

City of Princeton

Annual Operating Budget
Fiscal Year 2015-2016

#1 Place for First Time Home Buyers
in Dallas-Fort Worth



PRINCETON
Naturally Home

Commitment to Community



"It is the mission of the City of Princeton to provide a high quality of life through essential municipal services, infrastructure, public safety and recreation, while welcoming growth through effective and fiscally responsible government."

**City of Princeton
Fiscal Year 2015-2016
Budget Cover Page**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$355,866 which is a 15.46 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 \$192,616.

The members of the governing body voted on the budget on 9-8-2015 as follows:

FOR: 3

AGAINST: 0

PRESENT AND NOT VOTING: 0

ABSENT: 1

Property Tax Rate Comparison

	2015-2016	2014-2015
Property Tax Rate:	\$0.691886/100	\$0.721800/100
Effective Tax Rate:	\$0.642774/100	\$0.675209/100
Effective Maintenance & Operations Tax Rate:	\$0.438877/100	\$0.467751/100
Rollback Tax Rate:	\$0.691886/100	\$0.734141/100
Debt Rate:	\$0.217899/100	\$0.228970/100

Total debt obligation for City of Princeton secured by property taxes:
\$18,775,000

FY 2015-2016

Annual Operating Budget

SUBMITTED TO:

The Honorable Ken Bowers
Mayor

City Council Members

Steve Deffibaugh
Mayor Pro-Tem

David Kleiber
Bill Glass
John Mark Caldwell

SUBMITTED BY:

Derek Borg
City Manager

PREPARED BY:

Derek Borg, City Manager
Cathy Crane, Director of Finance

Additional Information Contact:

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City Manager's Budget Message

August 3rd, 2015

INTRODUCTION

Honorable Mayor and City Council

On behalf of the entire management team it is my pleasure to submit a structurally balanced Operating Budget for Fiscal Year 2015-2016. Over the past year Princeton has seen several indicators that the economy has rebounded in this area. Several single family home developments began construction on new streets and utilities this year and, during FY 2014-2015 the City of Princeton has seen the development of over 800 single family home sites and is issuing building permits as they are completed. Currently the developers are selling the homes as fast as they are finished.

With the increase in the population and the expected growth in Princeton, commercial and retail development has increased as well. Currently Walmart Corporation is under construction with a Super Walmart that is expected to be complete in May of 2016. This is the first large retailer that has located to Princeton and the expectation is that several well-known retailers will soon follow.

Throughout the year the City has focused on the reconstruction of streets in the older part of the City. The City was able to complete the construction of Bonnie View Street and Harrelson Street this year, and complete the design work on First St. from Main Street, north to Willow Lane. Much of the design work is also complete on El Camino and Monterey Street. We anticipate being able to start the construction on First Street early this coming budget year, and El Camino and Monterey this year also.

The Staff has worked closely with Collin County Engineering and the Regional Transportation Committee to develop a regional approach the transportation needs of the area. These efforts lead to the design and development of Beauchamp Blvd. This roadway will eventually connect FM75 to the north and CR400 to the south. This roadway is currently under design and is partially funded through bond funds provided through Collin County. Currently the Economic Development Corporation is researching funding options that will help fund this construction.

The Economic Development Corporation has completed most of the design work on a 108 acre business park located on the north east corner of CR400 and the future Beauchamp Blvd. The addition of this business park will bring on line several desirable sites for the commercial user. The Community Development Corporation has designed a new Veterans Park and is in the process of evaluating the costs in order to proceed with its construction. The CDC has also committed to assisting with the construction of a park trail that will connect the new disk golf course to the main parking and facilities at the JM Caldwell Sr. Community Park and POW camp. This project has been partially funded through a Collin County Park Trail Grant the City received this last year.

The coming years will bring new challenges to City leaders as they navigate the changes that will need to take place as the City grows. Studies show one of the most important aspects of governance is to engage the Citizens. As we move to the future and change with the times, we are striving to preserve the heritage of our community while focused on a vision that will allow Princeton to grow in a way that is good for all who live in the community. We are continuing to look forward to the future in order to provide the highest quality of service to the citizens of Princeton. This budget document recognizes some previous accomplishments and outlines the changes and the goals for our community in this Budget year.

In the coming days, the City Council and community will be afforded several opportunities to become familiar with and ask questions about the Budget. Our goal is to present information transparently, accurately, and timely. In addition, we will provide a high level of analysis with any questions or request for clarification received from the City Council or the community during the budget adoption process. The City Council will hold a public hearing on the budget on September 8th and two (2) public hearings on the proposed tax rate, one (1) on August 17th and one (1) on September 8th. We will take out advertisements in a local newspaper, and we will post the Budget on the City's website, and provide an electronic and/or hard copy to anyone who requests it in person, by phone, email, or fax.

The format of this budget will provide you with an easy to read document. Each section is divided into various components with supporting information and statistics. We as a Staff, look

forward to helping ensure that the budget represents the service level that the Council and Citizens of Princeton expect and deserve.

Budget Policies provide management's direction for the City of Princeton's (City) budget process and budget documents. Various summaries, statistical information, and revenue sources are provided to help define the City's goals, purposes, and assumptions for projections. The budget document and organization of the budget are described below.

Respectfully Submitted,

Derek Borg

City Manager



Community Profile

Princeton is a rapidly growing community in Collin County, Texas located approximately 30 miles north of Dallas. Princeton borders McKinney on the west and Farmersville on the east and its main district is located along State Highway 380. Over the past few years Princeton has seen a steady increase in building permits for single family homes along with an increase in commercial development. This is primarily attributed to the recent expansion of Highway 121 from Dallas Fort Worth Airport to the south east section of McKinney. This put Princeton within 20 to 45 minutes from several Fortune 500 companies including, Texas Instruments, Dr. Pepper, and JC Penny. In September 2014, neighboring McKinney Texas was named “The Best Place to Live” by Money Magazine. With the current population of 148,559 and the growth taking place in McKinney, Princeton is the natural choice for those looking to live just outside the big city and enjoy that small town environment. Princeton’s current population is approximately 10,500 residents and is expected to grow significantly over the next 5 years.

Retail development is occurring in Princeton including a new Super Walmart that will also be the home of a new bank, an eye care center, a restaurant and a fuel station.

The Princeton Independent School District provides a high level of vocational programs such as building trades, cosmetology, culinary arts, performing arts, which include college prep education. The Princeton School District has equally grown over the past several years, since 2008 the student population has grown at a rate of 43% thru 2014, and now sits at 4015 students for 2015.



The homes in Princeton range from \$140,000 in a newly developed subdivision to \$500,000 or more in an elite water ski community with homes and boat docks surrounding a private water ski lake. Princeton offers a wide range of living, from the neighborhood community type atmosphere to the one acre or greater estate type living.

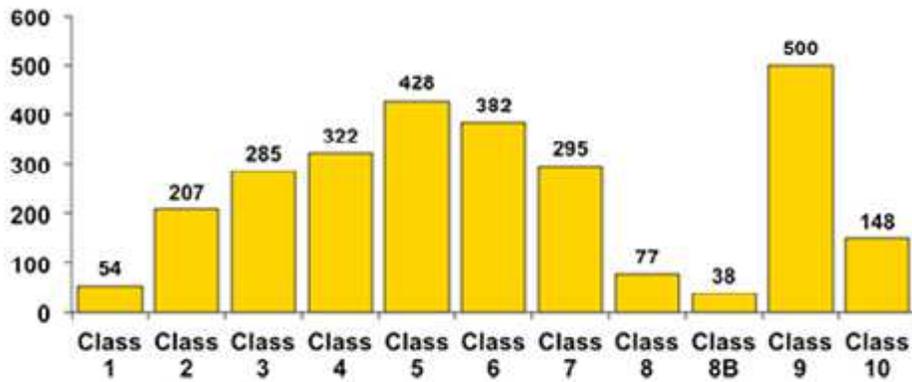


Princeton has a large Community Park that is used for baseball and community events including a 4th of July celebration that brings in close to 10,000 people from Princeton and the surrounding area. Other events throughout the year include a Fall Festival, Onion Festival, Easter Egg Hunt, Homecoming parade, and the Christmas tree lighting. Other smaller community parks and amenity centers are located in the subdivisions for use by the local residents in these subdivisions. A park trail system that connects the communities and the parks is being developed as the new developments are constructed.



The City enjoys an Insurance Service Office, (ISO) 2 rating that affords the City's residents with a reduced rate over most cities. Out of 2,736 rated Cities, Princeton rates among the top 8% in Texas for Fire and Emergency Service protection.

(ISO) Rated Cities in Texas



Strategic Goals

Throughout the year the City Council directs the staff in the direction they desire the City to grow. Building on the City's strengths as a community, and listening to the public for input is top priority.

Goal I- Preserve the Small Town Environment and Heritage in Princeton

- ✚ The small town feel is one of the reasons people come to Princeton. The decisions and efforts as the City develops need to capitalize and build on this important asset.

Goal II- Promote Community Involvement through Community Events

- ✚ Coordinate events such as the 4th of July Festival, Fall Festival, Tree Lighting, National Night Out, and have representatives from the City at a booth whenever possible.

Goal III- Do It Right: Promote Smart and Sustainable Designs

- ✚ A city that encourages smart, sustainable design will live long into the future. This includes the ability to walk to stores and other amenities. Advancing these goals also improves the small town feel.

Factors Influencing Decisions

- Public Safety
- Available Funding
- Ability to defer costs or needs
- Necessary timing
- Public input
- Council direction

Priorities and Issues

Street Refurbishment

One of the main priorities for Princeton is to continue to replace the older infrastructure in order to minimize the impact that catastrophic failures can have on the citizens and the budget. The City is committed to the refurbishment of the local streets within the older part of the City, and has paved approximately a half mile in FY 2014-2015.



Water and Waste Water

Sewer line and Water line replacement due to older infrastructure continues to be a priority. The older lift stations are also in need of upgrading to new standards. Staying ahead of the line replacements and lift station improvements before there is system failures will assure the citizens experience fewer utility outages.



Storm Drainage

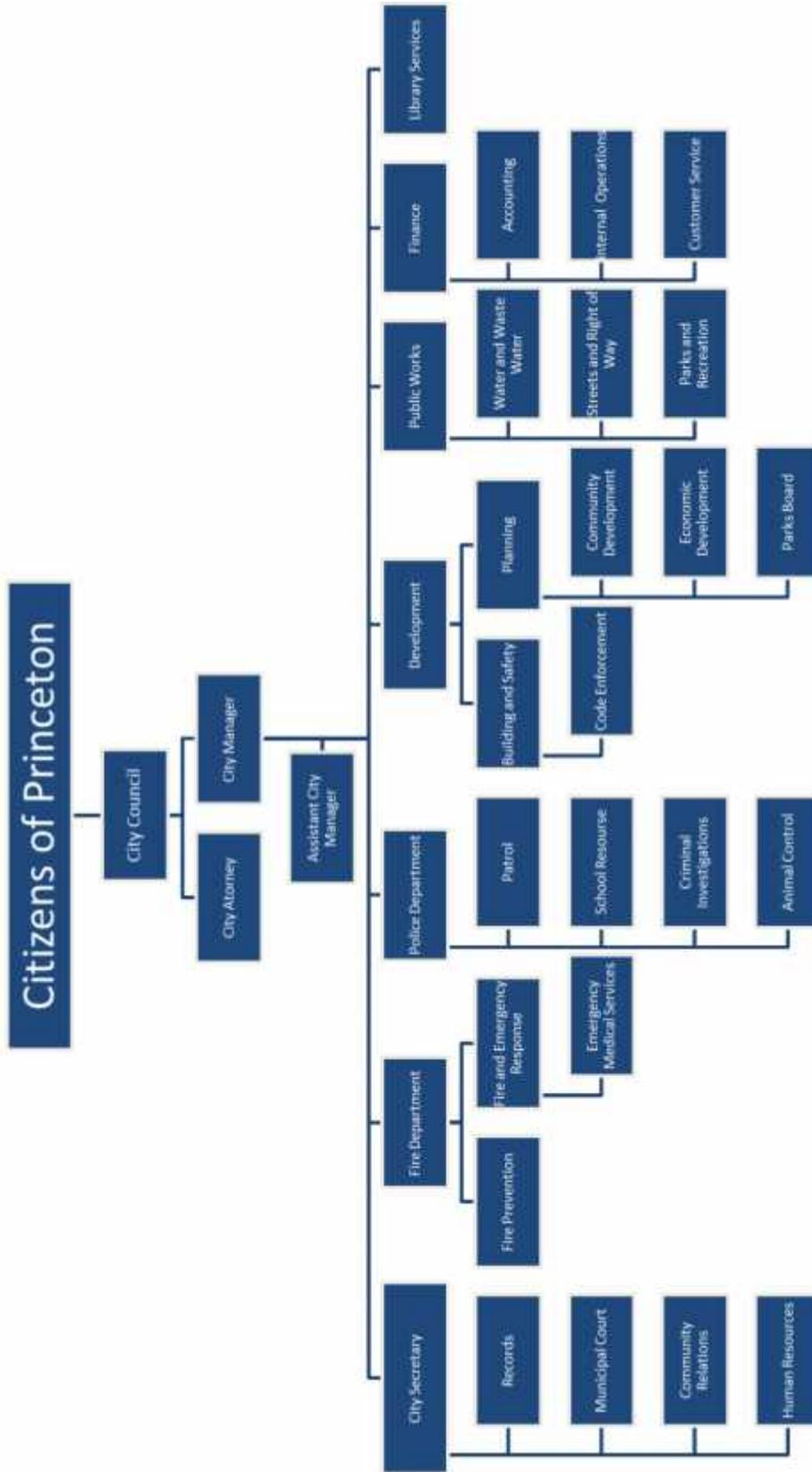
Drainage improvements throughout the City to eliminate ponding of water not only will help in preventing localized flooding, it will also contribute to the control of mosquitoes and other insects that breed near or in standing water.



Public Works

Operating the Public Works Department out of the existing building has become very inefficient. The building does not have the space for proper staffing and maintaining a proper work environment. There is no parking for the employees other than in the street or on grass areas. Much of the equipment is stored outside in the weather that should be stored inside. The City owns a property in the north section of town slated for the new facility. Depending on the available funding, the City will construct a new facility on that property. Maximizing the efficiency of the work crews in the Public Works department is a priority. As a small city experiencing a high volume of growth, being under staffed is a common occurrence. Making sure that the crews perform efficiently is imperative.





Background

The City of Princeton is a Type A, General Law City in the State of Texas. The City prepares a budget based on a fiscal year starting on October 1st and ending on September 30th each year. The City operates under a City Council/City Manager form of government and provides traditional municipal and public enterprise services, as shown below:

Municipal Services

Streets and Thoroughfares
Public Safety, Police and Fire
Library
Planning and Zoning
Parks and Recreation

Public Enterprise Services

Water
Waste Water (sewer)
Solid Waste Management
Storm Water Management

The budget is prepared using Generally Accepted Accounting Principles. The budget differs from the Comprehensive Annual Financial Report (CAFR) in two ways. The budget does not show depreciation expenses and it does not show the City's liabilities. The City Manager is responsible to the Mayor and City Council for the management and implementation of the budget. The City Manager has the discretion to transfer appropriations between departments within a fund, but changes in appropriations between funds must be approved by the City Council.

Though coordinated by the Director of Finance, the development of the Operating and Capital Improvement Program (CIP) Budgets are a cooperative and coordinated effort between the various departments involved in the planning and implementation of the respective budgets. The City departments worked with the City Manager to develop goals and objectives for their respective departments.

Budget preparation takes approximately five months. The Budget Team met on a regular basis with departmental representatives as part of the budget preparation process. Departments began preparing their budget requests and revenue estimates in May. From May through August, the Budget and Executive Team carefully reviewed, evaluated, and prioritized each department's budget submissions for new and additional services, positions, capital outlay, and capital improvement projects. The overall estimated revenues and proposed appropriations were also reviewed. Moreover, remaining mindful of public safety and legal requirements; adhering to the City Council's financial policies; as well as providing the most efficient, effective, and economical service levels possible are major considerations throughout the budget process.

The City of Princeton uses a combined program utilizing a line item budget and finally a summary budget format. This is designed to provide a comprehensive management control and fiscal planning system. This format is aimed at achieving goals and objectives at the operational levels that are consistent with City Council's Goals and Priorities. The budgeting process is an incremental one, which starts with the requests from the departments, based on historical information, inflationary increases, and/or department knowledge based on upcoming projects. Requests for appropriations are made at the department level and are compiled and initially reviewed by the Director of Finance and the City Manager. Once the Department review is completed, the Budget Team met and reviewed the budget with the Mayor, City Manager and Director of Finance.

Mission Statement:

“It is the mission of the City of Princeton to provide a high quality of life through essential municipal services, infrastructure, public safety and recreation, while welcoming growth through effective and fiscally responsible government.”



Recognition:

As the City Manager and on behalf of the City of Princeton, I would like to thank all of the dedicated personnel that assisted in the preparation of this budget.

Budget Team

Mayor, Ken Bowers

Director of Finance, Cathy Crane

Assistant City Manager/City Secretary, Lesia Thornhill

Eddie Peacock, CPA

Departments

Fire Chief, Tom Harvey

Police Chief, James Waters

Public Works Director, Tommy Mapp

Development, Shawn Fort

Municipal Court, Laura Devoe

Community Relations, Stephanie Bowman

Library, Cathy Dunkel





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Princeton
Texas**

For the Fiscal Year Beginning

October 1, 2014

A handwritten signature in black ink, appearing to read "Jeffrey R. Green".

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Princeton, Texas** for the annual Budget beginning **October 01, 2014**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and a communications device.

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



THE BUDGET PROCESS

Each department prepares their division budget by submitting a budget workbook. All operating expenses are evaluated and summarized, and a recommendation is made to the City Manager.

Departmental Budget Workshop – During the department budget workshop the Staff is informed by the City Manager and Finance Director of the budgeting concepts, informed of budget guidelines and educated in budget request workbooks.

Development of City Council Goals – The City Council as a body is requested to provide direction to City Staff regarding priorities and areas, which may need more attention, or funding. A questionnaire is distributed to the Council, completed and returned for review and discussion at a budget workshop. City Council responses and feedback from discussions are then later considered during further budget reviews.

Revenue Projections – The Director of Finance makes revenue projections. Projections are made based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. The budget revenue projections occur concurrently with departmental budget development and extends until the budget is adopted based upon the receipt of any new information.

Proposed Budget Compilation – Once the departmental budget requests are completed and are reviewed by the City Manager and the Director of Finance, a preliminary draft of the proposed budget is submitted to the Mayor for review. Following the Mayors review, the draft budget is referenced during budget workshops. At this time the funding level is weighted against available resources. A tax rate may or may not be recommended depending upon the City Council's priorities and issues previously expressed in the budget process.

City Council Budget Workshops – Recommendations concerning the proposed budget are discussed between the staff and City Council. During workshops after the approval of the City Manager, department heads may be asked to give a brief presentation regarding their department. The proposed budget is not actually submitted until after initial discussions regarding major issues are presented to the City Council.

Public Hearing/Budget Adoption – Public hearings on the budget and tax rate are held prior to adoption. Citizens or any other individual may make formal comment either for or against the proposed budget. The public also has the opportunity to attend City Council budget work sessions. City Council may take action to modify the proposed budget per its discretion. The Council may also adopt a tax rate to support adopted funding levels.

MARCH 2015						
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BUDGET CALENDAR FY 2015-2016

MON. 3/09/2015 CCM Pass out budget questionnaire to council members.

TUE. 3/10/2015 Pass to dept. director’s goals, objectives and accomplishments form.

MON. 3/23/2015 CCM:

MON. 4/13/2015 CCM:

MON. 4/27/2015 CCM:

MON. 5/11/2015 CCM:

MON. 5/18-22/2015 Department Head Budget Meetings.

MON. 5/25/2015 CCM:

MON. 6/01/2015 Continue Department Head Budget Meetings.

MON. 6/08/2015 CCM:

MON. 6/22/2015 CCM:

MON. 7/13/2015 CCM: Change CCM from 08/10/2015 to 08/03/2015. Schedule 8/17/2015 meeting, and cancel 08/24/2015 meeting. Schedule meeting Tuesday 09/08/2015 and cancel 09/28/2015 meeting. Friday 7/23/2015 Chief appraiser to certify 2015 Appraisals Roll. **MON. 7/27/2015 CCM:** THUR. 7/30/2015: Send paper notice of Proposed Property tax Increase to be published Thursday 8/06/2015.

MON. 8/03/2015: Budget Workshop & Special CCM of governing body to discuss tax rates. If proposed tax rate will exceed the Rollback rate or the Effective Tax Rate (whichever is lower) take record vote and schedule two Public Hearings.

THUR. 8/013/2015: File with the City Secretary the Proposed Budget for posting on website.

MON. 8/17/2015 Special CCM: First Public Hearing on proposed Tax Rate at least 7 days after publication of “Notice of Property Tax Rates.”

TUE. 9/08/2015 Special CCM: Second Public Hearing on Tax Rate. May not be earlier than 3 days after first Public Hearing. Schedule and announce meeting to adopt tax rate three to fourteen (3-14) days from this date. Public hearing on proposed budget at conclusion of hearing action must be taken. A record vote is required. Adoption of a budget that requires raising more revenue than previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.

Budget Policies:

DIVISION SUMMARIES

Each division is described by narrative information prior to the expenditure information in order to give the City Council an abbreviated idea of services provided. Summaries include the following information:

Expenditure Summary – The summary of expenditures shows the category of expenses for each division’s programs. For a list of expense line items in each category, the Chart of Accounts is provided in a separate publication.

Personnel Summary – This section shows the position or personnel resources budgeted to carry out services.

FINANCIAL POLICIES

Definition of a balanced budget: the annual operating budget submitted to the City Council will be balanced; expenditures not exceeding current year revenues plus available fund balance, reserves, and transfers.

Operating budget policies:

The City of Princeton budgets resources on a fiscal year, which begins October 1 and ends on the following September 30th.

The City of Princeton operating budget will be developed on an annual basis. Appropriations for each year will be approved annually by the City Council.

The operating budget shall be linked to multi-year financial and strategic plans. Future budget issues will be identified in the multi-year financial plan and revenues and expenditures decisions will be made primarily from a long term perspective.

It is the responsibility of the Mayor to present the city’s annual operating budget to the City Council for their approval. The City Council has the final responsibility for adopting the budget and for making the necessary appropriations.

The annual adopted budget shall be comprehensive in scope and include all annually budgeted operating funds.

The proposed operating budget shall appropriate sufficient funds for operations to maintain existing quality and scope of City Services.

The basis of budgeting shall be modified accrual in the governmental funds and modified accrual (working capital) in the proprietary funds.

An annual budget calendar shall be prepared including statutory public meeting and tax notice requirements.

Management will review the budget at least quarterly to identify problem areas and enable timely budget adjustments and amendments.

The City Manager is authorized to make budget adjustments and transfers between line items and departments within a fund.

Specific City Council action shall be required to amend the operating budget at the fund level (increase the total appropriations of a fund).

Capital budget policies:

Definition of a capital project – a capital asset expected to have a useful life greater than five years and an estimated cost of \$10,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, streets, intersections, or other structures; purchase of land or land rights and major landscaping projects.

Projects meeting the above definition will be included in the Capital Improvement Plan rather than the annual operating budget document.

As a planning document, the City shall adopt a five year rolling projection of the City’s capital needs as well as the future financing requirements in the form of a Capital Improvements Plan (CIP).

The CIP shall be linked to the City financial and strategic plans.

As a planning document, the CIP does not impart any spending authority.

Spending authority for capital projects is the capital budget.

The capital budget shall include only capital projects with budgets appropriated by specific City Council action. Capital project budgets shall be appropriated on a project by project, multi-year basis (project budget amounts are approved through completion of the project).

The capital budget does not run concurrently with the operating budget fiscal year. City staff shall identify the estimated costs and project schedule for each capital project proposal before it is submitted to the City Council for approval.

The Finance Department shall identify specific available funding sources for each capital project budget proposal before it is submitted to the City Council for approval.

Expenditure tracking for components of the capital budget will be updated quarterly to ensure project completion against budget and established time lines.

Change orders resulting in a change in the project cost shall require an amendment to the capital budget.

Periodic Reviews

Utility rates will be reviewed annually to adjust operating revenues to meet operating costs and changes in contractual services.

City departments will regularly review programs and services to adjust service levels and operating costs.

Grants

All departments will be responsible for exploring the available grant opportunities and seek those matching City needs.

Fund Balance

The annual budget submitted to the City Council should reflect a minimum unreserved fund balance of 90 days operating expenditures for the General Fund and a minimum working capital equivalent to 90 days of operating expenses for the Water and Sewer fund.

Governmental fund types include the following:

General Fund – is used to account for financial resources used for general operations. This is a budgeted fund and any fund balances are considered resources available for current operations. All revenues and expenditures not required to be accounted for in other funds are accounted for

in this fund. The General Fund appropriations are adopted as part of the annual operating budget process. The General Fund is accounted for and budgeted on the modified accrual basis.

Special Revenue Funds – are used to account for resources restricted to, or designated for, specific purposes (such as the 4A Economic Development Corporation and 4B Community Development Corporation funded by sales taxes) or a grantor. Federal and State financial assistance and special tax assessments are generally accounted for in special revenue funds. Normally, unused balances are returned to the grantor at the close of specified project period. Special revenue funds appropriations are adopted as part of the annual operating budget process. Special revenue funds are accounted for and budgeted on the modified accrual basis.

Debt Service Fund – is used to account for tax revenues and for the payment of principal, interest and related costs on long-term debts for which a tax has been dedicated. This is a budgeted fund and a separate bank account is maintained for this fund. The Debt Service fund appropriations are adopted as part of the annual operating budget process. Debt Service Funds are accounted for and budgeted on the modified accrual basis.

General Capital Projects Funds – are used to account for capital outlay projects financed from general debt issued by the City. Capital project funds are not of the annual operating budget adoption process. Capital project fund appropriations require specific action by the City Council, and are adopted on an individual project basis, and may be appropriated on a multi-year basis. General capital project funds are accounted for and budgeted on the modified accrual basis.

The Proprietary fund type includes the following:

Water and Wastewater Utility Fund – accounts for revenues and expenses on a full accrual basis for the delivery of water and wastewater services to the citizens of the City. The total operating, capital and debt costs for delivery of these services is recovered from the utility rates charged for use of the utilities. The water and sewer operating fund appropriations are adopted as part of the annual budget process. The water and sewer operating funds are budgeted on the modified accrual (working capital) basis. Water and sewer fund capital projects are not part of the annual operating budget adoption process. Appropriations for water and wastewater capital projects require specific action by the City Council, are adopted on an individual project basis, and may be appropriated on a multi-year basis.

Storm Water – Currently there is **(no)** separate fund for storm water maintenance. During FY 2013-2014 the City was designated an urbanized area according to Texas Commission on Environmental Quality. This required the submission of a permit application, lining out the future actions the City would be implementing to comply with the requirements. This is an unfunded mandate by the state that requires certain actions and reporting on an annual basis. The City Council should consider implementing a storm water utility enterprise to offset the cost of the program.

Debt Guidelines

- Operating expenses will not be financed with debt.
- The City shall identify alternative sources of funding and availability to minimize the use of debt financing, whenever possible.
- The City shall use special assessment, revenue or other self-supporting debt instead of general obligation debt, whenever prudent.
- Long-term general obligation debt may be issued when necessary to acquire land and/or construction of capital assets or facilities, based upon the City's Long-range Financial Plan and the Capital Improvement Plan (CIP).
- As a general guideline the maturity date for any debt issued for acquisition or project will not exceed the estimated useful life of the financed acquisition or project.



COMMUNITY STANDARDS

Citywide Standards

Public Services: Telephone Assistance: Provide public information in courteous & efficient manner. Telephones will be answered by third ring. Voice mail messages will be responded to within 24 hours unless staff member is away from work premises on other than City business; in that case, staff will leave instructions on voice mail for calling party to talk to alternate staff member. Full assistance will be available Monday through Friday from 8:00 am to 5:00 pm.

Counter Assistance: Provide public information in courteous & efficient manner. Person at counter will be acknowledged cheerfully. Most requests for assistance will be completed at time of visit. Others will be acted upon quickly and response provided in timely manner. On more complicated issues, staff will provide status information to citizen within 3 business days and provide completed response within 10 business days of receipt of request. Full assistance will be available Monday through Friday from 8:00 am to 5:00 pm.

Internet mail: Provide public information. Internet mail will be acknowledged within 3 business days. On more complicated issues, staff will provide completed response within 10 business days of receipt of request.

Written correspondence: Provide public information. Correspondence will be acknowledged within 3 business days. On more complicated issues, staff will provide status information to citizen within 10 business days.

Referrals: Respond to requests for information. Requests will be acknowledged within 3 business days. On more complicated issues, staff will provide status information to citizen within 10 business days.

Accounts Payable: Invoices received for payment. Responsible departmental staff person will review and approve or reject bills presented for City payment within 3 business days of receipt. Upon receipt of request for payment, the Finance Department will provide accurate and timely disbursement of funds to City vendors.

Complaint Resolution: Staff will be trained to: take time to listen; not be defensive; obtain facts involved in complaint; determine the desired outcome; act quickly; encourage meetings; provide alternatives and encourage participation in the decision-making process; follow-up (handled by the appropriate department and the most experienced staff member available).

City Council Citywide Goals:

No.	City Council Goals	Funding Source
A.	Provide municipal government leadership, which is open and responsive to residents, and is characterized by ethical behavior, stability, promoting public trust, transparency, confidence in the future, and cooperative interaction among civic leaders, residents, business representatives, and staff.	Non-Financial Goal
B.	Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Princeton becomes and remains a desirable place to live, work, visit, and raise a family.	Non-Financial Goal
C.	Maintain strong commitment to public safety (including Police, Fire, Emergency Medical Services, and Emergency Management) to ensure City is one of the safest Cities in the United States	Non-Financial Goal
D.	Implement high quality revitalization projects within Princeton and develop a pedestrian-oriented, viable, and self-sustaining “Downtown;” and, continue to support production of long-term affordable housing.	Non-Financial Goal
E.	Continue to replace and repair the City streets, primarily in the original donation part of the City.	Capital Project Funds
H.	Install sidewalks for Safer Routes to School for initially Lacy Elementary, Godwin Elementary, and the High School	Capital Project Funds
K.	Work on getting medians and turn lanes on Princeton Dr.	General Fund
L.	Increase the number of career Firefighters as the budget allows.	General Fund
M.	Increase the number of Police Officers as the budget allows.	General Fund
N.	Continue to Look for funding for an aerial apparatus (Quint) for the fire department.	General Fund

O.	Increase Economic Development activities and strategies.	Economic Development Corporation
P.	Increase the number of Public Works employees as the budget allows.	Enterprise Fund
Q.	Continue to upgrade the water and waste water systems.	Enterprise Fund
S.	Budget the resources necessary to begin the selection and construction of a Municipal Complex or a City Hall	General Fund

Note: Citywide Goals are listed randomly and do not reflect comparative levels of importance.

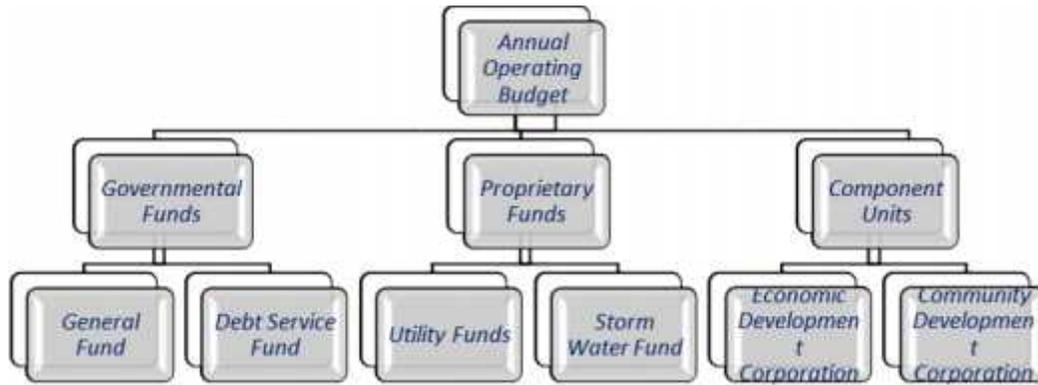
Top 5 Priority Projects of the City Council:

1.	Continue to replace the aging streets and related water and waste water infrastructure.	General Fund
2.	Increase the number of Police Officers to account for the increase in the population and call volume.	General Fund
3.	Increase the number of career Firefighters to account for the call volume and coverage.	General Fund
4.	Increase the number of Public works employees in order to handle the added responsibilities and keep up with the added maintenance of the City.	General Fund
5.	Budget the resources to construct a new Public Works facility.	Capital Project Funds



BASIS OF PRESENTATION

City accounts are organized on the basis of fund and account groups, each of which is considered a separate accounting entity.



Section III – Citywide Revenues and Influencing Factors

General Statement of Citywide Factors that influenced the Budget

The City of Princeton is experiencing a significant amount of growth which is expected to continue through the FY 2015-2016 budget. The second phase of Cypress Bend subdivision has been completed and includes 338 new home sites, 5 open spaces and 2 Parks. The City is budgeting approximately 80% of what is projected in the Development Department for the FY 2015-2016 Budget. D.R. Horton, the largest builder in Princeton is currently constructing approximately 400 new home sites in Abby Crossing. According to the Collin County Central Appraisal District Certified Estimate of Taxable Value, the 2015 Certified Estimated Taxable Value on properties in Princeton, including new construction is up 20.20% from 2014 tax roll. This is not likely to trend into 2015-2016 budgets at this rate of increase, however it is likely for property tax value to continue to rise slightly over the next few years.

Several new businesses have located in Princeton over the past year or so including Domino’s, China Express, Mama Rosa’s Mexican Food, and Lander’s BBQ among others. This has led to a 5.13% increase in the annual sales tax revenue the

City receives. Walmart is constructing a new super center in Princeton that will greatly contribute to the annual sales tax revenue. The construction should complete in May of 2016, however the City will not realize any sales tax revenue from the retailer until late in the last quarter of FY 2015-16.

Due to the drought and recommendations from North Texas Municipal Water District, the water and waste water sales dropped off 2% during FY 2014-15 in comparison to FY2013-14. Currently, year to date the water and waste water sales are up from this point last year by 6%. This is mostly due to the new homes and construction this year.

The North Texas Municipal Water District has forecasted an increase of approximately .21 cents per 1000 gallons in the water delivery rate for 2015-2016. They have also projected an approximate increase in the waste water rate of .57 cents per 1000 gallons. This increase is usually treated as a pass through increase to the customer, and does not affect operating margin for the City. The City has not raised the water and waste water rates other than a pass through, since May 2012. The City continues to replace and repair the dated water and waste water lines within the system; however the Enterprise Fund budget does not reflect an increase in the rates other than passing through the increases put in place by NTMWD. It is advisable to study the commercial rates for water delivery in FY2015-2016. The commercial rate is not covering the cost of delivery and tends to be lower in Princeton than the surrounding cities that receive their water from North Texas Municipal Water District. This year the City is required to do a water rate study surrounding our wholesale account with Culleoka Water Supply Corporation in order to assure the equitable charges are being collected.

Texas Municipal League has had an increase in the employee benefit coverage rates for medical and dental across the board for Princeton employees. This increase is 25% over the previous rate the City paid in FY 2014-2015. This has a dramatic impact on the cost per employee in the FY 2015-2016 budget, and will most likely continue in the following years.

The FY 2015-2016 Budget intends to increase the level of service to the

citizens in a few areas. The Budget includes the continuation of a Park and Recreation department that will provide for baseball leagues and tournaments at the park facility. The Budget also provides for 3 additional full time personnel for the fire department in order to provide around the clock supervision and response with highly trained captains. These captains will be phased in throughout the year. One new hire in October, one new hire in March, and one new hire in July. The staff has forecasted the sustainability of these positions and is comfortable with costs.

The police department is budgeted to receive 2 new full time sworn officers this budget year. These positions also will be phased in. There will be one new hire in November and one new hire in August. The police department will also have two vehicles coming off lease that will allow the department to rotate the higher mileage vehicles to other positions. The existing lease payments within the budget will cover the cost of the new vehicles. The staff has also forecasted the sustainability of these positions and is comfortable with the cost.

In this budget, the public works department will receive one full time new hire for the water department and one part time new hire to assist in parks and streets. Some new equipment that will be used in waste water and parks will include a new mower, confined space safety equipment for manhole work, the lease purchase of a much needed sewer camera.

As the age of social media is upon us, the City will be developing a new APP that will allow the City to put out information that may relate to community events, emergencies, utility interruptions, traffic concerns among other important information. This will enhance the City's communication and outreach to the citizens.

It is the goal of the City, through this Budget, to deliver the best services possible to the citizens of Princeton.

City Manager

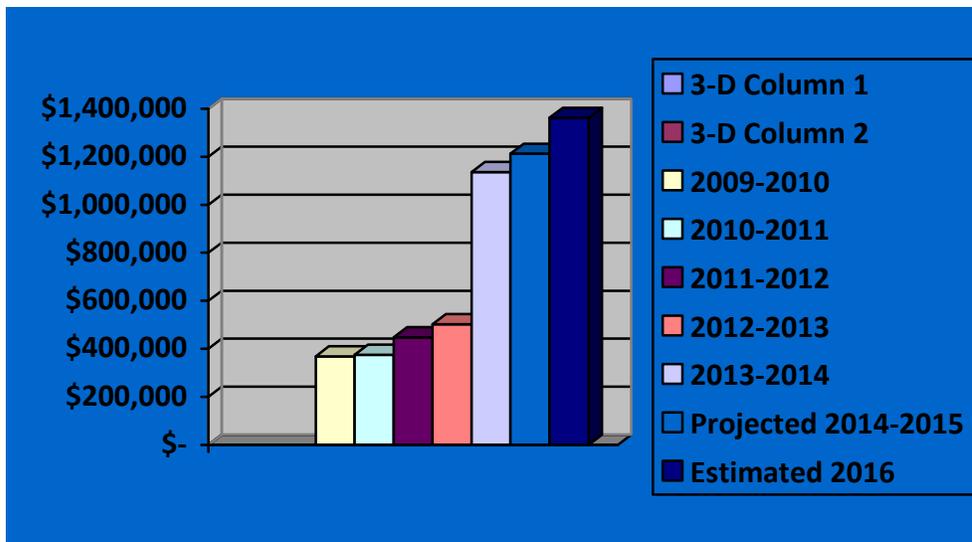


Top Sales Tax Producers

The following companies generate the largest amount of sales tax within the City of Princeton. They are listed in alphabetical order.

- Allsup's
- Auto Zone
- Charlie's Concrete
- CVS
- David's Grocery
- Dollar General
- EZ Mart
- Family Dollar
- McDonalds
- O'Riley's Auto Parts
- Sonic

Sales Tax Collection past 6 Years



General Fund Departmental Revenue Summary

Revenue Summary:

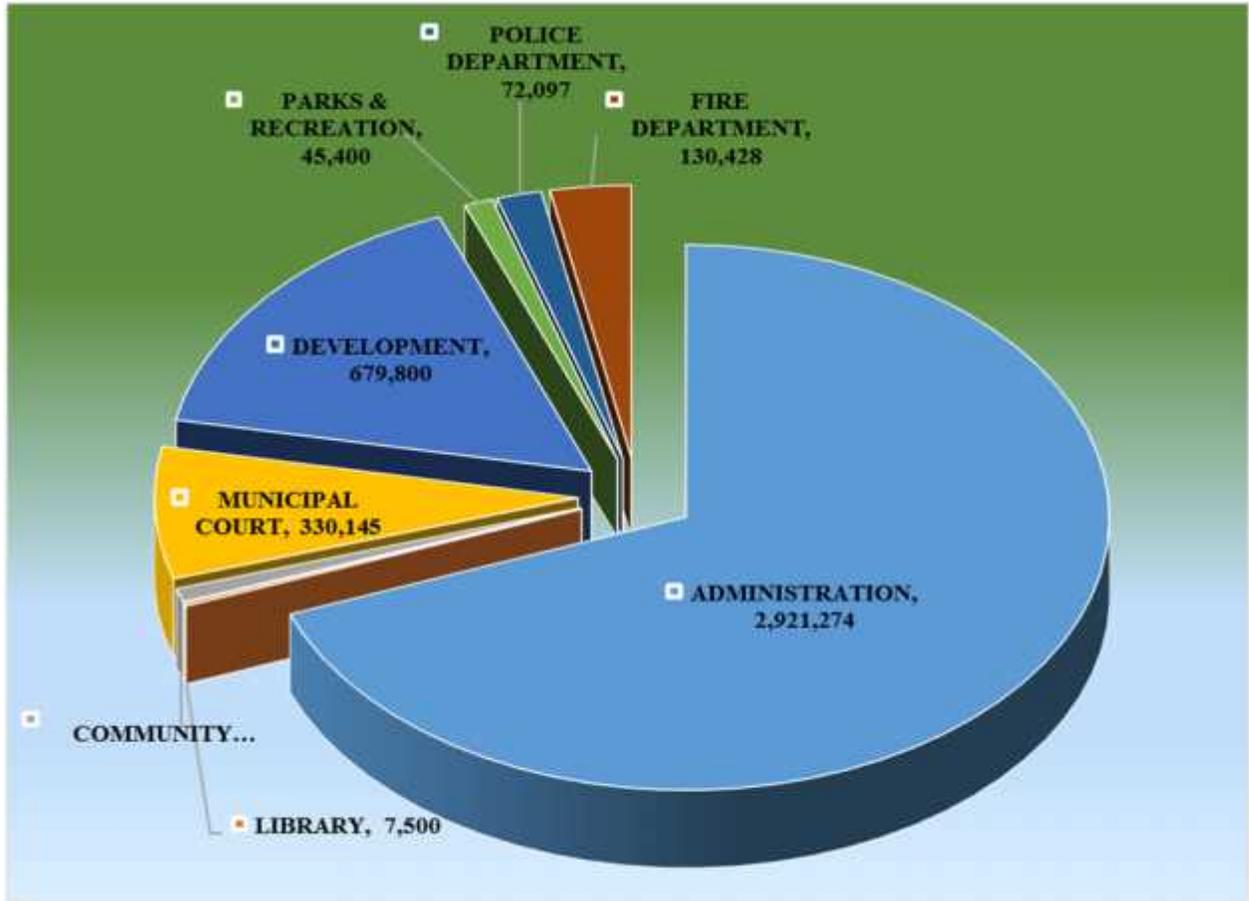
Fiscal Year: 2015/2016

Fund: General Fund

Revenues	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Administration	2,636,874	2,653,144	2,921,274	10%
Library	30,773	25,628	7,500	-71%
Community Relations	29,600	35,562	34,200	-4%
Municipal Court	277,628	307,947	330,145	7%
Development	535,690	681,928	679,800	0%
PW(Parks & Recreation & Streets)	50,835	28,182	45,400	61%
Police	71,130	76,865	72,097	-6%
Fire	131,340	142,628	130,428	-9%



General Fund Revenue Graph:



General Fund Departmental Expenditure Summary:**Expenditure Summary:****Fiscal Year:** 2015-/2016**Fund:** General Fund

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
City Council	8,830	8,530	8,579	1%
Administration	370,589	350,905	383,904	9%
Finance	142,893	142,419	152,926	7%
Library	115,714	106,919	103,302	-3%
Community Relations	115,562	119,101	124,321	4%
Municipal Court	237,438	234,349	270,489	15%
Development	319,836	343,021	375,592	9%
Code Enforcement	78,231	77,583	81,046	4%
PW Parks & Recreation	375,591	474,490	383,115	-25%
PW Streets	249,016	310,218	296,403	-5%
Municipal Storm Water System, MS4	5,200	4,850	8,500	43%
Emergency Management	14,089	11,564	9,800	-15%
Police	1,124,712	1,127,069	1,260,023	12%
Police SRO	149,409	149,500	149,453	0%
Fire	423,463	455,442	557,931	23%
Fire Marshal	33,297	31,137	55,440	78%

General Fund Departmental Revenue over Expenditure Summary:

Fiscal Year: 2015-/2016

Fund: General Fund

General Fund Summary	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Total General Fund Revenue	3,763,870	3,951,884	4,220,844	7%
Total General Fund Expenditures	<u>3,763,870</u>	<u>3,947,096</u>	<u>4,220,844</u>	<u>7%</u>
Over/Under, Expenditures	0	7,638	0	



Section IV – General Fund Division Summaries

Expenditure Summary: City Council

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(601-10) and (501-10)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	3,230	3,230	3,230	0%
Supplies	5,000	5,000	5,049	1%
Maintenance	0	0	0	0%
Other Expenses	600	300	300	0%
Total Expenses	8,830	8,530	8,579	1%

Personnel	2014-2015 Budget	2014-2015 Actual	2015- 2016Budget	Change in Personnel
Mayor	1	1	1	0
Council Members	5	5	5	0

Mission Statement:

It is the Mission of the City Council of Princeton is to provide a safe and inviting community that operates through a fiscally responsible, transparent and open government.

Responsibilities:

- Set policy
- Approve annual budget and plans for capital improvements
- Determines tax rate
- Along with the Mayor, appoints City Manager, Police and Fire Chief, City Attorney, City Auditor, City Secretary, Municipal Court Judges, and Citizen Boards and Commissions
- Issues and sells Municipal Bonds
- Establishes City Departments
- Holds council meetings
- Approves City Ordinances
- Determine level of City services

Accomplishments:

- The City council approved the FY 2014-2015 annual operating budget.
- Approved the capital improvements that included the street reconstruction projects for FY 2014-2015, Harrelson Street, Bonnie View Dr. Woody Dr. and 7th Street. Bridge reconstruction at the Community Park.
- Addressed specific concerns identified by Citizens.
- Approved the engineering of the Tickey Creek Sewer Line.
- Approved the initial engineering of both North and South Beauchamp Blvd.
- Approved the agreement with Walmart to construct 2 additional lanes at the intersection of Princeton Dr. and South Beauchamp Blvd.
- Approved the installation of 2 new early warning storm sirens.
- Approved the EDC to move forward with the design of the Business Park.

Goals:

Provide good policy for the effective management of the City resources.

Adopt ordinances in the best interest of the citizens.

Determine the appropriate level of services within the City without overburdening the taxpayer.

Continue to reconstruct the dated City streets.

Significant Budget Changes:

There are no significant changes within the City Council Budget this fiscal year.



Division Summary: Administration

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(601) and (501)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	152,149	152,149	153,439	1%
Supplies	15,600	12,826	14,600	14%
Maintenance	14,700	14,700	14,700	0%
Other Expenses	188,140	171,230	201,165	17%
Total Expenses	370,589	350,905	383,904	9%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
City Manager	1	1	1	0
Asst. City Manager/City Secretary	1	1	1	0
Deputy City Secretary/PIO	1	1	1	0

Mission Statement:

It is the Mission of the Administration to provide effective leadership with a focus on fiscal responsibility while providing the highest level of service to the citizens of Princeton.

Responsibilities:

To execute the policies of the City Council and provide the management of the day to day operations of the City. Providing oversight over the individual departments and developing challenging goals for the overall organization. The Administration is also responsible for identifying and assuring the citizen’s concerns are met and resolved in a timely and professional manner.

Accomplishments:

- Facilitated the regular and special Council meetings, reviewed and made recommendation on policy.
- Positively resolved disputes between builders and developers regarding impact fee disputes and construction defects.

- Prepared and presented in house training for the departments.
- Facilitated several voluntary annexations into the City.
- Negotiated with Walmart for the construction of the new Super Walmart on Princeton Dr.
- Administered the bid proposals and contracts for the street reconstruction and other infrastructure projects.
- Negotiated with *TXDOT* to install a new traffic control light at the intersection of Monte Carlo and Princeton Dr.
- Acquired back-up power for the waste water lift stations along with secondary back-up pumping capacity from the military surplus program.
- Wrote and received the Safer Routes to School Grant for new sidewalks for \$440,000
- Wrote and received the Park Trail Grant from Collin County, for \$250,000
- Created subdivision reference books for internal use.
- Implemented community relations and social media management.

Goals:

- Continue to work toward economic growth and oversee major capital efforts within the City.
- Seek out alternative sources of funding, including grants for special projects.
- Represent the City's interest with other agencies and government entities.
- Assist the City Council in formulating long term planning activities and goals.
- Maintain a sound fiscal position for the City by responsible budgeting and spending.
- Continue to provide a strong leadership for the organization through training and education programs.

Objectives:

- Continue to execute the goals and expectations of the City Council.
- Develop good policy and make sound recommendation to the City Council as the City experiences growth.

Significant Budget Changes:

There are no significant changes within the administration division for FY 2015-2016

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Projected Actual	FY 2015-2016 Estimated	Percentage Change from FY 2013-2014
Meetings Prepared and Facilitated	60	60	60	0%
Open Records Requests processed	846	375	475	27%



Division Summary: Finance

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(602) and (502)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2013-2014
Personnel	80,336	80,184	84,289	5%
Supplies	22,932	22,932	26,572	16%
Maintenance	9,000	9,000	10,000	11%
Other Expenses	30,625	30,303	32,065	6%
Total Expenses	142,893	142,419	152,926	7%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Director or Finance	1	1	1	0
Administrative Assistant	1	1	1	0
Part-Time Finance Clerk	1	1	1	0

Mission Statement:

The Finance Department of the City of Princeton, its management and staff, are committed to providing the highest quality financial management support, fiduciary oversight, and public accountability to the citizens and community of Princeton and its designated officials.

Responsibilities:

Provide timely and accurate financial information to City Manager, City Council, City Departments and the community. Comply with State and Federal regulations regarding financial management, accounting, and control and to meet industry standards of financial management and reporting. Be a resource to the City management on financial matters and operational performance.

Accomplishments:

- Attended & completed 10 hours of PFIA Training.

- Attended & completed 8 hours Budget, Tax Rate, & Audit Workshop
- Updated the City’s Investment Policies.
- Completed Fiscal year 14 Comprehensive Financial Report and submitted to GFOA.
- Received the FY 13 Certificate of Excellence in Financial Reporting.
- Completed Quarterly Financial Budget Reports in accordance with state requirements.
- Worked with management and staff on the fiscal year 15 budget submitted to GFOA for Distinguished Budget Presentation Award and was received.
- Implement the Financial Transparency program with the Texas Leadership Circle, was awarded Silver.

Goals:

- Continue the Financial Transparency program with the Texas Leadership Circle Program working towards Gold Status.
- Work with management on preparation of an Annual Budget book to maintain the GFOA Distinguished Budget Presentation Award.
- Continue with the GFOA Certificate of Excellence in Financial Reporting Program.
- Keep the City’s financial policies updated.

Objectives:

- Provide timely and accurate financial information for the City’s management, departments, and community.

Significant Budget Changes:

There are no significant Budget changes for FY 2015-2016

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Percentage of vendors paid within 30 days	100%	100%	100%	0%
Payroll Runs	26	29	31	7%

Bank Reconciliations	276	300	300	9%
Annual Audits	1	1	1	0%
Project Accounting Runs	30	50	75	33%
Quarterly Reports	20	20	20	0%



Division Summary: Library

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(603) and (503)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2013-2014
Personnel	73,421	74,440	75,094	1%
Supplies	10,100	10,020	3,803	-62%
Maintenance	7,214	6,145	9,000	46%
Other Expenses	24,979	16,313	15,425	-5%
Total Expenses	115,714	106,919	103,322	-3%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Library Director	1	1	1	0
PT Library Clerk	1	1	1	0

Mission Statement:

It is the Mission of the Lois Nelson Public Library to encourage reading and serve the needs of the community by providing free access to ideas and information through a variety of library materials, services and experiences.

Responsibilities:

The Library is responsible for the development and implementation of programs, including developing and managing all Library resources to the Public. Coordinating and implementing services and programs for users of all ages.

Accomplishments:

- Welcomed 9,219 people that visited the library in 2013-2014.
- Registered 1,150 new members in 2013-2014.
- Facilitated 13,339 books, magazines, DVDs, audio books checked out.
- Implemented a new listening center and activities cube for the children’s area, funded by Texas-New Mexico Power Co.
- Added downloadable eBooks and Audio Books to our collection (Overdrive, Inc.).

- Provided Story time every Wednesday including summer months.
- Promoted our services to Villa Asuncion Retirement Center in Princeton.
- We marketed our services in new ways, such as tours, newspaper articles, Princeton ISD Express E-mail, community events and website.
- We recruited outstanding volunteers, adults and teens that have dedication and provide support.
- Received grant funding from Collin County to continue library services for Collin County residents.

Goals:

- Build a capable and proud team who enthusiastically provides excellent services, programs, and resources to the community.
- Continue to provide excellent customer service that leaves every customer with a lasting positive impression of the library.
- Provide programs, and services that are convenient for customers to use and enjoy.
- Reach and influence the entire community through the library's vision, services, and programs.
- Provide a place for cultural and recreational meetings and events.
- Find Funding opportunities and alternative resources through Grants and donations.

Objectives:

- Promote and encourage community groups and schools to use library meeting facilities.
- Utilize community resources to improve the quality of life for our residents.

Significant Budget Changes:

Collin County decided not to support Libraries for the FY 2015-2016 year. This decision removed \$17,598 of the Library's Revenue funds. The added part-time librarian position had to be removed.

Performance Measures:

Performance Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Books checked out and returned	10,292	11,300	12,300	9%



Division Summary: Community Relations

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(604) and (504)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Year End	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	58,242	58,242	61,679	6%
Supplies	41,875	43,721	36,145	-17%
Maintenance	5,200	5,962	5,200	-13%
Other Expenses	10,245	11,177	21,297	91%
Total Expenses	115,562	119,101	124,321	4%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Community Relation Coordinator	1	1	1	0

Mission Statement:

To communicate and inform the citizens on topics of interest within the community, deliver a variety of events that will contribute to their cultural, health, and educational growth.

Responsibilities:

Represent the Community Relations Department in a professional manner consistent with the expectations of the City Council, Administration, and Citizens. To promote and coordinate events that are beneficial and desirable to the community.

Accomplishments:

- Provided the citizens and surrounding community up to date information on the special events, and current issues dealing with the City, through the City’s Social Media page.
- Developed a rapport with local and surrounding media and business owners to promote the City’s Special Events.

Goals:

- Develop and Implement policies and procedures for the Community Relations Department.
- Create the first City Social Media outlet to enhance public outreach and citizen involvement.
- Assist with the development and implementation of the new Park and Recreation department as it relates to baseball sign ups and registration.
- Continue special events that are currently supported by the City:
 - Christmas
 - Easter
 - July 4th
 - Fall Festival
 - School Tours
 - Onion Festival
- Incorporate new special events such as:
 - Memorial Day
 - City wide garage sale

Objectives:

To keep the citizens and surrounding communities informed on important and general information and events pertaining to the City of Princeton.

Significant Budget Changes:

With the continuation of the recreation aspect in the Parks Department and the need for better communication with the citizens, the Department will also be charged with additional responsibility. The new responsibilities will include the advertisement of the recreations and events, managing the website, collecting and disseminating general and important information to the public through website, social media, and advertisements. This year the Department will also be developing a mobile application for mobile phone users to stay better connected to the City.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Events planned and completed	5	6	8	33%



Division Summary: Municipal Court

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(607) and (507)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	172,328	170,877	198,364	16%
Supplies	8,325	8,125	5,625	-31%
Maintenance	9,000	11,340	12,500	10%
Other Expenses	47,785	44,006	54,000	23%
Total Expenses	237,438	234,349	270,489	15%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Clerk of the Court	1	1	1	0
Deputy Court Clerk	1	1	1	0
Warrant Officer/Bailiff	1	1	1	0
*Prosecutor	1	1	1	0
*Associate Judge	1	1	1	0
*Judge	1	1	1	0

*** Other Expenses, Contracted**

Mission Statement:

The Mission of the Municipal Court is to provide timely, impartial and accurate processing of complaints and violations filed with the City of Princeton Municipal Court. Respond courteously to requests for information from the public and to perform responsible collection of assessed fines and fees and efficient docketing of cases for adjudication.

Responsibilities:

To execute the policies of the Municipal Court and to process payments and organize all case dispositions and court dockets in a proficient and timely manner.

Accomplishments:

- Updated the procedures and policies on case disposition in order to reduce cost and workload.
- Handled all open record requests that came through our office in a timely manner.
- Implemented new practices on warrant collection.

Goals:

- To provide accurate, consistent, courteous and responsive services to the public.
- To facilitate and promote productive and effective employee performance and behavior.
- Maintain effective and responsible management and supervision over the court duties.
- Continue to collect on outstanding Princeton warrants, through the State Warrant Round-up in cooperation with Collin County and other agencies.
- Continually examine and revise our policies and procedures to stay current with the State mandates.

Objectives:

Provide a responsible Municipal Court that provides good customer service, which operates effectively and economically.

Significant Budget Changes:

There are no significant changes within the Municipal Court division for FY 2015-2016

Performance Measures:

Performance Indicator	FY 2012-2013 Actual	FY 2013-2014 Actual	FY 2015-2016 Estimated	Percentage Change
Traffic Violations Processed	2,810	3,273	2,520	-30%
Code Violations Processed	16	13	58	346%
Open Cases	No Data	No Data	1136	
Warrants, pending	No Data	No Data	2903	

Division Summary: Development, Planning & Zoning

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(614 and 514)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	179,300	175,849	166,201	-5%
Supplies	13,100	13,030	16,412	26%
Maintenance	7,200	7,539	9,000	19%
Other Expenses	120,236	146,604	183,979	28%
Total Expenses	319,836	343,021	375,592	9%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Building official	1	1	1	0
Building Inspector	1	0	1	1
Development Planner	0	0	0	0
Permit Technician	1	1	1	0

Mission Statement:

The Development Services Department is committed to creating a high quality, sustainable community for citizens and businesses. We do this by planning, creating, managing and applying the recognized standards for development.

Responsibilities:

The Building Inspection Division is responsible for issuing permits and performing inspections for new buildings including additions and remodeling projects for residential and commercial properties. The Building Inspection Division enforces the building code, electrical code, plumbing code, mechanical code, fuel gas code, energy code, zoning ordinance and certain State Statutes relating to construction.

The Planning and Zoning Division is charged with processing all annexations, zoning, specific use permit, site plans, landscape plans and subdivision plats. The Division is responsible for processing Zoning Board of Adjustment cases as well.

Accomplishments:

- Cross trained staff in order to be more efficient
- Completed multiple ordinance amendments and implemented more digital record keeping
- Drafted and implemented a Contractor Registration Ordinance.
- Worked with management on updates to the Zoning Ordinance soon to be adopted.

Goals:

- Work with staff to install and implement use of GIS software for viewing/mapping of City infrastructure systems.
- Continue to work on identifying needed ordinance amendments, drafts, and rewrites as needed.
- Prepare and draft ordinance amendments and to present for adoption the 2012 edition of the International Building codes.

Objectives:

Provide quality service to contractors, developers and public while ensuring a safe & sustainable building environment and ensuring a quality environment for citizens throughout the community

Significant Budget Changes:

Permit Revenues – There has been a significant increase in the budget for building permit revenues due to growth rate and anticipated developments.

Personnel – Development requires an increase in staffing due to the increased workload. There has been one additional inspector budgeted for this year to keep up with the increased inspection.

Education/Training – Changes have been made in this area due to current staff qualifications and requirements for staff to maintain licenses/certifications.

Planning – Additionally the department has included in the budget for planning professional services, to update the related ordinances and maps.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Permits processed	699	1310	1500	15%
Zoning Cases Processed	8	8	10	20%



Division Summary: Code Enforcement

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(614 and 514)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	55,881	55,758	58,098	4%
Supplies	3,750	3,867	4,750	23%
Maintenance	4,500	6,198	7,000	13%
Other Expenses	14,100	11,761	11,198	-5%
Total Expenses	78,231	77,583	81,046	4%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Code Enforcement Officer	1	1	1	0

Mission Statement:

The City’s Code Enforcement Department assists the residents of our city in providing an optimum environment dedicated to good health and safety of the citizens.

Responsibilities:

Code Enforcement is responsible for inspecting properties within the City to enforce specific City Ordinances related to public nuisances, zoning violations and substandard buildings.

Accomplishments:

- Fully implemented procedures for all code enforcement cases.
- Actively pursued and gained compliance with substandard buildings.
- Successfully reduced the number of substandard structures within Princeton.

Goals:

- Continue to develop procedures, pursue and gain compliance with substandard buildings.

- Develop West Nile monitoring/testing program to be compliant with required regulations.

Objectives:

Provide a safe and quality environment for the citizens throughout the community.

Significant Budget Changes:

No Significant Budget Changes

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Cases processed	700	1326	1580	15%



Division Summary: Parks and Recreation

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-515-10

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2013-2014
Personnel	234,865	241,195	236,525	-2%
Supplies	20,400	33,742	23,500	-44%
Maintenance	42,300	107,642	39,500	-173%
Other Expenses	78,026	91,911	83,590	-10%
Total Expenses	375,591	474,490	383,115	-24%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Personnel				
Parks Supervisor	1	1	1	0
Parks Maintenance Worker	3	3	3	0
Recreation Supervisor	1	1	1	0
Seasonal Maintenance Worker	1	1	1	0

Mission Statement:

The Mission of the Parks and Recreation Department is to provide well maintained facilities while coordinating safe activities for the enjoyment of our citizens.

Responsibilities:

To maintain the park facilities and right-of-ways within the city, as well as landscape maintenance for the various city facilities. This department manages the operation of the city youth baseball league as well as bringing in more opportunities for the development of the Parks Department.

Accomplishments:

- Renovated the ball fields and the restroom facilities at the J.M. Caldwell Community Park.
- Successfully prepared and maintained the park facilities for numerous City events.
- Integrated more areas around the city into the parks maintenance and landscape schedule.
- Prepared and maintained park facilities for the youth baseball leagues.
- Fully implemented the Recreation Department.

Goals:

- Deliver a more focused approach to landscape maintenance and design.
- Become even more diligent in adhering to maintenance schedules to produce efficient and detailed results.
- Maintain a high level of cleanliness and visual appeal to all areas of the City.
- Install and maintain beautification projects along the thoroughfares throughout the City, utilizing appropriate schedules and techniques.

Objectives:

Maintain a high level of quality and workmanship within the open spaces for the safety and enjoyment of the residents and visitors of the City of Princeton.

Significant Budget Changes:

The addition of some personnel and equipment this year in order to maintain all the facilities and beatifications was needed. The Parks and Recreation Department is looking to hire one part-time position. The Department is also adding an additional zero turn mower to increase the efficiency and productivity of the department.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Sporting Events scheduled and organized	None	40	434	985%
Acres maintained per employee	No Data	38.75	40	3%



Division Summary: Streets

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(515-15)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	66,011	67,656	84,447	20%
Supplies	35,115	25,069	20,775	-21%
Maintenance	68,285	143,820	110,450	-30%
Other Expenses	79,605	73,673	80,731	9%
Total Expenses	249,016	310,218	296,403	-5%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Street Maintenance Worker	2	2	2	0
Part-Time	0	0	1	1

Mission Statement:

The Mission of the Street Department is to provide safe, well maintained streets for the use of our citizens, first responders, and visitors to the city.

Responsibilities:

To quickly and efficiently respond to reports of damaged or failing streets. Take a proactive approach to street repair and maintenance. Replace street signs that have fallen, or are in disrepair, in compliance with the new state required signs and hardware.

Accomplishments:

- Replaced over 3,500 lin. feet of failing streets with new concrete streets.
- Replaced damaged or worn street signs, using the current City standards.
- Became more proactive and less reactive to repairing known street issues.
- Removed trees that were downed due to thunder storms and high winds in order to maintain passable streets and thoroughfares.
- Became more focused on addressing the future needs of the City in relation to how street work is performed, and took the necessary measures to make management more aware of the condition of our streets.

Goals:

- Install more street upgrades in conjunction with new water or sewer line installations.
- Complete 20% of sign replacement City wide, and install the new signs to the standard’s set forth by City Council.
- Rate each street using a recognized standard each quarter, to stay up to date with the conditions of the streets, and make results known to management. This will be done using the Present Serviceability Rating (PSR), utilized by the Federal Highway Administration.
 - For comparison a street that receives a rating of “0” is *Very Poor Condition* and a street that receives a “5” is *Very Good Condition*.

Objectives:

Identify all of the street maintenance concerns within the City, assemble a schedule for projects and identify the future funding needs.

Significant Budget Changes:

Additional personnel and equipment may need to be purchased to allow the department to function more smoothly and efficiently. The addition of a street sweeper and extra personnel will allow the department to maintain safer and cleaner streets throughout the City. The implementation of street sign replacement program will cost approximately \$60,000 over the next 5 years.

Performance Measures:

Performance Measure Indicator	FY 2014-2015 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Potholes Repaired	712	740	700	-6%
Street Signs Repaired or Replaced	No Data	No Data	77	0%
Average street grade throughout the City	No Data	3.18	3.34	5%

Revenue Summary: Municipal Separate Storm Sewer System (MS4)

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-518

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	0	0	0	0%
Supplies	0	0	0	0%
Maintenance	0	0	0	0%
Other Expenses	5,200	4,850	8,500	43%
Total Expenses	5,200	4,850	8,500	43%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
There is no personnel budgeted			0	0
*This will require additional personnel budgeted in the future; the staff is preparing information on how this should be funded.	No Data	No Data	0	0

Mission Statement:

The Mission of the Storm Water Department is to assure that the storm water is managed through education, planning and maintenance in order to protect the public and properties from the illicit discharge of contaminants into the storm water.

Responsibilities:

Prepare the required ordinances and implement the related maintenance programs as they relate to the Storm Water Management Program.

Accomplishments:

Identified and corrected 4 illicit discharges within the City.

Goals:

Protect the storm water system from illicit discharge.

Significant Budget Changes:

This aspect is new to the City of Princeton and has just been added last budget year. This year the City is required to develop ordinances that address the aspects of storm water management and the required permitting processes.

Goals:

Develop a funding mechanism through a storm water utility in order to staff and fund the required operations and documentation.

Objectives:

Identify and prevent illicit discharge to the water ways.

Performance Measures:

Performance Measure Indicator	FY 2014-2015 Actual/Cured	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Illicit Discharges	0/0	4/4	4/4	0%



Division Summary: Emergency Management

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(518)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	Shared Position	Shared Position	Shared Position	0%
Supplies	1,500	1,250	1,300	0.4%
Maintenance	9,089	5,000	1,500	-0.7%
Other Expenses	3,500	5,314	7,000	32%
Total Expenses	14,089	11,564	9,800	-15%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Emergency Management Coordinator	Shared Position	Shared Position	Shared Position	0

Mission Statement:

Our Mission is to provide a comprehensive and integrated Emergency Management System that coordinates community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and manmade hazards that may impact our City

Responsibilities:

- Coordinate Emergency Management activities for the City.
- Maintain and update the City’s Emergency Management Plan
- Activate and staff the City Emergency Operations Center.
- Work with other City, County, Departments, Agencies and Task Force elements to develop a variety of related emergency plans, procedures and guidelines.
- Coordinate for local, state and federal government response and recovery operations during a major emergency or disaster.
- Serve as a liaison to the Collin County Local Emergency Planning Committee.

Monitor severe weather watches, warnings and special statements issued by the National Weather Service and provide this information to other departments including Police, Fire, and Public Works.

Accomplishments:

- Facilitated the purchase and installation of two storm sirens located within the City to provide early warning for significant storm events.
- Acquired generators for the Emergency Operation Center at the Fire Department and the Police Department.

Goals:

- Provide Continuity of Operations Planning information and guidance.
- Provide assistance and support to all public safety agencies, government entities and private sector partners through planning, training and exercising.
- Conduct community emergency and disaster education workshops.

Objectives:

Identify and develop the necessary policies and procedures in order to mitigate the effects of emergencies including natural and manmade disasters.

Develop reliable relationships with outside agencies to assist in the Preparation, Response, and Recovery of emergencies.

Significant Budget Changes:

There are no significant budget changes in this department for the budget year. The responsibility rests on the current City Manager as the appointed official responsible for Emergency Management Coordination. He will continue to track this department, it will provide useful information to evaluate the level of service and funding that will be required to provide the necessary aspects surrounding the development of a quality system. This department budget includes the Code Red Emergency Call System.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Training opportunities	12	12	12	0%



Division Summary: Police Department

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(620-10) and (520-10)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	885,210	883,726	990,273	12%
Supplies	81,170	83,653	88,869	6%
Maintenance	58,068	58,260	57,655	-1%
Other Expenses	249,673	250,931	272,679	8%
Total Expenses	1,274,121	1,276,570	1,409,476	10%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Chief	1	1	1	0
Lieutenant (Operations)	1	1	1	0
Sergeant (Special Ops)	1	1	1	0
Sergeant (Operations)				
Corporal (Special Ops)	1	1	1	0
Officers	8	8	10	2
Admin assistants	1	1	1	0

Mission Statement:

The Princeton Police Department’s Mission is to provide a safe and secure environment throughout the entire community. Members of the department strive to serve and protect the community in a courteous, conscientious and professional manner. SERVICE WITH INTEGRITY.

Responsibilities:

Working together with the citizens in a partnership to preserve order, protect life and property, enforce laws and ordinances, and safeguard individual liberties.

Accomplishments:

- Reduced the amount of Traffic accidents throughout the City by 50% through effective enforcement.
- Collected and enforced municipal warrants with a 10% increase.

- Made an in house training schedule for officers for Stop Stick, Legal Updates, Taser, Use of Force, Search Seizure, Evasive Maneuvering, Firearms, Felony Traffic Stops, Building Searches and DWI SFST
- Implemented Special Watches “SWATCHES” which helped reduce the amount of residential theft and burglaries

Goals:

- Become a training facility for surrounding agencies and host training classes
- Work towards a higher level of community policing and crime watch participation.
- Continue a high level of patrol and reducing crime.
- Officer training (push each officer to achieve the next level of proficiency)
- Work towards the Safer Schools initiative (creating a sub-station/ report writing room in each school for the officers)
- Citizens Police Academy, working towards Citizens on Patrol
- Achieve the Texas Police Chief Recognition Program
- Conduct at Least 2 seatbelt checking station a year
- Conduct at least 4 safety and crime prevention activities related activities each year
- Monitor the use of Force: fairly, efficiently and effectively

Objectives:

Improve Roadway Safety and Reduce Serious Traffic Related Injuries.

Based on officer initiated traffic stops, maintain a seat belt usage of 90% or higher in town.

Reduce Crime through the Utilization of Intelligence based Policing Methods.

Maintain a clearance rate of 20% for property related crimes in a calendar year.

Maintain a Clearance rate of 70% for tier 1 crimes in the calendar year.

Reduce the number of Citizen’s complaints.

Maintain an average response time to all service calls to 5 minutes or less

Significant Budget Changes:

The department added two more officer positions in order to supplement the patrol units. These will be phased in for budgetary purposes. The Step Pay Plan will add cost to the Budget along with the added medical benefits. There is an increase in the cost of dispatch services over last year’s cost from Collin County.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Est. Year End	FY 2015-2016 Estimated	Percentage Change
No. of reports processed within 24 hrs.	943	1062	1646	75%
No. of Code 3 responses	583	704	750	29%
No. of traffic stops	6103	4454	4454	37%
Average response time	1:26	1:21	1:21	1:21



Division Summary: Fire Department

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(630) and (530)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	219,278	219,278	329,458	50%
Supplies	35,630	39,253	44,000	12%
Maintenance	31,950	33,791	38,750	15%
Other Expenses	136,605	163,119	145,723	-11%
Total Expenses	423,463	455,442	557,931	23%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Fire Chief	1	1	1	0
Shift Captains	0	0	3	3
Part-Time	6	6	4	0
Totals	7	7	8	3

*The three (3) Shift Captain Positions will be full time and will receive benefits. Two part-time positions will be eliminated and one part-time position will transfer to the Fire Marshal’s budget. Additional full time personnel will still be sought through the FEMA SAFER Grant Program in FY2016, but will not require funding. If the grant is awarded these additional positions will have a very minimal impact (fees, etc.) on the City’s financial responsibility. Salaries and Benefits for these positions under the SAFER Grant will be covered 100% the first two years at which time the City finally assumes 100% responsibility for the positions salaries and benefits.

Mission Statement:

The Princeton Fire Department’s Mission is:

“To provide the City of Princeton and the surrounding community with a qualified team of trained professionals, whose primary purpose is to protect life, property, and the environment through public education, fire prevention, and emergency scene management.”

This is to be accomplished through effective leadership and management of the department’s assets, with a focus on fiscal responsibility and quality of service to the citizens of Princeton.

Responsibilities:

To identify and mitigate risks, within Princeton's fire district. To meet the fire protection and the fire prevention/education needs of the community through effective planning and administration of the department's emergency operations division and supporting programs. To assure the safety and welfare of the citizens within our community and the members of its fire department remain the highest priority. To maintain a level of service to the community which reflects professionalism and competency, to execute and enforce the policies of the City and to pursue policies and procedures which support the department's mission. To value and support the goals, objectives and direction issued by the municipal leadership for the City of Princeton.

Accomplishments:

STAFFING: Establishment of six (6) part-time positions designed to support the emergency operations, fire prevention, and fire administration responsibilities of the Fire Department. Improved and increased the volunteer membership to provide a better skill base for emergency operations and eliminate gaps in service delivery.

RESTRUCTURING: New position additions and position realignments to the department's organizational structure designed to enhance its efficiency and effectiveness both administratively and operationally. This includes a Training/EMS Captain, Special Operations Officer, Health & Safety Officer, a civilian Resource Technician, three (3) more mid-level supervisory, and three (3) lower level supervisory positions. Additional collateral duties and committees established to provide focus in specific areas. Establishment and rewriting standard operating guidelines, department policy, administrative forms, job descriptions, and procedures concurrent with city policy to assist in the management and the overall safety of the department. Enhancement's to the department's recruitment and promotional processes.

REVENUE/GRANTS: Continuation of contract with Collin County for Fire Protection in the unincorporated county area at \$108,988.21. Continuation of contract with American Medical Response (AMR) for housing their ambulance and crew at the station for \$12,000 a year. Grant requests/approvals for TFS wildland equipment, \$1,334.88, TFS wildland firefighter certification training, TFS Helping Hands program, TCFP Instructor I certification, TEEX Municipal Fire School, and FEMA Safer Grant Program.

ADMINISTRATIVE: Renewal of State and local organization affiliations and contracts which regulate, govern, and support the Fire Department's ability to perform its Mission (SFFMA, TCFP, VFIS, County Agreement, AMR Agreement, and Active-911). Continued use of IMS systems for all maintenance, equipment, and program management. Improved the documentation used to task and track information and program progress in the Operations and Administrative/Support divisions. New job descriptions and SOG's concurrent with organizational positions and the mission. Annual Training plan completed.

TRAINING/CERTIFICATIONS: Increased the majority of the department volunteer's certification levels in both Fire and EMS. Hosted, coordinated and completed numerous formal training opportunities through FEMA, DHS, DSHS, TFS, TEEX, NTCOG, Collin College, and other regional entities. Training hours were increased and training was made available for department personnel at the local level to enhance capability and qualifications. Completed ISO training for company officers

DEPARTMENT IMAGE/COMMUNITY AWARENESS: Uniform purchases/requirements to increase volunteer professionalism and identify department personnel to the public. Working relationships with the Fire Marshal and other city departments were enhanced. The department continued to build a rapport, explore cost share, and train with other local and outside jurisdictions. Number one in the nation for combination departments related to the RSG program. National and State Award recognition given to a department member. The department's community involvement increased through the support of local events, public education programs, fire prevention week open house, fire drills, and through various media methods including the city website, Facebook, and local media.

SAFETY/TESTING: Communication upgrades, repairs, and acquisition of additional portable radios. Annual certification, testing and inspection of the department's apparatus, Self-Contained Breathing Apparatus (SCBA), ladders, Personal Protective Equipment (PPE), and SCBA air compressor. Completed ISO training for company officers. Obtained an atmospheric monitoring equipment contract.

MAINTENANCE: Established a part-time Resource Technician position and a resource volunteer coordinator with a focus on equipment and facilities. Critical, major, and routine maintenance, inspection, and repair to all PFD Apparatus and equipment. Completed purchase and cost sharing with Farmerville FD on a (PPE) cleaner/extractor, and for minor repairs to PPE saving the city a future \$2,000 annually.

FLEET/EQUIPMENT: Added one (1) fleet support vehicle and one (1) mobile generator at low cost to city and department. Communication equipment was upgraded. The Fire Department purchased additional PPE through the Helping Hands program grant. Completed servicing, testing, and cleaning of all department hydraulic rescue tools. Purchased new fire hose, PPE components, rescue equipment, EMS equipment, and acquired exercise equipment at no cost.

FACILITIES: Station modifications to support EOC operations, classroom, AMR Quarters, Officer and Inspectors office at little cost to the city and upgraded station security system. Made technology upgrades to station computers, phone systems, and obtained contract for large copier/scanner. Building modification to support outside generator support of station during power failures. Obtained a facility cleaning contract.

PROGRAMS: Continuation of the department's fire hydrant maintenance, RSG and CERT Programs. Coordinated and established a smoke detector installation program in conjunction with the county program, and an open house at fire station during fire prevention week. Completed a 33% increase in the Pre-Fire-Plans of target hazards within the district. Established an ALS first responder level program, a special operations program to address the department's "All Hazards" capability, and a health & safety program. Establish a mentoring program for fire suppression personnel to assist the Fire Marshal's office.

EMERGENCY MANAGEMENT: Initiated the development of an EOC operations plan and assigned an EOC Manager. Begin work on "Fire Department" Annex for the Emergency Management plan. Training, testing, maintenance, for the outdoor warning system. Assisted with coordinating the purchase and site locations of two more emergency sirens and radios for placement within the city. Coordinated a city wide training session on municipal emergency preparedness. Worked with other county jurisdictions in establishing a direction for future dispatch and communication capabilities.

Goals:

1. Execute the goals, expectations, and direction of the City Leadership while working within the given perimeters of the Fire Department's budget.
2. Insure the department maintains a high standard for service delivery and professionalism to its citizens, and that it is supported by an effective well trained team of volunteers who incorporate a mindset focused on safety and fiscal responsibility.
3. Seek out alternative sources of funding, including grants for special projects and programs related to staffing, apparatus, equipment, and training.
4. Continue to provide strong leadership for the organization through effective administration and management, and in the course of training and education, the professional development of its personnel.
5. Pursue full-time and adjust part-time staffing positions to support our mission, help manage and administer the department and its volunteers, and keep the members of the department safe in their efforts to serve the citizens.
6. Address the future consolidation and replacement of aging apparatus, equipment, and PPE
7. Coordination with the city and county Fire Marshal offices for increased support and training to include fire inspector training for all future paid and par-time employees.
8. Establishment of a High School or Scouting mentorship program
9. Begin detailed planning for the future construction and staffing of a second station in Princeton.
10. Complete the establishment of a Community Emergency Response Team (CERT) which has a primary responsibility of public education and natural disaster support.

Objectives:

1. Submit a detailed community risk assessment report, bi-annual department report, long range planning document, Annex F for the City Emergency Operations Plan, and fiscal tracking report to the leadership of the city on or before October 1st, 2015.
2. Complete advance level EMS training for 50% of department personnel in support of the departments ALS capable program by December 31st, 2016. Increase the department's "all hazards" capability by completing "operations level" training for personnel in the special operations disciplines of rope rescue, swift water rescue, trench operations, hazardous materials, and confined space rescue by December 31st, 2016. Support the TIFMAS and NTCOG regional wildland task force concepts with departmental assets and cooperation. Support the Collin County swift water rescue regional team concept with departmental assets and cooperation. Add technician level training in special operations disciplines for a select group of department personnel in FY2016.
3. Aggressively pursue Federal (FEMA, SAFER, AFG, DHS); State (Texas A&M Forest Service, DSHS, OEM, TCFP, State Fire Marshal's Office, State Surplus), and private grant funding programs.
4. Pursue and complete professional development at the command and mid-level supervisor positions in emergency operations, fire administration, incident safety officer, fire service instructor, and NIMS 300/400 for 50% of the officer corps by October 1, 2016. Complete two departmental leadership team and two department planning team meetings in FY 2016. Implement an annual training plan on October 1st, 2015.
5. Hire three (3) full-time shift captain positions for the FY2016 to provide safe, efficient, and effective administration/management of the volunteers while overseeing critical department programs/projects. Additional full-time and/or part-time personnel will be sought NLT January 1st 2017. The additional full time personnel beyond the three shift captains will still be sought through the FEMA SAFER Grant Program in FY2016, but will not require funding. If the grant is awarded on additional firefighter positions it will have a very minimal impact (fees, etc.) on the City's financial responsibility, and not occur until late FY2016 to early FY2017.
6. Apparatus - Address specifications, acquisition options, and submission of grant requests for new aerial apparatus and or medium rescue apparatus to be completed by October 1st, 2016. Modify and replace existing grass fire apparatus using current department assets and a donated skid unit from Branch Fire Department October 1, 2016.
Equipment - Address specifications and acquisition options, in preparation of replacement breathing air compressor to be completed by October 1st, 2016. Add new/replacement rescue tools and equipment (electric extrication tools, TIC, AC-Hot-

stick, etc.) to the department through grant funding by October 1st, 2016. Pursue options for communications equipment in anticipation of the County's transition to the 700 MHz system in FY2017 through grant funding and the riding the County's purchase agreement. Portable and mobile unit replacements will be addressed in a tiered level over the next two years.

PPE - Add additional and replacement PPE components in anticipation of guidelines rendering the PPE non-compliant or unserviceable. PPE replacement/additions would be grant funded or acquired through state surplus outlets using a tiered level replacement/repair approach with 33% of the department personnel completion by October 1st, 2016.

Training - Pursue Collin County Excellence funding and other training grants for additional training and certification opportunities. Continue pursuit of a local interagency training field in Princeton with training mock-ups funded through the excellence fund and other independent grant funding.

7. Complete training related to the fire inspector and fire investigator mentorship programs for 50% of department personnel, with certification of 20% of department personnel by October 1st, 2016.
8. Begin coordination, planning and organization of a high school job skills training program and/or Explorer Post program within the department. This program will be supported and coordinated with other departments within the city, and would be projected to begin a pilot program beginning school year 2016.
9. Finalize design, plans, and funding options for a second station within Princeton. Anticipated construction of the station should be considered in FY2017, but will be based on the City's and the Department's financial and organizational ability to support it.
10. Solidify the Community Emergency Response Team (CERT) for the community with training and coordination with the Fire Department and the City's Office of Emergency Management. Primary focus will be given to public education efforts for the RSG program, and public safety support in natural disasters or at large scale incidents.
11. Reevaluate the effectiveness of our efforts through documentation and assessment of the department's timelines and benchmarks.

Significant Budget Changes:

The following changes are anticipated for the Fire Department's FY 2015-2016 budget.

- **Salaries** - Paid staffing. This budget includes the hiring of 3 full-time personnel; however there will be an offset in funds based on the realignment and elimination of several part-time positions. These full-time supervisory positions are long overdue for the city and they will provide the department with efficient and effective management of the volunteers, while overseeing critical department programs. Due to the continuous transition and the ever decreasing experience level of the volunteers, these positions are necessary to provide for a higher level of safety at emergency incidents. They will also assure successful outcomes at emergencies through experienced decision making.
- **Supplies** – The staffing impact creates increased training needs, facility supplies, increased community education program support, and additional safety protective equipment. Increased call volume and hazards related to our growing population, the amount of commerce within the city limits, and the economic building development, requires additional volunteer staffing to cover the emergencies efficiently and safely 24/7. Supplies have seen a significant impact over the last two budget cycles and it will continue on this track until we can cycle the replacement of older and outdated equipment, or reduce the amount of volunteer staffing based on full time positions. The average volunteer can only complete only one 12 hour shift each week based on their full time jobs, so increased staffing must be used to compensate and balance the daily coverage. If we consider trying to cover our department's minimum of two (2) firefighters on duty using 12 hours shifts that means we must have four personnel to cover a 24 hour period. This means four sets of protective gear and other necessary supplies to cover the needs of each firefighter. With just one full-time firefighter for each 24 hour shift we eliminate the need for two employees to meet this minimum standard and reduce equipment and supply costs.
- **Maintenance** – The department's fleet and equipment are growing older. Our newest Engines are nearing 10 years of age. Our fleet consists of many single tasked apparatus which increases the number of apparatus to undergo testing and maintenance each year. The fleet needs consolidation of newer and more versatile apparatus which would reduce the maintenance cost, and reduce the inventory we maintain. Much of the equipment is outdated compared to new fire service technologies, and with no warranties or easy-to-come-by replacement parts, our maintenance costs are increasing with each year. Add increases in both training and call volume and the impacts of equipment, tires, servicing,

become magnified. Sacrificing the necessary training to have a competent team of firefighters for the citizens is not an option.

Performance measures:

Performance Measure Indicator	FY 2014-2015 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Percentage of calls responded to within 10 minutes of dispatch	99%	99%	100%	1%
TCFP/SFFMA structural certification	73%	75%	95%	20%
EMS DSHS Medical Certification of EMT or greater	90%	90%	95%	5%
Percentage of PFP's of target hazards completed	5%	20%	100%	80%



Division Summary: Fire Prevention / Investigation

Fiscal Year: 2015/2016

Fund: General Fund

Account Group: 01-(614-25) and (514-25)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	24,522	24,527	38,015	55%
Supplies	2,600	1,503	3,800	154%
Maintenance	1,800	1,300	6,500	400%
Other Expenses	4,375	3,807	7,125	87%
Total Expenses	33,297	31,137	55,440	78%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Fire Marshal	1	1	1	0
Fire Inspector Part-Time	0	0	1	1

Mission Statement:

The Fire Marshal’s Office is committed to providing our community with a professional fire and life safety program through comprehensive fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement, and definitive fire origin and cause investigations in order to reduce the loss of life and property of the citizens of Princeton. We will strive to maintain an unmatched level of professionalism and support to our community.

Responsibilities:

Supervises and participates in conducting fire inspections of businesses, commercial buildings and places of public assembly for existing or potential fire hazards; enforces fire section of State Building Code and NFPA codes; conducts follow-up inspections to ensure that deficient conditions are corrected; prepares and submits reports of deficiencies; levies and collects fees for non-compliance; inspects contractor's plans to ensure compliance to fire code; reviews site plans for proper planning and construction.

Plans and conducts various fire prevention and safety education program for all ages; conducts fire extinguisher training at offices; coordinates department plans for Fire Education Week;

instructs various segments of the community on fire safety through education of the existing codes, laws, and regulations.

To assists the Fire Chief with a wide variety of research, records, planning, and administrative activities.

Accomplishments:

- Since October 2014 the Office of the Fire Marshal has completed 23 fire inspection of new occupancies, 52 annual fire inspections, 2 residential fire/safety inspections and 3 inspections of childcare facilities.
- During this fiscal there have been 9 structure fire investigations, 5 vehicle fire investigations, 5 wild land fire investigations and 7 Illegal burning investigations performed by the Fire Marshal.
- The Fire Marshal has completed the Incident Safety Officer course, and the Senior Officials Workshop for All-Hazards Preparedness course.
- Developed a new application for Fire Inspections/Plans Review, resulting in a more streamline retention and documentation between Inspections and Development departments.
- Was instrumental in the new ISO rating for the City based upon the fire protection and educations programs in place.
- Mentored a new volunteer through the Basic Fire Inspector Course and certification.
- Developed and made available informational packets for new business contractors and child care facilities in order to continually update potential new businesses of changing city policies.
- Held 3 “open house” tours with various groups at the fire station in order to continue the public fire education program.
- Met with PISD, the Chamber of Commerce, and local Church leaders to maintain relationships and to inform each entity of the capabilities of the Fire Marshal’s Office.

Goals:

- Complete hydrant marking system on half of all fire hydrants within city limits.
- Adopt and codify IFC2012 and new fire code amendments.
- Develop new fee schedule to include all Fire Marshal activities.
- Attend Fire Officer III course and Fire Instructor III
- Send one employee to Basic Fire Investigator Course, Fire Officer I.
- Develop new training program for new inspectors/investigators.

Objectives:

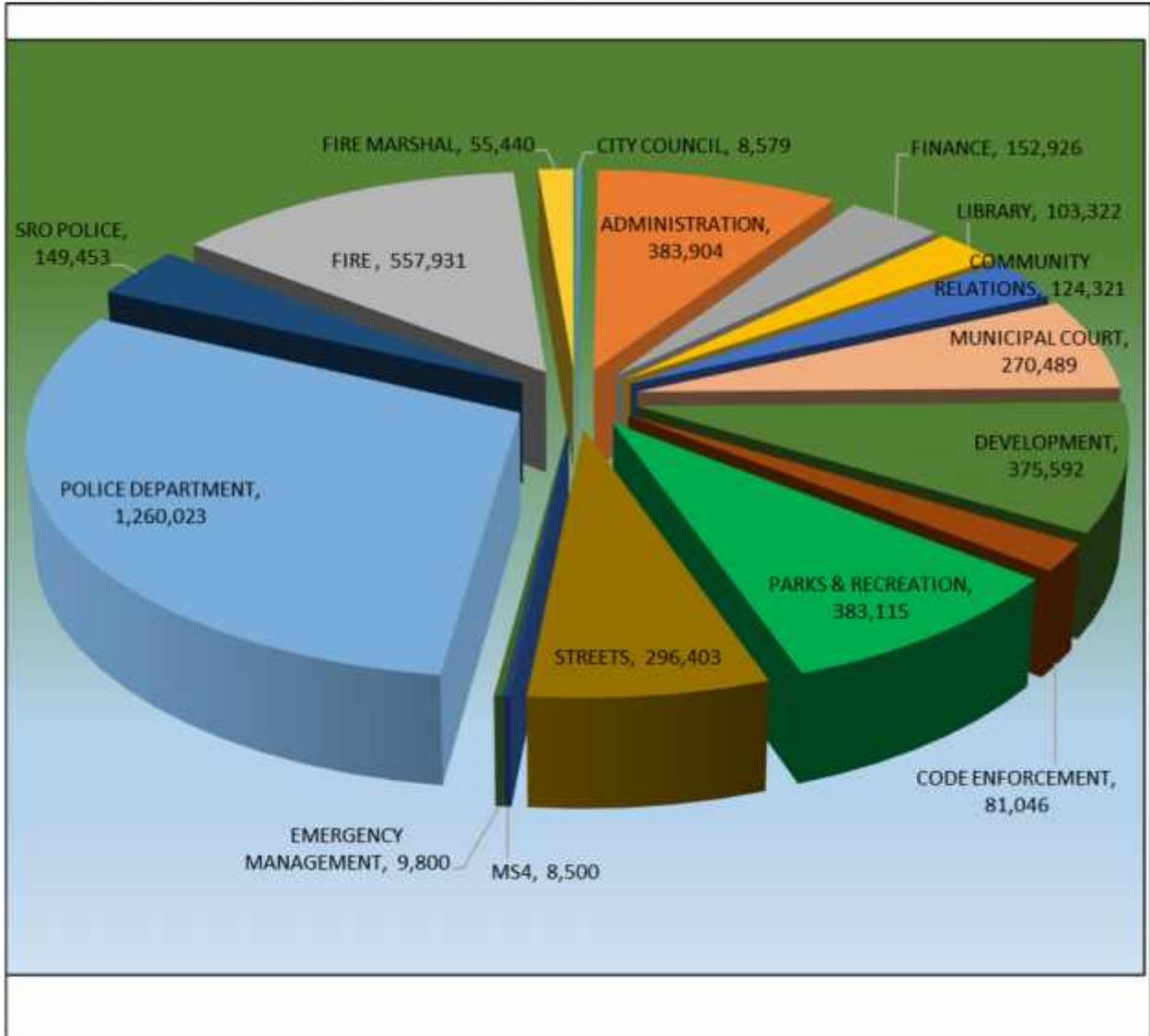
The Fire Marshal's Office will continue the fire hydrant marking program by completing half of all the hydrants in town conforming to NFPA standards. Through the adoption of the 2012 IFC and amendments, this division will be able to stay current with the ever changing fire protection needs of our citizens. In addition, this office will continue the public education program through social events, school programs, and open house style Fire station tours. In searching for new programs, grant assistance has been asked for to begin a smoke detector program for our citizens. The notifications of approval should be out in September. If awarded the grant it will allow any citizen to have new smoke detectors placed in their home by the Fire Department. The Fire Marshal's Office will continue to expand capabilities and services through the addition of personnel, college courses, State Certifications, Continuing Education, and mentorship programs.

Significant Budget Changes:

There will be an increase in personnel, by one part-time inspector. This person will be transferred from the Fire Department to assist with regular inspections. By utilizing a part time person rather than increasing the Fire Marshal to full time, this saves on the overall cost. The budget includes (1) new phase II portable radio, and a color printer for printing handouts and other fire prevention material. This accounts for the increase in the maintenance and supply lines of the budget.

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Commercial Inspections	72	132	140	6%
Residential Inspections	3	6	10	67%
Re-Inspections	20	35	30	-14%
Investigations	13	30	35	16%
Plans Review	4	7	10	43%
Fire Drills/Alarms	15	45	60	33%
Emergency Response	45	60	65	8%

General Fund Expenditures Graph:



APPENDIX A

DEBT SERVICE FUND

The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on long term obligation debt from taxes levied by the City.

Debt Limit:

The State of Texas limits the Advalorem Tax Rate to \$2.50 per \$100 valuation. The City's adopted tax rate of \$0.473987 for maintenance and operation plus \$0.217899 for debt service equals the total tax rate of \$0.691886 which falls well below the limit.



CITY OF PRINCETON				
DEBT SERVICE FUND				
	ACTUAL	BUDGET	PROJECTED	PROPOSED
	2013-14	2014-2015	2014-2015	2015-2016
Revenues by department/ type:				
Non-Departmental				
Property tax	684,552	731,558	775,671	846,249
Intragovernmental	-	-	-	-
Interest	119	200	216	216
Miscellaneous	-	-	-	-
Total Revenues	684,671	731,758	775,887	846,465
Expenditures				
Non-Departmental				
Special Items	1,932	2,766	2,766	2,246
Supplies	5,246	-	-	-
Debt Principal:				
2007 CO	-	111,001	111,001	-
2007 GO	-	19,525	19,525	19,525
2009 CO	90,000	95,000	95,000	100,000
2011 GO REF	70,200	78,000	78,000	79,950
2013 Tax Note	175,000	175,000	175,000	180,000
2014 CO	-	70,000	70,000	50,000
2015 CO	-	-	-	80,000
Debt Interest:				
2007 GO	14,417	13,708	13,708	12,966
2009 CO	204,412	201,519	201,519	198,225
2011 GO REF	20,114	18,632	18,632	17,053
2013 Tax Note	24,652	21,534	21,534	18,139
2014 CO	-	36,074	36,074	46,150
2015 CO	-	-	-	80,997
Total Expenditures	605,973	842,759	842,759	885,251
Other Financing Uses:				
Transfer to Utility Fund	84,550	-	-	-
Total Expenditures and Other Financing Uses	690,523	842,759	842,759	885,251
Net Total Revenues, Expenditures, Other Financing Sources Uses	(5,851)	(111,001)	(66,872)	(38,786)

Enterprise Fund

Revenue Summary:

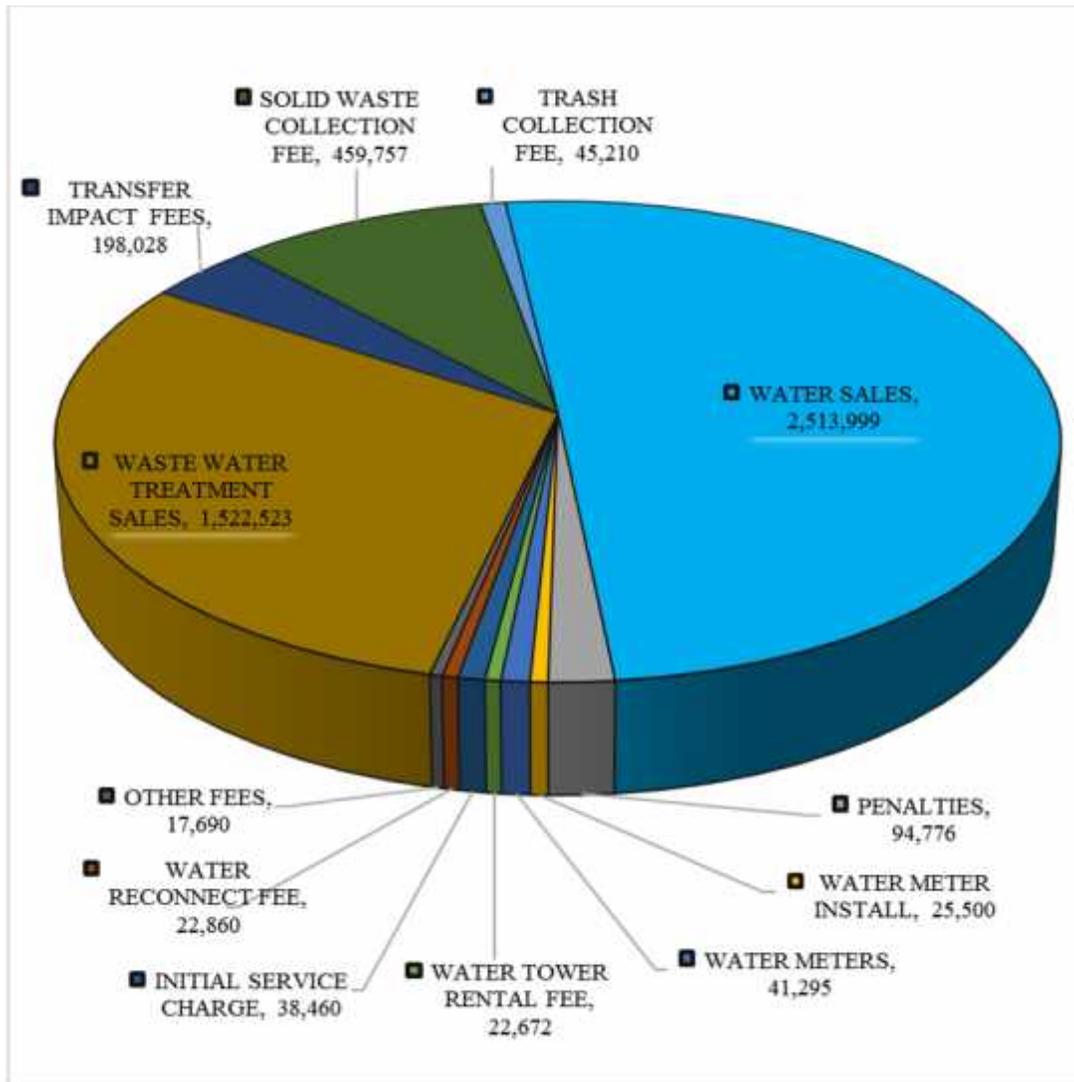
Fiscal Year: 2015/2016

Fund: Enterprise Fund

Revenues	FY 2014-2015	FY 2014-2015	FY 2015-2016	% Change from FY 2014-2015
	Budget	Projected Actual	Budget	
Water Department	2,663,318	2,843,180	3,020,490	6%
Waste Water Department	1,767,020	1,828,163	1,982,280	8%
Total Revenues	4,430,338	4,671,343	5,002,770	7%



Enterprise Fund Revenue Graph:



Expenditure Summary:

Fiscal Year: 2015/2016

Fund: Enterprise Fund

Departmental Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Utility Billing	585,642	667,336	692,845	4%
Water	3,071,144	3,088,220	3,373,082	8%
Waste Water	773,552	771,033	936,843	18%
Total Expenditures	4,430,338	4,526,588	5,002,770	10%

Enterprise Fund Summary	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Beginning Working Capital	1,026,129	1,026,129	1,170,884	14%
Total Enterprise Fund Revenue	4,430,338	4,671,343	5,002,770	7%
Total Enterprise Fund Expenditures	4,430,338	4,526,588	5,002,770	11%
Ending Working Capital	1,026,129	1,170,884	1,170,884	0%



Section V – Enterprise Fund Division Summaries

Division Summary: Customer Service/Utility Billing Department

Fiscal Year: 2015/2016

Fund: Enterprise Fund

Account Group: 02-613

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Proposed Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	152,551	152,391	155,786	2%
Supplies	46,300	52,071	55,500	7%
Maintenance	380,161	455,388	472,000	4%
Other Expenses	6,630	7,486	9,559	28%
Total Expenses	585,642	667,336	692,845	4%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Utility Billing Supervisor	1	1	1	0
Utility Clerk	2	2	2	0

Mission Statement:

The Utility Department strives to provide outstanding customer service for the residents and businesses of Princeton, by providing billing services for water, waste water, trash, recycle and bulk pick up in an accurate and timely manner.

Responsibilities:

Provides Customer Service to the citizens and businesses of Princeton including setting up new accounts, maintaining accounts, changes to accounts, disconnects, transfers, billing for services, prepare service orders, trash, recycle, and coordination of bulk pick up.

Accomplishments:

- Trained Personnel in Billing Process.
- Created new delinquent account procedures.

Goals:

- Provide a friendly environment for the citizens of Princeton to acquire or disconnect water service, report problems, and pay their water bills.
- Continue to have well trained Customer Service Representatives on all of the utility service processes.

Objectives:

Provide courteous and accurate customer service to the City of Princeton Community.

Significant Budget Changes:

Increases in the expenses this year are population driven.

Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Utility Billings Completed	12	12	12	0%
Billing Reminders Completed	12	12	12	0%
Service Orders Prepared and updated.	2,581	2,661	2,736	3%
Customer Calls Received	16,052	16,380	16,781	2%



Division Summary: Water

Fiscal Year: 2015/2016

Fund: Enterprise

Account Group: 02-(515-50)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	544,739	544,353	626,788	13%
Supplies	96,800	95,855	94,300	-2%
Maintenance	46,500	47,096	49,500	5%
Other Expenses	2,383,105	2,400,916	2,602,494	8%
Total Expenses	3,071,144	3,088,220	3,373,082	8%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Public Works Director	1	1	1	0
Water Maintenance Worker	2	2	3	1
Meter Reader/Utility Billing worker	1	1	1	0
Public Works Administrative Assistant	1	1	1	0

Mission Statement:

It is the Mission of the Water Department to provide quality potable drinking water in adequate quantities for citizen use and fire protection.

Responsibilities:

Provide daily monitoring of the water distribution system, and make any repairs or adjustments necessary to comply with City, State, and Federal regulations. Provide 24 hour response for water main repairs, water quality complaints and water main installation and repair.

Accomplishments:

- Provided around the clock monitoring during power outages and system failures, to ensure that no citizen was without service or noticed lowered water pressure.
- Maintained less than 1% water loss.

- All samples of water quality were well within the Federal and State Requirements.
- Maintained the status as the lowest per capita Member City of NTMWD through conservation efforts and rapid response to leak reports.
- Acquired three new water licenses within the department.
- Acquired and installed back-up generators for the Monte Carlo Pump Station.

Goals:

- Institute a backflow ordinance and testing program, to protect and safeguard our water supply.
- Continue to work with the City Administration and City Council so that outdated water mains are replaced.
- Implement a proper valve and hydrant maintenance program.
- Integrate new meter reading equipment and software.

Objectives:

Achieve even tighter control over our water loss and have a more goal driven water conservation education program that will invite more community interaction.

Continue to replace old, outdated water mains.

Maintain superior water quality throughout the system.

Significant Budget Changes:

Needed tools and equipment will be purchased that will help us gain even more control over our water loss. The budget includes a new leak detector; currently the department does not own a leak detector and relies on contract services to locate water leaks. After reviewing the cost for services to locate water leaks over the past few years, locating leaks in house will be more cost effective than in the past. The department will be adding an additional person to help perform water related tasks throughout the City.



Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Water Leaks Repaired	175	156	195	0%
Water Quality Complaints per 1,000 population	No Data	No Data	.001	
% of Samples Meeting State and Federal Req.	100%	100%	100%	



Division Summary: Waste Water

Fiscal Year: 2015/2016

Fund: Enterprise

Account Group: 02-(515-60)

Expenditures	FY 2014-2015 Budget	FY 2014-2015 Projected Actual	FY 2015-2016 Budget	% Change from FY 2014-2015
Personnel	59,441	61,741	88,142	30%
Supplies	11,230	16,927	11,280	-50%
Maintenance	78,000	69,984	79,500	12%
Other Expenses	624,881	622,381	757,921	18%
Total Expenses	773,552	771,033	936,843	18%

Personnel	2014-2015 Budget	2014-2015 Actual	2015-2016 Budget	Change in Personnel
Sewer System Maintenance Worker	1	1	1	0

Mission Statement:

It is the Mission of the Waste Water Department is to maintain safe and sanitary conditions by ensuring all waste water is collected and delivered to North Texas Municipal Water District for treatment.

Responsibilities:

Maintain and inspect the collection system for any stoppages or potential drainage issues. Maintain and operate lift stations, which includes daily monitoring, pump repair and maintenance, unclogging suction or discharge lines, and chemical treatments. Provide 24 hour response to citizen complaints and drainage issues. Monitor the SCADA system for pumping issues. Make repairs to sewer mains and manholes as necessary.

Accomplishments:

- Acquired back-up generator capabilities for all lift station sites.
- Acquired by-pass pumping capabilities for College Street Lift Station.
- Replaced 800 feet of sanitary sewer main that had collapsed.

- Implemented an Inflow and Infiltration (I/I) task force.
- Acquired four new wastewater licenses within the department.
- Monitored problem mains and manholes on a daily schedule.

Goals:

- Visually inspect and document 20% of the collection system.
- Train and obtain next level licensing for system personnel.
- Have zero reportable spillages.
- Implement new safeguards and techniques within the collection system to reduce maintenance requirements.
- Repair or replace old mains and manholes.

Objectives:

Work with the City Administration and City Council and communicate the needs regarding sewer system maintenance and repair.

Initiate a community education program, to increase the awareness of the public regarding the impact of Fats, Oils, and Grease (FOG) on the collection system.

Continue to work towards improving the collection system by replacing old mains and manholes.

Significant Budget Changes:

Impacts to the budget for the Wastewater Department include personnel, machinery, and safety equipment. A sewer camera for inspecting sewer mains and lines will be leased on a lease purchase agreement. This will allow the department to photograph and locate potential and imminent problems within the system and make the required repairs prior to failures. The department does not currently own the proper equipment for entering manholes of confined space. The budget includes a confined space kit that will provide a safe environment for the workers to work in hazardous environments.

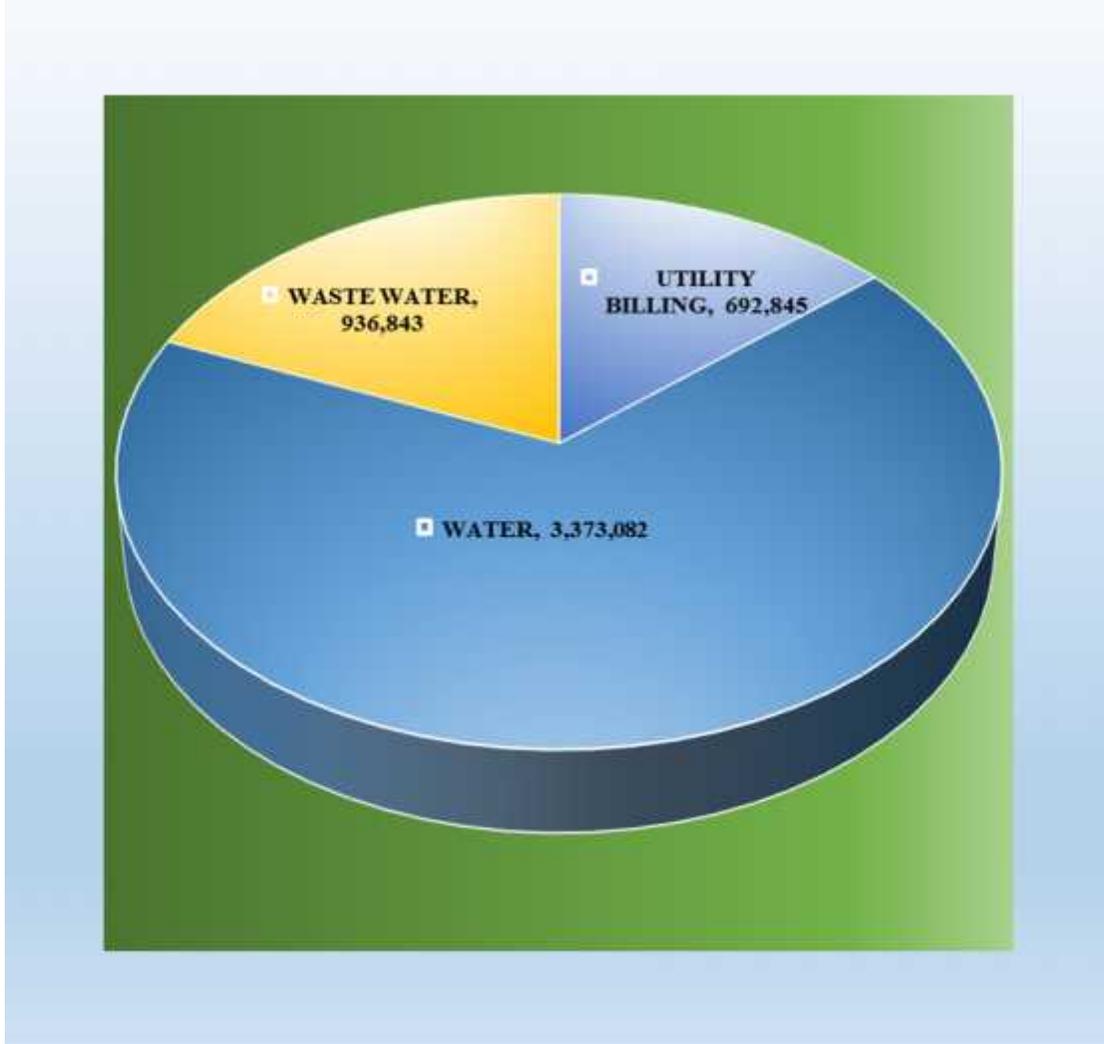


Performance Measures:

Performance Measure Indicator	FY 2013-2014 Actual	FY 2014-2015 Estimated Year End	FY 2015-2016 Estimated	Percentage Change
Manholes and Mains Maintained	48	62	70	30%
Miles of Main Inspected	No Data	No Data	9.69	
Calls for Service	No Data	No Data	89	
Miles of Main Smoke Tested	No Data	No Data	1.48	



Enterprise Fund Expenditure Graph



COMPONENT UNITS**The Economic Development Sales Tax****Using Sales Tax to Promote Economic Development**

The use of the sales tax for economic development purposes has been one of the most popular and effective tools used by cities to promote economic development. Since the authorization for the local option tax took effect in 1989, more than 586 cities have levied an economic development sales tax. These cities have cumulatively raised in excess of \$573 million annually in additional sales tax revenue dedicated to the promotion of local economic development. Of these cities, 101 have adopted a Type A economic development sales tax, 367 cities have adopted a Type B economic development sales tax, and 118 cities have adopted both a Type A and a Type B sales tax.

The Type A tax is generally considered the more restrictive of the two taxes in terms of authorized types of expenditures. The types of projects permitted under Type A include the more traditional types of economic development initiatives that facilitate manufacturing and industrial activity. For example, the Type A tax can be used to fund the provision of land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements that are for the creation or retention of primary jobs for projects such as manufacturing and industrial facilities, research and development facilities, military facilities, including closed or realigned military bases, recycling facilities, distribution centers, small warehouse facilities, primary job training facilities for use by institutions of higher education, and regional or national corporate headquarters facilities. The Type A sales tax may also fund business-related airports, port related facilities, and certain airport-related facilities 25 miles from an international border, as well as eligible job training classes, certain career centers and certain infrastructural improvements which promote or develop new or expanded business enterprises.

The Type B tax also can be used to fund the provision of land, buildings, equipment, facilities, expenditures, targeted infrastructure and improvements that are for the creation or retention of primary jobs for projects such as manufacturing and industrial facilities, research and development facilities, military facilities, including closed or realigned military bases, transportation facilities, sewage or solid waste disposal facilities, recycling facilities, air or water pollution control facilities, distribution centers, small warehouse facilities, primary job training facilities for use by institutions of higher education, regional or national corporate headquarters facilities, eligible job training classes, certain career centers and certain infrastructural improvements that promote or develop new or expanded business enterprises. However, unlike the Type A tax, the Type B tax can additionally fund projects that are typically considered to be community development initiatives. For example, authorized categories under Type B include, among other items, land, buildings, equipment, facilities, expenditures, and improvements for professional and amateur sports facilities, park facilities and events, entertainment and tourist facilities, and affordable housing. Also, the Type B tax may be expended for the development.

Component Unit: Community Development Corporation Type A

Fiscal Year: 2015/2016

Fund: Component Unit

REVENUES	FY 14-15 BUDGET	FY 14-15 PROJECTED	FY 15-16 BUDGET	% CHANGE FROM FY 14-15
NON-DEPARTMENTAL	336,919	300,185	339,517	13%
DEPARTMENTAL EXPENDITURES				
SPECIAL ITEMS	96,475	87,374	96,475	10%
PERSONNEL	22,715	8,884	22,191	150%
SUPPLIES	620	420	420	0%
MAINTENANCE	3,000	2,500	2,500	0%
OTHER EXPENSES	461,845	407,624	108,450	-73%
TOTAL ECONOMIC DEVELOPMENT EXPENDITURES	584,655	506,802	230,036	-55%
REVENUES OVER & UNDER EXPENDITURES	(247,736)	(206,617)	109,481	

Type A Projects identified for FY2015

- Development of the EDC Business Park
- Sponsor 4th of July Celebration
- Development of the South Section of Beauchamp Blvd.



Component Unit: Community Development Corporation Type B

Fiscal Year: 2015/2016

Fund: Component Unit

REVENUE	FY 14-15 BUDGET	FY 14-15 PROJECTED	FY 15-16 BUDGET	% CHANGE FROM FY 14-15
NON-DEPARTMENTAL	336,796.00	300,072	339,430	13%
DEPARTMENTAL EXPENDITURES				
SPECIAL ITEMS	86,721.00	86,721	87,053	0%
PERSONNEL	22,715.00	9,402	22,191	136%
SUPPLIES	670.00	670	670	0%
MAINTENANCE	5,000.00	4,000	4,000	0%
OTHER EXPENSES	149,945.00	164,258	153,850	-6%
TOTAL EXPENDITURES	265,051.00	265,051	267,764	1%
REVENUE OVER/(UNDER) EXPENDITURES	71,745.00	35,021	71,666	

Type B Projects identified for FY2015

- Phase 1, J.M. Caldwell Sr. Community Park Trail Project
- Parkview Heights Park Project
- Sponsor 4th of July event
- Phase 1, Veterans Park Project



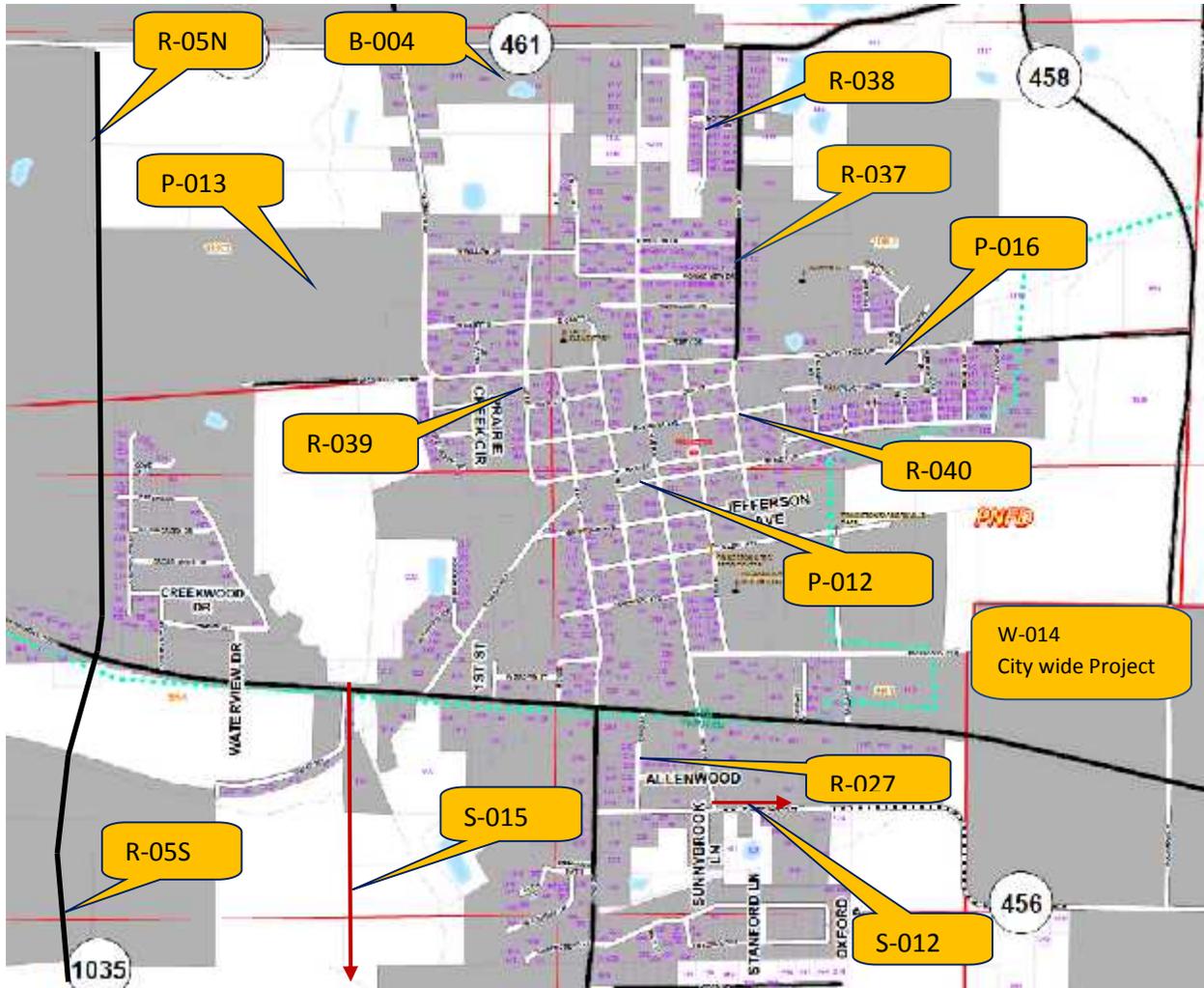
APENDIX B**Capital Improvement Plan**

The projects listed are subject to available funding and appropriation by the City Council.

Capital Improvement Projected Expenditure Summary:

1.	First Street Reconstruction	2014 CO
2.	El Camino and Monterey Street Reconstruction	2015 CO
3.	South 3rd Street Reconstruction	2015 CO
4.	South 6th Street Reconstruction	2015 CO
5.	Beauchamp Blvd. Construction “North and South Sections”	2007 Collin County Bond Program/ Economic Development Corp.
6.	Safer Routes to School Project	Grant/City Participation
7.	Veterans Park Project	Community Development Corp.
8.	Parkview Heights Park Project	Community Development Corp.
9.	J.M. Caldwell Sr. Community Park Trail Project	2015 Collin County Trail Grant
10.	Hazelwood Sewer line Reconstruction	Utility Fund
11.	Public Works Facility on FM461	2015 CO
12.	Water Meter Reading System	Greater Texoma Utility Athority, “GTUA”
13.	Tickey Creek Sewer line	Waste Water Impact Fees

Capital Improvement Location Map



Capital Improvement Projects, Funding and Impact Analysis

The City of Princeton anticipates the issuance of \$3,400,000 in Certificates of Obligation in the FY 2015-2016 Budget year for the Capital Improvement Projects listed in this Budget. This is primarily for the reconstruction of streets within the older areas and the design and construction of a new Public Works facility located on C.R. 461 just east of the water tower. These Capital Improvement Projects have a useful life of well, over 30 years. Other projects such as water and waste water listed in the Capital Improvement Plan are funded through specific funds set aside for the projects. Capital Improvement Projects require a specific approval by the City Council and the funding runs through the completion of the project.

In addition to the street and building projects, the City will undertake the rehabilitation of specific waste water lines that have exceeded their useful life and require replacement. Project # S-012 involves the replacement of a dated sewer line that has resulted in several line stoppages over the past few years. The Public Works Department has put this line on a regular maintenance program in order to prevent any overflows. The line will require the removal and replacement of a portion of the access to the apartments to the north. The parameters of the project consist of replacing the line from 4th St. continuing east to the Hazelwood Apartments. The City has applied for grant funding through the Community Block Grant process for this project, however, has not been approved for funding. The project is projected to cost approximately \$65,000. This line does not qualify for Impact Fee Funds, so this project will be funded through the waste water Capital Improvement Funds, unless other funding becomes available. The replacement of this line will free up a crew from the continued maintenance on this line, and allow the crew to focus on other needed throughout the City as needed. Maintenance and operating costs should be reduced to include the annual inspection to assure the lines integrity.

The City has a significant amount of water meters that still require manual reads. Water project # W-014 addresses the replacement of the remaining manual read meters with radio transmitted meters and the installation of radio equipment located on the towers. The water meter reading process currently requires the public works department to dedicate at least five individuals to read these meters for an entire week. By installing this system, these employees would be able to focus on other important tasks throughout the City and increase available personnel resources by about 20%. This system also allows the meters to be interrogated as to times and dates that water consumption may be questioned. This project was approved as a qualified project within the already acquired funding from the Greater Texoma Utility Authority, (GTUA). The project is anticipated to cost \$300,000 for the first phase. Ultimately the plan is to have all the meters in the city on an automatic meter reading system; however this phase will only eliminate the manual reads and will not eliminate the drive by system that the city currently utilizes. The City will be looking to the future for the funding in order to implement a fully automated system for reading the meters.

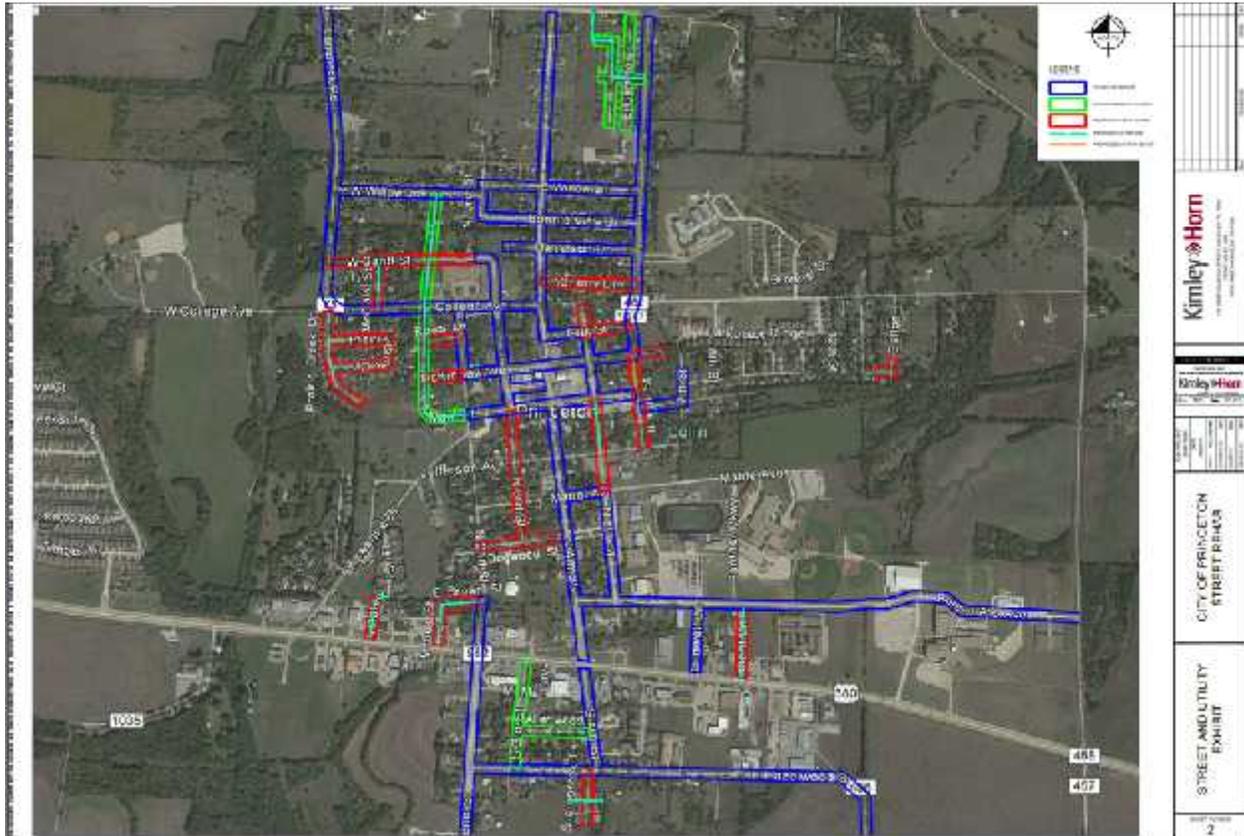
Project # S-015 is a waste water line that has reached its capacity and needs to be increased in capacity in order to provide for the growth. This project will be funded through the Waste Water Capital Improvement Funds and Impact Fees collected from the developments that contribute to the line.

The Tickey Creek Waste Water Line services most of the west region of the City, including the Villas of Monte Carlo, Princeton Meadows, Park Trails, and Creekview subdivisions. In addition to the subdivisions on the north side of the Highway, this line also has a section that services Princeton Village and Tickey Dr. This line is a 27” line that reduces in size to an 18” line before it crosses under Hwy 380 and increases again to a 24” line just before it reaches the North Texas Lift Station on CR 400. The 18” section is reaching its capacity and will need to be upgraded to handle the demands. The project is expected to cost \$1,184,000 and will be funded from impact fees that are collected and associated with this line, including developer participation from the parties that are adding needed capacity. This project will need specific Council approval at the time the competitive bids are received. Upon the completion of this new line, the operation and maintenance will be taken over by the public works department. There should be very little maintenance associated other than an annual inspection to assure its integrity.

The streets in Princeton remain a high priority, therefore the majority of the bond funds from the 2015 CO will go to the replacement of streets in the older part of the city. The City has graded the streets throughout the city using the Federal Highway Administration’s, Percent Serviceability Rating (PSR), and developed a CIP list that will drive the funding needs in the future. The city continues to expend funds to keep up with the maintenance of the bad streets at an expense that has been increasing over the years and is now nearly \$100,000 annually. With the replacement of the old streets with concrete instead of asphalt, we anticipate the cost of maintenance to stabilize over the next few years. The City has currently replaced approximately 30% of the high maintenance streets and continues to address the streets with the lowest PSR. The City has adopted a high standard for the construction of streets and expects to see a longer useful life in the future. The City expects to spend approximately \$1,700,000 in this fiscal year for the projects. Figure 10.1 below illustrates the plan for replacing the old streets. Blue indicates “completed”, Green “in progress”, Red “under design”.



**Figure
1.01**



Projects #R-05S and #R-05N are associated with a regional thoroughfare plan and are currently in the design process. Over the past several years traffic has increased along Princeton Dr. and is now nearing 45,000 vehicles traveling through Princeton in a 24 hour period. This has led to the development of an additional route for travelers from north east Collin County to the Plano, Dallas area. Currently McKinney is underway with the construction of a thoroughfare that will eventually connect to these new roadways and relieve congestion on Princeton Dr. during high traffic times. These road projects will open up the north and south sections of the City for future residential development and for commercial and retail establishments. The estimated cost of these projects together total \$8,500,000. The project funding for these projects is shared between the City of Princeton, Collin County, and Developer participation. The ongoing maintenance when complete will be the responsibility of the City. The cost of maintenance will be mostly limited to landscaping up-keep for several years.

Princeton project # B-004 consists of the construction of a new facility for public works. Currently the building they occupy is approximately 4000 sq. ft. and is in poor condition. The building does not have conditioned office space for a clean environment for the office equipment and SCDA monitoring systems. As we look forward and plan to provide adequate services to our citizens, it becomes increasingly important that we provide good working conditions for the employees. The public works

employees work in adverse weather conditions and in conditions such as waste water repairs, where they need to clean up before they can go home to their families. The current facility does not offer this ability. In addition, the current facility does not allow the proper storage needed to keep equipment out of the weather. By including an area that would allow equipment to be placed under cover, or inside a building will go a long way in extending the useful life of the equipment. The City expects to spend approximately \$1,000,000 on the new facility out of the 2015 issue of Certificate of Obligation. The increased ongoing expense will be largely limited to the cost of the bond obligation which would be approximately \$33,000 annually. The city does not expect to see a big increase in the maintenance and operating costs because the existing building is very inefficient, and the new building will be constructed to the latest energy codes, and will be fairly efficient. Regular maintenance will most likely decrease on the new structure.

The new facility is expected to have open bay areas that will allow the city to expand its ability to do services and repairs that previously were beyond their capacity. The other city departments including the police department and the fire department will also have this facility available for repairs and maintenance. In review of the city's annual expenses for service and maintenance in all departments, having the ability to hire a mechanic on staff, will benefit the city by reducing the cost of repairs. The city will also benefit by in house service through reducing the downtime of critical equipment and apparatus, which may be occasionally held up due to outsourcing.

Project # R-037 has been approved for funding through the Safer Routes to School grant from TXDOT. This grant is a 90/10 grant requiring the City to pay 10% of the cost of the project. The initial estimated cost of the project is \$550,000 of which the City will need to pay \$110,000. The project will make a safer environment for the children to walk and ride their bike to school. It will be constructed entirely within the City and TXDOT right of way in front of existing residences. The home owners are currently responsible for the maintenance of this area in front of their home. The walkway will be maintained by the City upon the completion, although there will be little maintenance for the first few years. There should be no significant operation and maintenance costs surrounding this project.

4-A Corporation, Component Unit

The 4-A, Economic Development Corporation is in the process of developing a Business Park located along C.R. 400. The EDC would like to construct at least 2 lanes of Beauchamp Blvd. to the South of Princeton Dr. leading to their business park located on CR400, if the funding becomes available. As this project develops, the EDC will require that an Association be formed in order to manage the internal maintenance within the business park. This will relieve the City from the ongoing expense related to the landscaping, water costs, drainage way upkeep, and other costs associated with the park. No ongoing expenses are anticipated for the City surrounding this development; however there is a significant benefit to the City if the roadway is constructed because it will open up the south side of the City for future development and property tax revenue.

4-B Corporation, Component Unit

The 4-B, Community Development Corporation is in the process of funding Park and Recreation projects along with the construction of a new veteran's park.

Project # P-16 involves the design and construction of a small neighborhood park in the Parkview Heights Community. The park will include a basketball half court, gazebo, park benches, lighting and a play area for smaller children. The total cost of this project is estimated at \$150,000, and the CDC has set aside \$67,736 for the first phase of this project this fiscal year, in order to do the basketball half court, hardscape and landscape. The maintenance and operation of this facility will be taken over by the Parks Department when the project is complete. The City will see a slight increase in maintenance cost surrounding this facility, mainly in the area of manpower and watering costs. This is not anticipated to be significant as the City is currently responsible for the mowing the property and keeping the weeds down. This project will greatly enhance the appearance of this community.

Project # P-12 is located on the current Veteran's Park property. There has been a focus on the Old Downtown and the revitalization of this area. This project involves several components that will be added over time. The first of the components that will be constructed will be the center piece representing all the branches of the military and constructing the walkways within the park. The initial design has been completed and will evolve depending on the availability of decommissioned equipment from the military. The cost of the project is estimated at \$200,000 and the CDC has allocated \$40,000 toward this project this fiscal year, and intends on utilizing fund raisers to fund additional components of the project. This park currently exists on this property; therefore the City does not foresee an increase in the maintenance and operating expenses upon completion of this project.

Project # P-13 is a trail system that surrounds the future disc golf course at the J.M. Caldwell Sr. Community Park and POW Camp. The first phase of this project is expected to cost \$500,000 and the Collin County Regional Trail Grant program has approved \$250,000 in matching funds for this project. The project will be constructed in phases and is expected to be completed over the next few years. This budget year the Community Development Corporation will be exploring the funding options available for matching funds.





Capital Improvement Project Summary

Project priority: High **Project Number:** S-012 **Project Status:** Design

Project Title: Reconstruction of the sewer line located north of the residences on Hazelwood

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$65,000

Funding Source: Utility Fund

Project Description

The dated sewer line located in this area has resulted in several line stoppages over the past few years. The Public Works Department has put this line on a regular maintenance program in order to prevent overflows. The line will require the removal and replacement of a portion of the access to the apartments to the north. The parameters of the project consist of replacing the line from 4th St. continuing east to the Hazelwood apartments.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High	Project Number: S-015	Project Status: Design
Project Title: Tickey Creek Sewer line replacement		
Project Start Date: Undetermined	Projected Completion: Undetermined	
Proposed Start Date:	Project Leader: Kimley-Horn Engineers	
Project Budget: \$1,184,000		
Funding Source: Impact Fees		

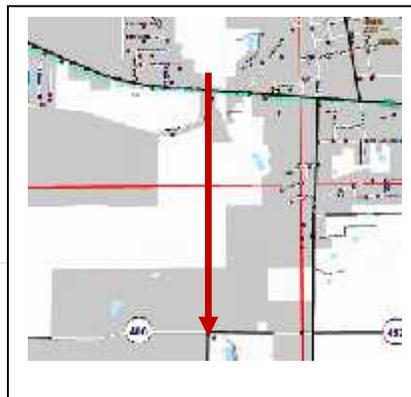
Project Description

The Tickey Creek Waste Water Line services most of this region, including the Villas of Monte Carlo, Princeton Meadows, Park Trails, and Creekview. In addition to the subdivisions on the north side of the Highway, this line also has a section that services Princeton Village and Tickey Dr. This line is a 27" line that reduces in size to an 18" line before it crosses under Hwy 380 and increases again to a 24" line just before it reaches the North Texas Lift Station on CR 400. The 18" section is reaching its capacity and will need to be upgraded to handle the demands. It is unlikely the line will handle the added discharge created by the expected growth in this area. This line has been identified as a priority Capital Improvement Project within the most recent Impact Fee Study.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0
Additional Expenditures to Date: None
Date Reported: 12-15-2014





Capital Improvement Project Summary

Project priority: High **Project Number:** R-038 **Project Status:** Design

Project Title: Reconstruction of Monterey and El Camino Streets.

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$500,000

Funding Source: 2015 CO

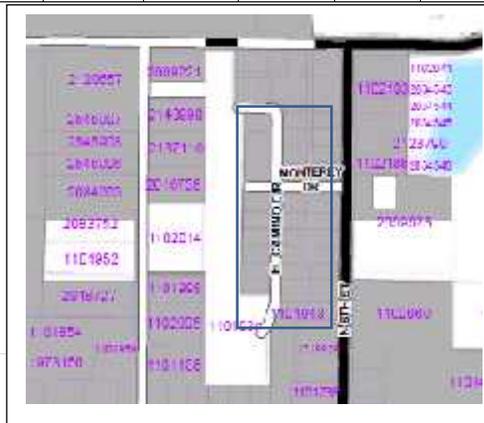
Project Description

The original street was constructed in the early 1970's and has never been reconstructed. The street was constructed using only a single layer of asphalt chip seal with little subgrade preparation. The street has concrete curb drainage system and the existing curbs are rolled up out of the street and do not drain properly. The Project consists of removing the existing street, reconstructing the subgrade and replacing the street with a 31' concrete street with monolithic curb and gutter. The parameters of the project are from 6th St. continuing west on Monterey to the end, and from the intersection of El Camino and Monterey, north and south to the ends.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High **Project Number:** R-027 **Project Status:** Design

Project Title: Reconstruction of 3rd. Street

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$250,000

Funding Source: 2015 CO

Project Description

The original street was constructed in the early 1970's and has never been reconstructed. The street was constructed using only a single layer of asphalt chip seal with little subgrade preparation. The street has concrete curb drainage system and the existing curbs are rolled up out of the street and do not drain properly. The Project consists of removing the existing street, reconstructing the subgrade and replacing the street with a 31' concrete street with monolithic curb and gutter. The parameters of the project are from Allenwood continuing north to the intersection of 3rd and Hwy. 380.

Project Schedule:	2015						2016					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High **Project Number:** R-039 **Project Status:** Design

Project Title: Reconstruction of 1st. Street

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$750,000

Funding Source: 2014 CO

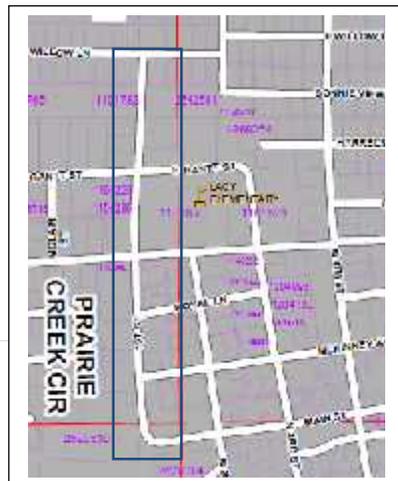
Project Description

The original street was constructed in the early 1970's and has never been reconstructed. The street was constructed using only a single layer of asphalt chip seal with little subgrade preparation. The street has concrete curb drainage system and the existing curbs are rolled up out of the street and do not drain properly. The Project consists of removing the existing street, reconstructing the subgrade and replacing the street with a 31' concrete street with monolithic curb and gutter. The parameters of the project are from Willow Ln. continuing south to the intersection of 3rd and Main St.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: Moderate **Project Number:** R-05S **Project Status:** Design

Project Title: Beauchamp Blvd. South

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$5,500,000

Funding Source: Collin County Discretionary Bond Funds and City Funds

Project Description:

The Project consists of constructing a 4 lane thoroughfare from Hwy. 380 continuing south to County Road 400. This project was identified on the 2014 regional thoroughfare plan and has been partially funded through Collin County Bond Funds.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High **Project Number:** R-040 **Project Status:** Funding

Project Title: 6th Street Reconstruction

Project Start Date: _____ **Projected Completion:** _____

Proposed Start Date: _____ **Project Leader:** _____

Project Budget: \$200,000

Funding Source: 2015 CO

Project Description

The reconstruction of 6th Street includes approximately 600 ft. of sewer line and the related tap connections. The paving includes approximately 1200 lf at paving 31' in width. The paving is currently designed with no curb or gutter and asphalt paving surface. The existing road is beyond repair and is no longer a candidate for repairs.

Project Schedule:	2015						2016					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: Moderate **Project Number:** R-05N **Project Status:** Design

Project Title: Beauchamp Blvd. North

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$3,000,000

Funding Source: 2007 Collin County Bond Funds and City Funds

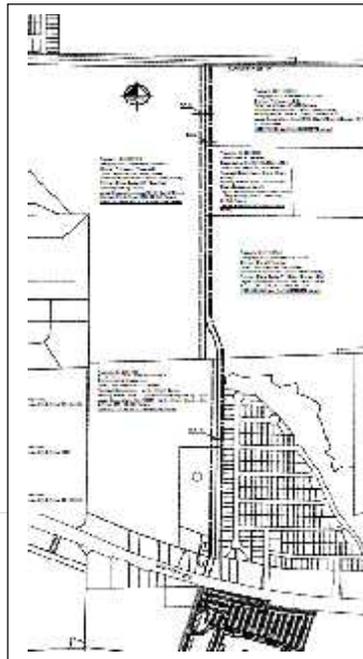
Project Description:

The Project consists of constructing a 4 lane thoroughfare from Hwy. 380 continuing north to Monte Carlo Road. This project was identified on the 2014 regional thoroughfare plan and will be partially funded through Collin County.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High **Project Number:** B-004 **Project Status:** Design

Project Title: Public Works Maintenance Building

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$1,000,000

Funding Source: 2015 CO

Project Description:

The Project consists of constructing a new Public Works Facility. The building is currently 4000 sq. ft. and the facility no longer provides the adequate space for the growth of the department. Also the current building has no adequate office space and has numerous leaks where water enters the building. There is no A/C or conditioned space for the office personnel to work. The new building will be approximately 15000-20000 sq. ft. and should serve the community long into the future.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Date: \$0.00



Expended to



Capital Improvement Project Summary

Project priority: High **Project Number:** R-037 **Project Status:** Design

Project Title: Safer Routes to School

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$550,000 with a \$110,000 City Cost Share

Funding Source: 2015 CO

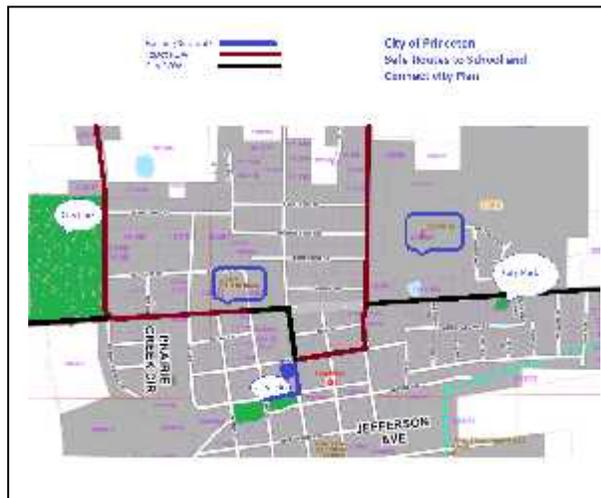
Project Description:

The Project consists constructing sidewalks in the area of 6th Street for access to Godwin Elementary and in the area of College Street for access to Lacy elementary. This also includes a portion of sidewalk from the High School along Hwy 380 to 4th Street. That was partially funded through TXDOT in their Safer Routes to School Grant program at a 90/10 cost share.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: High **Project Number:** W-14 **Project Status:** Out for RFP

Project Title: Radio Read Water Meter Reading System

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$300,000

Funding Source: GTUA

Project Description:

This project consists of installing radio reading equipment on the towers for the automatic reading of the water meters. For the first phase of the project, all of the manual read meters will be converted to the radio read type, and the existing drive by system will continue to be used for the rest of the City. When fully implemented, this will relieve the personnel from manually reading, in some cases, over 600 meters each month. In addition these employees will be able to be re-assigned to other tasks within the Public Works Department. This will defer the hiring of additional personnel for this budget year.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status
Expended to Date: \$0.00

No Photo
 Citywide Project



Capital Improvement Project Summary

Project priority: Moderate **Project Number:** P-013 **Project Status:** Discussion

Project Title: Parks and Trails Project

Project Start Date: TBD

Projected Completion: TBD

Proposed Start Date: TBD

Project Leader: TBD

Project Budget: \$500,000

Funding Source: Collin County

Project Description

The parks have been a main focus for the Community Development Corporation and the City Council for several years. This project includes the construction of the trail system within the J.M. Caldwell Community Park and POW Camp. The design was completed several years prior and is now receiving partial funding. This project is a work in progress and needs to be reviewed on an annual basis to develop the additional phases. Grant funding has been approved for this project from Collin County and is a 50/50 cost share. The City share will be \$250,000 for this phase of the project. The Community Development Corporation will be looking at the available funding for this project during this budget year.

Project Schedule:	2015						2016					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: Moderate **Project Number:** P-016 **Project Status:** Design

Project Title: Parkview Heights Park

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$150,000

Funding Source: Community Development Corporation

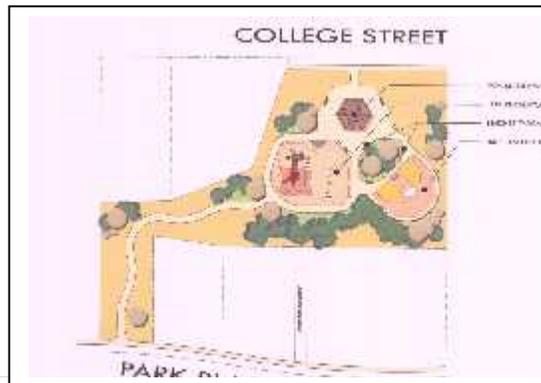
Project Description:

This project is located within the Parkview Heights community. This park land was dedicated to the City several years ago but has not been developed due to funding constraints. There is a proposed plan for the site that has been approved from the Community Development Corporation and the Park Board. There is a basketball court along with some picnic areas. The CDC has set aside funding for the initial phase of this park in this budget year. This will include the basketball court, lighting and landscaping.

Project Schedule:	2015			2016									
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Design													
Bid and Award													
Construction													

Budget Status

Expended to Date: \$0.00





Capital Improvement Project Summary

Project priority: Moderate **Project Number:** P-012 **Project Status:** Design

Project Title: Veterans Park

Proposed Start Date: TBD

Project Start Date: TBD **Estimated Projected Completion:** TBD

Project Budget: \$200,000

Funding Source: Community Development Corporation, Other Sources

Project Description:

The project will construct a new Veterans park that will incorporate static displays of military equipment. The park will also have a centerpiece that has representation of all of the branches of the military. Several locations will be designed to allow for the engraving the names of local veterans.

Project Schedule:	2015			2016								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

Budget Status

Expended to Date: \$0.00



Glossary of terms designed to assist the reader in understanding terms associated with public finance.

Account: A term used to identify an individual asset, liability, expenditure control, revenue control, encumbrance control, or fund balance.

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.

Accounts Receivable: Amounts due 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.

Accrued Revenue: Revenue earned during the current accounting period but which is not collected until a subsequent accounting period.

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.

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.

Appraise: To make an estimate of value, particularly of the value of property. Note: If the property is valued for purposes of taxation, the less inclusive term "assess" is substituted for the above term.

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

Assess: To value property officially for the purpose of taxation. Note: The term is also sometimes used to denote the levy of taxes, but such usage is not correct because it fails to distinguish between the valuation process and the tax levy process.

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

Assessment 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.

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 column 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.

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

Bonds Authorized and Un-issued: Bonds which have been legally authorized but not issued and which can be issued and sold without further authorization. Note: This term should not be confused with the term "margin of borrowing power" or "legal debt margin," either one of which represents the difference between the legal debt limit of a governmental unit and the debt outstanding against it.

Bonds Issued: Bonds sold.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. Note: The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body. See also Current Budget, Capital Budget, and Capital Program.

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

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

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

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

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

Capital Expenditures: See Capital Outlays.

Capital Improvement Program: See Capital Program.

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

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

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

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

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

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

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.

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 is 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.

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 is 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.

Debt: An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt. See also Bond, Notes Payable, Long-Term Debt, and General Long-Term Debt.

Debt Limit: The maximum amount of gross or net debt that is legally permitted.

Debt Service Fund: A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Debt Service Fund Requirements: The amounts of revenue which must be provided for a debt service fund so that all principal and interest payments can be made in full on schedule.

Deficit: (1) The excess of the liabilities and reserves of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intergovernmental 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 are not entirely correct. See also Current Taxes, Current Year's Tax Levy, and Prior Years' Tax Levies.

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.

Encumbrances: Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Debt: Debt that is to be retired primarily from the earnings of publicly owned and operated enterprises. See also Revenue Bonds.

Enterprise Fund: A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominantly self-supporting by user charges. Examples of enterprise funds are those for water, gas, and electric utilities, swimming pools, airports, parking garages, and transit systems.

Equipment: Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings) which is useful in carrying on operations. Examples are machinery, tools, trucks, cars, furniture, and furnishings.

Estimated Revenue: For revenue accounts kept on an accrual basis, this term designates the amount of revenue estimated to accrue during a given period regardless of whether or not it is all to be collected during the period. For revenue accounts kept on a cash basis, the term designates the amount of revenue estimated to be collected during a given period. Under the modified accrual basis recommended for some funds by the Governmental Accounting Standards Board, estimated revenues include both cash and accrual basis revenues. See also Cash Basis, Accrual Basis, and Modified Accrual Basis.

Expenditures: Where the accounts are kept on the accrual basis or the modified accrual basis, this term designates the cost of goods delivered or services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability of the fund from which retired, and capital outlays. Where the accounts are kept on the cash basis, the term designates only actual cash disbursements for these purposes. Note: Encumbrances are not expenditures.

Expenses: Charges incurred, whether paid or unpaid, for operation, maintenance, interest, and other charges which are presumed to benefit the current fiscal period. Note: Legal provisions sometimes make it necessary to treat charges whose benefits extend over future periods as expenses. For example, purchase of materials and supplies which may be used over a period of more than one year and payments for insurance which is to be in force for a period longer than one year frequently must be charged in their entirety to the appropriation of the year in which they are incurred and classified as expenses of that year, even though their benefits extend also to other periods.

Fiduciary Fund Types: The trust and agency funds used to account for assets held by a government unit in a trustee capacity or as an agent for individuals, private organizations, other government units and/or other funds.

Fiscal Period: Any period at the end of which a governmental unit determines its financial position and the results of its operations.

Fiscal Year: A twelve-month period of time to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations.

Fixed Assets: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment. Note: The term does not indicate the immobility of an asset, which is the distinctive character of “fixture.”

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

Fixtures: Attachments to buildings that are not intended to be removed and which cannot be removed without damage to the latter. Note: Those fixtures with a useful life presumed to be as long as that of the building itself, are considered a part of such building; all others are classified as equipment.

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

Full Faith and Credit: A pledge of the general taxing power for the payment of debt obligations. Note: Bonds carrying such pledges are usually referred to as general obligation bonds or full faith and credit bonds.

Function: A group of related activities aimed at accomplishing a major service or regulatory program for which the City 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.

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 is 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.

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

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

General Fund: A fund used to account for all transactions of a governmental unit that are not accounted for in another fund. Note: The General Fund is used to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues.

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

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

General Revenue: The revenues of a governmental unit other than those derived from and retained in an enterprise. Note: If a portion of the net income in an enterprise fund is contributed to another non-enterprise fund, such as the General Fund, the amounts transferred constitute general revenue of the governmental unit.

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

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

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

of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance.

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

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

Improvements: Buildings, other structures, and other attachments or annexations to land which are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains, and sewers. Note: Sidewalks, curbing, sewers, and highways are sometimes referred to as "betterments," but the term "improvements other than buildings" is preferred.

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

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

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

Interfund Transfers: Amounts transferred from one fund to another.

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

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

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

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.

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.

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

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

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

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

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

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

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

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

Net Revenue Available for Debt Service: Gross operating revenues of an enterprise, less operating and maintenance expenses, yet exclusive of depreciation and bond interest. "Net Revenue" as thus defined computes "coverage" on revenue bond issues. Note: Under the laws of some states and the provisions of some revenue bond indentures, net revenues used for computation of coverage are required to be on a cash basis rather than an accrual basis.

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

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

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

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

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

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

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

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

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

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

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 to legal requirements to ensure that expenditures do not exceed those appropriated. Operating budgets are also called Annual Budgets. See Budget.

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

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

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

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

Ordinance: A formal legislative enactment by the council or governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. Note: The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

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

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

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

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

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

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

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

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

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

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

Proprietary Fund Types: Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often found in the private sector (i.e., enterprise and internal service funds). All assets, liabilities, equities, revenues, expenses, and transfers relating to the government's business and quasibusiness 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 principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

Purchase Order: A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

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.

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 too 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 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.

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.

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

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

Tax Liens: Claims which governmental units have upon properties until taxes levied against them have been paid. Note: The term is sometimes limited to those delinquent taxes for the collection of which legal action has been taken through the filing of liens.

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

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

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

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

Taxes: Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, water and sewer charges.

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

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

Working Capital: The difference between current assets and current liabilities. Working capital is used to measure an accounting entity's ability to pay its liabilities as they become due.

CITY OF PRINCETON, TEXAS

ORDINANCE NO. 2015-09-08-01

AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS PROVIDING FUNDS FOR THE FISCAL YEAR 2015-2016 BY APPROVING THE BUDGET FOR SAID PERIOD AND APPROPRIATING AND SETTING ASIDE THE NECESSARY FUNDS OUT OF THE FISCAL YEAR FOR THE OPERATION OF THE DEPARTMENTS AND OTHER VARIOUS ACTIVITIES AND IMPROVEMENTS OF THE CITY; DECLARING AN EMERGENCY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the fiscal needs of the City of Princeton have been evaluated through an analysis of expenditures and debt service for the coming year; and

WHEREAS, such analysis included consideration of the tax rate; and

WHEREAS, such analysis resulted in the budget for fiscal year 2015-2016, document attached as exhibit "A"

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS:

SECTION 1. That for the purpose of providing the funds necessary and proposed to be expended by the City of Princeton for the fiscal year beginning October 1, 2015 and ending September 30, 2016 as proposed in the budget heretofore prepared by the Director of Finance and the Mayor and submitted to the City Council for consideration and approval, be and the same are hereby appropriated for payment of operating expenses, capital outlay and debt service of the various department of the government of the City of Princeton.

SECTION 2. That the said budget for the fiscal year 2015-2016, as indicated in the total amounts allocated for the expenditures by, for and upon each fund department and approved herein, shall be attached to and made a part of this ordinance the same as if copied in full herein.

SECTION 3. That the necessity for the making and approving of the budget for the fiscal year 2015-2016, as required by the laws of the State of Texas, creates an emergency and urgent public necessity requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, THIS 8th DAY OF SEPTEMBER 2015.



Ken Bowers, Mayor

ATTEST:



Lesia Thornhill, City Secretary

