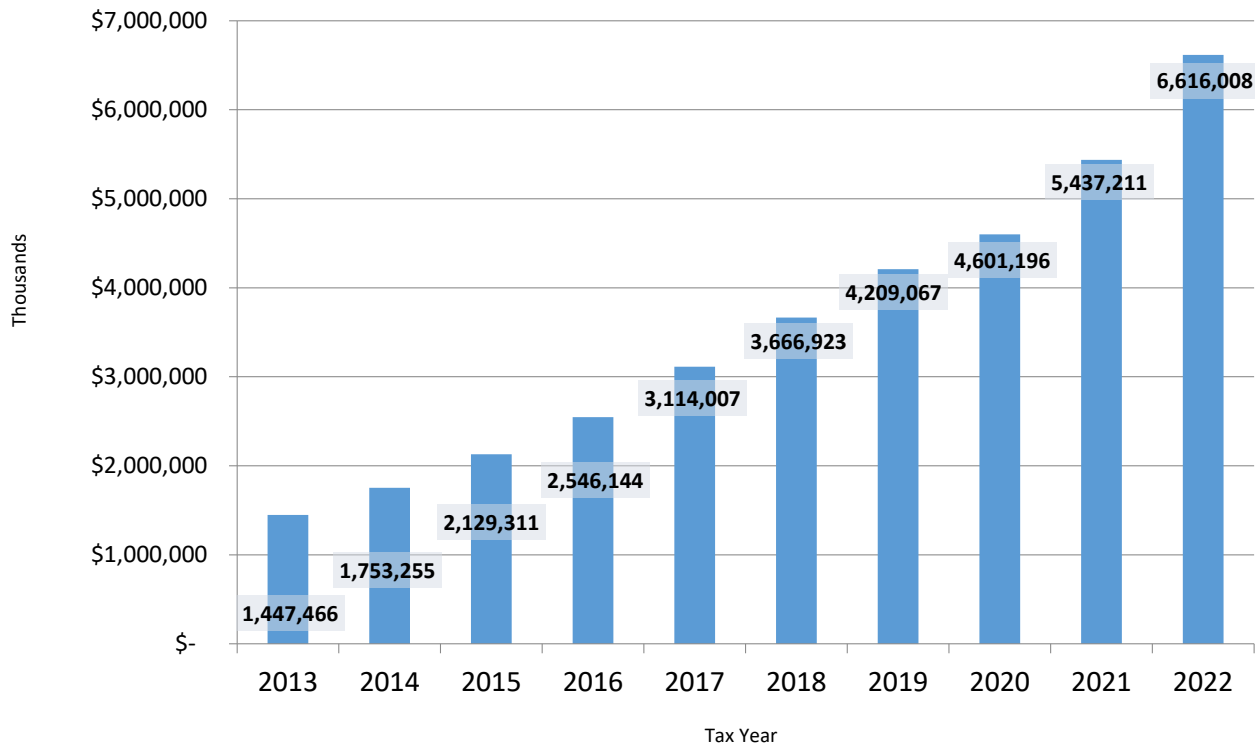
Fiscal Year	General Fund	I & S Fund	Total	General Fund Percentage	I & S Percentage
2017-18	0.367500	0.152500	<b>0.520000</b>	71%	29%
2018-19	0.367500	0.152500	<b>0.520000</b>	71%	29%
2019-20	0.367500	0.152500	<b>0.520000</b>	71%	29%
2020-21	0.367500	0.152500	<b>0.520000</b>	71%	29%
2021-22	0.328000	0.182000	<b>0.510000</b>	64%	36%
2022-23	0.329830	0.180170	<b>0.510000</b>	65%	35%

As Adopted



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

**Certified Assessed Valuation**



Source: Collin CAD and Denton CAD Certified Totals 2013-2022

Certified Taxable Value (excluding freeze values and TIRZ contributions) Increased 21.7%

New Construction Totaled \$596,431,779

## **Ad Valorem Taxes**

Total Freeze Adjusted Taxable Value	\$	6,616,007,864
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<i>Times</i>	Tax Rate (Per \$100)	0.51
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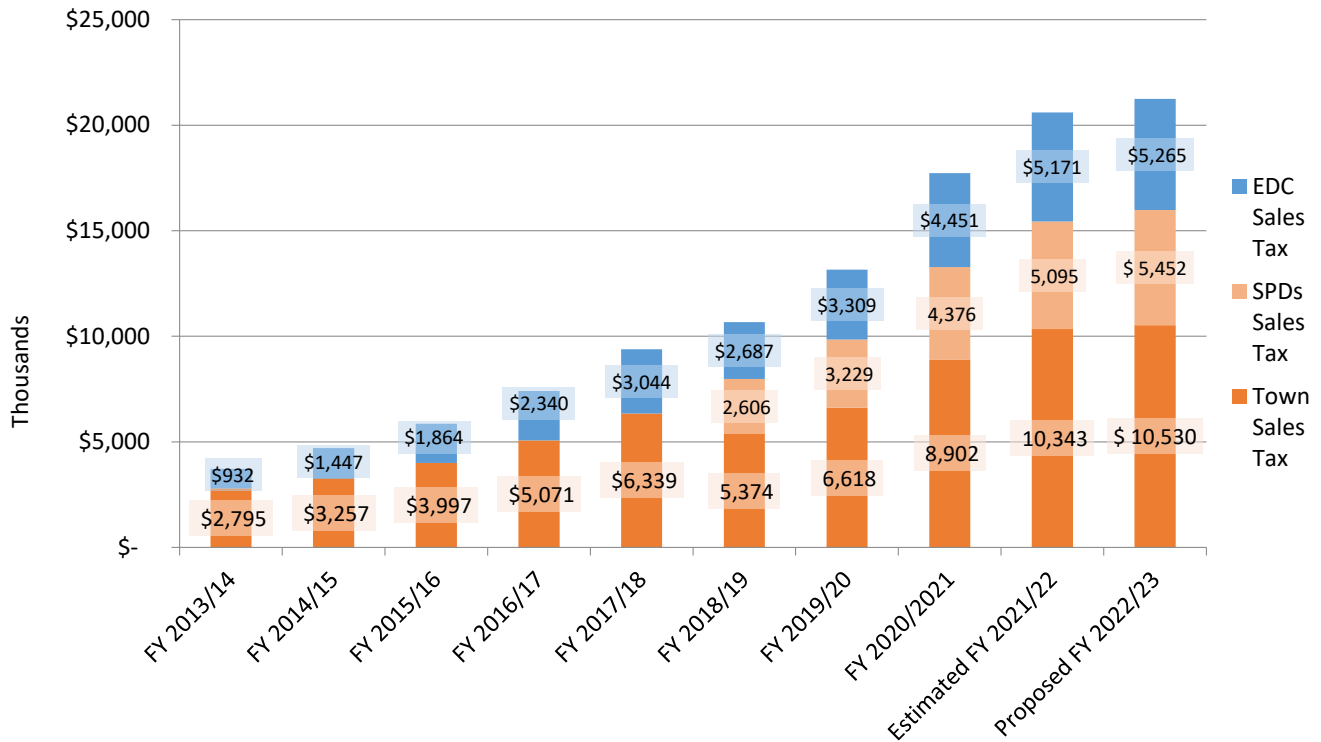
<i>Times</i>	Anticipated Tax Collections	100%
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<i>Plus</i>	Actual Tax on Freeze	\$2,491,295
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<b>TOTAL TAX LEVY</b>	<b>\$36,232,935</b>
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One Penny on the Tax Rate	\$661,601
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### Sales Taxes General, Special Purpose Districts, and EDC Funds



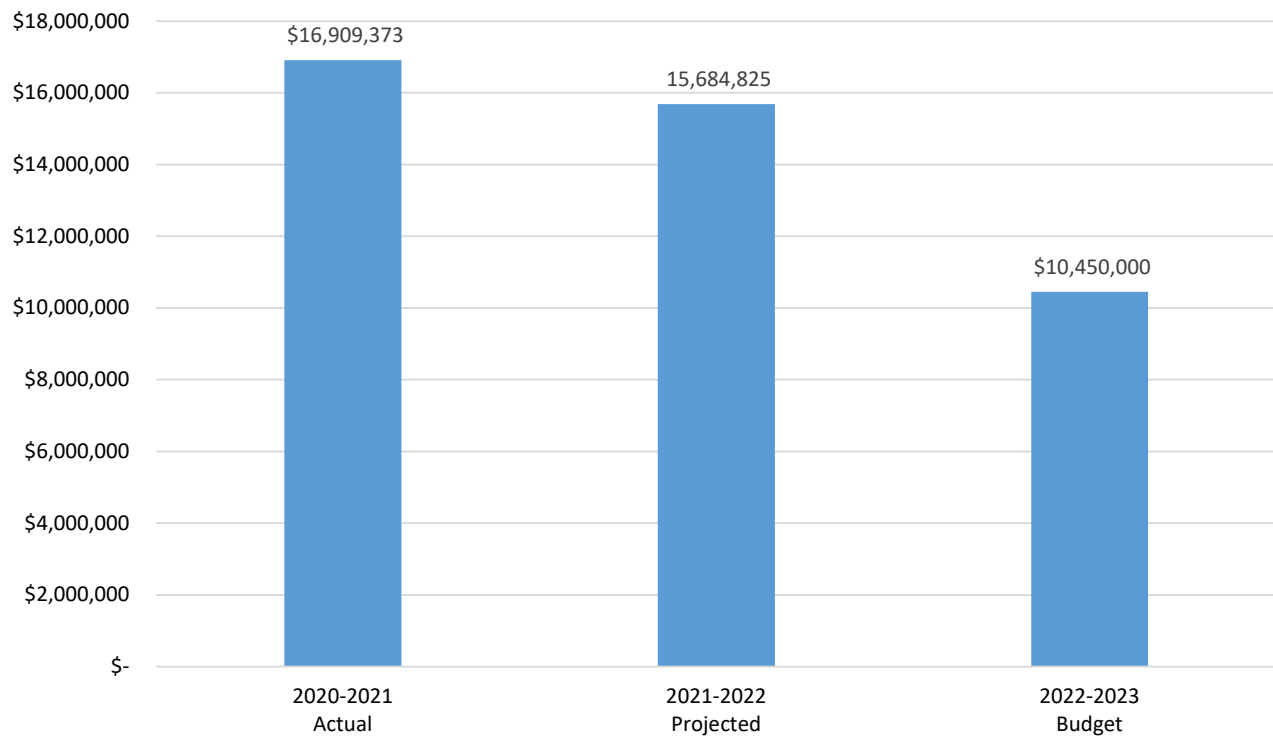
Source: The Texas State Comptrollers Website

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

Sales taxes contribute approximately 21.5% 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.

The Town's three major categories (Retail trade, Accommodation and Food Services, and Manufacturing) make up approximately 65% of the Town's sales tax collections.

## Impact Fee Revenues Impact Fee Funds

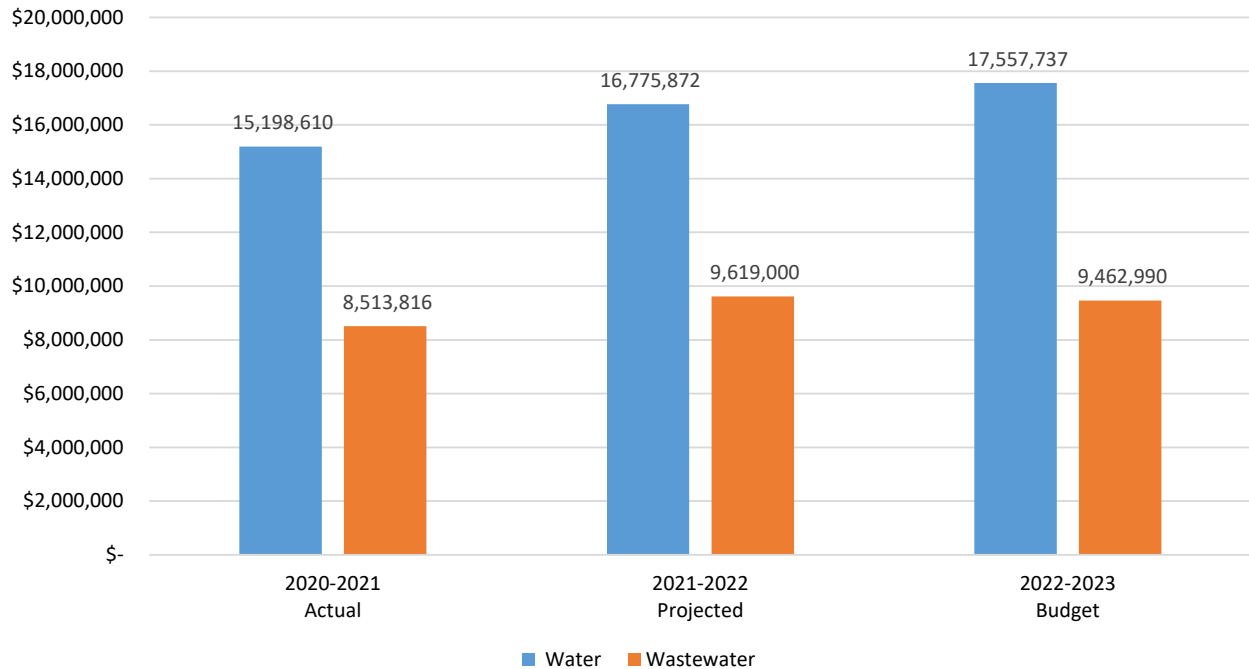


Town of Prosper's Code of Ordinances, Section 10.02.001 purpose of impact fees is to assure the provision of adequate public facilities to serve new development in the Town by requiring each such development to pay its share of the costs of such improvements by and attributable to such new development.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

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



## Water and Wastewater Revenues Water & Sewer Fund



Council approved increases to water rates to be phased in over three years beginning with Fiscal Year 2017-2018. This represented the first increase to Town customers since 2012 despite substantial increases by our water providers over the last several years. Staff reviews the billed water and wastewater rates each year to ensure the rates approved are warranted in order to expand the Town's water and sewer infrastructure, as well as to continue providing our customers with the best service possible. Water and wastewater charges amount to eighty percent of the revenue collected by the Water and Sewer fund. During the FY 2019-2020 budget process, the third year of water and wastewater rate increases was not implemented due to the increased accounts in the Town. Water and wastewater rates will remain the same for FY 2022-2023. The Town will continue to look at rates to ensure that fund balance reserves are maintained.

## Ten Largest Water Customers

Customer	Type of Business	Consumption (gallons)	% of total Usage
Windsong Ranch Community Association	Homeowner's Association	50,215,470	2.01%
Prosper Independent School District	School District	35,869,535	1.44%
Town of Prosper	Government	21,353,700	0.86%
GOP #2, LLC	Construction Company	14,515,100	0.58%
DD Bluestem LLC	Multi-Family Housing	14,513,033	0.58%
Orion Prosper LLC	Multi-Family Housing	14,057,800	0.56%
Orion Prosper Lakes, LLC	Multi-Family Housing	12,837,000	0.51%
SiteOne Landscape Supply	Landscape Supplier	11,330,500	0.45%
Whitley Place HOA	Homeowner's Association	10,257,670	0.41%
Lattimore Materials	Ready-Mix Concrete Mfg	8,978,620	0.36%





# GENERAL FUND

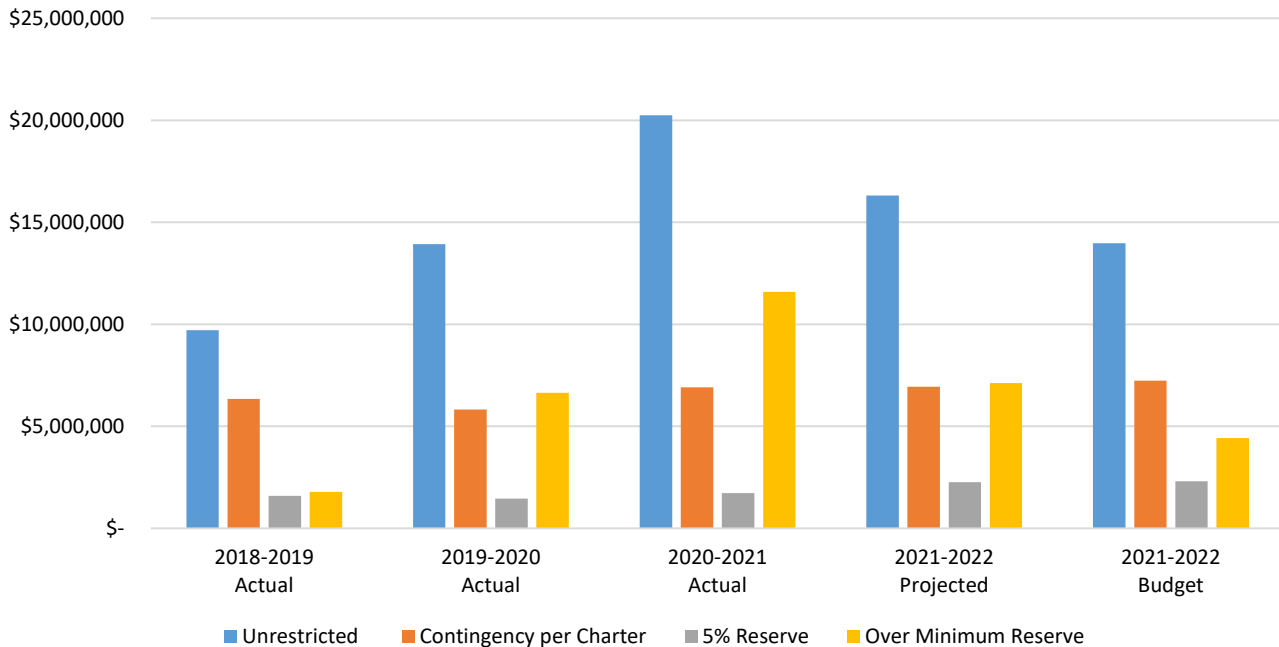


## **General Fund Description**

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

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

## General Fund Fund Balance

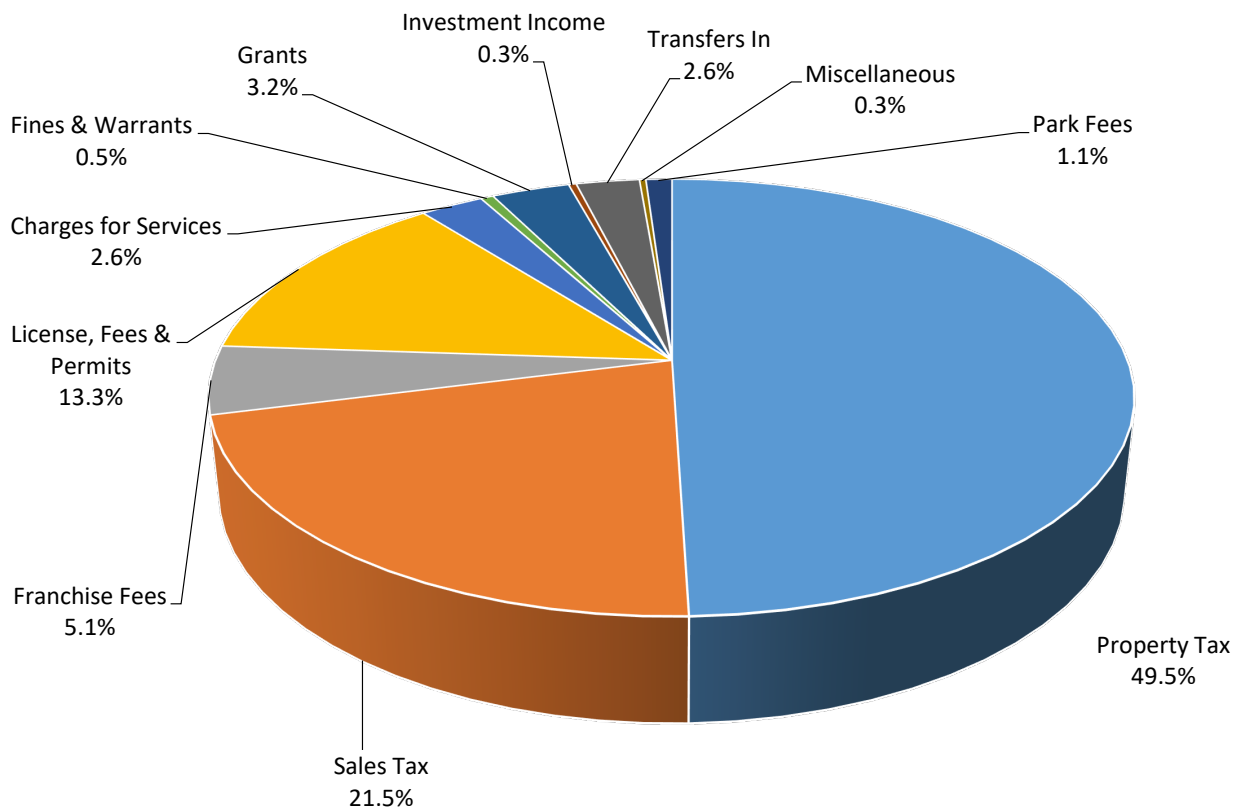


Fiscal Year	Days Over Minimum Reserve	Value of Each Day
2014-2015	77	\$ 45,432
2019-2020	82	\$ 80,943
2020-2021	121	\$ 96,068
2021-2022	34	\$ 128,549
2022-2023	23	\$ 121,870

The Town Charter proposes a legal restriction on a Contingent Reserve of the General Fund in the amount of twenty percent (20%). It is the goal of the Town to achieve and maintain an unassigned fund balance in the General Fund equal to five percent (5%) of budgeted expenditures for unanticipated expenditures, unforeseen revenue fluctuations, or other adverse circumstances. This percent was revised to one percent (1%) for FY 2022-2023 and future years. This amount is in addition to the twenty percent (20%) restricted fund balance amount required by the Town Charter. In FY 2022-2023, Council approved one-time capital expenditures by utilizing a strong unrestricted fund balance. This helped fund roads and equipment versus issuing debt, while still maintaining the required reserves per charter and policy.

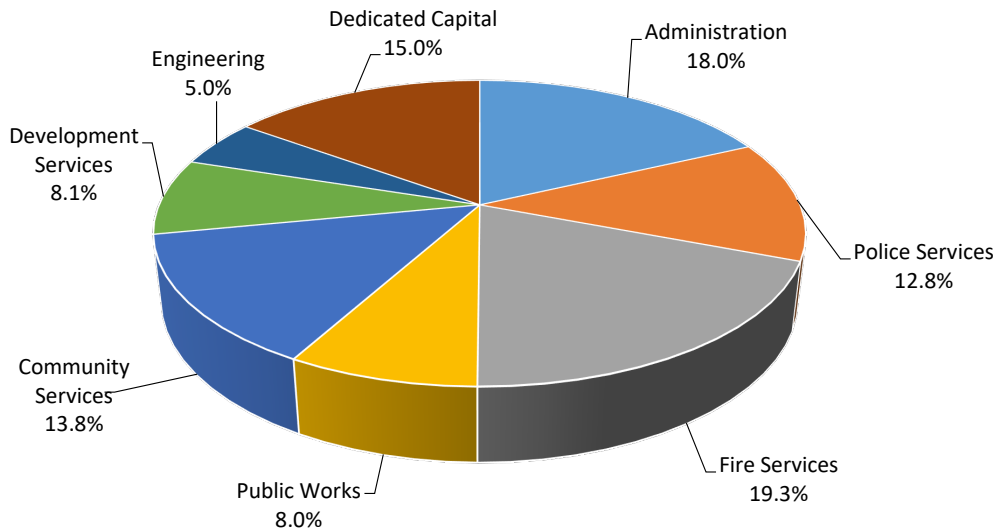
**General Fund Revenues**  
**By Source**

<b><i>Revenue Category</i></b>	<b><i>FY 2023 Adopted</i></b>	<b><i>% of Total</i></b>
Property Tax	23,519,547	49.5%
Sales Tax	10,220,208	21.5%
Franchise Fees	2,404,527	5.1%
License, Fees & Permits	6,325,530	13.3%
Charges for Services	1,240,962	2.6%
Fines & Warrants	250,425	0.5%
Grants	1,525,000	3.2%
Investment Income	150,000	0.3%
Transfers In	1,235,335	2.6%
Miscellaneous	124,475	0.3%
Park Fees	509,300	1.1%
<b>Revenue Total</b>	<b>\$ 47,505,309</b>	<b>100.0%</b>

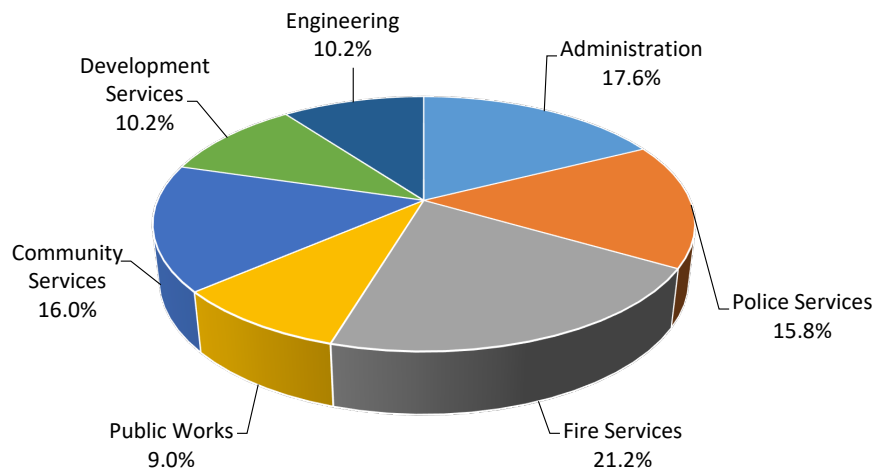


**General Fund Appropriations  
By Department**

<b>Department</b>	<b>FY 2023 Adopted</b>	<b>% of Total</b>
Administration	9,341,007	18.0%
Police Services	6,635,120	12.8%
Fire Services	9,990,721	19.3%
Public Works	4,136,738	8.0%
Community Services	7,174,446	13.8%
Development Services	4,173,570	8.1%
Engineering	2,601,325	5.0%
Dedicated Capital	7,780,485	15.0%
<b>Expense Total</b>	<b>\$ 51,833,412</b>	<b>100.0%</b>



**FY 2022 Adopted \$41,142,021**



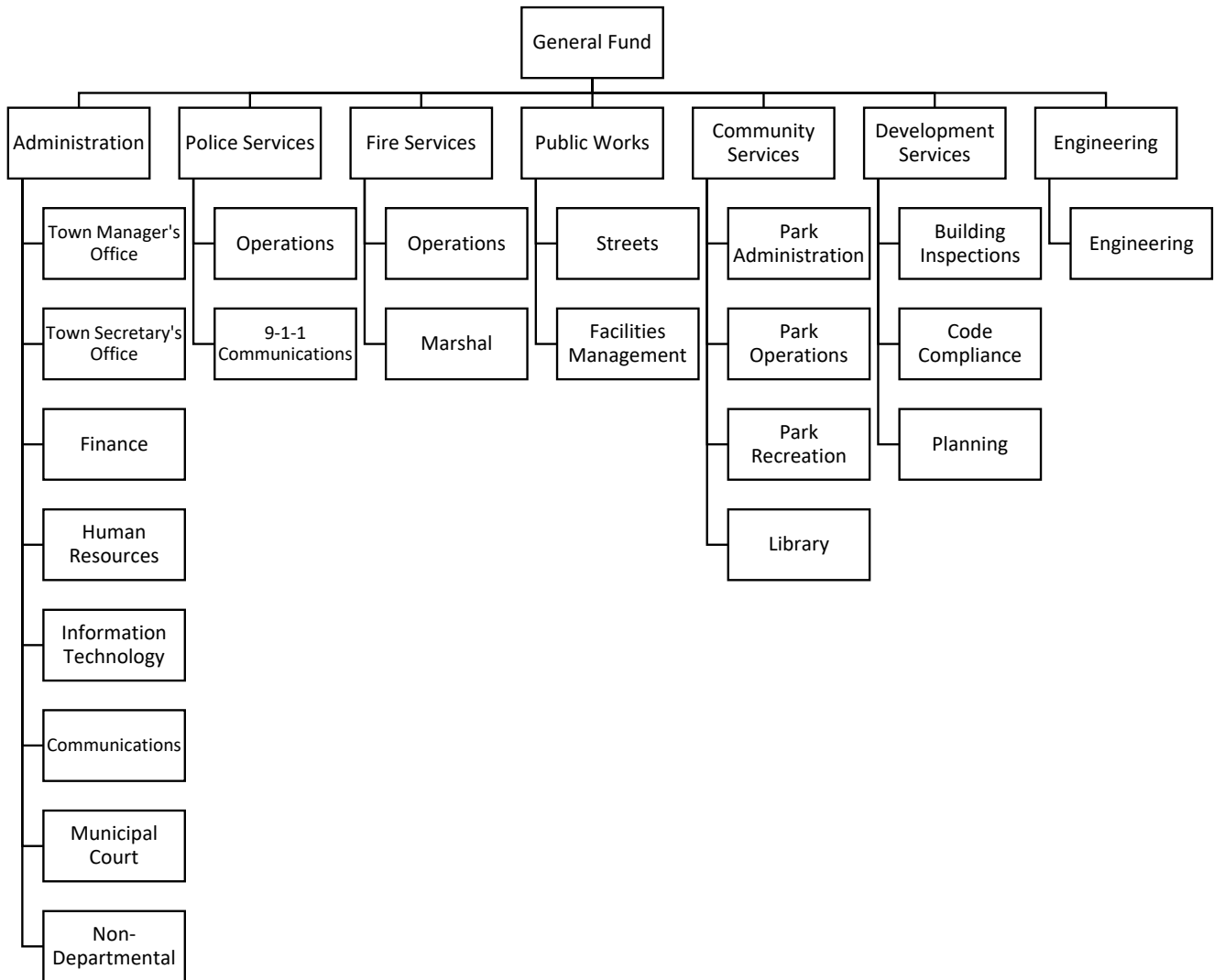


# General Fund Summary

## FUND BALANCE AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
<b>RECURRING REVENUES</b>									
	Property Tax	18,547,273	19,320,044	19,320,044	23,519,547	26,986,729	30,999,738	35,612,404	39,857,253
	Sales Tax	8,313,558	9,226,963	9,551,400	10,220,208	10,933,323	11,690,203	12,500,065	13,366,617
	Franchise Fees	1,961,513	2,289,984	2,289,984	2,404,527	2,495,315	2,542,057	2,590,136	2,639,590
	License, Fees & Permits	8,136,056	5,708,005	6,309,505	6,325,530	5,749,198	5,751,148	5,758,157	4,660,225
	Charges for Services	1,190,042	915,324	1,016,424	1,240,962	1,297,600	1,361,200	1,427,965	1,498,053
	Fines & Warrants	280,198	250,425	250,425	250,425	257,938	257,938	257,938	257,938
	Investment Income	112,300	90,000	90,000	150,000	154,500	159,135	163,909	168,826
	Transfers In	1,071,820	1,100,514	1,100,514	1,235,335	1,272,395	1,310,567	1,349,884	1,390,380
	Miscellaneous	178,740	223,889	228,889	124,475	93,900	91,510	91,520	91,530
	Park Fees	436,412	520,750	531,810	509,300	522,650	542,163	567,796	594,710
	<b>TOTAL RECURRING REVENUES</b>	<b>\$ 40,227,913</b>	<b>\$ 39,645,898</b>	<b>\$ 40,688,995</b>	<b>\$ 45,980,309</b>	<b>\$ 49,763,547</b>	<b>\$ 54,705,659</b>	<b>\$ 60,319,773</b>	<b>\$ 64,525,124</b>
<b>RECURRING EXPENDITURES</b>									
	Administration	5,528,880	7,392,271	7,176,516	8,939,474	9,386,448	10,006,448	15,481,791	16,372,791
	Police Services	4,515,389	6,142,886	5,519,628	6,304,032	6,619,234	7,242,988	7,937,624	8,711,670
	Fire Services	6,741,541	7,506,346	7,147,766	9,779,961	10,268,959	11,097,653	12,015,089	13,031,767
	Public Works	2,577,180	4,063,943	4,107,494	4,096,743	4,301,580	4,534,753	4,787,696	5,062,593
	Community Services	4,381,011	4,873,300	4,740,948	5,484,524	5,758,750	6,287,273	6,875,304	7,529,983
	Development Services	2,292,545	3,866,655	3,865,847	3,627,030	3,808,382	4,200,300	4,638,045	5,127,174
	Engineering	1,781,706	2,357,139	2,151,154	2,391,325	2,510,891	2,720,713	2,953,332	3,211,456
	Transfer to Dedicated Capital Fund	-	-	-	3,250,000	3,250,000	3,250,000	3,250,000	3,250,000
	New Police Positions	-	-	-	-	412,794	463,443	520,308	584,150
	New Fire Positions	-	-	-	-	505,462	567,482	637,112	715,285
	All other Town Departments	-	-	-	-	1,175,198	1,319,395	1,481,285	1,663,038
	<b>TOTAL RECURRING EXPENDITURES</b>	<b>\$ 27,818,252</b>	<b>\$ 36,202,540</b>	<b>\$ 34,709,353</b>	<b>\$ 43,873,089</b>	<b>\$ 47,997,697</b>	<b>\$ 51,690,448</b>	<b>\$ 60,577,586</b>	<b>\$ 65,259,908</b>
	<b>NET RECURRING FUNDS</b>	<b>\$ 12,409,661</b>	<b>\$ 3,443,358</b>	<b>\$ 5,979,642</b>	<b>\$ 2,107,220</b>	<b>\$ 1,765,850</b>	<b>\$ 3,015,211</b>	<b>\$ (257,813)</b>	<b>\$ (734,784)</b>
<b>NON-RECURRING "ONE-TIME" REVENUES</b>									
	Grants	676,169	212,645	346,530	1,525,000	-	-	-	-
	Miscellaneous	-	150,000	150,000	-	-	-	-	-
	<b>TOTAL NON-RECURRING "ONE-TIME" REVENUES</b>	<b>\$ 676,169</b>	<b>\$ 362,645</b>	<b>\$ 496,530</b>	<b>\$ 1,525,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NON-RECURRING "ONE-TIME" EXPENDITURES</b>									
	One-Time Expenditures	6,766,360	10,075,051	10,402,533	3,429,838	450,330	505,885	567,651	637,143
	Transfer to Dedicated Capital Fund	-	-	-	4,530,485	-	-	-	-
	<b>TOTAL NON-RECURRING "ONE-TIME" EXPENDITURES</b>	<b>\$ 6,766,360</b>	<b>\$ 10,075,051</b>	<b>\$ 10,402,533</b>	<b>\$ 7,960,323</b>	<b>\$ 450,330</b>	<b>\$ 505,885</b>	<b>\$ 567,651</b>	<b>\$ 637,143</b>
	<b>NET NON-RECURRING "ONE-TIME" FUNDS</b>	<b>\$ (6,090,191)</b>	<b>\$ (9,712,406)</b>	<b>\$ (9,906,003)</b>	<b>\$ (6,435,323)</b>	<b>\$ (450,330)</b>	<b>\$ (505,885)</b>	<b>\$ (567,651)</b>	<b>\$ (637,143)</b>
	<b>NET CHANGE IN FUND BALANCE</b>	<b>\$ 6,319,470</b>	<b>\$ (6,269,048)</b>	<b>\$ (3,926,361)</b>	<b>\$ (4,328,103)</b>	<b>\$ 1,315,520</b>	<b>\$ 2,509,327</b>	<b>\$ (825,465)</b>	<b>\$ (1,371,927)</b>
	<b>BEGINNING FUND BALANCE</b>	<b>\$ 13,923,232</b>	<b>\$ 20,242,702</b>	<b>\$ 20,242,702</b>	<b>\$ 16,316,341</b>	<b>\$ 11,988,238</b>	<b>\$ 13,303,759</b>	<b>\$ 15,813,086</b>	<b>\$ 14,987,621</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 20,242,702</b>	<b>\$ 13,973,654</b>	<b>\$ 16,316,341</b>	<b>\$ 11,988,238</b>	<b>\$ 13,303,759</b>	<b>\$ 15,813,086</b>	<b>\$ 14,987,621</b>	<b>\$ 13,615,694</b>
	<b>BALANCE OF UNRESTRICTED FUNDS</b>	<b>\$ 20,242,702</b>	<b>\$ 13,973,654</b>	<b>\$ 16,316,341</b>	<b>\$ 11,988,238</b>	<b>\$ 13,303,759</b>	<b>\$ 15,813,086</b>	<b>\$ 14,987,621</b>	<b>\$ 13,615,694</b>
	Less: Contingency per Charter	6,916,922	7,240,508	6,941,871	9,195,524	9,364,500	10,074,211	11,819,260	12,719,374
	5% Reserve	1,729,231	2,313,880	2,255,594	-	-	-	-	-
	1% Reserve	-	-	-	518,334	484,480	521,963	611,452	658,971
	<b>AMOUNT OVER (UNDER) MINIMUM RESERVE TARGET</b>	<b>\$ 11,596,549</b>	<b>\$ 4,419,266</b>	<b>\$ 7,118,876</b>	<b>\$ 2,792,714</b>	<b>\$ 3,939,259</b>	<b>\$ 5,738,875</b>	<b>\$ 3,168,361</b>	<b>\$ 896,320</b>
	<b>% AMOUNT OVER MINIMUM RESERVE TARGET</b>	<b>34%</b>	<b>10%</b>	<b>16%</b>	<b>5%</b>	<b>8%</b>	<b>11%</b>	<b>5%</b>	<b>1%</b>
	<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>	<b>121</b>	<b>34</b>	<b>74</b>	<b>23</b>	<b>30</b>	<b>40</b>	<b>19</b>	<b>5</b>

## General Fund Overview



# TOWN OF PROSPER

## DEPARTMENT:

Administration

## DIVISION:

Town Manager's Office

## PROGRAM DESCRIPTION

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

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

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

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Commercial taxable value as a percentage of total taxable value	16.4%	15.9%	14.6%
Percentage change in taxable commercial property values	26.0%	14.2%	12.5%

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Certified Tax Roll - percentage change from prior year	9.3%	18.2%	21.8%
New property value as a percentage of taxable value growth	91.9%	56.2%	50.6%
Full-time staff turnover as a percentage of total workforce	13.4%	15.0%	15.0%

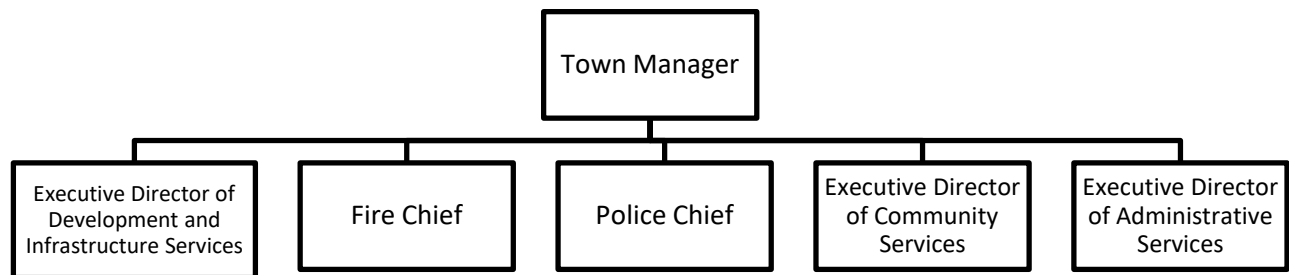
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Town Manager's Office

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 575,096	\$ 897,667	\$ 644,198
Operations	140,815	164,985	162,945
Transfers	-	-	-
VERF Charges for Services	259	265	66
<b>TOTAL</b>	<b>\$ 716,170</b>	<b>\$ 1,062,917</b>	<b>\$ 807,209</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Executive Director of Administrative Services	1.00	1.00	1.00
Town Manager	1.00	1.00	1.00
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Administration

## DIVISION:

Town Secretary's Office

### PROGRAM DESCRIPTION

The Town Secretary is responsible for administrative support for the Mayor and Town Council, the posting of meeting notices in accordance with the Open Meetings Act, the final preparation and posting of the Town Council Meeting Packet, administration of elections, and responding to Public Information Requests in accordance with the Public Information Act. The Town Secretary oversees the town-wide records management program, coordinates the storage and disposition of inactive Town records, provides support and training to Town staff on records management procedures, and serves as custodian of the Town's historical records. The Town Secretary reports to the Executive Director of Community Services. Support staff includes a part-time Records Coordinator and a Senior Administrative Assistant, who also supports the Town Manager's Office and the Executive Director of Community Services.

### GOALS AND OBJECTIVES

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Board and Commission Applications Processed	59	69	45
Registered Voters	19,574	21,629	23,684
Public Information Requests (PIRs) processed	300	218	350

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Meeting notices and other public notices posted on Town bulletin board and website in accordance with Open Meetings Act	100%	100%	100%
Voter turnout in Town of Prosper General Election	12.9%	19.3%	15.0%
Registered voters as a percentage of population	63%	70%	75%
Responses to PIR's within 10 business days	100%	100%	100%

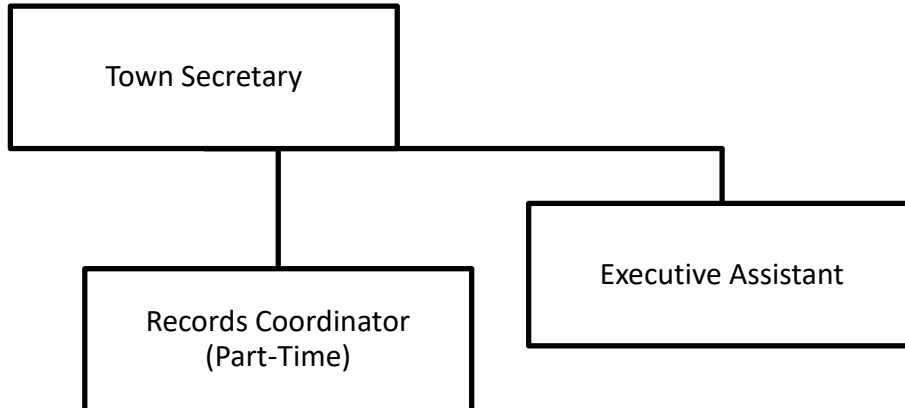
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Town Secretary's Office

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 189,568	\$ 219,371	\$ 253,482
Operations	196,035	256,110	234,210
Transfers	-	-	-
VERF Charges for Services	-	-	-
<b>TOTAL</b>	<b>\$ 385,603</b>	<b>\$ 475,481</b>	<b>\$ 487,692</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Town Secretary	1.00	1.00	1.00
Records Coordinator (Part-Time)	0.50	0.50	0.50
Executive Assistant	1.00	1.00	1.00
<b>TOTAL</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Finance**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Invoices processed	6,478	6,927	7,376
Accounts Payable payments processed	3,874	4,109	4,344
Journal entries processed	3,438	3,392	3,484
Payroll payments processed	7,316	7,850	8,384
Purchase orders/change orders issued	403	409	415
Bids/Contracts processed	71	66	66
P-card Transactions	3,822	4,514	5,206

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Invoices paid within 30 days	82%	83%	84%
Vendors on ACH/Wire payments	17%	20%	23%
Procurements distributed/processed in the eProcurement system	30%	33%	35%

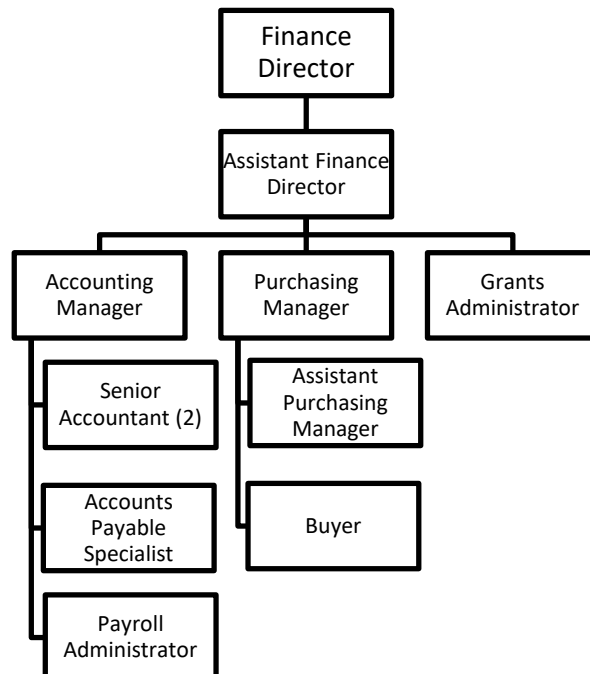
# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Finance**

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 699,807	\$ 898,105	\$ 1,297,115
Operations	334,522	490,164	1,416,223
Transfers	-	-	-
VERF Charges for Services	142	-	-
<b>TOTAL</b>	<b>\$ 1,034,471</b>	<b>\$ 1,388,269</b>	<b>\$ 2,713,338</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Accounting Manager	1.00	1.00	1.00
Accounts Payable Specialist	1.00	1.00	1.00
Assistant Finance Director	0.00	1.00	1.00
Assistant Purchasing Manager	0.00	1.00	1.00
Buyer	1.00	0.00	1.00
Finance Director	1.00	1.00	1.00
Grants Administrator	1.00	1.00	1.00
Payroll Administrator	1.00	1.00	1.00
Purchasing Manager	1.00	1.00	1.00
Senior Accountant	1.00	1.00	2.00
<b>TOTAL</b>	<b>8.00</b>	<b>9.00</b>	<b>11.00</b>





# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Human Resources**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Number of employees hired	62	100	100
Terminations	38	53	50
Applications processed	2,467	3,393	3,500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Full-Time turnover	13.38%	17.04%	15.00%
Time to hire (days)	99.6	67.2	63.3
Employee participation in wellness benefits	53% (122)	54% (135)	54% (140)

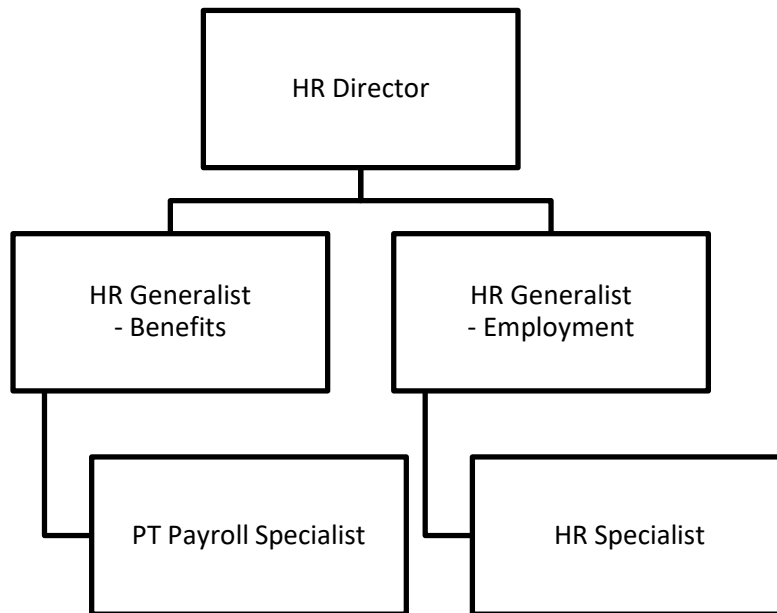
EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 371,175	\$ 484,519	\$ 526,891
Operations	74,977	141,406	128,306
Transfers	-	-	-
VERF Charges for Services	1,660	454	354
<b>TOTAL</b>	<b>\$ 447,812</b>	<b>\$ 626,379</b>	<b>\$ 655,551</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Human Resources

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
HR Director	1.00	1.00	1.00
HR Generalist	1.00	2.00	2.00
HR Specialist	1.00	1.00	1.00
Payroll Specialist (Part-Time)	0.50	0.50	0.50
<b>TOTAL</b>	<b>3.50</b>	<b>4.50</b>	<b>4.50</b>



# TOWN OF PROSPER

**DEPARTMENT:**

**Administration**

**DIVISION:**

**Information Technology**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

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

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

- Manage the Tyler software migration project and help to ensure project success.
- Complete migration of department and user folders to SharePoint / OneDrive
- Complete migration to cloud fax service and cancel all POTS phone lines
- Establish SLA thresholds for Help Desk and GIS services
- Produce/update COOP, Disaster Recovery Plans, and Incident Response Plans.
- Assist PD with smart / data-driven policing initiatives
- Provide field staff capability to Utilize GIS or Cityworks for all documentable activities not currently covered by third party software.
- Add all assets into GIS or Cityworks.
- Developer Portal for sensitive GIS data.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Average help desk tickets opened per month	177	177	220

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Average help desk tickets closed per month	85%	85%	75%
I.T. Systems availability (uptime)	99%	99%	99%
Public Web map average daily views	28.12	28.12	30.00
Internal Web map average daily views	No data	No data	15.1

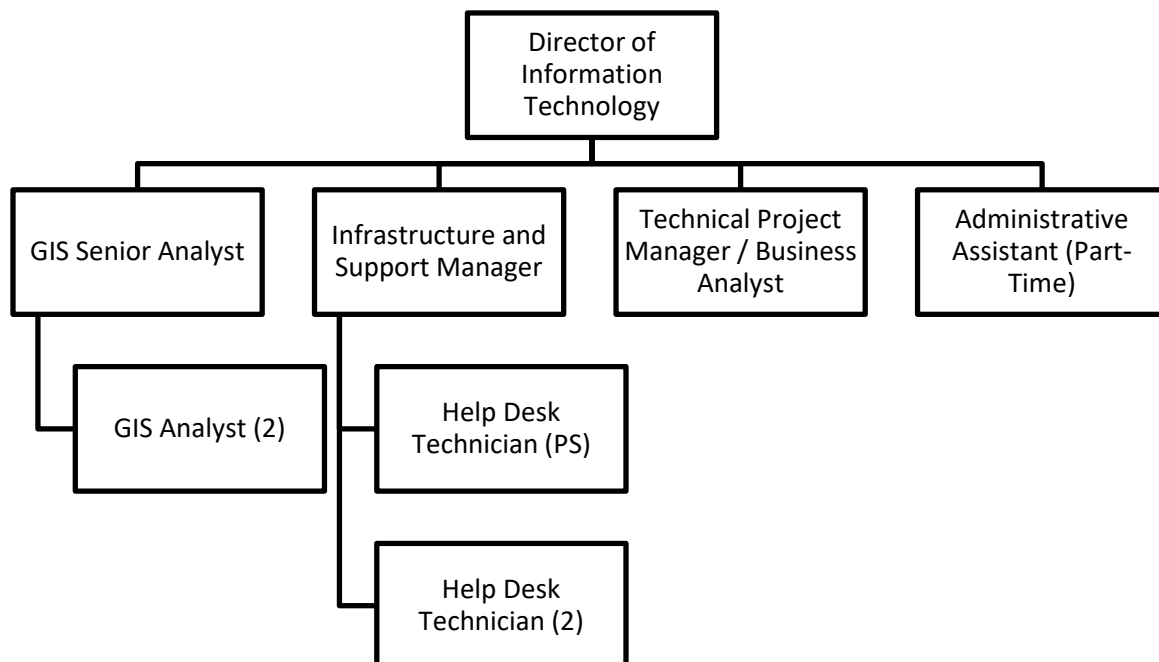
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Information Technology

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 567,344	\$ 822,357	\$ 1,071,062
Operations	632,008	841,449	1,183,721
Capital	-	50,689	-
Transfers	-	-	-
VERF Charges for Services	31,188	57,030	31,940
<b>TOTAL</b>	<b>\$ 1,230,540</b>	<b>\$ 1,771,525</b>	<b>\$ 2,286,723</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant (Part-Time)	0.50	0.50	0.50
GIS Analyst	1.00	1.00	2.00
Infrastructure and Support Manager	0.00	1.00	1.00
Help Desk Supervisor	1.00	0.00	0.00
Help Desk Technician	2.00	3.00	3.00
Director of Information Technology	1.00	1.00	1.00
Senior GIS Analyst	1.00	1.00	1.00
Systems Engineer	1.00	0.00	0.00
Technical Project Manager/Business Systems Analyst	0.00	1.00	1.00
<b>TOTAL</b>	<b>7.50</b>	<b>8.50</b>	<b>9.50</b>



# TOWN OF PROSPER

## DEPARTMENT:

Administration

## DIVISION:

Communications & Community Engagement

### PROGRAM DESCRIPTION

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

### GOALS AND OBJECTIVES

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

- External Communication: Provide relevant, accurate, and timely communication to residents and stakeholders using a multi-channel communication approach
- Internal Communication: Develop effective internal communication tools for Town Council and staff
- Crisis Communication: Ensure residents are informed and the Town's organizational stability is protected during emergencies
- Community Engagement: Cultivate and encourage community engagement in local government programs and activities by fostering opportunities for residents and stakeholders to feel connected and involved
- Legislative Advocacy: Develop strategies to engage local, state, and federal elected officials in order to convey the Town's legislative priorities and influence the legislative process

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Social Media posts	4,115	3,036	3,340
Communication Help Tickets Submitted and Resolved	527	566	623
Videos Published	384	198	218
Publications Created	27	25	27
Resident Update Subscribers	4,431	3,568	3,925
MyProsper Mobile App Service Requests Submitted	136	205	226
MyProsper Mobile App Downloads	2,173	3,193	3,897
Community Engagement Opportunities	34	78	84

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Mobile App Total Downloads as a Percentage of Population	7%	9%	10%
Resident Update Subscribers as a Percentage of Population	-	10%	10%
MyProsper Mobile App Requests - Average Number of Days to Close	6	6	5

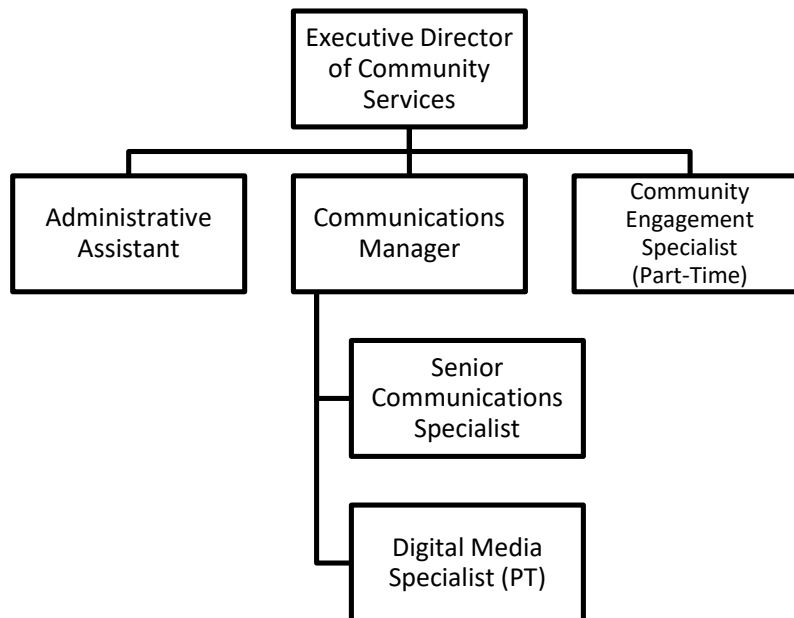
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Communications & Community Engagement

EXPENDITURE SUMMARY	ACTUAL		REVISED		BUDGET
	2020-2021		2021-2022		2022-2023
Personnel	\$	287,999	\$	421,833	\$ 520,782
Operations		48,459		127,878	109,276
Transfers		-		-	-
VERF Charges for Services		-		-	46
<b>TOTAL</b>	<b>\$</b>	<b>336,458</b>	<b>\$</b>	<b>549,711</b>	<b>\$ 630,058</b>

PERSONNEL SUMMARY	ACTUAL		REVISED		BUDGET
	2020-2021		2021-2022		2022-2023
Executive Director of Community Services		1.00		1.00	1.00
Communications Manager		1.00		1.00	1.00
Senior Communications Specialist		0.00		1.00	1.00
Digital Media Specialist (Part-Time)		0.00		0.00	0.50
Community Engagement Specialist (Part-Time)		0.50		0.50	0.50
Administrative Assistant		0.00		1.00	1.00
<b>TOTAL</b>		<b>2.50</b>		<b>4.50</b>	<b>5.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

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

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Cases Filed (citations, citizen complaints, incident reports)	1,901	2,102	2,850
Warrants Issued (arrests and Capias pro fine)	457	357	600

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Cases Closed (citations, citizen complaints, incident reports)	2,584	2,417	2,900
Warrants Closed/Cleared (arrests and Capias pro fine)	461	313	450

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 307,258	\$ 356,026	\$ 403,566
Operations	100,639	155,632	149,611
Capital	-	-	-
Transfers	-	-	-
VERF Charges for Services	513	148	-
<b>TOTAL</b>	<b>\$ 408,410</b>	<b>\$ 511,806</b>	<b>\$ 553,177</b>

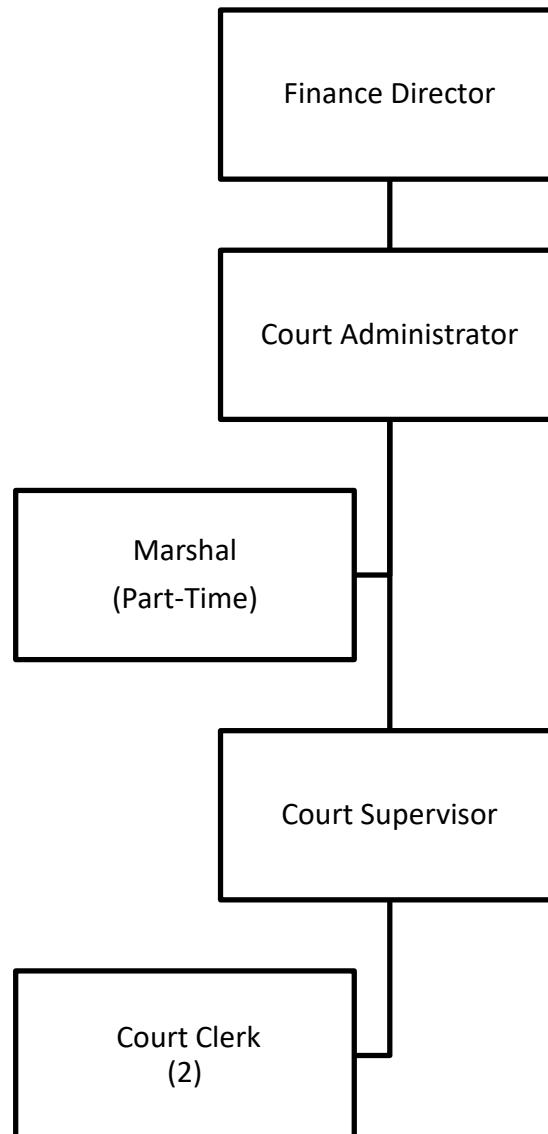
# TOWN OF PROSPER

**DEPARTMENT:**  
Administration

**DIVISION:**  
Municipal Court

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Bailiff (Part-Time)*	0.50	0.00	0.00
Court Administrator	1.00	1.00	1.00
Court Clerk	1.00	2.00	2.00
Court Supervisor	1.00	1.00	1.00
Marshal (Part-Time)	0.50	0.50	0.50
<b>TOTAL</b>	<b>4.00</b>	<b>4.50</b>	<b>4.50</b>

\*This position is funded in the Court Security Fund





# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Non-Departmental**

## PROGRAM DESCRIPTION

The Non-Departmental budget supports the Town's property insurance and estimated 380 agreements. Projected salary savings for the General Fund are also accounted for in this division.

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel/(Projected Fund Salary Savings)	\$ -	\$ 19,306	\$ (212,358)
Operations	1,218,070	1,136,827	1,505,571
Capital	704,369	227,002	-
Transfers	-	960,030	-
VERF Charges for Services	2,468	2,869	-
<b>TOTAL</b>	<b>\$ 1,924,907</b>	<b>\$ 2,346,034</b>	<b>\$ 1,293,213</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
**POLICE**

**DIVISION:**  
**OPERATIONS**

## PROGRAM DESCRIPTION

The Prosper Police Department provides community policing for Prosper residents, businesses, organizations and visitors. Our mission is to effectively and efficiently provide for the protection of lives and property, preserve the public peace and provide community service with the highest level of professionalism and ethical standards: "Courtesy - Service - Protection". The Department provides 24-hour law enforcement and emergency communication services to a rapidly growing population, which spans over 27 square miles.

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier residential community

Town Council Goal - Investment in Prosper's future

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

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

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

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

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Calls for service (Police Dept. calls only)	*22,247	18,704	4,637
Citizen initiated calls	*11,106	10,276	2,326
Officer initiated calls	*11,141	8,428	2,311
Criminal investigations (reported/investigated)	**886	1,493	449
Felony arrests	**77	89	41
Misdemeanor arrests	**78	233	80
Motor vehicle accidents-with injury	*381	436	178
Motor vehicle accidents-without injury	*584	807	238
Citations	*5,030	2,247	647

\* Impacted by COVID-19

\*\*Impacted by COVID-19 & Winter 2021 freeze

# TOWN OF PROSPER

**DEPARTMENT:**  
**POLICE**

**DIVISION:**  
**OPERATIONS**

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Response time (minutes)	5:49	6:05	6:45
Total Part 1 Crimes	364	465	103
Violent crimes	120	120	27
Property crimes	244	345	76
Total Part 1 Crimes per capita 1,000	11.70	13.23	-
Violent crimes per capita 1,000	3.86	3.41	-
Property crimes per capita 1,000	7.85	9.82	-

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 4,831,415	\$ 6,846,656	\$ 6,828,177
Operations	621,593	866,220	1,024,366
Capital	188,749	595,947	196,298
Transfers	387,225	-	-
VERF Charges for Services	183,712	221,526	255,045
<b>TOTAL</b>	<b>\$ 6,212,694</b>	<b>\$ 8,530,349</b>	<b>\$ 8,303,886</b>

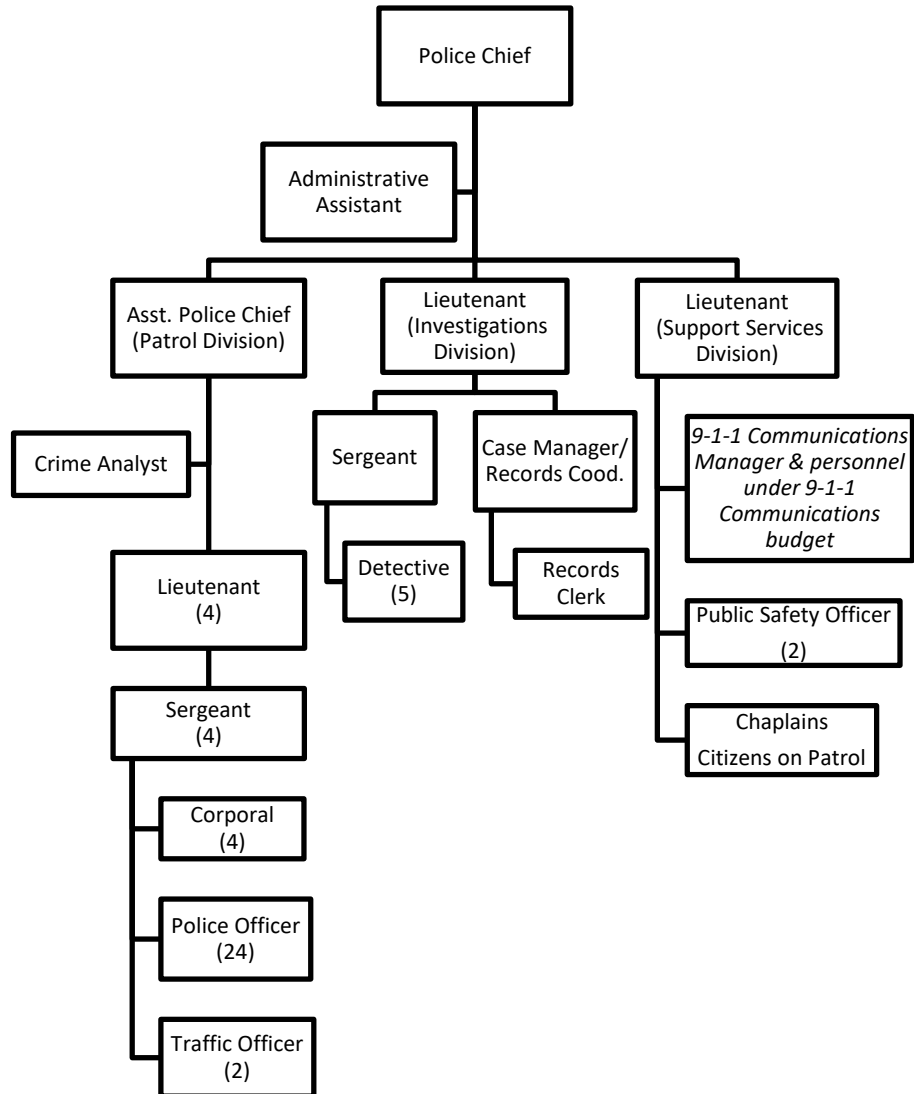
PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant (Administration)	1.00	1.00	1.00
Assistant Police Chief (Administration)	1.00	1.00	1.00
Corporal (Patrol)	4.00	4.00	4.00
Crime Analyst	0.00	0.00	1.00
Detective (CID)	3.00	3.00	5.00
Lieutenant (4 Patrol, 1 CID, 1 Support Services)	4.00	4.00	6.00
Police Chief (Administration)	1.00	1.00	1.00
Police Officer* (Patrol)	20.00	20.00	24.00
Police Officer (Patrol-Traffic Unit)	2.00	2.00	2.00
Public Safety Officer (Support Services)	2.00	2.00	2.00
Records Clerk (CID)	2.00	2.00	2.00
Sergeant (CID)	1.00	1.00	1.00
Sergeant (Patrol)	4.00	4.00	4.00
<b>TOTAL</b>	<b>45.00</b>	<b>45.00</b>	<b>54.00</b>

\*24 positions funded in the Crime Control and Prevention Special Purpose District

# TOWN OF PROSPER

DEPARTMENT:  
POLICE

DIVISION:  
OPERATIONS



# TOWN OF PROSPER

**DEPARTMENT:**  
**POLICE**

**DIVISION:**  
**9-1-1 COMMUNICATIONS**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier residential community  
Town Council Goal - Investment in Prosper's future  
Town Council Goal - Financially responsible Town government providing exceptional municipal services  
•Diligently and systematically gather information necessary to ensure a safe and effective response for the caller and first responders.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Calls for service	25,202	22,515	24,766
Total Telephone Calls 9-1-1/Non-Emergency calls	30,006	44,553	48,988

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Emergency Medical Dispatch Accuracy	N/A	N/A	N/A
Answering all 9-1-1 Calls within 10 seconds	99%	99%	99%

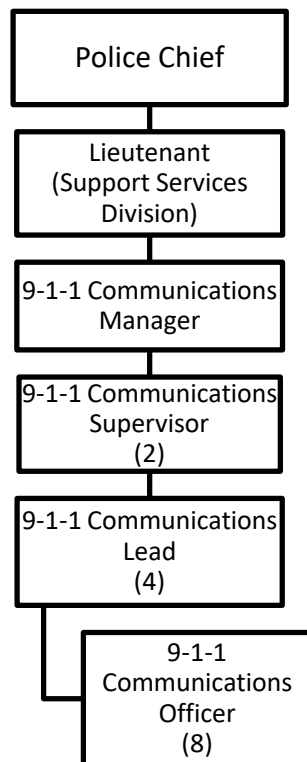
EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 854,972	\$ 988,043	\$ 1,155,792
Operations	108,990	148,837	153,669
Capital	20,634	-	-
Transfers	-	-	-
VERF Charges for Services	2,475	430	-
<b>TOTAL</b>	<b>\$ 987,071</b>	<b>\$ 1,137,310</b>	<b>\$ 1,309,461</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
**POLICE**

**DIVISION:**  
**9-1-1 COMMUNICATIONS**

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Communications Manager	1.00	1.00	1.00
Communications Lead	2.00	2.00	4.00
Communications Supervisor	2.00	2.00	2.00
Communications Officer	8.00	8.00	8.00
<b>TOTAL</b>	<b>13.00</b>	<b>13.00</b>	<b>15.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Fire Services

## DIVISION:

Operations

## PROGRAM DESCRIPTION

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

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

## GOALS AND OBJECTIVES

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

- Protection of lives and property by providing a timely response to emergency incidents.
- Monitor and plan accordingly for the rapid growth while meeting the immediate needs and planning for the future to maintain the highest level of excellence.
- Continue to meet and exceed community expectations.
- Achieve operational excellence by providing adequate deployment.
- Enhance core competencies and skills through advanced training.
- Continue our commitment to a culture that is built on excellence, honesty, integrity, values, respect, accountability, and family.
- Ensure Fiscal Responsibility.

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

ACTUAL  
2020-2021

ESTIMATE  
2021-2022

TARGET  
2022-2023

Calls for Service to Emergency Incidents

3,323

3,550

3,750

## EFFICIENCY / EFFECTIVENESS MEASURES

ACTUAL  
2020-2021

ESTIMATE  
2021-2022

TARGET  
2022-2023

Average Turnout Time

0:40

0:48

60

Average Response Time to Emergency Scene

6:02

6:03

4:00

EMS Chest Pain at Patient to 12-lead ECG

4:50

3:52

10:00

EMS Average Scene Time for Stroke Patients

15:19

15:07

20:00

EMS Average Scene Time for MI/STEMI Patients

16:57

12:53

20:00

Percent of Outdoor Warning Sirens Successfully Tested

100%

100%

100%

Percent of Minimum 20 Training Hours per Month per Member

100%

100%

100%

# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

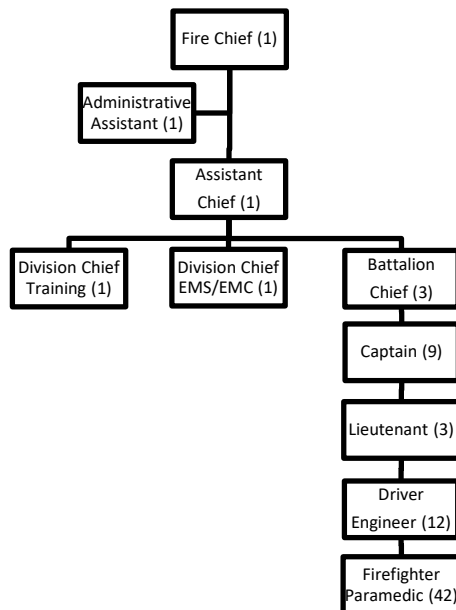
**DIVISION:**  
Operations

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 4,987,973	\$ 5,576,745	\$ 7,441,929
Operations	1,035,360	943,355	1,260,618
Capital	271,186	223,021	84,260
Transfers	1,843,860	3,082,000	-
VERF Charges for Services	354,231	435,181	607,976
<b>TOTAL</b>	<b>\$ 8,492,610</b>	<b>\$ 10,260,302</b>	<b>\$ 9,394,783</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00
Captain	6.00	6.00	9.00
Division Chief of EMS/Emergency Management	1.00	1.00	1.00
Division Chief of Training	0.00	1.00	1.00
Driver/Engineer	9.00	9.00	12.00
Emergency Management Coordinator	1.00	0.00	0.00
Fire Chief	1.00	1.00	1.00
Firefighter/Paramedic*	24.00	33.00	42.00
Firefighter/Paramedic - Temporary Pool	15.00	0.00	0.00
Lieutenant	3.00	3.00	3.00
<b>TOTAL</b>	<b>65.00</b>	<b>59.00</b>	<b>74.00</b>

\*23 positions funded in the Fire Control, Prevention and Emergency Services Special Purpose District





# TOWN OF PROSPER

**DEPARTMENT:**

Fire Services

**DIVISION:**

Marshal

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Inspections	2,571	2,500	2,625
Fire Prevention, Total Students and Staff	5,570	7,700	8,000
Total Permits Issued	271	290	300

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Businesses inspected annually*	97%	92%	97%
*Decrease for 21/22 due to only 1 inspector for 2 months			
Fire Prevention, Total Students and Staff	100%	100%	100%
Total Permits Issued	100%	100%	100%

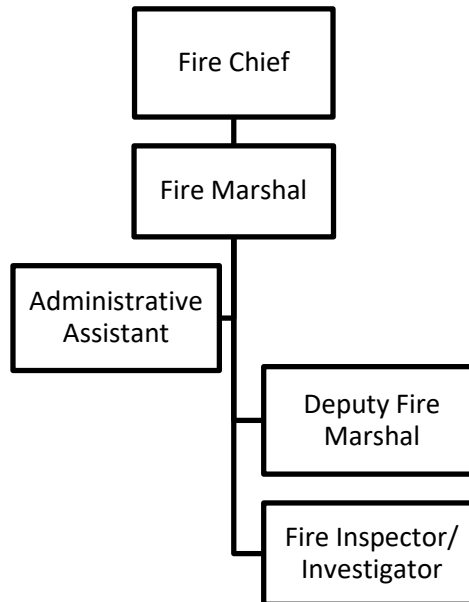
EXPENDITURE SUMMARY	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Personnel	\$ 433,174	\$ 482,258	\$ 536,961
Operations	35,963	47,642	48,942
Capital	-	-	-
Transfers	-	-	-
VERF Charges for Services	9,858	10,872	10,035
<b>TOTAL</b>	<b>\$ 478,995</b>	<b>\$ 540,772</b>	<b>\$ 595,938</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Fire Services

**DIVISION:**  
Marshal

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant	1.00	1.00	1.00
Deputy Fire Marshal	0.00	1.00	1.00
Fire Marshal	1.00	1.00	1.00
Fire Inspector/Investigator	2.00	1.00	1.00
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Development Services

## DIVISION:

Building Inspections

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town of Prosper Goals for 2027:

- Premier Residential Community- a key component of premier residential community is compliance with our adopted building codes and ordinances. Having a knowledgeable and well-trained staff to process permit applications, conduct plan reviews, and complete inspections is paramount to our success. ICC certification/TSBPE licensing is used as a benchmark for staff competency with the goal of having each staff member involved in a project being certified or licensed for their specific role. Additionally, the vast majority of applicants for residential permits are repeat customers. Reducing the number of plan reviews that require a resubmittal, by properly communicating our expectations and requirements to the applicants, will reduce staff workload and overall permitting time. Reducing permitting time will have the added benefit of reducing the overall project timeframe.
- Financially responsible Town Government Providing Exceptional Municipal Services- from our customer's point of view, be it developers, builders, or residents, maintaining same-day inspection services and reducing overall time in plan review are essential components of exceptional service. Overall time in permitting will be reduced if the need for multiple rounds of comments are reduced in plan review through effective communication with our repeat applicants for residential permits.
- Investment in Prosper's Future- Each ICC certification or TSBPE license obtained by an employee represents a commitment by the employee and the Town toward the Town's most valuable asset, it's people, and to the Town's future.
- Major Business Investment in Prosper and Successful Prosper Downtown Redevelopment- while tangential, having a knowledgeable and well-trained staff (certification/licensing metric) that completes inspections daily and strives to reduce permitting time should encourage business investment and redevelopment interest in Prosper relative to other municipalities in DFW.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Total permits issued	3,846	3,500	3,500
Single Family permits issued	1,402	1,020	800
Inspections performed	36,649	39,431	36,500
Plan reviews completed	5,087	4,832	4,800

# TOWN OF PROSPER

**DEPARTMENT:**

**Development Services**

**DIVISION:**

**Building Inspections**

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
% of residential reviews that are re-reviews	34%	38%	30%
Ensure that all inspections are completed on a daily basis (no roll overs)	100%	100%	100%
Have ICC certified or TSBPE licensed staff completing tasks at each step in permitting process (inspections, plan review, and front-counter services)	data not available	62%	79%

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 1,322,195	\$ 1,716,013	\$ 2,204,180
Operations	1,013,123	1,513,857	494,394
Capital	-	54,626	-
Transfers	-	-	-
VERF Charges for Services	19,567	24,486	28,248
<b>TOTAL</b>	<b>\$ 2,354,885</b>	<b>\$ 3,308,982</b>	<b>\$ 2,726,822</b>

# TOWN OF PROSPER

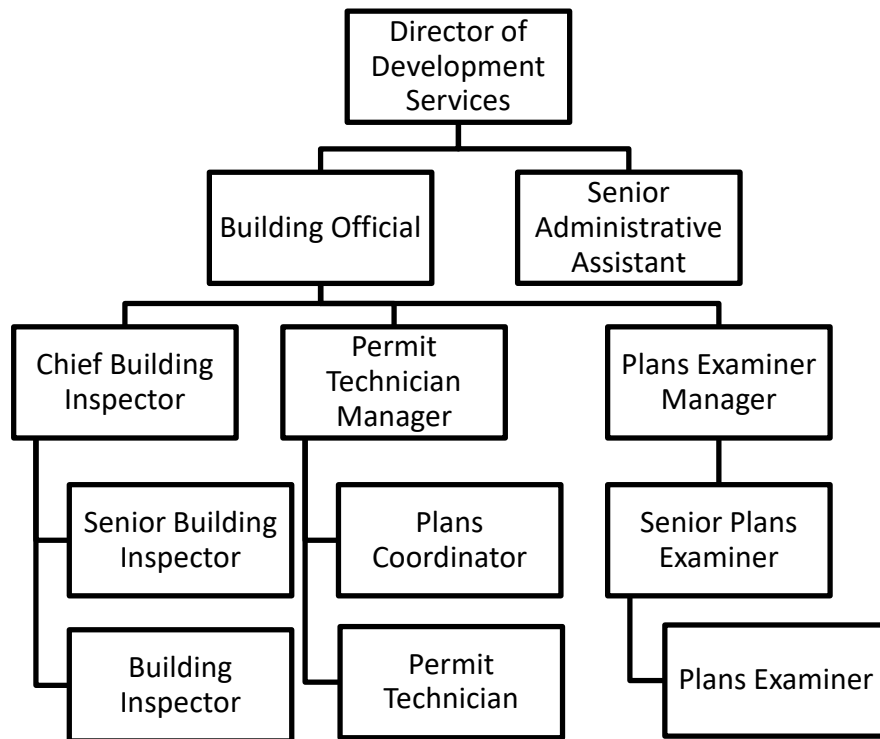
**DEPARTMENT:**

**Development Services**

**DIVISION:**

**Building Inspections**

PERSONNEL SUMMARY	ACTUAL	REVISED	BUDGET
	2020-2021	2021-2022	2022-2023
Administrative Assistant	1.00	0.00	0.00
Building Inspector	5.00	7.00	7.00
Building Official	1.00	1.00	1.00
Chief Building Inspector	1.00	1.00	1.00
Permit Technician	3.00	3.00	3.00
Permit Technician Manager	1.00	1.00	1.00
Plans Coordinator	1.00	1.00	1.00
Plans Examiner	3.00	2.00	3.00
Plans Examiner Manager	0.00	0.00	1.00
Project Coordinator/Specialist	0.00	1.00	0.00
Senior Administrative Assistant	0.00	0.00	1.00
Senior Building Inspector	2.00	2.00	2.00
Senior Plans Examiner	0.00	1.00	1.00
<b>TOTAL</b>	<b>18.00</b>	<b>20.00</b>	<b>22.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Code Compliance

## PROGRAM DESCRIPTION

Code Compliance is a division of the Department of Development Services and provides services to maintain and promote the health, safety, welfare, and property values in Prosper. Staff strives to achieve voluntary compliance of the various land use and nuisance codes through consistent education with all stakeholders. The Health component of the Division works with all food establishments, child care facilities, schools, mobile food vendors and operators of public/semi-public pools, spas, and PIWF's to ensure the safety and cleanliness of the facilities. Eliminating risk factors that contribute to food borne illness is the goal of performing regular health inspections.

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

- Education vs. Enforcement Balance
- Maintain an equitable, expeditious, and effective common sense approach of enforcing town codes and ordinances
- Continue to recommend modifications and enhancements to town codes and ordinances.

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

- Maintain customer friendly and personal Town services.
- Continue Meet and Greet Initiative to welcome and hand deliver Certificate of Occupancy to new businesses.
- Continue to provide onsite food safety training and education during Health Inspections and Follow Ups.
- Create and promote the use of door hangers for High Weeds and Grass as an educational tool to increase awareness and voluntary compliance.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Courtesy notices sent to property owners	976	1,000	1,040
Citations issued	28	55	60
Health Inspections, including new and reinspection's	640	520	700
EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Inspect all annual food establishments twice per year	100%	90%	100%
Respond to and investigate complaints within same day or within 24 hours	100%	100%	100%
Proactively notify all property owners along major and minor thoroughfares seeking compliance of the high grass and weeds ordinance	100%	90%	100%
As part of the annual registration and inspection program, require abatement/corrections of multifamily inspection issues within 15 days	100%	100%	100%

# TOWN OF PROSPER

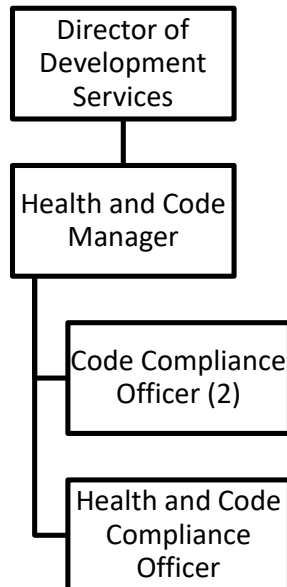
**DEPARTMENT:**  
Development Services

**DIVISION:**  
Code Compliance

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 250,727	\$ 277,445	\$ 358,019
Operations	130,631	160,217	194,119
Capital	-	-	25,300
Transfers	-	-	-
VERF Charges for Services	5,663	8,816	7,851
<b>TOTAL</b>	<b>\$ 387,021</b>	<b>\$ 446,478</b>	<b>\$ 585,289</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Code Compliance Officer	1.00	1.00	1.00
Health and Code Compliance Officer	1.00	1.00	2.00
Health and Code Manager	0.00	1.00	1.00
Health/Code Supervisor	1.00	0.00	0.00
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Development Services

## DIVISION:

Planning

## PROGRAM DESCRIPTION

Planning is a division of the Department of Development Services and provides professional expertise in the areas of planning, zoning, land use and strategic decision-making to elected and appointed officials, Town management, citizens, and developers to ensure the future quality of life in the Town of Prosper. Primary responsibilities of the Planning staff include implementing the Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance to achieve the desired objectives of the Town. The division responds to development-related requests, facilitates the development application process and is responsible for developing reports and recommendations to the Town Council, the Planning and Zoning Commission, and the Board of Adjustment. These requests include applications for Zoning changes, Subdivision Plats, Site Plans and Variances.

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

- Provide exceptional reviews on any new residential development.
- Preserve high value, large homes built on large lots.
- Have a strong working partnership with Prosper ISD.

Town Council Goal - Major Business Investment

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

Town Council Goal - Successful Prosper Downtown Redevelopment

- Revitalize Prosper Downtown as a Small Town Downtown consistent with the Vision and Master Plan.
- Maintain high-quality development consistent with Town's standards and codes.
- Encourage redevelopment with Downtown.
- Have beautiful new development creating/enhancing Prosper's sense of place.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Development Cases	136	130	150
Zoning Cases	30	30	20
Number of pre-apps on future development	75	75	85
Number of incomplete submittals due to completeness and quality review	-	4	30
Number of redevelopment applications such as NEZ & DRRP	10	10	20
Number of amendments to the zoning & subdivision ordinances to keep up with current trends	5	1	3



# TOWN OF PROSPER

**DEPARTMENT:**

**Development Services**

**DIVISION:**

**Planning**

<b>EFFICIENCY / EFFECTIVENESS MEASURES</b>	<b>ACTUAL 2020-2021</b>	<b>REVISED 2021-2022</b>	<b>BUDGET 2022-2023</b>
Review completeness and quality applications within 48 hours of submittal.	-	90%	100%
Review all 1st round of submittals within 7 days.	-	75%	85%
Return pre-app meetings notes within a week.	-	50%	75%
Place Development submittals on Planning and Zoning Commission agenda within 30 days of receipt of application	-	50%	75%
Place Zoning submittals on Planning and Zoning Commission agenda within 60 days of receipt of application	-	35%	50%
Return phones calls/emails within 24 hours	-	75%	90%
Continuing education/training for staff development to provide enhanced services to other departments/public.	-	25%	75%

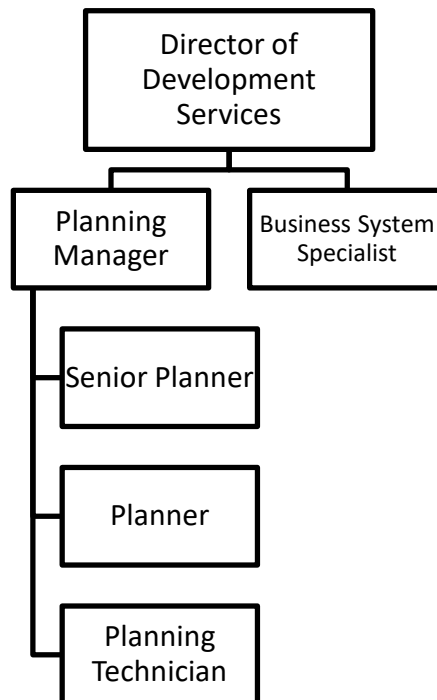
# TOWN OF PROSPER

**DEPARTMENT:**  
Development Services

**DIVISION:**  
Planning

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 601,246	\$ 590,829	\$ 726,144
Operations	235,901	241,042	133,995
Capital	-	-	-
Transfers	-	-	-
VERF Charges for Services	1,008	1,516	1,320
<b>TOTAL</b>	<b>\$ 838,155</b>	<b>\$ 833,387</b>	<b>\$ 861,459</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Business Systems Specialist	0.00	1.00	1.00
Director of Development Services	1.00	1.00	1.00
Planning/GIS Analyst	1.00	0.00	0.00
Planning Manager	1.00	1.00	1.00
Planning Technician	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Planner	0.00	0.00	1.00
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>6.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Public Works

## DIVISION:

Streets

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- By upgrading and expanding roads; protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies; enhancing traffic flow and reducing traffic congestion; and having well-designed, well-built and well-maintained neighborhood infrastructure. Maintain existing infrastructure by providing safe sidewalks, and walkways for pedestrians, repairing streets failures, and providing necessary traffic control signs and markings.

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

- By having and retaining a "top quality" Town workforce with competitive compensation; having a Town organizational culture that values innovation, productivity, responsibility, and accountability and empowers managers and employees; and providing exceptional Town services responsive to the needs of our Prosper community and our residents. Provide and manage traffic during special events and provide public services messages. Ensure proper operation of school zone flashers and speed boards by maintenance and repair.

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
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Number of Work Orders	730	635	750
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## EFFICIENCY / EFFECTIVENESS MEASURES

ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
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Repair street signs & regulatory signage within four hours of initial contact	100%	100%	100%
Respond to icy road conditions within two hours	100%	100%	100%

## EXPENDITURE SUMMARY

ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
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Personnel	\$ 624,840	\$ 824,214	\$ 922,024
Operations	1,250,745	2,775,583	2,127,567
Capital	56,402	107,001	-
Transfers	170,717	-	-
VERF Charges for Services	33,543	43,551	62,856

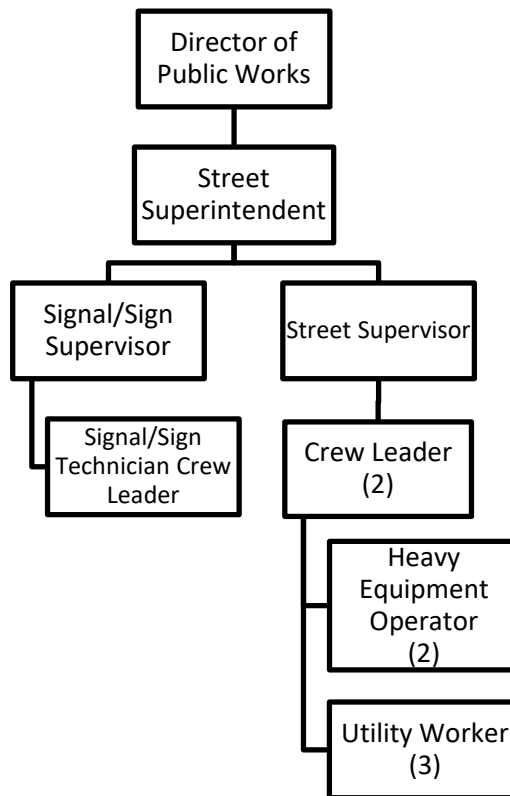
<b>TOTAL</b>	<b>\$ 2,136,247</b>	<b>\$ 3,750,349</b>	<b>\$ 3,112,447</b>
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# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Streets

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Crew Leader	2.00	2.00	2.00
Heavy Equipment Operator	2.00	2.00	2.00
Utility Worker	2.00	2.00	3.00
Signal/Sign Supervisor	0.00	1.00	1.00
Signal/Sign Technician Crew Leader	1.00	1.00	1.00
Street Superintendent	1.00	1.00	1.00
Street Supervisor	0.00	1.00	1.00
<b>TOTAL</b>	<b>8.00</b>	<b>10.00</b>	<b>11.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**

**Public Works**

**DIVISION:**

**Facilities Management**

## PROGRAM DESCRIPTION

The Facilities Management Division was established in Fiscal Year 2017-2018 to consolidate all facility maintenance functions into one central budget for the new Town Hall facility. The new Public Safety and Dispatch facility was added in Fiscal Year 2020-2021. In order to adequately maintain the facilities and related mechanical systems, the Town has contracted with a facilities management company to oversee the following: custodial services, pest control services, coffee and vending services, deep floor cleaning and polishing, power washing of balconies and parking lots, window washing, HVAC maintenance, generator maintenance, elevator maintenance, fire extinguisher inspection/maintenance, fire suppression system maintenance, and annual roof inspection services. The FY2023 budget include a new personnel request for the division, the Facilities Manager.

## EXPENDITURE SUMMARY

	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ -	\$ -	\$ 114,040
Operations	658,683	580,851	876,096
Capital	-	-	34,155
Transfers	-	-	-
<b>TOTAL</b>	<b>\$ 658,683</b>	<b>\$ 580,851</b>	<b>\$ 1,024,291</b>

## PERSONNEL SUMMARY

	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Facilities Manager	0.00	0.00	1.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>

Executive Director of Development and  
Infrastructure Services

Facilities Manager

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

- Provide long range planning as well as implementation of the Parks and Recreation Master Plan to meet the parks, trails, and facility needs of the Towns residents.

Town Council Goal - Investment in Prosper's Future

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

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Provide adequate park land to meet Towns existing and future needs (Master Plan LOS 11.25-20.5 acres per 1,000 population)	14	17	16
Review of private development Landscape Plans and Tree Preservation plans	760	840	810

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Total acres of park land within the Town both developed and undeveloped	493	655	685
Total miles of Town owned trails	42	46	49

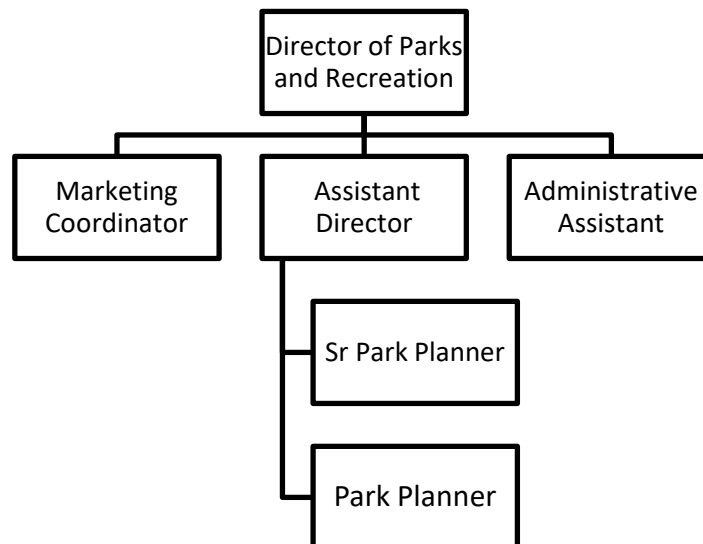
EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 511,667	\$ 661,423	\$ 697,107
Operations	151,779	395,561	427,083
Capital	-	-	1,530,000
Transfers	568,252	1,545,000	-
VERF Charges for Services	3,657	3,620	3,774
<b>TOTAL</b>	<b>\$ 1,235,355</b>	<b>\$ 2,605,604</b>	<b>\$ 2,657,964</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Administration

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant	0.00	1.00	1.00
Assistant Director of Parks and Recreation	0.00	0.00	1.00
Director of Parks and Recreation	1.00	1.00	1.00
Marketing Coordinator	1.00	1.00	1.00
Park Planner	1.00	2.00	1.00
Park Planning Manager/Assistant Director	1.00	1.00	0.00
Senior Park Planner	0.00	0.00	1.00
<b>TOTAL</b>	<b>4.00</b>	<b>6.00</b>	<b>6.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Operations

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

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

Town Council Goal - Investment in Prosper's Future

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Maintain and prepare game and practice facilities to meet the local sports league needs for available space (number of participants)	8,200	8,900	9,700
Acres of park land maintained	221	282	320

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Maintain playgrounds that meet the latest American Society for Testing and Materials (ASTM) and Consumer Product Safety Commission (CPSC) guidelines	97%	100%	100%
Work with outside groups who perform service projects to minimize staff time or provide additional items (Goal: 2 projects per year)	2	2	2

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 1,438,546	\$ 1,723,061	\$ 1,810,132
Operations	1,159,870	1,471,250	1,322,234
Capital	-	63,023	-
Transfers	17,837	-	-
VERF Charges for Services	145,635	94,953	125,864
<b>TOTAL</b>	<b>\$ 2,761,888</b>	<b>\$ 3,352,287</b>	<b>\$ 3,258,230</b>

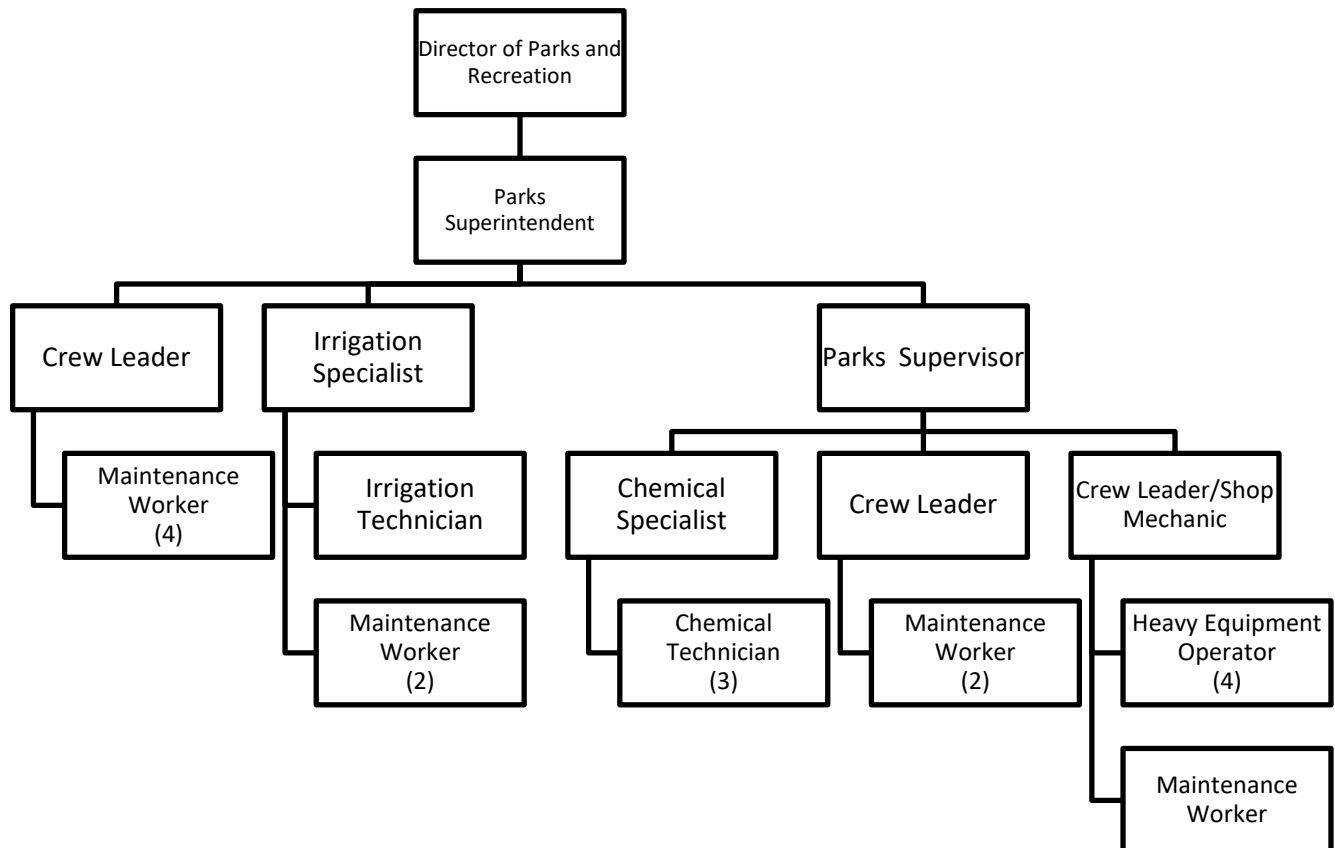


# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Operations

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Chemical Specialist	1.00	1.00	1.00
Chemical Technician	2.00	3.00	3.00
Crew Leader	2.00	2.00	2.00
Crew Leader/Shop Mechanic	0.00	1.00	1.00
Heavy Equipment Operator	3.00	4.00	4.00
Irrigation Specialist	1.00	1.00	1.00
Irrigation Technician	1.00	1.00	1.00
Maintenance Worker	9.00	9.00	9.00
Parks Superintendent	1.00	1.00	1.00
Parks Operations Supervisor	1.00	1.00	1.00
<b>TOTAL</b>	<b>21.00</b>	<b>24.00</b>	<b>24.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Recreation

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal – Premier Residential Community

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

Successful Prosper Downtown Redevelopment

- Offer Downtown community events to help increase foot traffic to the Downtown businesses

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Recreation income*	\$ 202,704	\$ 210,000	\$ 218,000
Number of classes and programs offered throughout the year	80	97	102
Attendance of annual Town events (Cedarbrook partnered events not included)	2,500	7,500	9,500
Annual Pavilion rentals*	98	102	105

\*Due to Covid 19, staff was limited in the amount of entertainment that could be offered at the Celebrate Prosper Event. This led to lower attendance numbers.

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Percent of classes/programs that meet attendance requirement	88%	90%	92%

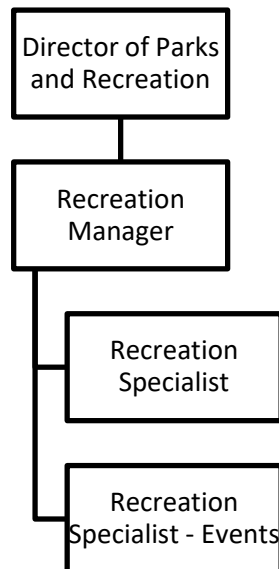
EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 133,801	\$ 178,040	\$ 257,273
Operations	200,811	220,505	275,155
Transfers	-	-	-
VERF Charges for Services	-	-	-
<b>TOTAL</b>	<b>\$ 334,612</b>	<b>\$ 398,545</b>	<b>\$ 532,428</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Park Recreation

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Recreation Specialist	1.00	1.00	1.00
Recreation Specialist - Events	0.00	1.00	1.00
Recreation Supervisor / Superintendent	1.00	1.00	1.00
<b>TOTAL</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Library

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Library visits	25,957	35,582	40,000
Items circulated	104,000	82,699	110,000
Program attendance	9,453	8,731	12,000
Library card holders	7,791	9,264	11,000
Collection Size	28,435	30,357	33,000

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Library Card holders as a % of population	28%	25%	25%
Circulation per capita	3.35	2.33	2.50
Library visits per capita	0.83	1	0.9
Holdings per capita	0.91	0.85	0.80

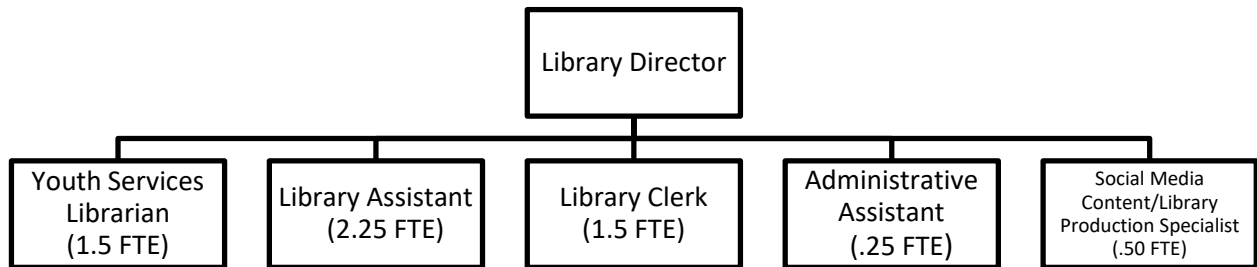
EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 441,604	\$ 505,894	\$ 606,337
Operations	76,248	105,557	118,678
Capital	-	-	-
Transfers	-	-	-
VERF Charges for Services	3,138	2,857	809
<b>TOTAL</b>	<b>\$ 520,990</b>	<b>\$ 614,308</b>	<b>\$ 725,824</b>

# TOWN OF PROSPER

**DEPARTMENT:**  
Community Services

**DIVISION:**  
Library

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant	0.25	0.25	0.25
Library Assistant	2.25	2.25	3.25
Library Clerk	1.50	1.50	1.50
Library Director	1.00	1.00	1.00
Social Media Content/Library Production Specialist	0.00	0.50	0.50
Youth Services Librarian	1.50	1.50	1.50
<b>TOTAL</b>	<b>6.50</b>	<b>7.00</b>	<b>8.00</b>



# TOWN OF PROSPER

## DEPARTMENT:

Engineering

## DIVISION:

Engineering

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

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

Town Council Goal - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

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

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

Town Council Goal - Premier Residential Community

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

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

## ACTIVITY DEMAND / ACTIVITY WORKLOAD

### ACTUAL

2020-2021

### REVISED

2021-2022

### BUDGET

2022-2023

Number of plan reviews for developments and subdivisions to construction

367

285

300

Conduct and document daily inspection of all CIP and Town Infrastructure improvements\*

5,000

5,000

5,000

Inquiries from citizens, government agencies, and other general inquires

1,300

2,000

2,200

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

## EFFICIENCY / EFFECTIVENESS MEASURES

### ACTUAL

2020-2021

### REVISED

2021-2022

### BUDGET

2022-2023

Review all development plans submitted within 10-day turnaround

65%

70%

95%

Meet all benchmark schedules for design, land acquisition, utility relocation and construction for CIP projects

90%

95%

95%

Respond to contractors request for information within 3 working days

98%

98%

98%

Approve monthly pay applications within 5 days of satisfactory submittal

90%

95%

95%

Complete daily inspection reports on all Town CIP projects

80%

90%

100%

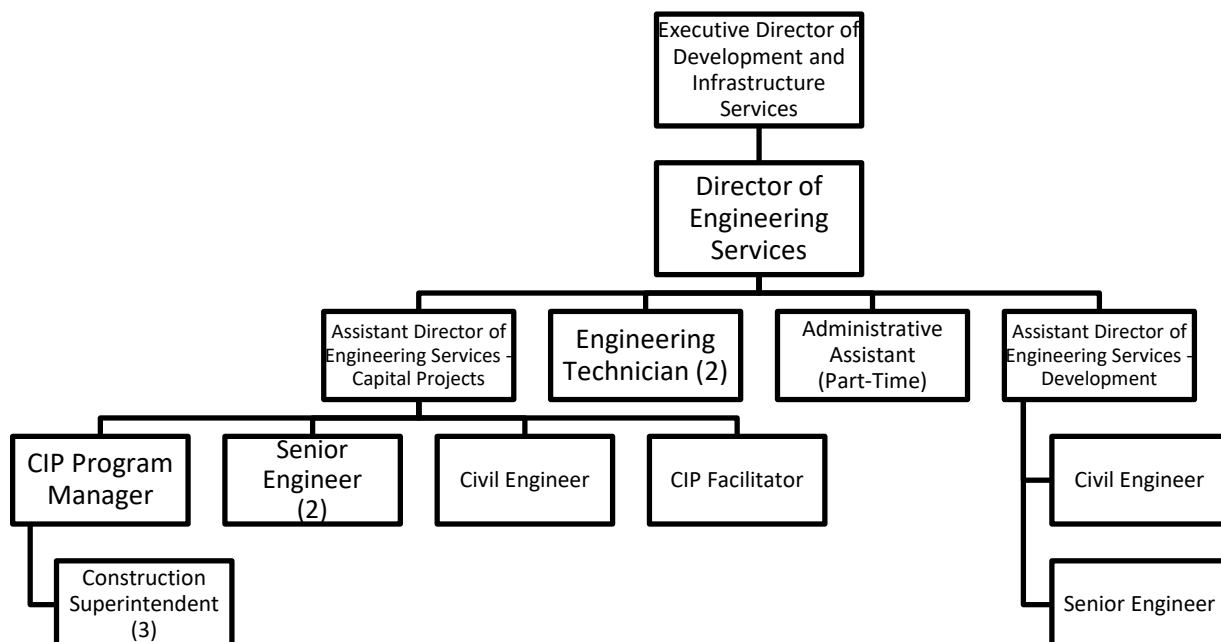
# TOWN OF PROSPER

**DEPARTMENT:**  
Engineering

**DIVISION:**  
Engineering

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 1,661,655	\$ 2,172,777	\$ 2,299,443
Operations	213,079	339,214	241,138
Capital	-	36,398	130,000
Transfers	960,998	1,650,000	7,780,485
VERF Charges for Services	7,472	7,199	12,734
<b>TOTAL</b>	<b>\$ 2,843,204</b>	<b>\$ 4,205,588</b>	<b>\$ 10,463,800</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Administrative Assistant	0.50	0.50	0.50
Assistant Director of Engineering Services - Capital Projects	1.00	1.00	1.00
Assistant Director of Engineering Services - Development	1.00	1.00	1.00
CIP Facilitator	1.00	1.00	1.00
CIP Program Manager	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00
Construction Superintendent	3.00	3.00	3.00
Director of Engineering Services	1.00	1.00	1.00
Engineering Technician	1.00	1.00	2.00
Executive Director of Development and Infrastructure Services	1.00	1.00	1.00
Senior Engineer	3.00	3.00	3.00
<b>TOTAL</b>	<b>15.50</b>	<b>15.50</b>	<b>16.50</b>









# WATER AND SEWER FUND

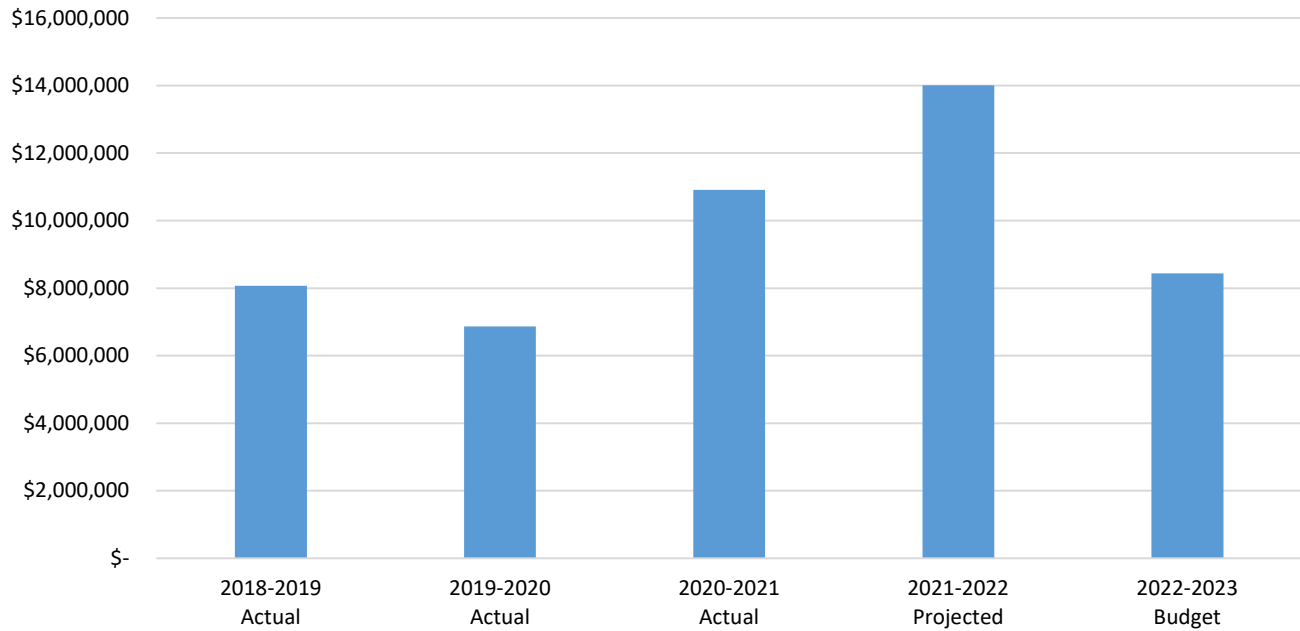


## **Water and Sewer Fund Description**

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

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

## Water and Sewer Fund Net Assets

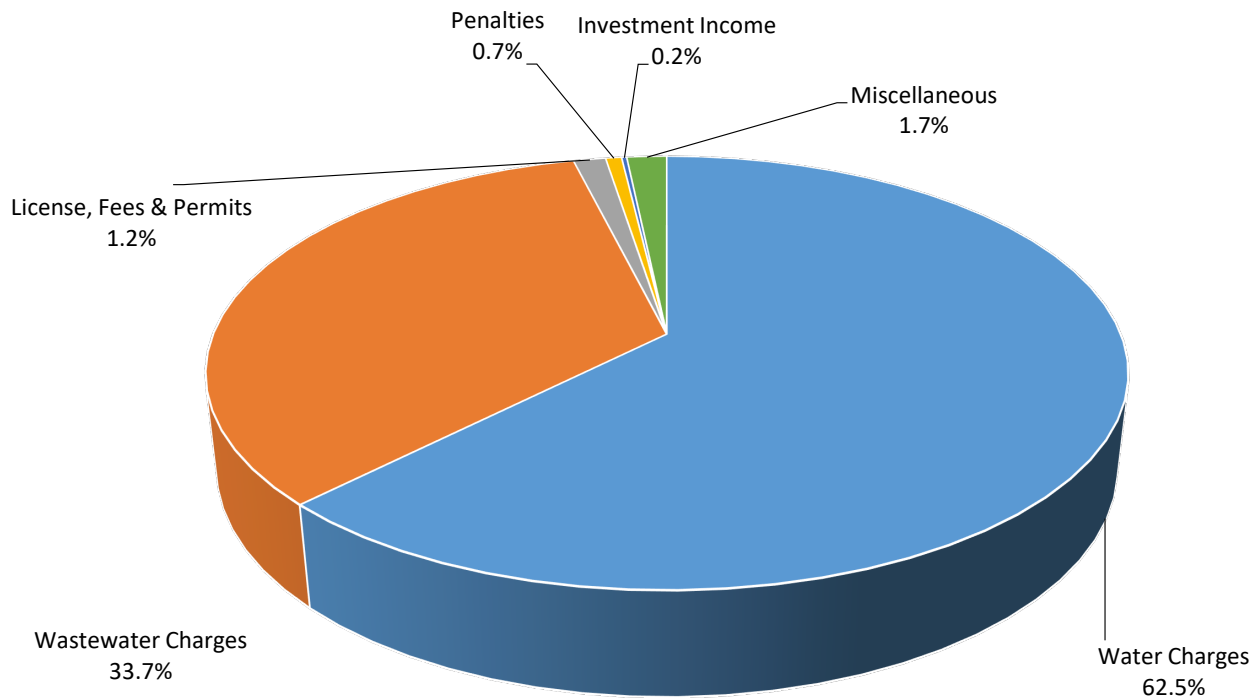


Fiscal Year	Days Over Minimum Reserve	Value of Each Day	%
2018-2019	151	\$ 53,393	41.98%
2019-2020	94	\$ 72,679	26.25%
2020-2021	144	\$ 75,851	39.97%
2021-2022	167	\$ 84,018	46.31%
2022-2023	99	\$ 85,567	28.42%

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

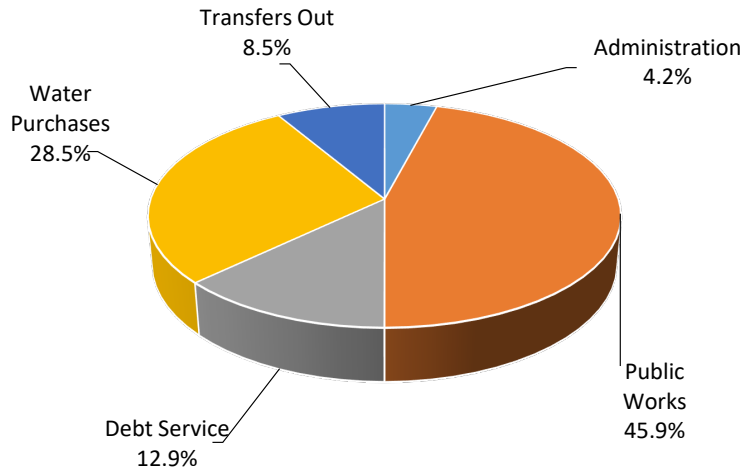
**Water and Sewer Fund Revenues**  
By Source

<b><i>Revenue Category</i></b>	<b><i>FY 2023 Adopted</i></b>	<b><i>% of Total</i></b>
Water Charges	17,557,737	62.5%
Wastewater Charges	9,462,990	33.7%
License, Fees & Permits	377,705	1.2%
Penalties	186,900	0.7%
Investment Income	60,000	0.2%
Miscellaneous	467,427	1.7%
<b>Revenue Total</b>	<b>\$ 28,112,759</b>	<b>100.0%</b>

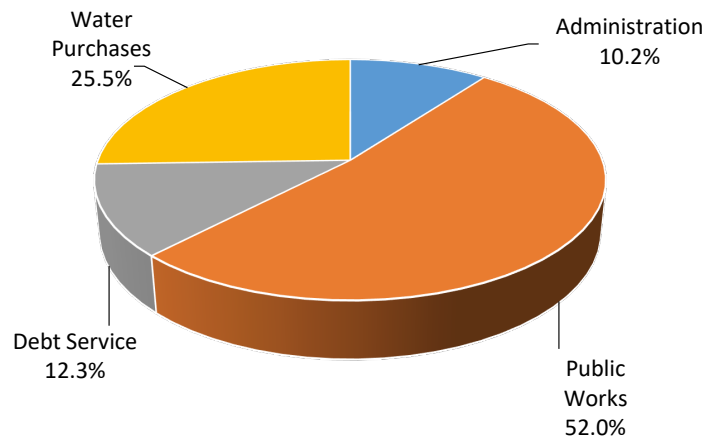


**Water and Sewer Fund Appropriations**  
By Department

<b><i>Department</i></b>	<b><i>FY 2023 Adopted</i></b>	<b><i>% of Total</i></b>
Administration	1,384,376	4.2%
Public Works	15,459,250	45.9%
Debt Service	4,354,465	12.9%
Water Purchases	9,605,940	28.5%
Transfers Out	2,877,339	8.5%
<b>Expense Total</b>	<b>\$ 33,681,370</b>	<b>100.0%</b>



FY 2022 Adopted \$30,201,240

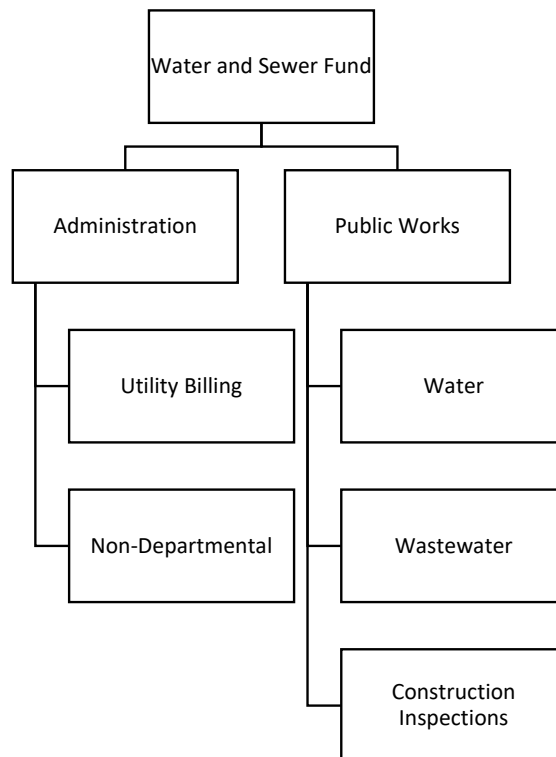


## Water and Sewer Fund Summary

### NET ASSETS AND RESERVE POSITIONING

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Water Charges for Services	15,198,610	15,179,476	16,775,872	17,557,737	18,786,779	20,083,663	21,470,420	22,953,295
	Wastewater Charges for Services	8,513,816	8,972,771	9,619,000	9,462,990	10,125,399	10,825,617	11,574,422	12,375,195
	Sanitation Charges for Services	1,622,121	1,779,679	1,980,000	-	-	-	-	-
	License, Fees & Permits	353,651	332,928	366,850	377,705	399,704	417,657	436,473	456,195
	Water Penalties	2,100	1,500	1,850	1,900	1,900	1,900	2,000	2,000
	Utility Billing Penalties	79,409	142,000	178,000	185,000	170,000	181,900	181,900	181,900
	Investment Income	18,410	40,000	40,000	60,000	60,000	60,000	60,000	60,000
	Other	688,245	4,006,491	4,378,690	467,427	330,811	2,780,811	330,811	330,811
	<b>TOTAL REVENUES</b>	<b>\$ 26,476,363</b>	<b>\$ 30,454,845</b>	<b>\$ 33,340,262</b>	<b>\$ 28,112,759</b>	<b>\$ 29,874,593</b>	<b>\$ 34,351,548</b>	<b>\$ 34,056,026</b>	<b>\$ 36,359,396</b>
EXPENDITURES	Administration	2,623,506	3,112,981	3,360,448	1,384,376	1,453,595	1,526,275	1,602,588	1,682,718
	Debt Service	3,702,020	6,331,768	6,280,659	4,354,465	4,979,667	4,536,973	4,854,561	5,194,380
	Water Purchases	7,157,267	7,701,317	8,167,952	9,605,940	10,470,475	11,203,408	11,987,646	12,826,782
	Public Works	13,823,522	16,030,191	12,437,487	15,459,250	12,794,268	13,689,867	14,374,360	15,093,078
	<b>TOTAL EXPENDITURES</b>	<b>\$ 27,306,315</b>	<b>\$ 33,176,257</b>	<b>\$ 30,246,546</b>	<b>\$ 30,804,031</b>	<b>\$ 29,698,005</b>	<b>\$ 30,956,523</b>	<b>\$ 32,819,156</b>	<b>\$ 34,796,958</b>
<b>Net Income (Loss)</b>		<b>\$ (829,952)</b>	<b>\$ (2,721,412)</b>	<b>\$ 3,093,716</b>	<b>\$ (2,691,272)</b>	<b>\$ 176,589</b>	<b>\$ 3,395,025</b>	<b>\$ 1,236,870</b>	<b>\$ 1,562,438</b>
OTHER FINANCING	Transfers Out	-	-	-	(2,877,339)	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,877,339)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CHANGE IN NET ASSETS</b>		<b>\$ (829,952)</b>	<b>\$ (2,721,412)</b>	<b>\$ 3,093,716</b>	<b>\$ (5,568,611)</b>	<b>\$ 176,589</b>	<b>\$ 3,395,025</b>	<b>\$ 1,236,870</b>	<b>\$ 1,562,438</b>
<b>BEGINNING NET ASSETS</b>		<b>\$ 11,744,317</b>	<b>\$ 10,914,365</b>	<b>\$ 10,914,365</b>	<b>\$ 14,008,081</b>	<b>\$ 8,439,470</b>	<b>\$ 8,616,058</b>	<b>\$ 12,011,083</b>	<b>\$ 13,247,953</b>
<b>ENDING NET ASSETS</b>		<b>\$ 10,914,365</b>	<b>\$ 8,192,953</b>	<b>\$ 14,008,081</b>	<b>\$ 8,439,470</b>	<b>\$ 8,616,058</b>	<b>\$ 12,011,083</b>	<b>\$ 13,247,953</b>	<b>\$ 14,810,391</b>
1.25 times Debt Service Reserve Limit		2.95	1.29	2.23	1.94	1.73	2.65	2.73	2.85
<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>		<b>144</b>	<b>89</b>	<b>167</b>	<b>99</b>	<b>104</b>	<b>140</b>	<b>145</b>	<b>153</b>

## Water and Sewer Fund Overview





# TOWN OF PROSPER

**DEPARTMENT: UTILITY BILLING**  
**Administration**

**DIVISION:**  
**Utility Billing**

## PROGRAM DESCRIPTION

Provide accurate monthly billing to Prosper residents and businesses for water, wastewater, solid waste and recycling services. This department is also responsible for initiating, transferring, and terminating services, processing adjustment requests, winter average adjustment, account maintenance, processing of work orders and collection services. Posting payments to customer's account. Issuing Household Hazardous Waste (HHW) vouchers to residents. Issuing NTTA tags to customers. Annual Spring Clean up.

## GOALS AND OBJECTIVES

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Create/process work orders (annually)	25,556	14,702	18,000
Average payments by auto draft (monthly)	2,228	2,822	3,500
Average payments by credit card draft (monthly)	488	597	800
Online payments (website) (annually)	19,825	20,368	22,000
Lockbox payments (monthly)	2,418	2,514	2,650
New connects (annually)	2,909	3,501	3,600
Disconnections for non-payment (annually)*	338	74	200
Number of customers billed (monthly average)	9,909	11,184	12,200

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

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Manually entered utility billing payments without errors	100%	100%	100%
Utility bills created before the 20th of each month	100%	100%	100%
Disconnections at beginning of month (30 days past due)	0.02%	0.001%	0.01%

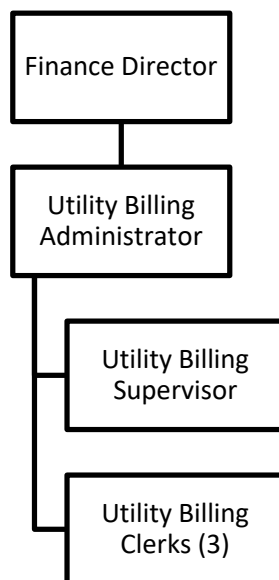
# TOWN OF PROSPER

**DEPARTMENT: UTILITY BILLING**  
**Administration**

**DIVISION:**  
**Utility Billing**

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 281,762	\$ 369,659	\$ 389,601
Operations	1,973,659	2,332,532	358,310
Capital	-	-	-
Transfers	44,701	42,697	53,557
VERF Charges for Services	-	3,221	2,594
<b>TOTAL</b>	<b>\$ 2,300,122</b>	<b>\$ 2,748,109</b>	<b>\$ 804,062</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Utility Billing Administrator	1.00	1.00	1.00
Utility Billing Supervisor	0.00	0.00	1.00
Senior Utility Billing Clerk	1.00	1.00	0.00
Utility Billing Clerk	2.00	2.00	3.00
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>



# TOWN OF PROSPER

**DEPARTMENT:**  
**Administration**

**DIVISION:**  
**Non-Departmental**

## PROGRAM DESCRIPTION

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

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel/(Projected Fund Salary Savings)	\$ -	\$ -	\$ (87,280)
Operations	325,834	612,339	721,151
Capital	-	-	-
Transfers	-	-	1,750,000
Debt	3,702,020	6,280,659	4,354,465
Bond Issuance	(2,332,573)	-	-
VERF Charges for Services	-	-	-
<b>TOTAL</b>	<b>\$ 1,695,281</b>	<b>\$ 6,892,998</b>	<b>\$ 6,738,336</b>

# TOWN OF PROSPER

## DEPARTMENT:

Public Works

## DIVISION:

Water

### PROGRAM DESCRIPTION

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

### GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- by protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies and having well-designed, well-built and well-maintained neighborhood infrastructure. Implement water-use reduction policies that increase the community's effort to protect and conserve our water supply. Provide customers (internal and external) with quality service delivery.

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

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

Provide timely maintenance of water system by inspecting and repairing 50% of all fire hydrants annually. Maintain efficient meter reading by completing repairs as needed.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Work order total	13,245	10,570	14,220
Overall water consumption (gallons per capita per day)	231	229	225
Surface water pumped in million gallons	2,550	2,780	2,687
Water flushed in million gallons	544	461	500

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Provide Superior Water System from Texas Commission on Environmental Quality (TCEQ)	100%	100%	100%
Maintain TCEQ mandated water sampling and testing	100%	100%	100%
Reduce the total time to repair water leaks to less than five (5) hours and respond to water leaks within thirty (30) minutes of initial contact	100%	100%	100%
Maintain the total unaccounted water under 12%	100%	100%	100%

# TOWN OF PROSPER

**DEPARTMENT:**

**Public Works**

**DIVISION:**

**Water**

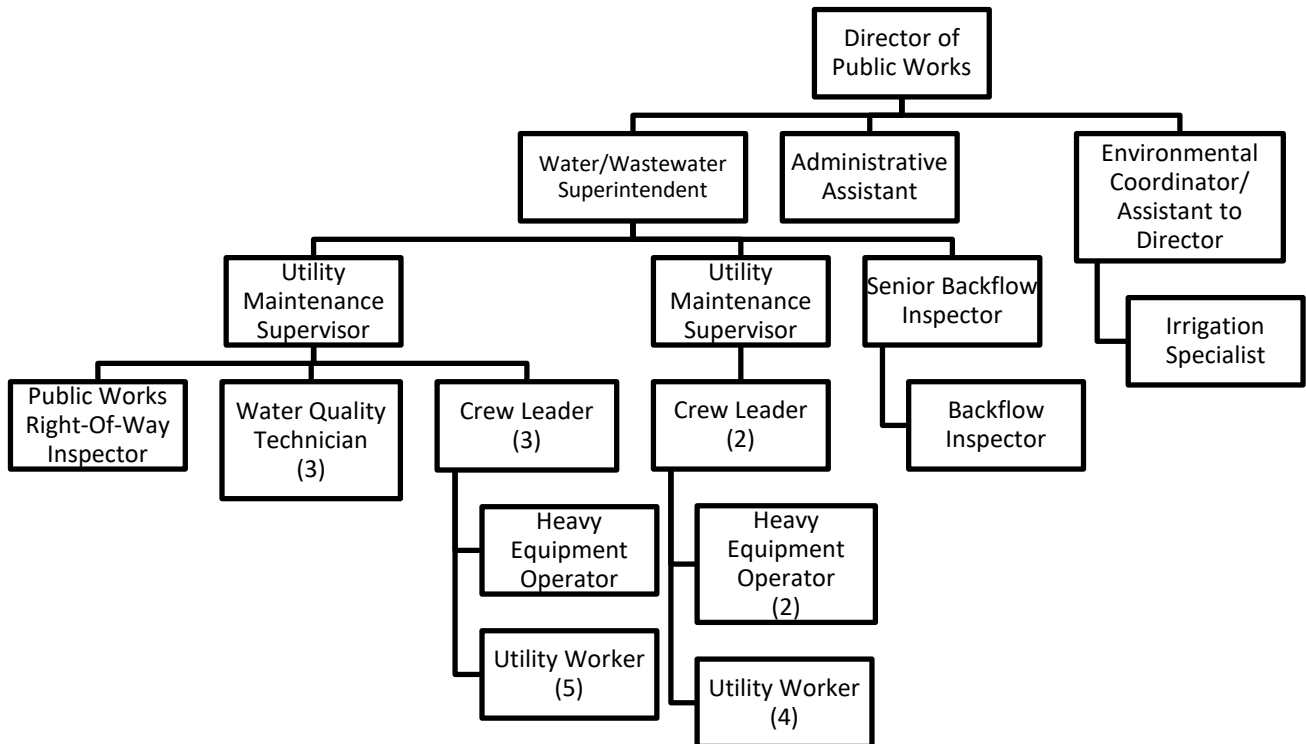
<b>EXPENDITURE SUMMARY</b>	<b>ACTUAL 2020-2021</b>	<b>REVISED 2021-2022</b>	<b>BUDGET 2022-2023</b>
Personnel	\$ 1,927,053	\$ 2,376,845	\$ 2,515,974
Operations	9,365,393	9,995,641	11,292,313
Capital	81,457	110,632	238,046
Transfers	704,319	723,084	809,472
VERF Charges for Services	-	136,372	117,445
<b>TOTAL</b>	<b>\$ 12,078,222</b>	<b>\$ 13,342,574</b>	<b>\$ 14,973,250</b>

<b>PERSONNEL SUMMARY</b>	<b>ACTUAL 2020-2021</b>	<b>REVISED 2021-2022</b>	<b>BUDGET 2022-2023</b>
Administrative Assistant	1.00	1.00	1.00
Backflow Inspector	1.00	1.00	1.00
Crew Leader	4.00	5.00	5.00
Director of Public Works	1.00	1.00	1.00
Environmental Coordinator/Assistant to Director	0.00	1.00	1.00
Heavy Equipment Operator	3.00	3.00	3.00
Irrigation Specialist	0.00	1.00	1.00
Public Works Right-Of-Way Inspector	1.00	1.00	1.00
Senior Backflow Inspector	1.00	1.00	1.00
Utility Facilities Maintenance Supervisor	1.00	0.00	0.00
Utility Maintenance Supervisor	1.00	2.00	2.00
Utility Worker	8.00	8.00	9.00
Water and Wastewater Superintendent	1.00	1.00	1.00
Water Education Coordinator	1.00	0.00	0.00
Water Quality Technician	3.00	3.00	3.00
<b>TOTAL</b>	<b>27.00</b>	<b>29.00</b>	<b>30.00</b>

# TOWN OF PROSPER

DEPARTMENT:  
Public Works

DIVISION:  
Water



# TOWN OF PROSPER

**DEPARTMENT:**

**Public Works**

**DIVISION:**

**Wastewater**

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- By protecting the Prosper community interests by being a strong advocate with TxDOT, counties, NCTCOG and other agencies and having well-designed, well-built and well-maintained neighborhood infrastructure. Inspect for system inflow and infiltration, clean and video inspect 10% of the Town's wastewater mains.

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

- By having and retaining a "top quality" Town workforce with competitive compensation; having a Town organizational culture that values innovation, productivity, responsibility, and accountability and empowers managers and employees; and providing exceptional Town services responsive to the needs of our Prosper community and our residents. Reduce the number of Sanitary System Overflows (SSO) to less than five every year. Implement Fats, Oils and Grease (FOG) policies to reduce SSO's and provide programs for citizen awareness.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Public works inspections	1,836	1,390	1,500
Feet of wastewater lines inspected by camera	171,816	125,000	130,000
Work Orders	594	668	750
Sanitary Sewer Overflows	0	0	0
Fats, Oils, and Grease (FOG) Inspections	563	618	680

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Clean and CCTV 10% of the wastewater collection system	100%	100%	100%
Minimize reportable wastewater discharges to Texas Commission on Environmental Quality (TCEQ)	100%	100%	100%

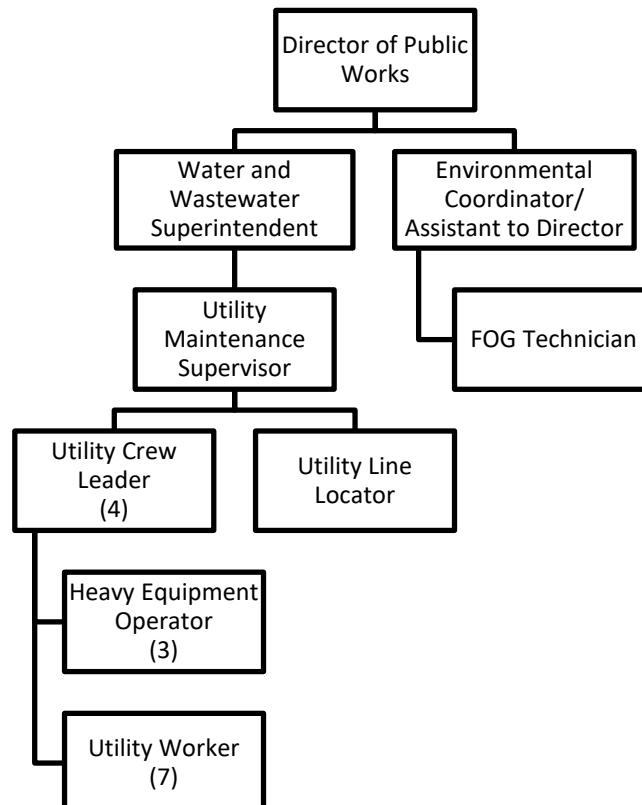
# TOWN OF PROSPER

**DEPARTMENT:**  
Public Works

**DIVISION:**  
Wastewater

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 697,405	\$ 1,145,493	\$ 1,192,474
Operations	3,613,228	4,931,033	4,928,519
Capital	48,573	50,230	365,000
Transfers	223,957	234,899	264,310
VERF Services for Charges	-	96,710	123,537
<b>TOTAL</b>	<b>\$ 4,583,163</b>	<b>\$ 6,458,365</b>	<b>\$ 6,873,840</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Crew Leader	4.00	4.00	4.00
FOG Technician	1.00	1.00	1.00
Heavy Equipment Operator	3.00	3.00	3.00
Utility Line Locator	0.00	1.00	1.00
Utility Maintenance Supervisor	1.00	1.00	1.00
Utility Worker	6.00	6.00	7.00
<b>TOTAL</b>	<b>15.00</b>	<b>16.00</b>	<b>17.00</b>





# TOWN OF PROSPER

## DEPARTMENT:

Engineering

## DIVISION:

Construction Inspections

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Premier Residential Community

Town Council Goal - Investment in Prosper's Future

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

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

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Conduct and document daily inspections of all private development and Town infrastructure improvements	12,000	12,800	13,000
Inquiries from citizens, government agencies, and other general inquiries	1,700	2,000	2,000
Right-of-way (ROW) permits issued	1,200	1,800	2,000
Conduct ROW permitted inspections for private franchise utilities	-	2,500	3,200

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Respond to contractors request for information within 3 working days	100%	100%	100%
Conduct private development inspections within 24 hours of request	100%	100%	100%
Process ROW permits within 5 working days	-	95%	100%
Infrastructure gps'ed before or during final walk	-	-	100%

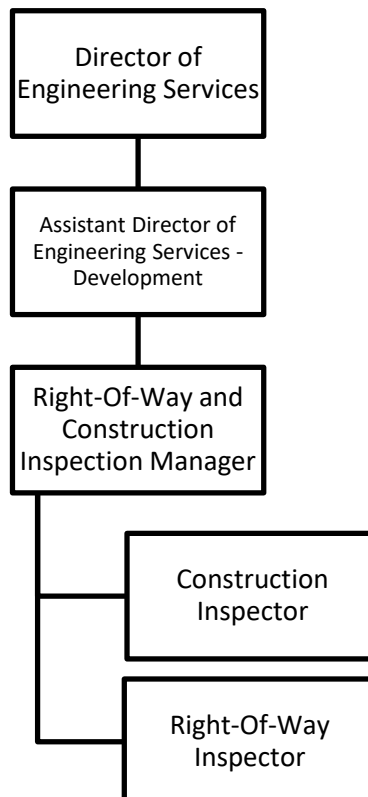
# TOWN OF PROSPER

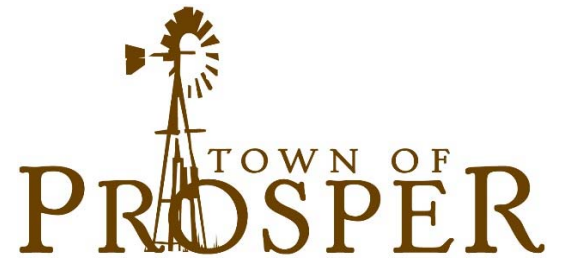
**DEPARTMENT:**  
Engineering

**DIVISION:**  
Construction Inspections

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 305,172	\$ 345,173	\$ 493,822
Operations	33,994	43,100	94,210
Capital	-	400,000	3,684,328
Transfers	-	-	-
VERF Charges of Services	-	16,227	19,522
<b>TOTAL</b>	<b>\$ 339,166</b>	<b>\$ 804,500</b>	<b>\$ 4,291,882</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Construction Inspector	2.00	2.00	3.00
Right-Of-Way and Construction Inspection Manager	0.00	1.00	1.00
Right-Of-Way Inspector	1.00	1.00	2.00
Senior Construction Inspector	1.00	0.00	0.00
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>6.00</b>





# DEBT SERVICE FUND



## **Debt Service Fund Description**

The Debt Service Fund accounts for the accumulation of resources and the payment of general long-term debt principal and interest. General Obligation Bonds and Certificates of Obligation are issued to finance major improvements for the construction of streets, parks, libraries, recreation centers, fire stations, police stations, and other general governmental improvements. Property taxes are the principal source of revenue in the Debt Service Fund. The tax rate allocation for the Debt Service Fund is \$0.18017, which is 35.3% of the 2022 tax rate (\$0.51). The purpose of this fund is to retire outstanding general obligation bonds and pay interest on the indebtedness.

### Debt Service Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Property Tax	7,690,750	10,620,466	10,620,466	12,680,972	13,949,069	14,925,504	15,970,289	17,088,210
	Transfer In	-	428,581	428,581	-	-	-	-	-
	Investment Income	24,381	45,000	16,000	20,000	20,000	20,000	20,000	20,000
	<b>TOTAL REVENUES</b>	<b>\$ 7,715,131</b>	<b>\$ 11,094,047</b>	<b>\$ 11,065,047</b>	<b>\$ 12,700,972</b>	<b>\$ 13,969,069</b>	<b>\$ 14,945,504</b>	<b>\$ 15,990,289</b>	<b>\$ 17,108,210</b>
EXPENDITURES	Principal	4,275,377	8,320,004	8,691,423	7,101,425	8,014,164	8,835,145	9,808,289	10,512,926
	Interest	3,404,363	4,741,048	4,454,808	5,789,738	5,856,139	5,990,811	6,077,815	6,337,196
	Administrative Fees	14,670	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,694,410</b>	<b>\$ 13,081,052</b>	<b>\$ 13,166,231</b>	<b>\$ 12,911,163</b>	<b>\$ 13,890,303</b>	<b>\$ 14,845,956</b>	<b>\$ 15,906,104</b>	<b>\$ 16,870,122</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 20,721</b>	<b>\$ (1,987,005)</b>	<b>\$ (2,101,184)</b>	<b>\$ (210,191)</b>	<b>\$ 78,766</b>	<b>\$ 99,548</b>	<b>\$ 84,185</b>	<b>\$ 238,088</b>
OTHER FINANCING	Transfers Out for Debt Service	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 20,721</b>	<b>\$ (1,987,005)</b>	<b>\$ (2,101,184)</b>	<b>\$ (210,191)</b>	<b>\$ 78,766</b>	<b>\$ 99,548</b>	<b>\$ 84,185</b>	<b>\$ 238,088</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,619,367</b>	<b>\$ 2,640,088</b>	<b>\$ 2,640,088</b>	<b>\$ 538,904</b>	<b>\$ 328,713</b>	<b>\$ 407,479</b>	<b>\$ 507,027</b>	<b>\$ 591,213</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 2,640,088</b>	<b>\$ 653,083</b>	<b>\$ 538,904</b>	<b>\$ 328,713</b>	<b>\$ 407,479</b>	<b>\$ 507,027</b>	<b>\$ 591,213</b>	<b>\$ 829,300</b>

\*Future debt issuance amounts and resulting debt service will be updated for the final budget based on Council direction on both willingness to increase the debt service tax rate and timing of the bond projects.

### Projection of Debt Margin Based on Town Policy

Tax Supported Debt Service Fiscal Year 2022-2023						
	<i>Actual</i> Position as of FYE 9.30.2022	<i>Projected</i> Position as of FYE 9.30.2023	<i>Projected</i> Position as of FYE 9.30.2024	<i>Projected</i> Position as of FYE 9.30.2025	<i>Projected</i> Position as of FYE 9.30.2026	<i>Projected</i> Position as of FYE 9.30.2027
1. Market Value of taxable property	\$ 5,437,210,564 (certified)	\$ 6,780,951,337 (certified)	\$ 7,459,046,471 (projected)	\$ 8,204,951,118 (projected)	\$ 9,025,446,230 (projected)	\$ 9,927,990,853 .
2. Town's Target (6% limit)	\$ 326,232,634	\$ 406,857,080	\$ 447,542,788	\$ 492,297,067	\$ 541,526,774	\$ 595,679,451
<b>Unreserved Debt Capacity</b>	<b>\$ 326,232,634</b>	<b>\$ 406,857,080</b>	<b>\$ 447,542,788</b>	<b>\$ 492,297,067</b>	<b>\$ 541,526,774</b>	<b>\$ 595,679,451</b>
3. Outstanding Debt	\$ 150,744,624	\$ 143,515,618	\$ 135,501,454	\$ 126,666,309	\$ 120,580,587	\$ 114,154,621
4. Proposed Issues	-	18,795,000	12,875,000	14,625,000	15,150,000	15,150,000
5. Balance of Proposed Issues	-	57,800,000	44,925,000	30,300,000	15,150,000	-
<b>Total Debt Subject to Limit</b>	<b>\$ 150,744,624</b>	<b>\$ 220,110,618</b>	<b>\$ 193,301,454</b>	<b>\$ 171,591,309</b>	<b>\$ 150,880,587</b>	<b>\$ 129,304,621</b>
6. Available Unreserved Debt Capacity (\$)	\$ 175,488,010	\$ 186,746,462	\$ 254,241,334	\$ 320,705,758	\$ 390,646,187	\$ 466,374,830
7. Available Unreserved Debt Capacity (%)	53.79%	45.90%	56.81%	65.14%	72.14%	78.29%
8. I&S Tax Rate	0.18200	0.18017	0.18200	0.18200	0.18200	0.182
9. Town's target of 35% or less of Total Tax Rate	35.0%	35.3%	35.7%	35.7%	35.7%	35.7%

**Notes:**

1. Total Assessed valuation plus utility valuation growth assumption is 7% in FY 2024 - FY 2027 per year.
2. Town debt policy limits total principal amount of GO bonds together with the principle amount of all other outstanding tax indebtedness will be targeted to not exceed six percent (6%) of the total assessed valuation of the Town's tax rolls.
3. Current outstanding debt subject to limit at fiscal year end includes all debt in which property taxes are pledged. Excludes debt issued for water, sewer and drainage projects
4. Debt issues subject to limit proposed are part of the Capital Improvements Plan and are anticipated to be issued during the referenced fiscal year. Sizing includes estimated cost of issuance.
5. Debt balance on issues in Capital Improvements Plan.
6. Debt capacity available after deducting the reserved capacity.
7. Percentage of debt capacity available after deducting the reserved capacity.
8. Town's FY 2023 I&S tax rate and projected I&S rates are calculated based on 99% collections.
9. Percentage of overall total tax rate (\$0.51 - FYE 09.30.22) (\$0.51 - FYE 09.30.23 and beyond).

### BOND RATINGS

The Town has utilized two different rating agencies over the years - Moody's Investor Services and Standard and Poor's. Moody has assigned the Town's outstanding general obligation limited tax debt outlook as stable at Aa1 to the Town's \$12.925 million Combination Tax and Surplus Revenue Certificates of Obligation, Series 2022 and the Town's \$31.600 million General Obligation Bonds, Series 2022. Standard and Poor's Global Ratings ("S&P") also assigned its rating of AA+ to the Town's 2022 Combination Tax and Surplus Revenue Certificates of Obligation and the Town's 2022 General Obligation Bonds. The Aa1 and AA+ ratings are the second highest ratings of each agency and reflect the Town's very strong economy and rapidly expanding moderately sized tax base due to significant ongoing development while maintaining through conservative budgeting and formal policies which will attract investors. The chart below reflects ratings since June 2019.

Rating Entity	Prior Rating	Prior Rating Period	Current Rating
Standard & Poor's	AA+	September 2022	AA+
Moody's	Aa1	September 2022	Aa1
Standard & Poor's	AA+	August 2021	AA+
Moody's	Aa1	August 2021	Aa1
Standard & Poor's	AA+	June 2020	AA+
Moody's	Aa1	June 2020	Aa1
Standard & Poor's	AA+	June 2019	AA+
Moody's	Aa1	June 2019	Aa1

## Debt Issuance Details

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

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

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

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

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

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

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



## Debt Issuance Details

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

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

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

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

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

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

## Debt Issuance Details

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

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

**Certificates of Obligation, Series 2021 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$6.855M taxable issue will be used for (i) constructing, improving, extending, expanding, upgrading and developing streets and roads and intersections, including utility relocation, landscaping, sidewalks, traffic safety and operational improvements and the purchase of any necessary right-of-way and other related costs, specifically including improvements to Frontier Parkway from the Dallas North Tollway to Preston Road and Fishtrap Road from Teel Parkway to Stuber Elementary School; (ii) construction, acquisition and installation of the Westside communications radio tower and (iii) paying legal, fiscal, engineering and architectural fees in connection with these projects, including the costs of issuing the Certificates. The issue is 100% debt service fund related and was issued August 18, 2021, maturing February 15, 2041. Interest payable February 15 and August 15 at rates ranging from 2.0% to 5.0%.

**General Obligation Bonds, Series 2022 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$31.600M taxable issue will be used for (i) public safety facilities in the Town, consisting of fire stations, an emergency operations center, a public safety training facility and administrative facilities relating thereto ; (ii) equipping parks, trails and recreational facilities in the Town and the acquisition of land and interests in land for such purposes; (iii) constructing, improving, extending, expanding, upgrading and developing streets and roads, bridges and intersections in the Town and related drainage improvements, utility relocations, landscaping, curbs and sidewalks, traffic safety and operational improvements, entryway signage and other street and road signage and costs associated with such projects, and interests in land as may be necessary for such purposes, and excluding certain road projects to be funded with other obligations; and (iv) paying costs of issuing the Bonds. The issue is 100% debt service fund related and was issued September 29, 2022, maturing February 15, 2042. Interest payable February 15 and August 15 at rates ranging from 4.0% to 5.0%.

**Certificates of Obligation, Series 2022 (Moody's Rated "Aa1" and S&P Rated "AA+")** - The proceeds of this \$12.925M taxable issue will be used for (i) acquiring, constructing, installing and equipping additions, improvements, extensions and equipment for the Town's waterworks and sewer system and the acquisition of land and rights-of-way therefor; (ii) acquiring, constructing and installing stormwater drainage and flood control improvements in the Town, including dredging, channel improvements and related infrastructure and utility relocation and the acquisition of land and interests in land necessary for said improvements; and (iii) paying legal, fiscal, engineering and architectural fees in connection with these projects, including the costs of issuing the Certificates. The issue is 100% debt service fund related and was issued October 27, 2022, maturing February 15, 2042. Interest payable February 15 and August 15 at rates ranging from 4.75% to 5.0%.

## Outstanding Principal on Debt

### Tax Supported Debt

Fiscal Year 2022-2023

Issue	Principal Outstanding	Final Maturity
2013 General Obligation Bonds	2,415,000	2033
2014 General Obligation Refunding Bonds	555,000	2024
2014 General Obligation Bonds	695,000	2034
2015 Certificates of Obligation	6,855,000	2035
2015 General Obligation Bonds	2,860,000	2026
2015 General Obligation Refunding Bonds	7,349,400	2029
2016 Certificates of Obligation	6,580,000	2036
2016 General Obligation Bonds	3,310,000	2036
2017 Certificates of Obligation	8,760,000	2037
2018 General Obligation Bonds	3,370,000	2038
2018 Certificates of Obligation	10,720,000	2038
2019 General Obligation Bonds	3,620,000	2039
2019 Certificates of Obligation	11,355,224	2039
2020 Certificates of Obligation	9,825,000	2040
2021 General Obligation Bonds	34,330,000	2041
2021 Certificates of Obligation	6,545,000	2041
2022 General Obligation Bonds	31,600,000	2042
\$		150,744,624

### Water/Sewer/Drainage Supported Debt

Fiscal Year 2022-2023

Issue	Principal Outstanding	Final Maturity
2013 Certificates of Obligation	3,305,000	2033
2014 General Obligation Refunding Bonds	910,000	2024
2014 Certificates of Obligation	8,670,000	2034
2015 General Obligation Refunding Bonds	2,265,600	2029
2018 Certificates of Obligation	8,485,000	2038
2019 Certificates of Obligation	3,839,777	2039
2022 Certificates of Obligation	12,265,000	2042
\$		39,740,377

## Principal and Interest Debt Schedule

Tax Supported Debt Service

Fiscal Year 2022-2023

Year	Principal	Interest	Total
2023	7,229,006	5,594,880	12,823,886
2024	6,840,722	5,458,264	12,298,986
2025	7,225,966	5,145,765	12,371,730
2026	7,803,512	4,815,938	12,619,449
2027	7,875,394	4,457,736	12,333,130
2028	8,248,313	4,081,249	12,329,562
2029	8,649,469	3,683,756	12,333,224
2030	8,115,097	3,295,342	11,410,439
2031	8,471,253	2,931,821	11,403,073
2032	8,804,935	2,588,978	11,393,913
2033	9,142,354	2,250,743	11,393,097
2034	9,194,773	1,904,305	11,099,078
2035	9,457,192	1,570,926	11,028,118
2036	8,839,611	1,257,008	10,096,619
2037	8,050,767	974,596	9,025,363
2038	7,473,186	724,171	8,197,357
2039	6,538,078	506,584	7,044,661
2040	5,555,000	320,025	5,875,025
2041	4,950,000	162,600	5,112,600
2042	2,280,000	45,600	2,325,600
TOTALS	\$ 150,744,624	\$ 51,770,287	\$ 202,514,911

## Principal and Interest Debt Schedule

Water/Sewer/Drainage Supported Debt Service

Fiscal Year 2022-2023

Year	Principal	Interest	Total
2023	2,835,995	1,666,953	4,502,948
2024	2,819,279	1,665,498	4,484,777
2025	2,519,035	1,535,148	4,054,182
2026	2,641,489	1,421,500	4,062,988
2027	2,294,606	1,313,226	3,607,832
2028	2,391,687	1,210,814	3,602,501
2029	2,495,532	1,104,432	3,599,963
2030	2,509,903	997,396	3,507,299
2031	2,608,748	887,217	3,495,964
2032	2,715,065	777,685	3,492,750
2033	2,822,646	666,407	3,489,053
2034	2,560,227	550,263	3,110,490
2035	1,727,808	447,627	2,175,435
2036	1,800,389	377,486	2,177,875
2037	1,779,234	305,626	2,084,859
2038	1,776,815	235,622	2,012,437
2039	1,141,923	176,641	1,318,564
2040	885,000	132,050	1,017,050
2041	925,000	90,013	1,015,013
2042	970,000	46,075	1,016,075
TOTALS	\$ 42,220,377	\$ 15,607,678	\$ 57,828,054





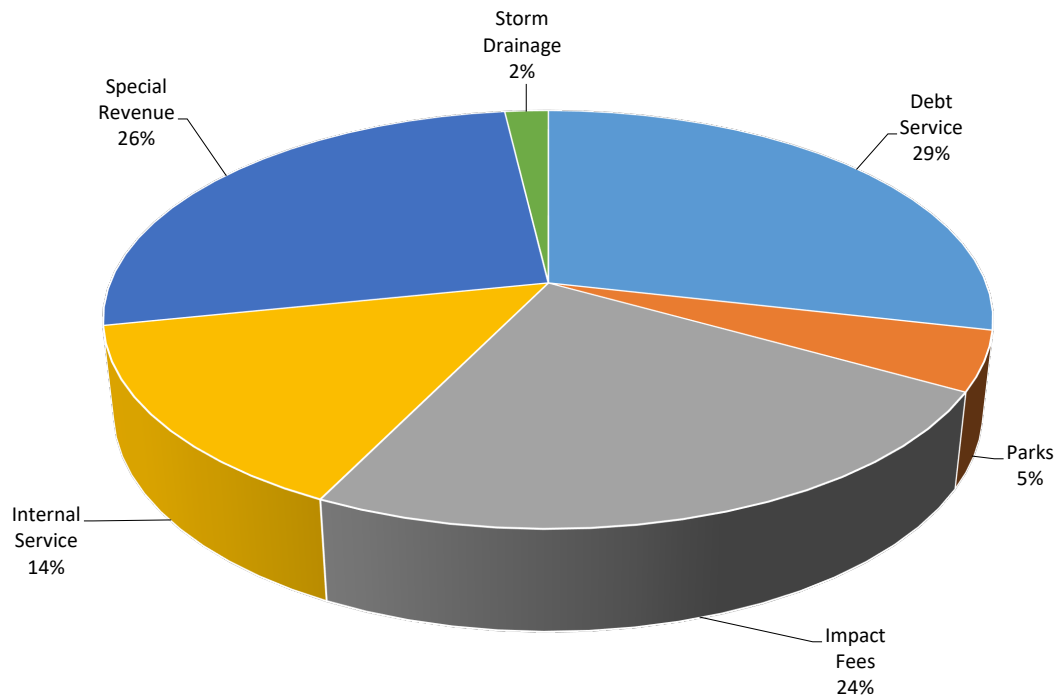
## OTHER FUNDS





**Other Funds Revenues  
By Source**

Revenue Category	Debt Service	Parks	Impact Fees	Internal Service	Special Revenue	Storm Drainage
Property Tax	12,680,972	-	-	-	1,049,545	-
Sales Tax	-	-	-	-	7,333,870	-
Investment Income	20,000	6,050	118,625	30,000	10,300	1,800
License, Fees & Permits	-	-	-	-	-	825,000
Impact Fees	-	-	10,250,000	-	200,000	-
Charges for Services	-	964,000	-	6,027,341	-	3,000
Contribution	-	873,000	-	-	3,045,165	-
Grants	-	200,550	-	-	-	-
Other Transfers In	-	-	-	-	-	-
Miscellaneous	-	-	300,000	400,000	77,650	-
<b>Revenue Total</b>	<b>\$ 12,700,972</b>	<b>\$ 2,043,600</b>	<b>\$ 10,668,625</b>	<b>\$ 6,457,341</b>	<b>\$ 11,716,530</b>	<b>\$ 829,800</b>



## **TIRZ #1 Fund Description**

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

### TIRZ # 1 Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Impact Fee Revenue	962,724	200,000	3,394,825	200,000	750,000	750,000	750,000	750,000
	Property Taxes-Town	492,446	627,221	612,991	824,243	906,667	979,201	1,037,953	1,089,850
	Property Taxes-County	116,706	148,647	144,308	184,704	203,174	219,428	232,594	244,224
	Sales Taxes - Town	689,982	761,000	957,073	1,024,068	1,095,753	1,172,456	1,254,527	1,342,344
	Sales Taxes - EDC	577,860	637,500	801,548	857,656	917,692	981,931	1,050,666	1,124,213
	Investment Income	3,691	2,000	5,500	6,000	6,000	6,000	6,000	6,000
	<b>TOTAL REVENUES</b>	<b>\$ 2,843,409</b>	<b>\$ 2,376,368</b>	<b>\$ 5,916,245</b>	<b>\$ 3,096,671</b>	<b>\$ 3,879,287</b>	<b>\$ 4,109,016</b>	<b>\$ 4,331,740</b>	<b>\$ 4,556,631</b>
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-
	Developer Reimbursement	2,135,556	2,376,368	7,361,854	3,096,671	3,879,287	4,109,016	4,331,740	4,556,631
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,135,556</b>	<b>\$ 2,376,368</b>	<b>\$ 7,361,854</b>	<b>\$ 3,096,671</b>	<b>\$ 3,879,287</b>	<b>\$ 4,109,016</b>	<b>\$ 4,331,740</b>	<b>\$ 4,556,631</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 707,853</b>	<b>\$ -</b>	<b>\$ (1,445,609)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 707,853</b>	<b>\$ -</b>	<b>\$ (1,445,609)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 762,756</b>	<b>\$ 1,470,609</b>	<b>\$ 1,470,609</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 1,470,609</b>	<b>\$ 1,470,609</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

## **TIRZ #2 Fund Description**

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

## TIRZ # 2 Fund Summary

### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Property Taxes-Town	10,901	131,145	154,136	33,166	36,483	39,401	41,765	43,854
	Property Taxes-County	2,583	31,081	30,280	7,432	8,175	8,829	9,359	9,827
	Sales Taxes - Town	-	-	-	-	-	-	-	-
	Sales Taxes - EDC	-	-	-	-	-	-	-	-
	Investment Income	155	150	100	75	75	75	75	75
<b>TOTAL REVENUES</b>		<b>\$ 13,639</b>	<b>\$ 162,376</b>	<b>\$ 184,516</b>	<b>\$ 40,673</b>	<b>\$ 44,733</b>	<b>\$ 48,305</b>	<b>\$ 51,199</b>	<b>\$ 53,756</b>
EXPENDITURES	Professional Services	-	-	-	-	-	-	-	-
	Developer Reimbursement	13,770	162,428	184,516	40,673	44,733	48,305	51,199	53,756
	<b>TOTAL EXPENDITURES</b>	<b>\$ 13,770</b>	<b>\$ 162,428</b>	<b>\$ 184,516</b>	<b>\$ 40,673</b>	<b>\$ 44,733</b>	<b>\$ 48,305</b>	<b>\$ 51,199</b>	<b>\$ 53,756</b>
<b>Period Excess / (Deficit)</b>		<b>\$ (131)</b>	<b>\$ (52)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (131)</b>	<b>\$ (52)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 25,189</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 25,058</b>	<b>\$ 25,006</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>	<b>\$ 25,058</b>

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

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

### Crime Control and Prevention Special Purpose District

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Sales Taxes	2,192,022	2,102,918	2,562,301	2,741,662	2,933,578	3,138,929	3,358,654	3,593,760
	Investment Income	1,642	300	1,200	1,200	1,200	1,200	1,200	1,200
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 2,193,664</b>	<b>\$ 2,103,218</b>	<b>\$ 2,563,501</b>	<b>\$ 2,742,862</b>	<b>\$ 2,934,778</b>	<b>\$ 3,140,129</b>	<b>\$ 3,359,854</b>	<b>\$ 3,594,960</b>
EXPENDITURES	Personnel	2,064,056	2,078,008	2,490,568	2,711,865	2,934,278	3,139,629	3,359,354	3,594,460
	Other	1,378	350	1,200	1,200	500	500	500	500
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,065,434</b>	<b>\$ 2,078,358</b>	<b>\$ 2,491,768</b>	<b>\$ 2,713,065</b>	<b>\$ 2,934,778</b>	<b>\$ 3,140,129</b>	<b>\$ 3,359,854</b>	<b>\$ 3,594,960</b>
	<i>Period Excess / (Deficit)</i>	<i>\$ 128,230</i>	<i>\$ 24,860</i>	<i>\$ 71,733</i>	<i>\$ 29,797</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 128,230</b>	<b>\$ 24,860</b>	<b>\$ 71,733</b>	<b>\$ 29,797</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 302,439</b>	<b>\$ 430,669</b>	<b>\$ 430,669</b>	<b>\$ 502,402</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 430,669</b>	<b>\$ 455,529</b>	<b>\$ 502,402</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>	<b>\$ 532,199</b>

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

The Town of Prosper held a special election in 2018 that established a Fire Control, Prevention, and Emergency Medical Services Special Purpose District allowed under Texas Local Government Code, Chapter 344 and Texas Tax Code, Section 321.106. Fire Control, Prevention and Emergency Medical Services District is dedicated to fire safety and emergency medical services programs and the dedication of a one-fourth of one percent sales and use tax. The voters approved the Fire Control, Prevention, and Emergency Medical Services District for the next five years, at which time voters will have to reaffirm or repeal. The sales and use tax collected will be used to support the cost of fire control, prevention, and emergency services including costs of personnel, administration, expansion, enhancement, and capital expenditures. The implementation of the Fire Control, Prevention, and Emergency Medical Services District funded twelve and a half existing Firefighter/Paramedics plus additional personnel costs. In FY 2021-2022 five additional Firefighter/Paramedic positions are transferred from the General Fund.



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

## FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Sales Taxes	2,183,482	2,102,918	2,533,162	2,710,483	2,900,217	3,103,232	3,320,459	3,552,891
	Investment Income	654	300	600	600	600	600	600	600
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ 2,184,136</b>	<b>\$ 2,103,218</b>	<b>\$ 2,533,762</b>	<b>\$ 2,711,083</b>	<b>\$ 2,900,817</b>	<b>\$ 3,103,832</b>	<b>\$ 3,321,059</b>	<b>\$ 3,553,491</b>
EXPENDITURES	Personnel	1,974,055	2,098,745	2,457,325	2,683,842	2,900,317	3,103,332	3,320,559	3,552,991
	Other	278	350	1,200	1,200	500	500	500	500
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,974,333</b>	<b>\$ 2,099,095</b>	<b>\$ 2,458,525</b>	<b>\$ 2,685,042</b>	<b>\$ 2,900,817</b>	<b>\$ 3,103,832</b>	<b>\$ 3,321,059</b>	<b>\$ 3,553,491</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ 209,803</b>	<b>\$ 4,123</b>	<b>\$ 75,237</b>	<b>\$ 26,041</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		\$ 209,803	\$ 4,123	\$ 75,237	\$ 26,041	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ 203,982	\$ 413,785	\$ 413,785	\$ 489,022	\$ 515,063	\$ 515,063	\$ 515,063	\$ 515,063
ENDING FUND BALANCE		\$ 413,785	\$ 417,908	\$ 489,022	\$ 515,063	\$ 515,063	\$ 515,063	\$ 515,063	\$ 515,063

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

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

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

### Park Dedication/Improvement Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Park Dedication Fees	19,946	430,000	1,045,561	964,000	200,000	200,000	200,000	200,000
	Park Improvement Fees	123,370	280,500	300,000	873,000	100,000	100,000	100,000	100,000
	Grants-Improvement Fund	500,000	200,550	-	200,550	-	-	-	-
	Transfer In-Dedication Fund	392,217	-	-	-	-	-	-	-
	Park Dedication-Interest	8,944	6,000	4,100	2,000	2,000	2,000	2,000	2,000
	Park Improvement-Interest	5,265	5,000	3,600	4,050	4,050	4,050	4,050	4,050
	<b>TOTAL REVENUES</b>	<b>\$ 1,049,742</b>	<b>\$ 922,050</b>	<b>\$ 1,353,261</b>	<b>\$ 2,043,600</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>
EXPENDITURES	General - Park Dedication	-	1,913,800	1,914,648	-	1,900,000	-	-	-
	General - Park Improvement	815,066	948,702	773,264	100,000	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 815,066</b>	<b>\$ 2,862,502</b>	<b>\$ 2,687,912</b>	<b>\$ 100,000</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 234,676</b>	<b>\$ (1,940,452)</b>	<b>\$ (1,334,651)</b>	<b>\$ 1,943,600</b>	<b>\$ (1,593,950)</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 234,676</b>	<b>\$ (1,940,452)</b>	<b>\$ (1,334,651)</b>	<b>\$ 1,943,600</b>	<b>\$ (1,593,950)</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>	<b>\$ 306,050</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,660,035</b>	<b>\$ 2,894,711</b>	<b>\$ 2,894,711</b>	<b>\$ 1,560,060</b>	<b>\$ 3,503,660</b>	<b>\$ 1,909,710</b>	<b>\$ 2,215,760</b>	<b>\$ 2,521,810</b>
<b>PARK DEDICATION ENDING FUND BALANCE</b>		<b>\$ 1,914,691</b>	<b>\$ 436,891</b>	<b>\$ 1,049,704</b>	<b>\$ 2,015,704</b>	<b>\$ 317,704</b>	<b>\$ 519,704</b>	<b>\$ 721,704</b>	<b>\$ 923,704</b>
<b>PARK IMPROVEMENT ENDING FUND BALANCE</b>		<b>\$ 980,020</b>	<b>\$ 517,368</b>	<b>\$ 510,356</b>	<b>\$ 1,487,956</b>	<b>\$ 1,592,006</b>	<b>\$ 1,696,056</b>	<b>\$ 1,800,106</b>	<b>\$ 1,904,156</b>

## **Impact Fee Fund Description**

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

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

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

East Thoroughfare – roadway capital improvement projects shown on the Town’s adopted Thoroughfare Plan east of Preston Road. The East Thoroughfare Impact Fee Fund balance is scheduled to decrease by fifty percent to fund a portion of the First Street (Coit - Custer) 4-lane roadway expansion project. This multi-year project has multiple funding sources and is currently estimated around \$22.085M.

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

### Water Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Impact Fees	5,724,073	3,500,000	4,400,000	3,500,000	3,250,000	3,250,000	3,250,000	3,250,000
	Investment Income	28,452	20,000	40,000	45,000	45,000	45,000	45,000	45,000
	<b>TOTAL REVENUES</b>	<b>\$ 5,752,525</b>	<b>\$ 3,520,000</b>	<b>\$ 4,440,000</b>	<b>\$ 3,545,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>
EXPENDITURES	Operations-Developer Agreements	332,832	1,310,000	-	1,284,000	1,550,000	1,500,000	1,300,000	250,000
	Capital	244	10,100,000	175,750	4,624,250	-	-	-	10,000,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 333,076</b>	<b>\$ 11,410,000</b>	<b>\$ 175,750</b>	<b>\$ 5,908,250</b>	<b>\$ 1,550,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,300,000</b>	<b>\$ 10,250,000</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 5,419,449</b>	<b>\$ (7,890,000)</b>	<b>\$ 4,264,250</b>	<b>\$ (2,363,250)</b>	<b>\$ 1,745,000</b>	<b>\$ 1,795,000</b>	<b>\$ 1,995,000</b>	<b>\$ (6,955,000)</b>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	(9,000,000)	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,000,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 5,419,449</b>	<b>\$ (7,890,000)</b>	<b>\$ (4,735,750)</b>	<b>\$ (2,363,250)</b>	<b>\$ 1,745,000</b>	<b>\$ 1,795,000</b>	<b>\$ 1,995,000</b>	<b>\$ (6,955,000)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 4,271,873</b>	<b>\$ 9,691,322</b>	<b>\$ 9,691,322</b>	<b>\$ 4,955,572</b>	<b>\$ 2,592,322</b>	<b>\$ 4,337,322</b>	<b>\$ 6,132,322</b>	<b>\$ 8,127,322</b>
<b>ENDING UNRESTRICTED FUND BALANCE</b>		<b>\$ 9,691,322</b>	<b>\$ 1,801,322</b>	<b>\$ 4,955,572</b>	<b>\$ 2,592,322</b>	<b>\$ 4,337,322</b>	<b>\$ 6,132,322</b>	<b>\$ 8,127,322</b>	<b>\$ 1,172,322</b>

### Wastewater Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Impact Fees	1,943,036	2,000,000	1,990,000	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000
	Equity Fees	471,000	300,000	424,000	300,000	300,000	300,000	250,000	250,000
	Investment Income	13,477	16,000	13,000	14,625	14,625	14,625	14,625	14,625
	<b>TOTAL REVENUES</b>	<b>\$ 2,427,513</b>	<b>\$ 2,316,000</b>	<b>\$ 2,427,000</b>	<b>\$ 2,064,625</b>	<b>\$ 1,814,625</b>	<b>\$ 1,814,625</b>	<b>\$ 1,764,625</b>	<b>\$ 1,764,625</b>
EXPENDITURES	Operations-Developer Reimbursements	2,486,480	1,295,000	1,462,000	1,505,000	1,435,000	1,275,000	1,375,000	430,000
	Capital	-	1,975,000	363,000	112,000	2,359,669	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,486,480</b>	<b>\$ 3,270,000</b>	<b>\$ 1,825,000</b>	<b>\$ 1,617,000</b>	<b>\$ 3,794,669</b>	<b>\$ 1,275,000</b>	<b>\$ 1,375,000</b>	<b>\$ 430,000</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ (58,967)</b>	<b>\$ (954,000)</b>	<b>\$ 602,000</b>	<b>\$ 447,625</b>	<b>\$ (1,980,044)</b>	<b>\$ 539,625</b>	<b>\$ 389,625</b>	<b>\$ 1,334,625</b>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	(1,500,000)	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,500,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		\$ (58,967)	\$ (954,000)	\$ (898,000)	\$ 447,625	\$ (1,980,044)	\$ 539,625	\$ 389,625	\$ 1,334,625
BEGINNING FUND BALANCE		\$ 2,792,362	\$ 2,733,395	\$ 2,733,395	\$ 1,835,395	\$ 2,283,020	\$ 302,976	\$ 842,601	\$ 1,232,226
ENDING UNRESTRICTED FUND BALANCE		\$ 2,733,395	\$ 1,779,395	\$ 1,835,395	\$ 2,283,020	\$ 302,976	\$ 842,601	\$ 1,232,226	\$ 2,566,851

### East Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Impact Fees	1,789,012	1,200,000	1,100,000	1,000,000	900,000	900,000	900,000	900,000
	Investment Income	13,426	9,000	12,000	14,000	14,000	14,000	14,000	14,000
	<b>TOTAL REVENUES</b>	<b>\$ 1,802,438</b>	<b>\$ 1,209,000</b>	<b>\$ 1,112,000</b>	<b>\$ 1,014,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>
EXPENDITURES	Operations-Developer Reimbursements	512,770	175,000	175,000	225,000	-	-	-	-
	Capital	690,320	2,609,305	372,562	1,100,000	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,203,090</b>	<b>\$ 2,784,305</b>	<b>\$ 547,562</b>	<b>\$ 1,325,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 599,348</b>	<b>\$ (1,575,305)</b>	<b>\$ 564,438</b>	<b>\$ (311,000)</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	(2,180,000)	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,180,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 599,348</b>	<b>\$ (1,575,305)</b>	<b>\$ (1,615,562)</b>	<b>\$ (311,000)</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>	<b>\$ 914,000</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 2,192,887</b>	<b>\$ 2,792,235</b>	<b>\$ 2,792,235</b>	<b>\$ 1,176,673</b>	<b>\$ 865,673</b>	<b>\$ 1,779,673</b>	<b>\$ 2,693,673</b>	<b>\$ 3,607,673</b>
<b>ENDING UNRESTRICTED FUND BALANCE</b>		<b>\$ 2,792,235</b>	<b>\$ 1,216,930</b>	<b>\$ 1,176,673</b>	<b>\$ 865,673</b>	<b>\$ 1,779,673</b>	<b>\$ 2,693,673</b>	<b>\$ 3,607,673</b>	<b>\$ 4,521,673</b>

### West Thoroughfare Impact Fee Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Impact Fees	6,490,528	4,000,000	4,800,000	4,000,000	3,250,000	3,250,000	3,250,000	3,250,000
	Investment Income	30,673	15,000	40,000	45,000	45,000	45,000	45,000	45,000
	<b>TOTAL REVENUES</b>	<b>\$ 6,521,201</b>	<b>\$ 4,015,000</b>	<b>\$ 4,840,000</b>	<b>\$ 4,045,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>	<b>\$ 3,295,000</b>
EXPENDITURES	Operations-Developer Agreements	1,286,603	5,300,000	6,363,299	2,950,000	675,000	675,000	875,000	450,000
	Capital	247,588	24,309	41,505	6,600,000	-	5,000,000	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,534,191</b>	<b>\$ 5,324,309</b>	<b>\$ 6,404,804</b>	<b>\$ 9,550,000</b>	<b>\$ 675,000</b>	<b>\$ 5,675,000</b>	<b>\$ 875,000</b>	<b>\$ 450,000</b>
	<i>Period Excess / (Deficit)</i>	<i>\$ 4,987,010</i>	<i>\$ (1,309,309)</i>	<i>\$ (1,564,804)</i>	<i>\$ (5,505,000)</i>	<i>\$ 2,620,000</i>	<i>\$ (2,380,000)</i>	<i>\$ 2,420,000</i>	<i>\$ 2,845,000</i>
OTHER FINANCING	Transfers In	-	-	-	-	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		<b>\$ 4,987,010</b>	<b>\$ (1,309,309)</b>	<b>\$ (1,564,804)</b>	<b>\$ (5,505,000)</b>	<b>\$ 2,620,000</b>	<b>\$ (2,380,000)</b>	<b>\$ 2,420,000</b>	<b>\$ 2,845,000</b>
BEGINNING FUND BALANCE		<b>\$ 2,899,566</b>	<b>\$ 7,886,576</b>	<b>\$ 7,886,576</b>	<b>\$ 6,321,772</b>	<b>\$ 816,772</b>	<b>\$ 3,436,772</b>	<b>\$ 1,056,772</b>	<b>\$ 3,476,772</b>
ENDING FUND BALANCE		<b>\$ 7,886,576</b>	<b>\$ 6,577,267</b>	<b>\$ 6,321,772</b>	<b>\$ 816,772</b>	<b>\$ 3,436,772</b>	<b>\$ 1,056,772</b>	<b>\$ 3,476,772</b>	<b>\$ 6,321,772</b>



## **Solid Waste Fund Description**

The Solid Waste Fund accounts for all costs in providing solid waste services to residential and commercial customers. The operations necessary to provide such services include Administration and Trash Collection Services. The operations of the Solid Waste Fund are financed and operated in a manner similar to a private business enterprise where expenses (including depreciation) of providing services are recovered primarily through user charges.

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

### Solid Waste Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Sanitation Charges for Services	-	-	-	2,158,200	2,352,438	2,517,109	2,693,306	2,881,838
	Investment Income	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,158,200</b>	<b>\$ 2,352,438</b>	<b>\$ 2,517,109</b>	<b>\$ 2,693,306</b>	<b>\$ 2,881,838</b>
EXPENDITURES	Trash Collection Services	-	-	-	2,158,200	2,352,438	2,517,109	2,693,306	2,881,838
	Other	-	-	-	1,750,000	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,908,200</b>	<b>\$ 2,352,438</b>	<b>\$ 2,517,109</b>	<b>\$ 2,693,306</b>	<b>\$ 2,881,838</b>
	<b>Period Excess / (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,750,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
OTHER FINANCING	Transfers In	-	-	-	1,750,000	-	-	-	-
	Transfers Out	-	-	-	-	-	-	-	-
	<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,750,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
NET CHANGE IN FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BEGINNING FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## **Stormwater Drainage Utility Fund Description**

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

### Stormwater Drainage Utility Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Stormwater Drainage Fees	739,641	758,100	800,000	825,000	849,750	875,243	901,500	928,545
	Other	6,370	3,000	3,000	3,000	3,000	3,000	3,000	3,000
	Transfer In	-	531,449	531,449	-	-	-	-	-
	Investment Income	1,846	2,200	1,500	1,800	1,800	1,800	1,800	1,800
	<b>TOTAL REVENUES</b>	<b>\$ 747,857</b>	<b>\$ 1,294,749</b>	<b>\$ 1,335,949</b>	<b>\$ 829,800</b>	<b>\$ 854,550</b>	<b>\$ 880,043</b>	<b>\$ 906,300</b>	<b>\$ 933,345</b>
EXPENDITURES	Operating Expenses	219,989	314,530	310,693	270,091	278,194	286,540	295,136	303,990
	Debt Service	245,592	784,591	784,591	217,575	219,250	215,050	220,125	219,125
	Capital	-	763,323	763,323	200,000	225,000	225,000	225,000	225,000
	Transfers Out	98,843	99,834	99,834	107,996	111,236	114,573	118,010	121,550
	<b>TOTAL EXPENDITURES</b>	<b>\$ 564,424</b>	<b>\$ 1,962,278</b>	<b>\$ 1,958,441</b>	<b>\$ 795,662</b>	<b>\$ 833,680</b>	<b>\$ 841,163</b>	<b>\$ 858,271</b>	<b>\$ 869,665</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 183,433</b>	<b>\$ (667,529)</b>	<b>\$ (622,492)</b>	<b>\$ 34,138</b>	<b>\$ 20,870</b>	<b>\$ 38,880</b>	<b>\$ 48,029</b>	<b>\$ 63,680</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 183,433</b>	<b>\$ (667,529)</b>	<b>\$ (622,492)</b>	<b>\$ 34,138</b>	<b>\$ 20,870</b>	<b>\$ 38,880</b>	<b>\$ 48,029</b>	<b>\$ 63,680</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 632,579</b>	<b>\$ 816,012</b>	<b>\$ 816,012</b>	<b>\$ 193,520</b>	<b>\$ 227,658</b>	<b>\$ 248,528</b>	<b>\$ 287,408</b>	<b>\$ 335,437</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 816,012</b>	<b>\$ 148,483</b>	<b>\$ 193,520</b>	<b>\$ 227,658</b>	<b>\$ 248,528</b>	<b>\$ 287,408</b>	<b>\$ 335,437</b>	<b>\$ 399,117</b>
<b>AMOUNT OVER (UNDER) IN DAYS OPERATING COST</b>		<b>520</b>	<b>27</b>	<b>36</b>	<b>103</b>	<b>107</b>	<b>123</b>	<b>141</b>	<b>165</b>

# TOWN OF PROSPER

**DEPARTMENT:**

Engineering

**DIVISION:**

Administration - Stormwater

## PROGRAM DESCRIPTION

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

## GOALS AND OBJECTIVES

Town Council Goal - Investment in Prosper's Future

- Stormwater Maintenance Information for HOA's
  1. Stormwater staff inspection of all drainage features.
  2. Distribute a pamphlet/brochure that educates all existing HOA's and property owners on proper maintenance techniques.
  3. Update ordinance and/or Stormwater program to require operations and maintenance manual for all new developments based on design consultants' recommendations.
- Verify that the Town meets the requirements of the MS4 Permit.
- Educate the construction community as well as the general community at large regarding best management practices (BMPs) for erosion control measures to improve stormwater quality.

ACTIVITY DEMAND / ACTIVITY WORKLOAD	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Inspect new development construction projects, post-construction BMP's, FOG facilities, and residents' complaints within the Town's Jurisdiction to verify compliance with TCEQ Stormwater requirements	600	660	500
Home Building Inspections (per individual lots)	-	4,020	6,000
Number of developments requiring annual post-construction BMP audits	40	45	50
Inquiries/Complaints from residents	50	45	50
Hours spent on 'Education' part of Stormwater program including community events, mailers, middle school visits, inlet markers, social media, et al.	-	70	100
Hours spent on post-construction BMP audits and coordinating with HOA's on remedies.	-	48	80
Complete Annual MS4 permit update/Insure that Town's MS4 paperwork is in order	Annually	Annually	Annually

# TOWN OF PROSPER

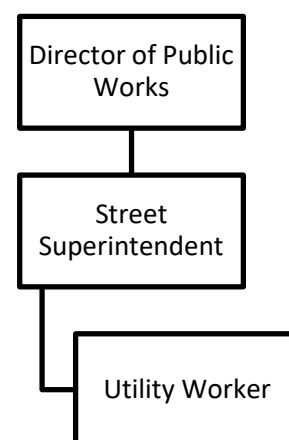
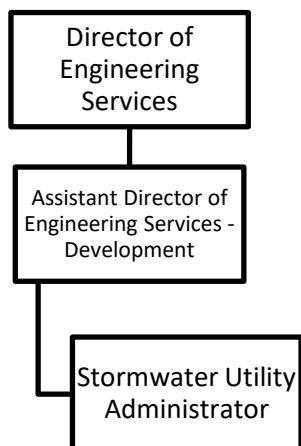
**DEPARTMENT:**  
Engineering

**DIVISION:**  
Administration - Stormwater

EFFICIENCY / EFFECTIVENESS MEASURES	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Inspect new development construction projects within the Town's jurisdiction monthly to verify compliance with TCEQ Stormwater requirements	100%	100%	100%
Inspect and provide annual (educational) audits for drainage facilities to HOA's	50%	90%	100%
Home Building lots in Compliance	-	75%	90%

EXPENDITURE SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Personnel	\$ 158,123	\$ 173,190	\$ 181,914
Operations	44,873	136,240	82,347
Capital	-	200,000	200,000
Transfers	98,843	663,157	107,996
Debt Service	98,542	784,591	217,575
VERF Charges for Service	6,083	1,263	5,830
<b>TOTAL</b>	<b>\$ 406,464</b>	<b>\$ 1,958,441</b>	<b>\$ 795,662</b>

PERSONNEL SUMMARY	ACTUAL 2020-2021	REVISED 2021-2022	BUDGET 2022-2023
Stormwater Utility Administrator	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



## **Special Revenue Funds Description**

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

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

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

Court Security Fund - This fund is used to account for a misdemeanor offense and pay a \$4.90 security fee as a cost of the court. These funds are used to finance security personnel, services and items related to the facility that house the operations of the municipal court.

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

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

### Special Revenue Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Police Donations	14,188	14,000	15,000	15,500	15,500	15,500	15,500	15,500
	Fire Donations	14,610	13,500	15,000	15,500	15,500	15,500	15,500	15,500
	Child Safety Fees	14,358	12,000	28,000	28,000	25,000	25,000	25,000	25,000
	Court Security Revenue	8,321	8,000	7,350	8,000	8,000	8,000	8,000	8,000
	Municipal Jury Revenue	157	150	150	150	150	150	150	150
	Court Technology Revenue	7,116	7,000	7,000	7,500	7,500	7,500	7,500	7,500
	Tree Mitigation Revenue	339,212	-	22,400	-	-	-	-	-
	Escrow Income	579,712	-	-	-	-	-	-	-
	CARES Act/American Rescue Plan Act Revenue	-	3,045,165	3,045,165	3,045,165	-	-	-	-
	Cash Seizures	5,575	-	-	-	-	-	-	-
	Miscellaneous	3,111	-	2,997	3,000	-	-	-	-
	Interest Income	3,260	1,425	2,175	2,425	2,425	2,425	2,425	2,425
	<b>TOTAL REVENUES</b>	<b>\$ 989,620</b>	<b>\$ 3,101,240</b>	<b>\$ 3,145,237</b>	<b>\$ 3,125,240</b>	<b>\$ 74,075</b>	<b>\$ 74,075</b>	<b>\$ 74,075</b>	<b>\$ 74,075</b>
EXPENDITURES	General Government	46,117	275,404	439,014	130,058	74,075	74,075	74,075	74,075
	CARES ACT/American Rescue Plan Act	-	-	-	-	6,090,330	-	-	-
	Other - Escrow Funds	664,264	-	-	-	-	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>\$ 710,381</b>	<b>\$ 275,404</b>	<b>\$ 439,014</b>	<b>\$ 130,058</b>	<b>\$ 6,164,405</b>	<b>\$ 74,075</b>	<b>\$ 74,075</b>	<b>\$ 74,075</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 279,239</b>	<b>\$ 2,825,836</b>	<b>\$ 2,706,223</b>	<b>\$ 2,995,182</b>	<b>\$ (6,090,330)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 279,239</b>	<b>\$ 2,825,836</b>	<b>\$ 2,706,223</b>	<b>\$ 2,995,182</b>	<b>\$ (6,090,330)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 567,535</b>	<b>\$ 846,774</b>	<b>\$ 846,774</b>	<b>\$ 3,552,997</b>	<b>\$ 6,548,179</b>	<b>\$ 457,849</b>	<b>\$ 457,849</b>	<b>\$ 457,849</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 846,774</b>	<b>\$ 3,672,610</b>	<b>\$ 3,552,997</b>	<b>\$ 6,548,179</b>	<b>\$ 457,849</b>	<b>\$ 457,849</b>	<b>\$ 457,849</b>	<b>\$ 457,849</b>



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

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

### Vehicle and Equipment Replacement Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Charges for Services	812,273	1,170,198	1,170,918	1,385,257	1,385,257	1,385,257	1,385,257	1,385,257
	Other	308,637	136,500	150,000	150,000	100,000	100,000	100,000	100,000
	Interest Income	10,374	20,000	20,000	25,000	25,000	25,000	25,000	25,000
	<b>TOTAL REVENUES</b>	<b>\$ 1,131,284</b>	<b>\$ 1,326,698</b>	<b>\$ 1,340,918</b>	<b>\$ 1,560,257</b>	<b>\$ 1,510,257</b>	<b>\$ 1,510,257</b>	<b>\$ 1,510,257</b>	<b>\$ 1,510,257</b>
EXPENDITURES	Technology Expenses	36,380	255,700	259,838	145,200	72,700	83,700	69,400	65,000
	Equipment Expenses	419,920	33,300	33,300	318,906	200,737	432,717	75,103	15,295
	Vehicle Expenses	471,455	746,541	761,914	754,100	585,987	748,974	1,333,739	999,919
	<b>TOTAL EXPENDITURES</b>	<b>\$ 927,755</b>	<b>\$ 1,035,541</b>	<b>\$ 1,055,052</b>	<b>\$ 1,218,206</b>	<b>\$ 859,424</b>	<b>\$ 1,265,391</b>	<b>\$ 1,478,242</b>	<b>\$ 1,080,214</b>
<b>Period Excess / (Deficit)</b>		<b>\$ 203,529</b>	<b>\$ 291,157</b>	<b>\$ 285,866</b>	<b>\$ 342,051</b>	<b>\$ 650,833</b>	<b>\$ 244,866</b>	<b>\$ 32,015</b>	<b>\$ 430,043</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ 203,529</b>	<b>\$ 291,157</b>	<b>\$ 285,866</b>	<b>\$ 342,051</b>	<b>\$ 650,833</b>	<b>\$ 244,866</b>	<b>\$ 32,015</b>	<b>\$ 430,043</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 3,741,880</b>	<b>\$ 3,945,409</b>	<b>\$ 3,945,409</b>	<b>\$ 4,231,275</b>	<b>\$ 4,573,326</b>	<b>\$ 5,224,159</b>	<b>\$ 5,469,025</b>	<b>\$ 5,501,040</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 3,945,409</b>	<b>\$ 4,236,566</b>	<b>\$ 4,231,275</b>	<b>\$ 4,573,326</b>	<b>\$ 5,224,159</b>	<b>\$ 5,469,025</b>	<b>\$ 5,501,040</b>	<b>\$ 5,931,083</b>

**Vehicle and Equipment Replacement Listing**  
**Items to be replaced in Fiscal Year 2022-2023**

DEPARTMENT	MODEL YEAR	MAKE	MODEL	ESTIMATED REPLACEMENT COST
<i>Vehicles</i>				
Non-Departmental	2015	Ford	Explorer	34,000
Police Operations	2019	Chevrolet	Tahoe	73,500
Police Operations	2019	Chevrolet	Tahoe	73,500
Police Operations	2019	Chevrolet	Tahoe	73,500
Police Operations	2019	Chevrolet	Tahoe	73,500
Police Operations	2019	Chevrolet	Tahoe	82,000
Fire	2008	Cargo		13,400
Building Inspections	2015	Ford	F150	36,500
Public Works/Water	2008	GMC	C8500	165,000
Public Works/Water	2015	Ford	F350	43,500
Public Works/Water	2015	Ford	F150	36,500
Public Works/Water	2015	Ford	F150	36,500
Public Works/WW	2008	Best Built	Trailor	12,700
<b>Total cost of vehicle replacements</b>				<b>\$ 754,100</b>
<i>Equipment</i>				
Parks Operations	2011	Kubota	Tractor	40,828
Parks Operations	2011	Kubota	Tractor	40,828
Parks Operations	2011	Weidman	Verticutter	51,250
Parks Operations	2013	John Deere		11,000
Public Works/Water	2008	Bush Hog	Mower	27,000
Public Works/Wastewater	2015	VAC-TRON	500 Gallon Vac/Jetter	148,000
<b>Total cost of equipment replacements</b>				<b>\$ 318,906</b>
<b>Total cost of all replacements</b>				<b>\$ 1,073,006</b>

## **Health Insurance Trust Fund Description**

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

### Health Insurance Trust Fund Summary

#### FUND BALANCE

FUND	ACCOUNT TYPE	ACTUAL 2020-2021	AMENDED BUDGET 2021-2022	PROJECTED 2021-2022	ADOPTED BUDGET 2022-2023	PLANNING YEAR 2023-2024	PLANNING YEAR 2024-2025	PLANNING YEAR 2025-2026	PLANNING YEAR 2026-2027
REVENUES	Employer Contributions	2,465,289	3,221,092	3,776,192	3,738,578	4,112,436	4,523,679	4,976,047	5,473,652
	Employee Contributions	792,711	833,796	833,796	903,506	993,857	1,093,242	1,202,566	1,322,823
	Investment Income	1,470	5,000	2,500	5,000	5,000	5,000	5,000	5,000
	Other Income	388,366	-	150,000	250,000	250,000	250,000	250,000	250,000
	<b>TOTAL REVENUES</b>	<b>\$ 3,647,836</b>	<b>\$ 4,059,888</b>	<b>\$ 4,762,488</b>	<b>\$ 4,897,084</b>	<b>\$ 5,361,293</b>	<b>\$ 5,871,921</b>	<b>\$ 6,433,613</b>	<b>\$ 7,051,475</b>
EXPENDITURES	Operating Expenses	351,597	325,025	395,228	381,371	419,508	461,459	507,605	558,365
	Claims	3,203,920	3,380,563	3,974,461	4,148,140	4,562,954	5,019,249	5,521,174	6,073,292
	Insurance	281,197	340,426	336,053	395,854	407,730	419,962	432,560	445,537
	Wellness Program	-	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	<b>TOTAL EXPENDITURES</b>	<b>\$ 3,836,714</b>	<b>\$ 4,052,014</b>	<b>\$ 4,711,742</b>	<b>\$ 4,931,365</b>	<b>\$ 5,396,192</b>	<b>\$ 5,906,670</b>	<b>\$ 6,467,339</b>	<b>\$ 7,083,194</b>
<b>Period Excess / (Deficit)</b>		<b>\$ (188,878)</b>	<b>\$ 7,874</b>	<b>\$ 50,746</b>	<b>\$ (34,281)</b>	<b>\$ (34,899)</b>	<b>\$ (34,749)</b>	<b>\$ (33,726)</b>	<b>\$ (31,719)</b>
<b>NET CHANGE IN FUND BALANCE</b>		<b>\$ (188,878)</b>	<b>\$ 7,874</b>	<b>\$ 50,746</b>	<b>\$ (34,281)</b>	<b>\$ (34,899)</b>	<b>\$ (34,749)</b>	<b>\$ (33,726)</b>	<b>\$ (31,719)</b>
<b>BEGINNING FUND BALANCE</b>		<b>\$ 756,091</b>	<b>\$ 567,213</b>	<b>\$ 567,213</b>	<b>\$ 617,959</b>	<b>\$ 583,678</b>	<b>\$ 548,779</b>	<b>\$ 514,030</b>	<b>\$ 480,304</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 567,213</b>	<b>\$ 575,087</b>	<b>\$ 617,959</b>	<b>\$ 583,678</b>	<b>\$ 548,779</b>	<b>\$ 514,030</b>	<b>\$ 480,304</b>	<b>\$ 448,585</b>





# MULTI-YEAR CAPITAL PLAN





**FY 2023 - FY 2027 Capital Improvement Program (\$000's)**

General Fund Projects

CIP Project	Prior Yrs	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
<b>STREET:</b>							
First Street (DNT - Coleman)	\$ 4,012	\$ 16,775					\$ 20,787
First Street (Coit - Custer)	\$ 25,135	\$ 1,750					\$ 26,885
Fishtrap (Teel Parkway - Gee Road)	\$ 6,425						\$ 6,425
Gee Road (Fishtrap - Windsong)	\$ 3,770	\$ 1,179					\$ 4,949
Fishtrap (Elem - DNT)	\$ 23,757	\$ 7,050					\$ 30,807
Fishtrap Segment 2 (PISD Reimbursement)		\$ 1,063					\$ 1,063
Coit Road (First - Frontier)	\$ 1,290	\$ 800				\$ 9,200	\$ 11,290
Teel (US 380 Intersection Improvements)	\$ 610	\$ 670					\$ 1,280
Preston Road / First Street Dual Left Turns	\$ 100	\$ 800					\$ 900
Preston Road / Prosper Trail Dual Left Turns	\$ 100	\$ 800					\$ 900
Coit Road / US 380 SB Dual Left Turns		\$ 300					\$ 300
Craig Street (Preston - Fifth)	\$ 450					\$ 3,000	\$ 3,450
Coleman (Gorgeous - Prosper Trail): (Design/ROW)	\$ 1,150	\$ 350			\$ 5,500		\$ 7,000
Coleman (Prosper Trail - Talon): (ROW)	\$ 375	\$ 345			\$ 2,700		\$ 3,420
Legacy (Prairie - Fishtrap)	\$ 850			\$ 575	\$ 6,800		\$ 8,225
Parvin Road (FM 1385 - Legacy): (Design)		\$ 800					\$ 800
Gorgeous (McKinley - Coleman): (ROW)		\$ 500					\$ 500
NTTA							
DNT Overpass at US 380 (Braided Ramps)				\$ 9,030			\$ 9,030
DNT Main Lanes (US 380 - FM 428)			\$ 5,493				\$ 5,493
<b>TOTAL STREET</b>	<b>\$ 68,024</b>	<b>\$ 33,182</b>	<b>\$ 5,493</b>	<b>\$ 9,605</b>	<b>\$ 15,000</b>	<b>\$ 12,200</b>	<b>\$ 143,504</b>
<b>TRAFFIC:</b>							
Median Lighting US 380 (Mahard - Lovers Ln)		\$ 300					\$ 300
Traffic Signal - FM 2478 & First Street (TxDOT)		\$ 500					\$ 500
<b>TOTAL TRAFFIC</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>
<b>PARK:</b>							
Star Trail Park #3 (7.5 Acres / No Lights)				\$ 535			\$ 535
Pecan Grove Phase 2 (21.5 Acres / No Lights)	\$ 793	\$ 115					\$ 908
Lakewood Preserve, Phase 2 (22 Acres/Lights)	\$ 3,845	\$ 400					\$ 4,245
Windsong Park #3		\$ 750					\$ 750
Town Hall Open Space					\$ 200		\$ 200
Star Trail H&B Trail Phase 1, 2, 3, and 4	\$ 200	\$ 200					\$ 400
Windsong H&B Trail Ph 3C, 5, 6A, 7, 8, and 9	\$ 1,827		\$ 495				\$ 2,322
Westside Waterline Trail Connection		\$ 800					\$ 800
Raymond Community Park Phase 1	\$ 1,200		\$ 18,000				\$ 19,200
US 380 Green Ribbon Landscape (Lovers - Mahard)	\$ 95	\$ 1,500					\$ 1,595
<b>TOTAL PARK</b>	<b>\$ 7,960</b>	<b>\$ 3,765</b>	<b>\$ 18,495</b>	<b>\$ 535</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>\$ 30,955</b>
<b>FACILITY:</b>							
Fire Station #4	\$ 600	\$ 9,400					\$ 10,000
Public Safety Training Facility, Phase 1				\$ 600		\$ 5,400	\$ 6,000
<b>TOTAL FACILITY</b>	<b>\$ -</b>	<b>\$ 9,400</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>\$ 5,400</b>	<b>\$ 16,000</b>
<b>TOTAL STREET, TRAFFIC, PARK, and FACILITY</b>	<b>\$ 75,984</b>	<b>\$ 47,147</b>	<b>\$ 23,988</b>	<b>\$ 10,740</b>	<b>\$ 15,200</b>	<b>\$ 17,600</b>	<b>\$ 190,659</b>

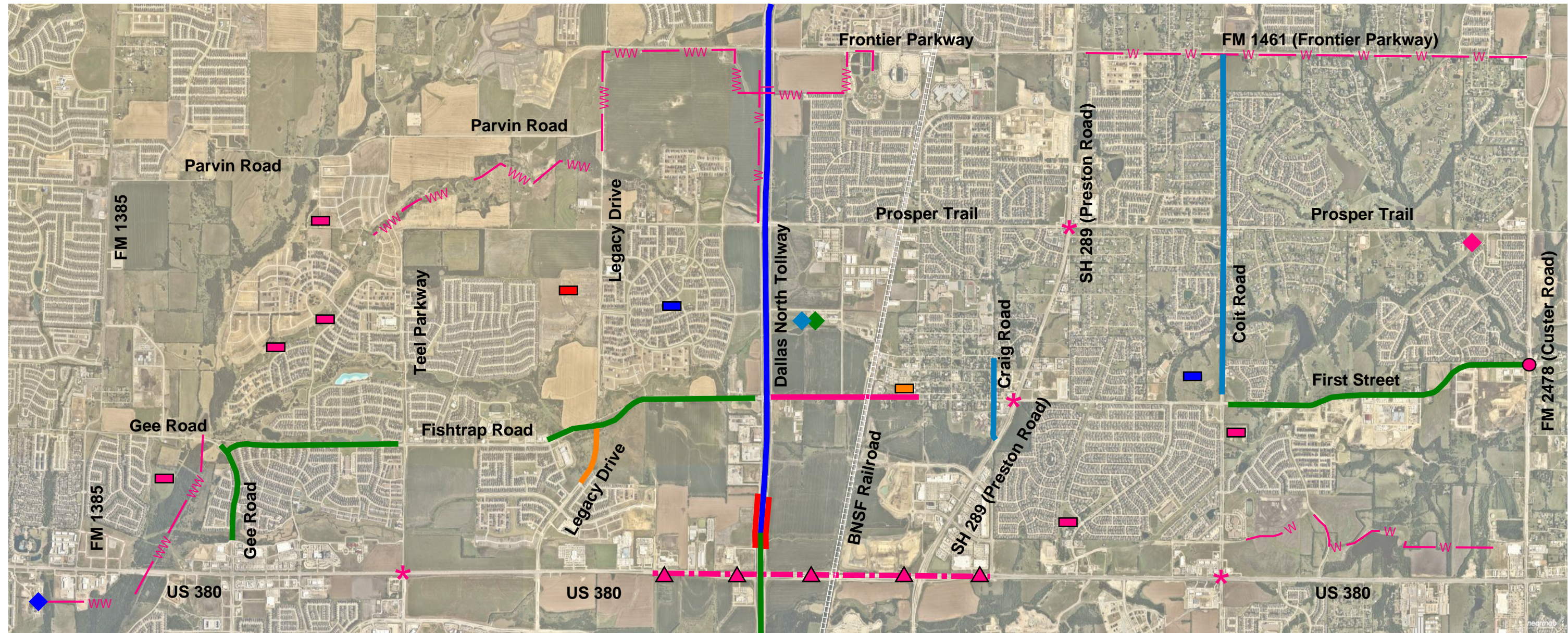
**FY 2023 - FY 2027 Capital Improvement Program (\$000's)**

Enterprise Fund Projects

CIP Project	Prior Yrs	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
<b>WATER:</b>							
LPP Water Line Phase 2A	\$ 9,684	\$ 3,600					\$ 13,284
FM 1461 12-inch Water Line Relocation	\$ 400	\$ 3,000					\$ 3,400
DNT (PT - Frontier), Frontier (DNT - PISD Stad.) 12" WL	\$ 200	\$ 4,500					\$ 4,700
<b>TOTAL WATER</b>	<b>\$ 10,284</b>	<b>\$ 11,100</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,384</b>
<b>WASTEWATER:</b>							
Wilson Creek WW Line		\$ 400					\$ 400
Upper Doe Branch WW Line (Teel - PISD Stadium)	\$ 475	\$ 4,050					\$ 4,525
<b>UTRWD</b>							
Doe Branch Parallel Interceptor	\$ 1,500	\$ 3,500					\$ 5,000
Doe Branch, Phase 3 WWTP			\$ 14,500				\$ 14,500
<b>TOTAL WASTEWATER</b>	<b>\$ 1,975</b>	<b>\$ 7,950</b>	<b>\$ 14,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,425</b>
<b>TOTAL WATER and WASTEWATER</b>	<b>\$ 12,259</b>	<b>\$ 19,050</b>	<b>\$ 14,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,809</b>



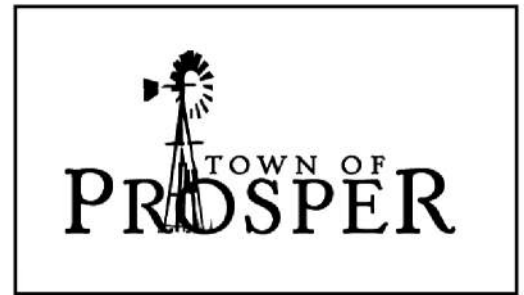
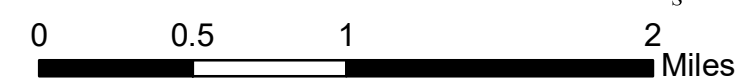
# FY 2023 - FY 2027 Capital Improvement Plan (Construction Schedule)



- General Fund Projects**
- Street
  - Intersection \*
  - Street Lighting ▲
  - Traffic Signal ●
  - Park / Hike and Bike Trail ■
  - Median Landscaping - - -
  - Facility ◆

- Enterprise Fund Projects**
- Water — w —
  - Wastewater — ww —

- Current**
- FY 2023
  - FY 2024
  - FY 2025
  - FY 2026
  - FY 2027







# APPENDIX



## Supplemental Budget Requests

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

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

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

Discretionary packages are separated into three priority rankings:

Discretionary 1 - Must do

Discretionary 2 - Should do

Discretionary 3 - Nice to do

**TOWN OF PROSPER**  
**FY 2022-2023**  
**DISCRETIONARY PACKAGES**  
**GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
<b>ADDITIONS</b>									
	FINANCE	1	ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SYSTEM		12,899	873,249	886,148	-	886,148
	FINANCE	2	SENIOR ACCOUNTANT (NEW PERSONNEL)	1.0	5,490	94,022	99,512	-	99,512
	FINANCE	4	BUYER - PUBLIC SAFETY (NEW PERSONNEL)	1.0	13,740	76,022	89,762	-	89,762
	HR	1	ACCESS BADGE PRINTER		3,500	-	3,500	-	3,500
	IT	1	GIS - GIS ANALYST (NEW PERSONNEL)	1.0	32,180	94,704	126,884	-	126,884
	IT	3	GIS - GPS HARDWARE		17,537	6,360	23,897	-	23,897
	IT	4	IT - MANAGED DETECTION AND RESPONSE (MDR) PLATFORM		-	22,000	22,000	-	22,000
	IT	6	GIS - NEARMAP IMAGERY EXPANSION		-	11,975	11,975	-	11,975
	IT	7	GIS - LASERFICHE INTEGRATION		8,225	1,750	9,975	-	9,975
	IT	9	IT - DOMAIN NAME 20 YEAR REGISTRATION		8,000	-	8,000	-	8,000
	COMMUNICATIONS	1	MULTIMEDIA SPECIALIST (NEW PERSONNEL)	0.5	11,790	38,565	50,355	-	50,355
	COMMUNICATIONS	3	VIDEOGRAPHY AND PHOTOGRAPHY SERVICES		-	5,000	5,000	-	5,000
	COMMUNICATIONS	4	STORAGE CABINETS FOR COMMUNICATIONS SUITE		2,000	-	2,000	-	2,000
	MUNICIPAL COURT	1	TICKET WRITERS AND PRINTERS		8,000	-	8,000	-	8,000
	POLICE OPERATIONS	3	TWO LIEUTENANTS - PATROL (NEW PERSONNEL)	2.0	166,012	291,697	457,709	-	457,709
	POLICE OPERATIONS	5	RCLS RECORDS CLERK TO RECORDS COORD/CASE MANAGER		-	5,011	5,011	-	5,011
	POLICE OPERATIONS	8	CRIME ANALYST (NEW PERSONNEL)	1.0	8,091	82,013	90,104	-	90,104
	POLICE OPERATIONS	9	STRATIFIED POLICING ACCOUNTABILITY MODEL		53,000	-	53,000	-	53,000
	POLICE OPERATIONS	10	ICS/SMARTFORCE INTEGRATION		35,000	5,000	40,000	-	40,000
	POLICE OPERATIONS	11	POOL VEHICLE PROGRAM - BACKUP VEHICLES FOR PATROL		32,589	13,000	45,589	-	45,589
	POLICE OPERATIONS	12	CYBERCRIME INVESTIGATIONS SOFTWARE		-	11,547	11,547	-	11,547
	POLICE OPERATIONS	13	EVIDENCE LOCKERS FOR ELECTRONICS		4,749	-	4,749	-	4,749
	9-1-1 COMMUNICATIONS	1	TWO 9-1-1 COMMUNICATIONS LEADS (NEW PERSONNEL)	2.0	422	129,308	129,730	-	129,730
	FIRE OPERATIONS	1	THREE CAPTAIN-PARAMEDICS (1/SHIFT) (NEW PERSONNEL)	3.0	22,482	428,749	451,231	-	451,231
	FIRE OPERATIONS	2	THREE DRIVER/ENGINEER/PARAMEDICS (1/SHIFT) (NEW PERSONNEL)	3.0	9,374	392,523	401,897	-	401,897
	FIRE OPERATIONS	3	NINE FIREFIGHTER-PARAMEDICS (3/SHIFT) (NEW PERSONNEL)	9.0	67,943	976,914	1,044,857	-	1,044,857
	FIRE OPERATIONS	4	TACTICAL EMS (TEMS)		-	32,100	32,100	-	32,100
	FIRE OPERATIONS	5	CHEVY SILVERADO - DIVISION CHIEF OF TRAINING		94,755	2,335	97,090	-	97,090
	FIRE OPERATIONS	6	BUILDING SIGNAGE (CENTRAL FIRE STATION TO STATION 3)		9,606	-	9,606	-	9,606
	Building Inspections		In-Source Bureau Veritas			(467,000)	(467,000)		(467,000)
	Building Inspections		Plan Inspectors to Replace Bureau Veritas	2.0		234,000	234,000		234,000
	CODE COMPLIANCE	1	CODE COMPLIANCE OFFICER (NEW PERSONNEL)	1.0	40,630	75,775	116,405	-	116,405
	PLANNING	1	SENIOR PLANNER (NEW PERSONNEL)	1.0	4,910	92,089	96,999	-	96,999
	STREETS	1	STREET SWEEPER VACUUM		-	63,454	63,454	-	63,454
	STREETS	3	UTILITY WORKER - STREETS (NEW PERSONNEL)	1.0	500	57,886	58,386	-	58,386
	FACILITIES MANAGEMENT	1	FACILITIES MANAGER (NEW PERSONNEL)	1.0	39,495	120,330	159,825	-	159,825
	PARK ADMINISTRATION	1	RECLASS PARK PLANNING MANAGER TO ASST DIRECTOR		-	19,650	19,650	-	19,650
	PARK ADMINISTRATION	3	CAPRA ACCREDITATION - NRPA PRESENTATION		5,500	-	5,500	-	5,500

**TOWN OF PROSPER  
FY 2022-2023  
DISCRETIONARY PACKAGES  
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
	PARK ADMINISTRATION	4	RECLASS PARK PLANNER TO SENIOR PARK PLANNER		-	14,118	14,118	-	14,118
	PARK ADMINISTRATION	5	CONTRACT LABOR CAPRA/RECREATION PROGRAMMING		10,000	20,000	30,000	-	30,000
	PARK ADMINISTRATION	6	CAPRA ACCREDITATION TRAVEL		3,805	-	3,805	-	3,805
	PARK ADMINISTRATION	9	US 380 GREEN RIBBON PROJECT (LOVERS LN TO MAHARD PARKWAY)		1,500,000	-	1,500,000	1,500,000	-
	PARK ADMINISTRATION	11	CHRISTMAS DECORATIONS		-	38,680	38,680	-	38,680
	PARK ADMINISTRATION	15	WINDSONG WEST PARK LAND INTERIM USES		30,000	-	30,000	-	30,000
	RECREATION	1	RECLASS REC SUPERVISOR TO REC MANAGER		-	21,569	21,569	-	21,569
	RECREATION	2	RECREATION PROGRAMMING		-	28,000	28,000	23,600	4,400
	RECREATION	3	DOWNTOWN SPECIAL EVENTS		-	10,000	10,000	-	10,000
	RECREATION	4	5K AND NEW RESIDENTS EVENT		-	30,450	30,450	-	30,450
	LIBRARY	1	ADDITIONAL COLOR PRINTER AND CABINET		2,217	2,574	4,791	-	4,791
	LIBRARY	2	ONE LIBRARY ASSISTANTS (NEW PERSONNEL)	1.0	-	48,674	48,674	-	48,674
	LIBRARY	3	INTEGRATED LIBRARY SYSTEM UPGRADE		7,600	7,500	15,100	-	15,100
	LIBRARY	4	INCREASE LIBRARY COLLECTION		-	3,000	3,000	-	3,000
	ENGINEERING	1	US 380 DECELERATION LANES DESIGN (DENTON COUNTY)		60,000	-	60,000	-	60,000
	ENGINEERING	6	FRONTIER PARK EMERGENCY ACCESS		150,000	-	150,000	-	150,000
			Supplemental Pay Increase = 1%			272,000	272,000		272,000

**TOTAL PROPOSED** 30.5 \$ 2,482,041 \$ 4,286,593 \$ 6,768,634 \$ 1,523,600 \$ 5,245,034

DEFERRED POSITIONS/ADJUSTED EXPENDITURES									
	TOWN SECRETARY'S OFFICE	1	INCREASE TRAVEL FUNDS		-	700	700	-	700
	FINANCE	3	PURCHASING CLERK (NEW PERSONNEL)	1.0	13,490	63,187	76,677	-	76,677
	FINANCE	5	BUYER - PARKS/PUBLIC WORKS (NEW PERSONNEL)	1.0	13,740	76,022	89,762	-	89,762
	IT	2	IT - HELP DESK TECHNICIAN (NEW PERSONNEL)	1.0	24,790	74,677	99,467	-	99,467
	IT	5	JOINT PD AND GIS - DRONE PROGRAM		60,203	37,392	97,595	-	97,595
	IT	8	GIS - PART-TIME GIS INTERN (NEW PERSONNEL)	0.5	4,360	26,667	31,027	-	31,027
	COMMUNICATIONS	1	MULTIMEDIA SPECIALIST (NEW PERSONNEL)	0.5	11,790	39,789	51,579	-	51,579
	COMMUNICATIONS	2	RECLASS P/T COMMUNITY ENGAGEMENT SPECIALIST TO F/T		-	52,168	52,168	-	52,168
	COMMUNICATIONS	5	PUBLIC ADDRESS (PA) SYSTEM		1,000	-	1,000	-	1,000
	POLICE OPERATIONS	1	FOUR SERGEANTS - PATROL (NEW PERSONNEL)	4.0	286,408	572,709	859,117	-	859,117
	POLICE OPERATIONS	2	RECLASS OFFICERS TO CORPORAL - FOUR (4)		-	61,856	61,856	-	61,856
	POLICE OPERATIONS	4	DEPUTY CHIEF (NEW PERSONNEL)	1.0	62,069	189,614	251,683	-	251,683
	POLICE OPERATIONS	6	SERGEANT - CID (NEW PERSONNEL)	1.0	61,058	155,140	216,198	-	216,198
	POLICE OPERATIONS	7	TWO DETECTIVES (NEW PERSONNEL)	2.0	190,503	201,298	391,801	-	391,801
	9-1-1 COMMUNICATIONS	2	TWO 9-1-1 COMMUNICATIONS OFFICERS (NEW PERSONNEL)	2.0	422	74,604	75,026	-	75,026
	FIRE OPERATIONS	7	AEROCLAVE EXTENDED SERVICE AGREEMENT		-	1,500	1,500	-	1,500

**TOWN OF PROSPER  
FY 2022-2023  
DISCRETIONARY PACKAGES  
GENERAL FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
	FIRE MARSHAL	1	FIRE INSPECTOR - INVESTIGATOR (NEW PERSONNEL)	1.0	82,906	102,435	185,341	-	185,341
	BUILDING INSPECTIONS	1	PART-TIME ADMINISTRATIVE ASSISTANT (NEW PERSONNEL)	0.5	11,359	46,903	58,262	-	58,262
	PLANNING	2	PLANNER (NEW PERSONNEL)	1.0	13,979	78,374	92,353	-	92,353
	STREETS	2	PUBLIC WORKS FUELING STATION - PHASE 2		445,180	-	445,180	-	445,180
	STREETS	4	UTILITY CREW LEADER - STREETS (NEW PERSONNEL)	1.0	48,893	73,084	121,977	-	121,977
	STREETS	5	PAVEMENT MARKING PROGRAM		15,400	-	15,400	-	15,400
	FACILITIES MANAGEMENT	2	TOWN HALL FOUNTAIN REPAIR		250,000	-	250,000	-	250,000
	PARK ADMINISTRATION	2	PARKS, RECREATION, AND OPEN SPACE MASTER PLAN		175,750	-	175,750	-	175,750
	PARK ADMINISTRATION	7	SENIOR PARK PLANNER (NEW PERSONNEL)	1.0	3,790	92,494	96,284	-	96,284
	PARK ADMINISTRATION	8	LAKEWOOD PARK ADDITIONAL IMPROVEMENTS - FUNDED IN PARK IMP. FUND		400,000	-	400,000	-	400,000
	PARK ADMINISTRATION	10	DOWNTOWN POND IMPROVEMENTS		300,000	-	300,000	-	300,000
	PARK ADMINISTRATION	12	POST OFFICE LANDSCAPE IMPROVEMENTS AND MAINTENANCE		114,000	-	114,000	-	114,000
	PARK ADMINISTRATION	13	URBAN FORESTER (NEW PERSONNEL)	1.0	34,533	78,145	112,678	-	112,678
	PARK ADMINISTRATION	14	FRONTIER PARK STORAGE BUILDINGS		185,000	1,000	186,000	-	186,000
	PARK ADMINISTRATION	16	PARK GRAPHICAL RENDERINGS		55,000	-	55,000	-	55,000
	PARK OPERATIONS	1	IRRIGATION TECHNICIAN (NEW PERSONNEL)	1.0	53,262	58,928	112,190	-	112,190
	PARK OPERATIONS	2	WHITLEY PLACE POND IMPROVEMENT		30,000	-	30,000	-	30,000
	LIBRARY	2	TWO LIBRARY ASSISTANTS (NEW PERSONNEL)	1.5	-	97,353	97,353	-	97,353
	LIBRARY	5	LIBRARY STRATEGIC PLAN		37,000	-	37,000	-	37,000
	ENGINEERING	2	SENIOR TRAFFIC ENGINEER (NEW PERSONNEL)	1.0	16,340	140,856	157,196	40,000	117,196
	ENGINEERING	3	TRAFFIC SIGNAL COMMUNICATIONS PROGRAM - PHASE 1 OF 3		70,000	-	70,000	-	70,000
	ENGINEERING	4	ENGINEERING TECHNICIAN (NEW PERSONNEL)	1.0	12,290	69,700	81,990	-	81,990
	ENGINEERING	5	FIRE STATION #1 EMERGENCY TRAFFIC SIGNAL		255,000	-	255,000	-	255,000
	ENGINEERING	7	TRAFFIC COUNTS PROGRAM		-	30,000	30,000	-	30,000
							-	-	-
	<b>TOTAL</b>			<b>24.0</b>	<b>\$ 3,339,515</b>	<b>\$ 2,496,595</b>	<b>\$ 5,836,110</b>	<b>\$ 40,000</b>	<b>\$ 5,796,110</b>



**TOWN OF PROSPER  
FY 2022-2023  
DISCRETIONARY PACKAGES  
WATER/SEWER FUND**

#	DIV/DEPT	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
<b>ADDITIONS</b>									
	UTILITY BILLING	1	RECLASS SENIOR UB CLERK TO UB SUPERVISOR		-	3,310	3,310	-	3,310
	WATER	1	MINI EXCAVATOR		214,242	23,804	238,046	-	238,046
	WATER	2	CLEAN GROUND STORAGE TANKS		25,000	-	25,000	-	25,000
	WATER	3	RELOCATE FIRE ADMIN MODULAR BUILDING		26,400	-	26,400	-	26,400
	WATER	4	UTILITY WORKER - WATER (NEW PERSONNEL)	1.0	500	57,267	57,767	-	57,767
	WASTEWATER	1	MANHOLE REHABILITATION		120,000	-	120,000	-	120,000
	WASTEWATER	2	UTILITY WORKER - WASTEWATER (NEW PERSONNEL)	1.0	500	57,266	57,766	-	57,766
	CONSTRUCTION INSPECTIONS	1	RIGHT-OF-WAY INSPECTOR (NEW PERSONNEL)	1.0	56,088	75,384	131,472	-	131,472
	CONSTRUCTION INSPECTIONS	2	CONSTRUCTION INSPECTOR (NEW PERSONNEL)	1.0	59,260	45,787	105,047	-	105,047
<b>TOTAL PROPOSED</b>				4.0	\$ 501,990	\$ 262,818	\$ 764,808	\$ -	\$ 764,808

**TOWN OF PROSPER  
FY 2022-2023  
DISCRETIONARY PACKAGES  
OTHER FUNDS**

#	FUND	DEPT RANK	DISCRETIONARY PACKAGE TITLE	FTEs	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COSTS
<b>ADDITIONS</b>									
	SOLID WASTE FUND	1	CONSULTANT FOR RFP SERVICES		50,000	-	50,000	-	50,000
	SOLID WASTE FUND	2	TRASH AND RECYCLING CONTAINERS		1,700,000	-	1,700,000	-	1,700,000
	SPECIAL REVENUE	1	POLARIS UTILITY VEHICLE MEDICAL COT (FD DONATIONS FUNDS)		5,387	-	5,387	-	5,387
	SPECIAL REVENUE	1	VEHICLE - SUPPORT SERVICES (CHILD SAFETY FUNDS)		36,761	-	36,761	-	36,761
	SPECIAL REVENUE	2	PHONE-CRISIS NEGOTIATIONS TEAM (PD SEIZURE FUNDS)		4,995	-	4,995	-	4,995
	SPECIAL REVENUE	3	LOCKERS-SPECIAL RESPNSE TEAM (PD DONATIONS FUNDS)		13,600	-	13,600	-	13,600
<b>TOTAL PROPOSED</b>				0.0	\$ 1,810,743	\$ -	\$ 1,810,743	\$ -	\$ 1,810,743

**TOWN OF PROSPER**  
**FY 2022-2023**  
**NON-DISCRETIONARY PACKAGES**  
**GENERAL FUND**

#	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
	TOWN SECRETARY	INCREASE TO BASE BUDGET - TSO		-	11,100	11,100	-	11,100
	HUMAN RESOURCES	INCREASE TO BASE BUDGET - HR		-	8,715	8,715	-	8,715
	IT	GIS - BLUEBEAM ICS LICENSES FOR GIS		-	1,400	1,400	-	1,400
	IT	IT - DELL SWITCH WARRANTY EXTENSIONS		15,845	-	15,845	-	15,845
	IT	IT - NUTANIX LICENSES RENEWAL		17,483	-	17,483	-	17,483
	IT	IT - WIRELESS MANAGEMENT PLATFORM RENEWAL		23,000	-	23,000	-	23,000
	COMMUNICATIONS	INCREASE TO BASE BUDGET - COMMUNICATIONS		-	2,400	2,400	-	2,400
	COMMUNICATIONS	MEDIA MONITORING SERVICE		-	5,750	5,750	-	5,750
	COMMUNICATIONS	CRISIS COMMUNICATIONS SERVICES		-	12,000	12,000	-	12,000
	MUNICIPAL COURT	INCREASE TO BASE BUDGET - MUNICIPAL COURT		-	3,648	3,648	-	3,648
	MUNICIPAL COURT	JUDGE - PAY INCREASE		-	9,600	9,600	-	9,600
	POLICE OPERATIONS	TASER REPLACEMENTS		-	14,515	14,515	-	14,515
	POLICE OPERATIONS	BALLISTIC SHIELDS		31,225	-	31,225	-	31,225
	FIRE OPERATIONS	HYDRAULIC TOOL BATTERY REPLACEMENT		6,600	-	6,600	-	6,600
	FIRE OPERATIONS	INCREASE TO BASE BUDGET - NEW CENTRAL FIRE STATION		-	30,150	30,150	-	30,150
	FIRE OPERATIONS	INCREASE TO BASE BUDGET - FIRE OPERATIONS		-	274,259	274,259	-	274,259
	FIRE MARSHAL	FUEL COST INCREASE		-	1,300	1,300	-	1,300
	BUILDING INSPECTIONS	INCREASE TO BASE BUDGET - BUILDING INSPECTIONS		-	38,000	38,000	35,000	3,000
	BUILDING INSPECTIONS	BUREAU VERITAS CONTRACT SERVICES		501,000	-	501,000	501,000	-
	CODE COMPLIANCE	INCREASE TO BASE BUDGET - CODE COMPLIANCE		-	1,000	1,000	-	1,000
	STREETS	INCREASE TO BASE BUDGET - STREETS		-	59,000	59,000	-	59,000
	FACILITIES MANAGEMENT	INCREASE TO BASE BUDGET - FACILITIES MANAGEMENT		-	241,615	241,615	-	241,615
	PARK ADMINISTRATION	INCREASE TO BASE BUDGET - PARK ADMINISTRATION		-	4,850	4,850	-	4,850
	PARK ADMINISTRATION	RUCKER BALLFIELD FENCE RELOCATION PROJECT		25,000	-	25,000	-	25,000
	PARK ADMINISTRATION	CURVED ROOF REPLACEMENT AT 409 EAST FIRST STREET		45,000	-	45,000	-	45,000
	PARK ADMINISTRATION	HAYS PARK DRAINAGE IMPROVEMENTS		60,000	-	60,000	-	60,000
	PARK OPERATIONS	CPSI CERTIFICATION TRAINING		800	250	1,050	-	1,050
	PARK OPERATIONS	RYE SEED AND PAINT FOR LAKEWOOD PRESERVE		-	17,000	17,000	-	17,000
	PARK OPERATIONS	TOWNWIDE FACILITIES LANDSCAPE MATERIAL		-	25,000	25,000	-	25,000
	PARK OPERATIONS	TRASH CONTRACT FOR 380/PRESTON MEDIANS		-	30,000	30,000	-	30,000
	PARK OPERATIONS	WATER FOR IRRIGATING NEW PROPERTIES		-	50,000	50,000	-	50,000
	PARK RECREATION	INCREASE TO BASE BUDGET - PARK RECREATION		-	3,600	3,600	-	3,600
	ENGINEERING	INCREASE TO BASE BUDGET - ENGINEERING		-	500	500	-	500
<b>TOTAL PROPOSED</b>			0.0	\$ 725,953	\$ 845,652	\$ 1,571,605	\$ 536,000	\$ 1,035,605

**TOWN OF PROSPER**  
**FY 2022-2023**  
**NON-DISCRETIONARY PACKAGES**  
**WATER/SEWER FUND**

#	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
	UTILITY BILLING	INCREASE TO BASE BUDGET - UTILITY BILLING		-	28,725	28,725	-	28,725
	WATER	UNREGULATED CONTAMINANT MR5 EPA TESTING		15,000	-	15,000	-	15,000
	WATER	INCREASE TO BASE BUDGET - WATER		-	1,929,623	1,929,623	1,904,623	25,000
	WASTEWATER	INCREASE TO BASE BUDGET - WASTEWATER		-	273,505	273,505	254,505	19,000
	WASTEWATER	WILSON CREEK WASTEWATER LINE		400,000	-	400,000	-	400,000
	CONSTRUCTION INSPECTIONS	INCREASE TO BASE BUDGET - CONSTRUCTION INSPECTIONS		-	2,000	2,000	-	2,000
<b>TOTAL PROPOSED</b>			0.0	\$ 415,000	\$ 2,233,853	\$ 2,648,853	\$ 2,159,128	\$ 489,725

**TOWN OF PROSPER  
FY 2022-2023  
NON-DISCRETIONARY PACKAGES  
OTHER FUNDS**

#	DIV / DEPT	NON-DISCRETIONARY PACKAGE TITLE	FTE's	NET ONE-TIME	NET ON GOING	TOTAL COSTS	REVENUE	TOTAL NET COST
	SOLID WASTE FUND	SOLID WASTE ANNUAL INCREASE		-	378,521	378,521	378,521	-
	STORMWATER	INCREASE TO BASE BUDGET - STORMWATER		-	800	800	-	800
	SPECIAL REVENUE	K9 TRAINING (LEOSE FUNDS)		11,000	-	11,000	-	11,000
	SPECIAL REVENUE	NIGHT VISION DEVICES		20,140	-	20,140	-	20,140
						-	-	-
		<b>TOTAL PROPOSED</b>	0.0	\$ 31,140	\$ 379,321	\$ 410,461	\$ 378,521	\$ 31,940

## **Five-Year Capital Improvement Program**

The five-year CIP is an integral part of the Town's strategic project planning process related to capital infrastructure for streets, traffic improvements, parks, Town facilities, water, wastewater and drainage lines. Working in conjunction with community officials and community stakeholders, Town staff periodically evaluates the various capital infrastructure needs of the community for inclusion in the annual update of the Capital Improvement Program. Based on the needs identified, the recommended timing and funding for each project is discussed with the Town Council annually during the budget process. Upon direction by the Town Council, the final Capital Improvement Program is adopted with the annual operating budget. Operating budgets are funded by current revenues, while the capital budgets are funded from various sources, including impact fees, developer contributions, one-time uses of surplus fund balance or from debt proceeds. Debt service payments for the retirement of debts are built into the operating budgets by allocating I&S property taxes and transfers from other sources. The following pages outline the projected needs for the Town.

Summary of Capital Improvement Program - 2022-09-13 ADOPTED  
General Fund Projects

Index	Street Projects									Total Cost	Other Sources		Funding Sources			Unissued Debt Schedule							Index
			Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032				Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	
01	1512-ST	First Street (DNT - Coleman): (Design)	2,786,567							2,786,567	2,439,915	A,D	346,652										01
02	1512-ST	First Street (DNT - Coleman): (Land/Esmt)	1,225,000	1,775,000						3,000,000	1,225,000	D		1,775,000			1,775,000						02
03	1512-ST	First Street (DNT - Coleman): (Construction)		15,000,000						15,000,000			15,000,000										03
04	2014-ST	First Street (Coit - Custer) - 4 lanes: (Design)	1,085,000							1,085,000			1,085,000				7,500,000	7,500,000					04
05	2014-ST	First Street (Coit - Custer) - 4 lanes: (Land/Esmt)	2,400,000							2,400,000	600,000	A	1,800,000		1,000,000								05
06	2014-ST	First Street (Coit - Custer) - 4 lanes: (Construction)	21,650,500	1,749,500						23,400,000	3,030,000	A,C,K	20,370,000		20,370,000								06
07	2010-ST	Fishtrap (Teel - Gee Road): (Design)	400,000							400,000	400,000	C											07
08	2010-ST	Fishtrap (Teel - Gee Road): (Construction)	6,025,000							6,025,000			6,025,000				6,025,000						08
09	2011-ST	Gee Road (Fishtrap - Windsong Retail): (Design)	250,000							250,000	250,000	C											09
10	2011-ST	Gee Road (Fishtrap - Windsong Retail): (Construction)	3,520,000	1,178,793						4,698,793	1,178,793	K,L	3,520,000		3,520,000								10
11	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Design)	1,057,380							1,057,380	405,580	A,D,K	651,800										11
12	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Land/Esmt)	1,700,000							1,700,000			1,700,000										12
13	2012-ST	Fishtrap (Elem - DNT) - 4 lanes: (Construction)	21,000,000	7,050,000						28,050,000	7,050,000	A,L	21,000,000		3,700,000								13
14	1933-ST	Fishtrap Segment 2 (PISD Reimbursement)		1,063,033						1,063,033				1,063,033			1,063,033						14
15	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Design)	1,289,900							1,289,900	1,289,900	A,X											15
16	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Land/Esmt)		800,000				1,700,000		2,500,000			2,500,000			800,000				1,700,000			16
17	1710-ST	Coit Road (First - Frontier) - 4 lanes: (Construction)						7,500,000	12,350,000	19,850,000			19,850,000							7,500,000	12,350,000		17
18	2013-ST	Teel (US 380 Intersection Improvements): (Design)	100,000							100,000	100,000	A,K											18
19	2013-ST	Teel (US 380 Intersection Improvements): (Land/Esmt)	510,000							510,000			510,000		510,000								19
20	2013-ST	Teel (US 380 Intersection Improvements): (Construction)		670,000						670,000			670,000		670,000								20
21	2118-ST	Preston Road / First Street Dual Left Turns (Design)	100,000							100,000	80,000	B	20,000										21
22	2118-ST	Preston Road / First Street Dual Left Turns (Construction)		800,000						800,000	640,000	B	160,000										22
23	2121-ST	Preston Road / Prosper Trail Dual Left Turns (Design)	100,000							100,000	11,600	Z	88,400										23
24	2121-ST	Preston Road / Prosper Trail Dual Left Turns (Construction)		800,000						800,000	800,000	A											24
25	2207-ST	Coit Road / US 380 SB Dual Left Turns (Design)		50,000						50,000	50,000	A											25
26	2207-ST	Coit Road / US 380 SB Dual Left Turns (Construction)		250,000						250,000	250,000	A											26
27	1307-ST	Frontier Parkway (DNT - Preston Road)	33,795,816							33,795,816	28,330,413	A,X	5,465,403										27
28	1805-ST	FM 2478 (US 380 - FM 1461)	57,391,869							57,391,869	57,391,869	A,K,X											28
29	1934-ST	DNT Overpass at US380	80,970,000			9,030,000				90,000,000	85,970,000	A,J,X		4,030,000				4,030,000					29
30	1936-ST	US 380 (US 377 - Denton County Line)	178,105,000							178,105,000	178,105,000	D,X											30
31	1938-ST	FM 1461 (SH 289 - CR 165)	350,000	175,000		45,190,870				45,715,870	45,715,870	A,X											31
32	2140-ST	Craig Street (Preston - Fifth): (Design)	300,000							300,000			300,000		300,000								32
33	2140-ST	Craig Street (Preston - Fifth): (Land/Esmt)	150,000							150,000			150,000		150,000								33
34	2140-ST	Craig Street (Preston - Fifth): (Construction)						3,000,000		3,000,000			3,000,000							3,000,000			34
35	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Design)	900,000							900,000	900,000	D											35
36	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Land/Esmt)	250,000	350,000						600,000	250,000	D	350,000			350,000							36
37	2141-ST	Coleman (Gorgeous - Prosper Trail) - 4 lanes: (Construction)					5,500,000			5,500,000			5,500,000					5,500,000					37
38	2142-ST	Coleman (Prosper Trail - Talon) - 2 SB lanes: (Design w/ 2141-ST)								0													38
39	2142-ST	Coleman (Prosper Trail - Talon) - 2 SB lanes: (Land/Esmt)	375,000	345,000						720,000	375,000	D	345,000			345,000							39
40	2142-ST	Coleman (Prosper Trail - Talon) - 2 SB lanes: (Construction)					2,700,000			2,700,000			2,700,000					2,700,000					40
41	1937-ST	DNT Main Lane (US 380 - FM 428): (Design)	35,000,000							35,000,000	35,000,000	X											41
42	1937-ST	DNT Main Lane (US 380 - FM 428): (Construction)		320,493,000						320,493,000	315,000,000	X		5,493,000						5,493,000			42
43	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Design)	850,000							850,000	850,000	D											43
44	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Land/Esmt)				575,000				575,000			575,000					575,000					44
45	2143-ST	Legacy (Prairie - Fishtrap) - 4 lanes: (Construction)					6,800,000			6,800,000			6,800,000						6,800,000				45
46		Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Design)							450,000	450,000			450,000									450,000	46
47		Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Land/Esmt)							50,000	50,000			50,000									50,000	47
48		Legacy (Fishtrap - Prosper Trail) - 2 SB lanes: (Construction)							6,000,000	6,000,000			6,000,000									6,000,000	48
49	2208-ST	Parvin (FM 1385 - Legacy): (Design)		800,000						950,000			1,750,000			800,000						950,000	49
50	2208-ST	Parvin (FM 1385 - Legacy): (Land/Esmt)								2,000,000			2,000,000									2,000,000	50
51	2208-ST	Parvin (FM 1385 - Legacy): (Construction)							13,550,000	13,550,000			13,550,000									13,550,000	51
52	2153-ST	Teel (US 380 - Fishtrap) - 2 NB lanes: (Design)	750,000							750,000	750,000	D											52
53		Teel (US 380 - Fishtrap) - 2 NB lanes: (Land/Esmt)							3,100,000	3,100,000			3,100,000									3,100,000	53
54																							

Design	44,968,847	950,000	0	0	0	0	1,600,000	47,518,847							CO Bond Debt	0	1,063,033	0	4,030,000	0	5,493,000	0
Construction	85,991,316	28,561,326	320,493,000	0	15,000,000	10,500,000	48,750,000	509,295,642							GO Bond Debt	30,220,000	10,095,000	7,500,000	8,075,000	15,000,000	12,200,000	60,099,500
Design & Construction	316,816,869	175,000	0	54,220,870	0	0	4,299,500	375,512,239														
Land/Easements	6,610,000	3,770,000	0	575,000	0	1,700,000	5,450,000	18,105,000														

Summary of Capital Improvement Program - 2022-09-13 ADOPTED  
General Fund Projects

Index	Traffic Projects		Prior Years						Total Cost	Other Sources	Funding Sources			Unissued Debt Schedule							Index	
				2022-2023	2023-2024	2024-2025	2025-2026	2026-2027			2027-2032	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027		2027-2032
	2211-TR	Median Lighting US 380 (Mahard - Lovers Ln): (Construction)		300,000						300,000	300,000	A										
01	2212-TR	Traffic Signal - FM 2478 (Custer Rd) & First Street: (TxDOT)		500,000						500,000	500,000	X										01
02		Traffic Signal - First Street & La Cima: (Design)							50,000	50,000			50,000									02
03		Traffic Signal - First Street & La Cima: (Construction)							400,000	400,000			400,000									03
04	2101-TR	Traffic Signal - Fishtrap & Artesia Boulevard: (Design)							50,000	50,000	50,000	Z										06
05	2101-TR	Traffic Signal - Fishtrap & Artesia Boulevard: (Construction)							425,000	425,000	425,000	Z										07
06		Traffic Signal - Fishtrap & Legacy Drive: (Design)							65,000	65,000			65,000							65,000		06
07		Traffic Signal - Fishtrap & Legacy Drive: (Construction)							460,000	460,000			460,000							460,000		07
08		Traffic Signal - Richland Blvd & Walmart/Pandera (Design)							65,000	65,000	65,000	A										08
09		Traffic Signal - Richland Blvd & Walmart/Pandera (Construction)							460,000	460,000	460,000	A										09
10		Remaining Proposition 3: GO Bond Funds							950,000	950,000			500,000							500,000		10
	Subtotal		0	500,000	0	0	0	0	2,925,000	3,425,000	1,500,000		0	1,475,000	0	0	0	0	0	0	1,025,000	
		Design	0	0	0	0	0	0	230,000	230,000					CO Bond Debt	0	0	0	0	0	0	0
		Construction	0	0	0	0	0	0	1,745,000	1,745,000					GO Bond Debt	0	0	0	0	0	0	1,025,000
		Design & Construction	0	500,000	0	0	0	0	950,000	1,450,000												
		Land/Easements	0	0	0	0	0	0	0	0												

Index	Park Projects		Funding Sources							Unissued Debt Schedule							Index					
			Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	Total Cost	Other Sources	Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023		2023-2024	2024-2025	2025-2026	2026-2027	2027-2032
	Neighborhood Park																					
01		Star Trail Park #2 (7.5 Acres / No Lights): (Construction)	535,000							535,000	535,000	C									01	
02		Star Trail Park #3 (7.5 Acres/ No Lights): (Construction)				535,000				535,000	535,000	C									02	
03	2015-PK	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Design)	67,500							67,500	500	G	67,000								03	
04	2015-PK	Pecan Grove Phase 2 (21.5 Acres / No Lights) (basketball, pavilion, parking, security lighting): (Construction)	725,000	115,000						840,000	840,000	B,G									04	
05	2107-PK	Lakewood Preserve, Phase 2 (22 Acres/Lights): (Construction)	3,845,000	400,000						4,245,000	2,145,000	G,Z	2,100,000								05	
06	2108-PK	Tanner's Mill, Park, Phase 2: (Design)	100,000							100,000			100,000								06	
07	2108-PK	Tanner's Mill, Park, Phase 2: (Construction)	930,000							930,000			930,000	930,000							07	
08	2254-PK	Windsong Park #3: (Design)		100,000						100,000	100,000	G									08	
09	2254-PK	Windsong Park #3: (Construction)		650,000						650,000	650,000	C									09	
10		Remaining Proposition 2: GO Bond Funds						1,130,000	1,130,000			1,130,000							1,130,000		10	
11		Town Hall Open Space: (Design)				200,000			200,000			200,000					200,000				11	
12		Town Hall Open Space: (Construction)						1,810,000	1,810,000			1,810,000							1,810,000		12	
13		Un-named Neighborhood Park: (Design)						200,000	200,000			200,000							200,000		13	
14		Un-named Neighborhood Park: (Construction)						930,000	930,000			930,000							930,000		14	
	Trails																					
15	2213-PK	Star Trail H&B Trail Phases 1, 2, 3, and 4: (Construction)	200,000	200,000						400,000	400,000	C									15	
16		Windsong H&B Trail Ph 3C,5,6A, 6B, 7, 8, and 9: (Design)	40,000							40,000	40,000	C									16	
17	2147-PK	Windsong H&B Trail Ph 3C,5,6A, 6B, 7, 8, and 9: (Construction)	1,786,572		495,000					2,281,572	2,281,572	C									17	
18		Various Hike and Bike Trails						1,000,000	1,000,000			1,000,000							1,000,000		18	
19	2119-PK	Westside Waterline Trail Connection		800,000						800,000			800,000			800,000					19	
20	2120-PK	Gee Rd. Trail Connection	700,000							700,000			700,000	700,000							20	
21		Prosper Center Park Trail Connection						900,000	900,000			900,000							900,000		21	
	Community Park																					
22	2122-PK	Raymond Community Park, Phase 1: (Design)	1,200,000							1,200,000			1,200,000	1,200,000							22	
23		Raymond Community Park, Phase 1: (Construction)			18,000,000					18,000,000			18,000,000			9,000,000	9,000,000				23	
	Medians																					
24	2148-PK	Coleman Street Median Landscaping (Victory - Preston): (Design)	25,000							25,000	25,000	D									24	
25	2148-PK	Coleman Street Median Landscaping (Victory - Preston): (Constr.)	625,000							625,000	625,000	D									25	
26	2149-PK	Prosper Trail (DNT - 700' East) Median Landscaping: (Design)	25,000							25,000	25,000	D									26	
27	2149-PK	Prosper Trail (DNT - 700' East) Median Landscaping: (Construction)	250,000							250,000	250,000	D									27	
28	2150-PK	US 380 Green Ribbon Lndscp- Irrigation (Lovers - Mahard): (Design)	95,000							95,000	95,000	D									28	
29	2150-PK	US 380 Green Ribbon Lndscp-Irrigation (Lovers - Mahard): (Constr.)		1,500,000						1,500,000	1,500,000	B,D									29	
30		Prairie Median Lndscp (W of Legacy - Mahard): (Design)																			30	
31		Prairie Median Lndscp (W of Legacy - Mahard): (Construction)																			31	
32		Richland Median Lndscp (Prosper Commons - Coit Rd): (Design)																			32	
33		Richland Median Lndscp (Prosper Commons - Coit Rd): (Constr.)																			33	
	Subtotal		11,149,072	3,765,000	18,495,000	535,000	200,000	0	5,970,000	40,114,072	10,047,072		5,097,000	24,970,000	0	2,830,000	800,000	9,000,000	9,000,000	200,000	0	5,970,000
		Design	1,552,500	100,000	0	0	200,000	0	200,000	2,052,500					CO Bond Debt	0	0	0	0	0	0	0
		Construction	8,896,572	2,865,000	18,495,000	535,000	0	0	2,740,000	33,531,572					GO Bond Debt	2,830,000	800,000	9,000,000	9,000,000	200,000	0	5,970,000
		Design & Construction	700,000	800,000	0	0	0	0	3,030,000	4,530,000												
		Land/Easements	0	0	0	0	0	0	0	0												



Index	Facility Projects									Total Cost	Other Sources	Funding Sources			Unissued Debt Schedule							Index	
			Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032			Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032		
01	2102-FC	Radio Tower for Communications	500,000							500,000			500,000										01
02	2109-FC	Public Safety Complex, Phase 2 (Central FS & Admin) (Design)	1,578,290							1,578,290			1,578,290										02
03	2111-FC	Public Safety Complex, Phase 2 (Central FS & Admin) (Devel Costs)	647,325							647,325			647,325										03
04	2112-FC	Public Safety Complex, Phase 2 (Central FS & Admin) (Construction)	14,500,000							14,500,000			14,500,000										04
05	2113-FC	Public Safety Complex, Phase 2 (Central FS & Admin) (FF&E)	1,274,385							1,274,385			1,274,385										05
06	2137-FC	Fire Station #4 (Design)	600,000							600,000			600,000	600,000									06
07	2203-FC	Fire Station #4 (Other Development Costs)		700,000						700,000	700,000	L											07
08	2205-FC	Fire Station #4 (Construction)		7,925,000						7,925,000	25,000	L	7,900,000		7,900,000								08
09	2206-FC	Fire Station #4 (FF&E)		775,000						775,000	775,000	L											09
10	2105-EQ	Quint Engine - Fire Station #3	1,495,000							1,495,000	1,495,000	D											10
11	2106-EQ	Ambulance - Fire Station #3	495,000							495,000	495,000	D											11
12	2201-EQ	Fire Engine - Fire Station #4	1,250,000							1,250,000	1,250,000	D											12
13	2202-EQ	Ambulance - Fire Station #4	552,000							552,000	552,000	D											13
14	2123-FC	Parks & Public Works Needs Assessment	80,000							80,000	80,000	E											14
15		Public Safety Training Facility, Phase 1 (Design)				600,000				600,000			600,000		600,000								15
16		Public Safety Training Facility, Phase 1 (Construction)						5,400,000		5,400,000	2,450,000	D	2,950,000							2,950,000			16
	Subtotal		22,972,000	9,400,000	0	600,000	0	5,400,000	0	38,372,000	7,822,000		19,100,000	11,450,000	0	600,000	7,900,000	0	600,000	0	2,950,000	0	
		Design	2,905,615	700,000	0	600,000	0	0	0	4,205,615				CO Bond Debt \$	-	0	0	0	0	0	0	0	
		Construction	15,774,385	8,700,000	0	0	0	5,400,000	0	29,874,385				GO Bond Debt \$	600,000	7,900,000	0	600,000	0	2,950,000	0		
		Design & Construction	500,000	0	0	0	0	0	0	500,000													
		Land/Easements/Equipment	3,792,000	0	0	0	0	0	0	3,792,000													

Grand Total General Fund			488,508,104	47,121,326	338,988,000	55,930,870	15,200,000	17,600,000	68,994,500	1,032,342,800	788,408,012	82,034,255	150,864,500	10,586,033	33,650,000	19,858,033	16,500,000	21,705,000	15,200,000	20,643,000	67,094,500	
	Design	49,426,962	1,750,000	0	600,000	200,000		2,030,000	54,006,962					CO Bond Debt \$	-	1,063,033	0	4,030,000	0	5,493,000	0	
	Construction	110,662,273	40,126,326	338,988,000	535,000	15,000,000		53,235,000	558,546,599					GO Bond Debt	33,650,000	18,795,000	16,500,000	17,675,000	15,200,000	15,150,000	67,094,500	
	Design & Construction	318,016,869	1,475,000	0	54,220,870	0		8,279,500	381,992,239													
	Land/Easements	10,402,000	3,770,000	0	575,000	0		5,450,000	20,197,000													

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

Summary of Capital Improvement Program - 2022-09-13 ADOPTED Enterprise Fund Projects																				04		
Index	Water Projects		Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	Total Cost	Other Sources	Funding Sources			Unissued Debt Schedule							Index
												Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	
01	1501-WA	LPP Pump Station and LPP WL Phase 2: (Design)	1,585,100							1,585,100	277,081	A	1,308,019									01
02	1501-WA	LPP Pump Station Phase 2: (Construction)	14,062,000							14,062,000	12,000,000	A,B	2,062,000		2,062,000							02
03	1501-WA	LPP WL Phase 2A: (Construction)	8,684,000	3,100,000						11,784,000	3,100,000	A	8,684,000		8,684,000							03
04	1810-WA	LPP Water Line Phase 2A Easement Costs	1,000,000	500,000						1,500,000	1,500,000	A										04
05	2114-WA	FM 1461 12-inch Water Line Relocation (Design)	400,000							400,000	400,000	E										05
06	2114-WA	FM 1461 12-inch Water Line Relocation (Construction)		3,000,000						3,000,000	3,000,000	E										06
07	2151-WA	DNT (PT-Frontier), Frontier (DNT-PISD Stadium):12"WL (Design)	200,000							200,000	200,000	A										07
08	2151-WA	DNT (PT-Frontier), Frontier (DNT-PISD Stadium):12"WL (Easements)		2,000,000						2,000,000				2,000,000		2,000,000						08
09	2151-WA	DNT (PT-Frontier)Frontier (DNT-PISD Stadium):12"WL (Construction)		2,500,000						2,500,000				2,500,000		2,500,000						09
10		LPP Future Expansion (2026): (Design)							1,400,000	1,400,000	A											10
11		LPP Future Expansion (2026): (Construction)							12,600,000	12,600,000	A			4,000,000						4,000,000		11
12		Impact Fee Analysis		100,000						100,000	100,000	A										12
	Subtotal		25,931,100	11,200,000	0	0	0	0	14,000,000	51,131,100	30,577,081		12,054,019	0	8,500,000	10,746,000	4,500,000	0	0	0	4,000,000	0
		Design	2,185,100	100,000	0	0	0	0	1,400,000	3,685,100												
		Construction	22,746,000	8,600,000	0	0	0	0	12,600,000	43,946,000												
		Design & Construction	0	0	0	0	0	0	0	0												
		Land/Easements	1,000,000	2,500,000	0	0	0	0	0	3,500,000												
Index	Wastewater Projects		Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	Total Cost	Other Sources	Funding Sources			Unissued Debt Schedule							Index
												Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	
01	2103-WW	Doe Branch Parallel Interceptor: (Design)	500,000							500,000	500,000	A										01
02	2103-WW	Doe Branch Parallel Interceptor: (Construction)	1,000,000	3,500,000						4,500,000	1,000,000	A		3,500,000			3,500,000					02
03	2152-WW	Upper Doe Branch WW Line (Teel-PISD Stadium): (Design)	375,000							375,000	375,000	A										03
04	2152-WW	Upper Doe Branch WW Line (Teel-PISD Stadium): (Easements)	100,000							100,000	100,000	A										04
05	2152-WW	Upper Doe Branch WW Line (Teel-PISD Stadium): (Construction)		4,050,000						4,050,000	25,000	K		4,025,000		4,025,000						05
06	2203-WW	Wilson Creek WW Line: (Design)		35,000						35,000	35,000	E										06
07	2203-WW	Wilson Creek WW Line: (Construction)		365,000						365,000	365,000	E										07
08		Doe Branch, Phase 3 WWTP: (Design)			1,450,000					1,450,000	450,000	A		1,000,000			1,000,000					08
09		Doe Branch, Phase 3 WWTP: (Construction)			13,050,000					13,050,000	8,000,000	A,B		5,050,000			5,050,000					09
10		Impact Fee Analysis		100,000						100,000	100,000	A										10
	Subtotal		1,975,000	8,050,000	14,500,000	0	0	0	0	24,525,000	10,950,000		0	0	13,575,000	0	7,525,000	6,050,000	0	0	0	0
		Design	875,000	135,000	1,450,000	0	0	0	0	2,460,000												
		Construction	1,000,000	7,915,000	13,050,000	0	0	0	0	21,965,000												
		Design & Construction	0	0	0	0	0	0	0	0												
		Land/Easements	100,000		0	0	0	0	0	100,000												
Index	Drainage Projects		Prior Years	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	Total Cost	Other Sources	Funding Sources			Unissued Debt Schedule							Index
												Issued Debt Authorized	Unissued Debt GO	Unissued Debt CO	Issued 2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2032	
01	2003-DR	Frontier Park/Lakes of Prosper Drainage: (Design)	100,000							100,000	100,000	F										01
02	2003-DR	Frontier Park/Lakes of Prosper Drainage: (Construction)	985,000							985,000	300,000	F		685,000	685,000							02
	Subtotal		1,085,000	0	0	0	0	0	0	1,085,000	400,000		0	0	685,000	685,000	0	0	0	0	0	0
		Design	100,000	0	0	0	0		0	100,000												
		Construction	985,000	0	0	0	0		0	985,000												
		Design & Construction	0	0	0	0	0	0	0	0												
		Land/Easements	0	0	0	0	0	0	0	0												
	Grand Total Enterprise Funds		28,991,100	19,250,000	14,500,000	0	0	0	14,000,000	76,741,100	41,927,081		12,054,019	0	22,760,000	11,431,000	12,025,000	6,050,000	0	0	4,000,000	0
		Design	3,160,100	235,000	1,450,000	0	0	0	1,400,000	6,245,100												
		Construction	24,731,000	16,515,000	13,050,000	0	0	0	12,600,000	66,896,000												
		Design & Construction	0	0	0	0	0	0	0	0												
		Land/Easements	1,100,000	2,500,000	0	0	0	0	0	3,600,000												
	##																					
	##																					
	##																					
Description Codes - Other Sources																						
A	Impact Fees		D	General Fund		G	Park Development Fund		K	Escrows		Z	Other Sources (See Detail)									
B	Grant and Interlocal Funds		E	Water / Wastewater Fund		H	TIRZ #1		L	Capital Dedicated												
C	Developer Agreements		F	Stormwater Drainage Fund		J	TIRZ #2		X	Non-Cash Contributions												



## Capital Projects Summary

### Summary of Project Expenditures

PROJECT	Prior Year Expenditures	Current Year Expenditures	Future Planned Expenditures	Total Planned Expenditures
1512-ST First Street (DNT - Coleman)	4,011,567	16,775,000	-	20,786,567
1710-ST Coit Road (First - Frontier) - 4 lanes:	1,289,900	800,000	21,550,000	23,639,900
1933-ST Fishtrap Segment 2 (PISD Reimbursement)	-	1,063,033	-	1,063,033
1938-ST FM 1461 (SH 289 - CR 165)	350,000	175,000	45,190,870	45,715,870
2011-ST Gee Road (Fishtrap - Windsong Retail)	3,770,000	1,178,793	-	4,948,793
2012-ST Fishtrap (Elem - DNT) - 4 lanes:	23,757,380	7,050,000	-	30,807,380
2013-ST Teel (US 380 Intersection Improvements):	610,000	670,000	-	1,280,000
2014-ST First Street (Coit - Custer) - 4 lanes	25,135,500	1,749,500	-	26,885,000
2118-ST Preston Road / First Street Dual Left Turns	100,000	800,000	-	900,000
2121-ST Preston Road / Prosper Trail Dual Left Turns	100,000	800,000	-	900,000
2141-ST Coleman (Gorgeous - Prosper Trail) - 4 lanes	1,150,000	350,000	5,500,000	7,000,000
2142-ST Coleman (Prosper Trail - Talon) - 2 SB lanes	375,000	345,000	2,700,000	3,420,000
2207-ST Coit Road / US 380 SB Dual Left Turns	-	300,000	-	300,000
2208-ST Parvin (FM 1385 - Legacy):	-	800,000	16,500,000	17,300,000
2209-ST Gorgeous (McKinley - Coleman)	-	500,000	-	500,000
2210-ST Impact Fee Analysis	-	100,000	-	100,000
<b>STREETS</b>	<b>60,649,347</b>	<b>33,456,326</b>	<b>91,440,870</b>	<b>185,546,543</b>
2211-TR Median Lighting US 380 (Mahard - Lovers Ln)	-	300,000	-	300,000
<b>TRAFFIC</b>	<b>-</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>
2107-PK Lakewood Preserve, Phase 2 (22 Acres/Lights): (Constru	3,845,000	400,000	-	4,245,000
2119-PK Westside Waterline Trail Connection	-	800,000	-	800,000
2150-PK US 380 Green Ribbon Lndscp- Irrigation (Lovers - Mahai	95,000	1,500,000	-	1,595,000
<b>PARKS</b>	<b>3,940,000</b>	<b>2,700,000</b>	<b>-</b>	<b>6,640,000</b>
2203-FC Fire Station #4 (Other Development Costs)	-	700,000	-	700,000
2205-FC Fire Station #4 (Construction)	-	7,925,000	-	7,925,000
2206-FC Fire Station #4 (FF&E)	-	775,000	-	775,000
<b>FACILITY</b>	<b>-</b>	<b>9,400,000</b>	<b>-</b>	<b>9,400,000</b>
1501-WA LPP Pump Station and LPP WL Phase 2:	24,331,100	3,100,000	-	27,431,100
1810-WA LPP Water Line Phase 2A Easement Costs	1,000,000	500,000	-	1,500,000
2103-WW Doe Branch Parallel Interceptor:	1,500,000	3,500,000	-	5,000,000
2151-WA DNT (PT-Frontier), Frontier (DNT-PISD Stadium):12"WI	200,000	4,500,000	-	4,700,000
2152-WW Upper Doe Branch WW Line (Teel-PISD Stadium):	475,000	4,050,000	-	4,525,000
2210-WA Impact Fee Analysis	-	100,000	-	100,000
2210-WW Impact Fee Analysis	-	100,000	-	100,000
<b>WATER &amp; WASTEWATER</b>	<b>27,506,100</b>	<b>15,850,000</b>	<b>-</b>	<b>43,356,100</b>

## **Purpose of Financial Policies**

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

## **Charter Article VII - Financial Procedure Sections**

**As Revised May 6, 2017**

### **ARTICLE VII**

#### **Financial Procedures**

##### **SECTION 7.01 Fiscal Year**

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

##### **SECTION 7.02 Submission of Budget and Budget Message**

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

##### **SECTION 7.03 Budget Message**

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

##### **SECTION 7.04 Budget a Public Record**

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

##### **SECTION 7.05 Public Hearing on Budget**

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

##### **SECTION 7.06 Proceeding on Adoption of Budget**

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

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

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

## **Charter Article VII - Financial Procedure Sections**

### **As Revised May 6, 2017**

#### **SECTION 7.08 Contingent Reserve**

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

#### **SECTION 7.09 Amending the Budget**

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

#### **SECTION 7.10 Certification; Copies Made Available**

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

#### **SECTION 7.11 Capital Program**

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

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

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

#### **SECTION 7.12 Defect Shall Not Invalidate the Tax Levy**

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

## **Charter Article VII - Financial Procedure Sections**

**As Revised May 6, 2017**

### **SECTION 7.13 Lapse of Appropriations**

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

### **SECTION 7.14 Borrowing**

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

### **SECTION 7.15 Purchasing**

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



## **Charter Article VII - Financial Procedure Sections**

### **As Revised May 6, 2017**

#### **SECTION 7.16 Administration of Budget**

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

#### **SECTION 7.17 Depository**

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

#### **SECTION 7.18 Independent Audit**

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

## **Charter Article VII - Financial Procedure Sections**

**As Revised May 6, 2017**

### **SECTION 7.19 Power to Tax**

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

### **SECTION 7.20 Office of Tax Collector**

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

### **SECTION 7.21 Taxes; When Due and Payable**

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

### **SECTION 7.22 Tax Liens, Liabilities and Suits**

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

# **TOWN OF PROSPER ADMINISTRATIVE REGULATIONS**

## **CHAPTER 17: FINANCIAL MANAGEMENT POLICY**

### **SECTION 17.01: PURPOSE AND OVERVIEW**

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

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

### **SECTION 17.02: SCOPE**

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

### **SECTION 17.03: ACCOUNTING, AUDITING, AND FINANCIAL REPORTING**

#### **A. Accounting**

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

#### **B. Funds**

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

#### **C. External Auditing**

At the close of each fiscal year, and at such other times as may be deemed necessary, the Town Council shall call for an independent audit to be made of all accounts of the Town. The auditors

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

**D. External Financial Reporting**

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

**E. Internal Financial Reporting**

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

**SECTION 17.04: INTERNAL CONTROLS**

**A. Written Procedures**

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

**B. Department Directors Responsibilities**

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

**SECTION 17.05: OPERATING BUDGET**

**A. Preparation**

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

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

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

#### **B. Balanced Budget**

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

#### **C. Budgetary Control**

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

#### **D. Contingency Reserve**

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

#### **E. Planning**

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

#### **F. Reporting**

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

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

## **SECTION 17.06: CAPITAL IMPROVEMENT PROGRAM**

### **A. Preparation**

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

### **B. Program Planning**

The program as submitted shall include:

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

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

### **C. Alternate Resources**

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

### **D. Debt Financing**

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

**E. Reporting**

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

**SECTION 17.07: REVENUE MANAGEMENT**

**A. Simplicity**

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

**B. Administration**

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

**C. Dedication of Revenues**

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

**D. Financial Stability**

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

**E. Property Tax Revenues**

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

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

**F. User-Based Fees**

For services associated with a user fee or a fee to offset charge, the direct and indirect costs of that service will be imposed. There will be a periodic review of fees and charges to ensure that fees provide adequate coverage of costs of services. User charges may be classified as "full cost recovery," "partial cost recovery," and "minimal cost recovery," based on Town Council policy.

**G. Impact Fees**

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

**H. Utility Rates**

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

**I. Interest Income**

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

**J. Revenue Monitoring**

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

**SECTION 17.08: EXPENDITURE CONTROL**

**A. Appropriations**

The level of budgetary controls is explained in Section 17.05.C. Budgetary Control. When budget amendments between departments and/or funds are necessary, Town Council must approve



these. Budget appropriation amendments at lower levels of control shall be made in accordance with the applicable administrative procedures.

**B. Purchasing**

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

**C. Lapse of Appropriations**

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

**SECTION 17.09: ASSET MANAGEMENT**

**A. Investments**

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

**B. Cash Management**

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

**C. Investment Performance**

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

**D. Fixed Assets and Inventory**

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

**SECTION 17.10: FINANCIAL CONDITION AND RESERVES**

**A. No Operating Deficits**

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

**B. Operating Reserves**

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

**C. Minimum Unassigned Fund Balance**

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

**D. Risk Management Program**

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

**E. Loss Financing**

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

**F. Enterprise Fund Self-Sufficiency**

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

**G. Special Purpose Districts Cash Reserves**

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

**SECTION 17.11: DEBT MANAGEMENT**

**A. General**

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

**B. Self-Supporting Debt**

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

**C. Analysis of Financing Alternatives**

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

**D. Voter Authorization**

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

**SECTION 17.12: STAFFING AND TRAINING**

**A. Adequate Staffing**

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

**B. Training**

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

**C. Awards, Credentials**

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

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

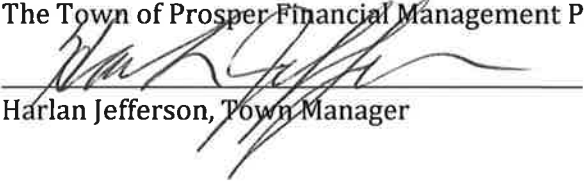
**SECTION 17.13: GRANT MANAGEMENT**

**A. General**

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

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

  
Harlan Jefferson, Town Manager

# **TOWN OF PROSPER ADMINISTRATIVE REGULATIONS**

## **CHAPTER 15: DEBT MANAGEMENT POLICY**

### **SECTION 15.01: PURPOSE AND OVERVIEW**

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

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

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

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

### **SECTION 15.02: SCOPE**

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

### **SECTION 15.03: OBJECTIVES**

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

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

Other objectives include:

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

#### **SECTION 15.04: IMPLEMENTATION**

The Policy requires:

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

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

## **SECTION 15.05: STRUCTURE OF DEBT**

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

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

### **A. Fixed Interest versus Variable Interest**

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

### **B. Other Considerations**

Bonds are generally issued such that:

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

## **SECTION 15.06: FINANCING ALTERNATIVES**

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

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

### **A. Pay-As-You-Go Financing**

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

### **B. General Obligation Bonds**

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

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

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

### **C. Certificates of Obligation**

COs will be issued for the following projects/acquisitions:

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



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

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

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

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

#### **D. Reimbursement Resolutions**

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

#### **E. Certificates of Obligations - Enterprise Fund**

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

## **F. Revenue Bonds**

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

## **G. Other debt obligations**

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

## **SECTION 15.07: METHODS OF SALE**

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

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

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

#### **A. Competitive Sale**

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

#### **B. Negotiated Sale**

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

#### **C. Private Placement**

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

### **SECTION 15.08: REFUNDING OF DEBT**

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

#### **A. Advance Refunding**

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

## **B. Current Refunding**

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

## **C. Refunding for Debt Restructuring**

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

## **SECTION 15.09: DEBT LIMITS**

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

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

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

## **SECTION 15.10: MATURITY LEVELS**

### **A. Revenue Debt**

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

### **B. General Obligation Debt**

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

## **SECTION 15.11: MANAGEMENT OF DEBT SERVICE FUND**

### **A. Interest Earnings**

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

## **B. Debt Service Reserves – General Obligation Bonds**

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

## **C. Debt Service Reserves – Revenue Bonds**

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

## **D. IRS Rules and Regulations**

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

## **SECTION 15.12: RATINGS**

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

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

## **SECTION 15.13: CONTINUING DISCLOSURE**

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

## **SECTION 15.14: SELECTION OF FINANCIAL ADVISOR**


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

## **SECTION 15.15: SELECTION OF BOND COUNSEL**

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

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

  
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Harlan Jefferson, Town Manager

# **TOWN OF PROSPER ADMINISTRATIVE REGULATIONS**

## **CHAPTER 16: DEBT POST ISSUANCE POLICY**

### **SECTION 16.01: PURPOSE AND OVERVIEW**

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

### **SECTION 16.02: GENERAL PROCEDURES**

#### **A. The Tax Compliance Certificate**

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

#### **B. Procedures**

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

### **SECTION 16.03: DESIGNATION OF RESPONSIBLE PERSON**

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

### **SECTION 16.04: EXTERNAL ADVISORS/DOCUMENTATION**

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

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

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

#### **SECTION 16.05:        ARBITRAGE REBATE AND YIELD**

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

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



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

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

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

**SECTION 16.07:       RECORD KEEPING REQUIREMENT**

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

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

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

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

  
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Harlan Jefferson, Town Manager

## Town Staff and Consultants

### Town Staff

Town Manager's Office	Vacant, Town Manager Bob Scott, Executive Director of Administrative Services
Town Secretary's Office	Michelle Lewis Sirianni, Town Secretary
Finance	Chris Landrum, Finance Director
Human Resources	James Edwards, Human Resources Director
Information Technology	Leigh Johnson, Information Technology Director
Communications	Robyn Battle, Executive Director of Community Services
Municipal Court	Celia O'Dell, Court Administrator
Police	Doug Kowalski, Police Chief
Fire	Stuart Blasingame, Fire Chief
Infrastructure Services	Vacant, Executive Director of Development & Infrastructure Services
Development Services	Vacant, Development Services Director
Public Works	Frank Jaromin, Public Works Director
Parks and Recreation	Dan Baker, Parks and Recreation Director
Library	Leslie Scott, Library Director
Engineering	Hulon Webb, Director of Engineering Services

### Consultants

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

# 2022 Tax Rate Calculation Worksheet

## Taxing Units Other Than School Districts or Water Districts

Form 50-856

Town of Prosper

972-346-2640

Taxing Unit Name

Phone (area code and number)

250 W. First Street, Prosper, TX 75078

www.prosper.tx.gov

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	<b>2021 total taxable value.</b> Enter the amount of 2021 taxable value on the 2021 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). <sup>1</sup>	\$ 5,967,307,930
2.	<b>2021 tax ceilings.</b> Counties, cities and junior college districts. Enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 497,313,189
3.	<b>Preliminary 2021 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 5,469,994,741
4.	<b>2021 total adopted tax rate.</b>	\$ 0.510000 /\$100
5.	<b>2021 taxable value lost because court appeals of ARB decisions reduced 2021 appraised value.</b>	
	A. Original 2021 ARB values: ..... \$ 143,932,326	
	B. 2021 values resulting from final court decisions: ..... - \$ 132,457,338	
	C. 2021 value loss. Subtract B from A. <sup>3</sup>	\$ 11,474,988
6.	<b>2021 taxable value subject to an appeal under Chapter 42, as of July 25.</b>	
	A. 2021 ARB certified value: ..... \$ 10,870,790	
	B. 2021 disputed value: ..... - \$ 1,972,176	
	C. 2021 undisputed value. Subtract B from A. <sup>4</sup>	\$ 8,898,614
7.	<b>2021 Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 20,373,602

<sup>1</sup> Tex. Tax Code § 26.012(14)

<sup>2</sup> Tex. Tax Code § 26.012(14)

<sup>3</sup> Tex. Tax Code § 26.012(13)

<sup>4</sup> Tex. Tax Code § 26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>2021 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ 5,490,368,343
9.	<b>2021 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2021.</b> Enter the 2021 value of property in deannexed territory. <sup>5</sup>	\$ 0
10.	<b>2021 taxable value lost because property first qualified for an exemption in 2022.</b> If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2022 does not create a new exemption or reduce taxable value. <b>A. Absolute exemptions.</b> Use 2021 market value: ..... \$ 2,604,754 <b>B. Partial exemptions.</b> 2022 exemption amount or 2022 percentage exemption times 2021 value: ..... + \$ 210,082,613 <b>C. Value loss.</b> Add A and B. <sup>6</sup>	\$ 212,687,367
11.	<b>2021 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2022.</b> Use only properties that qualified in 2022 for the first time; do not use properties that qualified in 2021. <b>A. 2021 market value:</b> ..... \$ 5,720,030 <b>B. 2022 productivity or special appraised value:</b> ..... - \$ 4,329 <b>C. Value loss.</b> Subtract B from A. <sup>7</sup>	\$ 5,715,701
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ 218,403,068
13.	<b>2021 captured value of property in a TIF.</b> Enter the total value of 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2021 taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 145,415,055
14.	<b>2021 total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ 5,126,550,220
15.	<b>Adjusted 2021 total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ 26,145,406
16.	<b>Taxes refunded for years preceding tax year 2021.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2021. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. <sup>9</sup>	\$ 248,856
17.	<b>Adjusted 2021 levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ 26,394,262
18.	<b>Total 2022 taxable value on the 2022 certified appraisal roll today.</b> This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled. <sup>11</sup> <b>A. Certified values:</b> ..... \$ 7,011,772,529 <b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: ..... + \$ ..... <b>C. Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: ..... - \$ 0 <b>D. Tax increment financing:</b> Deduct the 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2022 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below. <sup>12</sup> ..... - \$ 158,960,817 <b>E. Total 2022 value.</b> Add A and B, then subtract C and D.	\$ 6,852,811,712

<sup>5</sup> Tex. Tax Code § 26.012(15)<sup>6</sup> Tex. Tax Code § 26.012(15)<sup>7</sup> Tex. Tax Code § 26.012(15)<sup>8</sup> Tex. Tax Code § 26.03(c)<sup>9</sup> Tex. Tax Code § 26.012(13)<sup>10</sup> Tex. Tax Code § 26.012(13)<sup>11</sup> Tex. Tax Code § 26.012, 26.04(c-2)<sup>12</sup> Tex. Tax Code § 26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<b>Total value of properties under protest or not included on certified appraisal roll.</b> <sup>13</sup>	
A.	<b>2022 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. <sup>14</sup> ..... \$ <u>345,202,639</u>	
B.	<b>2022 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. <sup>15</sup> ..... + \$ <u>0</u>	
C.	<b>Total value under protest or not certified.</b> Add A and B.	\$ <u>345,202,639</u>
20.	<b>2022 tax ceilings.</b> Counties, cities and junior colleges enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2021 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$ <u>576,023,831</u>
21.	<b>2022 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$ <u>6,621,990,520</u>
22.	<b>Total 2022 taxable value of properties in territory annexed after Jan. 1, 2021.</b> Include both real and personal property. Enter the 2022 value of property in territory annexed. <sup>18</sup>	\$ <u>0</u>
23.	<b>Total 2022 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2021. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to exist-ing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2021 and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2022. <sup>19</sup>	\$ <u>599,036,068</u>
24.	<b>Total adjustments to the 2022 taxable value.</b> Add Lines 22 and 23.	\$ <u>599,036,068</u>
25.	<b>Adjusted 2022 taxable value.</b> Subtract Line 24 from Line 21.	\$ <u>6,022,954,452</u>
26.	<b>2022 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$ <u>0.438227</u> /\$100
27.	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2022 county NNR tax rate. <sup>21</sup>	\$ _____ /\$100

## SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
28.	<b>2021 M&amp;O tax rate.</b> Enter the 2021 M&O tax rate.	\$ <u>0.328000</u> /\$100
29.	<b>2021 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>5,490,368,343</u>

<sup>13</sup> Tex. Tax Code § 26.01(c) and (d)

<sup>14</sup> Tex. Tax Code § 26.01(c)

<sup>15</sup> Tex. Tax Code § 26.01(d)

<sup>16</sup> Tex. Tax Code § 26.012(6)(B)

<sup>17</sup> Tex. Tax Code § 26.012(6)

<sup>18</sup> Tex. Tax Code § 26.012(17)

<sup>19</sup> Tex. Tax Code § 26.012(17)

<sup>20</sup> Tex. Tax Code § 26.04(c)

<sup>21</sup> Tex. Tax Code § 26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total 2021 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100	\$ 18,008,408
31.	<b>Adjusted 2021 levy for calculating NNR M&amp;O rate.</b> <b>A. M&amp;O taxes refunded for years preceding tax year 2021.</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2021. This line applies only to tax years preceding tax year 2021. .... + \$ 175,901 <b>B. 2021 taxes in TIF.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2022 captured appraised value in Line 18D, enter 0. .... - \$ 493,368 <b>C. 2021 transferred function.</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. .... +/- \$ 0 <b>D. 2021 M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. .... \$ -317,467 <b>E. Add Line 30 to 31D.</b>	\$ 17,690,941
32.	<b>Adjusted 2022 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,022,954,452
33.	<b>2022 NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.293725 /\$100
34.	<b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup> <b>A. 2022 state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0 <b>B. 2021 state criminal justice mandate.</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. .... - \$ 0 <b>C. Subtract B from A and divide by Line 32 and multiply by \$100.</b> .... \$ 0/\$100 <b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ 0/\$100
35.	<b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup> <b>A. 2022 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. .... \$ 0 <b>B. 2021 indigent health care expenditures.</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. .... - \$ 0 <b>C. Subtract B from A and divide by Line 32 and multiply by \$100.</b> .... \$ 0/\$100 <b>D. Enter the rate calculated in C. If not applicable, enter 0.</b>	\$ 0/\$100

<sup>22</sup> [Reserved for expansion]<sup>23</sup> Tex. Tax Code § 26.044<sup>24</sup> Tex. Tax Code § 26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<b>Rate adjustment for county indigent defense compensation.</b> <sup>25</sup> <b>A. 2022 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose. . . . . \$ _____ 0 <b>B. 2021 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose. . . . . \$ _____ 0 <b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>D.</b> Multiply B by 0.05 and divide by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>E.</b> Enter the lesser of C and D. If not applicable, enter 0.	\$ _____ 0/\$100
37.	<b>Rate adjustment for county hospital expenditures.</b> <sup>26</sup> <b>A. 2022 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. . . . . \$ _____ 0 <b>B. 2021 eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. . . . . \$ _____ 0 <b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>D.</b> Multiply B by 0.08 and divide by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>E.</b> Enter the lesser of C and D, if applicable. If not applicable, enter 0.	\$ _____ 0/\$100
38.	<b>Rate adjustment for defunding municipality.</b> This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information. <b>A. Amount appropriated for public safety in 2021.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. . . . . \$ _____ 0 <b>B. Expenditures for public safety in 2021.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. . . . . \$ _____ 0 <b>C.</b> Subtract B from A and divide by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>D.</b> Enter the rate calculated in C. If not applicable, enter 0.	\$ _____ 0/\$100
39.	<b>Adjusted 2022 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.293725 /\$100
40.	<b>Adjustment for 2021 sales tax specifically to reduce property values.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2021 should complete this line. These entities will deduct the sales tax gain rate for 2022 in Section 3. Other taxing units, enter zero. <b>A.</b> Enter the amount of additional sales tax collected and spent on M&O expenses in 2021, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. . . . . \$ _____ 0 <b>B.</b> Divide Line 40A by Line 32 and multiply by \$100. . . . . \$ _____ 0/\$100 <b>C.</b> Add Line 40B to Line 39.	\$ 0.293725 /\$100
41.	<b>2022 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below. <b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. <b>- or -</b> <b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	\$ 0.304005 /\$100

<sup>25</sup> Tex. Tax Code § 26.0442<sup>26</sup> Tex. Tax Code § 26.0443



Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
<b>D41.</b>	<b>Disaster Line 41 (D41): 2022 voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2) the third tax year after the tax year in which the disaster occurred  If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. <sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	\$ _____ 0 /\$100
<b>42.</b>	<b>Total 2022 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses.  <b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2022, verify if it meets the amended definition of debt before including it here. <sup>28</sup>  Enter debt amount ..... \$ <u>12,891,164</u> <b>B. Subtract unencumbered fund amount</b> used to reduce total debt. .... - \$ <u>0</u> <b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ <u>0</u> <b>D. Subtract amount paid</b> from other resources ..... - \$ <u>0</u> <b>E. Adjusted debt.</b> Subtract B, C and D from A.	\$ <u>12,891,164</u>
<b>43.</b>	<b>Certified 2021 excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ <u>839,773</u>
<b>44.</b>	<b>Adjusted 2022 debt.</b> Subtract Line 43 from Line 42E.	\$ <u>12,051,391</u>
<b>45.</b>	<b>2022 anticipated collection rate.</b> <b>A.</b> Enter the 2022 anticipated collection rate certified by the collector. <sup>30</sup> ..... <u>100.00</u> % <b>B.</b> Enter the 2021 actual collection rate. .... <u>101.37</u> % <b>C.</b> Enter the 2020 actual collection rate. .... <u>101.01</u> % <b>D.</b> Enter the 2019 actual collection rate. .... <u>107.29</u> % <b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. <sup>31</sup>	<u>101.01</u> %
<b>46.</b>	<b>2022 debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ <u>11,930,889</u>
<b>47.</b>	<b>2022 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>6,621,990,520</u>
<b>48.</b>	<b>2022 debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ <u>0.180170</u> /\$100
<b>49.</b>	<b>2022 voter-approval tax rate.</b> Add Lines 41 and 48.	\$ <u>0.484175</u> /\$100
<b>D49.</b>	<b>Disaster Line 49 (D49): 2022 voter-approval tax rate for taxing unit affected by disaster declaration.</b> Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	\$ _____ /\$100

<sup>27</sup> Tex. Tax Code § 26.042(a)<sup>28</sup> Tex. Tax Code § 26.012(7)<sup>29</sup> Tex. Tax Code § 26.012(10) and 26.04(b)<sup>30</sup> Tex. Tax Code § 26.04(b)<sup>31</sup> Tex. Tax Code §§ 26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2022 county voter-approval tax rate.	\$ 0.000000 /\$100

### SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November 2021 or May 2022, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2021, enter 0.	\$ 0
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup>  <b>Taxing units that adopted the sales tax in November 2021 or in May 2022.</b> Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> <b>- or -</b> <b>Taxing units that adopted the sales tax before November 2021.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ 0
53.	<b>2022 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,621,990,520
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ 0 /\$100
55.	<b>2022 NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.438227 /\$100
56.	<b>2022 NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2021 or in May 2022.</b> Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2021.	\$ 0.438227 /\$100
57.	<b>2022 voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.484175 /\$100
58.	<b>2022 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ 0.484175 /\$100

### SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
59.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ 0
60.	<b>2022 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,621,990,520
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ 0 /\$100
62.	<b>2022 voter-approval tax rate, adjusted for pollution control.</b> Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	\$ 0.484175 /\$100

<sup>32</sup> Tex. Tax Code § 26.041(d)

<sup>33</sup> Tex. Tax Code § 26.041(i)

<sup>34</sup> Tex. Tax Code § 26.041(d)

<sup>35</sup> Tex. Tax Code § 26.04(c)

<sup>36</sup> Tex. Tax Code § 26.04(c)

<sup>37</sup> Tex. Tax Code § 26.045(d)

<sup>38</sup> Tex. Tax Code § 26.045(i)

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.<sup>39</sup> In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;<sup>40</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>41</sup> or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.<sup>42</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>43</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>2021 unused increment rate.</b> Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.029436 /\$100
64.	<b>2020 unused increment rate.</b> Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero.	\$ 0.013725 /\$100
65.	<b>2019 unused increment rate.</b> Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	\$ 0 /\$100
66.	<b>2022 unused increment rate.</b> Add Lines 63, 64 and 65.	\$ 0.043161 /\$100
67.	<b>2022 voter-approval tax rate, adjusted for unused increment rate.</b> Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	\$ 0.527336 /\$100

## SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.<sup>44</sup>

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
68.	<b>Adjusted 2022 NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i>	\$ 0.293725 /\$100
69.	<b>2022 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,621,990,520
70.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 69 and multiply by \$100.	\$ 0.007550 /\$100
71.	<b>2022 debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.180170 /\$100
72.	<b>De minimis rate.</b> Add Lines 68, 70 and 71.	\$ 0.000000 /\$100

## SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.<sup>46</sup>

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.<sup>47</sup>

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

<sup>39</sup> Tex. Tax Code § 26.013(a)

<sup>40</sup> Tex. Tax Code § 26.013(c)

<sup>41</sup> Tex. Tax Code §§ 26.0501(a) and (c)

<sup>42</sup> Tex. Local Gov't Code § 120.007(d), effective Jan. 1, 2022

<sup>43</sup> Tex. Tax Code § 26.063(a)(1)

<sup>44</sup> Tex. Tax Code § 26.012(8-a)

<sup>45</sup> Tex. Tax Code § 26.063(a)(1)

<sup>46</sup> Tex. Tax Code § 26.042(b)

<sup>47</sup> Tex. Tax Code § 26.042(f)

This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
73.	<b>2021 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.510000 /\$100
74.	<b>Adjusted 2021 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2021 and the taxing unit calculated its 2021 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2021 worksheet due to a disaster, enter the 2021 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. <b>- or -</b> If a disaster occurred prior to 2021 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2021, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2021 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. <sup>48</sup> Enter the final adjusted 2021 voter-approval tax rate from the worksheet. <b>- or -</b> If the taxing unit adopted a tax rate above the 2021 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	\$ 0 /\$100
75.	<b>Increase in 2021 tax rate due to disaster.</b> Subtract Line 74 from Line 73.	\$ 0.510000 /\$100
76.	<b>Adjusted 2021 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 5,126,550,220
77.	<b>Emergency revenue.</b> Multiply Line 75 by Line 76 and divide by \$100.	\$ 26,145,406
78.	<b>Adjusted 2022 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 6,022,954,452
79.	<b>Emergency revenue rate.</b> Divide Line 77 by Line 78 and multiply by \$100. <sup>49</sup>	\$ 0 /\$100
80.	<b>2022 voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	\$ 0.527336 /\$100

## SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

<b>No-new-revenue tax rate.</b> ..... As applicable, enter the 2022 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax). Indicate the line number used: <u>26</u>	\$ 0.438227 /\$100
<b>Voter-approval tax rate.</b> ..... As applicable, enter the 2022 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue). Indicate the line number used: <u>67</u>	\$ 0.527336 /\$100
<b>De minimis rate.</b> ..... If applicable, enter the 2022 de minimis rate from Line 72.	\$ 0.000000 /\$100

## SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code. <sup>50</sup>

print  
here

Jayna Dean

Printed Name of Taxing Unit Representative

sign  
here

*Jayna Dean*  
Taxing Unit Representative

7/29/2022

Date

<sup>48</sup> Tex. Tax Code §26.042(c)

<sup>49</sup> Tex. Tax Code §26.042(b)

<sup>50</sup> Tex. Tax Code §§ 26.04(c-2) and (d-2)

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

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

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

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

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

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

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

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

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

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

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

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

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

## Glossary

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

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

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

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

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

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

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

**Arbitrage:** The reinvestment of the proceeds of tax-exempt securities in materially higher-yielding taxable securities.

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

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

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

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

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

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

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

- (a) To ascertain whether the statements prepared from the accounts present fairly the financial position and the results of financial operations of the constituent funds and balanced account groups of the governmental unit in accordance with generally accepted accounting principals applicable to governmental units and on a basis consistent with that of the preceding year.
- (b) To determine the propriety, legality, and mathematical accuracy of a governmental unit's financial transactions.
- (c) To ascertain the stewardship of public officials who handle and are responsible for the financial resources of a governmental unit.

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

## Glossary

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

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

(c) opinions;

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

(e) financial statements and schedules; and

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

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

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

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

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

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

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

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

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

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

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

**Bonds Issued:** Bonds sold.

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

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

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

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

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

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

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

**Capital Expenditures:** See Capital Outlays.

**Capital Improvement Program:** See Capital Program.

**Capital Outlays:** Expenditures in excess of \$5,000 which result in the acquisition of or addition to fixed assets.

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

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

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

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

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

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



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**Coding:** A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used quickly reveals certain required information. See also Symbolization.

**Combination Bond:** A bond issued by a governmental unit which is payable from the revenues of a governmental enterprise, but which is also backed by the full faith and credit of the governmental unit.

**Combined Balance Sheet:** A single balance sheet which displays the individual balance sheets of each class of funds and the balanced account groups of a governmental unit in separate, adjacent columns.

Note: There are no interfund elimination or consolidations in a combined balance sheet for a governmental unit.

**Contingent Fund:** Assets or other resources set aside to provide for unforeseen expenditures or for anticipated expenditures of uncertain amounts.

Note: The term should not be used to describe a reserve for contingencies. The latter is set aside out of the fund balance of a fund but does not constitute a separate fund. Similarly, an appropriation is not a fund.

**Coverage:** See Net Revenue Available for Debt Service.

**Current:** A term which, when applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods.

**Current Budget:** The annual budget prepared for and effective during the present fiscal year; or, in the case of some state governments, the budget for the present biennium.

**Current Funds:** Funds the resources of which are expended for operating purposes during the current fiscal period. In its usual application in plural form, it refers to General, Special Revenue, Debt Service, and Enterprise Funds of a governmental unit. In the singular form, the current fund is synonymous with the general fund. See also General Fund.

**Current Liabilities:** Liabilities which are payable within a relatively short period of time, usually no longer than a year.

**Current Revenue:** Revenues of a governmental unit that are available to meet expenditures of the current fiscal year. See Revenue.

**Current Taxes:** (1) Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached. (2) Taxes levied in the preceding fiscal period but becoming due in the current fiscal period, from the time they become due until a penalty for nonpayment is attached.

**Current Year's Tax Levy:** Taxes levied for the current fiscal period.

**Data Processing:** (1) The preparation and handling of information and data from source media through prescribed procedures to obtain such end results as classification, problem solution, summarization, and reports. (2) Preparation and handling of financial information wholly or partially by mechanical or electronic means. See also Electronic Data Processing (EDP).

**Debt:** An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt. See also Bond, Notes Payable, Long-Term Debt, and General Long-Term Debt.

## Glossary

**Debt Limit:** The maximum amount of gross or net debt that is legally permitted.

**Debt Service Fund:** A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

**Debt Service Fund Requirements:** The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

**Deficit:** (1) The excess of the liabilities and reserves of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intragovernmental Service Funds, the excess of expense over income during an accounting period.

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

Note: The term is sometimes limited to taxes levied for the fiscal period or periods preceding the current one, but such usage is not entirely correct. See also Current Taxes, Current Year's Tax Levy, and Prior Years' Tax Levies.

**Deposit:** (1) Money placed with a banking or other institution, or with a person either as a general deposit subject to check or as a special deposit made for some specified purpose. (2) Securities lodged with a banking or other institution or with a person for some particular purpose. (3) Sums deposited by customers for electric meters, water meters, etc., and by contractors and others to accompany and guarantee their bids.

**Depreciation:** (1) Expiration of the service life of fixed assets, other than wasting assets, attributable to wear and tear through use and lapse of time, obsolescence, inadequacy, or other physical elements for functional causes. (2) The portion of the cost of a fixed asset charged as an expense during a particular period.

Note: The cost of a fixed asset is prorated over the estimated service life of such asset and each period is charged with part of such cost so that ultimately the entire cost of the asset is charged off as an expense. In governmental accounting, depreciation may be recorded in proprietary funds and trust funds where expenses, net income, and/or capital maintenance are measured.

**Direct Debt:** The debt that a governmental unit has incurred in its own name, or assumed through the annexation of territory or consolidation with another governmental unit. See also Overlapping Debt.

**Direct Expense:** Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.

**Due to Fiscal Agent:** Amounts due to fiscal agents, such as commercial banks, for servicing a governmental unit's maturing interest and principal payments on indebtedness.

**Effective Interest Rate:** The rate of earning on a bond investment based on the actual price paid for the bond, the coupon rate, the maturity date, and the length of time between interest dates, in contrast with the nominal interest rate.

**Electronic Data Processing (EDP):** Data processing by means of high-speed electronic equipment. See also Data Processing.

## Glossary

**Encumbrances:** Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Debt:** Debt that is to be retired primarily from the earnings of publicly owned and operated enterprises. See also Revenue Bonds.

**Enterprise Fund:** A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, and transit systems.

**Equipment:** Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings) which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

**Estimated Revenue:** For revenue accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis recommended for some funds by the Governmental Accounting Standards Board, estimated revenues include both cash and accrual basis revenues. See also Cash Basis, Accrual Basis, and Modified Accrual Basis.

**Expenditures:** Where the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes.

Note: Encumbrances are not expenditures.

**Expenses:** Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period.

Note: Legal provisions sometimes make it necessary to treat charges whose benefits extend over future periods as expenses. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which is to be in force for a period longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year, even though their benefits extend also to other periods.

**Fiduciary Fund Types:** The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

**Fiscal Period:** Any period at the end of which a governmental unit determines its financial position and the results of its operations.

**Fiscal Year:** A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

**Fixed Assets:** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Note: The term does not indicate the immobility of an asset, which is the distinctive character of "fixture."

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

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

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

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

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

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

**FTE (Full-Time Equivalent):** A term used when developing personal services budgets; 2,080 hours worked annually equates to 1.0 full-time equivalent (FTE) position.

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

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

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

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

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

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

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

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

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

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

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

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

## Glossary

**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.

## Glossary

**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.

## Glossary

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

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

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

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

Note: The term does not include encumbrances.

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

**Machinery and Equipment:** See Equipment.

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

**Major Fund:** Funds that the revenues, expenses, assets or liabilities are greater than 10% of corresponding totals and at least 5% of the aggregate amount for all governmental and enterprise funds.

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

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

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

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

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

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

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

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

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

## Glossary

**Non-major Fund:** Funds that the revenues, expenses, assets or liabilities are less than 10% of corresponding totals and at less than 5% of the aggregate amount for all governmental and enterprise funds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Glossary

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

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

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

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

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

**Overlapping Debt:** The proportionate share of the debts of local governmental units located wholly or in part within the limits of the reporting government which must be borne by property within each governmental unit.

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

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

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

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

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

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

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

## Glossary

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

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

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

**Purchase Order:** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

**Special Purpose District:** allows for a dedicated sales tax resource.

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

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

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

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

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

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

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

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

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

## Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Glossary

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

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

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

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

**Unappropriated Budget Surplus:** Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal period.

**User Charges:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

**Utility Fund:** See Enterprise Fund.

**Work Program:** A plan of work proposed to be done during a particular period by an administrative agency in carrying out its assigned activities.



# THANK YOU BUDGET TEAM!

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

*I'd like to thank those listed below who were instrumental in preparation of the proposed budget.*

*Bob Scott, Administrative Services*

*Frank Jaromin, Public Works*

*Robyn Battle, Community Services*

*Leigh Johnson, IT*

*Chief Blasingame, Fire*

*Dan Baker, Parks*

*Assistant Chief Eft, Fire*

*Leslie Scott, Library*

*Chief Kowalski, Police*

*Hulon Webb, Engineering*

*Assistant Chief Brewer, Police*

*James Edwards, HR*

*Michelle Lewis Sirianni, Town  
Secretary*

