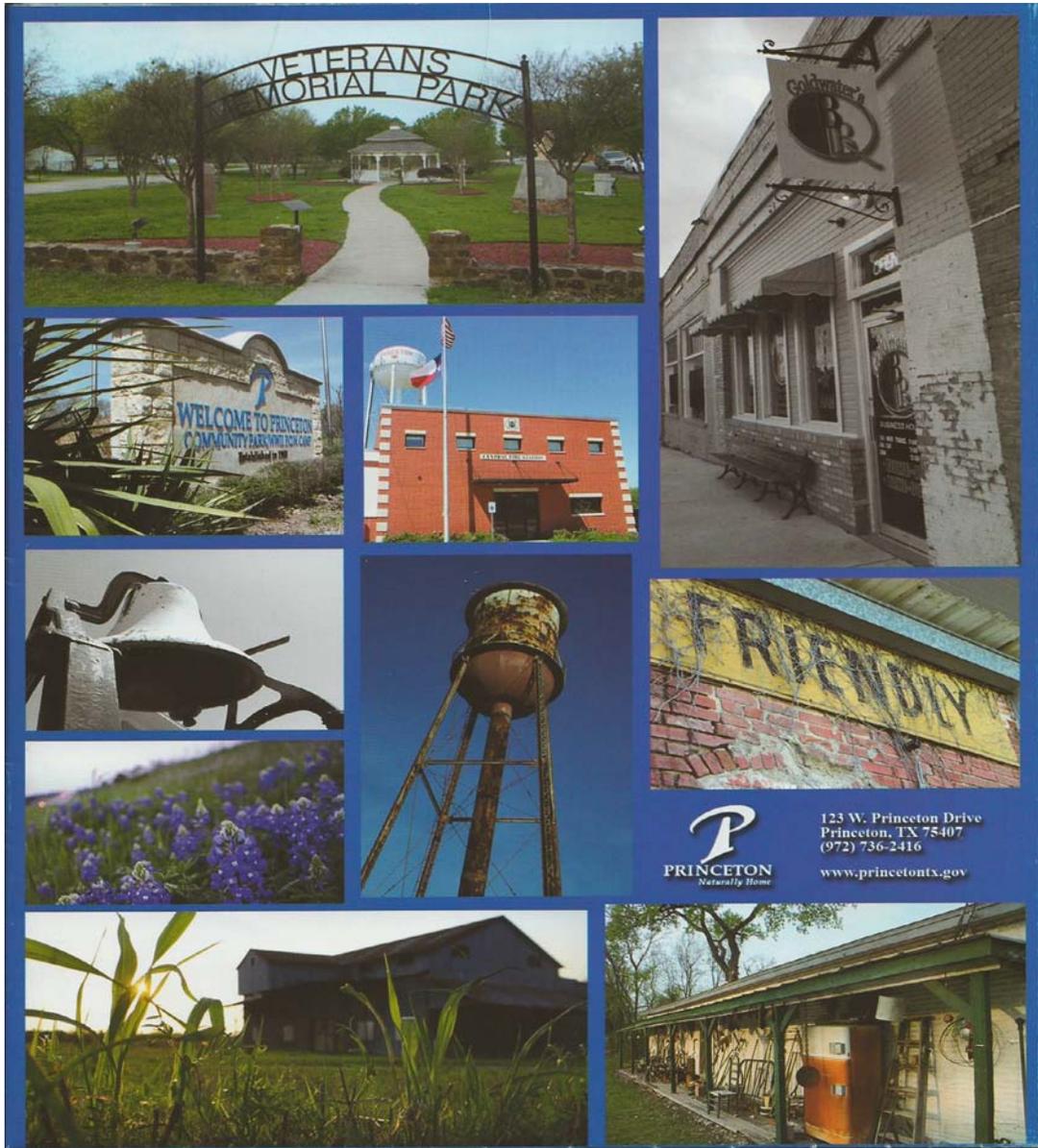


**CITY OF PRINCETON**  
Annual Operating Budget Fiscal Year 2014-2015



**THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAT LAST YEARS BUDGET BY \$227,597 OR 10.95%, AND OF THAT AMOUNT, \$88,280 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.**



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**City of Princeton**  
**Fiscal Year 2014-2015**  
**Budget Cover Page**

This budget will raise more revenue from property taxes than last year's budget by an amount of \$227,597, which is a 10.95 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 \$88,280.

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

**FOR:** 4

**AGAINST:** None

**PRESENT** and not voting:

**ABSENT:** 1

**Property Tax Rate Comparison**

	<b>2014-2015</b>	<b>2013-2014</b>
Property Tax Rate:	\$0.721800/100	\$0.738999/100
Effective Tax Rate:	\$0.675209/100	\$0.738999/100
Effective Maintenance & Operations Tax Rate:	\$0.467751/100	\$0.477883/100
Rollback Tax Rate:	\$0.734141/100	\$0.743143/100
Debt Rate:	\$0.228970/100	\$0.227030/100

Total debt obligation for City of Princeton secured by property taxes: \$15,335,000

TAX SUPPORTED DEBT ANNUAL DEBT REQUIREMENTS

YEAR ENDING 9/30	PRINCIPAL	INTEREST	TOTAL
2015	685,000	682,425	1,367,425
2016	700,000	660,841	1,360,841
2017	715,000	637,301	1,352,301
2018	620,000	613,784	1,233,784
2019-2023	2,830,000	2,715,976	5,545,976
2024-2028	2,980,000	2,088,243	5,068,243
2029-2033	2,831,000	609,814	3,440,814
2034-2039	3,974,000	558,975	4,532,975
<b>TOTALS</b>	<b>15,335,000</b>	<b>8,567,359</b>	<b>23,902,359</b>



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# **FY 2014-2015**

## **Annual Operating Budget**

### **SUBMITTED TO:**

The Honorable Ken Bowers  
Mayor

### **City Council Members**

Steve Deffibaugh  
Mayor Pro-Tem

Rick Wheeler  
Bill Glass  
John Mark Caldwell  
Bruce Beauchamp

### **SUBMITTED BY:**

Derek Borg  
City Manager

### **PREPARED BY:**

Cathy Crane  
Director of Finance

### **Additional Information Contact:**

Cathy Crane  
Finance Department  
123 W. Princeton Dr.  
Princeton, Texas 75407  
972-736-2416



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## City Managers Budget Message

August 1<sup>st</sup>, 2014

Honorable Mayor and City Council:

During Fiscal Year 2013-2014 the City of Princeton has seen a steady comeback from the downturn in the economy that started in 2007-2008. Several subdivisions that were stalled out have begun construction on the streets and infrastructure; and many new homes have been completed and sold. Developers continue to approach the Staff for new developments for the coming years.

The City was able to start reconstruction on several streets in town, starting with Willow Lane, which had been on the list for several years. With the Council's commitment to reconstructing the streets in the City, the Staff has been able to move ahead on design and construction of several other streets including Woody Street, a portion of 7<sup>th</sup> Street, and the alley behind the Police Department. The addition of a turn lane at the intersection of Highway 380 and Second Street was completed along with a section of street extending north to Brown St. Currently the designs are being completed for Harrelson St., Bonnieview St. and First St., we anticipate being able to commence construction on these streets early this coming year.

The Staff worked closely with the Regional Transportation Committee and the Collin County Engineering Department this year to address the future thoroughfares in Princeton. These efforts lead to the thoroughfares from Princeton's Future Land Use Plan being adopted into the Collin County Regional Thoroughfare Plan. This will allow future funding opportunities for Princeton when it comes to the development of these new roadways.

The Economic Development Corporation and the Community Development Corporation have partnered with the Chamber of Commerce to create a Visitors Center in order to promote opportunities for new and existing businesses interested in locating within Princeton. The EDC started the design and engineering on the 108 acre property at County Road 400 County Road 447, and has entered into an agreement with Aero LAMH, an aerospace manufacturer, to locate a vocational school and manufacturing facility in Princeton. The Community Development

Corporation completed the addition to the Veterans Memorial Park, and has started planning on the next phase of the City Park and POW camp.

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 sixty days, the City Council and community will be afforded several opportunities to become familiar with and ask questions about the proposed 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, 2014 and two (2) public hearings on the proposed tax rate. We will take out advertisements in a local newspaper, and we will post the proposed 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 you and the 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.

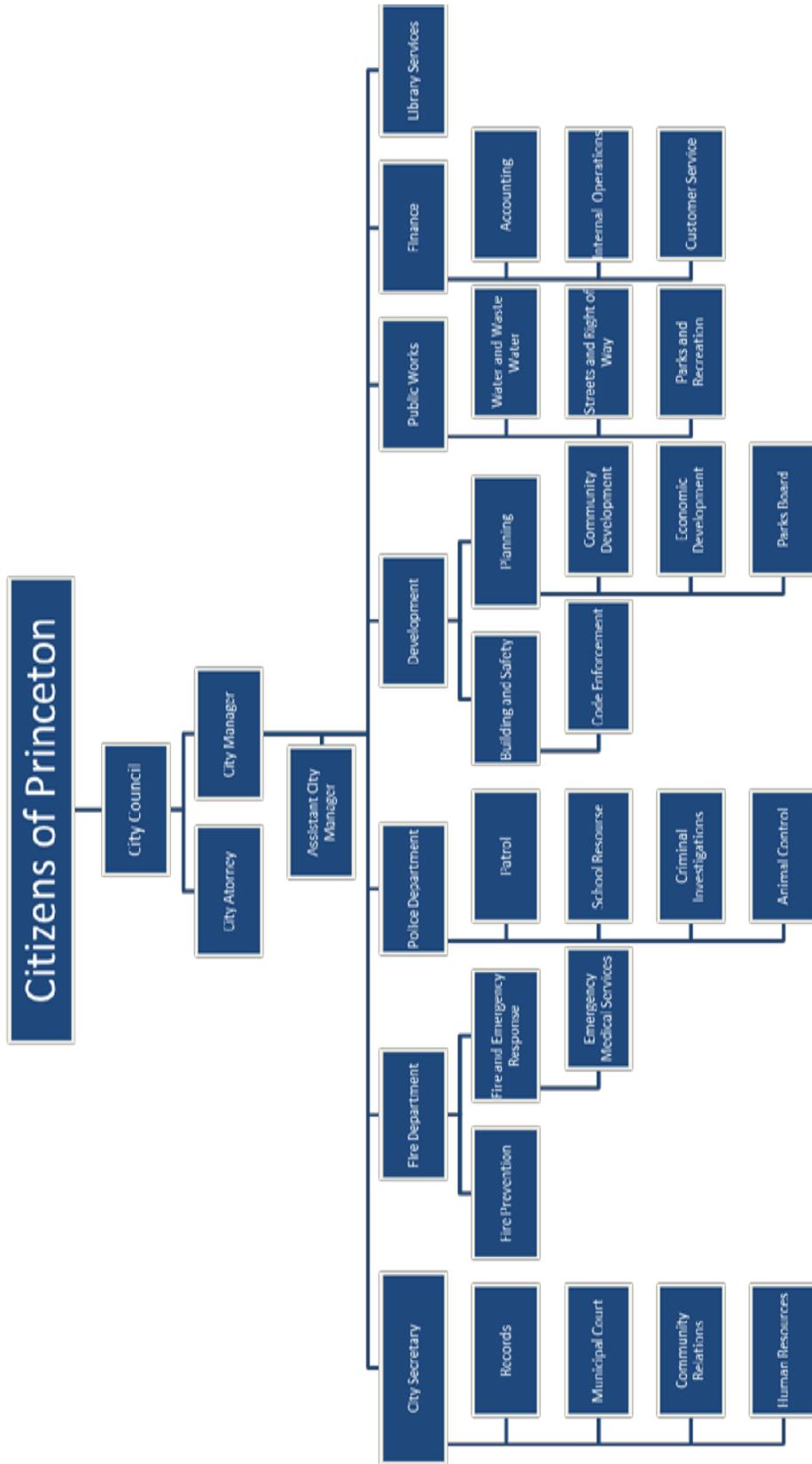
Respectfully Submitted,

A handwritten signature in black ink that reads "Derek Borg". The signature is written in a cursive style with a large initial "D" and a long, sweeping tail on the "y".

Derek Borg

City Manager





**CITY OF PRINCETON  
SUMMARY OF FULL-TIME EQUIVALENT BUDGETED POSITIONS**

	<u>ACTUAL</u> <u>2012-2013</u>	<u>BUDGET</u> <u>2013-14</u>	<u>PROJECTED</u> <u>2013-14</u>	<u>PROPOSED</u> <u>2014-15</u>	<u>CHANGE</u> <u>2014-15</u>
<b>Positions by Fund/ Department:</b>					
<b>General Fund</b>					
Mayor	1.00	1.00	1.00	1.00	0.00
Council Members	5.00	5.00	5.00	5.00	0.00
Administration	3.00	3.00	3.00	3.00	0.00
Finance Department	2.50	2.50	2.50	2.50	0.00
Library	1.00	1.00	1.00	1.50	0.50
Community Events	0.00	0.00	0.00	1.00	1.00
Municipal Court	3.00	3.00	3.00	3.00	0.00
Development, Planning & Zoning	2.00	2.00	2.00	4.00	2.00
Code Enforcement	1.00	1.00	1.00	1.00	0.00
Parks and Recreation	3.00	3.00	3.00	3.50	0.50
Streets	2.00	2.00	2.00	3.00	1.00
Municipal Storm Sewer System	0.00	0.00	0.00	0.00	0.00
Emergency Management	Shared	Shared	Shared	Shared	0.00
Police	14.00	14.00	14.00	14.00	0.00
Fire	1.00	1.00	1.00	3.00	2.00
Fire Marshall	0.50	0.50	0.50	0.50	0.00
<b>Total General Fund</b>	<b>39.00</b>	<b>39.00</b>	<b>39.00</b>	<b>46.00</b>	<b>7.00</b>
<b>Proprietary (Water and Sewer Enterprise) Fund</b>					
Customer Service/ Utility Billing	3.00	3.00	3.00	3.00	0.00
Water	4.00	4.00	4.00	5.00	1.00
Wastewater	1.00	1.00	1.00	2.00	1.00
<b>Total Proprietary (Water and Sewer Enterprise) Fund</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>10.00</b>	<b>2.00</b>
<b>GRAND TOTAL</b>	<b>47.00</b>	<b>47.00</b>	<b>47.00</b>	<b>56.00</b>	<b>9.00</b>
<b>Contracted Positions:</b>					
General Fund					
Municipal Court					
Prosecutor	1.00	1.00	1.00	1.00	0.00
Associate Judge	1.00	1.00	1.00	1.00	0.00
Judge	1.00	1.00	1.00	1.00	0.00
Total General Fund	3.00	3.00	3.00	3.00	0.00

- \*Council Members are not paid positions
- \*Library added position is part-time.
- \*Fire Marshal is a part-time position.
- \* Fire department added positions are three part-time.
- \*Parks, Streets, Water, Waste Water Departments have shared position.
- \* Parks have one seasonal position.



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## **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 1<sup>st</sup> and ending on September 30<sup>th</sup> 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  
Wastewater (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 Finance Director, 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 designated 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 Finance Director and the City Manager. Once the Department review is completed, the Budget Team met and reviewed the budget with the Mayor, City Manager and Finance Director.

**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**

Finance Director, Cathy Crane

Assistant City Manager/City Secretary, Lesia Thornhill

Mayor, Ken Bowers

**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

## 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 Finance Director 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 occurs 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 Finance Director, 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 had 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.

**Draft City of Princeton Budget/Tax Rate Calendar-FY 15**

May 2014						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2014						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**27, May**– Pass out to Council Budget Goal’s Questionnaire.

**30, May**- Department’s goals, Objectives and accomplishments due.

**09, June**– Budget Workshop – Council’s Budget Goal’s Questionnaire due to for review and discussion.

**23, June**– Possible Draft Budget or shortly after

**25, July**– Dead line for Chief appraiser to certify 2014 Appraisals Rolls.

**28, July** – Provide fund balance and debt requirement information to Collin County tax office for the calculation of the effective tax rate.

**01 Aug**– Receive effective tax rate calculation from Collin County.

Prior to Sept, 1<sup>st</sup> – Collin County Publish Effective Tax Rate in paper.

**14, Aug** – Publish “Notice of 2014 Tax Year Proposed Property tax rate and First Public Hearing on proposed tax rate increase.

**22, Aug** – Budget officer file draft proposed budget with City Secretary’s office and post on City’s website, must be posted 30 days before September 22<sup>nd</sup> adoption of the Tax Rate.

**25, Aug** – First Hearing for proposed property tax increase.

**28, Aug** – Publish Notice of Public Hearing on the budget not later than 10<sup>th</sup> day before Sept. 8<sup>th</sup> Budget Hearing.

**08, Sept** – Second Public Hearing on the proposed tax rate increase. Hearing on the proposed budget, or 1) vote to adopt budget, or 2) vote to postpone the final budget.) The city council takes a separate vote to “ratify” the property tax revenue increased reflected in the budget.

**22, Sept** – The City Council adopts the tax rate. The motion to adopt a tax rate that exceeds the effective rate must be made precisely as follows: “I move that the property tax rate be increase by the adoption of a tax rate of 0.721800 which is effectively a 6.9% increase in the tax rate.”

**24, Sept** – Deadline to send copy of Resolution/Ordinance adopting 2014 tax rate to CCAD.

## **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 30<sup>th</sup>.

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 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 and 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, 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:**

<b>No.</b>	<b>City Council Goals</b>	<b>Funding Source</b>
<b>A.</b>	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.	<b>Non-Financial Goal</b>
<b>B.</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, recreate, and raise a family.	<b>Non-Financial Goal</b>
<b>C.</b>	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	<b>Non-Financial Goal</b>
<b>D.</b>	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.	<b>Non-Financial Goal</b>
<b>E.</b>	Continue to replace and repair the City streets, primarily in the original donation part of the City.	<b>Capital Funds</b>
<b>F.</b>	Install additional early warning sirens in the areas not currently covered by the system.	<b>Capital Funds</b>
<b>G.</b>	Set up and develop the Park and Recreation department within the City, and initially provide for Baseball and Softball.	<b>General Fund</b>
<b>H.</b>	Install sidewalks for Safer Routes to School for initially Lacy and Godwin Elementary.	<b>General Fund</b>
<b>I.</b>	Continue to work on the sidewalk project along Princeton Dr.	<b>General Fund</b>

<b>J.</b>	Install another coating on the streets in Greenfield Acres	<b>Capital Funds</b>
<b>K.</b>	Work on getting Medians and turn lanes on Princeton Dr.	<b>General Fund</b>
<b>L.</b>	Increase the number of career Firefighters as the Budget allows.	<b>General Fund</b>
<b>M.</b>	Increase the number of Police Officers as the budget allows.	<b>General Fund</b>
<b>N.</b>	Continue to Look for funding for an aerial apparatus (Quint) for the fire department.	<b>General Fund</b>
<b>O.</b>	Increase Economic Development activities and strategies.	<b>Economic Development Corporation</b>
<b>P.</b>	Increase the number of Public Works employees as the budget allows.	<b>Enterprise Fund</b>
<b>Q.</b>	Continue to upgrade the water and waste water systems.	<b>Enterprise Fund</b>
<b>R.</b>	Add a professional planner in the development department to manage the Planning and Zoning aspects of the City.	<b>General Fund</b>
<b>S.</b>	Develop the Community Relations Department in order to better communicate to the citizens notices of emergencies and general information.	<b>General Fund</b>
<b>T.</b>		

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

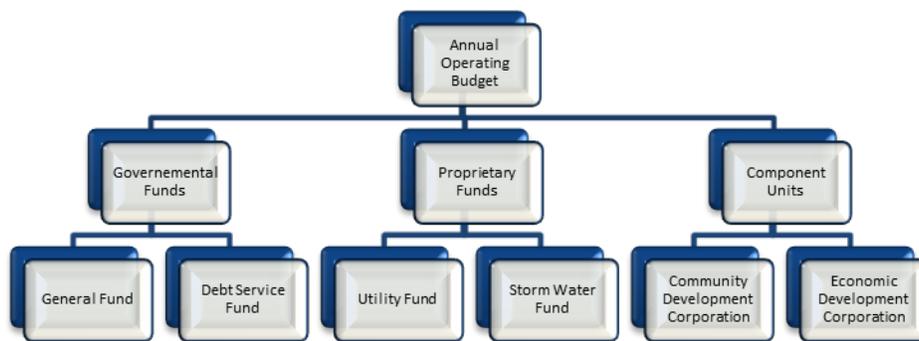
**Top 5 Priority Projects of the City Council:**

1.	Continue to replace the streets and related water and waste water infrastructure.	General Fund
2.	Install 2 additional early warning sirens to provide additional coverage.	General Fund

3.	Develop the new Park and Recreation Department for organized ball games	General Fund
4.	Add additional staff to the Fire Department to enhance the coverage.	General Fund
5.	Develop the Community Relations Department in order to better communicate to the citizen’s notices of emergencies and general information.	General Fund

**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 Short Term Factors**

General Statement of Citywide Factors that influenced the Budget

The City of Princeton is experiencing some growth which is expected to continue through the FY 2014-2015 budget. By the month of June 2014 the Development Department saw an increase in building permit applications by 231% from that time last year. A total of 206 new single and two family home permits have been received up to that time. D.R. Horton, the main home builder in Princeton has completed the construction of over 380 new home sites and is in the process of constructing the streets on approximately another 200 new home sites in the Forest grove subdivision, now known as Abby Crossing at Forest Grove. The second phase

of Cypress Bend is in the final design phase and will include 338 new home sites, 5 open spaces and 2 Parks. The City is budgeting on the 80% of what has been received to this point for the FY 2014-2015 Budget. According to the Collin County Central Appraisal District Certified Estimate of Taxable Value, the 2014 Certified Estimated Value on properties in Princeton, including new construction is up 8.11% from 2013 tax roll. This is likely to trend into 2014-2015 budgets, given the amount of new home permits being issued. conservative side using about

Several new businesses have located in Princeton over the past year or so including Taco Bell, CVS, Charlie's Concrete and Family Dollar. This has led to an 18% increase in the sales tax revenue the City receives. The City may soon see a Walmart Super Center located in the City. The Corporation is in the process of a feasibility study and design for a store located along highway 380 just west of town. The permitting and construction will likely take the best part of the year, so the sales tax and property tax will likely be considered during the budget process in FY 2015-2016.

Water and Waste Water sales have stayed fairly consistent, not having any significant increase. Given the water conservation efforts and the recommendations from North Texas Municipal Water District, the water and waste water sales have only risen about 5%. This rise in sales is likely due to the growth and the new homes and meters added to the system. NTMWD has calculated the increase in population to be 14% for the FY 2014-2015. This is used in the calculation for the estimated annual usage for the City. The NTMWD has forecasted some increases in the water delivery rate for 2014-2015. This increase is usually treated as a pass through increase to the customer, and does not affect 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 budget does not reflect an increase in the rates other than passing through the increases put in place by NTMWD.

The FY 2014-2015 Budget intends to increase the level of service to the citizens in a few areas. The Budget includes the implementation of a new Park and Recreation department that will provide for baseball leagues and tournaments at the park facility. The Budget also provides for additional part time personnel for the fire department, in order to cover some of the day shifts where the volunteers are at their regular jobs. As the age of social media is upon us, the City will be developing a new website and implementing a social media component in order to develop a better outreach to the citizens. This should allow the City to communicate to the public and deliver important information for events, emergencies, water outages, street closures, and more.

You will notice in the summaries, some of the departments show a considerable increase in some of the percentages from the previous year. For the most part this is due to the elimination of the Non-Departmental section of the budget. The prospective budgets show these as increases as the expenditures were distributed within the departments for better tracking. It is the goal of City though this Budget to deliver the best service possible to the citizens of Princeton.

City Manager





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**CITY OF PRINCETON, TEXAS  
FY 2014-2015 PROPOSED BUDGET  
FUND STRUCTURE**

FUND CATEGORY	FUND TYPE	HOW APPROPRIATED	BUDGETARY BASIS	BASIS OF ACCOUNTING
<b><u>Primary Government</u></b>				
<b>Governmental Funds</b>				
<b>Major Funds</b>				
General Fund	General	Annual	Modified Accrual	Modified Accrual
General Capital Projects	Capital Project	By Project	Modified Accrual	Modified Accrual
General Debt Service	Debt Service	Annual	Modified Accrual	Modified Accrual
<b>Proprietary Funds</b>				
<b>Major Enterprise Funds</b>				
Water and Sewer	Enterprise	Annual	Working Capital	Accrual
Storm Drainage	Enterprise	Annual	Working Capital	Accrual
<b><u>Component Unit</u></b>				
Economic Development Corporation	Special Revenue	Annual	Modified Accrual	Modified Accrual
Community Development Corporation	Special Revenue	Annual	Modified Accrual	Modified Accrual

**CITY OF PRINCETON  
ANNUAL APPROPRIATED FUNDS  
SUMMARY OF PROPOSED MAJOR REVENUES AND EXPENDITURES  
FY 2014-2015**

<b>PRIMARY GOVERNMENT</b>				
<b>REVENUES/ EXPENDITURES/ OTHER FINANCING SOURCES AND USES</b>	<b>GOVERNMENTAL FUNDS</b>			
	<b>GENERAL</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS PARKS</b>	<b>TOTAL GOVERNMENTAL FUNDS</b>
<b>Revenues by department/ type:</b>				
Administration				
Property tax	\$ 1,600,311	\$ 731,558		\$ 2,331,869
Sales tax	673,463			673,463
Park sales tax				
Street sales tax				
Mixed beverage tax	2,500			2,500
Franchise taxes	206,505			206,505
PEG capital Time Warner cable	8,250			8,250
In lieu of taxes	2,711			2,711
Municipal ROW fees	22,595			22,595
Interest	3,614	200		3,814
Copies	1,200			1,200
Miscellaneous	725		1	726
Library	30,773			30,773
Community Events	13,200			13,200
Municipal Court	277,628			277,628
Development	535,690			535,690
Parks	50,835		22,600	73,435
Police	71,130			71,130
Fire	131,340			131,340
Water sales				-
Wastewater treatment				-
Water impact fees				-
Wastewater impact fees				-
Wastewater tap fees				-
Solid waste collection fee				-
Penalties				-
Utility fees				-
Rental				-
Water Meters/ install				-
<b>Total Revenues</b>	<b>3,632,470</b>	<b>731,758</b>	<b>22,601</b>	<b>4,386,829</b>
<b>Other Financing Sources:</b>				
Transfer from CDC	8,200			8,200
Transfer from EDC	8,200			8,200
Transfer from impact fees				-
Transfer from water and sewer operating fund	115,000			115,000
<b>Total Other Financing Sources</b>	<b>131,400</b>	<b>-</b>	<b>-</b>	<b>131,400</b>
<b>Total Revenues and Other Financing Sources</b>	<b>3,763,870</b>	<b>731,758</b>	<b>22,601</b>	<b>4,518,229</b>
<b>Expenditures by Department/ Type:</b>				
Current:				
Non-departmental		2,766		2,766
Economic Development				-
Community Development				-
City Council	8,830			8,830
Administration	370,589			370,589
Finance	142,893			142,893
Library	115,714			115,714
Community Events	115,562			115,562
Municipal Court	237,438			237,438
Development	319,836			319,836
Code Compliance	78,231			78,231
Parks	375,571			375,571
Streets	249,036			249,036
Storm Sewer System	5,200			5,200
Emergency Management	14,089			14,089
Police	1,274,121			1,274,121
Fire	423,463			423,463
Fire Marshall	33,297			33,297
Utility Administration				-
Water				-
Wastewater				-
<b>Total Current</b>	<b>3,763,870</b>	<b>2,766</b>	<b>-</b>	<b>3,766,636</b>
Capital outlay				-
Debt principal		437,525		437,525
Debt interest		402,468		402,468
<b>Total Expenditures</b>	<b>3,763,870</b>	<b>842,759</b>	<b>-</b>	<b>4,606,629</b>
<b>Other Financing Uses:</b>				
Transfer to WS debt service				-
Transfer to Community Events				-
Transfer to general fund				-
<b>Total Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures and Other Financing Uses</b>	<b>3,763,870</b>	<b>842,759</b>	<b>-</b>	<b>4,606,629</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources and Uses</b>	<b>\$ -</b>	<b>\$ (111,001)</b>	<b>\$ 22,601</b>	<b>\$ (88,400)</b>





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**CITY OF PRINCETON  
ANNUAL APPROPRIATED FUNDS  
SUMMARY OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES AND USES, AND  
CHANGES IN FUND BALANCES**

	<u>ACTUAL 2012-2013</u>	<u>BUDGET 2013-14</u>	<u>PROJECTED 2013-14</u>	<u>PROPOSED 2014-15</u>
<b>GOVERNMENTAL FUNDS</b>				
<b>General Fund</b>				
Revenues	\$ 2,967,718	\$ 2,873,001	\$ 3,417,734	\$ 3,632,470
Expenditures	<u>3,076,342</u>	<u>2,883,001</u>	<u>3,006,808</u>	<u>3,763,870</u>
Excess (deficiency) of revenues over (under) expenditures	(108,624)	(10,000)	410,926	(131,400)
Other financing sources (uses)				
Capital lease proceeds	264,861	-	-	-
Operating transfers in	10,000	10,000	16,400	131,400
Operating transfers out	-	-	-	-
Net other financing sources (uses)	<u>274,861</u>	<u>10,000</u>	<u>16,400</u>	<u>131,400</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	166,237	-	427,326	-
Beginning General Fund Balance, October 1	<u>(23,521)</u>	<u>142,716</u>	<u>142,716</u>	<u>570,042</u>
Ending General Fund Balance, September 30	<u><u>142,716</u></u>	<u><u>142,716</u></u>	<u><u>570,042</u></u>	<u><u>570,042</u></u>
<b>Debt Service Fund</b>				
Revenues	836,910	696,107	695,977	731,758
Expenditures	<u>739,106</u>	<u>685,277</u>	<u>685,277</u>	<u>842,759</u>
Excess (deficiency) of revenues over (under) expenditures	97,804	10,830	10,700	(111,001)
Other financing sources (uses)				
Bond premium	-	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	<u>(32,841)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net other financing sources (uses)	<u>(32,841)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	64,963	10,830	10,700	(111,001)
Beginning Debt Service Fund Balance, October 1	<u>372,019</u>	<u>436,982</u>	<u>436,982</u>	<u>447,682</u>
Ending Debt Service Fund Balance, September 30	<u><u>436,982</u></u>	<u><u>447,812</u></u>	<u><u>447,682</u></u>	<u><u>336,681</u></u>
<b>Capital Projects Fund</b>				
Revenues	480,545	-	22,601	22,601
Expenditures	<u>1,380,217</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	(899,672)	-	22,601	22,601
Other financing sources (uses)				
Tax note proceeds	1,285,000	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	-	-	-	-
Net other financing sources (uses)	<u>1,285,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	385,328	-	22,601	22,601
Beginning Debt Service Fund Balance, October 1	<u>2,496,021</u>	<u>2,881,349</u>	<u>2,881,349</u>	<u>2,903,950</u>
Ending Debt Service Fund Balance, September 30	<u><u>2,881,349</u></u>	<u><u>2,881,349</u></u>	<u><u>2,903,950</u></u>	<u><u>2,926,551</u></u>
<b>TOTAL GOVERNMENTAL FUNDS</b>				
Revenues	4,285,173	3,569,108	4,136,312	4,386,829
Expenditures	<u>5,195,665</u>	<u>3,568,278</u>	<u>3,692,085</u>	<u>4,606,629</u>
Excess (deficiency) of revenues over (under) expenditures	(910,492)	830	444,227	(219,800)
Other financing sources (uses)				
Debt proceeds	1,549,861	-	-	-
Operating transfers in	10,000	10,000	16,400	131,400
Operating transfers out	<u>(32,841)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net other financing sources (uses)	<u>1,527,020</u>	<u>10,000</u>	<u>16,400</u>	<u>131,400</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	<u>616,528</u>	<u>10,830</u>	<u>460,627</u>	<u>(88,400)</u>

**CITY OF PRINCETON  
ANNUAL APPROPRIATED FUNDS  
SUMMARY OF REVENUES, EXPENDITURES, OTHER FINANCING SOURCES AND USES, AND  
CHANGES IN FUND BALANCES**

	<u>ACTUAL 2012-2013</u>	<u>BUDGET 2013-14</u>	<u>PROJECTED 2013-14</u>	<u>PROPOSED 2014-15</u>
Total Beginning Governmental Funds Balances, September 1	2,844,519	3,461,047	3,461,047	3,921,674
Total Ending Governmental Funds Balances, September 30	<u>\$ 3,461,047</u>	<u>\$ 3,471,877</u>	<u>\$ 3,921,674</u>	<u>\$ 3,833,274</u>
<b>PROPRIETARY FUNDS</b>				
<b>Water and Sewer Fund</b>				
Revenues	\$ 4,458,991	\$ 4,179,494	\$ 4,638,916	\$ 4,800,048
Expenditures	<u>4,318,861</u>	<u>4,179,494</u>	<u>4,199,650</u>	<u>4,315,338</u>
Excess (deficiency) of revenues over (under) expenditures	140,130	-	439,266	484,710
Other financing sources (uses)				
Operating transfers in	32,841	-	-	-
Operating transfers out	-	-	-	(115,000)
Net other financing sources (uses)	<u>32,841</u>	<u>-</u>	<u>-</u>	<u>(115,000)</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	172,971	-	439,266	369,710
Beginning working capital, October 1	701,992	874,963	874,963	1,314,229
Ending working capital, September 30	<u>874,963</u>	<u>874,963</u>	<u>1,314,229</u>	<u>1,683,939</u>
<b>COMPONENT UNITS</b>				
<b>Community Development Corporation</b>				
Revenues	\$ 251,290	\$ 243,754	\$ 280,526	\$ 336,796
Expenditures	<u>109,594</u>	<u>343,836</u>	<u>321,601</u>	<u>255,051</u>
Excess (deficiency) of revenues over (under) expenditures	141,696	(100,082)	(41,075)	81,745
Other financing sources (uses)				
Operating transfers in	-	-	-	-
Operating transfers out	<u>(376,757)</u>	<u>(8,200)</u>	<u>(8,200)</u>	<u>(10,000)</u>
Net other financing sources (uses)	<u>(376,757)</u>	<u>(8,200)</u>	<u>(8,200)</u>	<u>(10,000)</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	(235,061)	(108,282)	(49,275)	71,745
Beginning Fund Balance, October 1	244,729	9,668	9,668	(39,607)
Ending Fund Balance, September 30	<u>9,668</u>	<u>(98,614)</u>	<u>(39,607)</u>	<u>32,138</u>
<b>Economic Development Corporation</b>				
Revenues	251,546	244,027	280,665	336,919
Expenditures	<u>351,845</u>	<u>224,334</u>	<u>201,338</u>	<u>574,655</u>
Excess (deficiency) of revenues over (under) expenditures	(100,299)	19,693	79,327	(237,736)
Other financing sources (uses)				
Bond premium	-	-	-	-
Operating transfers in	-	-	-	-
Operating transfers out	<u>(77,699)</u>	<u>(8,200)</u>	<u>(8,200)</u>	<u>(10,000)</u>
Net other financing sources (uses)	<u>(77,699)</u>	<u>(8,200)</u>	<u>(8,200)</u>	<u>(10,000)</u>
Excess of revenues and other financing sources over (under) expenditures and other financing uses	<u>(177,998)</u>	<u>11,493</u>	<u>71,127</u>	<u>(247,736)</u>
Beginning Fund Balance, October 1	740,429	562,431	562,431	633,558
Ending Fund Balance, September 30	<u>\$ 562,431</u>	<u>\$ 573,924</u>	<u>\$ 633,558</u>	<u>\$ 385,822</u>

**CITY OF PRINCETON  
ANNUAL APPROPRIATED FUNDS  
SUMMARY OF MAJOR REVENUE SOURCES**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>GOVERNMENTAL FUNDS</b>				
Property tax	2,148,647	2,067,400	2,231,812	2,331,869
Sales tax	501,970	486,835	573,463	673,463
Development	291,636	283,013	546,469	535,690
Municipal Court	239,350	263,991	276,646	277,628
Franchise taxes	189,738	217,680	203,825	206,505
Fire	165,446	116,504	120,000	131,340
Parks	15,559	4,950	28,570	73,435
Police	59,215	74,230	72,557	71,130
Library	73,615	18,956	22,918	30,773
Municipal ROW fees	10,328	10,500	24,897	22,595
Community Events	13,408	13,200	15,990	13,200
PEG capital Time Warner cable	-	-	8,250	8,250
Interest	421	5,224	3,812	3,814
In lieu of taxes	2,735	-	2,711	2,711
Mixed beverage tax	3,190	2,500	2,500	2,500
Copies	1,208	1,200	1,200	1,200
Miscellaneous	14,843	2,925	691	726
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>3,731,309</b>	<b>3,569,108</b>	<b>4,136,311</b>	<b>4,386,829</b>
<b>PROPRIETARY FUNDS</b>				
Water sales	2,138,826	2,240,873	2,141,063	2,233,382
Wastewater treatment	1,209,874	1,250,491	1,270,517	1,339,612
Solid waste collection fee	412,172	406,472	426,808	426,808
Water impact fees	214,021	-	311,797	311,797
Wastewater impact fees	132,185	-	183,025	183,025
Utility fees	109,071	111,160	116,725	113,840
Penalties	89,796	88,645	88,645	89,200
Water Meters/ install	56,811	62,887	78,600	79,500
Rental	19,441	18,116	18,179	22,137
Wastewater tap fees	900	600	600	600
Miscellaneous	1,038	150	2,910	100
Interest	113	100	47	47
<b>TOTAL PROPRIETARY FUNDS</b>	<b>4,384,248</b>	<b>4,179,494</b>	<b>4,638,916</b>	<b>4,800,048</b>
<b>COMMUNITY DEVELOPMENT CORPORATION</b>				
Park sales tax	125,493	121,709	140,231	168,366
Street sales tax	125,493	121,709	140,231	168,366
Interest	304	336	64	64
<b>TOTAL COMMUNITY DEVELOPMENT CORPORATION</b>	<b>251,290</b>	<b>243,754</b>	<b>280,526</b>	<b>336,796</b>
<b>ECONOMIC DEVELOPMENT CORPORATION</b>				
Sales Tax	250,985	243,418	280,481	336,732
Interest	561	609	184	187
<b>TOTAL ECONOMIC DEVELOPMENT CORPORATION</b>	<b>251,546</b>	<b>244,027</b>	<b>280,665</b>	<b>336,919</b>



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**MAJOR REVENUE SOURCES**

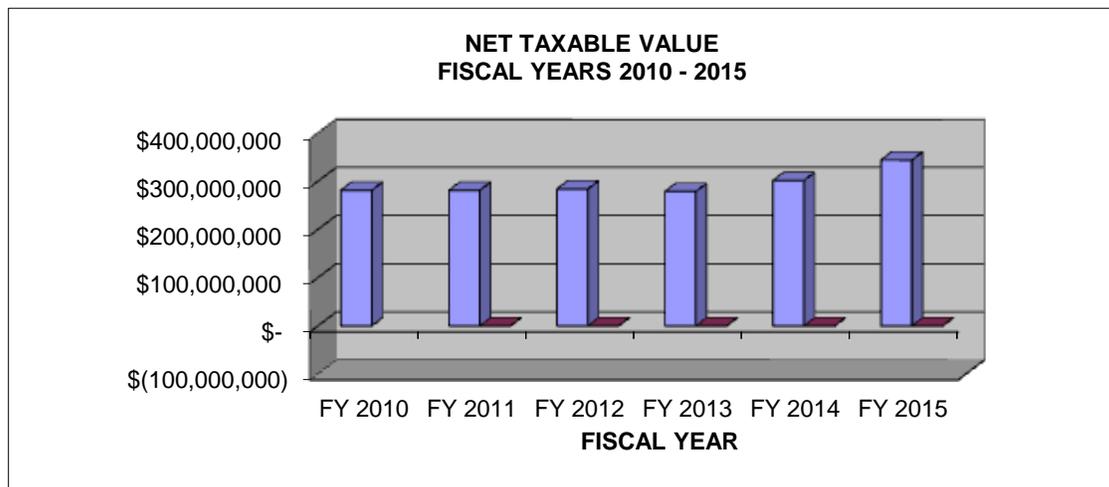
The major revenue sources for the City include ad valorem (property) taxes, sales tax, franchise taxes, water and sewer charges, fees and permits and fines and forfeitures. Each of these sources of revenue plays a vital role in determining the fiscal health of the City.

**Revenue Forecasting**

Revenue forecasts are largely based on trend analysis, with an emphasis on current and expected future economic conditions with the national, state, and local economy. Any changes in law that might affect revenue streams must also be considered.

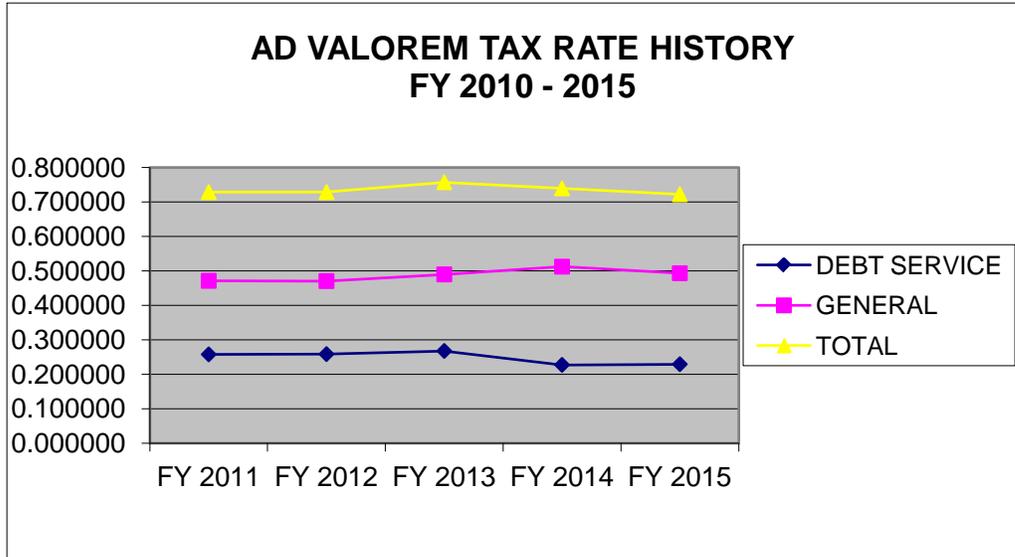
**Ad Valorem Taxes – Net Taxable Value**

Ad valorem taxes attach an enforceable lien on all real, personal, and business property in the City of Princeton. The amounts of property taxes that the City expects to collect are based on the certified roll calculated by the Collin County Appraisal District, on behalf of the City. The FY 2015 net taxable value of \$344,070,465 is a 15.23% increase over the FY 2014 net taxable value of \$301,605,545.



**Ad Valorem Taxes – Adopted Tax Rate**

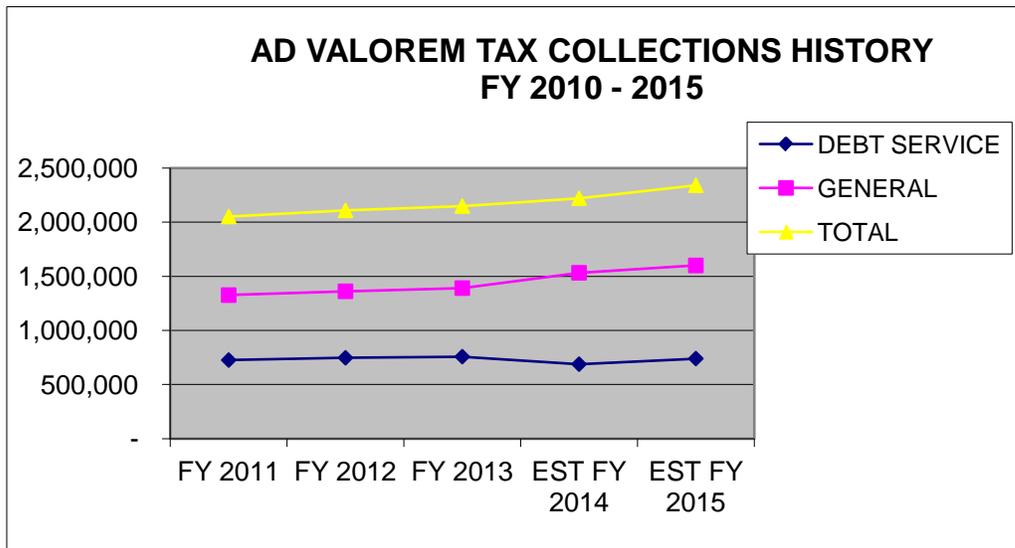
The adopted fiscal year (FY) 2014- 15 tax rate of \$0.721800 per \$100 valuation is a decrease from the prior year’s tax rate of \$0.738999. This rate is the sum of two components, the maintenance and operations (M&O) rate of 0.492830 (a 3.74% increase from the prior year M&O rate), plus the interest and sinking (I&S) rate of 0.228970 (a 0.85% increase over the prior year I&S rate). These combine to equal the overall tax rate.



The FY 2014-15 proposed tax rate of 0.721800 is a 2.3% decrease from the prior year’s tax rate of 0.738999.

Ad Valorem Taxes - Collections

For the 2014-15 operating year, the estimated property tax collections amount to approximately \$2,340,261, an increase of 5.39% over the 2013-14 tax collections amount of \$2,220,640.

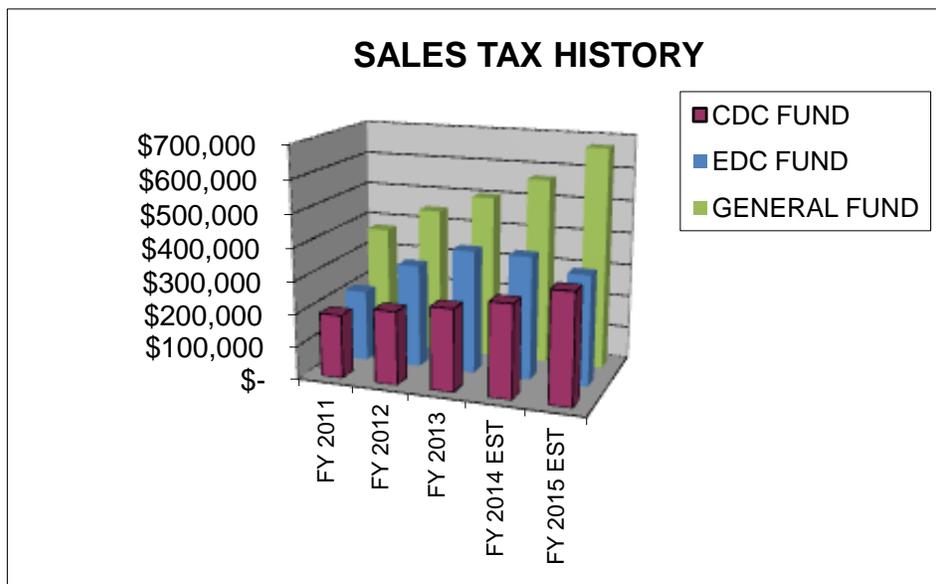


**SALES TAX**

Sales tax collections are based on economic activity and vary with changes in the local economy.

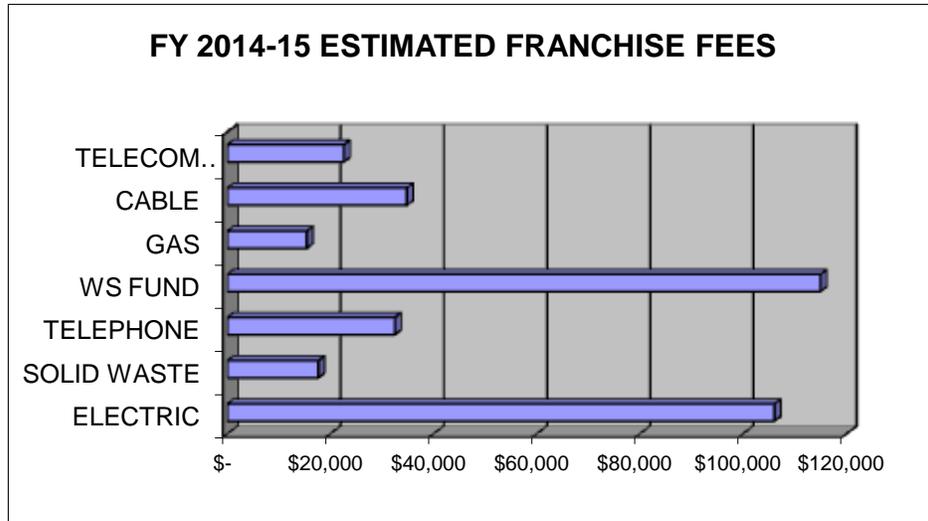
The estimate of FY 2014-15 sales tax revenue (in the General Fund) of \$673,463 reflects an increase in estimated sales tax revenues due to economic growth of the community. Given the volatile nature of sales tax revenues, the FY 2014-15 general fund sales tax revenue is estimated at \$673,463, an 18% increase over of the current year estimate of \$568,410.

The local sales tax rate is 8.25%. Businesses within the city limits collect the tax and remit the tax to the State Comptroller. Of the 8.25%, 6.25% is retained by the State of Texas. The remainder of the sales tax collected by the State is disbursed between the City 1.0%, Economic Development Corporation 0.5%, Community Development Corporation 0.5%.



**FRANCHISE FEES**

The City of Princeton receives franchise fee payments for the use of its streets and right-of-ways. Companies involved in sanitation, telecommunications, and utilities must pay the City for the use of its streets and right-of-ways. Franchise fees are a significant source of income for the City, amounting to an estimated \$344,100 for the 2014-15 fiscal year.

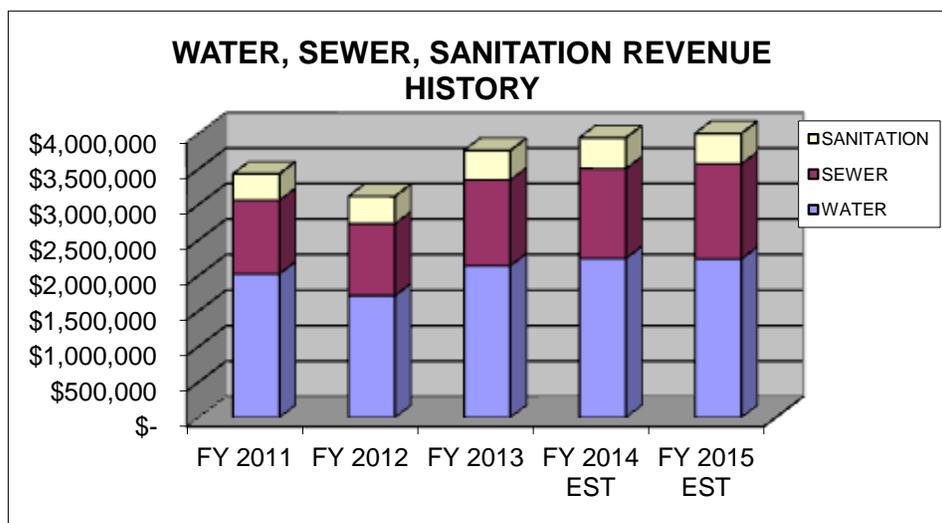


#### OTHER GOVERNMENTAL FUND REVENUE SOURCES

The City has many other smaller ways in which it collects revenue. Two larger categories are fines and forfeits, and licenses, permits and fees. Fines and forfeits include municipal court fines and are expected to bring in \$277,628. Estimated building permits are \$310,500.

#### WATER AND SEWER FUND REVENUES

The City’s Water and Sewer Fund is a proprietary fund that is set up to run much like that of a private business; to recover operating, debt and capital costs from user charges. There are three main revenue sources including water, sewer and solid waste charges. Revenue projections for FY 2014-15 were developed using the current rate structure. Water revenue projections are a challenge to estimate due to water usage is closely associated with weather conditions at the time of usage.

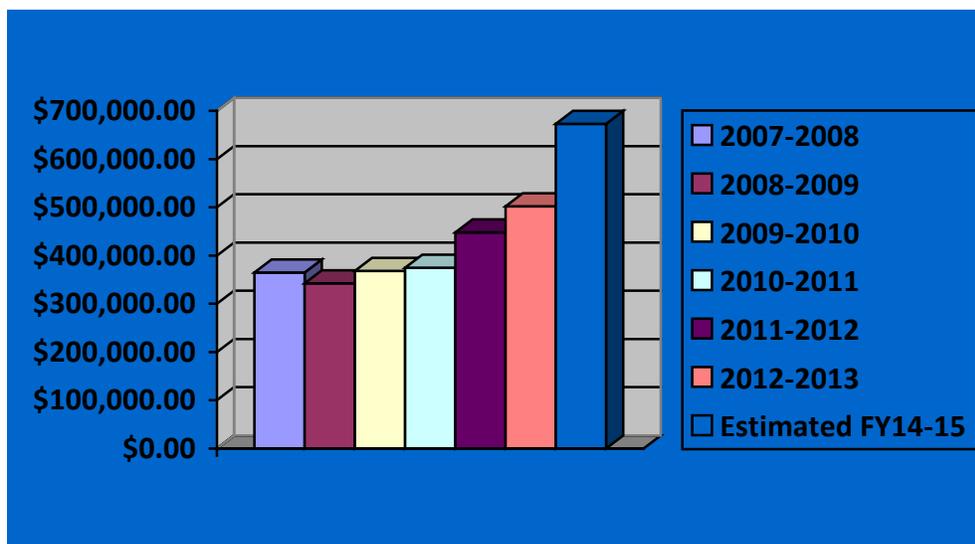


### Top Sales Tax Producers

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

- All sups
- 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

The General Fund is the operating fund of the City. It is used to account for all financial resources not accounted for other funds. All tax revenues for general use and other revenues that are not restricted by statute or contractual agreements are accounted for in this fund. General operating expenditures and capital outlays that are not expended through other funds are expended from the general fund.



**CITY OF PRINCETON  
GENERAL FUND SUMMARY**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Non-Departmental				
Interest	\$ 5,011	\$ 4,884	\$ 4,382	\$ -
Credit card convenience fee	557	425	303	-
Total Non-Departmental	<u>5,568</u>	<u>-</u>	<u>-</u>	<u>-</u>
Administration				
Property tax	1,388,130	1,371,623	1,536,035	1,600,311
Sales tax	501,970	486,835	573,463	673,463
Mixed beverage tax	3,190	2,500	2,500	2,500
Franchise taxes	189,738	217,680	203,825	206,505
PEG capital Time Warner cable	-	-	8,250	8,250
In lieu of taxes	2,735	-	2,711	2,711
Municipal ROW fees	10,328	10,500	24,897	22,595
Interest	68	4,894	3,612	3,614
Intragovernmental	2,111	-	-	-
Copies - public information requests	1,208	1,200	1,200	1,200
Miscellaneous	14,843	2,925	691	725
Total Administration	<u>2,114,321</u>	<u>2,098,157</u>	<u>2,357,184</u>	<u>2,521,874</u>
Library				
Interest	-	-	12	-
Intergovernmental	251	-	-	-
Tocker grant	49,725	-	-	-
Donations	4,961	1,000	425	2,400
Collin County Library Fd	16,264	16,621	16,000	16,913
Lone Star grant	-	-	4,672	-
Copy/ printing fees	1,386	855	650	3,000
Fines	646	380	300	400
Book sales	382	100	-	400
Total Library	<u>73,615</u>	<u>18,956</u>	<u>22,918</u>	<u>30,773</u>
Community Events				
Donations	8,800	12,000	-	12,000
Fees	4,608	1,200	-	1,200
Total Community Events	<u>13,408</u>	<u>13,200</u>	<u>15,990</u>	<u>13,200</u>
Municipal Court				
Fines	225,385	251,041	193,126	258,435
Security	5,988	5,650	2,500	5,342
Technology	7,977	7,300	3,000	7,123
Total Municipal Court	<u>239,350</u>	<u>263,991</u>	<u>276,646</u>	<u>277,628</u>
Development				
Building permits	160,938	150,000	310,500	310,500
Code Compliance	90	90	187	100
Other	130,608	132,923	235,782	225,090
Total Development	<u>291,636</u>	<u>283,013</u>	<u>546,469</u>	<u>535,690</u>
Parks				
Park use fee	5,159	4,950	5,970	50,835
Other	-	-	-	-
Total Parks	<u>5,159</u>	<u>4,950</u>	<u>5,970</u>	<u>50,835</u>
Police				
Miscellaneous	19,726	3,500	427	-
BVP grant	-	1,500	1,500	1,500
LEOSE grant	-	-	1,400	1,400
Seizure fund	1,355	500	500	-

**CITY OF PRINCETON  
GENERAL FUND SUMMARY**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Donations	150	500	500	-
SRO reimbursement	37,984	68,230	68,230	68,230
<b>Total Police</b>	<b>59,215</b>	<b>74,230</b>	<b>72,557</b>	<b>71,130</b>
<b>Fire</b>				
Forest grant	3,255	-	-	3,400
SECO Grant	33,014	-	-	-
Intergovernmental	1,534	-	-	-
AMR housing	-	-	-	12,000
Collin County fire support	118,242	105,200	105,200	105,200
Donations	3,770	3,200	3,200	3,200
Forest Grant	-	-	7,560	-
Miscellaneous	300	1,500	-	3,000
Interest	113	104	40	40
Fire Marshall	5,218	6,500	4,000	4,500
<b>Total Fire</b>	<b>165,446</b>	<b>116,504</b>	<b>120,000</b>	<b>131,340</b>
				-
<b>Total Revenues</b>	<b>2,967,718</b>	<b>2,873,001</b>	<b>3,417,734</b>	<b>3,632,470</b>
<b>Other Financing Sources:</b>				
Debt proceeds	264,861	-	-	-
Transfer from CDC	5,000	5,000	8,200	8,200
Transfer from EDC	5,000	5,000	8,200	8,200
Transfer from Utility Fund	-	-	-	115,000
<b>Total Other Financing Sources:</b>	<b>274,861</b>	<b>10,000</b>	<b>16,400</b>	<b>131,400</b>
<b>Total Revenues and Other Financing Sources</b>	<b>3,242,579</b>	<b>2,883,001</b>	<b>3,434,134</b>	<b>3,763,870</b>
<b>Expenditures by Department:</b>				
<b>Non-Departmental</b>				
Personnel	-	-	-	-
Supplies	123,926	-	-	-
Maintenance	2,170	-	-	-
Other Expenses	133,221	-	-	-
<b>Total Non-Departmental</b>	<b>259,317</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>City Council</b>				
Personnel	-	-	3,230	3,230
Supplies	-	7,060	7,010	5,600
<b>Total City Council</b>	<b>-</b>	<b>7,060</b>	<b>10,240</b>	<b>8,830</b>
<b>Administration</b>				
Personnel	135,592	145,239	141,927	152,149
Supplies	6,675	18,480	16,996	15,600
Maintenance	2,751	12,100	12,400	14,700
Other Expenses	117,918	181,657	176,751	188,140
<b>Total Administration</b>	<b>262,936</b>	<b>357,476</b>	<b>348,074</b>	<b>370,589</b>
<b>Finance Department</b>				
Personnel	60,242	74,266	74,081	80,336
Supplies	2,068	21,901	21,801	22,932
Maintenance	4,665	8,250	8,250	9,000
Other Expenses	10,511	24,558	24,558	30,625
<b>Total Finance Department</b>	<b>77,486</b>	<b>128,975</b>	<b>128,690</b>	<b>142,893</b>
<b>Library</b>				
Personnel	57,964	62,080	61,970	73,421

**CITY OF PRINCETON  
GENERAL FUND SUMMARY**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Supplies	10,114	8,150	8,291	9,850
Maintenance	6,028	900	4,200	7,214
Other Expenses	59,746	13,670	17,383	25,229
Capital outlay	32,900	-	-	-
<b>Total Library</b>	<b>166,752</b>	<b>84,800</b>	<b>91,844</b>	<b>115,714</b>
Community Events				
Personnel	8,714	9,858	9,896	58,242
Supplies	12,747	15,224	32,950	41,775
Maintenance	-	-	-	5,200
Other Expenses	-	-	-	10,345
<b>Total Community Events</b>	<b>21,461</b>	<b>25,082</b>	<b>42,846</b>	<b>115,562</b>
Municipal Court				
Personnel	138,257	147,626	147,345	162,328
Supplies	6,696	6,025	6,718	8,325
Maintenance	6,909	6,500	9,750	9,000
Other Expenses	42,016	55,980	48,179	57,785
<b>Total Municipal Court</b>	<b>193,878</b>	<b>216,131</b>	<b>211,992</b>	<b>237,438</b>
Development				
Personnel	21,330	98,716	98,464	179,300
Supplies	2,922	11,557	12,642	13,100
Maintenance	3,059	5,424	4,525	7,200
Other Expenses	139,963	37,169	71,528	120,236
Capital outlay	1,502	-	-	-
Debt principal	-	-	-	-
Debt interest	-	-	-	-
<b>Total Development</b>	<b>168,776</b>	<b>152,866</b>	<b>187,159</b>	<b>319,836</b>
Code Compliance				
Personnel	45,420	49,797	49,361	55,881
Supplies	2,555	3,100	3,050	3,750
Maintenance	4,292	4,520	5,051	4,500
Other Expenses	31,928	9,405	9,360	14,100
<b>Total Code Compliance</b>	<b>84,195</b>	<b>66,822</b>	<b>66,822</b>	<b>78,231</b>
Parks				
Personnel	29,445	14,784	14,735	234,845
Supplies	9,508	9,425	10,850	20,400
Maintenance	27,830	28,300	27,080	42,300
Other Expenses	43,102	43,820	42,545	67,145
Capital outlay	46,447	-	-	-
Debt principal	10,591	10,881	10,881	10,881
Debt interest	345	-	-	-
<b>Total Parks</b>	<b>167,268</b>	<b>107,210</b>	<b>106,091</b>	<b>375,571</b>
Streets				
Personnel	23,504	9,989	9,989	66,031
Supplies	24,314	30,615	29,430	35,115
Maintenance	74,896	40,735	69,659	68,285
Other Expenses	53,319	66,350	66,449	68,724
Capital outlay	55,414	-	-	-
Debt principal	10,591	10,881	10,881	10,881
Debt interest	345	-	-	-
<b>Total Streets</b>	<b>242,383</b>	<b>158,570</b>	<b>186,408</b>	<b>249,036</b>
Municipal Storm Sewer System				
Supplies	-	-	-	1,200

**CITY OF PRINCETON  
GENERAL FUND SUMMARY**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Other Expenses	-	-	13,498	4,000
Total Municipal Storm Sewer System	-	-	13,498	5,200
Emergency Management				
Supplies	-	-	-	1,500
Maintenance	-	-	-	9,089
Other Expenses	-	5,000	2,500	3,500
Total Emergency Management	-	5,000	2,500	14,089
Police				
Personnel	750,068	832,776	831,811	885,210
Supplies	67,678	74,948	84,266	81,170
Maintenance	40,505	47,350	47,350	58,068
Other Expenses	125,471	175,129	177,214	181,598
Capital outlay	164,000	4,375	-	-
Debt principal	64,080	63,200	68,075	68,075
Debt interest	6,437	-	-	-
Total Police	1,218,239	1,197,778	1,208,716	1,274,121
Fire				
Personnel	67,176	161,022	159,570	219,278
Supplies	36,055	31,330	48,700	35,630
Maintenance	23,833	21,363	27,365	31,950
Other Expenses	32,225	128,675	134,851	136,605
Capital outlay	46,112	-	-	-
Total Fire	205,401	342,390	370,486	423,463
Fire Marshall				
Personnel	3,592	23,571	23,516	24,522
Supplies	1,105	3,125	2,375	2,600
Maintenance	590	2,050	1,500	1,800
Other Expenses	2,963	4,095	4,051	4,375
Total Fire Marshall	8,250	32,841	31,442	33,297
All Departments				
Personnel	1,341,304	1,629,724	1,625,895	2,194,773
Supplies	306,363	240,940	285,079	298,547
Maintenance	197,528	177,492	217,130	268,306
Other Expenses	792,383	745,508	788,867	912,407
Capital outlay	346,375	4,375	-	-
Debt principal	85,262	84,962	89,837	89,837
Debt interest	7,127	-	-	-
Total All Departments	3,076,342	2,883,001	3,006,808	3,763,870
<b>Other Financing Uses:</b>				
Transfers out	-	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>3,076,342</b>	<b>2,883,001</b>	<b>3,006,808</b>	<b>3,763,870</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<b>\$ 166,237</b>	<b>\$ -</b>	<b>\$ 427,325</b>	<b>\$ -</b>

**General Fund Departmental Revenue Summary**

**Revenue Summary:**

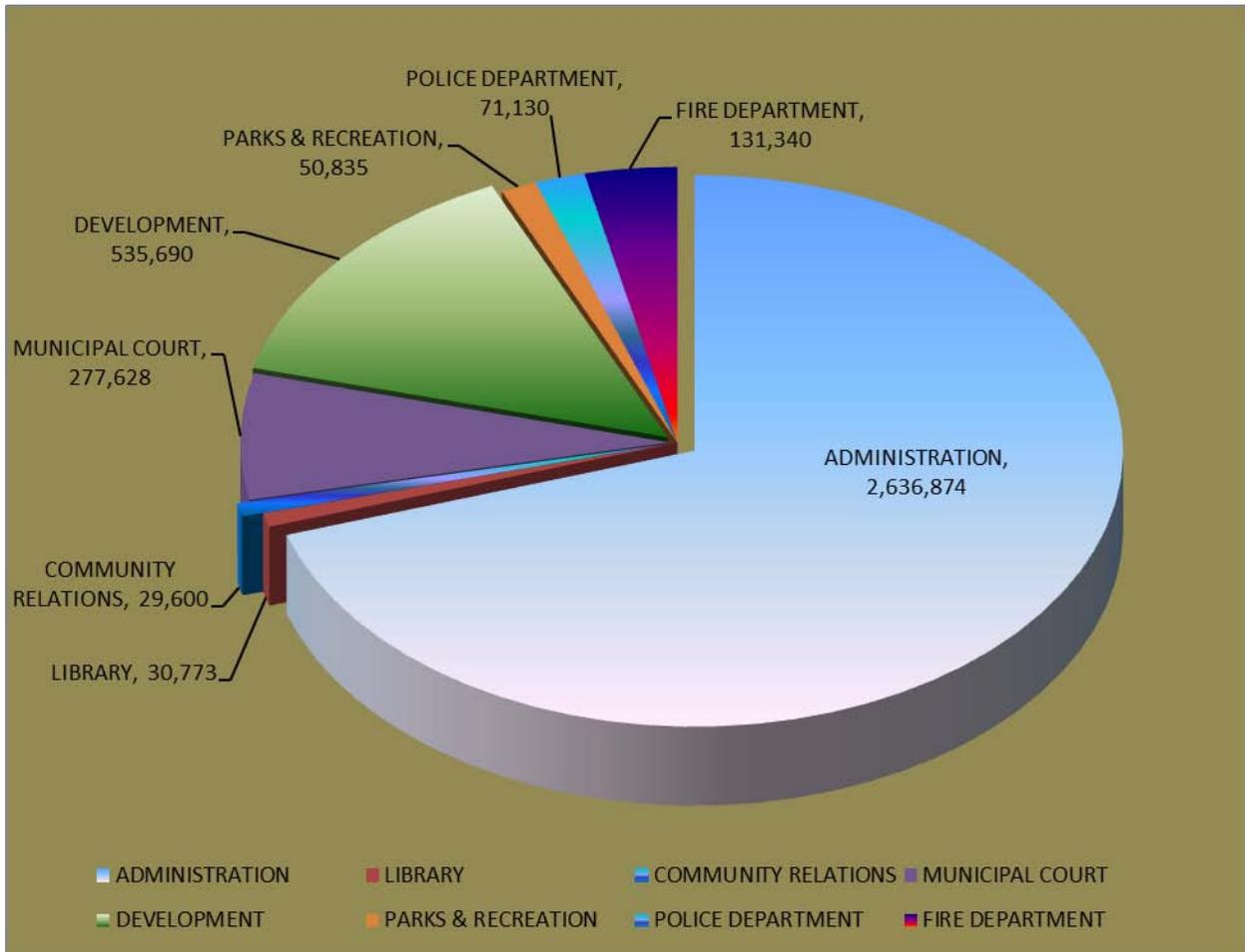
**Fiscal Year:** 2014/2015

**Fund:** General Fund

<b>Revenues</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Administration	2,098,157	2,357,184	2,636,874	11.9%
Library	18,956	22,918	30,773	34.3%
Community Relations	23,200	32,390	29,600	-8.6%
Municipal Court	263,991	276,646	277,628	0.4%
Development	283,013	546,469	535,690	-2.0%
PW( Parks & Recreation & Streets)	4,950	5,970	50,835	751.5%
Police	74,230	72,557	71,130	-2%
Fire	116,504	120,000	131,340	9.5%



**General Fund Revenue Graph:**



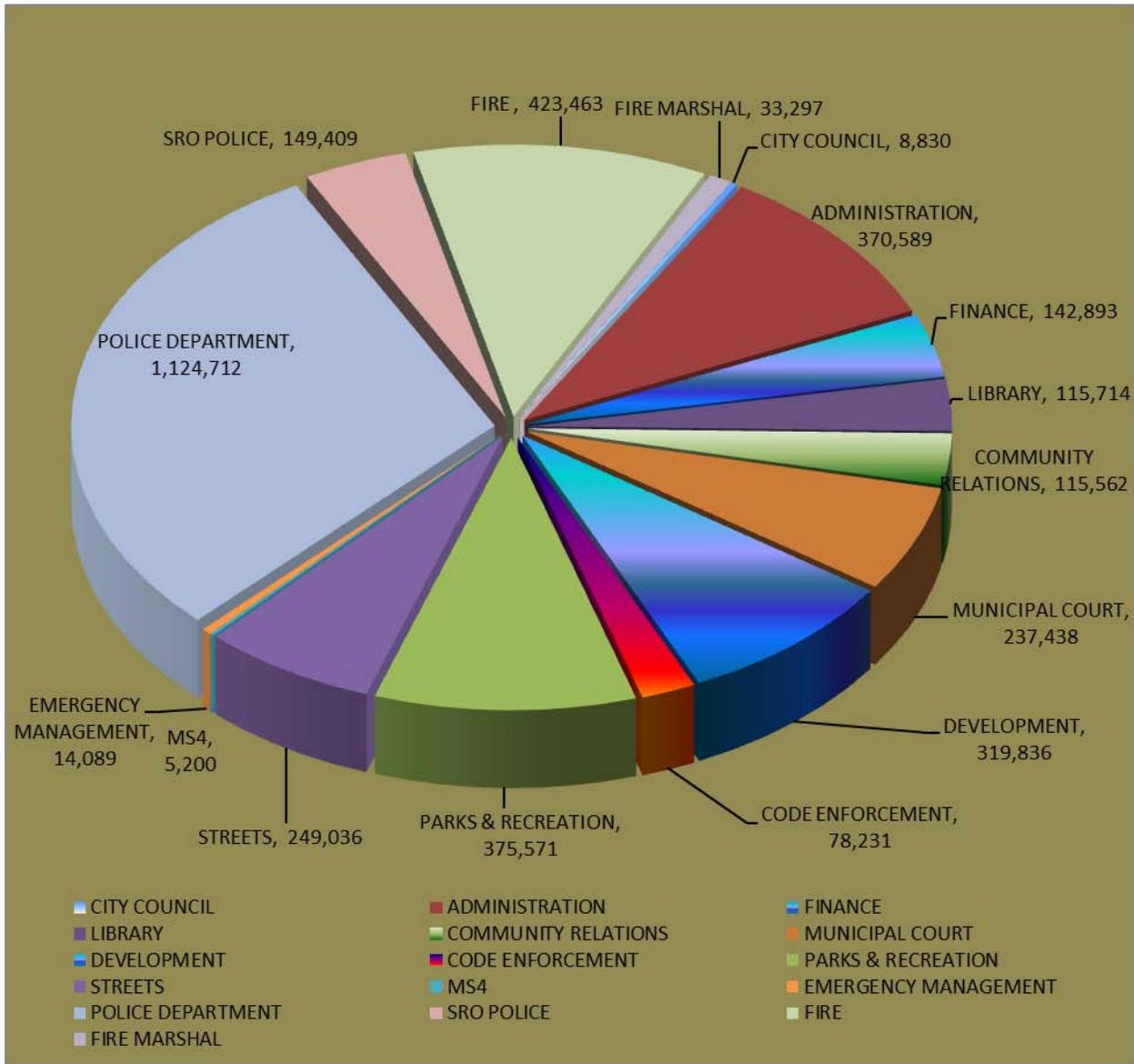
**General Fund Departmental Expenditure Summary:****Expenditure Summary:****Fiscal Year:** 2014/2015**Fund:** General Fund

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014- 2015 Budget</b>	<b>% Change from FY 2013-2014</b>
City Council	7,060	10,240	8,830	-13.8%
Administration	357,476	348,074	370,589	6.5%
Finance	128,975	128,690	142,893	11%
Library	84,800	91,844	115,714	26%
Community Relations	25,082	42,846	115,562	169.7%
Municipal Court	216,131	211,992	237,438	12%
Development	152,866	187,159	319,836	70.9%
Code Enforcement	66,822	66,822	78,231	17.1%
PW Parks & Recreation	107,210	106,091	375,571	254%
PW Streets	158,570	186,408	249,036	33.6%
Municipal Storm Water System, MS4	0	13,498	5,200	-61.5%
Emergency Management	5,000	2,500	14,089	463.6%
Police	1,062,341	1,070,706	1,124,712	5%
Police SRO	135,437	138,010	149,409	8.3%
Fire	342,390	370,486	423,463	14.3%
Fire Marshal	32,841	31,442	33,297	5.9%

<b>General Fund Summary</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014- 2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Total General Fund Revenue	2,883,001	3,434,134	3,763,870	9.6%
Total General Fund Expenditures	<u>2,883,001</u>	<u>3,006,808</u>	<u>3,763,870</u>	<u>25.2%</u>
Over/Under, Expenditures	0	427,325	0	-100%



**General Fund Expenditures Graph:**



**Section IV – General Fund Division Summaries**

**Expenditure Summary: City Council**

**Fund:** General Fund

**Account Group:** 01-(600) and (500)

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	0	3,230	3,230	0%
Supplies	7,060	7,010	5,600	-20.1%
Maintenance	0	0	0	0%
Other Expenses	0	0	0	0%
<b>Total Expenses</b>	<b>7,060</b>	<b>10,240</b>	<b>8,830</b>	<b>-13.8%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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, 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 2013-2014 annual operating budget.

- Approved the capital improvements that included the street reconstruction projects for FY 2013-2014, Willow Lane, 3<sup>rd</sup> St., College St., Woody and 7<sup>th</sup>, Greenfield Acres, 2<sup>nd</sup> St. turn lane.
- Addressed specific concerns identified by Citizens.
- Approved the construction of the new park in the downtown district.
- Approved the addition of the new water line down Willow Lane, to provide fire protection and better water quality.
- Approved the installation of 2 new early warning storm sirens.
- Approved the City Manager to move forward with the updating of the City website.

**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:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	145,239	141,927	152,149	7.2%
Supplies	18,480	16,996	15,600	-8.2%
Maintenance	12,100	12,400	14,700	18.5%
Other Expenses	181,657	176,751	188,140	6.4%
<b>Total Expenses</b>	<b>357,476</b>	<b>348,074</b>	<b>370,589</b>	<b>6.5%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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 the City thoroughfare plan to the County Mobility Committee for adoption.
- Facilitated several voluntary annexations into the City.
- Implemented an electronic filing system for public and open records processing.

**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 provide a strong leadership for the organization through training and education programs.

**Objectives:**

- Continue to execute the goals and expectations of the City Council.
- Continue to review policy and make recommendation to the City Council as the City experiences changes and different demands.

**Significant Budget Changes:**

There are no significant changes within the administration division for FY 2014-2015

<b>Performance Measure Indicator</b>	<b>FY 2012-2013 Actual</b>	<b>FY 2013-2014 Estimated Year End</b>	<b>FY 2014-2015 Estimated</b>	<b>Percentage Change from FY 2013-2014</b>
Meetings Prepared and Facilitated	60	60	60	0%
Open Records Requests processed	329	846	1086	28%

**Division Summary:** Finance Department

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Projected Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	74,266	74,081	80,336	8.4%
Supplies	21,901	21,801	22,932	5.2%
Maintenance	8,250	8,250	9,000	9.1%
Other Expenses	24,558	24,558	30,625	24.7%
Total Expenses	128,975	128,690	142,893	11%

Personnel	2013-2014 Budget	2013-2014 Projected Actual	2014-2015 Budget	Change in Personnel
Director of Finance	1	1	1	0
Administrative Assistant	1.5	1.5	1.5	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 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.
- Updated the City’s Investment Policies.
- Completed fiscal year 13 comprehensive financial report and submitted to GFOAT certificate of Excellence in Financial Reporting Program.
- Prepared the City’s Budget Policies and submitted for adoption.

- Completed Quarterly Financial Budget Reports in accordance with state requirements.
- Worked with management and staff on the fiscal year 14 budget.

**Goals:**

- Implement the Financial Transparency program with the Texas Leadership Circle Program.
- Work with management on preparation of an annual budget book.
- Continue with the GFOAT Certificate of Excellence in Financial Reporting Program.

**Objectives:**

- Continue to provide timely and accurate financial information the City’s departments and community.

**Significant Budget Changes:**

The annual audit, CCAD and Tax Assessor expenses were formerly expensed in the non-departmental department and have been allocated to the finance department budget.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Percentage of vendors paid within 30 days	100%	100%	100%	0%



**Division Summary: Library**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Projected Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	62,080	61,970	73,421	18.5%
Supplies	8,150	8,291	9,850	18.8%
Maintenance	900	4,200	7,214	71.8%
Other Expenses	13,670	17,383	25,229	45.1%
Total Expenses	84,800	91,844	115,714	26.01%

Personnel	2013-2014 Budget	2013-2014 Actual	2014-2015 Budget	Change in Personnel
Library Director	1	1	1	0
PT Library Clerk	0	1	1	1

**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 development, 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. Continue to reach and influence the entire community through the library’s vision, services, and programs.
- Provide a place for cultural and recreational meetings and events. Utilize community resources to improve the quality of life for our residents.

**Objectives:**

- Promote and encourage community groups and schools to use library meeting facilities.
- Fund opportunities and alternative resources through Grants and donations.

**Significant Budget Changes:**

A Part-Time Library Clerk position has been added: The library clerk will fill in as needed for regular library staff at the library.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Books checked out and returned	10,292	11,300	12,300	10%

**Division Summary:** Community Relations

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Year End</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	9,858	9,896	58,242	488.5%
Supplies	15,224	32,950	41,775	26.8%
Maintenance	0	0	5,200	100%
Other Expenses	0	0	10,345	100%
<b>Total Expenses</b>	<b>25,082</b>	<b>42,846</b>	<b>115,562</b>	<b>169.7%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
Originally shared position will become a full position.	0	0	1	1

**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 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.
- 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 the public outreach.
- Assist with the development and implementation of the new Park and Recreation Department as it relates to baseball sign ups and collection.
- Continue special events that are currently supported by the City:
  - Christmas
  - Easter
  - July 4<sup>th</sup>
  - 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 of important and general information and events pertaining to the City of Princeton.

**Significant Budget Changes:**

This Department is newly created, and will have a significant change in the budget. The original department was the Community Events Department. With the addition 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 updates, social media, and Advertisements.

<b>Performance Measure Indicator</b>	<b>FY 2012-2013 Actual</b>	<b>FY 2013-2014 Estimated Year End</b>	<b>FY 2014-2015 Estimated</b>	<b>Percentage Change</b>
Events planned and completed	5	6	6	0%

**Division Summary: Municipal Court**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	147,626	147,345	162,328	10.2%
Supplies	6,025	6,718	8,325	23.9%
Maintenance	6,500	9,750	9,000	-7.7%
Other Expenses	55,980	48,179	57,785	19.9%
<b>Total Expenses</b>	<b>216,131</b>	<b>211,992</b>	<b>237,438</b>	<b>12.%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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 2014-2015

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Cases Handled	5,605	6,300	7,000	12%



**Division Summary: Development, Planning & Zoning**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	98,716	98,464	179,300	82.1%
Supplies	11,557	12,642	13,100	3.6%
Maintenance	5,424	4,525	7,200	59.1%
Other Expenses	37,169	71,528	120,236	68.1%
<b>Total Expenses</b>	<b>152,866</b>	<b>187,159</b>	<b>319,836</b>	<b>70.9%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
Building official	1	1	1	0
Building Inspector	0	0	1	1
Development Planner	0	0	1	1
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 standards for development.

**Responsibilities:**

The Building Inspection Division is responsible for issuing permits and performing inspections for new, 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:**

- Fully Implemented in house inspection program.
- Implemented an alarm permit renewal process.
- Drafted and implemented business license ordinance.

**Goals:**

- Continue working to cross train all staff in order to provide more efficiency to the public and contractors.
- Increase efficiency by reducing paperwork and keeping more digital record keeping. Compile a list of ordinance amendments, drafts, and rewrites as needed.
- Continue to pursue compliance with substandard buildings.
- Develop procedure manual for development department processes.

**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 in this area due to the workload required during growth and development. There has been one additional inspector budgeted for this year to keep up with the growth.

**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. The Community Development Corporation has budgeted to share this cost.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Permits processed	699	1283	1848	44%

**Division Summary: Code Enforcement**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	49,797	49,361	55,881	13.2%
Supplies	3,100	3,050	3,750	23%
Maintenance	4,520	5,051	4,500	-10.9%
Other Expenses	9,405	9,360	14,100	50.6%
<b>Total Expenses</b>	<b>66,822</b>	<b>66,822</b>	<b>78,231</b>	<b>17.1%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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 the use of Incode software for working and tracking code enforcement cases.
- Actively pursued and gained compliance with substandard buildings.

**Goals:**

- Continue to develop procedures, pursue and gain compliance with substandard buildings.
- Develop new procedure manual for Code Enforcement department processes.

**Objectives:**

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

**Significant Budget Changes:**

No Significant Budget Changes

<b>Performance Measure Indicator</b>	<b>FY 2012-2013 Actual</b>	<b>FY 2013-2014 Estimated Year End</b>	<b>FY 2014-2015 Estimated</b>	<b>Percentage Change</b>
Cases processed	214	627	627	295%



**Division Summary: (Parks and Recreation)**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

**Account Group:** 01-515-10

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	14,784	14,735	234,845	1,493%
Supplies	9,425	10,850	20,400	88%
Maintenance	28,300	27,080	42,300	56.2%
Other Expenses	54,701	53,426	78,026	46%
<b>Total Expenses</b>	<b>107,210</b>	<b>106,091</b>	<b>375,571</b>	<b>254%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
Parks Supervisor	1	1	1	0
Parks Maintenance Worker	2	2	2	0
Recreation Supervisor	0	0	1	1
Recreation maintenance worker	0	0	1	1

**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 will be gaining a recreation department, which will be responsible for daily operations of the city youth baseball league as well as bringing in more opportunities for the development of the Parks Department.

**Accomplishments:**

- Successfully prepared and maintained the park facilities for numerous city events.
- Integrated more areas around the city into their maintenance and landscape schedule.
- Prepared and maintained park facilities for the youth baseball leagues.

**Goals:**

- Integrate and fully operate a recreation department.
- Deliver a more focused approach to landscape maintenance and design.

- Streamline the maintenance schedule to be as efficient as possible.
- Maintain a high level of cleanliness and visual appeal to all areas of the city.
- Continue to adapt to the fast pace growth, and to make sure that our efforts are efficient and produce detailed results.

**Objectives:**

Have a high quality Park and Recreation department that appeals to the citizens for their enjoyment.

**Significant Budget Changes:**

There will be significant changes to the budget. The start-up of the recreation division of the Parks Department will require significant additions in personnel and equipment. There will be a full time Recreation Supervisor, as well as a Recreation Maintenance Worker. The recreation department will need to purchase a 7 foot mower, to be utilized in the maintenance of the Community/POW Camp park, so that the parks maintenance crew will not be shorted their 10’ mower. There will be costs involved in the daily operation and maintenance of the concession stand, and the baseball fields.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Sporting Events scheduled and Organized	0	0	1	100%



**Division Summary: (Streets)**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

**Account Group:** 01-(515-15)

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	9,989	9,989	66,031	561%
Supplies	30,615	29,430	35,115	19.3%
Maintenance	40,735	69,659	68,285	-2%
Other Expenses	77,231	77,330	79,605	2.9%
<b>Total Expenses</b>	<b>158,570</b>	<b>186,408</b>	<b>249,036</b>	<b>33.6%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
Street Maintenance Worker	2	2	3	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:**

- Patched numerous potholes throughout the city, using over 80 tons of asphalt.
- Replaced damaged or worn street signs, using the current state standards.
- Upgraded many streets within the city in coordination with new water and sewer line upgrades.
- Removed trees that were downed due thunder storms and high winds in order to maintain passable streets and thoroughfares.

**Goals:**

- Be more proactive, and less reactive, with repairs to the many failing streets within the city.
- Install more street upgrades in conjunction with new water or sewer line installations.
- Develop a more goal driven approach to departmental operations, and execute daily operations more efficiently.

**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:**

With the continued degradation of our aging streets, we are planning to upgrade some failing streets which will result in higher budgetary requirements. We are transferring one full time employee from the water department to help maintain a higher rate of maintenance on streets, and a higher quality of workmanship.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Potholes Repaired	712	500	600	20%



**Revenue Summary: Municipal Separate Storm Sewer System (MS4)**

**Fiscal Year:** 2014-2015

**Fund:** General Fund

**Account Group:** 01

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	0	0	0	0%
Supplies	0	0	1,200	100%
Maintenance	0	0	0	0%
Other Expenses	0	13,498	4,000	-70.4%
<b>Total Expenses</b>	<b>0</b>	<b>13,498</b>	<b>5,200</b>	<b>-61.5%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
There is no personnel budgeted				
This will require additional personnel budgeted in the future; the staff is preparing information on how this should be funded.				

**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:**

Will be listed in the FY 2015-2016 budget

**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 this budget year. This year the City is required to develop ordinances that address the aspects of storm water management and the required permitting processes.

**Objectives:**

Identify and prevent illicit discharge to the water ways.

Performance Measure Indicator	FY 2012-2013 Actual/Cured	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Illicit Discharges	0/0	0/0	0/0	0%



**Division Summary: Emergency Management**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

**Account Group:** 01-(60?) and (50?)

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	Shared Position	Shared Position	Shared Position	0%
Supplies	0	0	1,500	100%
Maintenance	0	0	9,089	100%
Other Expenses	5,000	2,500	3,500	40%
<b>Total Expenses</b>	<b>5,000</b>	<b>2,500</b>	<b>14,089</b>	<b>463.6%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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.

**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:**

The Department has not been formally formed prior to this budget. The responsibility rests on the Current City Manager as the appointed official responsible for Emergency Management Coordination. The expenditures in the past have been absorbed in the other public safety departments. The separation and individual tracking of this department 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, formerly budgeted in the Non-Departmental, and the purchase of a small backup generator for the Fire Station, which houses the siren system.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Training oportunities	12	12	12	0%

**Division Summary: Police Department**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Projected Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	832,776	831,811	885,210	6.5%
Supplies	74,948	84,266	81,170	-3.7%
Maintenance	47,350	47,350	58,068	22.6%
Other Expenses	242,704	245,289	249,673	1.8%
Total Expenses	1,197,778	1,208,716	1,274,121	5.4%

Personnel	2013-2014 Budget	2013-2014 Actual	2014-2015 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	9	9	9	0
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:**

- Reorganized and moved the evidence room indoors and into a secure room. Process the evidence to start the “Clean Out Process”
- Implemented the Special Operations division. SRO (1) and the traffic enforcement division.

- Restructured the patrol shifts for maximum efficiency.
- Implemented a Bar Code process for evidence/ Princeton Property Items

**Goals:**

- Revamp of the S.R.O. program and how day to day work is documented.
- Work towards a higher level of community policing and crime watch participation.
- Continue a high level of patrol and reducing crime.
- Start working towards various grants for officers, technology, and less lethal.
- Make 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

**Objectives:**

Reduce the amount of Traffic accidents throughout the City by 50%

Collect and enforce the municipal warrants with a 10% increase

Keep the overall crime rate below national average through effective enforcement and working together with the community

**Significant Budget Changes:**

Integrate iPhones/ Tablets into patrol/ special operations (supervisors).

Starting a secondary video program for the officers called a (Vest video camera systems).

Replace the laser and radar units for traffic.

Purchase new Tasers and cartridges

Purchase Stop Sticks

Increase the training budget

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Est. Year End	FY 2014-2015 Estimated	Percentage Change
No. of reports processed within 24 hrs.	943	1062	1646	55%
No. of Grants available				
No. of Grants applied for				

**Division Summary: Fire Department**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Projected Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	161,022	159,570	219,278	37.4%
Supplies	31,330	48,700	35,630	-26.8%
Maintenance	21,363	27,365	31,950	16.8%
Other Expenses	128,675	134,851	136,605	1.3%
Total Expenses	342,390	370,486	423,463	14.3%

Personnel	2013-2014 Budget	2013-2014 Actual	2014-2015 Budget	Change in Personnel
Fire Chief	0	1	0	0
Shift Captains	0	0	*3	*3
Inspector/Administrative Assistant	0	0	0	
Totals			*3	*3

\* The three (3) additional Shift Captain Positions will be part time and will receive no benefits. Any other personnel will be sought through the FEMA SAFER Grant Program, and 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 year, and then in a decreasing amount over the next several years, until the City finally assumes 100% responsibility for the position 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 address the risks and meet the needs of the community through long range planning and goals. To insure the safety and welfare of the citizens of Princeton and to the members of its fire department, they remain the highest priority. Maintain a level of service to the community which reflects professionalism and competency. To execute the policies of the City and pursue

policies and procedures which support our mission. To value and support the goals, objectives and direction issued by the municipal leadership for the City of Princeton.

**Accomplishments:**

**STAFFING:** A position of one (1) full time (Fire Chief) to assist in the administration and management of the Fire Department and increased volunteer staffing to eliminate gaps in service delivery.

**RESTRUCTURING:** Restructure of the department's organizational positions to enhance its efficiency and effectiveness both administratively and operationally. Rewriting and establishment of standard operating guidelines, forms, job descriptions, and procedures concurrent with city policy, to assist in day to day operations and the overall safety of the department. Streamlined the departments shift schedules, pay tracking system, revamping of the department's recruitment policies and promotional processes.

**COMPENSATION:** Changes in volunteer nominal pay to assist in more equal distribution of budgeted funds within the year.

**REVENUE/GRANTS:** Secured a contract with American Medical Response (AMR) to house the medic currently covering the city in the fire station for a \$12,000 a year lease. Grant requests/approvals for wild-land gear (8,400), RSG program (1,000), and multiple training classes (approximately 12,000).

**ADMINISTRATIVE:** Renewal and establishment 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). Purchased and implemented an electronic tracking system for all maintenance, equipment, and programs, associated with the department at no cost to City ("Fire Check-Offs" software).

**TRAINING/CERTIFICATIONS:** Increased the majority of the department personnel's certification levels in both Fire and EMS and the department's training library. Hosted, coordinated and completed the first ever, Collin County Emergency Operations Challenge. Formal training opportunities were increased and available for department personnel at the local level to enhance capability and qualifications.

**DEPARTMENT IMAGE/COMMUNITY AWARENESS:** Uniform purchases/requirements to increase professionalism and identify personnel to the public. The department's community involvement increased through the support of local events, public education programs, fire drills, and through media coverage. The establishment of a rapport, coordinated cost sharing, and trained with local and outside jurisdictions. Working relationships with the Fire Marshal and other City departments were enhanced.

**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.

**MAINTENANCE:** Critical, major, and routine maintenance, inspection, and repair to all PFD Apparatus. Established an agreement 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 utility vehicle at virtually no cost to City and department. Communication equipment was upgraded. The Fire Department Purchased additional PPE through grant funding.

**FACILITIES:** Implemented station modifications to support EOC operations and AMR at little or no cost to the City and includes the installation of a station security system.

**PROGRAMS:** Developed and implemented a department fire hydrant maintenance program. and Development of a Community Emergency Response Team (CERT).

**EMERGENCY MANAGEMENT:** Completed the development of an Annex on "Warnings" for the Emergency Management plan. The Emergency Management and enhancements for the City of Princeton with CM were developed. Training, testing, maintenance, and policy for the outdoor warning system were completed. Mitigated numerous emergencies, which including an ice weather event and tornado, without serious injury to citizens, firefighters, or fire department assets successfully.

**Goals:**

- Help the organization grow and adapt as the needs of the community change.
- Insure the department maintains a high standard for service delivery to its citizens, and that it is supported by an effective, well trained team which incorporates a fiscally responsible policy.
- Seek out alternative sources of funding, including grants for special projects and programs.
- Continue to provide strong leadership for the organization through effective administration, management, and in the course of training and education, development of its personnel.
- Pursue part time and paid staffing positions to support our mission, and keep the members of the department safe in their effort to serve the citizens.

**Significant Budget Changes:**

The following changes are anticipated for the Fire Department’s FY 2014-2015 budget.

**Items not include in the budget at this time:**

- Changes in county funding (Could increase or decrease)
- Grant approvals which could require council approval for percentage funding (90/10)

The Budget includes the hiring of 3 part time personnel; however there will be an increase in department generated revenue based on the AMR contract to house a Medic in the fire station (12,000). Additionally the department plans to implement a Revenue Rescue Program designed to recoup costs associated with the mitigation of specific incidents is estimated at \$5,000.

**Objectives:**

Execute the goals, expectations, and direction of the City Manager while working within the given perimeters of the Fire Department’s budget.

Increase the department’s EMS capability by moving into an ALS capable response.

Complete the community risk assessment, including pre-fire plans of identified target hazards and tier two facilities.

Complete additional Annex’s to the City’s Emergency Operations Plan

Meet the requirements to increase the City’s ISO rating to a three (3).

Pursue grant funding to support part-time and/or paid operations positions.

Complete annual hose testing, annual fitness testing, and driver/pumper certifications.

Complete long range goals and objectives for the department.

Reevaluate the effectiveness of our efforts.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Percentage of calls responded to within 10 minutes of dispatch	70%	85%	99%	16.47%

**Division Summary: Fire Prevention / Investigation**

**Fiscal Year:** 2014/2015

**Fund:** General Fund

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

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	23,571	23,516	24,522	4.3%
Supplies	3,125	2,375	2,600	9.5%
Maintenance	2,050	1,500	1,800	20%
Other Expenses	4,095	4,051	4,375	8%
<b>Total Expenses</b>	<b>32,841</b>	<b>31,442</b>	<b>33,297</b>	<b>5.9%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
Fire Marshal	1	1	1	0

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

**Accomplishments:**

- Since October 2013 the Office of the Fire Marshal has completed 15 fire inspections of new occupancies, 46 annual fire inspections, 3 residential fire/safety inspections and 2 inspections of childcare facilities.
- There have been 7 structure fire investigations, 2 vehicle fire investigations, and 5 wild land fire investigations performed by the Fire Marshal.
- In June of 2013 the inspection division was updated with paperless software, which has resulted in more than a 50% reduction in budgetary impact, which is to be allocated toward special projects.

**Goals:**

- The Fire Marshal is developing an educational program focused on fire safety at home. This will consist of educational handouts, Saturday classes (child and adult) at the fire station, and information briefs delivered at churches and community group gatherings.

**Objectives:**

The Fire Marshal and Fire Chief are collaborating on a number of tasks to provide the city with higher levels of fire protection. These include critical infrastructure mapping, fire hydrant service and marking, and residential traffic lane safety. From these projects the budget impact will be shared by both the Fire Department and Fire Marshal’s Office.

**Significant Budget Changes:**

There are no significant budget changes.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Number of inspections conducted	50	79	99	25%

### 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 Ad Valorem tax rate to \$2.50 per \$100 valuation. The City's adopted tax rates of \$0.492830 for maintenance and operations plus \$0.228970 for debt service equal the total tax rate of 0.721800 which falls well below this limit.

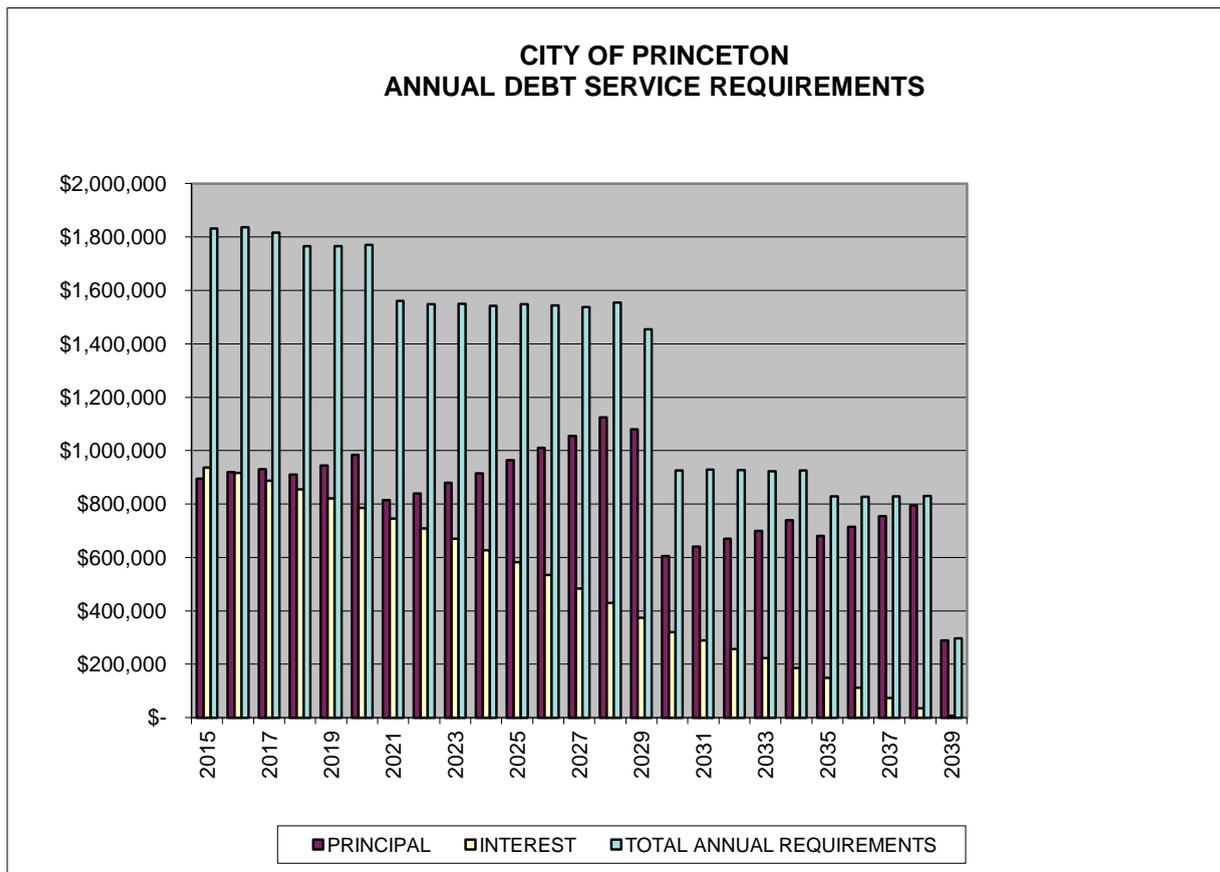


**CITY OF PRINCETON  
DEBT SERVICE FUND**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Non-Departmental				
Property tax	\$ 757,781	\$ 695,777	\$ 695,777	\$ 731,558
Intragovernmental	78,776	-	-	-
Interest	353	330	200	200
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>836,910</u>	<u>696,107</u>	<u>695,977</u>	<u>731,758</u>
<b>Expenditures</b>				
Non-Departmental				
Special Items	5,260	2,000	2,000	2,766
Supplies	1,579	-	-	-
<b>Total Non-Departmental</b>	<u>6,839</u>	<u>2,000</u>	<u>2,000</u>	<u>2,766</u>
Debt Principal:				
2006 Tax Note	355,000	-	-	-
2007 GO	-	37,750	37,750	19,525
2009 CO	-	90,000	90,000	95,000
2011 GO REF	125,800	117,000	117,000	78,000
2013 Tax Note	-	175,000	175,000	175,000
2014 CO	-	-	-	70,000
<b>Total Debt Principal</b>	<u>480,800</u>	<u>419,750</u>	<u>419,750</u>	<u>437,525</u>
Debt Interest:				
2006 Tax Note	4,949	-	-	-
2007 CO	-	-	-	111,001
2007 GO	-	14,417	14,417	13,708
2009 CO	205,763	204,413	204,413	201,519
2011 GO REF	40,755	20,114	20,114	18,632
2013 Tax Note	-	24,583	24,583	21,534
2014 CO	-	-	-	36,074
<b>Total Debt Interest</b>	<u>251,467</u>	<u>263,527</u>	<u>263,527</u>	<u>402,468</u>
<b>Total Expenditures</b>	<u>739,106</u>	<u>685,277</u>	<u>685,277</u>	<u>842,759</u>
<b>Other Financing Uses:</b>				
Transfer to Utility Fund	32,841	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<u>771,947</u>	<u>685,277</u>	<u>685,277</u>	<u>842,759</u>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<u>\$ 64,963</u>	<u>\$ 10,830</u>	<u>\$ 10,700</u>	<u>\$ (111,001)</u>

**CITY OF PRINCETON  
ANNUAL DEBT SERVICE REQUIREMENTS  
FY 2014-15 TO MATURITY**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENTS
2015	\$ 895,000	\$ 937,051	\$ 1,832,051
2016	920,000	917,055	1,837,055
2017	930,000	886,975	1,816,975
2018	910,000	854,952	1,764,952
2019	945,000	821,252	1,766,252
2020	985,000	785,127	1,770,127
2021	815,000	746,258	1,561,258
2022	840,000	709,119	1,549,119
2023	880,000	669,478	1,549,478
2024	915,000	627,508	1,542,508
2025	965,000	582,662	1,547,662
2026	1,010,000	534,306	1,544,306
2027	1,055,000	483,316	1,538,316
2028	1,125,000	429,284	1,554,284
2029	1,080,000	374,278	1,454,278
2030	605,000	320,063	925,063
2031	640,000	289,326	929,326
2032	670,000	256,988	926,988
2033	700,000	222,657	922,657
2034	740,000	186,051	926,051
2035	680,000	149,388	829,388
2036	715,000	112,769	827,769
2037	755,000	74,182	829,182
2038	795,000	34,794	829,794
2039	290,000	7,613	297,613
<b>Total Outstanding</b>	<b>\$ 20,860,000</b>	<b>\$ 12,012,448</b>	<b>\$ 32,872,448</b>



**CITY OF PRINCETON  
ALL ANNUAL BONDED DEBT REQUIREMENTS  
FY 2014-15 TO MATURITY**

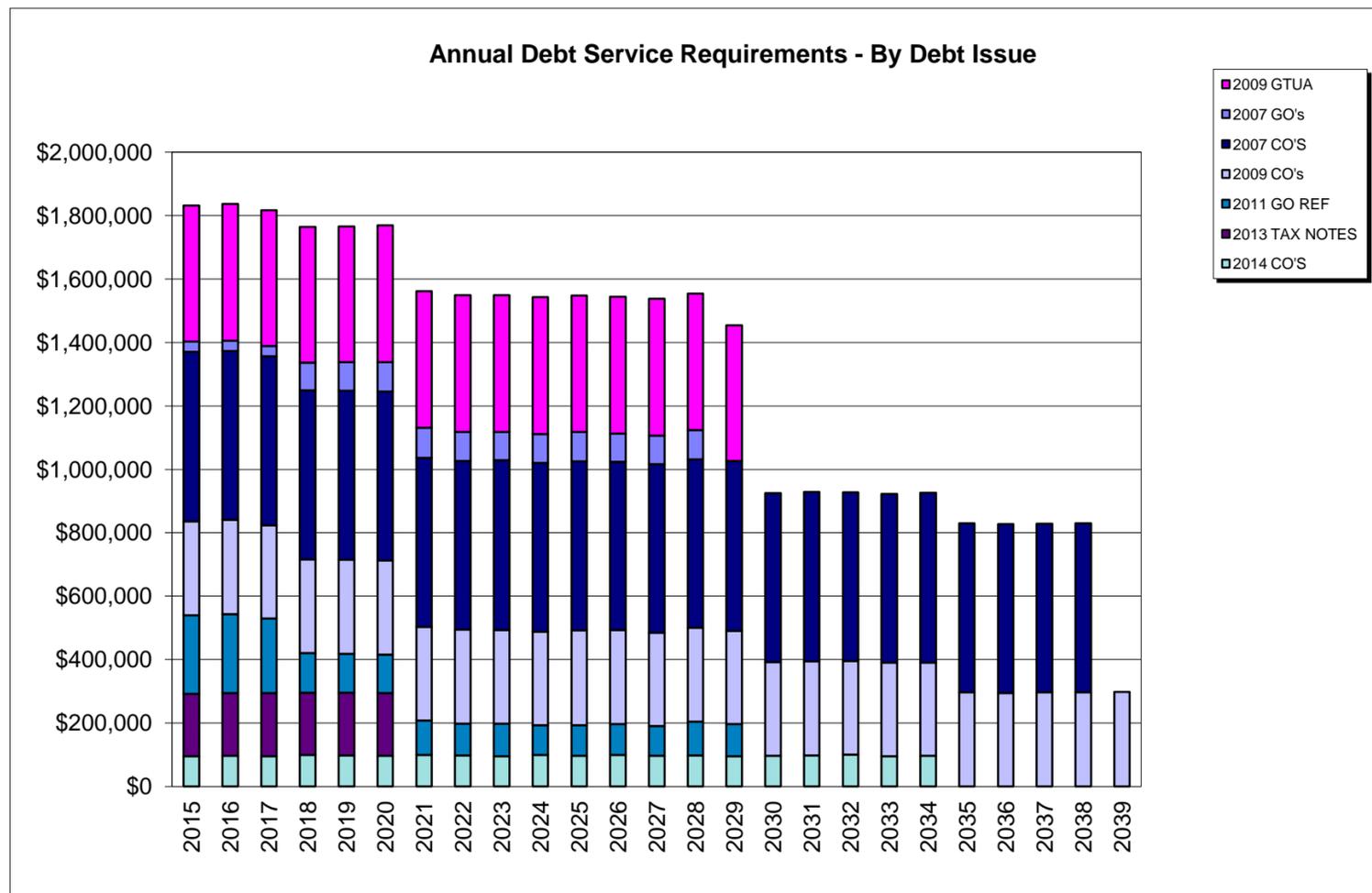
FISCAL YEAR	2014 CO'S	2013 TAX NOTES	2011 GO REF	2009 CO'S	2007 CO'S	2007 GO's	2009 GTUA	ANNUAL TOTAL
2015	\$ 95,170	\$ 196,534	\$ 247,775	\$ 296,519	\$ 534,088	\$ 33,200	\$ 428,765	\$ 1,832,051
2016	96,150	198,139	248,725	298,225	531,538	33,200	431,078	1,837,055
2017	95,150	199,647	234,237	294,475	532,788	33,200	427,478	1,816,975
2018	99,100	196,058	125,675	295,244	533,538	87,100	428,238	1,764,952
2019	97,725	197,469	123,425	295,813	533,788	89,800	428,233	1,766,252
2020	96,075	198,783	120,950	296,169	533,538	92,300	432,313	1,770,127
2021	99,350		108,400	296,175	532,788	94,600	429,945	1,561,258
2022	97,550		100,700	295,969	531,538	91,800	431,563	1,549,119
2023	95,750		102,600	295,550	534,663	88,913	432,003	1,549,479
2024	98,875		94,500	294,919	532,163	90,832	431,220	1,542,509
2025	96,600		96,400	298,606	534,038	92,538	429,480	1,547,662
2026	98,900		98,100	296,600	530,288	89,138	431,280	1,544,306
2027	96,100		94,700	294,356	530,913	90,632	431,615	1,538,316
2028	98,200		106,000	296,756	530,788	91,913	430,628	1,554,285
2029	95,200		102,000	293,800	534,788		428,490	1,454,278
2030	97,000			295,150	532,913			925,063
2031	98,494			295,669	535,163			929,326
2032	99,775			295,675	531,538			926,988
2033	95,950			295,169	531,538			922,657
2034	97,019			294,150	534,882			926,051
2035				297,344	532,044			829,388
2036				294,744	533,025			827,769
2037				296,488	532,694			829,182
2038				297,444	532,350			829,794
2039				297,613				297,613
	<b>\$ 1,944,133</b>	<b>\$ 1,186,630</b>	<b>\$ 2,004,187</b>	<b>\$ 7,398,619</b>	<b>\$ 12,787,392</b>	<b>\$ 1,099,169</b>	<b>\$ 6,452,325</b>	<b>\$ 32,872,448</b>
	[1]	[1]	[2]	[1]	[3]	[4]	[3]	

[1] I&S tax levy supported - 100%

[2] I&S tax levy supported - 39%, W&S rate supported - 26%, CDC supported - 35%

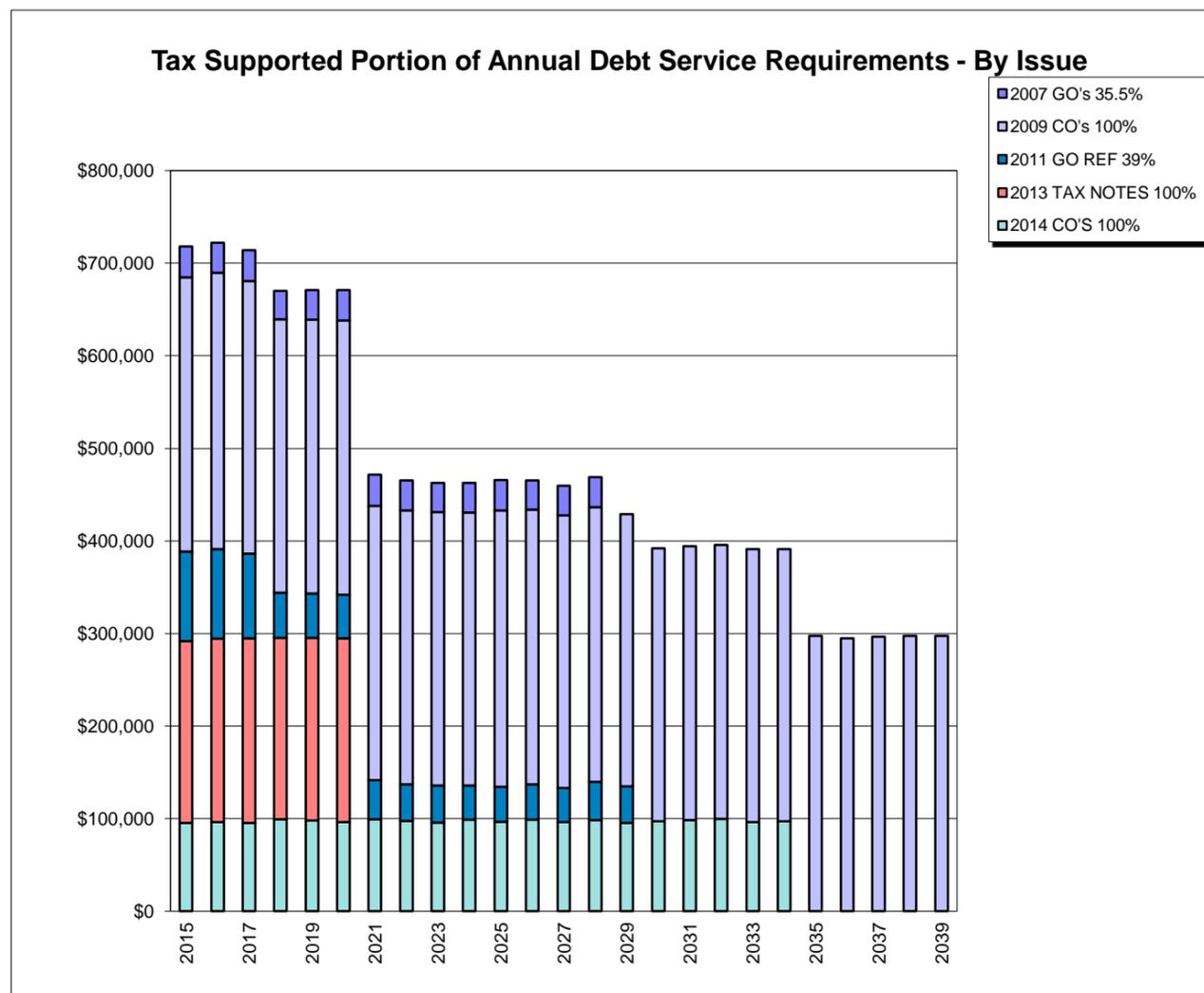
[3] W&S rate supported - 100%

[4] I&S tax levy supported - 35.5%, W&S rate supported - 64.5%



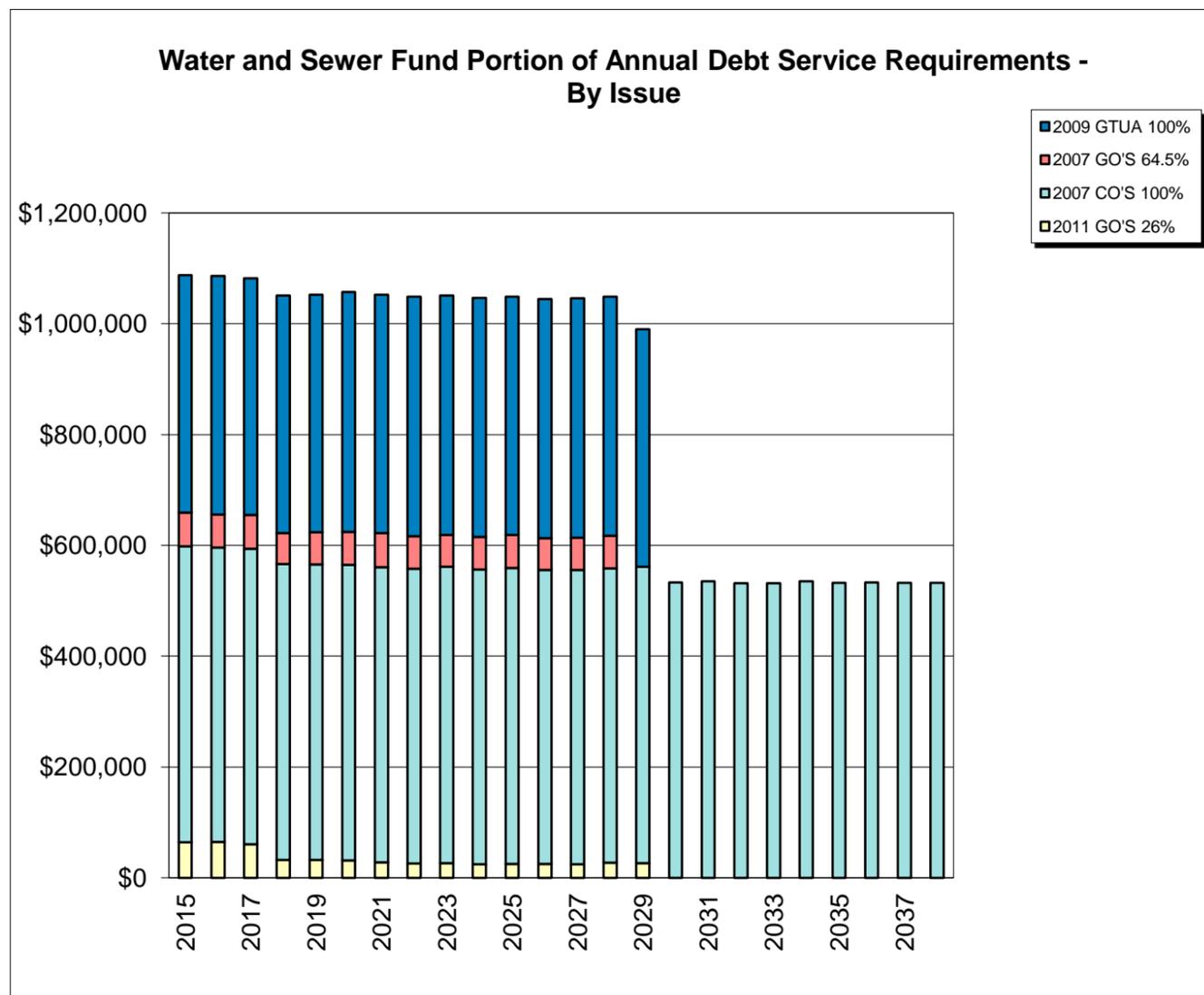
**CITY OF PRINCETON  
ANNUAL BONDED DEBT REQUIREMENTS  
DEBT SERVICE (I&S TAX RATE) SUPPORTED  
FY 2014-15 TO MATURITY**

FISCAL YEAR	2014 CO'S 100%	2013 TAX NOTES 100%	2011 GO REF 39%	2009 CO's 100%	2007 GO's 35.5%	ANNUAL TOTAL
2015	\$ 95,170	\$ 196,534	\$ 96,632	\$ 296,519	\$ 33,233	\$ 718,088
2016	96,150	198,139	97,003	298,225	32,491	722,008
2017	95,150	199,647	91,352	294,475	33,491	714,115
2018	99,100	196,058	49,013	295,244	30,921	670,336
2019	97,725	197,469	48,136	295,813	31,879	671,021
2020	96,075	198,783	47,171	296,169	32,767	670,964
2021	99,350		42,276	296,175	33,583	471,384
2022	97,550		39,273	295,969	32,589	465,381
2023	95,750		40,014	295,550	31,564	462,878
2024	98,875		36,855	294,919	32,245	462,894
2025	96,600		37,596	298,606	32,851	465,653
2026	98,900		38,259	296,600	31,644	465,403
2027	96,100		36,933	294,356	32,174	459,564
2028	98,200		41,340	296,756	32,629	468,925
2029	95,200		39,780	293,800		428,780
2030	97,000			295,150		392,150
2031	98,494			295,669		394,163
2032	99,775			295,675		395,450
2033	95,950			295,169		391,119
2034	97,019			294,150		391,169
2035				297,344		297,344
2036				294,744		294,744
2037				296,488		296,488
2038				297,444		297,444
2039				297,613		297,613
	<b>\$ 1,944,133</b>	<b>\$ 1,186,630</b>	<b>\$ 781,633</b>	<b>\$ 7,398,619</b>	<b>\$ 454,061</b>	<b>\$ 11,765,076</b>



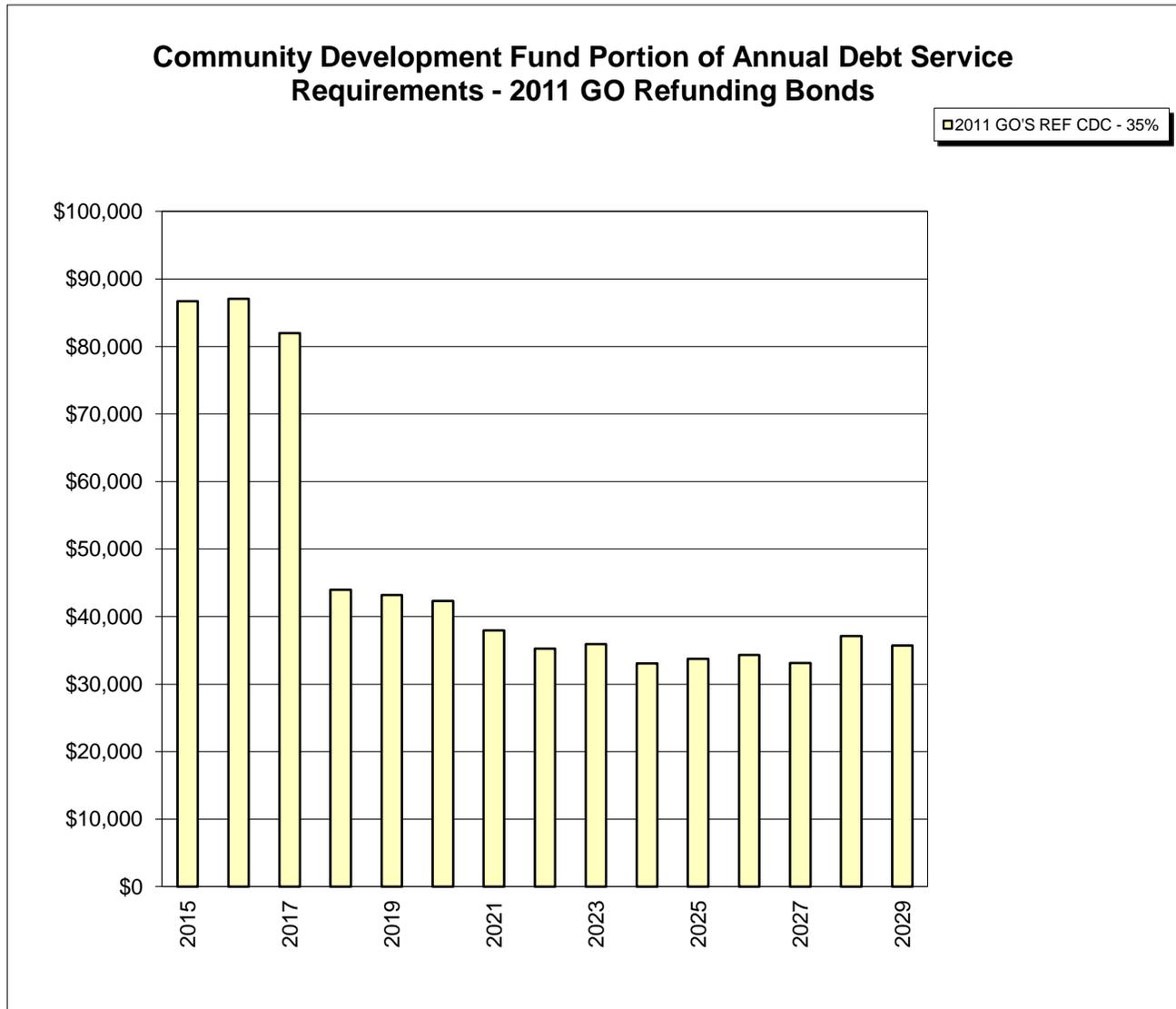
**CITY OF PRINCETON  
ANNUAL BONDED DEBT REQUIREMENTS  
WATER AND SEWER FUND SUPPORTED  
FY 2014-15 TO MATURITY**

FISCAL YEAR	2011 GO'S 26%	2007 CO'S 100%	2007 GO'S 64.5%	2009 GTUA 100%	ANNUAL TOTAL
2015	\$ 64,422	\$ 534,088	\$ 60,382	\$ 428,765	\$ 1,087,656
2016	64,669	531,538	59,034	431,078	1,086,318
2017	60,902	532,788	60,849	427,478	1,082,016
2018	32,676	533,538	56,180	428,238	1,050,631
2019	32,091	533,788	57,921	428,233	1,052,032
2020	31,447	533,538	59,534	432,313	1,056,831
2021	28,184	532,788	61,017	429,945	1,051,934
2022	26,182	531,538	59,211	431,563	1,048,494
2023	26,676	534,663	57,349	432,003	1,050,690
2024	24,570	532,163	58,587	431,220	1,046,540
2025	25,064	534,038	59,687	429,480	1,048,269
2026	25,506	530,288	57,494	431,280	1,044,568
2027	24,622	530,913	58,458	431,615	1,045,608
2028	27,560	530,788	59,284	430,628	1,048,259
2029	26,520	534,788		428,490	989,798
2030		532,913			532,913
2031		535,163			535,163
2032		531,538			531,538
2033		531,538			531,538
2034		534,882			534,882
2035		532,044			532,044
2036		533,025			533,025
2037		532,694			532,694
2038		532,350			532,350
	<b>\$ 521,089</b>	<b>\$ 12,787,392</b>	<b>\$ 824,985</b>	<b>\$ 6,452,325</b>	<b>\$ 20,585,790</b>



**CITY OF PRINCETON  
ANNUAL BONDED DEBT REQUIREMENTS  
COMMUNITY DEVELOPMENT CORPORATION SUPPORTED  
FY 2014-15 TO MATURITY**

<b>FISCAL YEAR</b>	<b>2011 GO'S REF CDC 35%</b>	<b>ANNUAL TOTAL</b>
2015	\$ 86,721	\$ 86,721
2016	87,054	87,054
2017	81,983	81,983
2018	43,986	43,986
2019	43,199	43,199
2020	42,333	42,333
2021	37,940	37,940
2022	35,245	35,245
2023	35,910	35,910
2024	33,075	33,075
2025	33,740	33,740
2026	34,335	34,335
2027	33,145	33,145
2028	37,100	37,100
2029	35,700	35,700
	<b>\$ 701,465</b>	<b>\$ 701,465</b>



CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 COMBINATION TAX AND SURPLUS REVENUE CO'S  
 SERIES 2014  
 I&S FUND - 100%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 55,000	\$ 40,170	\$ 95,170
2016	50,000	46,150	96,150
2017	50,000	45,150	95,150
2018	55,000	44,100	99,100
2019	55,000	42,725	97,725
2020	55,000	41,075	96,075
2021	60,000	39,350	99,350
2022	60,000	37,550	97,550
2023	60,000	35,750	95,750
2024	65,000	33,875	98,875
2025	65,000	31,600	96,600
2026	70,000	28,900	98,900
2027	70,000	26,100	96,100
2028	75,000	23,200	98,200
2029	75,000	20,200	95,200
2030	80,000	17,000	97,000
2031	85,000	13,494	98,494
2032	90,000	9,775	99,775
2033	90,000	5,950	95,950
2034	95,000	2,019	97,019
2035	-	-	-
2036	-	-	-
2037	-	-	-
2038	-	-	-
2039	-	-	-
2040	-	-	-
<b>TOTAL</b>	<b>\$ 1,360,000</b>	<b>\$ 584,133</b>	<b>\$ 1,944,133</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 TAX NOTES  
 SERIES 2013  
 I&S FUND - 100%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 175,000	\$ 21,534	\$ 196,534
2016	180,000	18,139	198,139
2017	185,000	14,647	199,647
2018	185,000	11,058	196,058
2019	190,000	7,469	197,469
2020	195,000	3,783	198,783
2021			-
2022			-
2023			-
2024			-
2025			-
2026			-
2027			-
2028			-
2029			-
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 1,110,000</b>	<b>\$ 76,630</b>	<b>\$ 1,186,630</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GENERAL OBLIGATION REFUNDING BONDS  
 2011 SERIES  
 I&S FUND - 39%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 78,000	\$ 18,632	\$ 96,632
2016	79,950	17,053	97,003
2017	76,050	15,302	91,352
2018	35,100	13,913	49,013
2019	35,100	13,036	48,136
2020	35,100	12,071	47,171
2021	31,200	11,076	42,276
2022	29,250	10,023	39,273
2023	31,200	8,814	40,014
2024	29,250	7,605	36,855
2025	31,200	6,396	37,596
2026	33,150	5,109	38,259
2027	33,150	3,783	36,933
2028	39,000	2,340	41,340
2029	39,000	780	39,780
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 635,700</b>	<b>\$ 145,933</b>	<b>\$ 781,633</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GENERAL OBLIGATION REFUNDING BONDS  
 2011 SERIES  
 WATER & SEWER FUND - 26%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 52,000	\$ 12,422	\$ 64,422
2016	53,300	11,369	64,669
2017	50,700	10,202	60,902
2018	23,400	9,276	32,676
2019	23,400	8,691	32,091
2020	23,400	8,047	31,447
2021	20,800	7,384	28,184
2022	19,500	6,682	26,182
2023	20,800	5,876	26,676
2024	19,500	5,070	24,570
2025	20,800	4,264	25,064
2026	22,100	3,406	25,506
2027	22,100	2,522	24,622
2028	26,000	1,560	27,560
2029	26,000	520	26,520
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 423,800</b>	<b>\$ 97,289</b>	<b>\$ 521,089</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GENERAL OBLIGATION REFUNDING BONDS  
 2011 SERIES  
 COMMUNITY DEVELOPMENT CORPORATION - 35%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 70,000	\$ 16,721	\$ 86,721
2016	71,750	15,304	87,054
2017	68,250	13,733	81,983
2018	31,500	12,486	43,986
2019	31,500	11,699	43,199
2020	31,500	10,833	42,333
2021	28,000	9,940	37,940
2022	26,250	8,995	35,245
2023	28,000	7,910	35,910
2024	26,250	6,825	33,075
2025	28,000	5,740	33,740
2026	29,750	4,585	34,335
2027	29,750	3,395	33,145
2028	35,000	2,100	37,100
2029	35,000	700	35,700
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 570,500</b>	<b>\$ 130,965</b>	<b>\$ 701,465</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 CERTIFICATES OF OBLIGATION (CO'S)  
 SERIES 2009  
 I&S FUND - 100%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 95,000	\$ 201,519	\$ 296,519
2016	100,000	198,225	298,225
2017	100,000	194,475	294,475
2018	105,000	190,244	295,244
2019	110,000	185,813	295,813
2020	115,000	181,169	296,169
2021	120,000	176,175	296,175
2022	125,000	170,969	295,969
2023	130,000	165,550	295,550
2024	135,000	159,919	294,919
2025	145,000	153,606	298,606
2026	150,000	146,600	296,600
2027	155,000	139,356	294,356
2028	165,000	131,756	296,756
2029	170,000	123,800	293,800
2030	180,000	115,150	295,150
2031	190,000	105,669	295,669
2032	200,000	95,675	295,675
2033	210,000	85,169	295,169
2034	220,000	74,150	294,150
2035	235,000	62,344	297,344
2036	245,000	49,744	294,744
2037	260,000	36,488	296,488
2038	275,000	22,444	297,444
2039	290,000	7,613	297,613
2040	-	-	-
<b>TOTAL</b>	<b>\$ 4,225,000</b>	<b>\$ 3,173,619</b>	<b>\$ 7,398,619</b>

CITY OF PRINCETON  
ANNUAL DEBT REQUIREMENTS TO MATURITY  
CERTIFICATES OF OBLIGATION (CO'S)  
SERIES 2007  
WATER & SEWER FUND - 100%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 165,000	\$ 369,088	\$ 534,088
2016	170,000	361,538	531,538
2017	180,000	352,788	532,788
2018	190,000	343,538	533,538
2019	200,000	333,788	533,788
2020	210,000	323,538	533,538
2021	220,000	312,788	532,788
2022	230,000	301,538	531,538
2023	245,000	289,663	534,663
2024	255,000	277,163	532,163
2025	270,000	264,038	534,038
2026	280,000	250,288	530,288
2027	295,000	235,913	530,913
2028	310,000	220,788	530,788
2029	330,000	204,788	534,788
2030	345,000	187,913	532,913
2031	365,000	170,163	535,163
2032	380,000	151,538	531,538
2033	400,000	131,538	531,538
2034	425,000	109,882	534,882
2035	445,000	87,044	532,044
2036	470,000	63,025	533,025
2037	495,000	37,694	532,694
2038	520,000	12,350	532,350
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 7,395,000</b>	<b>\$ 5,392,392</b>	<b>\$ 12,787,392</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GENERAL OBLIGATION REFUNDING BONDS  
 2007 SERIES  
 I&S FUND - 35.5%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ -	\$ 11,786	\$ 11,786
2016	-	11,786	11,786
2017	-	11,786	11,786
2018	19,525	11,396	30,921
2019	21,300	10,579	31,879
2020	23,075	9,692	32,767
2021	24,850	8,733	33,583
2022	24,850	7,739	32,589
2023	24,850	6,714	31,564
2024	26,625	5,620	32,245
2025	28,400	4,451	32,851
2026	28,400	3,244	31,644
2027	30,175	1,999	32,174
2028	31,950	679	32,629
2029			-
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 284,000</b>	<b>\$ 106,203</b>	<b>\$ 390,203</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GENERAL OBLIGATION REFUNDING BONDS  
 2007 SERIES  
 WATER & SEWER FUND - 64.5%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ -	\$ 21,414	\$ 21,414
2016	-	21,414	21,414
2017	-	21,414	21,414
2018	35,475	20,705	56,180
2019	38,700	19,221	57,921
2020	41,925	17,609	59,534
2021	45,150	15,867	61,017
2022	45,150	14,061	59,211
2023	45,150	12,199	57,349
2024	48,375	10,211	58,586
2025	51,600	8,087	59,687
2026	51,600	5,894	57,494
2027	54,825	3,632	58,457
2028	58,050	1,234	59,284
2029			-
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 516,000</b>	<b>\$ 192,960</b>	<b>\$ 708,960</b>

CITY OF PRINCETON  
 ANNUAL DEBT REQUIREMENTS TO MATURITY  
 GTUA CONTRACTUAL OBLIGATIONS  
 2009 SERIES  
 WATER AND SEWER FUND - 100%

FY	PRINCIPAL	INTEREST	TOTAL
2015	\$ 205,000	\$ 223,765	\$ 428,765
2016	215,000	216,078	431,078
2017	220,000	207,478	427,478
2018	230,000	198,238	428,238
2019	240,000	188,233	428,233
2020	255,000	177,313	432,313
2021	265,000	164,945	429,945
2022	280,000	151,563	431,563
2023	295,000	137,003	432,003
2024	310,000	121,220	431,220
2025	325,000	104,480	429,480
2026	345,000	86,280	431,280
2027	365,000	66,615	431,615
2028	385,000	45,628	430,628
2029	405,000	23,490	428,490
2030			-
2031			-
2032			-
2033			-
2034			-
2035			-
2036			-
2037			-
2038			-
2039			-
2040			-
<b>TOTAL</b>	<b>\$ 4,340,000</b>	<b>\$ 2,112,325</b>	<b>\$ 6,452,325</b>

## **PROPRIETARY FUNDS**

### **WATER AND SEWER ENTERPRISE FUND**

Proprietary funds are financed and operated in a manner similar to a private business enterprise. The costs of providing goods and services to customers are financed or recovered primarily through user charges.

The Water and Sewer Utility Fund accounts for the operations of water and sanitary sewer utilities and trash collection which are self-supporting activities rendering services on a user-charge basis. Water and sewer impact fees restricted for capital outlay for system expansions due to community growth are also accounted for in this fund.



**CITY OF PRINCETON  
UTILITY OPERATING FUND  
CHANGES IN WORKING CAPITAL**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Non-Departmental				
Water Sales	2,138,826	2,240,873	2,141,063	2,233,382
Penalties	89,796	88,645	88,645	89,200
Fees	109,071	111,160	116,725	113,840
Rental	19,441	18,116	18,179	22,137
Interest	113	100	47	47
Miscellaneous	866	150	2,810	-
Water Meters/ Install	56,811	62,887	78,600	79,500
<b>Total Non-Departmental</b>	<b>2,414,924</b>	<b>2,521,931</b>	<b>2,446,069</b>	<b>2,538,106</b>
Wastewater				
Wastewater Treatment	1,209,784	1,250,491	1,270,517	1,339,612
Wastewater Tap Fees	900	600	600	600
Solid Waste Collection Fee	412,172	406,472	426,808	426,808
<b>Total Wastewater</b>	<b>1,622,856</b>	<b>1,657,563</b>	<b>1,697,925</b>	<b>1,767,020</b>
<b>Total Revenues</b>	<b>4,037,780</b>	<b>4,179,494</b>	<b>4,143,994</b>	<b>4,305,126</b>
<b>Other Financing Sources:</b>				
Transfers-in-Impact Fees	-	-	53,587	125,212
Adjust to FS	-	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<b>4,037,780</b>	<b>4,179,494</b>	<b>4,197,581</b>	<b>4,430,338</b>
<b>Expenditures by Department:</b>				
Non-Departmental				
Personnel	-	-	-	-
Supplies	63,400	-	-	-
Maintenance	407,013	-	-	-
Other Expenses	60,341	-	-	-
Capital outlay	-	-	-	-
Debt principal	-	-	-	-
Debt interest	2,474	-	-	-
<b>Total Non-Departmental</b>	<b>533,228</b>	<b>-</b>	<b>-</b>	<b>-</b>
Utility Administration				
Personnel	135,597	145,057	144,877	152,551
Supplies	37,258	37,575	45,480	46,300
Maintenance	13,938	364,000	368,192	380,161
Other Expenses	7,388	10,854	10,208	6,630
Capital outlay	-	-	-	-
Debt principal	-	-	-	-
Debt interest	-	-	-	-
<b>Total Utility Administration</b>	<b>194,181</b>	<b>557,486</b>	<b>568,757</b>	<b>585,642</b>
Water Department				
Personnel	510,802	562,052	562,052	544,814
Supplies	84,630	86,175	99,694	96,800
Maintenance	33,103	39,500	43,619	46,500
Other Expenses	1,095,045	1,151,403	1,135,646	1,256,708
Capital outlay	-	-	-	-

**CITY OF PRINCETON  
UTILITY OPERATING FUND  
CHANGES IN WORKING CAPITAL**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Debt principal	-	-	-	-
Debt interest	-	-	-	-
<b>Total Water Department</b>	<b>1,723,580</b>	<b>1,839,130</b>	<b>1,841,011</b>	<b>1,944,822</b>
Wastewater Department				
Personnel	14,257	86,100	86,100	59,366
Supplies	5,641	11,305	11,626	11,230
Maintenance	12,870	54,429	76,000	78,000
Other Expenses	487,643	554,448	535,921	624,881
Capital outlay	-	-	-	-
Debt principal	-	-	-	-
Debt interest	-	-	-	-
<b>Total Wastewater Department</b>	<b>520,411</b>	<b>706,282</b>	<b>709,647</b>	<b>773,477</b>
All Departments				
Personnel	660,656	793,209	793,029	756,731
Supplies	190,929	135,055	156,800	154,330
Maintenance	466,924	457,929	487,811	504,661
Other Expenses	1,650,417	1,716,705	1,681,775	1,888,219
Capital outlay	-	-	-	-
Debt principal	-	-	-	-
Debt interest	2,474	-	-	-
<b>Total All Departments</b>	<b>2,971,400</b>	<b>3,102,898</b>	<b>3,119,415</b>	<b>3,303,941</b>
<b>Other Financing Uses:</b>				
Transfer out to WS Debt Service	945,257	1,076,596	1,078,166	1,011,397
Transfer out to General Fund	-	-	-	115,000
<b>Total Expenditures and Other Financing Uses</b>	<b>3,916,657</b>	<b>4,179,494</b>	<b>4,197,581</b>	<b>4,430,338</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<b>121,123</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF PRINCETON  
UTILITY IMPACT FEES FUND**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Revenues by department/ type:				
Impact Fees				
Water	\$ 214,021	\$ -	\$ 311,797	\$ 311,797
Sewer	132,185	-	183,025	183,025
Interest	172	-	100	100
Miscellaneous	-	-	-	-
<b>Total Impact Fees</b>	<u>346,378</u>	<u>-</u>	<u>494,922</u>	<u>494,922</u>
<b>Total Revenues</b>	346,378	-	494,922	494,922
<b>Other Financing Sources:</b>				
Transfers-in	-	-	-	-
<b>Total Revenues and Other Financing Sources</b>	<u>346,378</u>	<u>-</u>	<u>494,922</u>	<u>494,922</u>
<b>Expenditures by Department:</b>				
Impact Fees				
Other Expenses	-	-	3,639	-
<b>Total Impact Fees</b>	<u>-</u>	<u>-</u>	<u>3,639</u>	<u>-</u>
<b>Other Financing Uses:</b>				
Transfer out to WS Debt Service	175,085	-	53,587	125,212
<b>Total Expenditures and Other Financing Uses</b>	<u>175,085</u>	<u>-</u>	<u>57,226</u>	<u>125,212</u>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<u>\$ 171,293</u>	<u>\$ -</u>	<u>\$ 437,696</u>	<u>\$ 369,710</u>

**CITY OF PRINCETON  
UTILITY DEBT SERVICE FUND**

	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Non-Departmental				
Interest	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Financing Sources:</b>				
Transfers in from I&S Fund	32,841	-	-	-
Transfers in from Utility Operating Fund	940,439	1,076,596	1,076,596	1,000,397
	973,280	1,076,596	1,076,596	1,000,397
<b>Total Revenues and Other Financing Sources</b>	<b>973,280</b>	<b>1,076,596</b>	<b>1,076,596</b>	<b>1,000,397</b>
<b>Expenditures</b>				
Non-Departmental				
Special Items	-	-	-	23,741
Other Expenses	107,979	63,690	63,690	-
Total Non-Departmental	107,979	63,690	63,690	23,741
Debt Principal:				
GTUA Bond	194,209	200,000	200,000	205,000
2007 CO	-	155,000	155,000	165,000
2007 GO	-	12,250	12,250	35,475
2011 GO REF	-	-	-	52,000
Total Debt Principal:	194,209	367,250	367,250	457,475
Debt Interest:				
GTUA Bond	237,493	230,565	230,565	223,765
2007 CO	376,769	375,488	375,488	258,087
2007 GO	42,510	26,193	26,193	24,907
2009 CO	-	-	-	12,422
2011 GO REF	14,320	13,410	13,410	-
Total Debt Interest	671,092	645,656	645,656	519,181
<b>Total Expenditures</b>	<b>973,280</b>	<b>1,076,596</b>	<b>1,076,596</b>	<b>1,000,397</b>
<b>Other Financing Uses:</b>				
Transfers out	-	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>973,280</b>	<b>1,076,596</b>	<b>1,076,596</b>	<b>1,000,397</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Enterprise Fund**

**Revenue Summary:**

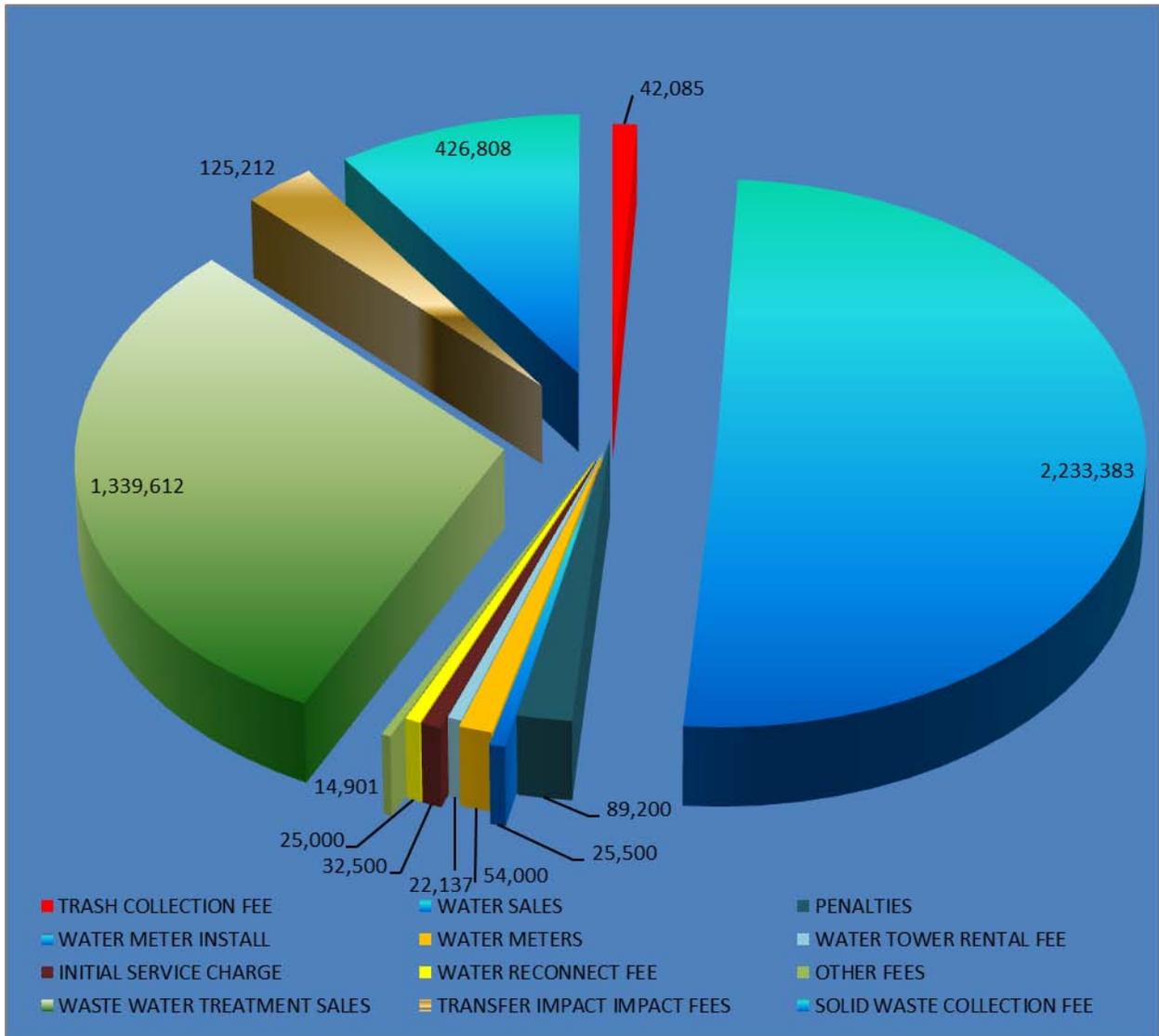
**Fiscal Year: 2014/2015**

**Fund: Enterprise Fund**

<b>Revenues</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Water Department	2,521,931	2,499,656	2,663,318	6.5%
Waste Water Department	1,657,563	1,697,925	1,767,020	4.1%
<b>Total Revenues</b>	<b>4,179,494</b>	<b>4,197,581</b>	<b>4,430,338</b>	<b>5.5%</b>



### Enterprise Fund Revenue Graph:



**Expenditure Summary:**

**Fiscal Year: 2014/2015**

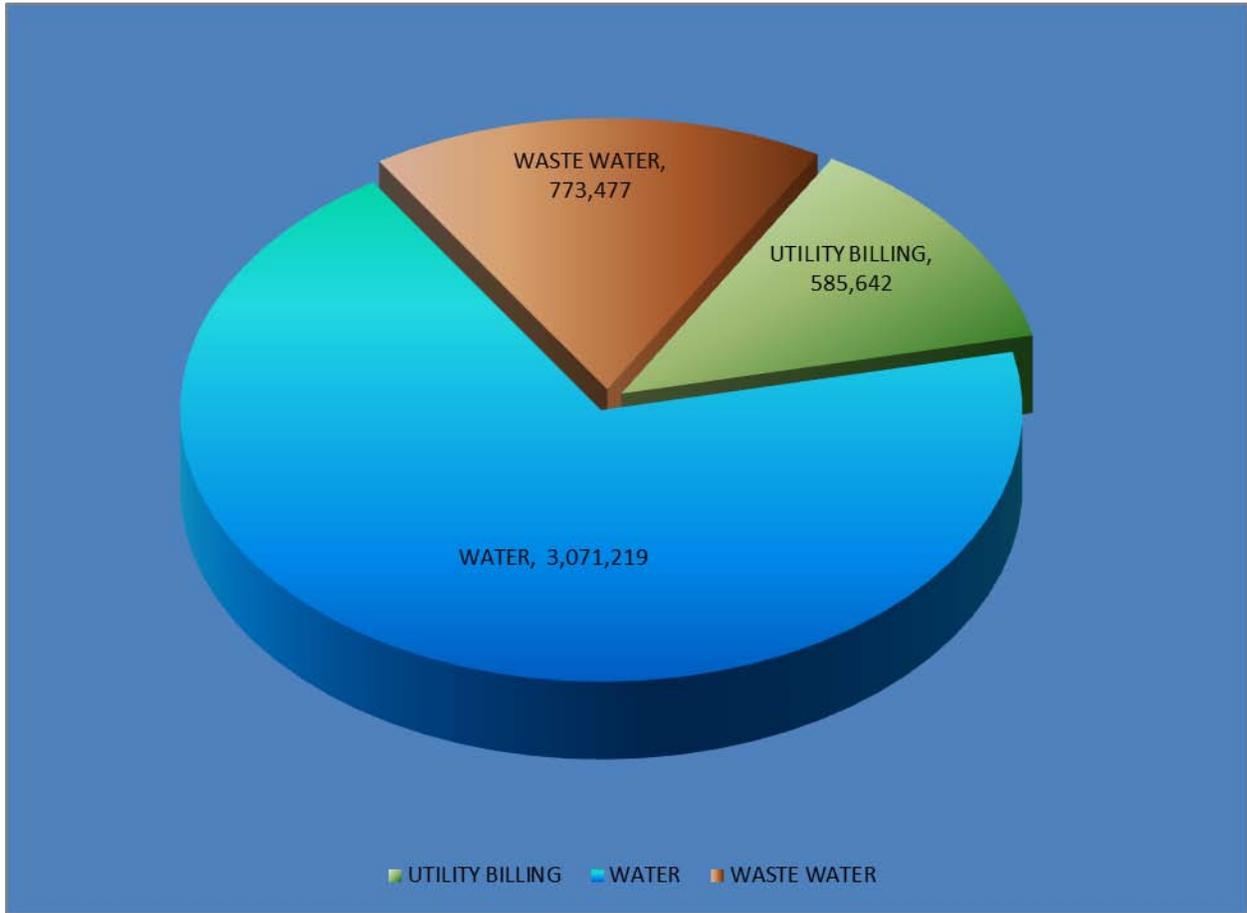
**Fund: Enterprise Fund**

<b>Departmental Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Utility Billing	557,486	568,757	585,642	3%
Water	2,915,726	2,919,177	3,071,219	5.2%
Waste Water	706,282	709,647	773,477	9%
<b>Total Expenditures</b>	<b>4,179,494</b>	<b>4,197,581</b>	<b>4,430,338</b>	<b>5.5%</b>

<b>Enterprise Fund Summary</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Projected Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Total Enterprise Fund Revenue	4,179,494	4,197,581	4,430,338	5.5%
Total Enterprise Fund Expenditures	4,179,494	4,197,581	4,430,338	5.5%



**Enterprise Fund Expenditure Graph**



**Section V – Enterprise Fund Division Summaries**

**Division Summary: Customer Service/Utility Billing Department**

**Fiscal Year:** 2014/2015

**Fund:** Enterprise Fund

**Account Group:** 02-613

<b>Expenditures</b>	<b>FY 2013-2014 Budget</b>	<b>FY 2013-2014 Proposed Actual</b>	<b>FY 2014-2015 Budget</b>	<b>% Change from FY 2013-2014</b>
Personnel	145,057	144,877	152,551	5.3%
Supplies	37,575	45,480	46,300	1.8%
Maintenance	364,000	368,192	380,161	3.3%
Other Expenses	10,854	10,208	6,630	-35.1%
<b>Total Expenses</b>	<b>557,486</b>	<b>568,757</b>	<b>585,642</b>	<b>3%</b>

<b>Personnel</b>	<b>2013-2014 Budget</b>	<b>2013-2014 Actual</b>	<b>2014-2015 Budget</b>	<b>Change in Personnel</b>
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. 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:**

- Created procedure manuals for the customer service clerks and utility billing supervisor.

**Goals:**

- Provide a friendly environment for the citizens of Princeton to acquire or disconnect water service, report problems, and pay their water bills.

**Objectives:**

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

**Significant Budget Changes:**

Solid Waste Collections have been moved from Non-Departmental to Utility Billing

<b>Performance Measure Indicator</b>	<b>FY 2012-2013 Actual</b>	<b>FY 2013-2014 Estimated Year End</b>	<b>FY 2014-2015 Estimated</b>	<b>Percentage Change</b>
Utility Billings Completed	12	12	12	0%



**Division Summary: (Water)**

**Fiscal Year:** 2014/2015

**Fund:** Enterprise

**Account Group:** 02-(515-50)

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	562,052	562,052	544,814	-3.1%
Supplies	86,175	99,964	96,800	-2.9%
Maintenance	39,500	43,619	46,500	6.6%
Other Expenses	2,227,999	2,213,812	2,383,105	7.6%
Total Expenses	2,915,726	2,919,177	3,071,219	5.2%

Personnel	2013-2014 Budget	2013-2014 Actual	2014-2015 Budget	Change in Personnel
Public Works Director	1	1	1	0
Water Maintenance Worker	1	1	2	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 water that is safe, potable, and 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 SCADA failures, to ensure that no citizen was without service or noticed lowered water pressure.
- Repaired over 200 water main leaks.
- Maintained less than 1% water loss.
- All samples of water quality were well within limits.

**Goals:**

- Continue to excel with our water loss control measures, and maintain an exceptional water distribution system.
- Reduce the time in our response to small leaks. Institute a community oriented approach to water conservation.
- Adopt a backflow ordinance, to bring more stringent safeguards to our water supply.
- Continue to work with the City Administration and City Council so that outdated water mains are replaced.

**Objectives:**

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

Continue to replace old, outdated water mains. Maintain superior water quality throughout the system.

**Significant Budget Changes:**

There has been an additional employee added to the water maintenance operations and the debt service has been moved to the water department from non-departmental and a franchise fee to the general fund. The water department is purchasing a new backhoe, resulting in a larger facility maintenance line item; SCADA upgrades, a pipe locator, and an electric valve operator are also included. The department is looking into upgrading and installing a new water metering system.

<b>Performance Measure Indicator</b>	<b>FY 2012-2013 Actual</b>	<b>FY 2013-2014 Estimated Year End</b>	<b>FY 2014-2015 Estimated</b>	<b>Percentage Change</b>
Water Leaks Repaired	175	156	160	2.56%



**Division Summary: (Waste Water)**

**Fiscal Year:** 2014/2015

**Fund:** Enterprise

**Account Group:** 02-(515-60)

Expenditures	FY 2013-2014 Budget	FY 2013-2014 Projected Actual	FY 2014-2015 Budget	% Change from FY 2013-2014
Personnel	86,100	86,100	59,366	-31%
Supplies	11,305	11,626	11,230	-3.4%
Maintenance	54,429	76,000	78,000	2.6%
Other Expenses	554,448	535,921	624,881	16.6%
Total Expenses	706,282	709,647	773,477	9%

Personnel	2013-2014 Budget	2013-2014 Actual	2014-2015 Budget	Change in Personnel
Sewer System Maintenance Worker	1	1	2	1

**Mission Statement:**

It is the Mission of the Waste Water Department to maintain sanitary conditions by ensuring all waste water is 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 pump issues. Make repairs to sewer mains and manholes.

**Accomplishments:**

- Provided around the clock monitoring during power outages and SCADA failures, to ensure that no spillages occurred.
- Responded to numerous customer complaints about odor and main stoppages.
- Replaced 1300 feet of sanitary sewer main, and repaired 80 feet of collapsed sewer main.

- Instituted a monitoring plan for trouble manholes and mains.

**Goals:**

- Continue to monitor and repair old sewer mains.
- Educate and license personnel, so that they are more prepared for sewer main issues.
- Have zero reportable spillages.
- Be diligent regarding the collection system preventative maintenance.
- Repair or replace old mains and manholes.

**Objectives:**

Work with the City Administration and City Council to stress the importance of sewer system maintenance and repair.

Initiate a community oriented education program, to make the public more aware of the impact of what they put down their drains.

Start a planning system to fund a sewer main replacement program, by identifying trouble mains and their relation to development and growth within the city.

**Significant Budget Changes:**

The department will be upgrading the SCADA monitoring system and the budget includes a capital replacement fund allocation.

Performance Measure Indicator	FY 2012-2013 Actual	FY 2013-2014 Estimated Year End	FY 2014-2015 Estimated	Percentage Change
Manholes and Mains Maintained	48	62	62	30%



### COMPONENT UNITS

The Princeton Community Development Corporation (CDC) and the Princeton Economic Development Corporation (EDC) are discretely presented components of the City. The CDC was incorporated July 3, 2007, and the EDC was incorporated October 1, 2005. Both corporations are governed by a seven member board appointed by the City Council. The funding for the CDC and EDC occurs by the City transferring  $\frac{1}{4}$  of sales tax revenues collected by the City respectively for each corporation.



**CITY OF PRINCETON  
COMMUNITY DEVELOPMENT FUND**

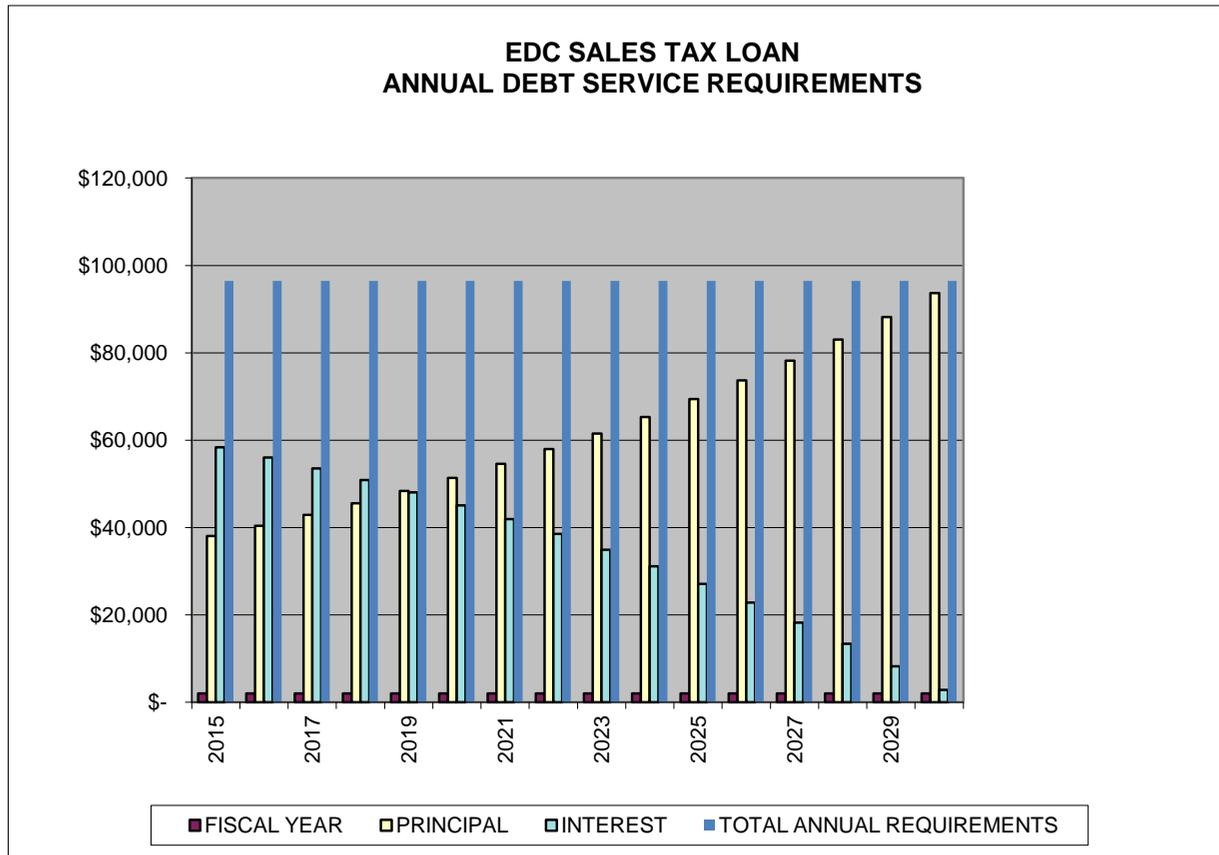
<b>FINANCING SOURCES AND USES</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Community Development				
Park Sales Tax	\$ 125,493	\$ 121,709	\$ 140,231	\$ 168,366
Street Sales Tax	125,493	121,709	140,231	168,366
Interest	304	336	64	64
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<u>251,290</u>	<u>243,754</u>	<u>280,526</u>	<u>336,796</u>
<b>Expenditures by Department:</b>				
Community Development				
Administration	612	-	-	-
Personnel	22,978	24,160	24,160	22,715
Supplies	2,298	670	450	670
Maintenance	2,106	1,320	3,000	3,000
Contract services	1,700	15,700	8,825	51,945
Capital outlay	-	220,935	204,115	90,000
Debt Principal:	78,776	63,000	63,000	70,000
Debt Interest:	1,124	-	-	-
2011 GO REF	-	18,051	18,051	16,721
<b>Total Expenditures</b>	<u>109,594</u>	<u>343,836</u>	<u>321,601</u>	<u>255,051</u>
<b>Other Financing Uses:</b>				
Intergovernment expense	(376,757)	(8,200)	(8,200)	(10,000)
<b>Total Expenditures and Other Financing Uses</b>	<u>486,351</u>	<u>352,036</u>	<u>329,801</u>	<u>265,051</u>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<u>\$ (235,061)</u>	<u>\$ (108,282)</u>	<u>\$ (49,275)</u>	<u>\$ 71,745</u>

**CITY OF PRINCETON  
ECONOMIC DEVELOPMENT FUND**

<b>FINANCING SOURCES AND USES</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
<b>Revenues by department/ type:</b>				
Economic Development				
Sales Tax	\$ 250,985	\$ 243,418	\$ 280,481	\$ 336,732
Interest	561	609	184	187
Miscellaneous	-	-	-	-
Total Revenues	<u>251,546</u>	<u>244,027</u>	<u>280,665</u>	<u>336,919</u>
<b>Expenditures by Department:</b>				
Economic Development				
Personnel	22,003	24,160	24,160	22,715
Supplies	4,549	620	450	620
Maintenance	2,106	1,320	3,000	3,000
Contract Services	235,980	18,815	8,959	51,845
Capital outlay	-	93,000	78,350	400,000
Debt principal	33,765	35,854	35,854	38,071
Debt interest	53,442	50,565	50,565	58,404
Total Expenditures	<u>351,845</u>	<u>224,334</u>	<u>201,338</u>	<u>574,655</u>
Other Financing Uses:				
Transfer out to Community Events	(77,699)	8,200	8,200	10,000
Total Expenditures and Other Financing Uses	<u>429,544</u>	<u>232,534</u>	<u>209,538</u>	<u>584,655</u>
Net Total Revenues, Expenditures, Other Financing Sources Uses	<u>\$ (177,998)</u>	<u>\$ 11,493</u>	<u>\$ 71,127</u>	<u>\$ (247,736)</u>

**EDC SALES TAX LOAN  
ANNUAL DEBT SERVICE REQUIREMENTS  
FY 2014-15 TO MATURITY**

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENTS
2015	\$ 38,071	\$ 58,404	\$ 96,475
2016	40,426	56,049	96,475
2017	42,927	53,549	96,476
2018	45,582	50,893	96,475
2019	48,401	48,074	96,475
2020	51,395	45,080	96,475
2021	54,574	41,901	96,475
2022	57,950	38,525	96,475
2023	61,535	34,941	96,476
2024	65,341	31,134	96,475
2025	69,383	27,093	96,476
2026	73,674	22,801	96,475
2027	78,232	18,244	96,476
2028	83,071	13,405	96,476
2029	88,209	8,266	96,475
2030	93,665	2,810	96,475
<b>Total Outstanding</b>	<b>\$ 992,436</b>	<b>\$ 551,169</b>	<b>\$ 1,543,605</b>



## CAPITAL PROJECTS FUND

The Capital Projects Fund accounts for the acquisition and construction of major general (non-utility) capital facilities that are financed from debt proceeds, capital grants, or transfers from operating funds.



**CITY OF PRINCETON  
CAPITAL PROJECTS STREETS FUND**

<b>REVENUES/ EXPENDITURES/ OTHER</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Revenues by department/ type:				
Non-Departmental				
Collin County	\$ 83,900	\$ -	\$ -	\$ -
TX DOT	280,000			
Interest	5,535			
Miscellaneous	-			
<b>Total Revenues</b>	<u>369,435</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources:				
Debt proceeds	1,285,000			
Transfers-in				
<b>Total Other Financing Sources</b>	<u>1,285,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenues and Other Financing Sources</b>	<u>1,654,435</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures				
Non-Departmental				
Bond issue costs	28,143			
Capital Outlay	1,128,780			
Other Financing Uses:				
Transfer to Utility Fund	32,841			
<b>Total Expenditures and Other Financing Uses</b>	<u>1,161,621</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<u>\$ 492,814</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF PRINCETON  
PARK IMPROVEMENTS CAPITAL PROJECTS FUND**

<b>FINANCING SOURCES AND USES</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Revenues by department/ type:				
Park Improvements				
Fees	\$ 10,400	\$ -	\$ 22,600	\$ 22,600
Interest	3	-	1	1
Miscellaneous	-	-	-	-
<b>Total Revenues</b>	<b>10,403</b>	<b>-</b>	<b>22,601</b>	<b>22,601</b>
Other Financing Sources:				
Debt proceeds	-	-	-	-
Transfers-in	-	-	-	-
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>	<b>10,403</b>	<b>-</b>	<b>22,601</b>	<b>22,601</b>
Expenditures				
Non-Departmental				
Personnel	-	-	-	-
Supplies	-	-	-	-
Other Expenses	-	-	1,062	-
Capital Outlay	-	-	-	-
Other Financing Uses:				
Transfers-out	-	-	-	-
<b>Total Expenditures and Other Financing Uses</b>	<b>-</b>	<b>-</b>	<b>1,062</b>	<b>-</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<b>\$ 10,403</b>	<b>\$ -</b>	<b>\$ 21,539</b>	<b>\$ 22,601</b>

**CITY OF PRINCETON  
LIBRARY IMPROVEMENTS CAPITAL PROJECTS FUND**

<b>REVENUES/ EXPENDITURES/ OTHER FINANCING</b>	<b>ACTUAL 2012-2013</b>	<b>BUDGET 2013-14</b>	<b>PROJECTED 2013-14</b>	<b>PROPOSED 2014-15</b>
Revenues by department/ type:				
Non-Departmental				
Interest	\$ 32	\$ -	\$ -	\$ -
Intergovernmental	100,676			
Miscellaneous	-			
<b>Total Revenues</b>	<b>100,708</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Financing Sources:				
Debt proceeds				
Transfers-in				
<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues and Other Financing Sources</b>	<b>100,708</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenditures				
Non-Departmental				
Capital Outlay	223,294			
Other Financing Uses:				
Transfers-out				
<b>Total Expenditures and Other Financing Uses</b>	<b>223,294</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Total Revenues, Expenditures, Other Financing Sources Uses</b>	<b>(122,586)</b>	<b>-</b>	<b>-</b>	<b>-</b>

### **Capital Improvements Plan**

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

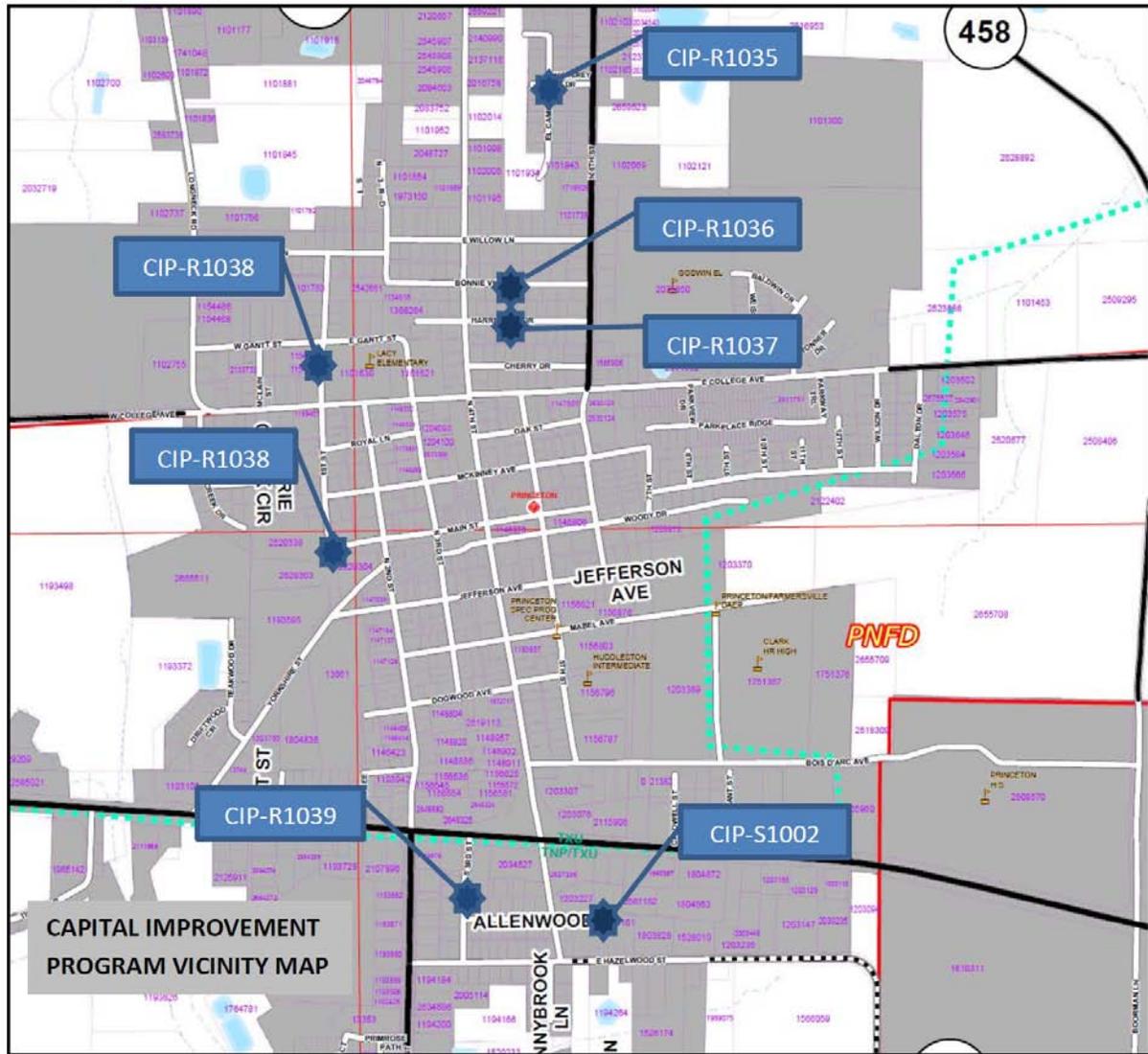


**Capital Projects Projected Expenditure Summary:**

<b>1.</b>	<b>Bonnieview Street reconstruction</b>	<b>2013 Tax Note</b>
<b>2.</b>	<b>Harrelson Street reconstruction</b>	<b>2013 Tax Note</b>
<b>3.</b>	<b>Third Street reconstruction</b>	<b>2014 CO</b>
<b>4.</b>	<b>First Street reconstruction</b>	<b>2014 CO</b>
<b>5.</b>	<b>Hazelwood sewer line reconstruction</b>	<b>Utility Fund</b>
<b>6.</b>	<b>Right of Way acquisition (North South Thoroughfare)</b>	<b>2007 Collin County Bond Program/Economic Development Corp.</b>
<b>7.</b>	<b>Early Warning Sirens</b>	<b>Emergency Services Texpool Account</b>
<b>8.</b>	<b>Replacement of Water Meters</b>	<b>Utility Fund, GTUA Balance</b>



**2014, Capital Improvement Project Vicinity Map:**



**Individual Project Worksheets:**

Individual Project Worksheets are intended to provide general information on the Capital Improvement Project. They provide the name of the project along with the current level of importance. The worksheets also provide the status of the project and if any funding has been dedicated to the project. A small map on the location of the project is usually attached.



## Capital Improvement Project Summary

**Project priority:** High      **Project Number:** CIP-R1037      **Project Status:** Design

**Project Title:** Reconstruction of Harrelson Street

**Proposed Start Date:** TBD

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

**Project Budget:** Waiting Competitive Bid Process

**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 6<sup>th</sup> St. through 4<sup>th</sup> St. continuing to the end of Harrelson on the west end. The street will be constructed with additional turning capacity at the west end.

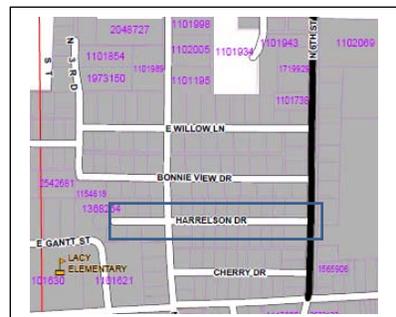
Project Schedule:	2014			2015								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





## Capital Improvement Project Summary

**Project priority:** High      **Project Number:** CIP-R1036      **Project Status:** Design

**Project Title:** Reconstruction of Bonnieview Dr.

**Proposed Start Date:** TBD

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

**Project Budget:** Waiting Competitive Bid Process

**Funding Source:** 2013 Tax Note

### 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 6<sup>th</sup> St. through 4<sup>th</sup> St. continuing to the end of Bonnieview on the west end and tying into the new section of 3<sup>rd</sup> St.

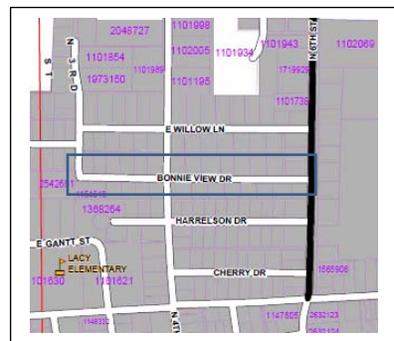
Project Schedule:	2014			2015								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





## Capital Improvement Project Summary

**Project priority:** High      **Project Number:** CIP-R1038      **Project Status:** Design

**Project Title:** Reconstruction of 1<sup>st</sup>. Street

**Proposed Start Date:** TBD

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

**Project Budget:** Waiting Competitive Bid Process

**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 3<sup>rd</sup> and Main St.

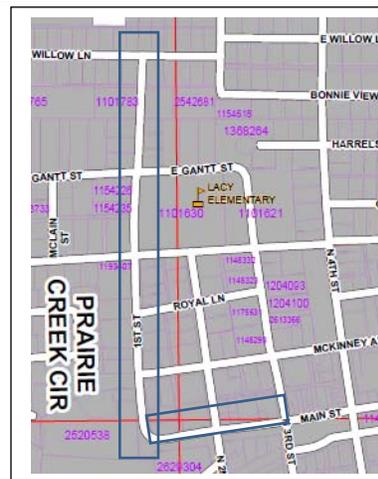
Project Schedule:	2014			2015								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





## Capital Improvement Project Summary

**Project priority:** High      **Project Number:** CIP-R1039      **Project Status:** Design

**Project Title:** Reconstruction of 3<sup>rd</sup>. Street

**Proposed Start Date:** TBD

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

**Project Budget:** Waiting Competitive Bid Process

**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 Allenwood continuing north to the intersection of 3<sup>rd</sup> and Hwy. 380.

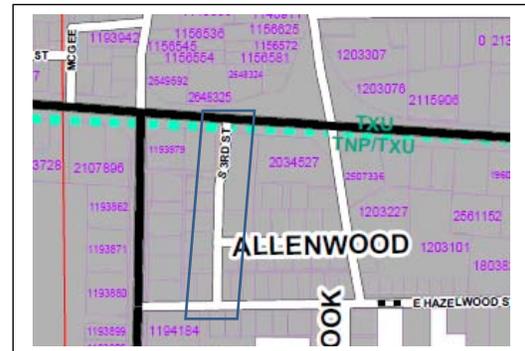
Project Schedule:	2014			2015								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





### Capital Improvement Project Summary

**Project priority:** Moderate      **Project Number:** CIP-W1021      **Project Status:** Design

**Project Title:** Replace the water meters with single source reading

**Proposed Start Date:** TBD

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

**Project Budget:** Waiting Competitive Bid Process

**Funding Source:** GTUA Funding Balance, Utility Fund

**Project Description:**

This project entails the replacement of all the existing water meters in the City. The existing meters and the reading system are inefficient by today’s standards. There is, as of this week, 2804 meters in the system. Of these meters approximately 900 must be manually read each month, either due to the fact that they have not been replaced with the radio read meters, or conditions that effect the reception of the radio read system. The Public Works Department spends approximately 4 to 5 days collecting the readings on these meters each month including the ones that need to be re-read due to abnormal usage. The new systems available can be integrated into the Incode system therefore eliminating the manual reading process other than occasional re-reads. The installation of this type of system would save approximately 260 man hours each month that could be re-allocated to other aspects of Public Works. The System of choice is The Neptune Product Line.

Project Schedule:	2014						2015					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

**Budget Status**

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





## Capital Improvement Project Summary

**Project priority:** High                      **Project Number:** CIP-R1035                      **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:** Waiting Competitive Bid Process

**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 6<sup>th</sup> St. continuing west on Monterey to the end, and from the intersection of El Camino and Monterey, north and south to the ends.

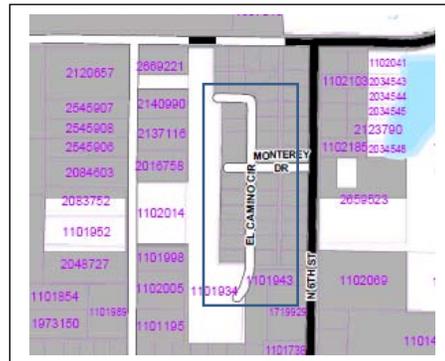
Project Schedule:	2014						2015					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**





### Capital Improvement Project Summary

<b>Project priority:</b> High	<b>Project Number:</b> CIP-S1002	<b>Project Status:</b> Design
<b>Project Title:</b> Reconstruction of the sewer line located north of the residences on Hazelwood		
<b>Proposed Start Date:</b> TBD		
<b>Project Start Date:</b> TBD	<b>Estimated Projected Completion:</b> TBD	
<b>Project Budget:</b> Waiting Competitive Bid Process		
<b>Funding Source:</b> 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 driveway. The parameters of the project consist of replacing the line from 4<sup>th</sup> St. continuing east to the Hazelwood Apartments.

Project Schedule:	2014						2015					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												

#### Budget Status

**Expended to Date:** \$0.00

**Additional Expenditures to Date:**

**Date Reported:**



**GLOSSARY**



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 columnar or sectional form so as to exhibit the accounts of each fund and balanced account group, individually.

**Bond:** A written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying interest at a fixed rate, usually payable periodically. **Note:** The difference between a note and a bond is that the latter usually runs for a longer period of time and requires greater legal formality.

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

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

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

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

**Bonds Issued:** Bonds sold.

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

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

**Budget Message:** A general discussion of the proposed budget as presented in writing by the budgetmaking 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 whose principal, earnings, or both, must be used for a public purpose; for example, a pension or retirement fund.

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

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

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

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

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

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

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

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

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

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

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

**Reserve for Revenue Bond Debt Service:** A reserve in an Enterprise Fund which represents the segregation of a portion of retained earnings equal to current assets that are restricted

to current servicing of revenue bonds in accordance with the terms of a bond indenture.

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

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

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

**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 to be paid for, wholly or in part, from special assessments levied against benefited property. See also **Special Assessment** and **Special Assessment Bonds**.

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

**Special 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.

## BUDGET AND TAX RATE ORDINANCES



**CITY OF PRINCETON, TEXAS**

**ORDINANCE NO. 2014-09-08-01**

**AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS PROVIDING FUNDS FOR THE FISCAL YEAR 2014-2015 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 2014-2015, 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, 2014 and ending September 30, 2015 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 2014-2015, 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 2014-2015, 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 2014.

  
Ken Bowers, Mayor

ATTEST:

  
Lesia Thornhill, City Secretary



**CITY OF PRINCETON, TEXAS**

**ORDINANCE NO. 2014-09-22**

**AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS, SETTING AND ADOPTING A TAX LEVY FOR 2014; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Princeton has complied with the Truth-in Taxation calculation, notice and hearing requirements as prescribed by state law; and

**WHEREAS**, the tax rate was determined per each \$100.00 of assessed valuation of property as a result of such calculation;

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

**SECTION 1:**

The following tax rates are levied for tax year 2014.

\$0.492830 for the purposes of maintenance and operation  
\$0.228970 for the payment of principal and interest on debt of this city  
\$0.721800 total tax rate

**SECTION 2:**

The Tax Assessor Collector is hereby authorized to assess and collect the taxes of the City of Princeton on this 22nd day of September 2014.

**SECTION 3:**

This Ordinance is effective as of the date of its passage.

**SECTION 4:**

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.36 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-19.14.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, SEPTEMBER 22, 2014.**

Ken Bowers, Mayor

ATTEST:

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Lesia Thornhill, City Secretary

