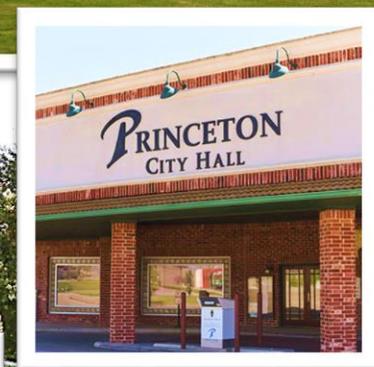




PRINCETON

NATURALLY HOME

ANNUAL BUDGET 2018 - 2019



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



City of Princeton

Fiscal Year 2018-2019

This budget will raise more revenue from property taxes than the prior year’s budget by an amount of \$1,017,105, which is a 23.84 percent increase. The property tax revenue to be raised from new property added to the tax roll this year is \$641,604.

The members of the governing body voted on the budget as follows:
Mayor John-Mark Caldwell

Council Members:
Rich Hooper..... For
David Kleiber..... For
Mike Guillen..... For
Steve Deffibaugh..... For

	2018-2019	2017-2018
Property Tax Rate:	\$0.688820/100	\$0.689890/100
Effect Tax Rate:	\$0.602801/100	\$0.592841/100
Effective Maintenance & Operations Tax Rate:	\$0.372680/100	\$0.394875/100
Rollback Tax Rate:	\$0.688820/100	\$0.689890/100
Debt Rate:	\$0.286326/100	\$0.263425/100

Total debt obligation for the City of Princeton secured by property taxes:
\$22,782,896.

City Council



John-Mark Caldwell
Mayor



Rich Hooper
Mayor Pro Tempore



David Kleiber
Place 1



Steve Deffibaugh
Place 5



Mike Guillen
Place 3

Vacant
Place 4

Submitted by:

Derek Borg, City Manager

Prepared by:

Derek Borg, City Manager
Carron Prigmore, Director of Finance

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City Manager's Budget Message

September 4, 2018

Introduction

Honorable Mayor and City Council

On behalf of the entire management team, it is my pleasure to submit a structurally balanced Operating Budget for Fiscal Year (FY) 2018-2019. The Operating Budget has been developed through an extensive preparation process. Each department has presented to the City Council their vision for FY 2018-2019 including their goals and objectives. As a team the Mayor and Management Staff met with all of the departments individually and evaluated their needs based on their department's individual and organizational demands. This document has been prepared to meet the level of service and the infrastructure needs of the community. The City Council will approve as part of this Budget, the projected Capital Improvement Projects (CIPs) that will start in FY 2018-2019. These projects and their Opinions of Probable Costs, (OPC) are identified within this document. Capital Projects are budgeted in whole and are funded through completion. Capital Projects do not follow the fiscal cycle.

Comprehensive Annual Financial Report FY2016-2017

Following the close of FY 2016-2017, the City's External Auditor worked with the Management Staff and the City's finance department in order to provide assurance of internal controls and that the financial statements are free from any material misstatements. On March 12th 2018, the external auditor issued an unmodified ("Clean") opinion of Princeton's financial statements for the year ending September 30, 2017.

Adhering to the City Councils Goals and Priorities

Throughout the year the City Council provides direction and feedback, guiding the priorities that are identified and included in this Budget. This Budget includes adequate resources to carry out and achieve the City Council's Goals and specific Priorities for FY 2018-2019. The direction coming out of the meeting has been incorporated in this budget.

-) Safe, efficient traffic flow
-) Community satisfaction, pride, trust in City Services
-) Continue to foster healthy growth
-) Become a City that's known for its sense of Community and Culture
-) Available education that nurtures better citizens
-) Achieve a safer community
-) Inter-departmental satisfaction, pride, trust and respect.
-) Re-establish Princeton's identity in Collin County

Standard and Poor's and Fitch Ratings Upgrades-Princeton

In December 2017 Standard and Poor's upgraded Princeton's Bond Rating from and A+ to a AA- and changed the outlook from positive to stable. S&P explained that the upgrade reflects the City's significantly improved available fund balance as well as strengthened management practices and policies.

S&P states that Princeton has a strong budgetary performance largely due to conservative budgeting practices and year-end results that often exceed expectations.

I am also pleased to report that on August 31st, 2018 Fitch Ratings upgraded Princeton's Bond Rating from and A+, Stable, to an AA- with a Positive Outlook. They went on to say that they believe that the City will continue to maintain superior gap-closing capacity through economic cycles. The City has realized positive operating performance in five consecutive years, strengthening its financial position and resilience, as a result of improved budgeting practices and a fiscal reserve policy.

Fitch states that Princeton's carrying costs are driven primarily by debt but are at a moderate 12% of fiscal year 2017 spending. Princeton's Pension and other post-employment benefit contributions are modest with a stable trajectory. They expect that Princeton's carrying costs to remain moderate to the extent that these grow at a pace consistent with the City's expanding operational budget. The City's 10-year principal amortization rate is a below average 45%.

Special Assessment Revenue Fund

This past year the City authorized the issuance of its first Special Assessment Revenue Bonds for Arcadia Farms. The Special Assessment Revenue Fund is a fund that was created in FY2018 to account for special assessments levied on real property with the City's Public Improvement Districts (PIDs). These assessments and are not ad valorem taxes, rather they are assessments based strictly on the concepts of need and benefit. They require a finding that the public improvement is needed for a reason consistent with the law that permits the special assessment, and that each property assessed receives a unique and measurable direct benefit from the public improvement that was needed.

The City does not keep the PID assessments, and only serves as a pass through entity for accounting purposes. The PID is set up as a separate governmental fund for the repayment of the PID obligations. The billing for the PID assessments is handled through the property tax bill and collected by the tax office.

Current Public Improvement Districts

-) Arcadia Farms
-) Crossroads
-) Brookside
-) Whitewing Trails

Structural Changes within the Budget for FY 2018-2019

For this budget year, there has only been a few changes in the structure of the organization.

Records Clerk. With the increase of activity within the City, a need for a full-time Records Clerk is needed in order to keep up with the required filing and record retention. This person will work in coordination with the City Secretary and Assistant City Manager.

Municipal Mechanic. In FY2017, the City structured an employee to work in the municipal Service Center in the old Public Works facility. Due to the delay in opening the new Public Works facility on Monte Carlo Blvd. East, the new employee will be starting early in FY2019. No structural changes are anticipated in this area over last year.

Communications and Marketing Director. During FY2018, the City leaders identified branding and marketing as one of their priorities that they wanted to work on. This year's budget includes a new position focusing on marketing and communication. This person will supervise the Communication Specialist on the dissemination of information put out on the City website and through social media and other outlets. This person will also work in cooperation with the Community Events Coordinator in developing material consistent with the City's brand and strategy for communication.

Civil Inspector. This Budget we are transitioning from contract civil inspections to in-house Civil Inspectors. The staff has continued to monitor the time spent on contract services for inspecting the infrastructure that comes with a growing city. This service can now be handled in-house and will result in a slight cost savings. The inspectors will work in Development Services and will work in cooperation with the Director of Development Services. This will allow more flexibility and better communication across the department.

Increased Costs Across the Organization

Development, Over the past 2017/2018 fiscal year, our Development Services Department has seen significant increases in permits issued as well as growth for the City. We have issued over 3,500 total permits, which includes more than 700 Single Family Home permits. Commercial growth has increased as well, with more than 8 new businesses opening or currently under construction and near completion. Some of the new businesses currently open include Palio's, Jasmine Boba Tea, Artisian Nails and Spa and Jocy's, with Schlotzsky's, Dairy Queen, GameStop and Infinity Nail and Spa currently under construction. The City also has a new school, Lowe Elementary, which is currently under construction, and numerous other projects that are under review and in the planning/approval stages as well. Overall the department is managing the workload well, but we will be monitoring it closely.

Parks and Recreation, This year the City Park and Recreation Department moved into a new leased building. The department continues to grow each year with a rapid increase in participation within the youth sports program. The department manages all youth sports including basketball, soccer, softball, baseball, football, and cheer, and volleyball. This last year, the department signed up over 1,500 youth in sports programs across the board. This is about a 25% increase from the previous year. There is every reason to believe that FY2018-19 will be no different. The department manages the ball fields and the concessions for all of the games and events, along with mowing and maintenance of all of the park facilities.

Public Works, Our Public Works moved into the new building on Monte Carlo East. With the new equipment that was purchased last year, the department is much more efficient. There has been over 1,500 service orders generated, a sharp increase of 131%; however, with the increased efficiency within the department, service order time to close has improved 113%. Due to rapid growth, there has been a 20% increase in Utility Billing service orders executed by Public Works. This summer has been unseasonably hot, and has resulted in quite a bit of movement in soil that creates some unexpected water leaks, sewer line drainage issues, street repairs, and storm water drainage issues. All of which our Public Works department has been able to manage quickly. As it stands currently, there shouldn't be any significant budget increases for FY 2018-19.

Police Department. The budget for the Police Department increased to include a total of 3 new commissioned officers, and 1 new School Resource Officer. This will bring the total sworn officers to 26 including the Police Chief. City has entered into a new contract with the Princeton ISD, and the ISD will be covering 50% of the cost of the new SRO, and will be covering 50% of the cost of outfitting the officer including 50% of the new police pursuit vehicle and maintenance. With the growth expected, the City can expect to have to hire new police personnel for the next few years.

In addition to personnel, adequate space and working conditions have become a concern for the management. This budget allocates funding for a temporary building to be placed at the police station in order to accommodate additional offices and lockers for the officers. This is only a temporary situation until the new municipal building is constructed and the headquarters are relocated to the new building.

Fire Department, The Fire Department currently has a total of 10 full time and 8 part time personnel. The department will be converting three part time positions to full time. The department has submitted for the FEMA Safer Grant that assists growing departments in personnel costs during these times of growth. If awarded, the grant will help bridge the gap while the City grows in its tax base. The Safer Grant pays for partial salaries with diminishing participation over a 5 year period, with the City taking over 100% of the cost after the 5th year. The department operates as a combination paid and volunteer organization, and currently has about 30 volunteers.

Outside Costs, Dispatching costs from Collin County Sheriff's Office actually decreased from last year by about \$28,000. However as a result of infrastructure improvements and expansion within the dispatch facility at Collin County, they are expecting the cost to rise for FY 2019-20 by \$30,000-\$40,000. The City's health insurance decreased by 25% across the board for employees, and as the City grows and adds employees there is an increase in the Workers Comp.

In the Utilities side of the organization, there has been a steady increase in the cost of water from North Texas Municipal Water District, however recently we are happy to report that the NTMWD took a look at their methodology for calculating rates and early reports show that there may be a slight reduction from the cost first estimated for FY 2018-19. We are hoping to see some relief in the cost of water so we can pass the saving on to the customers.

Utility Billing For FY2018-19, the Budget includes an additional utility Billing Clerk in order to process utility payments more effectively.

Progress during FY 2017-2018

Over the last year several projects that were identified in FY2017 budget have been completed.

FY2017 Achievements

- Opened the new Public Works building on Monte Carlo Blvd. East
- Completed the new walking trail at the J.M. Caldwell Sr. Community Park
- Completed the new sidewalks associated with the Safer Routes to School Grant
- Completed the reconstruction of Gantt Street
- Completed the reconstruction of Cherry Dr.
- Completed a new 16" water line along the north side of US380
- Completed the Phase I of the Peachtree Sanitary Sewer line Project
- Completed the reconstruction of Briar Grove
- Completed the reconstruction of Florence Dr.
- Completed the replacement of the Hazelwood sanitary sewer line
- Completed the first phase of Beauchamp Blvd. North
- Completed Phase I of Beauchamp Blvd. South
- Completed the construction of new backstops and dugouts at the J.M. Caldwell Sr. Community Park
- Received Grant for in car cameras for the police department
- Received Grant for body worn camera for the officers
- Received GFOA Distinguished Budget Presentation Award
- Received GFOA Excellence in Financial Reporting (CAFR)
- Adopted the 2015 international Codes
- Completed the construction of the Business Park funded by the Princeton EDC
- Replaced the Apron on the Fire Station
- Conducted the Comprehensive plan update, Scheduled completion December 2018
- Negotiated the Arcadia Farms Public Improvement District
- Negotiated the Brookside Public Improvement District

- Negotiated the Crossroads Public Improvement District
- Negotiated the Lakes of Princeton Sanitary Sewer Agreement
- Opened the Park and Recreation building on Brown Street
- Started the renovation of the old Public Works Building
- Negotiated the City Hall property and public space within the Crossroads development
- Negotiated the 14 acres for the J.J. Book Park on Beauchamp Blvd. South
- Purchased and placed in service a new fire engine
- Named the Disc Golf Course (Jack Culverhouse Memorial Disc Golf Course)
- Completed an internal evaluation of the Police Department to assess its effectiveness
- Implemented Granicus for the City Council and meeting management agenda software
- Purchased and put in service 6 new police pursuit vehicles
- Received fire training grants from the Texas Forest Service

Managing the Budget

As we navigate the challenges, long term planning and sound leadership will play an important role in the growth of the City. This budget year presents certain challenges that come with growth. The City is expanding in population at an average rate of 14.6% annually for the past five years. This presents challenges when the property tax revenues for that growth lags behind a year.

The need for additional police and fire services continue to be a focus for management. With the exception of police and fire, the other departments are generally within 3% of their last year's budget. However in order to keep up with the needs in the police and fire departments, this fiscal year will require an allocation of less than \$475,000 from General Fund reserves. The Police Department is requiring about \$422,000 over the projected year end for last year, and the Fire Department is requiring \$191,000 over last fiscal year. This is mostly due to additional personnel and rising personnel costs. The City still continues to be in a good position with its General Fund Reserves. The City currently has 120 days of available reserves and following the allocation for the additional operational costs, the City will continue to maintain the required 90 day General Fund Reserves.

This budget year we are targeting a Tax Rate equal to the Roll Back rate of 0.688820, this will provide a slight relief to the property owners over the rate from FY 2017-18. We are also planning an additional \$1,305,000 payment toward principal in FY 2018-19 to our debt service that will save the City approximately \$1,230,000 in interest over the term of the issue. This should help pave the way for the new fire station and municipal campus in the near future.

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. In addition to the General Budget, the staff continues to pursue grant opportunities that will fulfill the city's upcoming needs. This budget document recognizes some previous accomplishments and outlines the changes and the goals for our community in this Budget year.

Adoption

In the coming days, the City Council and community will be afforded several opportunities to become familiar with and ask questions about the Budget. Our goal is to present information transparently, accurately, and timely. In addition, we will provide a high level of analysis with any questions or request for clarification received from the City Council or the community during the budget adoption process. The City Council will hold a public hearing on the budget on August 27th 2018 and two (2) public hearings on the proposed tax rate, one (1) was held on August 13th and one (1) again on August 27th. The City will take out advertisements in a local

newspaper, post the Budget on the City's website, and provide an electronic and/or hard copy to anyone who requests it in person, by phone, email, or fax. The final Tax Rate and Budget will be adopted at the Regular City Council Meeting on September 10th.

The Budget Document

The format of this budget document 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 City Council and Citizens of Princeton expect and deserve.

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

It is our goal that this budget reflects and delivers the Council's goals and level of service expected.

Respectfully Submitted,
Derek Borg



City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Princeton
Texas**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director

CITY OF PRINCETON

CITY PRIORITIES



8/21/2018

FY 2018/2019 STRATEGIC PRIORITIES

This Document outlines the priorities of the City Council and the Management for Fiscal Year 2018/2019

CITY PRIORITIES

THIS DOCUMENT OUTLINES THE PRIORITIES OF THE CITY COUNCIL AND THE MANAGEMENT FOR FISCAL YEAR 2018/2019

City Council

John-Mark Caldwell, Mayor
Rich Hooper, Mayor Pro Tempore
David Kleiber, Place 1
Mike Guillen, Place 3
Vacant, Place 4
Steve Deffibaugh, Place 5

Management

Derek Borg, City Manager
Lesia Gronemeier, Assistant City Manager
Tabatha Monk, City Secretary
Clark McCoy, City Attorney
Dana Huffman, City Judge

Department Directors

Ron Davis, Interim Police Chief
Tom Harvey, Fire Chief
Tommy Mapp, Director of Public Works
Shawn Fort, Chief Building Official
Chase Bryant, Director of Parks & Recreation
Carron Prigmore, Director of Finance



Community

THE MISSION

To provide municipal services that focus on public safety while providing a good quality of life.

THE VISION

To continue to be a family friendly community, and foster a diverse economic base while maintaining the small town feel.

THE VALUES

Have accountability to our citizens, by being open and transparent. Be responsible and act with integrity. Provide quality customer service. Be strategic when planning and growing.

THE CRITERIA

HOW THE DECISIONS ARE MADE

-) Does the City have the authority, and is it legal?
-) Is it in the best interest of the community?
-) Does it align with the City's mission and goals?
-) Is it achievable?
-) Is it sustainable?
-) Does it make sense financially?



Developing the Community for the Future

A safe and friendly environment is a source of pride for its residents and an important component of the quality of life in an area. By continuing to refurbish the older areas in the City, and keep them from deteriorating and becoming run down, will provide an enjoyable atmosphere for many years.

Community and Economic Development is a process by which local decision-makers and residents work together to leverage resources to increase business development and job opportunities. The process is intended to attract capital to improve the physical, social and environmental conditions in the community.

Goals: Research and carry out development processes that are in alignment with the City's goals that will develop a strong local economy. Provide areas for family friendly activities, and to protect neighborhoods from declining conditions that have a negative impact on area property values. Encourage citizens and business owner's to maintain their properties and environment through standards set in the local ordinances.

HIGHEST PRIORITY

- Objective 1.1** Update the City of Princeton's Comprehensive Plan to reflect the latest growth statistics and strategies for community development.
- Objective 1.2** Develop a strategy to develop our community with a good blend of residential and commercial businesses to establish a strong economic base.
- Objective 1.3** Hold public meetings for citizen comments and input, and complete the Citywide Master Park and Trail System Plan.
- Objective 1.4** While being mindful of the future, continue to rebuild the streets and infrastructure in the older sections of the City.
- Objective 1.5** Establish a permanent location for a Municipal Center that includes aspects that promote public involvement and participation in civic events.



Financial Stability

The City is committed to maintaining its financial stability in order to continue to deliver quality municipal services to its citizens. Through professional management, and the adoption of good policy and procedures, the City maintains accurate and reliable records that provide for the forecasting of revenues and expenditures.

Goal: Run a fiscally responsible and efficient organization, providing reliable public safety and quality municipal services.

HIGHEST PRIORITY

- Objective 2.1** Maintain a long term sustainable financial plan based on accurate forecasting.
- Objective 2.2** Continue to update the Capital Improvement Plans and take a proactive approach to deteriorating infrastructure.
- Objective 2.3** Monitor the level of debt, and fund reserves for unforeseen circumstances.



Overall Quality of Life

The City of Princeton is committed to developing locations that provide for the activities such as parks, open spaces, trails and other amenities that enrich and enhance the quality of life for its residents and visitors.

Goal: Develop a range of amenities that work together throughout the City to provide a network of diverse activities that improve the overall quality of life.

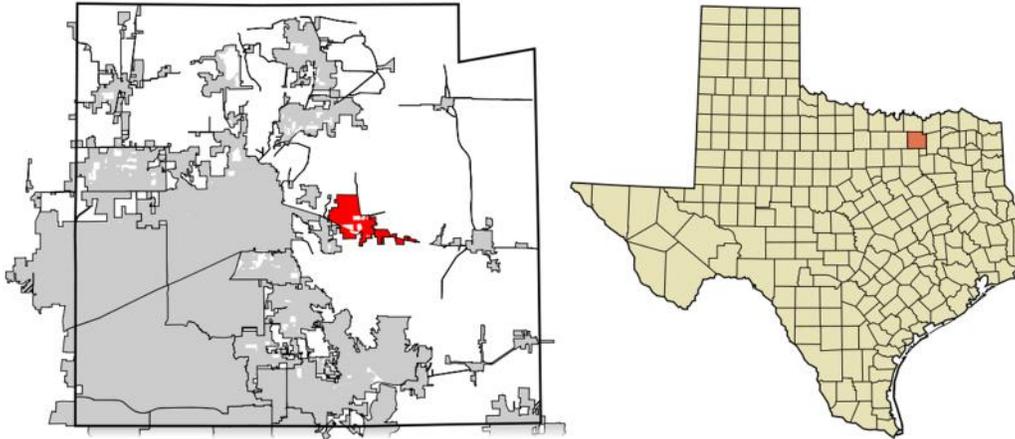
HIGHEST PRIORITY

- Objective 3.1** Work with developers to plan and incorporate necessary amenities within new developments.
- Objective 3.2** Strategically plan for connectivity between developments and other facilities through hike and bike trails.
- Objective 3.3** Leverage resources through the Community Development Corporation to be able to provide and maintain the recreational needs of those living, working or visiting our community.
- Objective 3.4** When feasible, enhance streetscapes to provide for sidewalks and bikeways for public enjoyment.





COMMUNITY PROFILE



Location and Growth

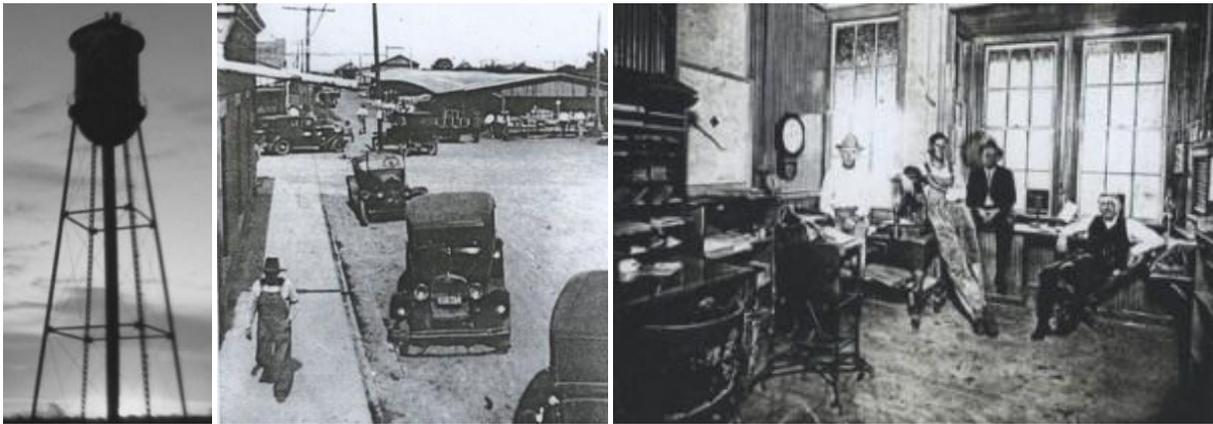
Princeton is a growing community in Collin County Texas, approximately 30 miles north of Dallas. Princeton is located where U.S. Highway 380 and Farm Roads FM75, FM1377, and FM982 intersect. Princeton shares its western border with the City of McKinney, who has been ranked #11 fastest-growing large cities in the country by the US Census since 2012, and the Best Place to live by Money Magazine in 2014. While McKinney's current estimated population is 179,804, Princeton's growing population is estimated at 13,120, making it the natural choice for families and business owners looking to live and work just outside the big city while enjoying a *small town* environment.

Princeton's growth rate is projected to be about 13.6% annually through 2025. Given the growth that it has experienced, Princeton began the detailed planning process of updating its Comprehensive Plan, originally adopted in 2002. Included in the updates is Land Use, which addresses issues such as housing, parks, transportation, natural resources, economic development and public facilities. Once completed, the adopted Comprehensive Plan Update will reflect the future values and needs of our growing community forecasted through 2050.

HISTORY

In 1881 the Missouri, Kansas and Texas Railroad Company extended its line from Greenville to McKinney, passing through the land owned by the brothers. The name Wilson's Switch was commonly used to designate the area. When residents applied for a post office branch, however, they learned that the name Wilson was already being used. The community then submitted the name Princeton in honor of Prince Dowlin, a landowner and promoter of the town. This name was accepted, and a post office was established in 1888.

Princeton was incorporated in May of 1912. John K. Wilson was the first mayor following the incorporation. Located in the rich agricultural region of the Blackland Prairie, Princeton quickly became a retail and commercial center for area farmers. In addition to providing mills and grain elevators for wheat, corn, onions, and sorghums, the town also housed a lumber factory that became the state's largest producer of bois d'arc lumber. By the mid-1920's the town provided electricity, water, natural gas, and paved roads for 500 residents. It also had more than twenty-five businesses, including a bank and a weekly newspaper.



In 1940, the migratory camp was built west of Princeton where the Community Park is now located. It was built for the people who moved into the area to work during the onion and cotton seasons.

It was estimated that there were 300-400 migrants at the camp during this period. An overhead storage tank with the capacity of 30,000 gallons of water was the first unit erected on the camp site. Also, 76 cabins were built out of California redwood with shingle roofs and concrete floors. Each cabin was equipped with two beds, oil cook stove with oven, oil heater, and four chairs. In February of 1945, the camp was turned into a prisoner of war camp for Germans captured during World War II. Princeton was one of 120 Texas towns to house a camp for prisoners of war. The city employed the prisoners to make improvements, including enlarging the public park. This operation was continued for eight months. When it was no longer used for prisoners of war, it once again became a migratory camp.

On Monday, May 3, 1948, a tornado struck Princeton which caused an estimated \$110,000 worth of damage in town alone. A loss of \$150,000 which included crops was estimated by Russell Wilson, cashier of Princeton State Bank. Every business house in town suffered damage to some extent. The Methodist Church suffered major damage, and was torn down and rebuilt. Only one death occurred during the storm, a resident was plowing a short distance northeast of town.

Following the war the town's population remained 564 until the completion in 1953 of Lake Lavon, five miles away. The proximity of the lake helped raise the population to 1,100 by 1972. The growth of the Dallas metropolitan area and the emergence of nearby Plano as the business center for Collin County caused the population of Princeton to increase to 3,408 by 1982. By 1988 more than thirty businesses were located in the town, which was surrounded by horse and cattle ranches and productive farms. Princeton is known as an onion-growing center. In 1990 the population was 2,321. The population was 3,477 in 2000. In the 2010 Census the population had reached 6,924. Today we estimate the City population at 13,000 residents.

BIBLIOGRAPHY: Roy Franklin Hall and Helen Gibbard Hall, *Collin County: Pioneering in North Texas* (Quanah, Texas: Nortex, 1975). J. Lee and Lillian J. Stambaugh, *A History of Collin County* (Austin: Texas State Historical Association, 1958).

Schools & Colleges



Princeton Independent School District is a Texas Education Agency (TEA) Accredited District offering educational opportunities that prepare students for life-long success. The Career and Technology Education Center (CATE) provides students with the academic and technical skills to compete in the global workforce and/or to continue their education at the post-secondary level after graduation.

Elementary schools

Godwin Elementary School
Harper Elementary School
Lacy Elementary School
Leta Horn Smith Elementary School
Lowe Elementary School ([Under Construction](#))

Middle school or junior high schools

Clark Junior High School
Huddleston Intermediate School
Southard Middle School ([Under Construction](#))

High school

Princeton High School



Collin College is a community college district which serves Collin and Rockwall counties. Collin College has 7 campus locations within 35 miles of Princeton. The college offers more than 100 degrees and certificates in a wide range of disciplines. The college has recently began construction of a new campus in neighboring Farmersville, 9 miles east of Princeton and the next town over.

Colleges

University of Texas at Dallas
University of North Texas
Texas Woman's University
Texas A&M University-Commerce

NEIGHBORHOOD COMMUNITIES

PARK TRAILS

MONTE CARLO

HILLSIDE ADDITION

ABBEY CROSSING

PRINCETON WEST MEADOWS

CYPRESS BEND

PRINCETON PLACE

AVALON

PRINCETON LAKES

CREEKVIEW

TRAILS AT RIVERSTONE

VILLAS OF MONTE CARLO

RAGON ESTATES

GREENFIELD ACRES

DE BERRY ESTATES

PRINCETON PARKS

PRINCETON TIMBERS

HAZELWOOD LOFTS

COMMUNITIES UNDER DEVELOPMENT

ARCADIA FARMS

HARPER SPRINGS

LAVON ESTATES

WHITE WING TRAILS

HARVEST POINT

PRINCETON CROSSROADS

WINCHESTER ESTATES

BROOKSIDE

PRINCETON ESTATES

TIMINERI ESTATES

PRINCETON HEIGHTS

PRINCETON MEADOWS SOUTH

TEAK-WOOD CREEK ESTATES

Resident Living

Residents in Princeton are surrounded by nature and enjoy family-friendly amenities such as open green spaces, walking trails, community parks with playgrounds and covered picnic areas. Princeton also has the County's most affordable home prices. Homes sold in Princeton vary from express style homes for new homeowners seeking affordability, to custom homes for the people seeking more luxury and amenities. Princeton also offers 1+ acre home sites for those seeking private spacious country estates away from the busyness of the City.

Princeton is a diverse community of growing neighborhoods. The City's goal is to ensure that neighborhoods enjoy a high quality environment that facilitates safe and welcoming atmosphere that preserve small town values. Princeton currently has 17 distinct neighborhood areas, each with their own unique welcoming neighborhood character and identity ranging from historical and scenic to modern or rural. Princeton's neighborhoods are home to a diverse but well connected community of neighbors, most with local connections to its schools, and businesses. The City continues to build parks, trails and enhance the natural beauty that defines the character of North Texas.



Parks



Princeton Parks & Recreation promotes a healthy and entertaining lifestyle while preserving a natural environment for the enjoyment of residents. There are currently two City parks: Veterans Memorial Park and the J.M. Caldwell Sr. Community Park and POW Camp where various holidays and festivals are hosted by the City.



Library

Princeton Lois Nelson Public Library serves the community by providing residents with access to books and media through diverse services and resources in a variety of formats. Located in Downtown Princeton, the Public Library is a vital center for free learning, culture and entertainment. The Library offers programs to serve the needs and interests of the community, including programs for all ages that support early childhood literacy, education, culture, economic development and more.

Youth Sports

In addition to public events, the Community Park (in partnership with the Princeton Independent School District) offers youth select sports programs such as:

Football · Cheerleading · Soccer · Softball · Volleyball · Baseball · Basketball



Disc Golf, Dog Park & Trail Systems

The J.M. Caldwell Sr. Community Park and POW Camp has gone through major renovations and improvements over the past year. A Disc Golf Course has been added along with a Dog Park. The athletic fields have been improved with new backstops for the baseball diamonds and new goals and striping for soccer. A new concrete paved winding trail system was added to the park amenities as part of the Parks Improvements Master Plan. When completed, the Community Park's trails system will link to Princeton neighborhood communities and the future planned Town Center.

Town Center is the future development plan for the New City Hall and Public Park. The new City focal point will include extensive walking trails, picnic areas and benches, two ponds, family entertainment outdoor amphitheater, splash pad for kids' fun, and a Farmer's Market on Weekends.

Initiatives

Road Improvements and Sidewalk installations

Princeton is committed to maintaining a high quality of life for residents by providing a safe environment with essential infrastructure. Princeton has worked diligently with TXDOT to replace and maintenance the older state roadways. New roads made of concrete paving have been built to higher standards and will decrease the impact of increased traffic and provide alternative routes through town. Through a grant from the Safe Routes to School program, new sidewalks were installed along roads that led to 3 Princeton schools. Sidewalks along a stretch of US Highway 380 leading to the high school was also installed for pedestrian safety.

Water and Waste Water

Princeton is one of the 13 Member Cities that founded the North Texas Municipal Water District which provides quality water services to the residents and businesses in Princeton.

A new water pump station is currently under design and will soon be under construction, it will provide increased water volume and pressure for the continued development of Princeton. The new pump station is expected to be operational by 2020. Additional staff was added last year to the Public Works department in order to better serve the residents, and a new Public Works facility on East Monte Carlo Blvd is was opened in June 2018.

Business Park

Princeton in conjunction with the Economic Development Corporation (EDC) has developed a technologically advanced business park which looks to serve the growing needs of the technology and light manufacturing industries in North Texas. Situated on 108 acres within the city limits of Princeton, the Business Park features varying lot sizes. All lots are fully serviced with all utilities and will have high speed fiber optics available. The flexibility and options available at the new Business Park offer possibilities for businesses at any stage of their development.

Town Center

Princeton is developing plans for the New Town Center, located on 19 acres east of Princeton High school, on US Highway 380. The site will include a new large City Park surrounded by two beautiful ponds and incorporate the location of the New City Hall. Current City park plans intend on creating connectivity between the Town Center and with the New City Park and with a trail system with open green space. The Town Center initiative will provide amenities that a growing city can enjoy far into the future.

Goals of the City

Princeton wants to be the community that families and businesses want to call home. The City plans to achieve this goal by adding and improving the accessibility of City amenities and maintaining the values of its community.

MAINTAIN SMALL TOWN ENVIRONMENT

As Princeton grows preservation of the “*Small Town*” environment and values is an important goal. Through public engagement activities during the Princeton Re-Branding Project and Comprehensive Plan Update, the community identified that it was their desire for the City to maintain characteristic nature.

PUBLIC SAFETY

Public Safety improvements in fire protection and law enforcement remain a strategic goal of the City. Fire protection in Princeton is provided by a combination of City and County fire fighters. The Princeton Fire Department is staffed by 13-full-time, 4 part-time sworn, 2 part-time civilian, with up to 33 volunteers. There is currently one Central Fire Station in Princeton housing seven (7) pieces of primary response apparatus and several support vehicles.

The Princeton Fire Department provides the community with the most current and up-to-date information about numerous fire safety conditions. The department sponsors community events such as the National Ready Set Go Program, a Smoke Detector Blitz to assist in the installation of smoke detectors, as well as Fire Station tours and presentations to elementary students and youth organizations.

The Princeton Fire Department currently holds an Insurance Services Office (ISO) Public Protection Classification (PPC) rating of 2. The Insurance Services Office (ISO) is a leading supplier of statistical, underwriting and actuarial information for the property/casualty insurance industry. The ISO rating is used to measure the quality and effectiveness of fire protection in a community and it allows residential and commercial property owners the opportunity to obtain the best possible insurance rates





Under the direction of the Police Chief, the Princeton Police Department provides professional, efficient, and effective law enforcement services within the City of Princeton. With a total of 26 department employees, including sworn officers, the Police department maintains a high level of crime deterrence utilizing highly visible and pro-active patrols. Through community policing, the department provides people and community-oriented law enforcement services, with

excellent community involvement and support. Highly specialized programs and patrols, such as Citizens on Patrol and Prescription Drug “Take Back” enhance the level of services provided to the community.

Safety and Crime avoidance and prevention seminars are given throughout the year to businesses, civic groups, and other organizations. Police Department tours and other informative presentations are conducted for all elementary schools, as well as to various youth organizations.

ECONOMICAL GROWTH AND SUSTAINABILITY

It is the City’s goal to maintain economic growth and sustainability by exercising prudent Fiscal Planning.

Princeton currently carries the following ratings:

FitchRatings

AA- Rating, With a Positive Outlook

**STANDARD
& POOR’S**

AA- Rating

Princeton received the Government Finance Officers Association (GFOA) awards for the FY2018 Distinguished Budget Preparation & FY2017 Comprehensive Annual Financial Report.



The City has also launched the OpenGOV transparency portal to grant visibility, openness and accountability to its financial operations.

CONNECTIVENESS

Social Media

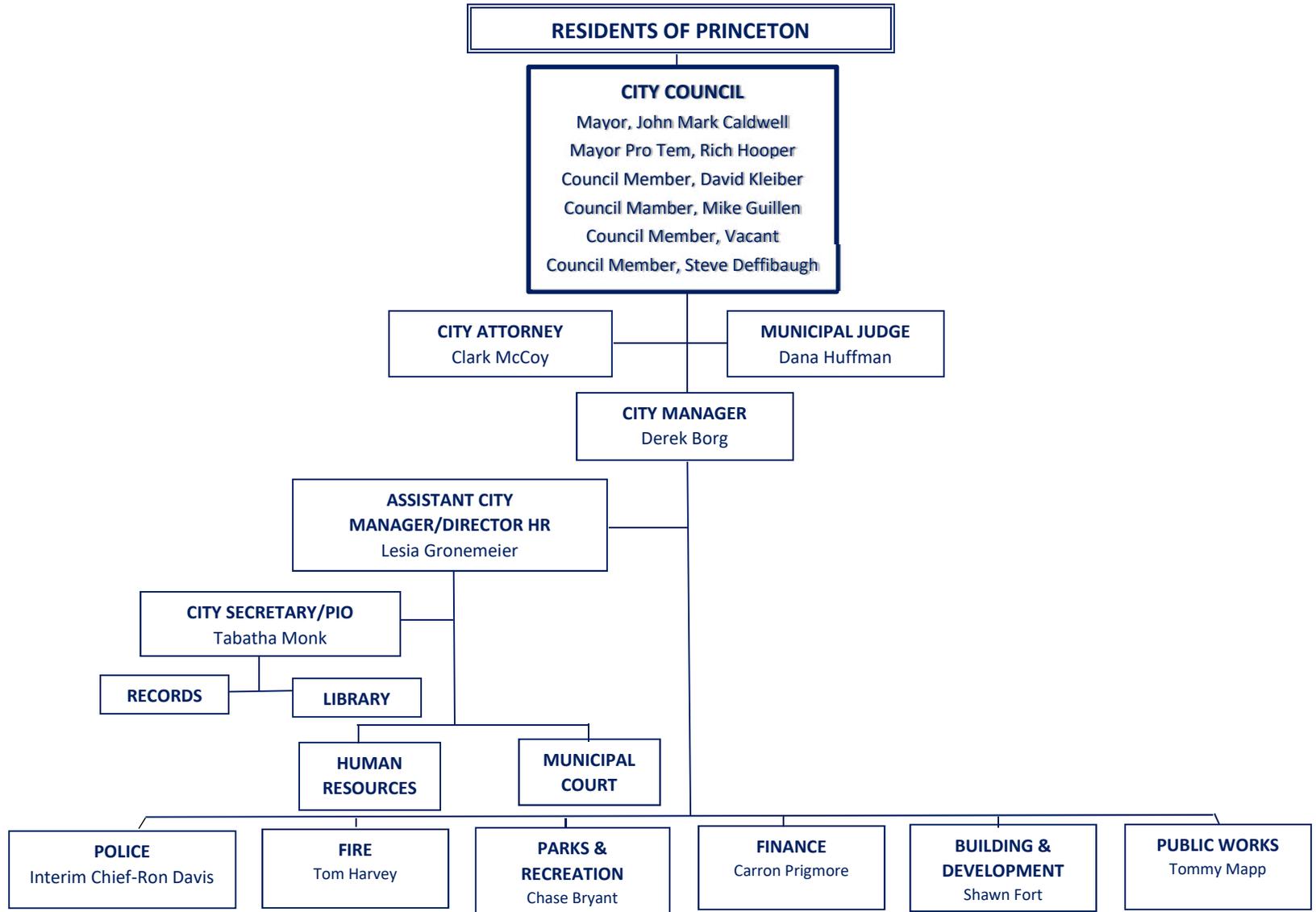
The City of Princeton departments are now on social media to provide connectivity and customer service to the public with real-time information on issues, programs and services, and news and events that affect them.

facebook.



CITY OF PRINCETON

Organization Chart



Budget Process

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 and ending on September 30th each year. The City operates under a City Council/City Manager form of government and provides traditional municipal and public enterprise services, as shown below:

Municipal Services

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

Public Enterprise Services

Water
Wastewater
Solid Waste Management
Storm Water Management

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

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

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

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

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 departmental budget workshop, the Staff is informed by the City Manager and Director of Finance the budgeting concepts, informed of budget guidelines and educated in budget request workbooks.

Development of City Goals – The City Council as a body is requested to provide direction to City Staff regarding priorities and areas that 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 Projection – The Director of Finance makes revenue projections. Projections are made based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. The budget revenue projections occur concurrently with departmental budget development and extends until the budget is adopted based upon the receipt of any new information.

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

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

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

BUDGET CALENDAR FY 2018-2019

APRIL 2018						
S	M	T	W	T	F	S
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					
MAY 2018						
S	M	T	W	T	F	S
		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 2018						
S	M	T	W	T	F	S
					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 2018						
S	M	T	W	T	F	S
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 2018						
S	M	T	W	T	F	S
			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 2018						
S	M	T	W	T	F	S
						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						

4/27/2018: Preliminary Budget preparation by Finance Department

4/30/2018: Departments submit budgets to Finance; vehicle replacement requests sent to departments

5/10/2018: Budget kick-off – worksheets and instructions distributed to Departments

5/23/2018: Departments submit budgets to Finance along with special requests and information; preliminary Calculation of revenue and expenditures for General Fund and Proprietary Funds

6/11/2018: strategic planning workshop

6/11/2018-6/15/2018: Budget meetings with Departments

7/9/2018: Budget work session with City Council

7/20/2018: Receive certified tax roll; calculate effective & rollback tax rates

7/23/2018: City Council to discuss tax rates. If proposed tax rate will exceed the Rollback Rate or the Effective Tax Rate (whichever is lower), take record vote and schedule Public Hearings.

7/27/2018: Property tax rate notice to Appraisal District for publication in newspaper

8/1/2018: Receive effective tax rate from Collin County and send to paper for publication on 8/3/2018

8/10/2018: File with City Secretary the Proposed Budget for posting on website 30 days before Tax Levy is adopted.

8/13/2018: Special CCM: First Public Hearing on Tax Rate.

8/27/2018: Regular CCM: Second Public Hearing on Tax Rate. May not be earlier than 3 days after First Public Hearing. Schedule and announce meeting to adopt tax rate three to fourteen (3-14) days from this date. Public Hearing on Budget.

9/10/2018: City Council meeting to adopt 2018 Tax Rate and FY2019 Budget. Public Hearing on Proposed Budget at conclusion of hearing action must be taken. A record vote is required. Adoption of a budget that requires raising more revenue than previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.

9/19/2018: Send Collin County Tax Office copy of Tax Rate Ordinance by noon

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 City 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.

The City will manage its finances in a sound and prudent manner. It is the City’s desire to develop and maintain programs to help assure its ability to pay the long-term costs necessary to provide the level and quality of service desired by its Citizens.

Operating budget policies:

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

The City of Princeton’s 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.

An annual budget calendar shall be prepared including statutory public meetings 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 \$5,000 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. The CIP does not impart any spending authority. Spending authority for capital projects is the capital budget.

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

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

Expenditures 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.

During the prior budget year, department heads evaluate the need for minor capital improvements and expenditures within their prospective departments that will be nonrecurring in following years. Nonrecurring expenditures include projects like new roofs on buildings, parking lots, minor building remodels, and other expenditures that have a life expectancy of greater than 10 years.

These expenditures are requested by department heads and must be justified on the basis of need, cost, and improvement of service. These expenditures are first evaluated for general budgeted expenditures from current revenues, and in some cases, unassigned fund balance is considered rather than Obligations that would affect the tax rate.

Major nonrecurring expenses are things like new buildings, fire trucks, major building renovations, new roadways, water and wastewater pumping stations, and other expenses that have a life expectancy of greater than 10 years. For these types of expenditures, long-term planning and effect on service levels and sustainability is evaluated. The effect on tax rate is also carefully considered before issuing Certificates of Obligations.

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 City of Princeton is responsible to its Citizens for the care and management of public funds; concurrently, the City must provide adequate funding for the services it is obligated to provide its Citizens.

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

In accordance with the requirements of Governmental Accounting Standards Board (GASB), the City describes fund balance as: (1) Restricted; (2) Committed; (3) Assigned; and (4) Unassigned. The annual budget submitted to the City Council should reflect a minimum unassigned 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. If fund balance falls below the goal or has a deficiency, staff shall develop a plan for City Council that addresses the shortfall.

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. This fund includes basic governmental services such as Police, Fire, Library, and Parks functioning among others. The General Fund appropriations are adopted as part of the annual operating budget process.

The City of Princeton utilizes a conservative strategy when projecting revenues and expenditures. Revenue and expenditure patterns are closely monitored so that adjustments to spending can be implemented as needed. The City considers many influences as presented throughout this document along with trend analysis to develop and manage the budget as the year progresses.

Special Revenue Funds – are used to account for resources restricted to, or designated for, specific purposes or a grantor. Federal and State financial assistance and special tax assessments are generally accounted for in special revenue funds. The Tax Increment Fund (TIF) and Roadway Impact Fund are considered Special Revenue Funds and appropriations are adopted as part of the annual operating budget process.

Debt Service Fund – is used to account for tax revenues and for the payment of principal, interest, and related costs on long-term debt for which a tax has been dedicated. This is a budgeted fund and appropriations are adopted as part of the annual operating budget process.

Proprietary fund types include the following:

Water and Wastewater Utility Fund – accounts for revenues and expenditures 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 utility rates charged for use of these services. The water and sewer operating fund appropriations are adopted as a part of the annual budget process excluding capital projects.

Storm Water Drainage – In 2012, the City of Princeton was designated as part of the McKinney Urbanized Area by the Texas Commission on Environmental Quality (TCEQ). In December 2013, the City of Princeton was required to acquire a permit from TCEQ for the City’s storm sewer system to comply with the Texas Pollutant Discharge Elimination System regulations. The City was required to develop a program to manage storm water that flows through the City and into Lake Lavon. The program must include all forms of storm water management from the time it leaves the property until its final destination. This is common for growing cities in Texas and is in the best interest of all of our Citizens to protect our water source. The funds collected are restricted to use within storm water activities and capital improvement projects for storm water management.

Component Units

Component units are legally separate entities for which the City is financially accountable. The City is considered financially accountable for its component units because the City Council appoints the board members, approves the budgets, authorizes debt issuances, and has access to the organizations’ resources.

Economic Development Corporation (EDC) – is responsible for aiding, promoting, and furthering economic development within the City.

Community Development Corporation (CDC) – is responsible for supporting improvements in community parks and recreation, streets and sidewalks, public safety, and the library.

Other Funds

In addition to the funds presented in this document, the following funds, although not a part of the annual operating budget, are audited each year and are included in the City’s Comprehensive Annual Financial Report (CAFR).

Capital Projects Funds

The Capital Projects Funds account for all resources used for the acquisition and/or construction of major capital facilities by the City, except those financed by proprietary funds. The budget for these funds is presented by project type in the City’s Capital Improvement Program. More detailed explanations of the purpose of each fund may be found in the CAFR.

FINANCIAL POLICIES AND PRACTICES

Basis of Accounting and Budgeting

The City's finances are accounted for in accordance with generally accepted accounting principles (GAAP) as established by the Governmental Accounting Standards Board (GASB).

The accounts of the City are organized and operated on the basis of funds and account groups. Funds are established according to governmental accounting standards and are used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

The City uses a budget format based on modified accrual accounting for governmental funds. This means that the budgeted expenditures are recorded when the services or goods are received and the liabilities are incurred, but revenues are recognized only when they are measurable and available. Proprietary Funds are budgeted using a full accrual accounting basis. Revenues are recognized when they are earned and are measurable by the City, and expenses are recognized as incurred.

The City's operating budget is adopted on an annual basis; all appropriations lapse at fiscal year end. Capital projects have project-length or multi-year budgets are approved by City Council.

The budget is prepared in accordance with GAAP, with the exception of depreciation and amortization, and compensated absences (accrued by unused vacation and sick leave). These are accrued in the financial statements of the proprietary funds, but are not shown as expenses in the budget.

Financial Reporting

Following the conclusion of the fiscal year, the City's accounting records are audited by an independent public accounting firm. The Finance department is responsible for preparing a Comprehensive Annual Financial Report in accordance with generally accepted accounting and financial reporting principles established by GASB. The document shall also satisfy all criteria of the Government Finance Offices

The CAFR shows the status of the City's finances on the basis of generally accepted accounting principles (GAAP). The CAFR shows fund revenues and expenditures on both a GAAP basis and budget basis for comparison purposes.

The results of the annual audit prepared by independent certified public accountants designated by the City Council is included as part of the CAFR.

Reserves

The City maintains a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. In the General Fund, that level is 90 days of operating expenses. All funds are monitored and managed according to the intended purpose of the individual fund.

Debt Guidelines – The City shall maintain sound fiscal management practices to maintain and improve current bond ratings. Long-term borrowing will be limited to capital improvements that cannot be financed from current revenues. The City's legal limit on the amount of taxes that may be levied for debt service is \$2.50 per \$100 of assess value. Currently, no direct funded debt limitation is imposed on the City under State law.

The City Council shall exhibit a willingness to raise the revenue to fully fund the debt necessary to implement the adopted capital improvement plan and to maintain the City's bond rating. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected weighted average useful life of the assets.

Long-term debt shall not be incurred to finance current operations. Long-term debt shall be defined as debt requiring more than seven years to retire. Short-term or interim debt shall be defined as debt requiring seven years or less to retire and may be used to fund purchases of machinery, equipment, and vehicles.

All debt issuances are for the purposes of financing capital infrastructure or long-lived costly assets. Each debt issuance is evaluated against multiple policies addressing: debt service as a percent of operating expenditures, tax and revenue bases for the repayment of debt, the overall debt burden on the community, statutory limitations and market factors affecting tax-exempt interest costs. Sizing of the City's capital improvement program based on debt capacity in conjunction with conservatively estimated pay-as-you go revenues help stabilize per capital debt and lower annual debt service costs to the city over the long-term. When interest rates decline, the City will analyze the benefits of issuing advance and current refunding bonds in order to take advantage of the economic gain obtained from the reduction of long-term interest costs.

Investment Policy

The City Council has formally approved a separate Investment Policy for the City of Princeton that meets the requirements of the Public Funds Investment Act (PFIA), Section 2256 of the Texas Local Government Code. This policy is reviewed annually by the City Council and applies to all financial assets held by the City.

Investment Strategies

The City maintains portfolios which utilize the following investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

Operating Funds: to assure that anticipated cash flows are matched with adequate investment liquidity and to create a portfolio structure which will experience minimal volatility during economic cycles.

Debt Service Funds: the assurance of investment liquidity adequate to cover the debt service obligations on the required payment date.

Reserve Funds: generate a dependable revenue stream to the appropriate fund from securities with a low to moderate degree of volatility.

Special projects or special purpose funds: assure that anticipated cash flows are matched with adequate investment liquidity.

Investment Objectives

The City shall manage and invest its cash with the following objectives:

Safety of principal invested

Liquidity and availability of cash to pay obligations when due

Receive the highest possible rate of return (yield) consistent with the City's investment policy

Investment officials shall act responsibly as custodians of the public trust.

Responsibility and Control

Authority to manage the City's investment program is designated by a resolution adopted by the City Council. The City Manager is designated as the primary investment officer and the Director of Finance is the secondary investment officer. Investment officers shall attend at least one training session related to the officer's responsibility under the Act within 12 months after taking office or assuming duties. Investment officers are required to attend one training session every two years.

Long-Range Planning

The City's annual budget process involves incorporating the goals and strategies identified by the City Council's goals and the community's highest priority needs. Strategic planning begins with determining the City's fiscal capacity based upon long-term financial forecasts of recurring available revenues. The City's Capital Improvement Program is used as a guide for project, debt, and other related budget planning.

Citywide Standards

Public Services: Telephone assistance: Provide public information in courteous and 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 and 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 of information to citizen within three business days and provide completed response within ten 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 with three business days. On more complicated issues, staff will provide completed response within ten business days of receipt of request.

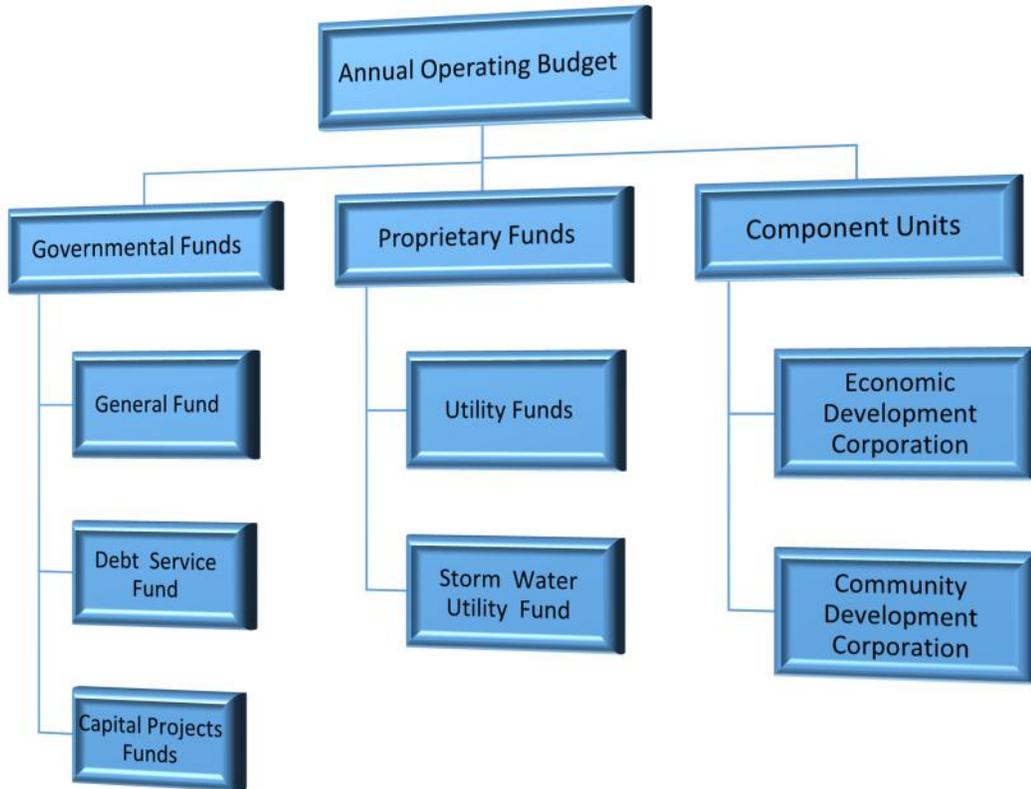
Written correspondence: Provide public information. Correspondence will be acknowledged within three business days. On more complicated issues, staff will provide completed response within ten business days.

Referrals: Respond to requests for information. Requests will be acknowledged within three business days. On more complicated issues, staff will provide completed response within ten business days of receipt of request.

Accounts Payable: Invoices are mailed to the Finance Department, dated stamped when received, and then routed to the responsible department for authorization. Responsible departmental staff person will review and approve/reject bills presented within three business days of receipt. Upon receipt of authorized request for payment, the Finance Department will disburse payments to 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 OF PRINCETON FUND STRUCTURE



CITY OF PRINCETON

SUMMARY OF FULL-TIME EQUIVALENT BUDGETED POSITIONS

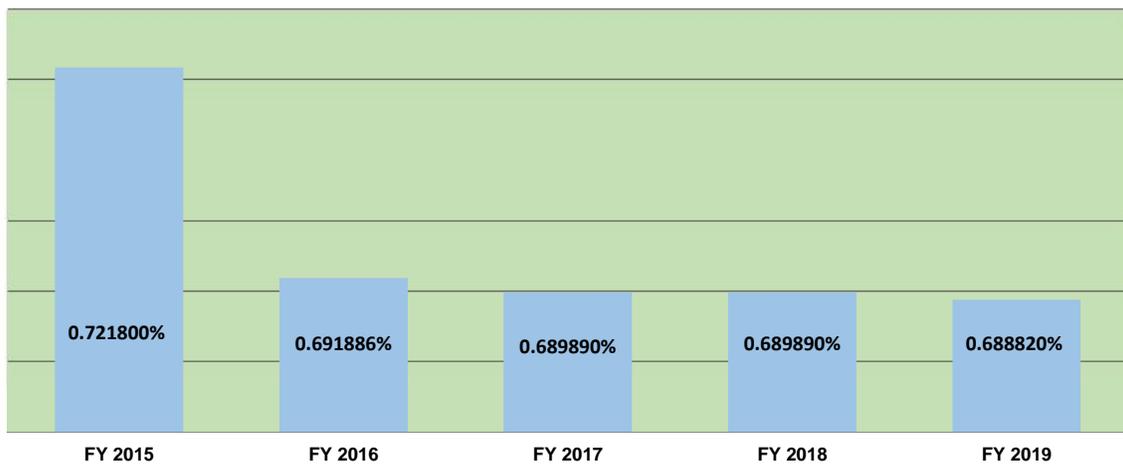
	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Change 2018-2019
Positions by Fund/Department					
General Fund					
Mayor	1.00	1.00	1.00	1.00	-
Council Members	5.00	5.00	5.00	5.00	-
Administration	3.00	3.00	3.00	4.00	1.00
Finance	3.50	3.50	3.50	3.50	-
Library	2.00	2.00	3.00	3.00	-
Community Relations	1.50	1.00	1.00	1.00	-
Municipal Court	3.00	3.00	3.00	3.00	-
Development & Code Enforcement	4.00	5.00	5.00	6.00	1.00
Parks & Recreation	4.00	6.00	6.00	6.00	-
Facilities	4.00	5.00	5.00	5.00	-
Streets	3.50	3.50	3.50	3.50	-
Fleet	-	1.00	-	1.00	-
Police	15.00	21.00	21.00	26.00	5.00
Fire	11.00	14.00	14.00	16.00	2.00
Fire Marshal	1.00	1.00	1.00	1.00	-
Total General Fund	61.50	75.00	75.00	85.00	9.00
Proprietary Funds					
Customer Service/Utility Billing	3.00	3.00	4.00	4.00	1.00
Water	5.50	9.50	9.50	9.50	-
Wastewater	2.00	2.50	2.50	2.50	-
Storm Water Drainage	2.00	4.00	4.00	3.00	(1.00)
Total Proprietary Funds	12.50	19.00	20.00	19.00	-
 Grand Total	 74.00	 94.00	 95.00	 104.00	 9.00
 Contracted Positions:					
General Fund					
Municipal Court	1.00	1.00	1.00	1.00	-
Prosecutor	1.00	1.00	1.00	1.00	-
Associate Judge	1.00	1.00	1.00	1.00	-
Judge	1.00	1.00	1.00	1.00	-
Total General Fund	4.00	4.00	4.00	4.00	-

**CITY OF PRINCETON
REVENUE SUMMARY
FISCAL YEAR 2018-2019**

Ad Valorem Taxes - Adopted Tax Rate

The adopted fiscal year 2018-19 tax rate of \$0.688820 per \$100 valuation is a slight decrease from the previous year. This rate is the sum of two components, the maintenance and operations (M&O) rate of \$0.402494 is a (\$0.023971) decrease from the prior year's M&O rate plus the interest and sinking (I&S) rate of \$0.286326, a \$0.022901 increase over the prior year's I&S rate. These two components combine to equal the overall tax rate.

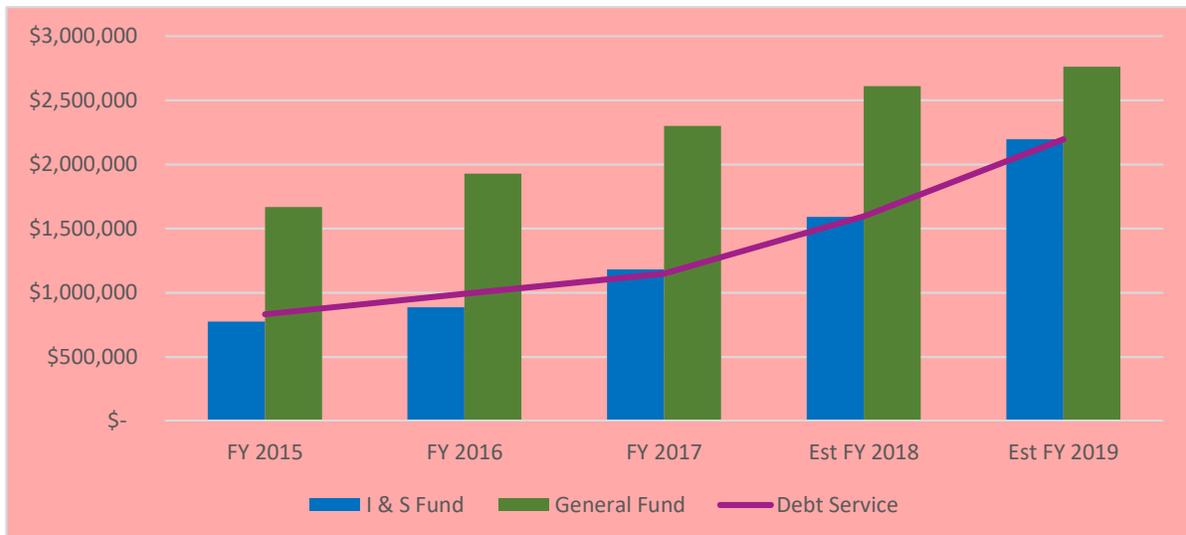
**AD VALOREM TAX RATE HISTORY
FISCAL YEARS 2015 - 2019**



Tax Revenues and Debt Service

The chart below demonstrates the growth in total property tax revenues over the last five years. The debt portion of the revenues has increased to cover debt that has been issued for street improvements, facilities, and park improvements.

**TAX REVENUES AND DEBT SERVICE
FISCAL YEARS 2015 - 2019**



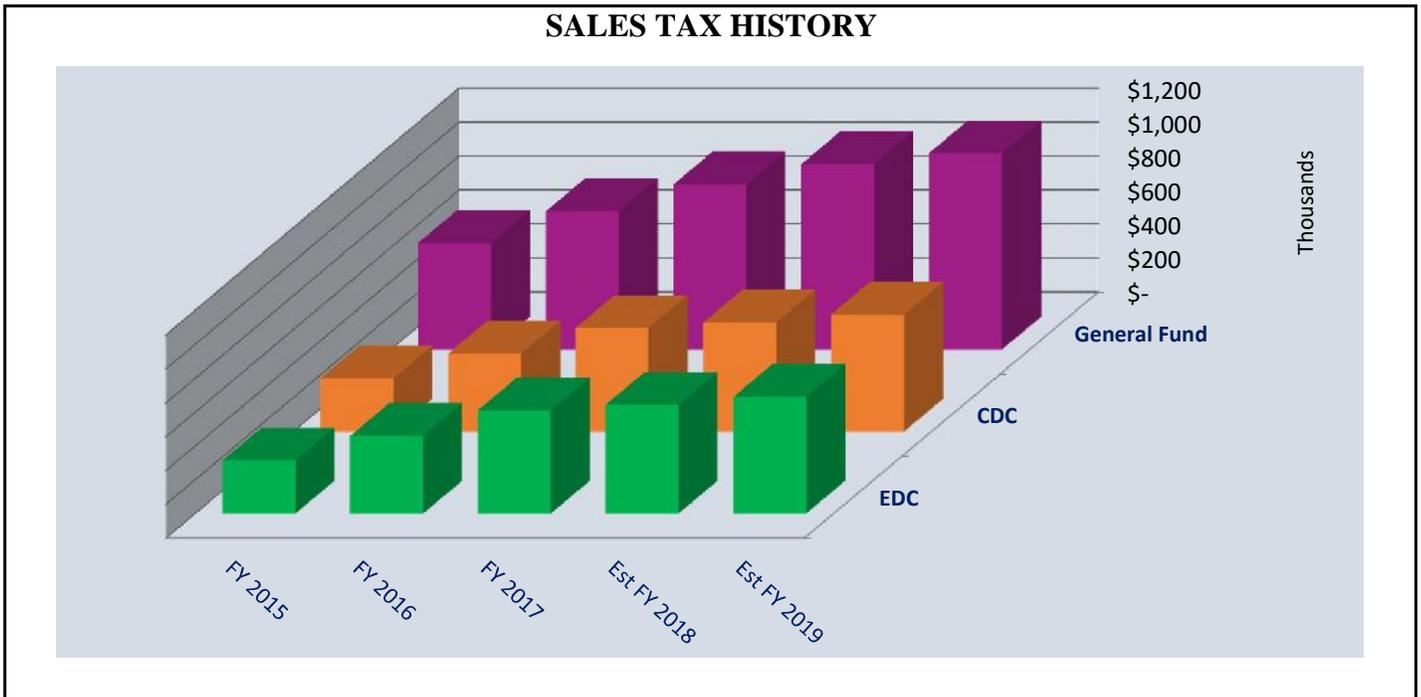
SALES TAX

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

The estimate of FY2018-19 sales tax revenue (in the General Fund) of \$1,155,000 reflects an increase in estimated sales tax revenues due to economic growth of the community. Given the volatile nature of sales tax revenues, the General Fund sales tax revenue is estimated at a 6% increase.

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, 0.5% to the Economic Development Corporation and 0.5% to Community Development Corporation.

Sales Tax Breakdown	
State of Texas	6.25%
City of Forney	1.00%
Economic Development Corporation	0.50%
Community Development Corporation	0.50%
	<hr/>
	8.25%

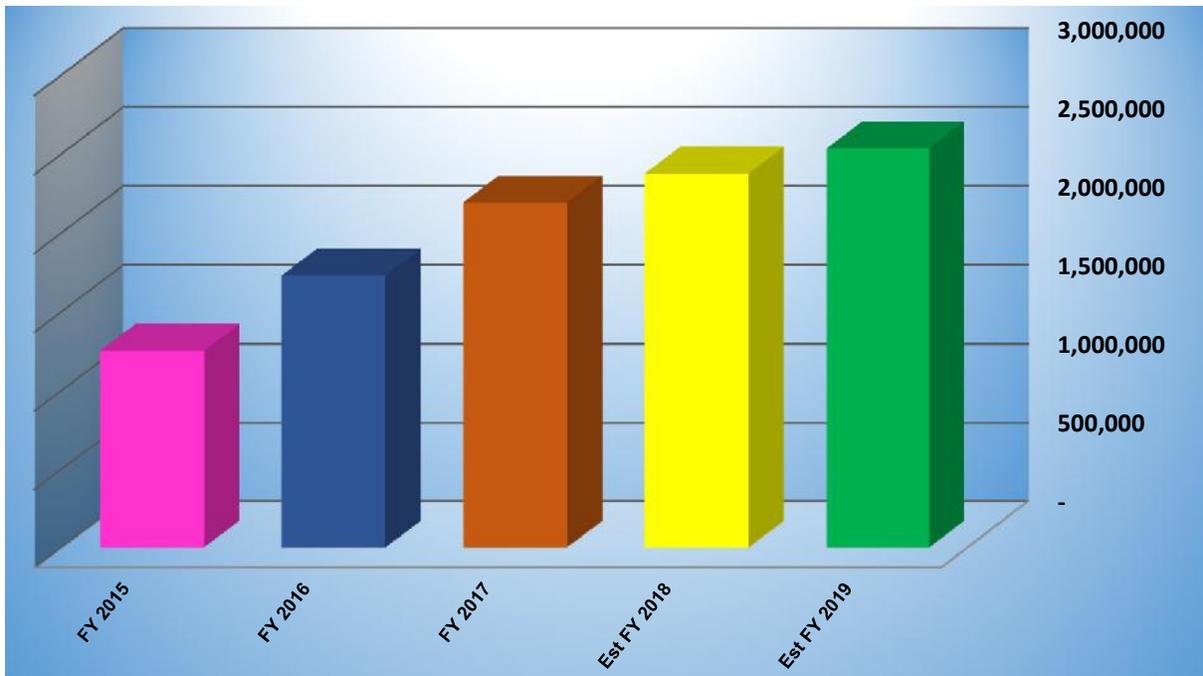


Top Sales Tax Producers

The following companies generate the largest amount of sales tax within the City of Princeton.

- * Wal-Mart Stores Texas, LLC
- * Charley's Concrete Co, Ltd
- * Whataburger
- * Scheele Engineering Corp
- * TXU Energy Retail Co, LLC
- * Tractor Supply
- * McDonald's Restaurant of Texas, Inc.
- * Quality Licensing Group
- * Alvin Jum Corp. (Gilbert's)
- * Westlake Ace Hardware

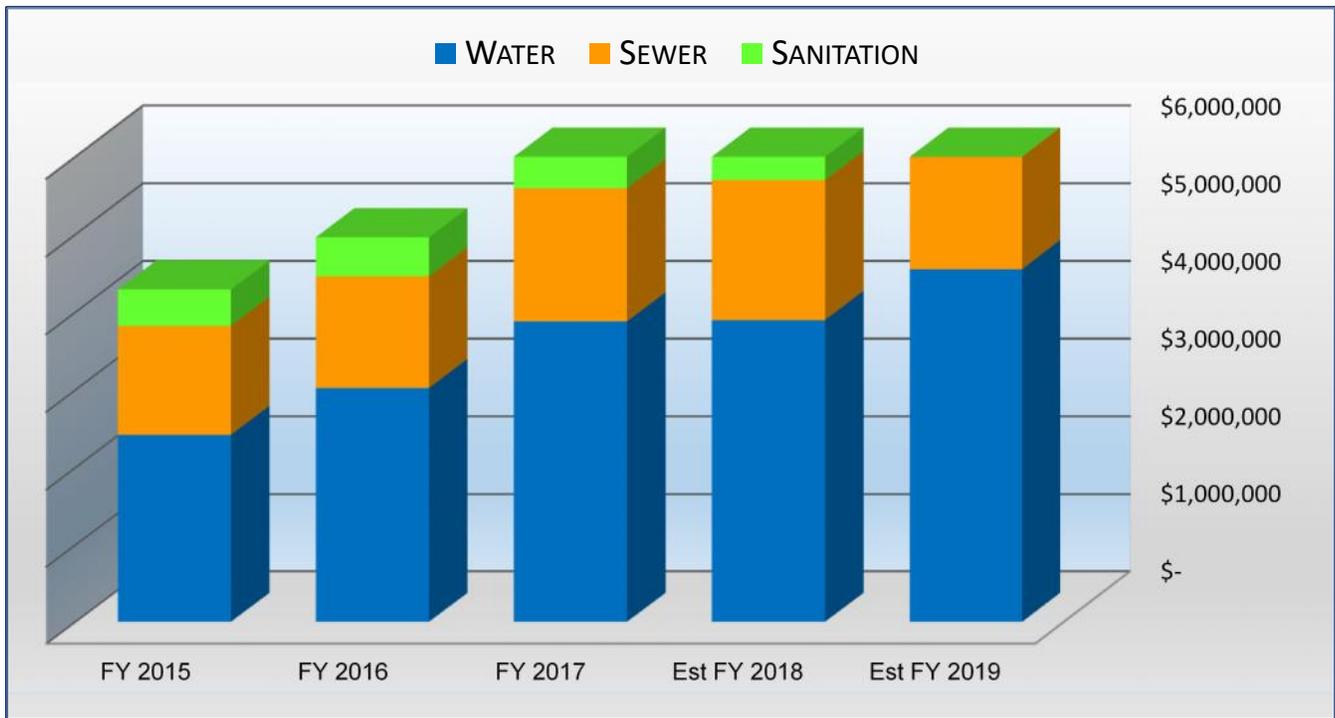
Total Sales Tax Collection - 5-year trend



WATER AND SEWER FUND REVENUE SOURCES

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 sanitation waste charges. Revenue projections for FY 2018-19 were developed using the rate increases included in the adopted Water/Wastewater Rate Plan. Water revenue projections are a challenge to estimate because water usage is closely associated with seasonal weather conditions at the time of usage.

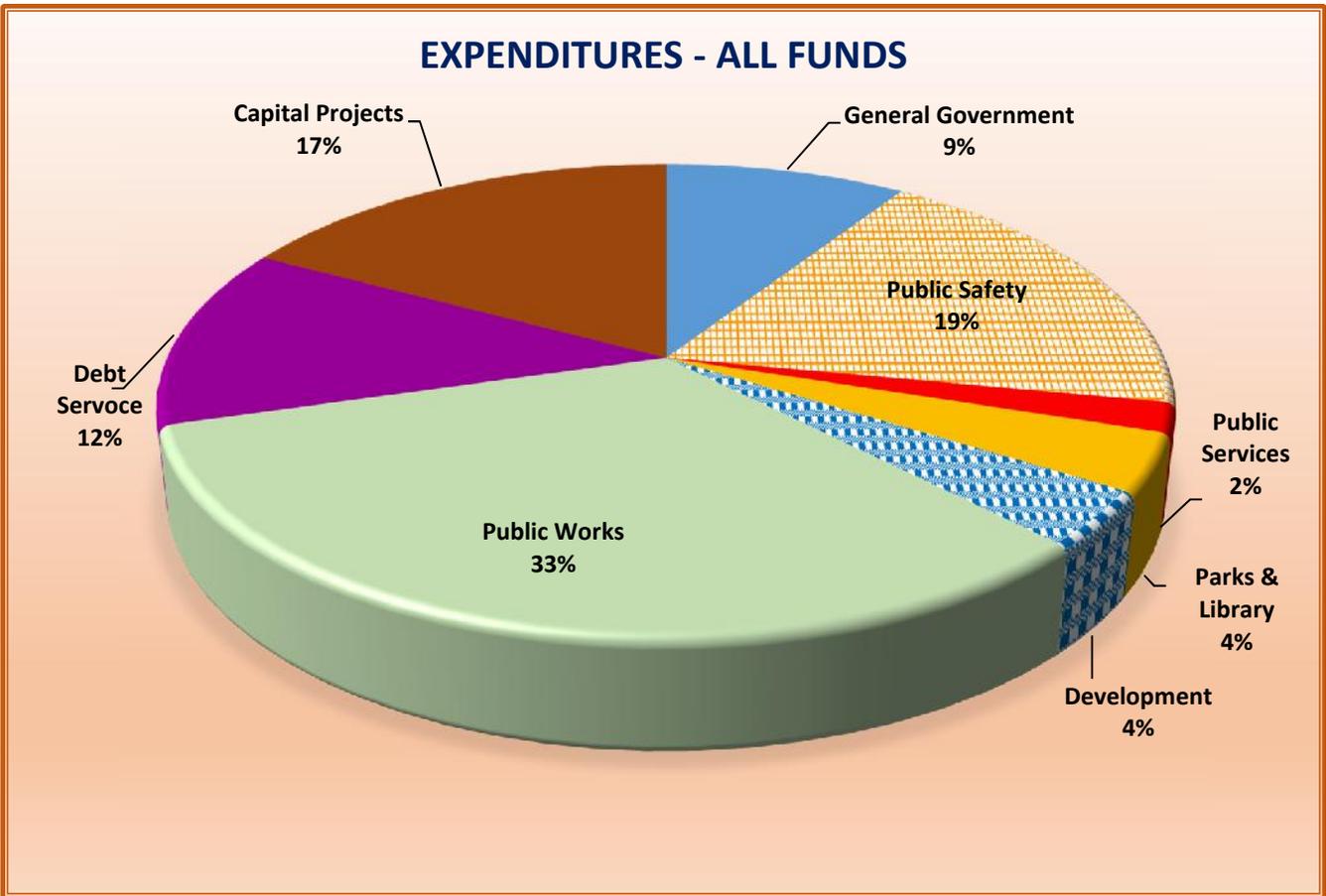
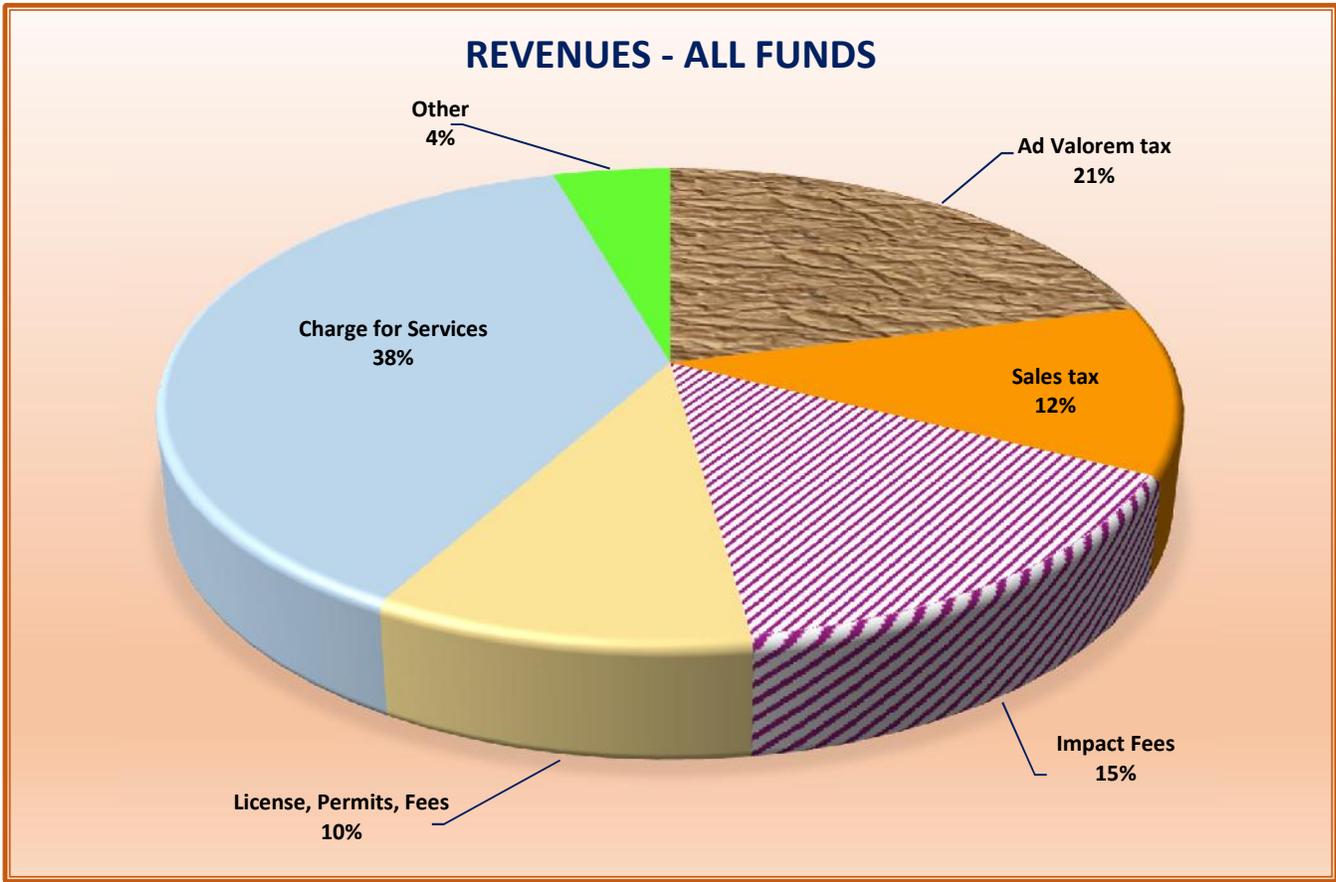
WATER, SEWER, SANITATION REVENUE HISTORY



The charge for services in the Water and Sewer Fund continues to cover the expenses required to maintain and operate the water and sewer infrastructure, provide necessary services to customers, and enable the City to continue daily operations.

CITY OF PRINCETON
COMBINED BUDGET SUMMARY OF REVENUES AND EXPENDITURES
FISCAL YEAR 2018-2019

	GOVERNMENTAL				PROPRIETARY			COMPONENT UNITS		TOTAL
	General Fund	TIF Fund	Debt Service	Roadway Impact	Water & Sewer	Drainage Utilitiy	W/S Impact Fund	Economic Development	Community Development	All Fund 2018-2019
REVENUES										
Ad Valorem tax	\$ 2,780,856	\$ 200,000	\$ 2,196,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,177,104
Sales tax	1,155,000	285,000	-	-	-	-	-	690,000	690,000	2,820,000
Franchise taxes	250,000	-	-	-	-	-	-	-	-	250,000
License, Permits and Fees	2,506,087	-	-	-	-	-	-	-	-	2,506,087
Charge for Services	716,303	-	-	-	7,782,725	390,000	-	-	-	8,889,028
Fines and forfeitures	343,175	-	-	-	-	-	-	-	-	343,175
Impact Fees	-	-	-	2,000,000	-	-	1,765,000	-	-	3,765,000
Interest Earned	16,000	-	7,500	6,000	5,000	-	20,000	10,000	10,000	74,500
Miscellaneous	79,600	-	-	-	-	-	-	-	-	79,600
Grants and Contributions	24,600	-	-	-	-	-	-	-	-	24,600
Capital Lease Proceeds	220,500	-	-	-	31,879	-	-	-	-	252,379
Intergovernmental	286,987	-	118,199	-	-	-	-	-	-	405,186
TOTAL REVENUES	8,379,108	485,000	2,321,947	2,006,000	7,819,604	390,000	1,785,000	700,000	700,000	24,586,659
EXPENDITURES										
General Government	1,121,084	-	-	-	-	-	-	355,008	803,508	2,279,600
Public Safety	4,686,965	-	-	-	-	-	-	-	-	4,686,965
Public Services and Operations	496,924	-	-	-	-	-	-	-	-	496,924
Parks & Recreation	781,437	-	-	-	-	-	-	-	-	781,437
Library	201,128	-	-	-	-	-	-	-	-	201,128
Development and Code Compliance	939,026	-	-	-	-	-	-	-	-	939,026
Public Works	465,512	-	-	-	7,184,343	363,501	-	-	-	8,013,356
Fleet Maintenance	125,428	-	-	-	-	-	-	-	-	125,428
Debt Service	-	-	2,272,886	-	661,760	-	-	75,000	43,199	3,052,845
Transfers	-	-	31,879	-	-	-	-	-	-	31,879
Capital Projects	-	50,000	-	3,508,700	-	-	949,000	-	-	4,507,700
TOTAL EXPENDITURES	8,817,504	50,000	2,304,765	3,508,700	7,846,103	363,501	949,000	430,008	846,707	25,116,288
Beginning Fund Balance	2,439,175	511,186	2,599,583	2,379,427	1,760,310	94,418	2,623,525	1,296,997	866,659	14,571,280
Ending Fund Balance	\$ 2,000,779	\$ 946,186	\$ 2,616,765	\$ 876,727	\$ 1,733,810	\$ 120,917	\$ 3,459,525	\$ 1,566,989	\$ 719,952	\$ 14,041,651



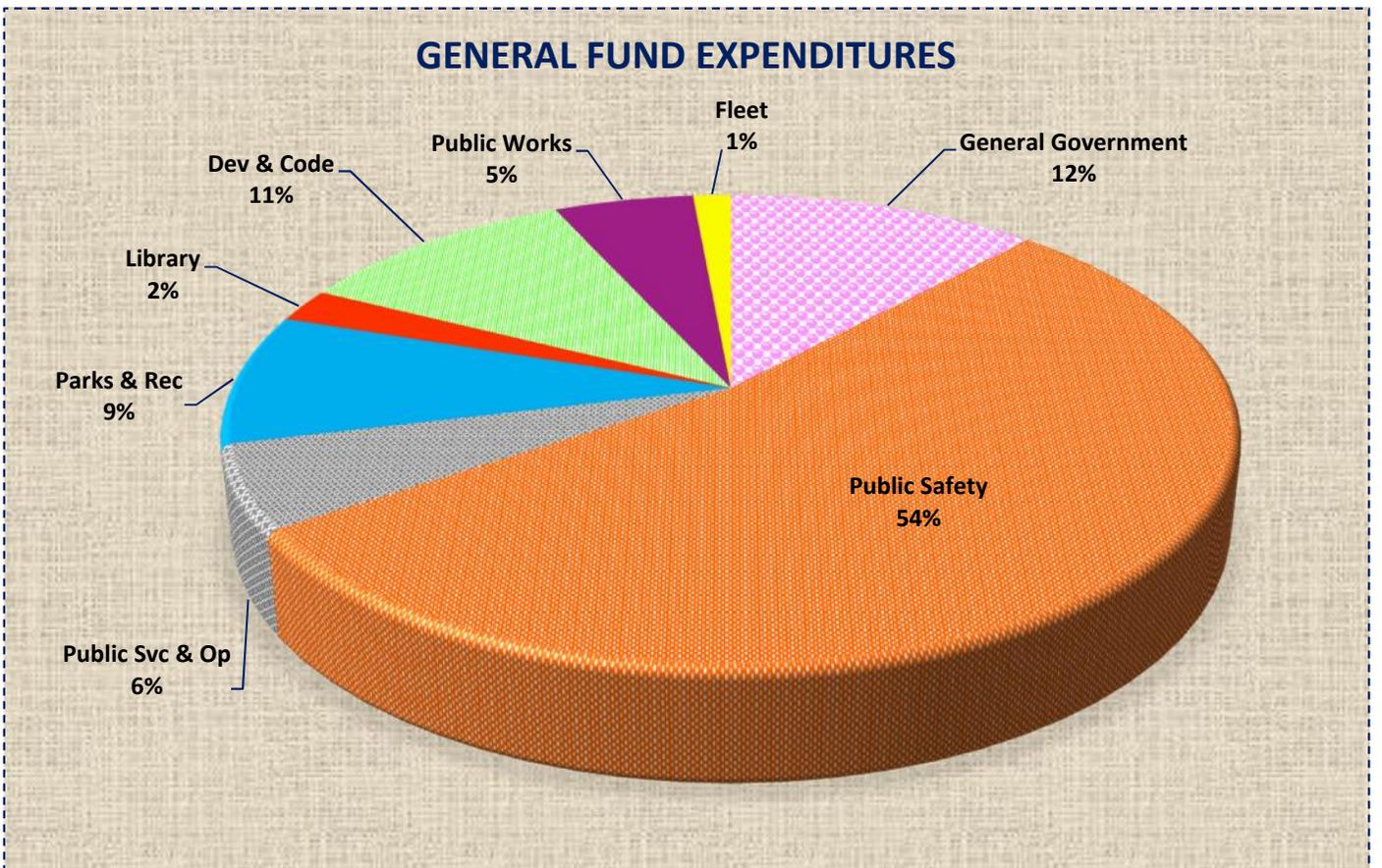
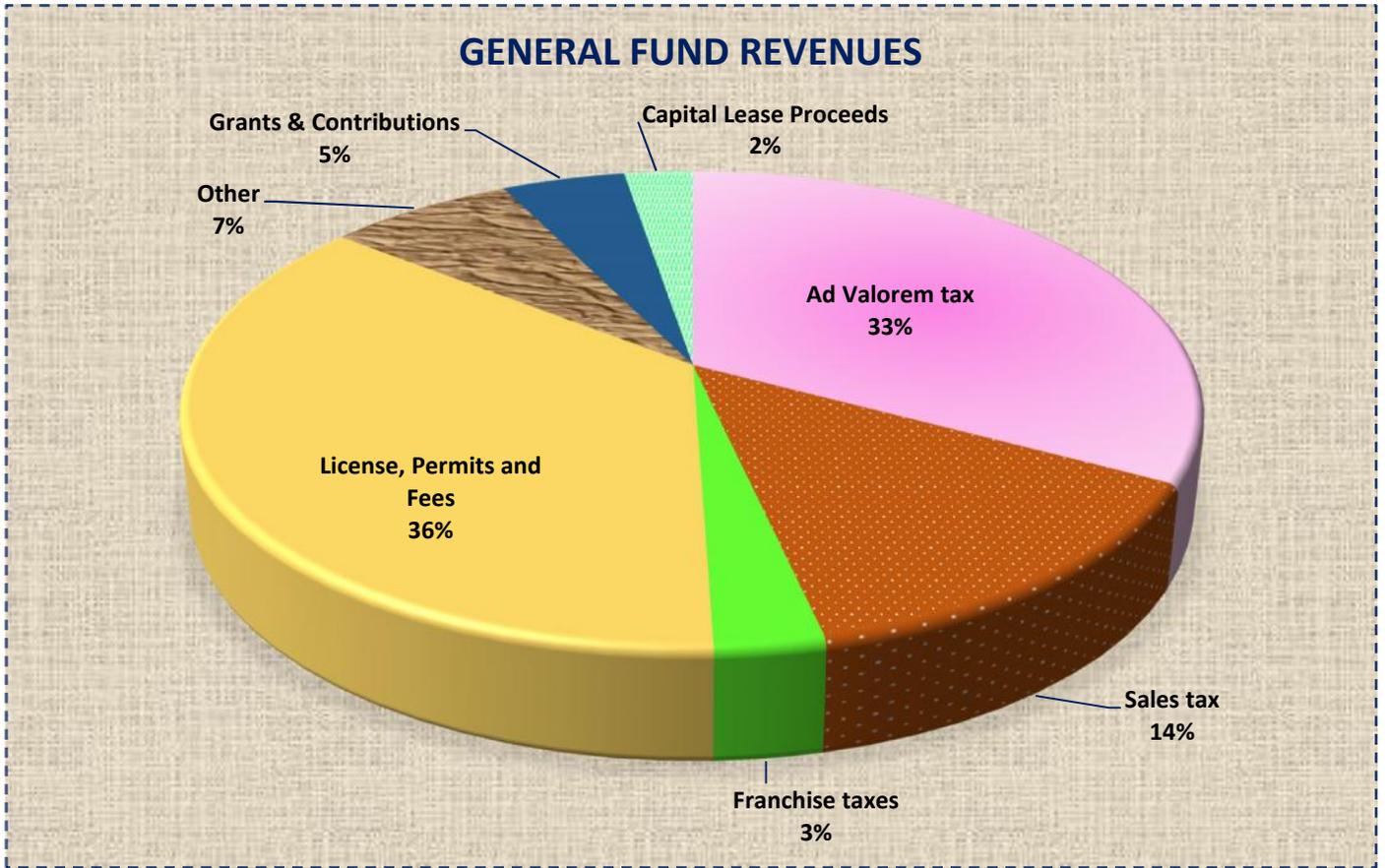
GENERAL FUND Fund Balance Summary

Beginning Fund Balance October 1, 2017	\$	2,519,503
Add:		
Projected Revenues FY 2018		9,063,828
Less:		
Projected Expenditures FY 2018		9,144,156
Budgeted Fund Balance, September 30, 2018		2,439,175
Add:		
Budgeted Revenues FY 2018		8,379,108
Less:		
Budgeted Expenditures FY 2018		8,817,504
Budgeted Fund Balance, September 30, 2018	\$	2,000,779
General Fund: Fund Balance Status		
Approved Revenues	\$	8,379,108
Approved Expenditures		8,817,504
Difference	\$	(438,396)
Estimated Available Fund Balance, October 1, 2017	\$	2,439,175
Approved Revenues		8,379,108
Approved Expenditures		8,817,504
Projected Fund Balance, September 30, 2018	\$	2,000,779



**CITY OF PRINCETON
GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2018-2019**

	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19
RESTRICTED FUND BALANCE	\$ 117,712	584,579	584,579	177,556
COMMITTED FUND BALANCE	64,926	292,696	292,696	-
ASSIGNED FUND BALANCE	6,020	105,498	105,498	57,557
UNASSIGNED FUND BALANCE	1,560,487	1,536,730	1,536,730	2,204,062
TOTAL BEGINNING FUND BALANCE	1,749,145	2,519,503	2,519,503	2,439,175
REVENUES				
Ad Valorem tax	2,298,669	2,650,000	2,655,257	2,780,856
Sales tax	971,244	1,090,000	1,090,000	1,155,000
Franchise taxes, including PEG Capital	251,076	232,797	250,000	250,000
Administration fee	247,703	247,703	247,703	557,703
License, Permits and Fees	2,019,216	2,456,000	2,477,000	2,506,087
Charges for Services	130,717	152,500	157,000	158,600
Fines and forfeitures	357,580	401,065	317,500	343,175
Interest Earned	12,124	2,850	21,000	16,000
Miscellaneous	45,894	94,445	75,086	79,600
Grants and Contributions	237,348	148,999	87,263	24,600
Capital Leases Proceeds	110,814	1,469,067	1,469,067	220,500
Intergovernmental	224,752	225,308	216,952	286,987
TOTAL REVENUES	6,907,137	9,170,734	9,063,828	8,379,108
EXPENDITURES				
General Government	958,093	1,230,311	1,262,097	1,121,084
Public Safety	3,020,996	4,923,720	4,993,090	4,686,965
Public Services and Operations	472,375	489,914	447,568	496,924
Parks & Recreation	516,905	659,052	653,082	781,437
Library	141,514	167,501	169,687	201,128
Development and Code Enforcement	623,737	1,060,375	1,129,713	939,026
Public Works	403,159	583,204	432,262	465,512
Fleet Maintenance	-	56,657	56,657	125,428
TOTAL EXPENDITURES	6,136,779	9,170,734	9,144,156	8,817,504
TOTAL GENERAL FUND, NET	\$ 770,358	\$ -	\$ (80,328)	\$ (438,396)
RESTRICTED FUND BALANCE	228,623	177,556	177,556	118,807
COMMITTED FUND BALANCE	292,696	-	-	-
ASSIGNED FUND BALANCE	105,498	57,557	57,557	71,557
UNASSIGNED FUND BALANCE	1,892,686	2,284,390	2,204,062	1,810,415
TOTAL ENDING FUND BALANCE	\$ 2,519,503	\$ 2,519,503	\$ 2,439,175	\$ 2,000,779



**CITY OF PRINCETON
GENERAL FUND - REVENUES
FISCAL YEAR 2018-2019**

	ACTUAL 2016-2017	BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019
Revenues by department/type:				
Administration				
Ad valorem tax	\$ 2,298,669	\$ 2,650,000	\$ 2,655,257	\$ 2,780,856
Sales tax	971,244	1,090,000	1,090,000	1,155,000
Franchise tax	251,076	232,797	250,000	250,000
Administration fee	247,703	247,703	247,703	557,703
ROW Fees	11,474	11,000	11,000	11,000
Interest earned	11,664	2,500	20,000	15,000
Miscellaneous	6,158	17,261	5,000	5,000
Total Administration	3,797,988	4,251,261	4,278,960	4,774,559
Library				
Collin County Library Fund	15,099	14,308	14,952	17,170
Fines	1,008	1,000	1,000	600
Donations	1,276	1,000	1,000	600
Book sales	407	400	400	400
Miscellaneous	5,649	5,100	5,100	4,100
Total Library	23,439	21,808	22,452	22,870
Community Relations				
Event Fees	17,475	12,500	17,500	19,000
Donations/Sponsorships	8,418	10,000	18,500	18,500
Intergovernmental	30,290	36,000	36,000	36,000
Total Community Relations	56,183	58,500	72,000	73,500
Municipal Court				
Fines	341,360	380,365	302,200	325,175
Security	6,951	8,200	7,000	8,000
Technology	9,269	12,500	8,300	10,000
Total Municipal Court	357,580	401,065	317,500	343,175
Development and Code Enforcement				
Permits/licenses/fees	2,012,547	2,450,000	2,475,000	2,506,087
Code Compliance	6,669	6,000	2,000	-
Total Development and Code Enforcement	2,019,216	2,456,000	2,477,000	2,506,087
Public Works				
Miscellaneous	2,095	4,321	4,600	3,000
Intergovernmental	-	9,000	9,000	-
Total Public Works	2,095	13,321	4,600	3,000
Parks and Recreation				
Sports game & tournament fees	97,378	125,000	127,500	125,000
Concession stand	7,056	30,000	9,736	20,000
Park use fees	-	-	1,000	1,000
Miscellaneous	3,726	1,200	5,000	23,000
Total Parks and Recreation	108,160	156,200	143,236	169,000

**CITY OF PRINCETON
GENERAL FUND - REVENUES
FISCAL YEAR 2018-2019**

	ACTUAL 2016-2017	BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019
Police				
Grants and contributions	85,323	106,999	50,889	-
Donations	5,382	1,000	500	500
SRO reimbursements	81,975	68,500	68,500	143,817
Miscellaneous	1,137	18,163	22,500	3,500
Total Police	173,817	194,662	142,389	147,817
Fire				
Grants and contributions	131,556	25,000	11,374	-
Intergovernmental	97,388	97,500	97,500	90,000
AMR Housing	12,073	18,000	14,400	18,000
Fire inspections	3,382	3,000	-	3,000
Donations	5,393	5,000	5,000	5,000
Interest	460	350	1,000	1,000
Miscellaneous	7,593	-	7,350	1,600
Total Fire	257,845	148,850	136,624	118,600
TOTAL OPERATING REVENUES	6,796,323	7,701,667	7,594,761	8,158,608
OTHER FINANCING SOURCES				
Capital lease proceeds	110,814	1,469,067	1,469,067	220,500
TOTAL OTHER FINANCING SOURCES	110,814	1,469,067	1,469,067	220,500
TOTAL REVENUES	\$ 6,907,137	\$ 9,170,734	\$ 9,063,828	\$ 8,379,108

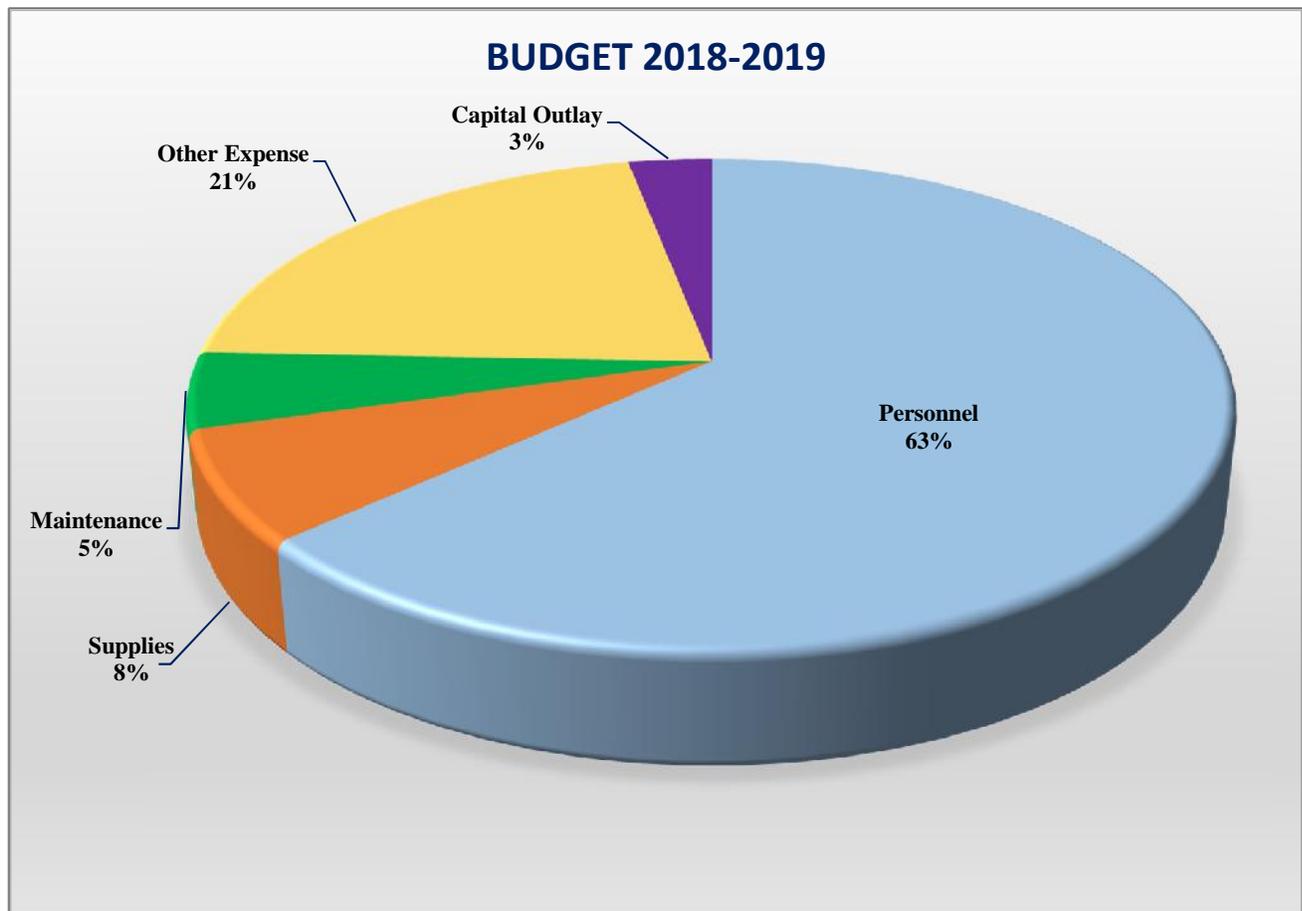


**CITY OF PRINCETON
GENERAL FUND - EXPENDITURES
FISCAL YEAR 2018-2019**

	ACTUAL 2016-2017	BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019
Expenditures by Function				
General Government				
Administration	446,360	521,470	588,047	509,057
City Council	11,906	23,000	17,000	16,000
Finance	195,427	201,560	201,438	216,310
Library	141,514	167,501	169,687	201,128
Community Relations	194,767	204,948	184,057	222,392
Facilities	304,400	484,281	455,612	379,717
Parks and Recreation	516,905	659,052	653,082	781,437
Fleet Maintenance	-	56,657	56,657	125,428
Total Administration	<u>1,811,279</u>	<u>2,318,469</u>	<u>2,325,580</u>	<u>2,451,469</u>
Public Safety				
Police	1,852,525	2,628,592	2,657,086	2,898,009
Emergency Management	19,531	14,385	17,085	38,525
Fire	1,148,940	2,280,743	2,318,919	1,750,431
Total Public Safety	<u>3,020,996</u>	<u>4,923,720</u>	<u>4,993,090</u>	<u>4,686,965</u>
Public Service and Operations				
Municipal Court	277,608	284,966	263,511	274,532
Development and Code Enforcement	623,737	1,060,375	1,129,713	939,026
Total Public Service and Operations	<u>901,345</u>	<u>1,345,341</u>	<u>1,393,224</u>	<u>1,213,558</u>
Public Works				
Streets	403,159	583,204	432,262	465,512
Total Public Works	<u>403,159</u>	<u>583,204</u>	<u>432,262</u>	<u>465,512</u>
TOTAL OPERATING EXPENDITURES	<u><u>\$ 6,136,779</u></u>	<u><u>\$ 9,170,734</u></u>	<u><u>\$ 9,144,156</u></u>	<u><u>\$ 8,817,504</u></u>

**CITY OF PRINCETON
EXPENDITURES BY CLASSIFICATION
AS A PERCENT OF TOTAL GENERAL FUND BUDGET
FISCAL YEAR 2018-2019**

<u>Classification</u>	<u>ACTUAL 2016-2017</u>	<u>% OF ACTUAL</u>	<u>BUDGET 2017-2018</u>	<u>% OF BUDGET</u>	<u>BUDGET 2018-2019</u>	<u>% OF BUDGET</u>
Personnel	\$ 3,514,951	57%	\$ 4,464,091	49%	\$ 5,582,487	63%
Supplies	465,598	8%	672,228	8%	642,145	8%
Maintenance	432,270	7%	497,356	5%	440,850	5%
Other Expense	1,533,193	25%	2,115,431	23%	1,883,022	21%
Capital Outlay	<u>190,767</u>	3%	<u>1,421,628</u>	16%	<u>269,000</u>	3%
TOTAL	<u>\$ 6,136,779</u>		<u>\$ 9,170,734</u>		<u>\$ 8,817,504</u>	



FUND **DEPARTMENT** **ACCOUNT**
GENERAL FUND **CITY COUNCIL** **601-10; 501-10**

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Supplies	8,996	7,500	5,000	4,000	-47%
Maintenance	-	-	500	-	-100%
Other Expense	2,910	15,500	11,500	12,000	-23%
TOTAL	\$ 11,906	\$ 23,000	\$ 17,000	\$ 16,000	-30%

No Capital Outlay

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in 2017-2018
Mayor	1	1	1	1	0
Council Members	5	5	4	5	0

Mission Statement:

The City Council is the policy-making arm of the City. The Council promotes economic vitality and promotes a sustainable community. The City Council strives to represent all citizens equitably and fairly in all decisions.

Responsibilities:

- * Appoints City Manager, City Secretary, City Attorney, and Municipal Judge
- * Adopts the annual budget
- * Authorizes issuance of bonds by bond ordinance
- * Considers zoning issues
- * Orders regular and special elections.

Accomplishments:

- The City Council approved the FY 2017-2018 Annual Operating Budget
- Approved the capital improvements that included the street reconstruction projects
- Addressed specific concerns identified by Citizens.

Goals:

Adopt ordinances in the best interest of the citizens.
 Provide good policy for the effective management of the City resources.
 Continue to reconstruct City streets.

Objectives:

To provide a safe community for all citizens of Princeton; become a destination for visitors, residents, and businesses, promote family values.

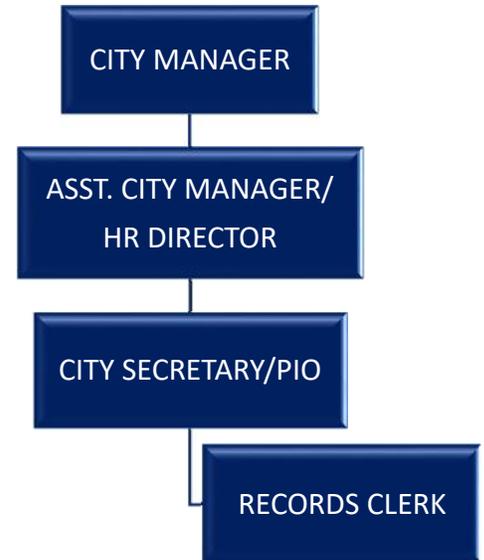
FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	ADMINISTRATION	601-00; 501-00

Mission Statement:

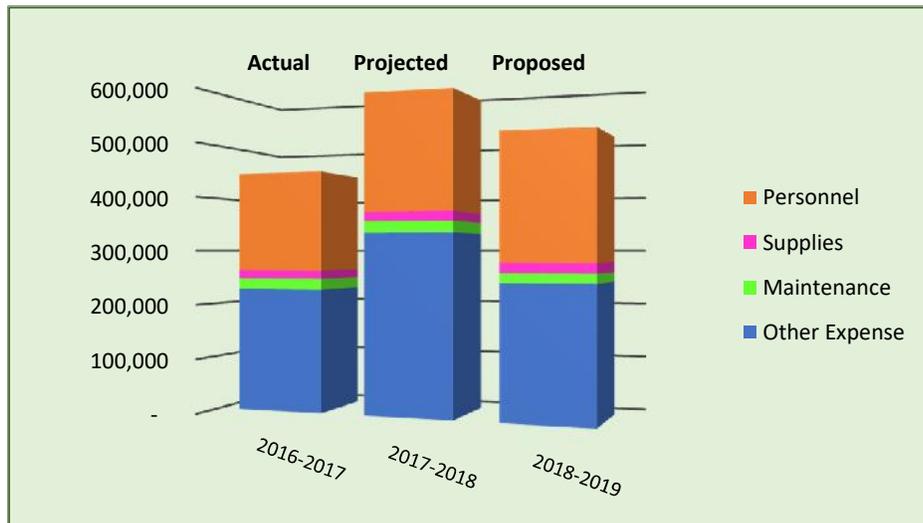
It is the mission of the Administration to provide effective leadership with a focus on fiscal responsibility while providing the highest level of service to the citizens of Princeton.

Responsibilities:

To execute the policies of the City Council and provide management of the day-to-day operations of the City. Provide oversight of the individual departments and develop 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. This department is responsible for giving notice and recording City Council meetings, responsible for certain official records and documents of the City including minutes of the City Council, ordinances and resolutions, City's Records Management program, and responds to requests made by the City Manager affecting the daily business of the City.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 183,759	\$ 175,213	\$ 217,043	\$ 230,075	31%
Supplies	14,845	18,510	17,440	18,000	-3%
Maintenance	20,363	27,000	21,000	17,500	-35%
Other Expense	227,393	300,747	332,564	243,482	-19%
TOTAL	\$ 446,360	\$ 521,470	\$ 588,047	\$ 509,057	-2%



No Capital Outlay

FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	ADMINISTRATION	601-00; 501-00

Goals:

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

Objectives:

Continue to execute the goals and expectations of the City Council
 Develop good policy and make sound recommendations to the City Council.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Meetings prepared and facilitated	24	24	24	0%
Open Records requests processed	1,157	720	835	16%



FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	FINANCE	602-00; 502-00

Mission Statement:

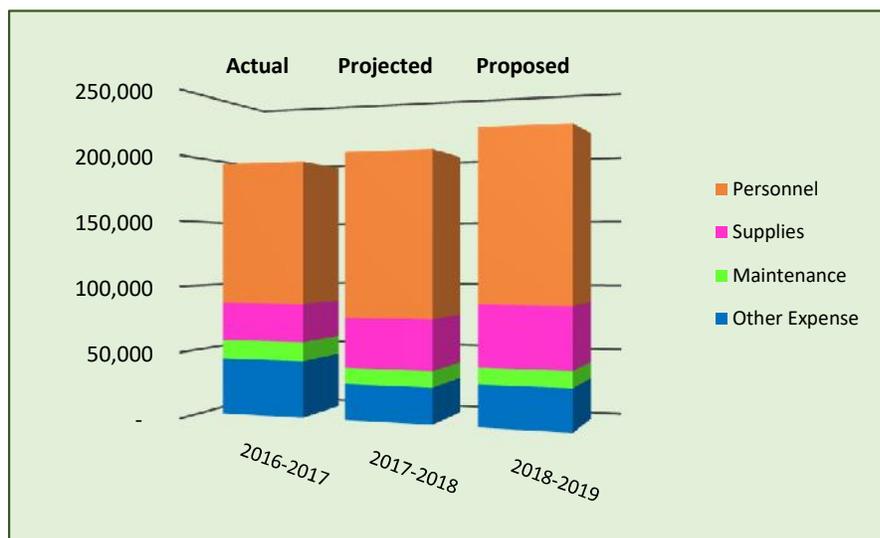
The Finance Department provides the City Council and Mayor, City Manager, departments, staff and citizens with accurate and timely financial reporting. Finance supports long-term and short-term financial cash management, payroll and accounting services, budget development, and financial performance in support of management decision-makers.

Responsibilities:

To provide timely and accurate financial reporting to the City and the citizens of Princeton. Finance manages cash and investments in accordance with the City's investment policy. Services such as receivables tracking, payroll and payable processing for all departments, and accounting for capital projects.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 108,933	\$ 121,445	\$ 124,493	\$ 128,100	5%
Supplies	29,018	37,090	37,924	45,360	22%
Maintenance	14,516	12,000	12,000	12,000	0%
Other Expense	42,960	31,025	27,021	30,850	-1%
TOTAL	\$ 195,427	\$ 201,560	\$ 201,438	\$ 216,310	7%



No Capital Outlay

FUND **DEPARTMENT** **ACCOUNT**
GENERAL FUND **FINANCE** **602-00; 502-00**

PERSONNEL SUMMARY					
	Actual	Budget	Actual	Budget	Change in
	2016-2017	2017-2018	2017-2018	2018-2019	Personnel
Director of Finance	1	1	1	1	0
Purchasing Agent	1	1	1	1	0
Accounting Tech	0	1	1	1	0
Admin Assistant	0.5	0.3	0.3	0.3	0
TOTAL	2.5	3.3	3.3	3.3	0

Accomplishments:

- * Received FY2017 Certificate of Excellence in Financial Report
- * Received FY2018 Distinguished Budget Presentation Award
- * Completed Quarterly Financial Reports for City Manager and City Council
- * Implemented electronic pay stubs for all City employees
- * Implemented OpenGov software to enhance financial transparency
- * Adopted Purchasing manual for the City



Goals:

- Implementation of Purchasing Order module through Incode and provide in-house training
- Implement Procurement card procedures and issue P-cards
- Continue to ensure due diligence in the stewardship of public funds, assets, and service delivery
- Continue to maintain professionalism in customer service and relationships with other departments
- Provide all departments access to department information through accounting software
- Provide more assistance in project bidding process

Objectives:

To assure the public protection and an accounting of its assets by way of collaboration effort with the all of the City departments and staff.

The Government Finance Officers Association (GFOA) has established criteria for financial reporting in which generally accepted accounting principles, applicable legal requirements, and presentation guidelines must be satisfied - the end result to produce an easily readable and efficiently organized report. The City's budget document is also judged against criteria set by the GFOA and is evaluated on how well it serves as a policy document, a financial plan, an operations guide, and as a communication device. The City plans to continue its participation in this program in future years.

FUND
GENERAL FUND

DEPARTMENT
FINANCE

ACCOUNT
602-00; 502-00

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Percentage of vendors paid within 30 days	99%	99%	99%	0%
Payroll transactions processed	2,418	2,626	2,640	1%
Purchase orders processed	N/A	N/A	120	100%
Number of accounts payable payments issued	3,000	3,600	4,000	11%
Procurement card transactions	N/A	N/A	1,200	100%

It is the goal of the Finance Department to pay all vendors within 30 days of invoice date, monitor department budgets and work with department heads to ensure fiscal management, and maintain confidentiality and professionalism when performing duties. As the City continues to grow, the number of employees grows as indicated by the increase in the number of payroll transactions and the number of payments issued to vendors. As the City comes online with the Purchase Order module and the implementation of the Procurement Card, it is expected that procedures will be better streamlined to assist outside vendors and department heads.



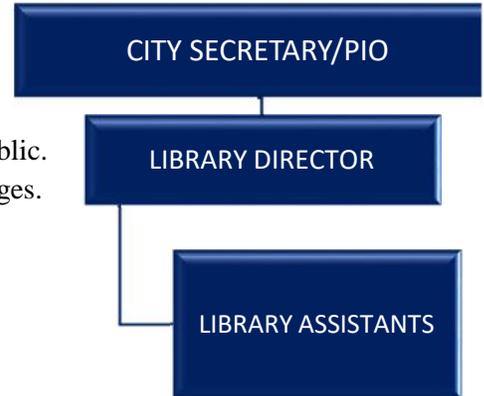
FUND GENERAL FUND	DEPARTMENT LIBRARY	ACCOUNT 603-00; 503-00
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Mission Statement:

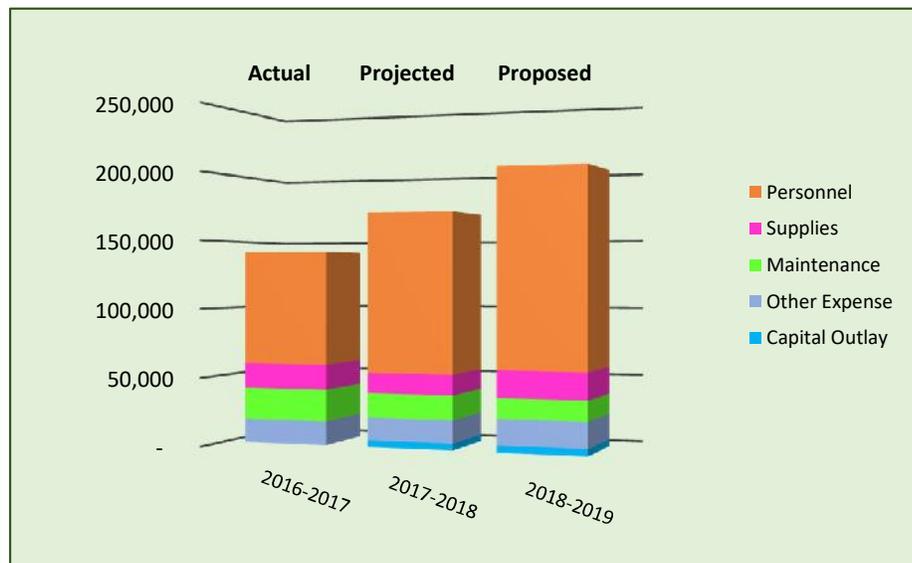
It is the mission of the Lois Nelson Public Library to inspire the mind through lifelong learning, informational, and cultural needs of the citizens. Provide a friendly environment for all ages to develop and nourish a love for reading and learning.

Responsibilities:

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



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 82,657	\$ 117,426	\$ 115,717	\$ 143,411	22%
Supplies	18,341	15,700	14,750	19,385	23%
Maintenance	22,993	12,000	17,750	14,500	21%
Other Expense	17,523	17,375	16,470	18,832	8%
Capital Outlay	-	5,000	5,000	5,000	100%
TOTAL	\$ 141,514	\$ 167,501	\$ 169,687	\$ 201,128	20%



FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	LIBRARY	603-00; 503-00

CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2017-2018	Proposed Funding
Building improvements	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	General Revenues
TOTAL	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	

PERSONNEL SUMMARY					
Description	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Library Director	1	1	1	1	0
Library Assistant	0	1	1	2	1
P/T Library Asst	0.5	0.5	0.5	0	-0.5
Total	1.5	2.5	2.5	3	0.5

Accomplishments:

- * Welcomed 11,537 visitors to the library in FY 2017-2018
- * Registered 1,200 new members in FY2018 - brings total membership to 6,138
- * Provided Summer Reading Program; Story-time every Wednesday during the school year, Family Entertainment with Movie in the Park 3-4 times a year
- * Recruited volunteers, adults and teens, that have dedication and provide support to Library visitors
- * Received grant funding from Collin County to continue library services for Collin County residents
- * Provided Storytime every Wednesday during the school year.



Goals:

- Provide excellent services, programs and resources to the community
- Ensure that customer service leaves every customer with a lasting, positive impression
- Have available materials for exploring interest and hobbies; job search, information on area places and events
- Continue to develop book, video, audiobook, and e-book collections for all ages
- Provide a place for cultural and recreational meetings and events; a place to discover the joy of reading

Objectives:

To provide residents a central source for information on a wide variety of programs, services, and activities; resources to explore topics of personal interest and continue learning; a safe and welcoming place to meet and interact with others or sit quietly and read; accessible virtual spaces that support networking; and to help improve the quality of life for our residents. Adding memberships, programs, and participants in the library are important goals each year.



FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	LIBRARY	603-00; 503-00

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Annual checkouts	12,544	12,900	13,300	3%
Membership	5,996	6,500	7,200	11%
Visitors each year	5,535	5,700	6,000	5%
# of Programs each year	49	50	55	10%
# of Participants in programs	2,441	2,500	3,000	20%

Programs and Program Attendance

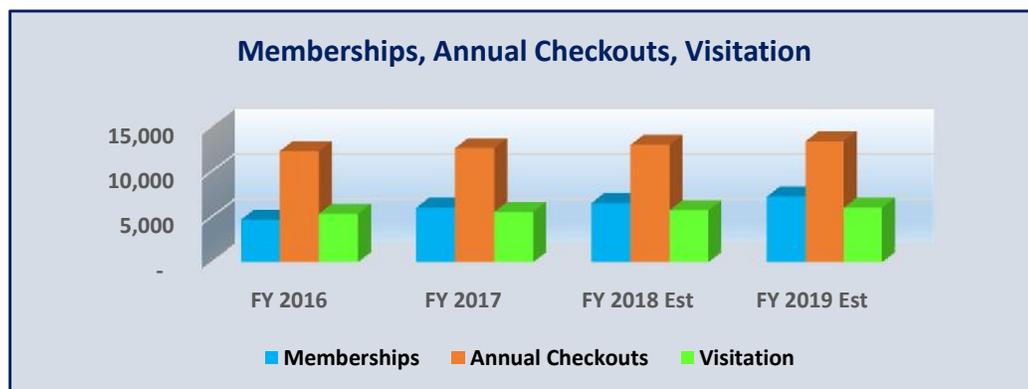
Library Programs include preschool story times, outreach programs to Princeton daycares, elementary school children, preteens, book clubs, and movies-in-the park. Annually, the Library conducts a summer reading program for children, teens, and adults.

Storytime emphasizes early literacy that incorporates the recommendation of the Early Child Ready to Read initiative developed by the American Library Association. To prepare pre-school children to read before starting school, the Library offers play activities to stimulate linguistic and other mental development in pre-readers. Annual Library program attendance has increased to 1,500 participants.

Visitation, New Members, and Circulation

Each year, the Library membership continues to increase as Princeton grows. In FY2019, this is expected to continue. The staff at the Library continue to encourage usage through a relaxed, friendly environment, friendly customer service, and patron-oriented collection development.

Visitation to the Library is tracked by sign-up sheets at the front desk. Patron visits are projected to increase by 2%. Relevant factors include: steadily increasing material checkouts and program attendance; a welcoming environment as the community grows, and the willingness and ability to readily respond to citizen's needs and interests. As indicated in the performance measures above, visitation and memberships continue to increase each year.



FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	COMMUNITY RELATIONS	604-00; 504-00

Mission Statement:

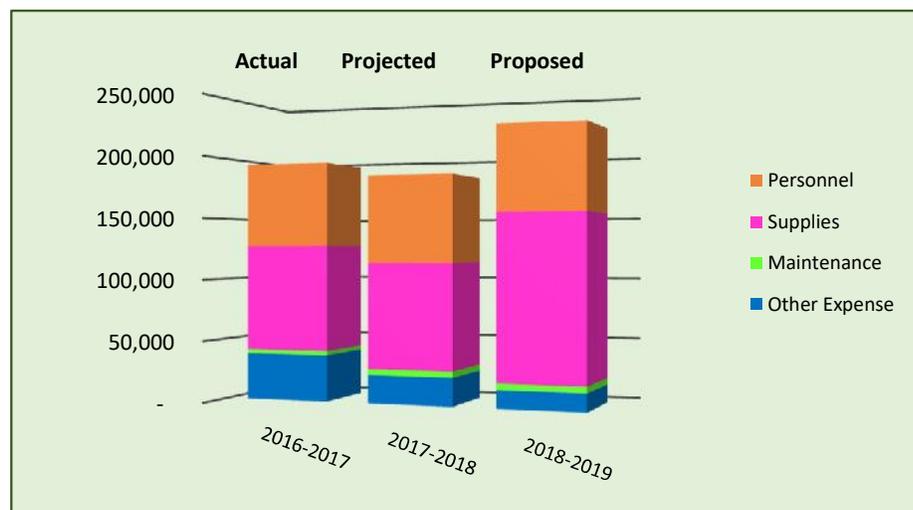
Provide information about City government, programs and services to residents and deliver a variety of events that will contribute to their cultural, health, and educational growth. This department also assists other departments in coordinating special events regarding education, outreach, and marketing efforts.

Responsibilities:

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



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 67,301	\$ 70,126	\$ 70,106	\$ 68,967	-2%
Supplies	85,925	89,000	85,821	133,500	50%
Maintenance	3,599	5,200	5,200	5,200	0%
Other Expense	37,942	40,622	22,930	14,725	-64%
TOTAL	\$ 194,767	\$ 204,948	\$ 184,057	\$ 222,392	9%



No Capital Outlay

FUND **DEPARTMENT** **ACCOUNT**
GENERAL FUND **COMMUNITY RELATIONS** **604-00; 504-00**

PERSONNEL SUMMARY					
	Actual 2015-2016	Budget 2016-2017	Actual 2016-2017	Budget 2017-2018	Change in Personnel
Comm Relations Coordinator	1	1	1	1	0
TOTAL	1	1	1	1	0

Accomplishments:

- * Provided the citizens and surrounding community up-to-date information on special events and current issues involving the City through the Community Events FaceBook page
- * Finalized the redesign of the City's website
- * Processed Special Event Applications and Pavilion/Gazebo reservations
- * Successfully implemented additional events throughout the City

Goals:

- Develop and implement policies and procedures for the Community Relations Department
- Promote local business leadership to take active role in events & sponsorships
- Reach out to the Community through City-sponsored events
- Continue training for Community Events
- Continue to add special events that are currently supported by the City:
 - ◆ Christmas
 - ◆ Toys for Tots
 - ◆ Easter
 - ◆ July 4th
 - ◆ Fall Festival
 - ◆ Kid's Fishing Tournament
 - ◆ Heart Health Month
 - ◆ Partnered with PISD Angel Tree
 - ◆ Partnered with PISD Canned Food Drive
 - ◆ Community Dinner
 - ◆ Employee Team Building Training
 - ◆ Thanksgiving Luncheon
 - ◆ Onion Festival
 - ◆ April Beautification
 - ◆ Employee Cookouts
 - ◆ Community Garage Sales-2 annually
- Incorporate new special events such as:
 - Work with Communications Specialist to reach out to our Community
 - Kid's Fishing Tournament
 - Memorial Day
 - Veteran's Day



FUND
GENERAL FUND

DEPARTMENT
COMMUNITY RELATIONS

ACCOUNT
604-00; 504-00

Objectives:

To keep the citizens and surrounding communities informed on important and general information and events pertaining to the City and emphasize marketing efforts through daily communications and operations.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Number of events held	13	14	18	29%

Budget Discussion:

In December 2017, a Community Events FaceBook page was created and currently has 220 followers.

It has been the City's goal to offer an event for the citizens of Princeton at least once a month. This goal has is expected to be exceeded in FY2019. Through social media, advertising, and promotional assistance from the Chamber of Commerce, attendance at these events continues to grow.



FUND
GENERAL FUND

DEPARTMENT
MUNICIPAL COURT

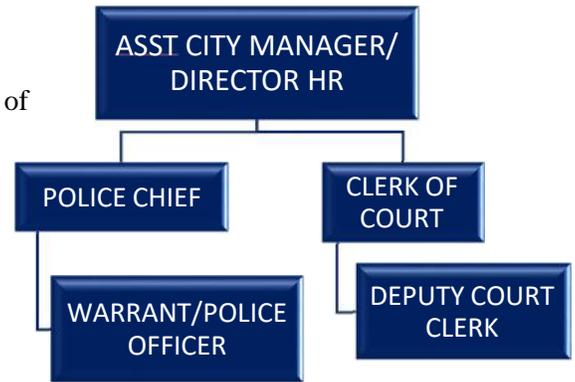
ACCOUNT
607-00; 507-00

Mission Statement:

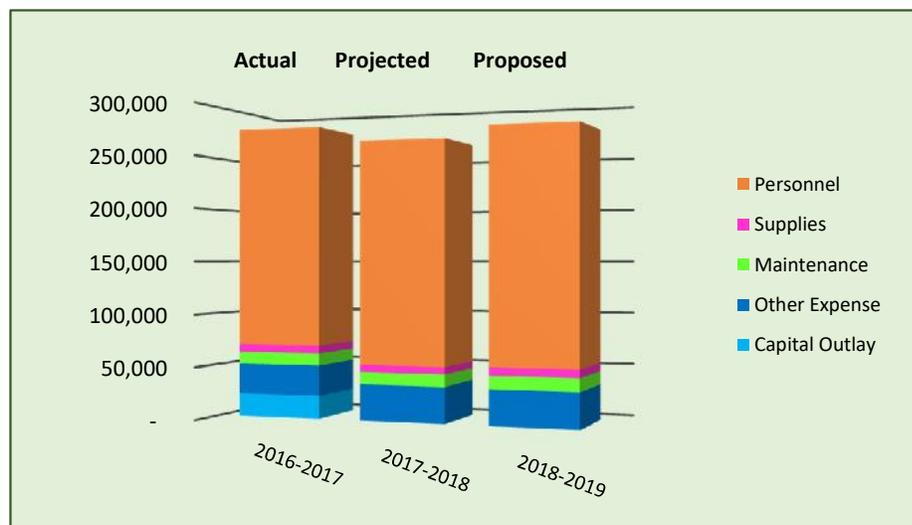
Municipal Court serves the community through the promotion of justice by providing an impartial forum for the resolution of all cases brought before the court in a manner such that legal rights of individuals are safeguarded and public interest is protected.

Responsibilities:

Responsible for the maintenance of court records on the disposition of cases, issuance of warrants for those individuals who do not meet their obligations to the court, and the collection of fines.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 207,986	\$ 221,791	\$ 210,974	\$ 220,677	-1%
Supplies	7,210	7,700	6,600	7,700	0%
Maintenance	11,627	12,500	11,650	12,500	0%
Other Expense	28,953	42,975	34,287	33,655	-22%
Capital Outlay	21,832	-	-	-	n/a
TOTAL	\$ 277,608	\$ 284,966	\$ 263,511	\$ 274,532	-4%



No Capital Outlay

FUND **DEPARTMENT** **ACCOUNT**
GENERAL FUND **MUNICIPAL COURT** **607-00; 507-00**

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Court Clerk	1	1	1	1	0
Deputy Court Clerk	1	1	1	1	0
Warrant Officer/Bailiff	1	1	1	1	0
Prosecutor*	1	1	1	1	0
Associate Judge*	1	1	1	1	0
Judge*	1	1	1	1	0
TOTAL	6	6	6	6	0

* Other Expenses, Contracted

Accomplishments:

- * Timely handled all cases and open records requests
- * Continued to clear and dispose of outstanding warrants
- * Updated the procedures and policies on case disposition to reduce cost and workload
- * Attended required training for all Court staff
- * Maintained a link from the City's website to court software to allow access to the defendant's citations and the ability to make online payments.



Goals:

- Maintain effective and responsible management and supervision over court practices
- Provide accurate, consistent, courteous, and responsive services to the public
- Facilitate and promote effective employee performance and behavior
- Participation in the annual state-wide warrant roundup to collect outstanding warrants
- Continue staff training and certifications through the Texas Municipal Clerk's Education Center

Objectives:

To maintain operational excellence in City government services through good customer service. This department strives to process citations and warrants in a timely manner in order to maintain court revenues, file quarterly reports with the State Comptroller, and continue education and training for court staff.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Traffic violations processed	3,163	3,360	4,000	19%
Code violations processed	7	11	35	218%
Open cases	n/a	698	800	15%
Warrants, pending	n/a	3,912	4,000	2%

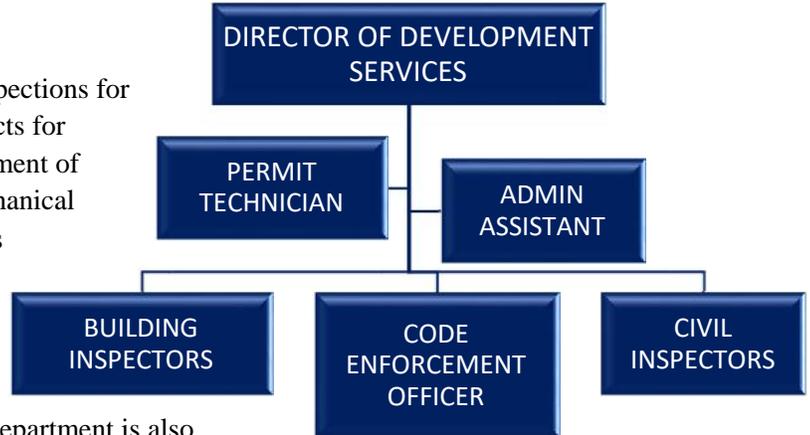
FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	DEVELOPMENT & CODE ENFORCEMENT	614-00; 514-00

Mission Statement:

The Development and Code Enforcement Department is responsible for managing the plan review processes, building inspections, and compliance of building codes. This department, also, protects the health, safety and welfare of residents and maintains a higher quality of life by promoting awareness and compliance with City codes.

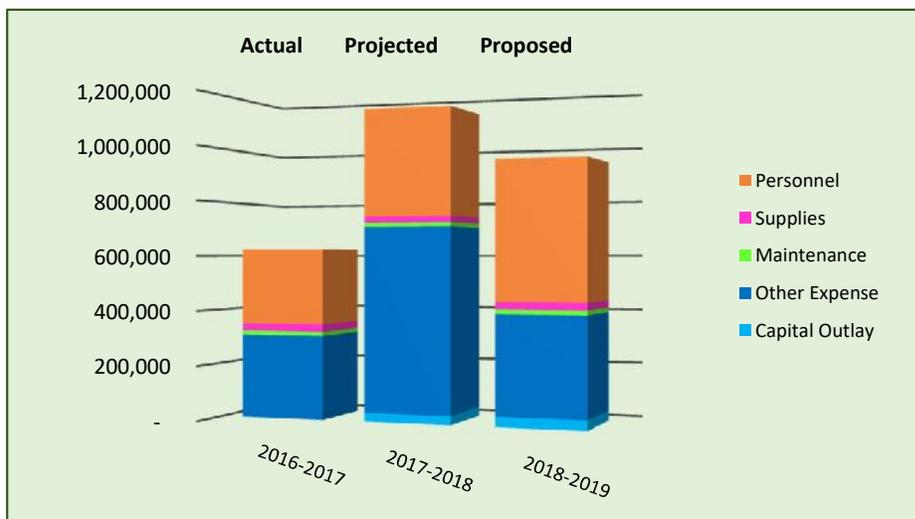
Responsibilities:

Responsible for issuing permits and performing inspections for buildings including additions and remodeling projects for residential and commercial properties. The enforcement of building code, electrical code, plumbing code, mechanical code, fuel gas code, energy code, zoning ordinances and certain State Statutes relating to construction.



This department is charged with processing all annexations, zoning, specific use permits, site plans, landscape plans and subdivision plats. This department is also responsible for processing Zoning Board of Adjustment cases along with inspecting properties within the City to enforce specific City Ordinances related to public nuisances, zoning violations, and substandard buildings. This department is also responsible for the inspection of the City's capital projects and ensures compliance with approved plans.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 275,779	\$ 325,877	\$ 388,670	\$ 501,259	54%
Supplies	26,146	21,500	21,118	24,725	15%
Maintenance	15,879	13,275	15,950	17,600	33%
Other Expense	305,933	667,751	672,003	358,442	-46%
Capital Outlay	-	31,972	31,972	37,000	100%
TOTAL	\$ 623,737	\$ 1,060,375	\$ 1,129,713	\$ 939,026	-11%



FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	DEVELOPMENT & CODE ENFORCEMENT	614-00; 514-00

CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Truck	\$ -	\$ 31,972	\$ 31,972	\$ 37,000	Capital Lease

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Chief Building Official	1	1	1	1	0
Building Inspector	1	2	2	2	0
Civil Inspector	0	0	0	1	1
Code Enforcement	1	1	1	1	0
Permit Technician	1	1	1	1	0
Admin Asst	0	0.7	0.7	0.7	0
TOTAL	4	5.7	5.7	6.7	1

Accomplishments:

- * Updated ordinances, as needed.
- * Successfully cross-trained staff to streamline processes for community development.
- * Sustained no construction-related failures
- * Enhanced community livability and safety by reducing the number of substandard structures

Goals:

- Continue working with builders and contractors to understand changes in the codes
- Provide training hours for building inspectors to maintain their respective licenses and certifications
- Continue to monitor the plan review process to ensure productivity and turnaround times for permits

Objectives:

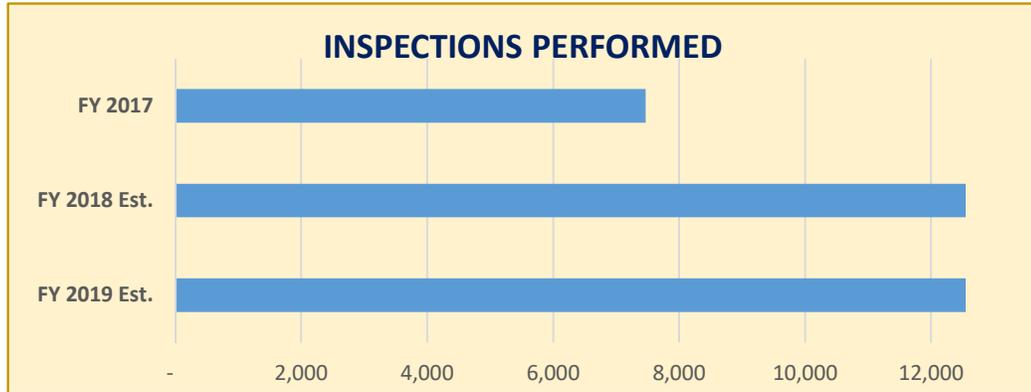
To effectively manage change within the community due to growth and development activity by carrying out the adopted Council policies and goals; and continue to provide professional expertise in the area of real estate development and planning.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Permits processed	2,932	3,500	4,000	14%
Zoning cases processed	20	30	35	17%
Inspections performed	7,469	13,000	15,000	15%
Cases processed	1,641	1,400	1,600	14%

FUND	DEPARTMENT	ACCOUNT
GENERAL FUND	DEVELOPMENT & CODE ENFORCEMENT	614-00; 514-00

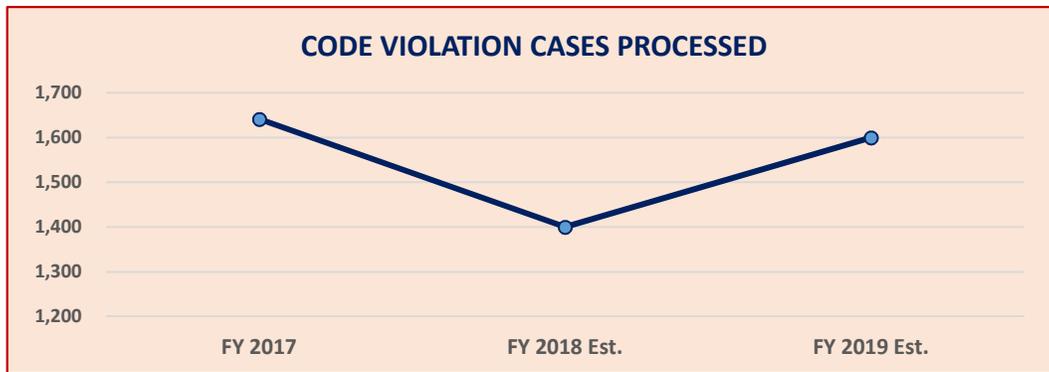
Building Inspections

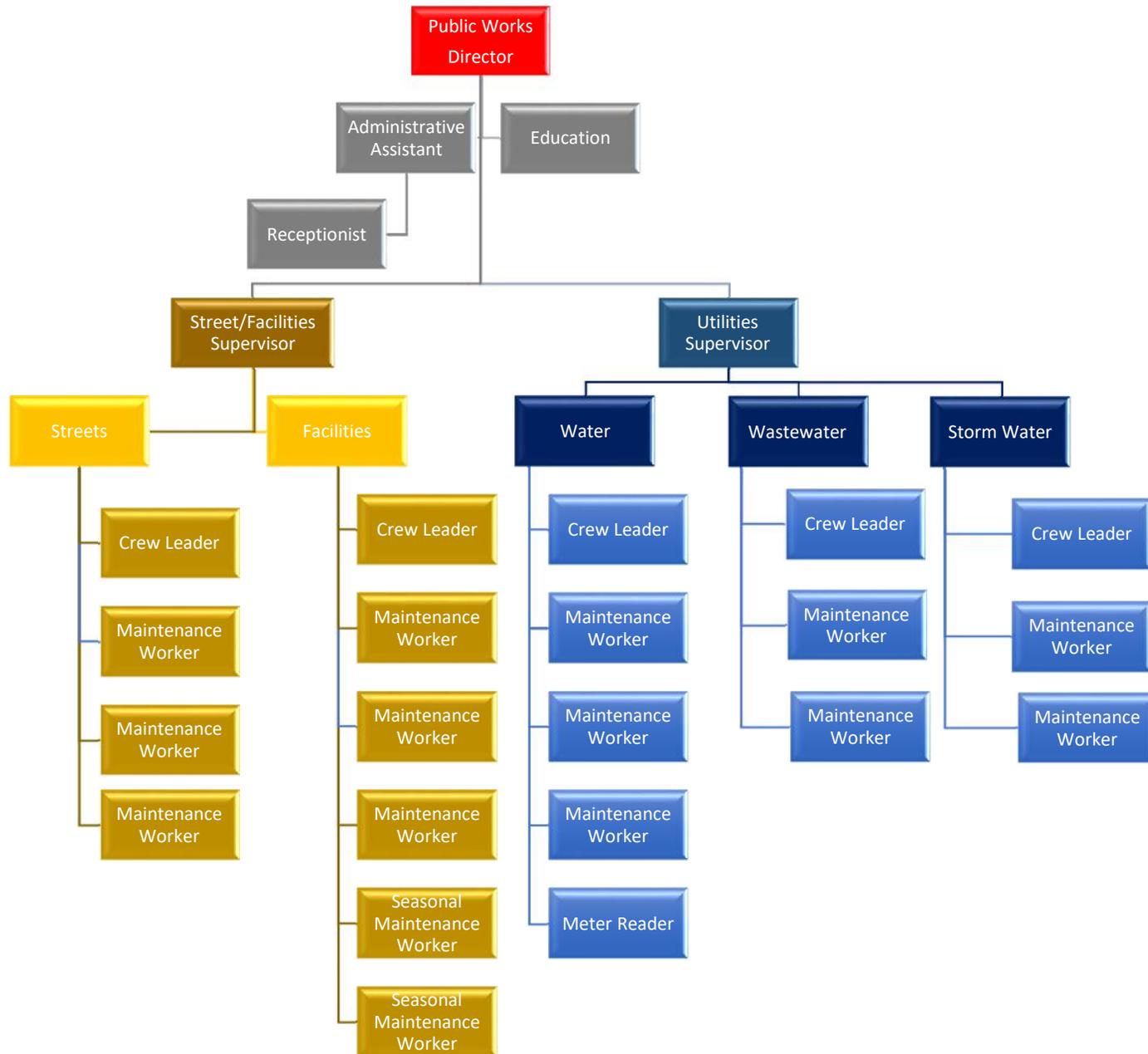
New commercial and residential buildings, remodels, and miscellaneous permits are inspected multiple times before a final approval occurs and a certificate of occupancy may be issued. This is required to ensure all construction meets the requirements as set forth by the City. These routine procedures are being performed in order to provide a more efficient and high quality process for the customer and more prompt completion of projects.



Code Enforcement Cases

Code Enforcement continues working towards making Princeton a healthier and cleaner place to live and work through continuing a more aggressive neighborhood survey. Repeated and deliberate violations will be processed vigorously. Prosecuting a code violation is the least efficient way to guarantee an improved community; therefore, education and guidance are primary services rendered by the Code Enforcement officer. Voluntary compliance is the main objective to resolve issues.





FUND
GENERAL FUND

DEPARTMENT
FACILITIES

ACCOUNT
615-10; 515-10

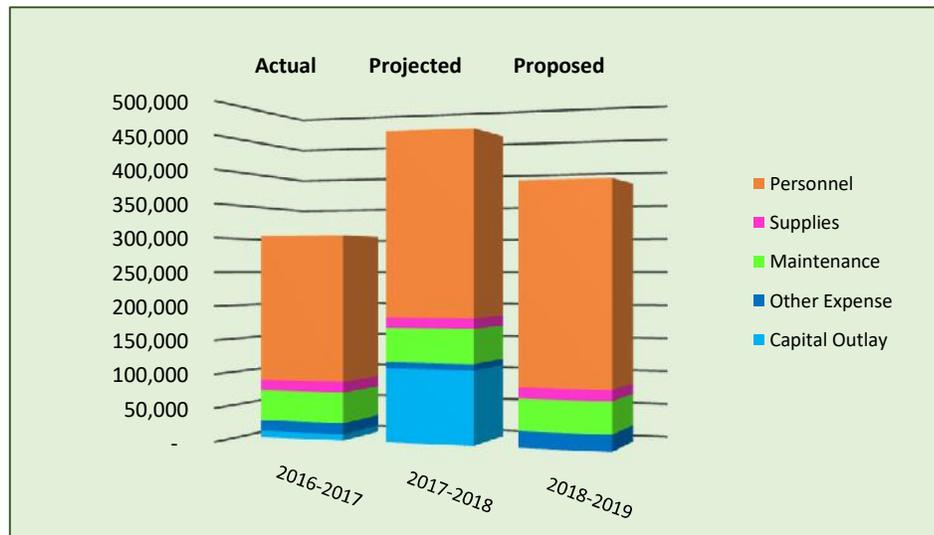
Mission Statement:

To provide a high quality interior building appearance and administering maintenance and minor repairs for all City buildings and to extend the life and usability of our facilities through preventative maintenance and routine inspections.

Responsibilities:

Provide landscape maintenance and facilities maintenance for parks, open spaces, right-of-ways, and City owned facilities to ensure efficient building operations and staff support. We strive to provide well maintained, clean, and safe facilities for the City of Princeton with higher standards and lower costs.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 217,306	\$ 295,412	\$ 271,622	\$ 293,484	-1%
Supplies	15,738	15,200	15,400	15,800	4%
Maintenance	45,350	61,696	50,700	46,500	-25%
Other Expense	16,506	7,680	8,831	23,933	212%
Capital Outlay	9,500	104,293	109,059	-	-100%
TOTAL	\$ 304,400	\$ 484,281	\$ 455,612	\$ 379,717	-22%



CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Tractor	\$ -	\$ 65,368	\$ 65,368	\$ -	Capital Lease
15' Flex Wing Shredder	-	16,823	16,823	-	Capital Lease
3 - Mowers	-	22,102	22,102	-	Capital Lease
Mower	-	-	4,766	-	Capital Replc
Park Improvements	9,500	-	-	-	General Revenues
TOTAL	\$ 9,500	\$ 104,293	\$ 109,059	\$ -	

FUND **DEPARTMENT** **ACCOUNT**
GENERAL FUND **FACILITIES** **615-10; 515-10**

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Crew Leader	1	1	1	1	0
Maintenance Workers	3	4	4	4	0
TOTAL	4	5	5	5	0

Accomplishments:

- * Hosted presentations and training classes to promote the City's landscape initiatives.
- * Prepared and maintained park facilities for various events held within the City
- * Incorporated building maintenance operations for all buildings owned and operated by the City
- * Continued to incorporate right-of-ways and sanitary sewer easements into the maintenance schedule

Goals:

- Have all Facilities Division employees receive licenses for mosquito vector control
- Host quarterly training and education classes to promote native and adaptive landscaping for water conservation
- Take on all City facility maintenance, including pest control
- Continue to improve the level overall aesthetics of the City owned facilities, easements, and right-of-ways

Objectives:

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

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Buildings maintained including landscaping	11	12	12	0%
Additional acres added	108.6	20	15.0	-25%
Acres maintained per employee	60	54	58	7%

Budget Discussion:

The Facilities Department is projected to add new right-of-way maintenance to the maintenance schedule. Their responsibilities include mowing and clearing right-of-ways and easements throughout the City in areas that are annexed into the City limits. There are no major budgetary impacts expected for the daily operations of this department.

**FUND 01
GENERAL FUND**

**DEPARTMENT
STREETS**

**ACCOUNT
615-15; 515-15**

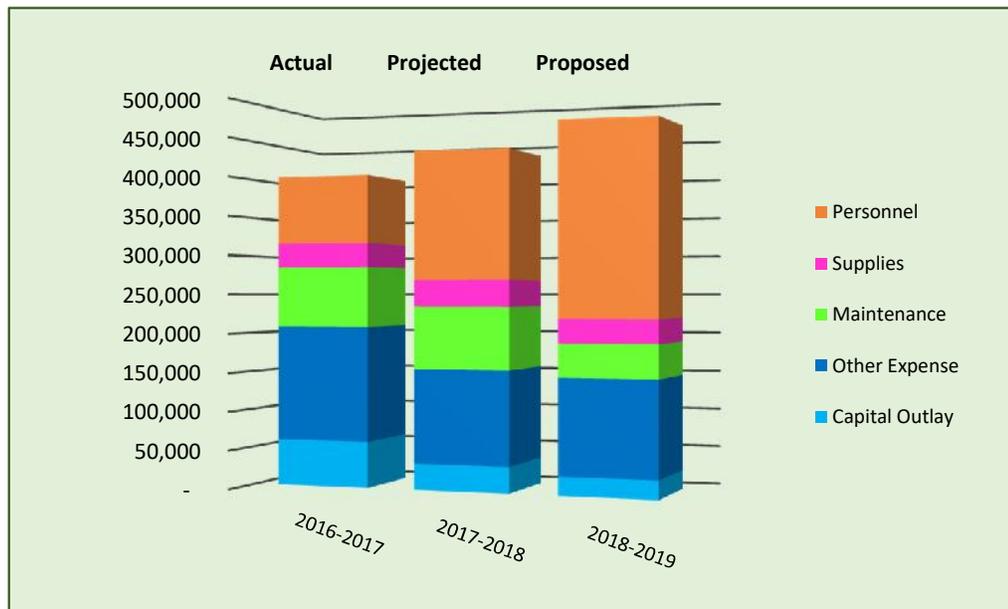
Mission Statement:

Provide safe, well-maintained streets, sidewalks, and alleys for the use of our citizens, first responders, and visitors to the City.

Responsibilities:

Provides necessary repair and maintenance for sidewalks, street patching and maintenance, tree cutting, ditch clearing, culvert replacement/repair, street sweeping, and other related street maintenance along with the placement and maintenance of all street signs within the City limits. These services are completed through work orders, citizen complaints, City staff and routine maintenance.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 87,013	\$ 267,947	\$ 163,899	\$ 245,220	-8%
Supplies	30,849	40,375	33,975	30,625	-24%
Maintenance	77,023	99,525	78,995	42,500	-57%
Other Expense	148,627	141,447	121,483	123,167	-13%
Capital Outlay	59,647	33,910	33,910	24,000	-29%
TOTAL	\$ 403,159	\$ 583,204	\$ 432,262	\$ 465,512	-20%



FUND 01	DEPARTMENT	ACCOUNT
GENERAL FUND	STREETS	615-15; 515-15

CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Gator	\$ 15,578	\$ -	\$ -	\$ -	Capital Lease
Vehicle	44,069	33,910	-	-	Capital Lease
Crack Seal				15,500	Capital Lease
50% Message Board	-	-	-	9,000	General Revenues
	\$ 59,647	\$ 33,910	\$ -	\$ 24,500	

PERSONNEL SUMMARY					
Description	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Public Works Dir*	0.5	0.5	0.5	0.5	0
Supervisor*	-	0.5	0.5	0.5	0
Receptionist*	-	0.5	0.5	0.5	0
Maintenance Wkr	2	3	3	3	0
TOTAL	2.5	4.5	4.5	4.5	0

* Public Works Director divides his time between Streets, Facilities, Water and Wastewater Departments and the Storm Water Fund. The majority of the PW Director's time is spent in Streets and the Water Dept; the Supervisor and Admin Assistant divide their time between the Street Dept and Water Dept.

Accomplishments:

- * Performed routine concrete and asphalt street maintenance to extend the life of City streets/roadways
- * Completed "Safer Routes to School" program of sidewalk installation project
- * Began sweeping the streets a minimum of 2 days per week
- * Completed two street rehabilitation projects
- * Implemented manual on uniform traffic control devices best management procedures for street sign and roadway improvement projects

Goals:

- Continue to complete street projects in conjunction with water/sewer line capital improvement projects
- Quarterly evaluation of the current streets using the Present Serviceability Rating (PSR) as utilized by the Federal Highway Administration and make results known to management
 - ▲ For comparison, a street that receives a rating of "0" is **Very Poor Condition** and a street that receives a "5" is **Very Good Condition**
- Implement concrete street repair into the daily operations of the Street Division
- Replace 20% of outdated street signs with new MUTCD compliant street signs
- Utilize street sweeping equipment on a 3 day per week alternating schedule to clean all streets within the City monthly

**FUND 01
GENERAL FUND**

**DEPARTMENT
STREETS**

**ACCOUNT
615-15; 515-15**

Objectives:

Identify all of the street maintenance concerns within the City, assemble a schedule for projects, and identify the future funding needs. Continue to identify achievable concrete repairs that can be done by department personnel. Replace/rehabilitate degraded section of asphalt streets within the City.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Manholes and mains maintained	640	600	700	17%
Miles of main inspected	64	69	80	16%
Calls for service	36	64	80	25%
Miles of overlay/surface treatment	n/a	180	500	178%



**FUND 01
GENERAL FUND**

**DEPARTMENT
PARKS & RECREATION**

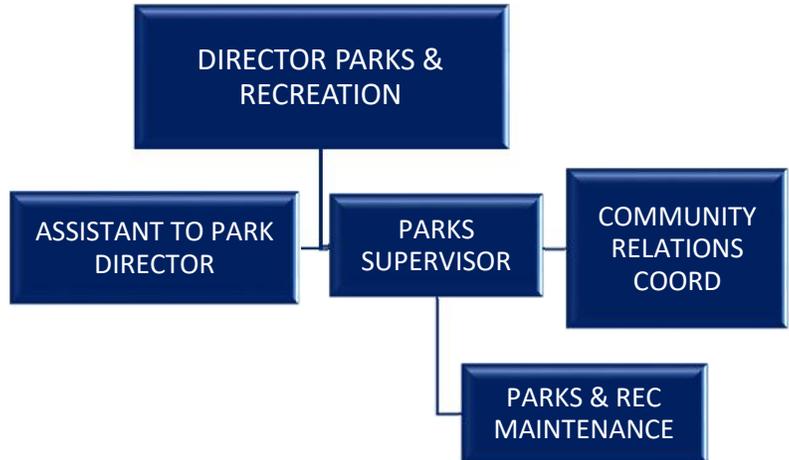
**ACCOUNT
616-00; 516-00**

Mission Statement:

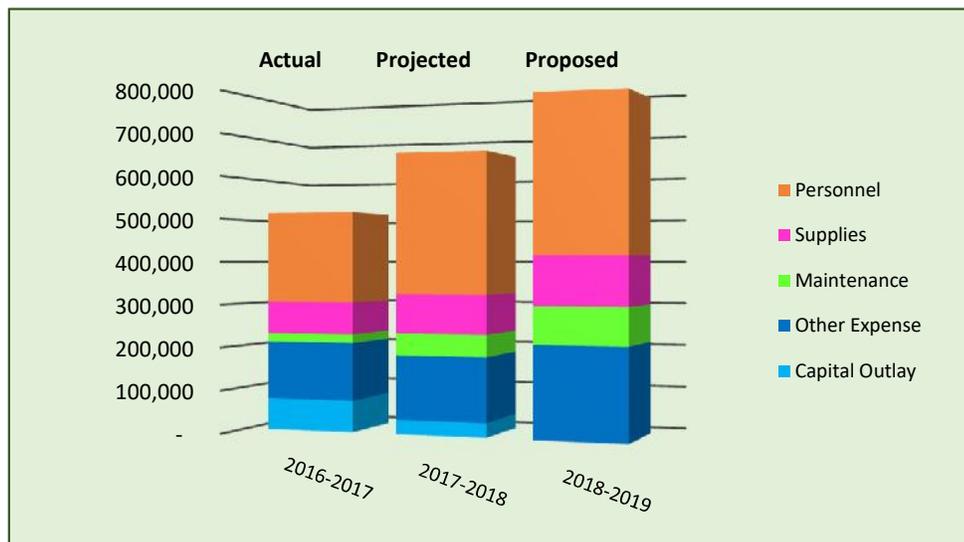
Provide park facilities and recreation programs that enhance the aesthetic value of the City and help our citizens fully enjoy living in Princeton.

Responsibilities:

To maintain facilities at the Community Park; manage the operation of the City youth baseball/softball league, basketball, soccer, football, and cheerleading; and continue to bring more opportunities for the development of the Parks Department.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 212,948	\$ 347,666	\$ 328,606	\$ 366,312	5%
Supplies	75,467	93,875	91,360	115,200	23%
Maintenance	19,443	30,750	50,185	86,800	182%
Other Expense	135,127	154,965	149,135	213,125	38%
Capital Outlay	73,920	31,796	33,796	-	-100%
TOTAL	\$ 516,905	\$ 659,052	\$ 653,082	\$ 781,437	19%



FUND 01	DEPARTMENT	ACCOUNT
GENERAL FUND	PARKS & RECREATION	616-00; 516-00

CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
JD Mower	\$ -	\$ -	\$ 2,000	\$ -	Capital Rplc
Park improvements	22,753	-	-	-	General Revenues
Mowers	-	31,796	31,796	-	Capital Lease
Truck	51,167	-	-	-	General Revenues
	\$ 73,920	\$ 31,796	\$ 33,796	\$ -	

PERSONNEL SUMMARY					
Description	Actual 2016-2017	Budget 2016-2018	Actual 2016-2017	Budget 2018-2019	Change in Personnel
Parks & Rec Director	1	1	1	1	0
Asst to Parks Dir	1	1	1	1	0
Parks Supervisor	0	1	1	1	0
Maintenance Worker	2	3	3	3	0
TOTAL	4	6	6	6	0

Accomplishments:

- * Completed installation of one mile Hike and Bike Trail at J.M. Caldwell Sr. Community Park
- * Improvements to fencing and baseball dugouts at J.M. Caldwell Sr Community Park
- * Continued growth of sports programs.
- * Currently expanding Parkview Heights Park playground equipment
- * Approved and currently constructing Jack Culverhouse Memorial Disc Golf Course

Goals:

- Strengthen community image of all City parks
- Provide more park trails and improvements for residents to enjoy
- Promote and encourage more family recreational activities
- Continue to enhance customer service approach to deliver quality services to our citizens.
- Addition of soccer fields and dog park to J.M. Caldwell Sr Community Park

Objectives:

Ensure excellent fiscal management to maintain public trust. Identify community wants and needs for active and passive recreation. Create maximum level of safety and security at all parks for the community to enjoy.

**FUND 01
GENERAL FUND**

**DEPARTMENT
PARKS & RECREATION**

**ACCOUNT
616-00; 516-00**

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Sporting events schedule and organized	756	1,238	1,562	26%
Number of participants in sporting events	905	1,317	1,725	31%
Park acres maintained	98	103	103	0%

As the City grows, participation in sporting events increases. The Parks Department personnel has taken over the mowing of all park acreage from the Facilities Department. Also, the Park Department moved to a new location in order to better serve the citizens of Princeton.



**FUND 01
GENERAL FUND**

**DEPARTMENT
FLEET MAINTENANCE**

**ACCOUNT
617-00; 517-00**

Mission Statement:

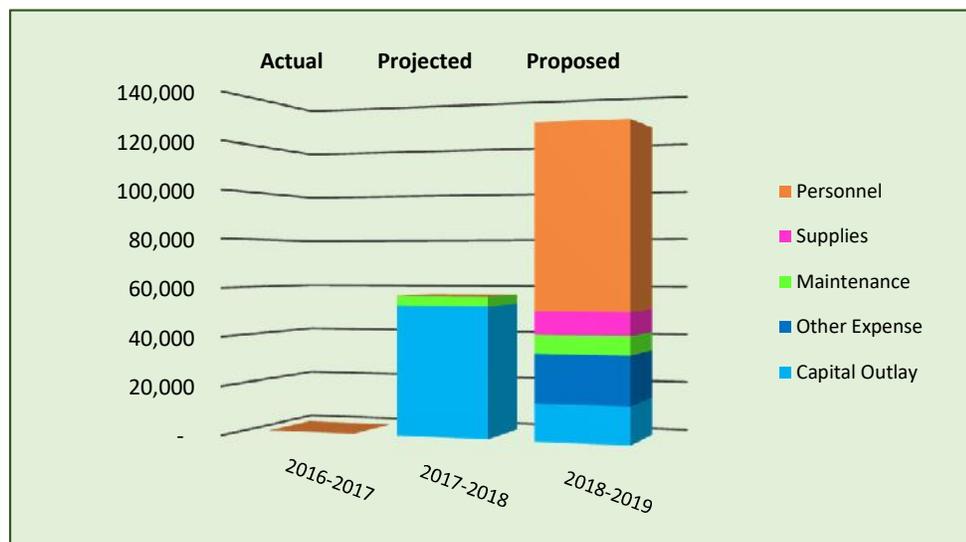
Provide service to all City departments that own equipment and vehicles by repairing and maintaining the vehicles and equipment through all phases of repairs to include rebuilding and replacing major assemblies from tire repairs to major overhauls and regular routine maintenance.

Responsibilities:

The Fleet Maintenance department will assist all departments with their respective equipment's life expectancy, replacement program and replacement costs.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ -	\$ -	\$ -	\$ 74,362	100%
Supplies	-	-	-	9,200	100%
Maintenance	-	3,850	3,850	7,500	95%
Other Expense	-	-	-	19,366	100%
Capital Outlay	-	52,807	52,807	15,000	-72%
TOTAL	\$ -	\$ 56,657	\$ 56,657	\$ 125,428	100%



FUND 01	DEPARTMENT	ACCOUNT
GENERAL FUND	EMERGENCY MANAGEMENT	618-00; 518-00

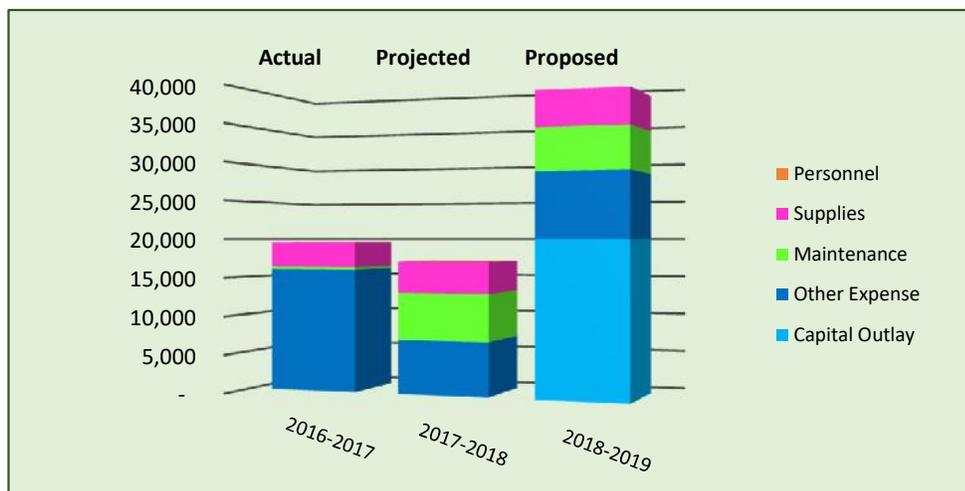
Mission Statement:

Provide a comprehensive and integrated Emergency Management System that coordinates community resources to protect lives, property, and 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.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ -	\$ -	\$ -	\$ -	N/A
Supplies	3,234	1,300	4,000	4,600	254%
Maintenance	348	6,085	6,085	5,475	-10%
Other Expense	15,949	7,000	7,000	8,450	21%
Capital Outlay	-	-	-	20,000	100%
TOTAL	\$ 19,531	\$ 14,385	\$ 17,085	\$ 38,525	91%



**FUND 01
GENERAL FUND**

**DEPARTMENT
EMERGENCY MANAGEMENT**

**ACCOUNT
618-00; 518-00**

CAPITAL OUTLAY					
Description	Actual 2015-2016	Budget 2016-2017	Projected 2016-2017	Proposed 2017-2018	Proposed Funding
Siren	\$ -	\$ -	\$ -	\$ 20,000	Revenues

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.
- Continue to develop the outdoor warning system by securing funding for new sirens and locations.

Objectives:

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



**FUND 01
GENERAL FUND**

**DEPARTMENT
POLICE**

**ACCOUNT
620-10; 520-10**

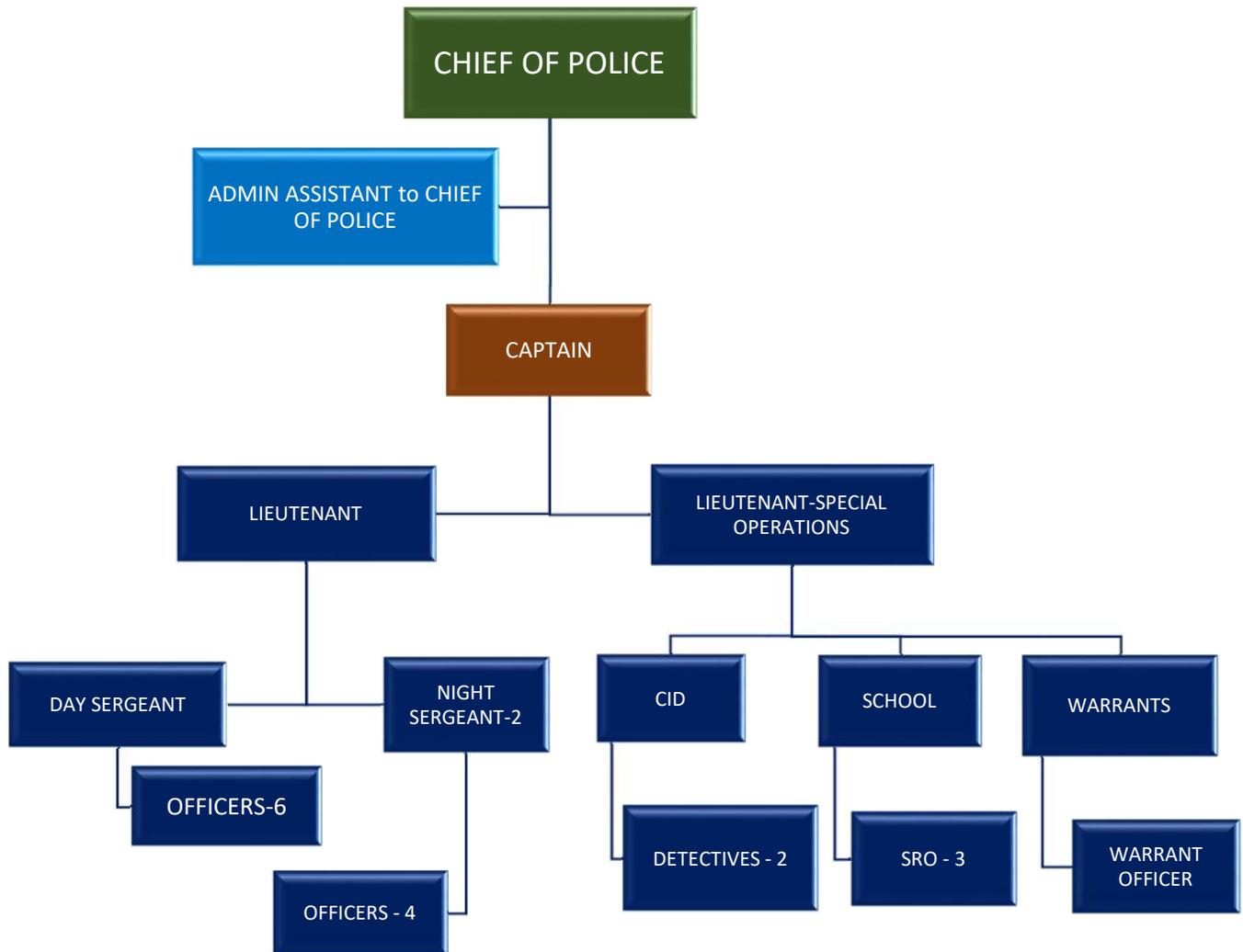
Mission Statement:

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:

The Princeton Police Department is responsible for 911 emergency communications, training, school resource, crime prevention, accreditation, grant administration, records and administrative supervision and coordination of all activities and operations within the department. The protection of life and property, identification and apprehension of offenders along with pro-active patrol, responding to calls for service, directing traffic, investigating accidents, conducting criminal investigations, providing emergency response and participating in community service activities are some of the responsibilities of the Police Department.

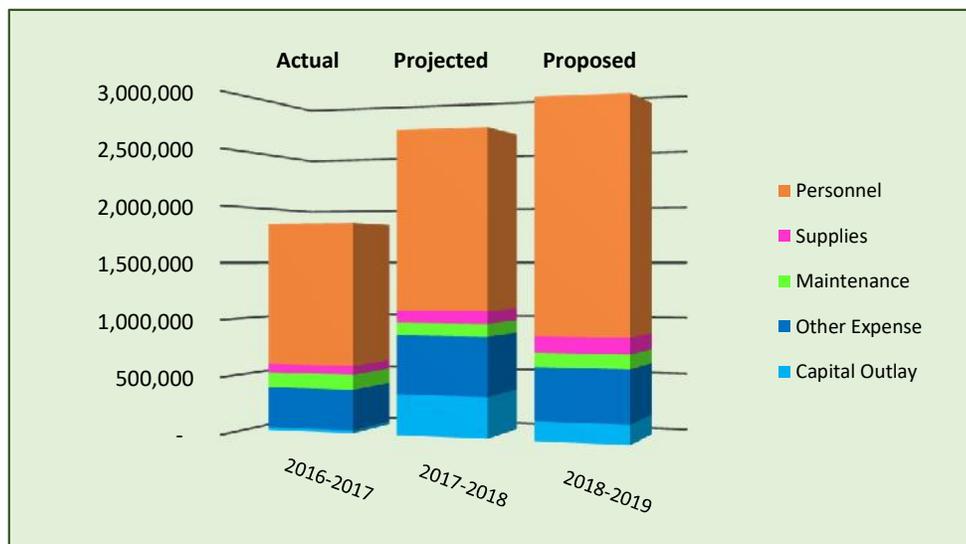


**FUND 01
GENERAL FUND**

**DEPARTMENT
POLICE**

**ACCOUNT
620-10; 520-10**

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 1,260,572	\$ 1,515,710	\$ 1,572,324	\$ 2,017,994	33%
Supplies	77,917	141,741	107,125	138,750	-2%
Maintenance	131,128	125,000	110,200	119,475	-4%
Other Expense	357,040	490,117	511,413	453,790	-7%
Capital Outlay	25,868	356,024	356,024	168,000	-53%
TOTAL	\$ 1,852,525	\$ 2,628,592	\$ 2,657,086	\$ 2,898,009	10%



CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Vehicles	\$ -	\$ 356,024	\$ 356,024	\$ 168,000	Capital Lease
Sidewalk improve-Safer Routes (CIP)	25,868	-	-	-	Grant Funding
TOTAL	\$ 25,868	\$ 356,024	\$ 356,024	\$ 168,000	



FUND 01 **DEPARTMENT** **ACCOUNT**
GENERAL FUND **POLICE** **620-10; 520-10**

PERSONNEL SUMMARY					
	Actual	Budget	Actual	Budget	Change in
	2016-2017	2016-2018	2016-2018	2018-2019	Personnel
Chief	1	1	1	1	0
Captain	0	0	1	1	0
Lieutenant	1	1	1	2	1
Sergeant	2	2	2	3	1
Officer	6	10	10	13	3
Admin Assistant	1	1	1	1	0
Detective	2	2	2	2	0
SRO Officers	2	2	2	3	1
TOTAL	15	19	20	26	6

Accomplishments:

- * Participated in three HOA community meetings with the Abby Crossing community
- * Converted to National Incident Based Reporting System (NIBRS) with assistance from grant funding
- * Successfully completed the second Citizens on Patrol academy graduating nine students
- * Grant funding provided bodycams and in-car camera installation/upgrades
- * Through review of in-car and bodycams, officers use of force were evaluated to identify training needs and compliance with policy and procedures.

Goals:

- Conduct an internal audit of the Property and Evidence Room by a team of State recognized "Texas Association of Property and Evident/Inventory Technicians"
- Expand office space by leasing a portable building to be placed adjacent to existing Police Department headquarters.
- Implement a proactive recruiting plan to increase the number of police applicants
- Expand applicant background investigation process to include visits to applicant's places of current and previous employment along with polygraph examinations to aid in make better hiring decisions
- Begin the process to achieve the distinction of becoming a Texas Police Chief Recognized Department through updating policies and procedures that meet the recognized "best practices in policing and records management" standards

Objectives:

Patrol function of the Police Department is to maintain the public order, protect life and property, and to serve the community through legal and ethical means.
 Maintain critical communications for all public safety for citizens
 Provide updates and training for all staff for commission, licensing, and certification mandates for the State of Texas.
 Provide public information records and recordings, and conduct investigations of complaints received
 Continue to build and strengthen the Citizens on Patrol program

**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

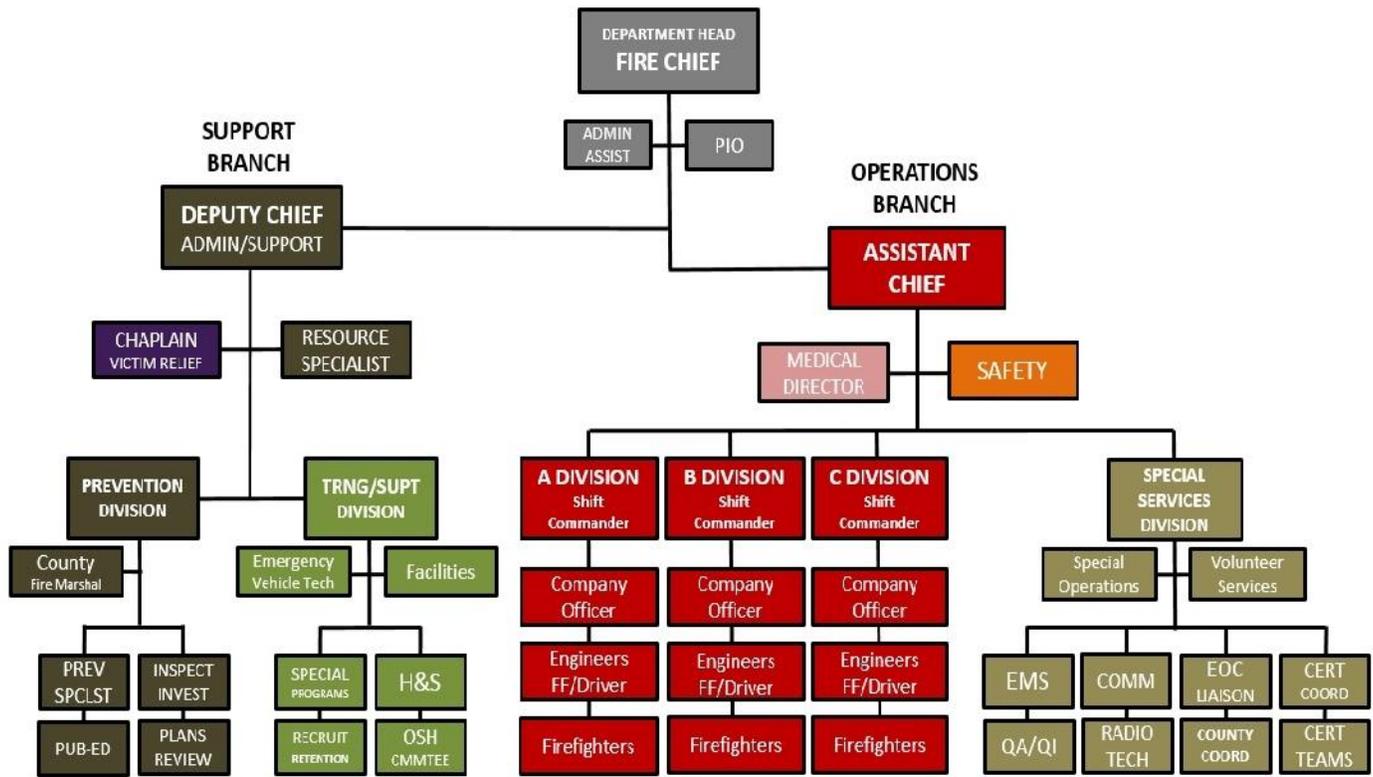
Mission Statement:

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.

Responsibilities:

To educate the citizen, mitigate hazards, respond to emergencies, and continually assess the risks which threaten lives, property, and environment within our community. To safely and effectively manage the City assets and personnel dedicated for this purpose. To provide the citizens with a professional and competent all-hazards team of first responders dedicated to their safety. To meet and exceed the fire protection and the fire prevention/education needs of the community through effective leadership, planning, and administration with a focus on fiscal responsibility and quality of service to the citizen. Continue pursuit and procurement of equipment and technologies which support the fire department's mission. Enforce the policies of the City, and support the goals, objectives, and direction issued by the municipal leadership for the City of Princeton.

**PRINCETON FIRE DEPARTMENT
ORGANIZATIONAL CHART**



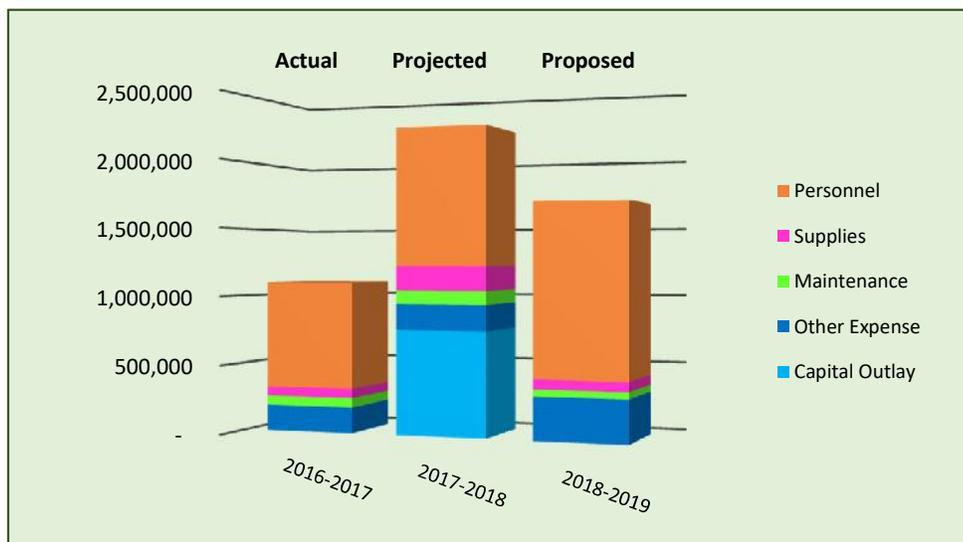
2 full-time staff positions, 9 full-time operations positions, 6 Part-time staff/operations positions, 28 volunteer positions

**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 775,624	\$ 961,816	\$ 1,001,918	\$ 1,245,874	30%
Supplies	68,987	174,947	177,737	69,900	-60%
Maintenance	68,393	86,700	97,500	50,200	-42%
Other Expense	186,852	188,802	189,621	309,749	64%
Capital Outlay	-	774,446	758,120	-	100%
TOTAL	\$ 1,099,856	\$ 2,186,711	\$ 2,224,896	\$ 1,675,723	-23%



CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2017-2018	Proposed Funding
Fire truck	\$ -	\$ 734,446	\$ 734,446	\$ -	Capital Lease
Building improvement:	-	40,000	23,674	-	General revenues
	\$ -	\$ 774,446	\$ 758,120	\$ -	

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2016-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Chief	1	1	1	1	0
Shift Captain	3	3	3	3	0
Firefighter/Driver	3	6	6	9	3
Part-time	8	8	8	5	-3
TOTAL	15	18	18	18	0

FUND 01 GENERAL FUND	DEPARTMENT FIRE	ACCOUNT 630-00; 530-00
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Accomplishments:

- * Hiring of three full-time and two part-time operations personnel dedicated to emergency response
- * Introduced new policies and standards for volunteer personnel to assure competency and quality of service
- * Procured critical safety equipment including ten (10) sets of PPE, ballistic vests, and new generation SCBA's
- * Effected repairs to central station including new roof, apparatus approach, and station generator retrofit
- * Completed outdoor warning siren maintenance and repairs to bring the system 100% back on line
- * Modified two (2) existing rescue apparatus, and purchased one (1) new Engine to increase response capabilities
- * Completed 100% hydrant flow testing/plotting in the city, and 100% of pre-incident plans for target hazards
- * Expanded all hazards mission capability with upgraded atmospheric monitoring equipment, and hazmat equipment trailer
- * Procured and implemented county mandated P25 radio and ICS communications equipment for the department
- * Upgraded technical rescue equipment and added enhanced Emergency Reporting software for the department
- * Increased commission certifications and special operations training for all full and part-time personnel
- * Participated in County wide mass casualty exercise integrating the use of the Emergency Operations Center
- * Received grant funding totaling over \$30,000

Goals:

- Acquisitions and pursuit of grants focusing on safety, personnel, apparatus, equipment, and technology needs
- Complete final design/begin construction of station #2, and convert old city building into new EVT/Resource facility
- Expand the departments health and fitness program in accordance with NFPA recommendations
- Expand the department's special operations mission and training to include joint exercises and Unified Command training with law enforcement for Active Shooter Incident
- Initiate the High School Fire Academy program, expand CERT, and explore a Citizen's Fire Academy Program
- Identify, pursue, develop, and implement programs and training designed to increase the department's overall effectiveness with priority on the safety and professional development of personnel
- Support the Fire Marshal's office with inspections, plan reviews, system testing, and pre-incident planning
- Assist in the updates to the City Emergency Management Plan and Community Risk Assessment.

Objectives:

- * Continue to explore and pursue available grants which increase the Department's funding opportunities for safety programs, staffing, apparatus replacement, equipment, technology upgrades, and training. Major grants to be pursued: FEMA SAFER, FEMA AFG, FEMA FP&S, and Texas A&M Forest Service.
- * Complete architectural and design review of the Department's future administrative staff offices and Fire Station #2. Assure cost effective and functional designs with technological advances incorporated
- * Expand the health and welfare program to meet NFPA 1582 for annual firefighter physicals and wellness check-ups in accordance with the comprehensive occupational medical program recommendations to include cancer screening
- * Continue crossover training and development of joint operational protocols/guidelines with local law enforcement, emergency management, and other outside agencies for the handling of Active Shooter or violent incidents.
- * Coordinate with Princeton High School and Collin County Community College related the Princeton ISD Fire Academy
- * Initiate a pilot program for the Citizen Fire Academy, and the BSA Explorer Post

**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

Objectives: *(continued)*

- * Complete formal training on Firefighter Health and Safety, Incident Safety Officer, Incident Management, and Leadership
- * Implement components of the Texas Fire Chief's Assoc. "Best Practices Recognition Program"
- * Conduct pre-incident plans on all new businesses, multi-family buildings, and high hazard occupancies
- * Support the Fire Marshals Office fire safety and fire prevention initiatives
- * Update the City Emergency Management Plan, Hazard Mitigation Plan, and Community Risk Assessment
- * Conduct semi-annual EOC activation drills with the Emergency Management Team
- * Respond to emergency incidents in a timely and safe manner with a goal of five (1) minute from dispatch

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Percentage of calls responded to within ten minutes of dispatch	99%	99%	99%	0%
Number of calls dispatched	1,943	2,100	2,200	5%
TCFP/SFFMA structural certification	78%	80%	84%	5%
Percentage of PFPs of target hazards completed	100%	100%	100%	0%

Key Budget Point:

Salaries - Paid Staff - This budget includes the three (3) part-time personnel to full-time personnel. The possibility of (3) part-time positions may be added if the City is awarded the SAFER grant. These positions will support operations and provide the department with a focus on daily staffing. These positions are necessary to provide for a higher level of safety concurrent with NFPA 1500 when responding to, and working at, emergency incidents.



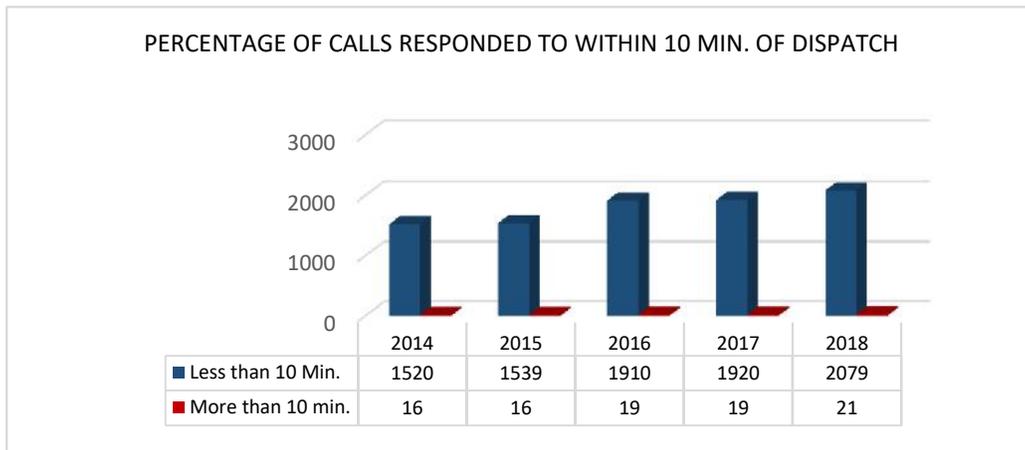
**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

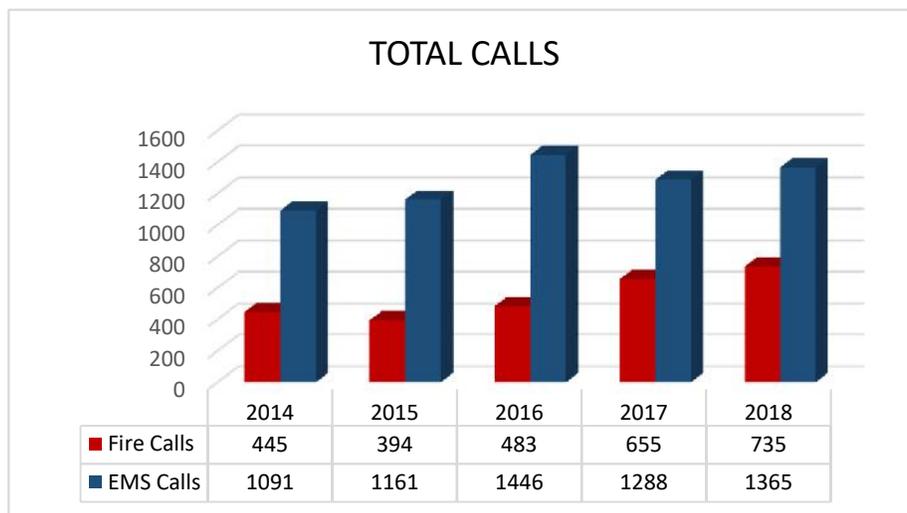
RESPONSE TIMES

The response time performance standard is based on National Fire Protection Association's (NFPA) 1720 for combination and volunteer departments. This time is measured by how long it takes for the department to assemble 10 personnel on scene of a structure fire and initiate an attack. The time starts following the initial dispatch notification and ends when 10 personnel are assembled on scene. The department must meet this standard 80% of the time. Exceptions in Princeton are related to traffic, multiple calls occurring at the same time reducing available manpower, available staffing on duty, mutual aid support, distance, and weather related road conditions.



TOTAL CALLS

One measure of the department is the total number of calls received. Call volume affects response times, service, and apparatus/staffing resource needs. The number of calls is steadily increasing with Princeton having the highest call volume when compared to all combination and volunteer departments in Collin County. Rapid growth in development, traffic, and population impact the total call volume. Fire calls include all non-medical calls such as fire, gas leaks, chemical spills, and public assistance. The total call volume also has residual impacts to the department's budget from increased supplies, maintenance, repairs, and the need for additional staffing.



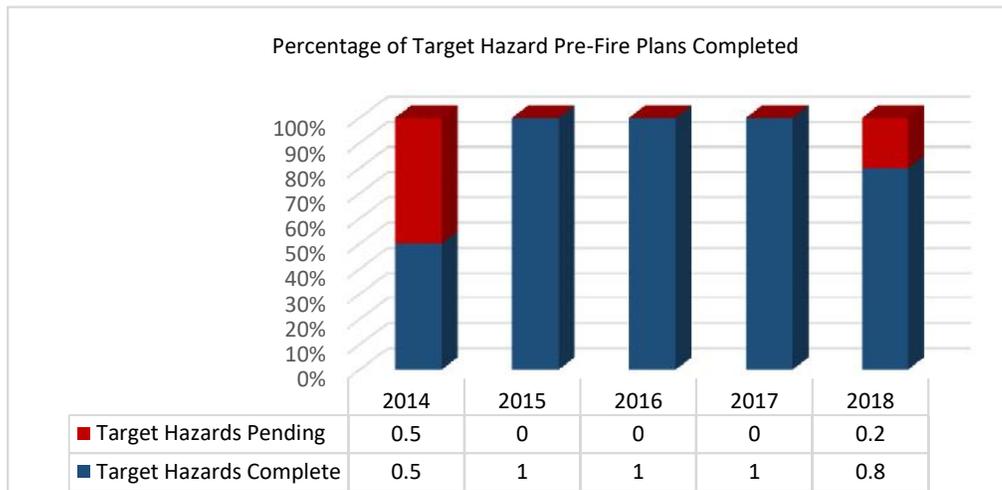
**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

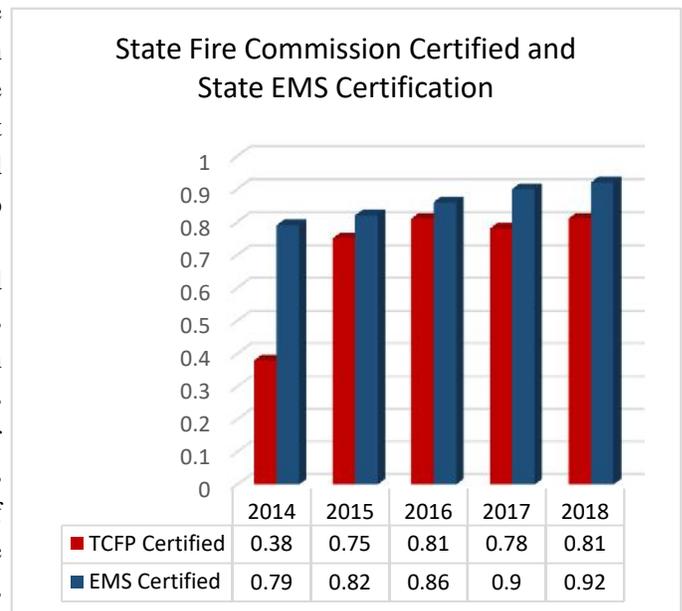
TARGET HAZARD PRE-INCIDENT PLANS COMPLETED

Target Hazards are identified as occupancies and properties which present a high hazard according to the State Tier II reporting requirements, or those with a large life safety concern. Examples of this would be large propane storage, schools, large nursing homes, etc. As a department, we formulate pre-incident plans (PIP's) to address these types of hazards and then educate firefighters in the event an incident occurs at one of these occupancies or properties. In late 2013, our PIP program was established and the department worked to finish all of these occupancies over the next two years. The graph below reflects a decrease in PIP's completed. This decrease is related to new occupancy developments over the last year, and the PIP's now needing updating.



STATE CERTIFIED FIRE AND EMS PERSONNEL

Part of our mission is to provide a qualified and competent team of first responders to serve within the community. State certifications and compliance with State requirements assures the community they are getting the higher level of professionalism they expect from our services. The department has worked diligently through recruitment, hiring, and training to increase this important element in the organization. The Fire Department was proud to be State approved for Advanced Life Safety capability in 2016. Our focus has been reaching 100% on Texas Commission on Fire Protection (TCFP), and 100% on Texas Department of Health Services certifications for our personnel. Since 2017, the volunteer support has declined leading to an imbalance and reduction of numbers of certified individuals. Full and Part-time personnel are required to have these certifications and more.



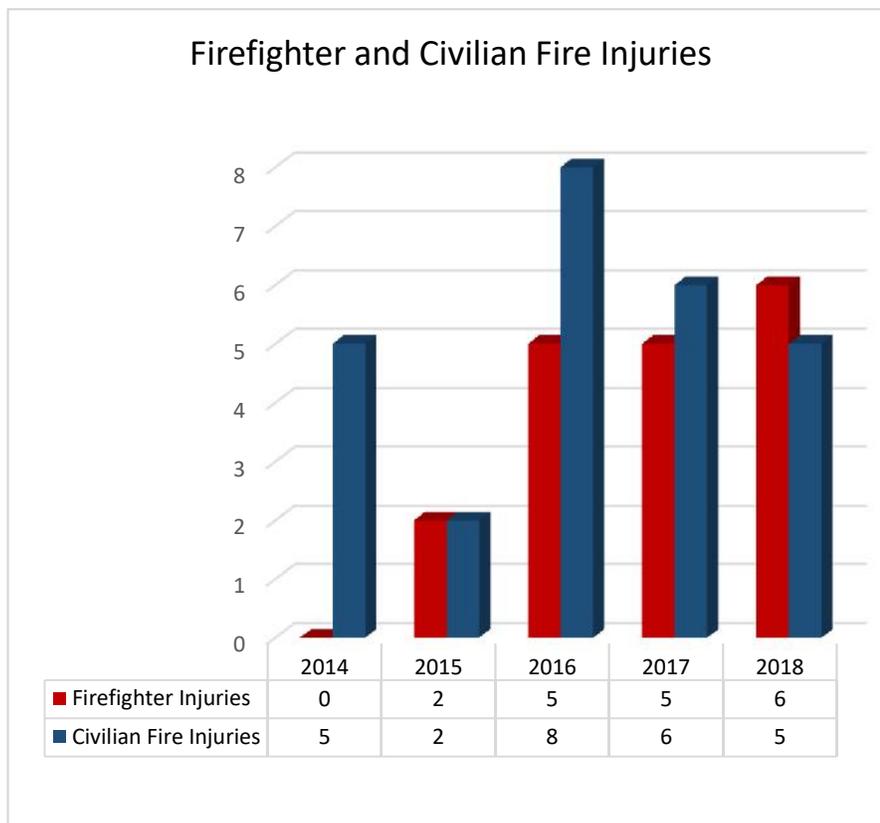
**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE**

**ACCOUNT
630-00; 530-00**

FIREFIGHTER AND CIVILIAN FIRE INJURIES

The most important part of our job is keeping people safe. This mindset is exercised for both the safety and welfare of our firefighters and the citizens we serve. Our standard operating guidelines, leadership, and accountability assist us in assuring safety is always at the forefront in everything we do. For our citizens, we meet this important goal through fire prevention activities, awareness, and education of the community. For our firefighters, we meet this objective through compliance, training, and proper safety equipment for our firefighters. This measure shows fire related injuries to both firefighters and the general public. The job of a first responder comes with inherent risks, and the potential for injury always exists. The civilian fire injuries, although often unpreventable, can be addressed with education and prevention efforts. Fire prevention and education efforts by fire departments have been statistically shown to reduce civilian fire injuries in communities. The increase in injuries indicated in this graph are directly related to population increases, or to incidents with multiple civilians injured at the same incident. The fire fighter injuries are only those reportable to the State, and do not include very minor injuries common to the profession. The spikes in firefighter injuries for 2016 through 2018 are directly related to increased call volume and limited manpower resources which increase their exposure to hazards and their physical workload.



**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE PREVENTION**

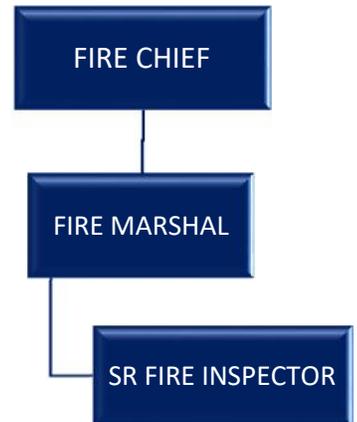
**ACCOUNT
630-25; 530-25**

Mission Statement:

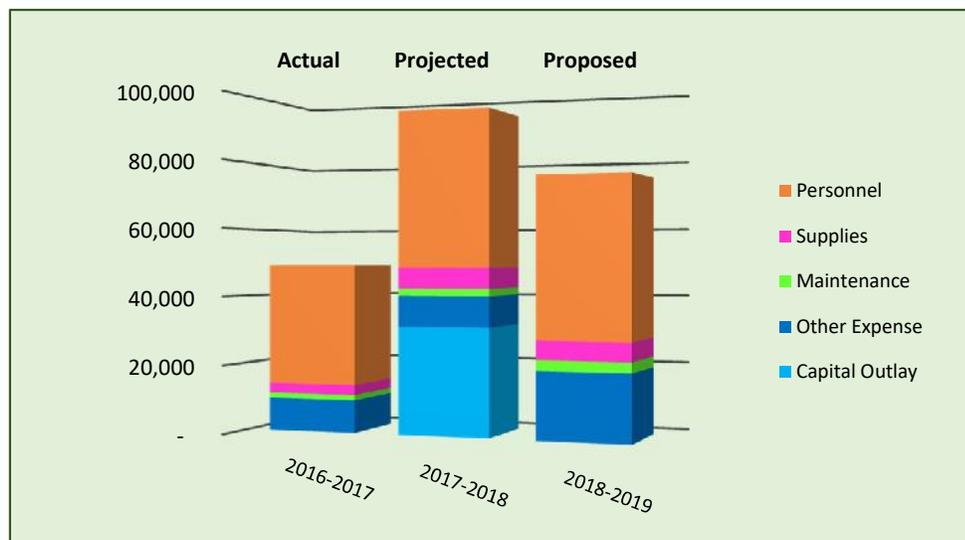
Committed to providing our community with a professional fire and life safety program through comprehensive fire protection plan reviews, informative occupancy inspections, effective fire and life safety code enforcement, and definitive fire origin and cause investigations in order to reduce the loss 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 NPA codes. Conducts follow-up inspections; prepares and submits reports for deficiencies; levies and collects fees for noncompliance; inspects contractor's plans; and review site plans. Investigates to determine cause and origin of all fire within the City limits.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 35,073	\$ 43,662	\$ 45,614	\$ 46,752	7%
Supplies	2,925	7,790	5,941	5,400	-31%
Maintenance	1,608	1,775	2,160	3,100	75%
Other Expense	9,478	9,425	8,928	19,456	106%
Capital Outlay	-	31,380	31,380	-	-100%
TOTAL	\$ 49,084	\$ 94,032	\$ 94,023	\$ 74,708	-21%



FUND 01	DEPARTMENT	ACCOUNT
GENERAL FUND	FIRE PREVENTION	630-25; 530-25

CAPITAL OUTLAY					
Description	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Truck	\$ -	\$ 29,107	\$ 29,107	\$ -	Capital Lease

PERSONNEL SUMMARY					
Description	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2017-2019	Change in Personnel
Fire Marshal	0.5	0.5	0.5	0.5	0
Fire Inspector	0.5	0.5	0.5	0.5	0
TOTAL	1	1	1	1	0

Accomplishments:

- * Sr Fire Marshal completed Juvenile Fire Starter Specialist program and received the JFS program manager certification
- * Fire Marshals attained Fire Officer IV & Instructor III certifications
- * First Juvenile Fire Starter Program was conducted with five graduating from the seven juveniles arrested for arson
- * Paired with Collin County to begin enrolling juveniles outside the city limits in the JFS program

Goals:

- Continue partnership with Red Cross to install 300 smoke detectors
- Obtain TECOL entity certification for the department
- Certify all paid fire officers as adjunct inspectors



Objectives:

Prevention:

- Conduct annual inspections of commercial building within the City of Princeton for code violations
- Receive complaints from the public on hazards or on possible violations of fire codes, records all information, and processes the complaint following department procedures
- Oversee fire safety in public assembly occupancies at major public events
- Inspect fixed fire extinguishing systems, fire detection systems, and alarm systems by making periodic checks
- Promote fire safety education with lectures and demonstrations by using the Fire Safety House, films, etc
- Provide smoke detectors to low income families, handicapped, and senior citizens
- Issue permits for public events whether indoors or outdoors.

Investigation:

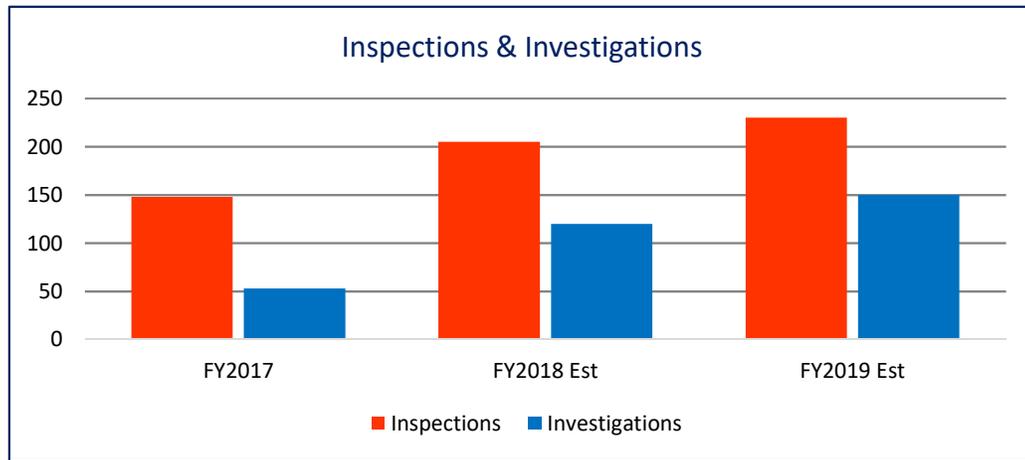
- Investigate all questionable fires within the City to determine cause and origin
- Perform follow-up on investigations through final conviction of arsonists
- Administer investigative reports.

**FUND 01
GENERAL FUND**

**DEPARTMENT
FIRE PREVENTION**

**ACCOUNT
630-25; 530-25**

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Commercial inspections	142	205	230	12%
Residential inspections	6	12	15	25%
Investigations	53	120	150	25%
Smoke detector installation	249	145	300	107%
False Alarms	31	50	75	50%
Emergency Response	38	54	65	20%
JFS students	n/a	11	15	36%
Plan reviews	13	21	20	-5%





PROPRIETARY FUNDS

WATER, WASTEWATER and STORM DRAINAGE

Summary of Retained Earnings

Beginning Retained Earnings October 1, 2017	\$ 1,530,570
Add:	
Projected Revenues FY 2018	8,119,592
Less:	
Projected Expenditures FY 2018	7,795,434
Projected Retained Earnings, September 30, 2018	1,854,728
Add:	
Budgeted Revenues FY 2019	8,209,604
Less:	
Budgeted Expenditures FY 2019	8,209,604
Budgeted Retained Earnings, September 30, 2019	\$ 1,854,728

The City's Proprietary Funds account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The City budgets the following proprietary funds:

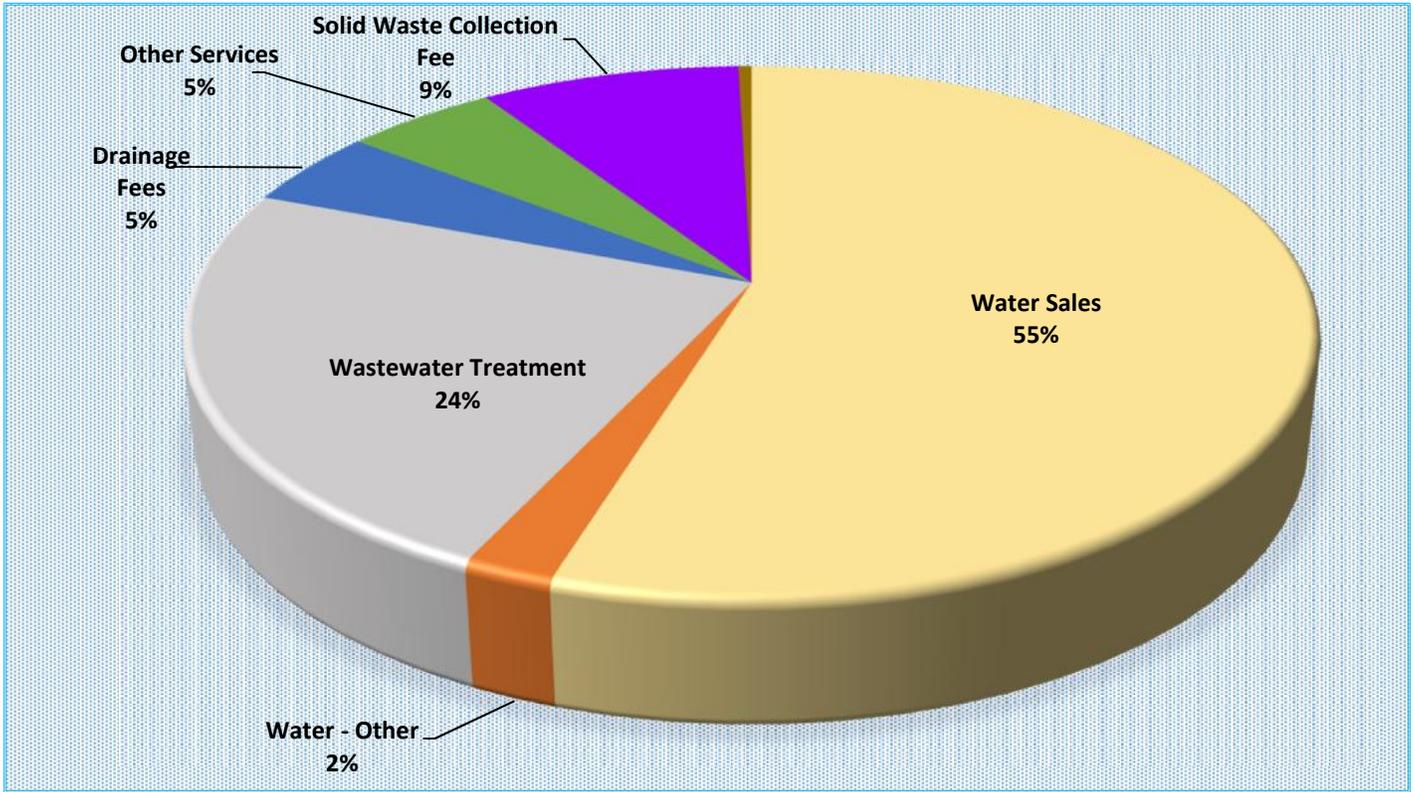
- * Water and Wastewater Fund - accounts for the operations of the water and sanitary sewer utilities and the solid waste services which are self-supporting activities rendering services on user-charge basis.

- * Storm Water Drainage Fund - accounts for the fees collected from utility customers that are used for drainage planning, maintenance, improvements, storm water runoff quality, and implementation of the mandated Phase II storm water program.

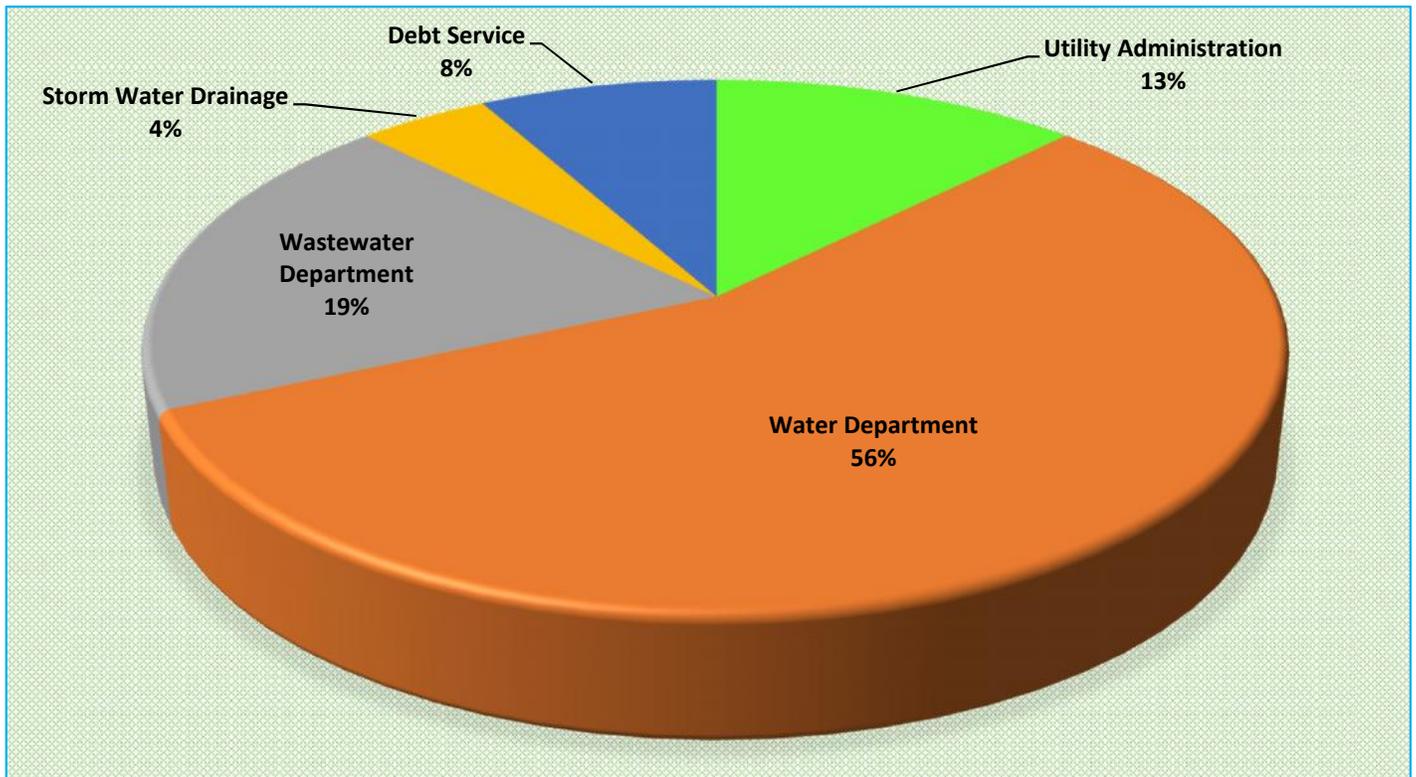
**CITY OF PRINCETON
UTILITY OPERATING FUNDS
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2018-2019**

	ACTUAL 2016-17	BUDGET 2017-18	PROJECTED 2017-18	PROPOSED 2018-19
REVENUES				
Water Sales	\$ 3,880,720	\$ 3,776,747	\$ 4,000,000	\$ 4,500,000
Water - Other	182,163	191,762	224,664	181,672
Wastewater Treatment	1,713,546	1,794,710	1,850,000	1,948,606
Drainage Fees	319,409	296,000	355,000	390,000
Service Charges/Reconnect/Fees/Meters	409,343	428,965	439,165	424,447
Solid Waste Collection Fee	638,764	662,680	694,220	728,000
Capital Lease Proceeds	44,087	520,622	520,622	-
Interest Earned	3,710	5,000	5,000	5,000
Transfers In	33,491	30,921	30,921	31,879
TOTAL REVENUES	7,225,233	7,707,407	8,119,592	8,209,604
EXPENSES				
Utility Administration	845,448	873,356	991,586	1,021,242
Water Department	3,433,947	4,159,282	4,027,774	4,583,123
Wastewater Department	1,166,080	1,544,235	1,640,648	1,579,978
Storm Water Drainage	225,375	528,533	534,100	363,501
TOTAL EXPENSES	5,670,850	7,105,406	7,194,108	7,547,844
NON-DEPARTMENTAL				
Debt Service	554,533	602,001	601,326	661,760
TOTAL NON-DEPARTMENTAL	554,533	602,001	601,326	661,760
TOTAL EXPENSES	6,225,383	7,707,407	7,795,434	8,209,604
CHANGE IN NET POSITION	999,850	-	324,158	-
Beginning Retained Earnings, October 1	530,720	\$ 1,530,570	\$ 1,530,570	\$ 1,854,728
Ending Retained Earnings, September 30	\$ 1,530,570	\$ 1,530,570	\$ 1,854,728	\$ 1,854,728

PROPRIETARY FUNDS REVENUES

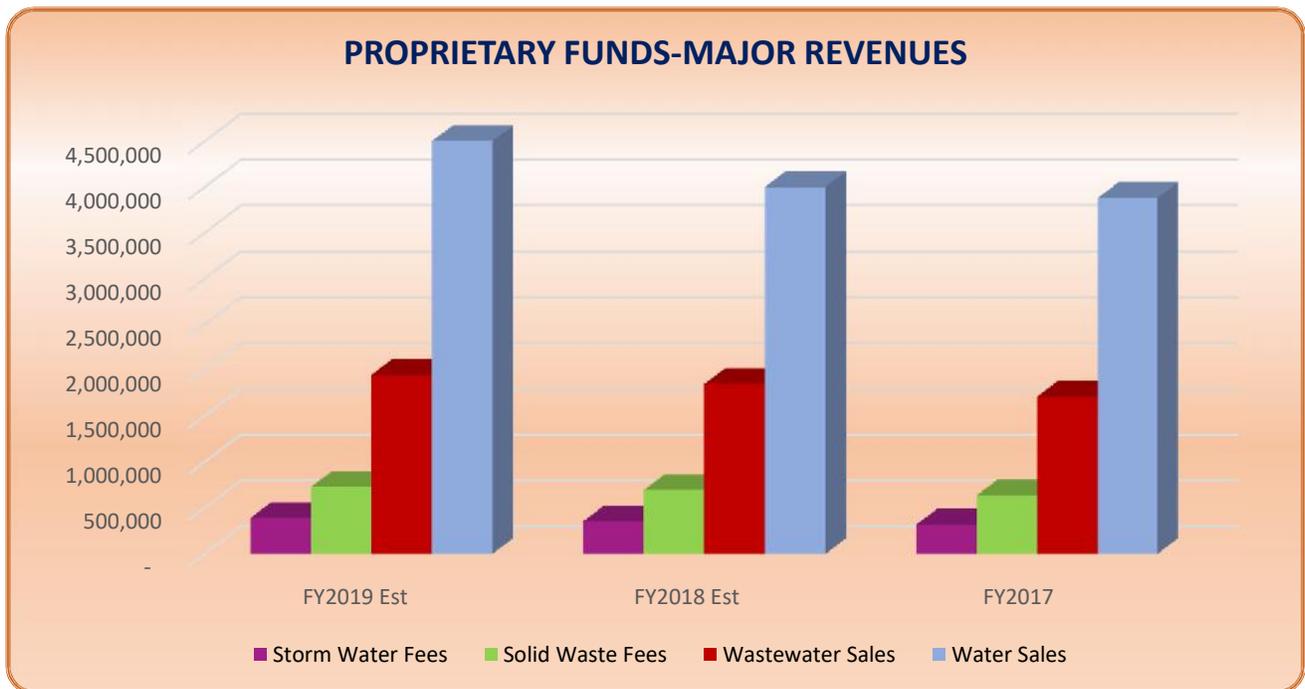


PROPRIETARY FUNDS EXPENSES



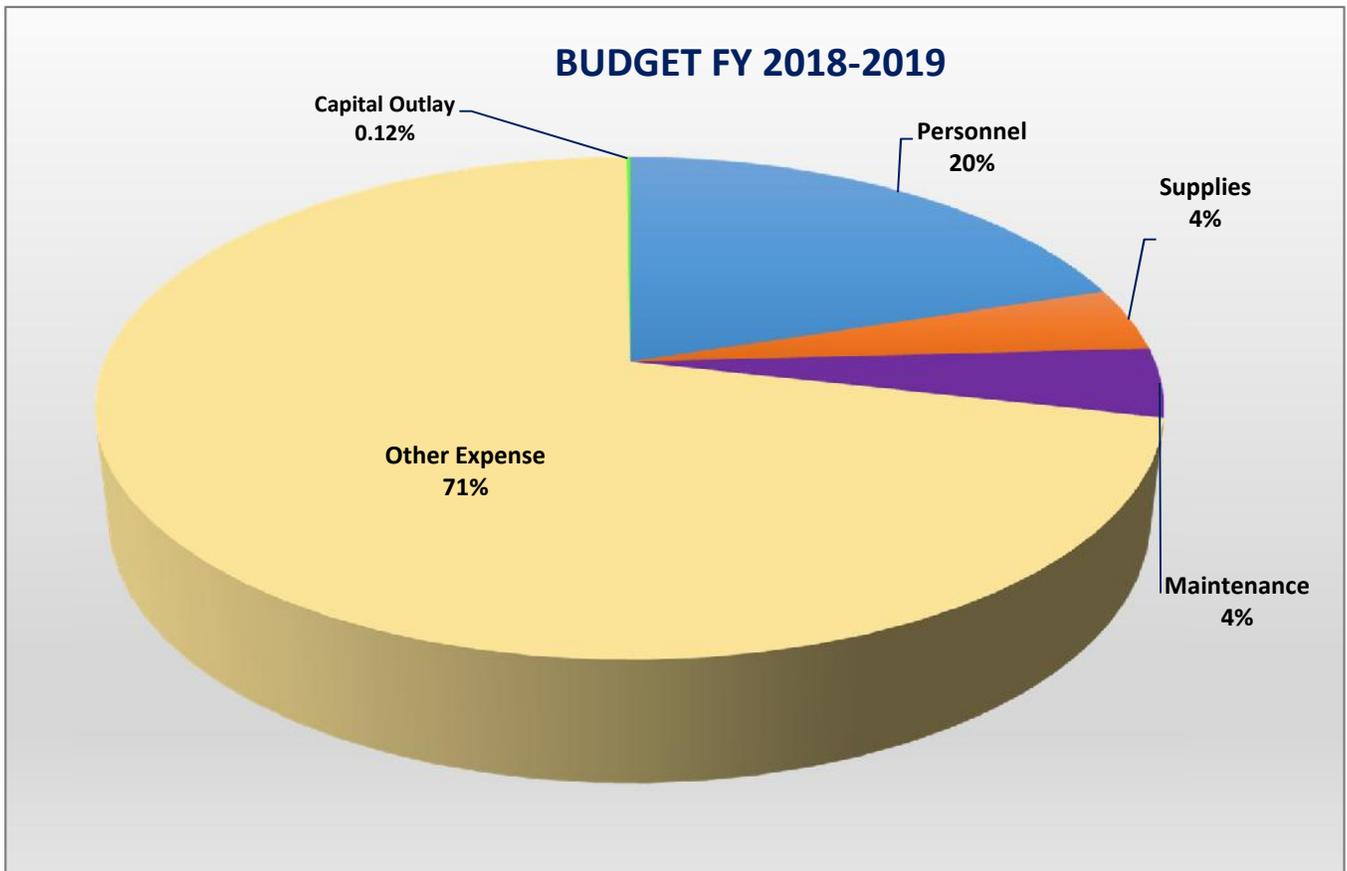
**CITY OF PRINCETON
PROPRIETARY FUNDS - REVENUES
FISCAL YEAR 2018-2019**

	ACTUAL 2016-2017	BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019
Revenues by department/type:				
Water Sales	3,880,720	3,776,747	4,000,000	4,500,000
Penalties	122,698	125,000	140,000	160,000
Water Meter Install	103,950	110,815	110,815	125,000
Water Meters	182,053	187,350	187,350	185,000
Water Tower Rental Fee	21,672	21,672	35,664	21,672
Service Charge/Reconnect Fee	123,340	130,800	141,000	114,447
Wastewater Treatment Sales	1,713,546	1,794,710	1,850,000	1,948,606
Solid Waste Collection Fee	638,764	662,680	694,220	728,000
Drainage Fees - Residential	224,833	204,000	245,000	265,000
Drainage Fees - Commercial	94,576	92,000	110,000	125,000
Capital Lease/Note Proceeds	44,087	520,622	520,622	-
Interest Earned	3,710	5,000	5,000	5,000
Miscellaneous	37,793	45,090	49,000	-
Transfers	33,491	30,921	30,921	31,879
Total Administration	\$ 7,225,233	\$ 7,707,407	\$ 8,119,592	\$ 8,209,604



**CITY OF PRINCETON
EXPENDITURES BY CLASSIFICATION
AS A PERCENT OF TOTAL PROPRIETARY FUNDS BUDGET
FISCAL YEAR 2018-2019**

<u>Classification</u>	<u>ACTUAL 2016-2017</u>	<u>% OF ACTUAL</u>	<u>BUDGET 2017-2018</u>	<u>% OF BUDGET</u>	<u>BUDGET 2018-2019</u>	<u>% OF BUDGET</u>
Personnel	\$ 1,290,572	23%	\$ 1,467,000	22%	\$ 1,514,482	20%
Supplies	355,716	6%	548,457	8%	308,050	4%
Maintenance	188,189	3%	268,150	4%	333,225	4%
Other Expense	3,836,373	68%	4,355,762	65%	5,383,087	71%
Capital Outlay	-	0%	102,115	2%	9,000	0.12%
TOTAL	<u><u>\$ 5,670,850</u></u>		<u><u>\$ 6,741,484</u></u>		<u><u>\$ 7,547,844</u></u>	



**FUND 02
PROPRIETARY**

**DEPARTMENT
UTILITY ADMINISTRATION**

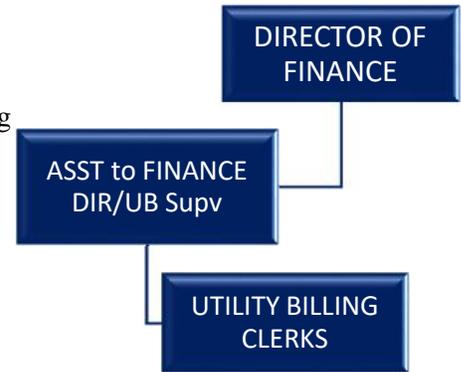
**ACCOUNT
613-00; 513-00**

Mission Statement:

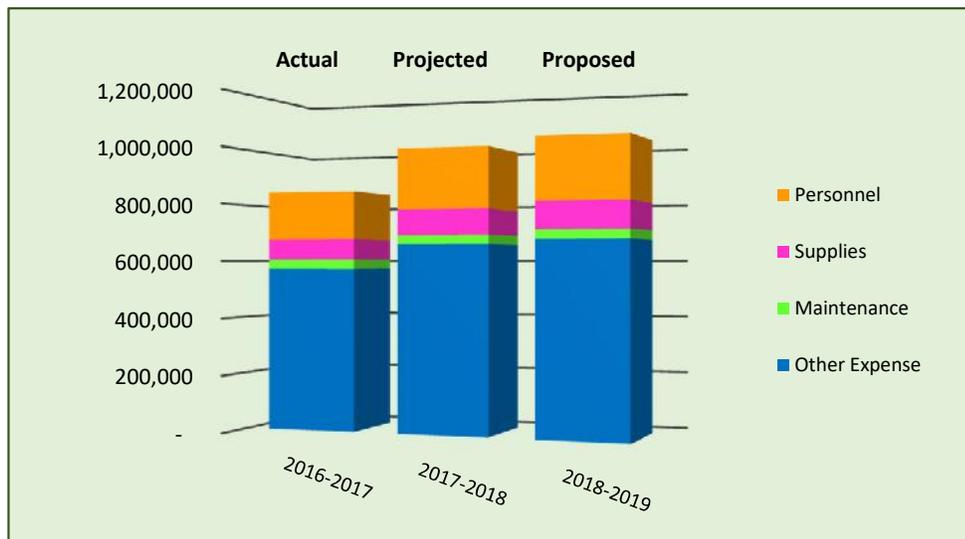
Utility Administration strives to provide outstanding customer service for the residents and businesses of Princeton by providing billing services for water, wastewater, trash, recycles, and bulk trash pickup in an accurate and timely manner.

Responsibilities:

Provide customer service to the citizens and businesses of Princeton including setting up new accounts, maintaining accounts, changes to accounts, disconnects, transfers, billing for services, initiate service orders, trash, recycle, and coordination of bulk trash pickup.



EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 168,507	\$ 180,906	\$ 212,900	\$ 219,342	21%
Supplies	70,820	74,000	88,500	96,000	30%
Maintenance	34,688	30,000	32,662	32,000	7%
Other Expense	571,433	588,450	657,524	673,900	15%
TOTAL	\$ 845,448	\$ 873,356	\$ 991,586	\$ 1,021,242	17%



No Capital Outlay

FUND 02 **DEPARTMENT** **ACCOUNT**
PROPRIETARY **UTILITY ADMINISTRATION** **613-00; 513-00**

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Asst to Finance Dir/UB Supv	1	1	1	1	0
Util Billing Technician	0	1	1	0	-1
Utility Clerks	2	2	2	3	1
TOTAL	3	4	4	4	0

Accomplishments:

- * Continue cross-training of utility clerks
- * Capability to email utility bills and statements to customers
- * Maintained fiscal responsibility with budget.
- * Implemented the capability for customers to call an automated telephone number to pay utility bill

Goals:

- Continue cross-training utility clerks
- Monitor and enhance website to improve customer service
- Continually enhance customer service.



Objectives:

To provide courteous and informative customer service to the City of Princeton community by educating customers of the technology available such as online capabilities to pay utility bills, telephone credit card usage and bank drafting options.

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
New customer accounts added to system	562	801	1,502	88%
Number of Service Order requests from customers	3,574	4,034	5,000	24%
Percentage of service orders completed	100%	100%	100%	0%
Number of Meter Adjustments	156	180	192	7%

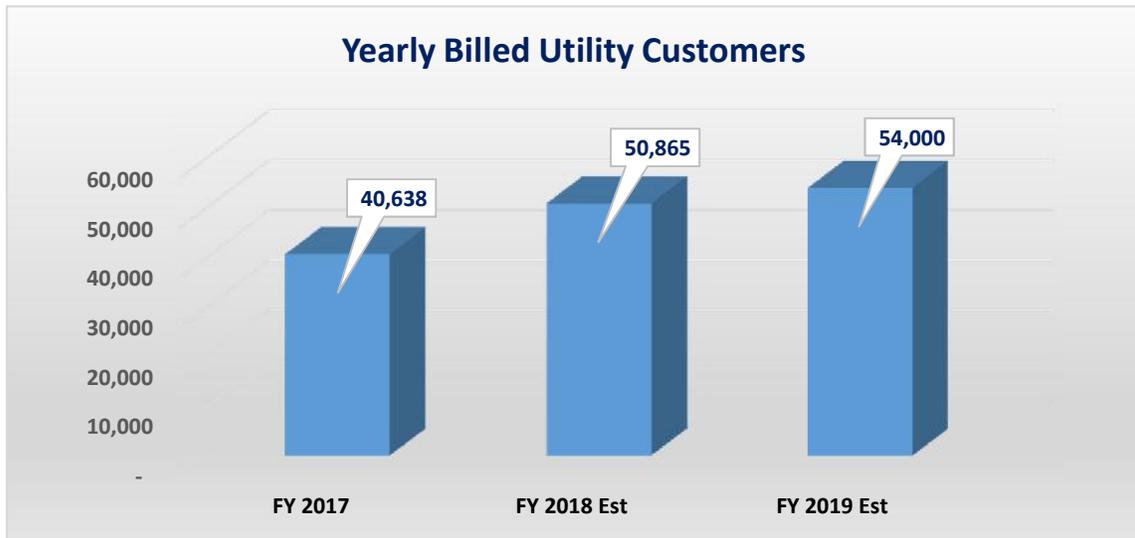
**FUND 02
PROPRIETARY**

**DEPARTMENT
UTILITY ADMINISTRATION**

**ACCOUNT
613-00; 513-00**

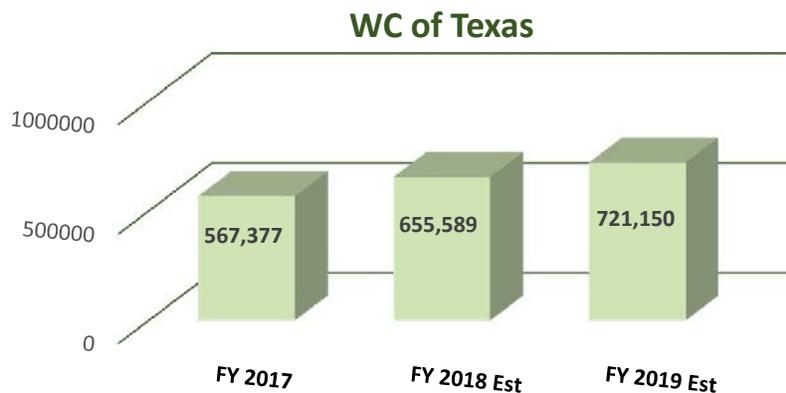
Utility Accounts

The total number of utility accounts has grown steadily with the City's population. We currently have one manager and three utility clerks. Utility bills are prepared by the Manager and sent electronically to a third-party service provider for printing and mailing and emailing a utility bill if a customer signs up. Currently, there are an estimated 450 bills emailed to customers.



Trash Collection

The City contracts with WC of Texas for garbage and recycling collection and provides oversight of their operations.

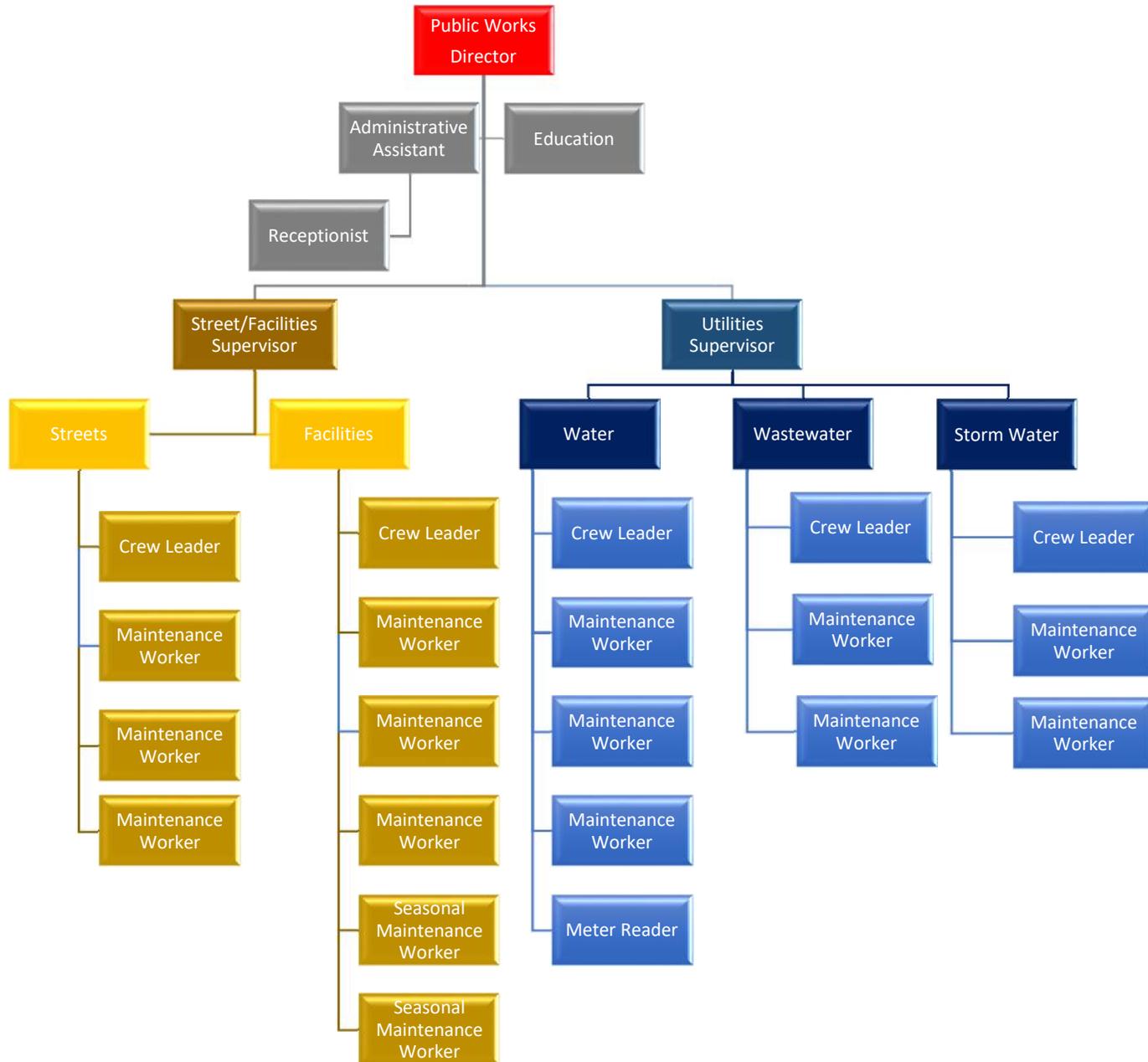


Residential Rates for Solid Waste:

	Monthly
Poly Cart	\$9.04
each additional cart	7.88
Bulk service	0.95
Recycling service	1.60
Add'l container	1.60

Commercial Rates for Solid Waste:

	Monthly
Poly Cart	\$ 14.28
each additional cart	11.88
Recycling service	1.60
Add'l container	1.60
Dumpster Bins	\$28.05 - \$73.92



**FUND 02
PROPRIETARY**

**DEPARTMENT
WATER UTILITY**

**ACCOUNT
615-50; 515-50**

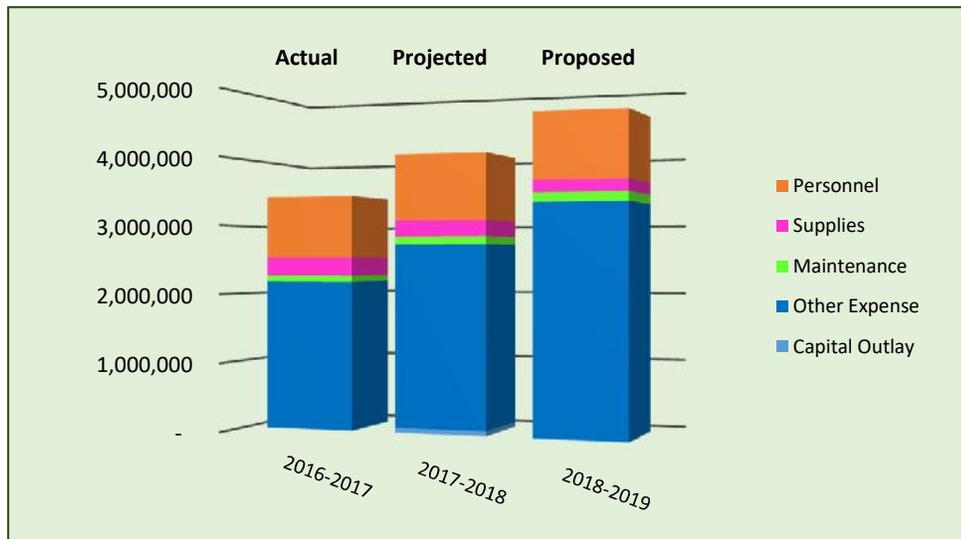
Mission Statement:

It is the mission of the Water Division to provide quality potable drinking water in adequate quantities for citizens use and fire protection.

Responsibilities:

To provide daily monitoring of 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.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 899,503	\$ 989,992	\$ 958,546	\$ 966,368	-2%
Supplies	268,182	440,532	229,450	170,700	-61%
Maintenance	91,093	94,375	119,000	138,750	47%
Other Expense	2,175,169	2,563,566	2,649,961	3,298,305	29%
Capital Outlay	-	70,817	70,817	9,000	-87%
TOTAL	\$ 3,433,947	\$ 4,159,282	\$ 4,027,774	\$ 4,583,123	10%



CAPITAL OUTLAY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
2 Trucks	\$ -	\$ 70,817	\$ 70,817	\$ -	Capital Lease
50% Message Board	-	-	-	9,000	Revenues
TOTAL	\$ -	\$ 70,817	\$ 70,817	\$ 9,000	

**FUND 02
PROPRIETARY**

**DEPARTMENT
WATER UTILITY**

**ACCOUNT
615-50; 515-50**

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Public Works Dir*	0.5	0.5	0.5	0.5	0
Supervisor*	0	0.75	0.75	0.75	0
Crew Leader	1	0.75	0.75	0.75	0
Water Maint Wkr	3	5.5	5.5	5.5	0
Meter Reader	1	1	1	1	0
Administrative Asst	1	1	1	1	0
Receptionist*	0	1	1	0.5	0
TOTAL	6.5	10.0	10.0	10.00	0

* Public Works Director divides his time between Streets, Facilities, Water and Wastewater Departments and Storm Water. The majority of the PW Director's time is spent in Streets and the Water Dept; the Supervisor's time is split between the Water Dept and Storm Water; the Receptionists time is split between the Street Dept and Water Dept.

Accomplishments:

- * Maintained a 1% water loss, well below the state recommended 10%
- * All samples of water quality met or exceeded State and Federal Requirements
- * Upgraded the SCADA system to the new Wonderware platform
- * Began meter program conversion to the new AMI/4g automatic read meters.
- * Conducted quarterly education and outreach opportunities, including classes and mailings



Goals:

- Continue to replace outdated water mains, and those that are in disrepair
- Fully implement computerized maintenance management software for all City infrastructure
- Conduct quarterly education and outreach activities for employees and citizens for water conservation
- Implement updated management controls and best management practices for system preventative maintenance to further reduce water loss
- Implement bi-directional flushing practices to further improve water quality

Objectives:

Maintain superior water quality and customer service throughout the water utility system
 Create education opportunities for residents to become more familiar with water conservation techniques
 Increase education and training opportunities for employees to provide improved services for residents
 Continue to improve system operations, through improved maintenance and system redundancies



**FUND 02
PROPRIETARY**

**DEPARTMENT
WATER UTILITY**

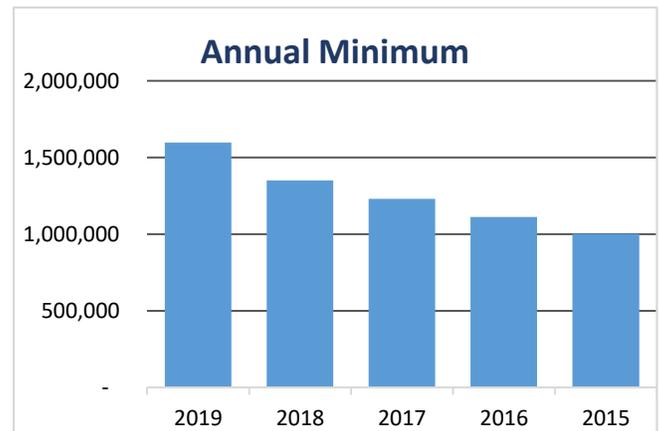
**ACCOUNT
615-50; 515-50**

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Water leaks repaired	215	245	250	2%
Water quality complaints per 1,000 population	0.0800	0.0006	0.0100	15%
% of samples meeting state and federal requirements	100%	100%	100%	0%

Water Services

The City of Princeton is one of the 13 members of the North Texas Municipal Water District (NTMWD). NTMWD serves over 1.6 million people. As part of this regional water system, NTMWD maintains the infrastructure required to move water to the City, and the City is responsible for all of the infrastructure required to move water from the take-point to the buildings within the City limits and for the purchase of water.

The City purchases water on a "Take or Pay" style contract. Per this contract, a minimum number of gallons is determined by the City's usage during the twelve month period between August through July. If the City uses less than the set minimum in a one-year period, a rebate is issued at a reduced rate determined by NTMWD. When the established minimum is exceeded, the NTMWD charges for the access at a reduced rate, and the amount used during that period becomes the new minimum.



As indicated, each year increases the annual minimum. With the growth that the City is experiencing, it is expected that this increase will continue for several more years. Utility rates are on pages 102-103 of this document.



**FUND 02
PROPRIETARY**

**DEPARTMENT
WASTEWATER UTILITY**

**ACCOUNT
615-60; 515-60**

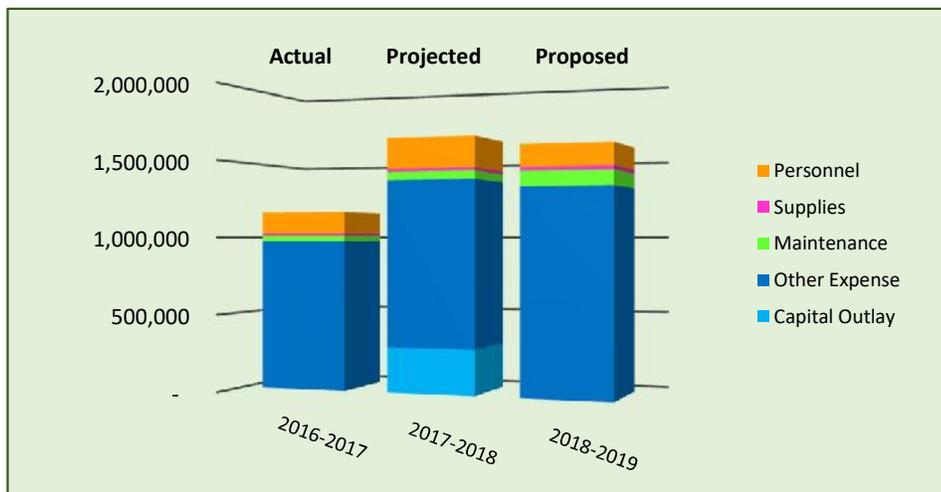
Mission Statement:

To maintain safe and sanitary conditions by ensuring all wastewater is collected and delivered to North Texas Municipal Water District for treatment.

Responsibilities:

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

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 140,932	\$ 171,761	\$ 201,069	\$ 143,557	-16%
Supplies	12,409	18,450	18,350	24,350	32%
Maintenance	40,312	76,800	53,500	96,000	25%
Other Expense	972,427	984,119	1,074,624	1,316,071	34%
Capital Outlay	-	293,105	293,105	-	-100%
TOTAL	\$ 1,166,080	\$ 1,544,235	\$ 1,640,648	\$ 1,579,978	2%



CAPITAL OUTLAY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Vactor Truck	\$ -	\$ 256,597	\$ 256,597	\$ -	Capital Lease
Camera Van	-	29,839	29,839	-	Capital Lease
RIGID Camera	-	6,670	6,670	-	Capital Lease
TOTAL	\$ -	\$ 293,106	\$ 293,106	\$ -	

FUND 02	DEPARTMENT	ACCOUNT
PROPRIETARY	WASTEWATER UTILITY	615-60; 515-60

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Supervisor	0	0.25	0.25	0.25	0
Sewer System Maint Workers	2	3	3	3	0
TOTAL	2	3	3	3.25	0

Accomplishments:

- * Fully implemented and met all of year one CMOM requirements
- * Cleaned and inspected 20% of the in service sanitary sewer system
- * Brought the new Sewer Camera Van into service
- * Conducted 4 Fats, Oils, and Grease education and outreach opportunities
- * Replaced the Peachtree Interceptor Main, approximately 4,000 linear feet, to reduce I/I and allow for development in the eastern portion of the City
- * Developed and implemented the new SSOI agreement, in accordance with TCEQ guidelines

Goals:

- Camera and log 20% of the sewer system (including mains and manholes)
- Have 0% overflows result from wet weather events through the I/I reduction program
- Reduce dry weather overflows as a result from FOG outreach and education
- Clean and Inspect 20% of the sanitary sewer collection system
- Fully develop a flow monitoring program to eliminate sources of I/I

Objectives:

Continue to work towards improving the collection system by replacing old mains and manholes. Follow best practices to continue to reduce inflow and infiltration, and eliminate FOG from the wastewater collection system. Continue to work with City engineers, administration, and staff to improve the wastewater collection system

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Manholes and mains maintained	150	150	175	17%
Miles of main inspected	9	11	15	36%
Number of calls for service	120	380	400	5%
Miles of main smoke tested	n/a	98	115	17%

**FUND 02
PROPRIETARY**

**DEPARTMENT
WASTEWATER UTILITY**

**ACCOUNT
615-60; 515-60**

Sewer Services

Sewer services for the City are also provided by NTMWD. NTMWD's wastewater system includes 250 miles of large-diameter pipelines, 25 lift stations, and 14 wastewater treatment plants. Their sewer system services 11 cities and over 1 million residents within the region.

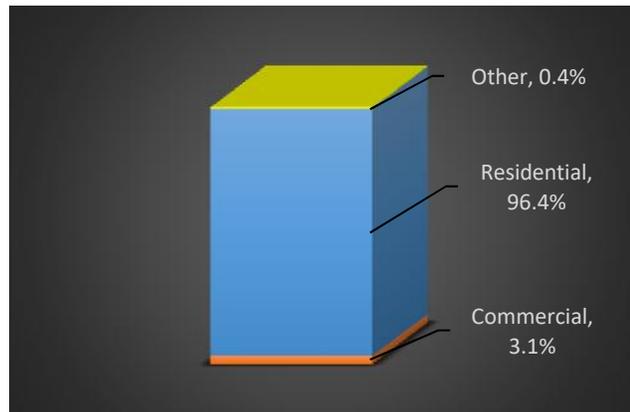
The costs of the regional wastewater system are based on an annual estimate of usage and are adjusted at year-end with either a credit or additional charges. The year-end adjustments are made in October and affect the charges for the upcoming year.

Sewer billing to the City's customers is based on the amount of water used per month. Rates are structured with a monthly service charge and a per 1,000 gallons rate. However, each type of account has a set minimum. Utility rates are on pages 102-103 of this document.

- Residential - 96.4%
 - Number of accounts: 4,144

- Commercial - 3.1%
 - Number of accounts: 135

- Other - 0.4%
 - Number of accounts: 19



**FUND 04
PROPRIETARY**

**DEPARTMENT
STORM WATER DRAINAGE**

**ACCOUNT
607-00; 507-00**

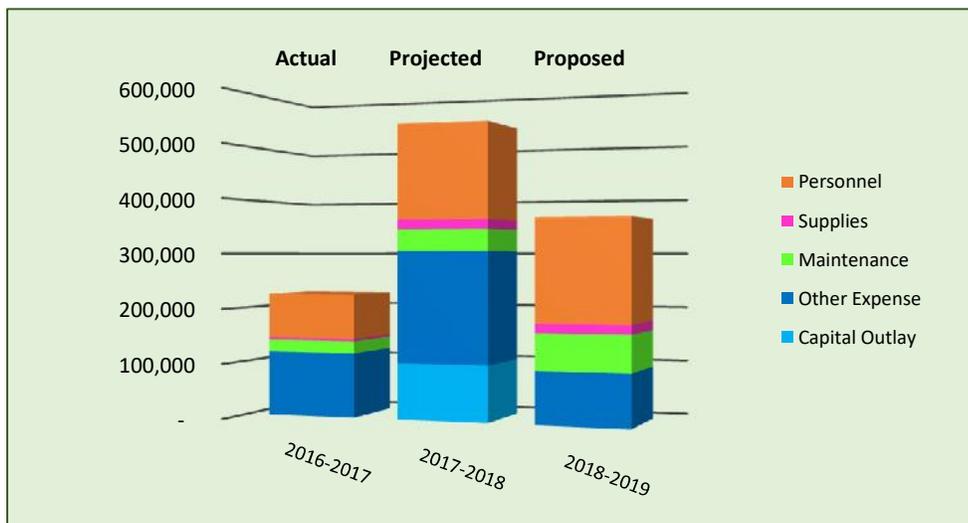
Mission Statement:

To implement and maintain an effective storm water management program and system.

Responsibilities:

The Storm Water Drainage Fund is responsible for the collection of the fees charged to customers and to maintain the storm drainage program through maintenance, improvements, and public education.

EXPENSE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Personnel	\$ 81,630	\$ 124,341	\$ 172,629	\$ 185,215	49%
Supplies	4,305	15,475	17,600	17,000	10%
Maintenance	22,096	66,975	39,215	66,475	-1%
Other Expense	117,344	219,627	202,541	94,811	-57%
Capital Outlay	-	102,115	102,115	-	-100%
TOTAL	\$ 225,375	\$ 528,533	\$ 534,100	\$ 363,501	-31%



CAPITAL OUTLAY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Proposed Funding
Holt Cat mini excavator	\$ -	\$ 50,328	\$ 50,328	\$ -	Capital Lease
ATV - Gator	15,078	-	-	-	Capital Lease
Truck-F350	44,078	-	-	-	Capital Lease
Compact Track Loader	-	51,787	51,787	-	Capital Lease
TOTAL	\$ 59,156	\$ 102,115	\$ 102,115	\$ -	

**FUND 04
PROPRIETARY**

**DEPARTMENT
STORM WATER DRAINAGE**

**ACCOUNT
607-00; 507-00**

PERSONNEL SUMMARY					
	Actual 2016-2017	Budget 2017-2018	Actual 2017-2018	Budget 2018-2019	Change in Personnel
Supervisor	0	1	1	1	0
Environmental Education Coordinator	1	1	1	1	0
Storm Water Maint	1	2	2	1	-1
TOTAL	2	4	4	3	-1

Accomplishments:

- * Exceeded all of the Best Management Practice (BMP) Goals described in the Storm water Permit
- * Worked with City engineers to inventory all of the City owned drainage structures
- * Conducted education and outreach opportunities quarterly, to include mailers and classes
- * Began routine maintenance of drainage structures within the City
- * Cleared drainage ways, to promote positive drainage, and reduce pollution opportunities
- * Completed operating procedures for BMP maintenance, BMP inspection, and illicit discharge response

Goals:

- Begin installing storm water cleaning devices within drainage structures to reduce pollutants and eliminate illicit discharges
- Conduct classroom training sessions for contractors, residents, and employees quarterly
- Continue to clear and maintain drainage ways within the City to promote positive drainage
- Implement operating procedures for Best Management Practices (BMP) maintenance, bmp inspection, and illicit discharge response.
- Conduct weekly inspection of construction site BMPs, to ensure point source pollution is eliminated

Objectives:

- Identify and prevent illicit discharges to the water ways
- Respond to all reports of illicit discharges with personnel properly trained in pollution reclamation procedures
- Educate citizens, contractors, and employees on the importance of storm water protection and pollution prevention
- Eliminate point source pollution from construction sites, neighborhoods, and City facilities

PERFORMANCE MEASURES				
	Actual FY 2016-2017	Projected FY 2017-2018	Projected FY 2018-2019	Percentage Change from FY 2017-2018
Number of complaints/requests received from citizens	42	141	200	42%
Linear feet of storm lines cleaned	n/a	1,400	2,500	79%
Citizen contact opportunities including mailers & classes hosted	3	8	12	50%

WATER RATES
Effective 10/1/2018

<u>Residential Inside</u>			<u>Commercial Inside</u>		
Base Charge	3/4"	\$ 28.19	Base Charge	3/4"	\$ 28.19
Base Charge	1"	\$ 33.38	Base Charge	1"	\$ 33.38
Base Charge	1 1/2"	\$ 40.06	Base Charge	1 1/2"	\$ 40.06
Base Charge	2"	\$ 58.60	Base Charge	2"	\$ 58.60
Base Charge	3"	\$ 186.38	Base Charge	3"	\$ 186.38
Base Charge	4"	\$ 237.19	Base Charge	4"	\$ 237.19
Base Charge	6"	\$ 355.51	Base Charge	6"	\$ 355.51
Base Charge	8"	\$ 490.89	Base Charge	8"	\$ 490.89
Usage Charge	-	3,000 \$ 7.02	Usage Charge	-	3,000 \$ 7.02
	3,001	6,000 \$ 9.13		3,001	6,000 \$ 9.13
	6,001	10,000 \$ 11.24		6,001	10,000 \$ 11.24
	10,001	Above \$ 13.35		10,001	Above \$ 13.35
<u>Residential Outside</u>			<u>Commercial Outside</u>		
Base Charge	3/4"	\$ 42.28	Base Charge	3/4"	\$ 42.28
Base Charge	1"	\$ 50.07	Base Charge	1"	\$ 50.07
Base Charge	1 1/2"	\$ 60.09	Base Charge	1 1/2"	\$ 60.09
Base Charge	2"	\$ 87.90	Base Charge	2"	\$ 87.90
Base Charge	3"	\$ 279.57	Base Charge	3"	\$ 279.57
Base Charge	4"	\$ 355.79	Base Charge	4"	\$ 355.79
Base Charge	6"	\$ 533.26	Base Charge	6"	\$ 533.26
Base Charge	8"	\$ 736.33	Base Charge	8"	\$ 736.33
Usage Charge	-	3,000 \$ 9.41	Usage Charge	-	3,000 \$ 10.54
	3,001	6,000 \$ 12.23		3,001	6,000 \$ 13.70
	6,001	10,000 \$ 15.05		6,001	10,000 \$ 16.86
	10,001	Above \$ 17.88		10,001	Above \$ 20.02
<u>Sprinkler Inside</u>			<u>Sprinkler Outside</u>		
Base Charge	3/4"	\$ 28.19	Base Charge	3/4"	\$ 42.28
Base Charge	1"	\$ 33.38	Base Charge	1"	\$ 50.07
Base Charge	1 1/2"	\$ 40.06	Base Charge	1 1/2"	\$ 60.09
Base Charge	2"	\$ 58.60	Base Charge	2"	\$ 87.90
Base Charge	3"	\$ 186.38	Base Charge	3"	\$ 279.57
Base Charge	4"	\$ 237.19	Base Charge	4"	\$ 355.79
Base Charge	6"	\$ 355.51	Base Charge	6"	\$ 533.26
Base Charge	8"	\$ 490.89	Base Charge	8"	\$ 736.33
Usage Charge	-	3,000 \$ 7.02	Usage Charge	-	3,000 \$ 10.54
	3,001	6,000 \$ 9.13		3,001	6,000 \$ 13.70
	6,001	10,000 \$ 11.24		6,001	10,000 \$ 16.86
	10,001	Above \$ 13.35		10,001	Above \$ 20.02

SEWER RATES
Effective 10/1/2018

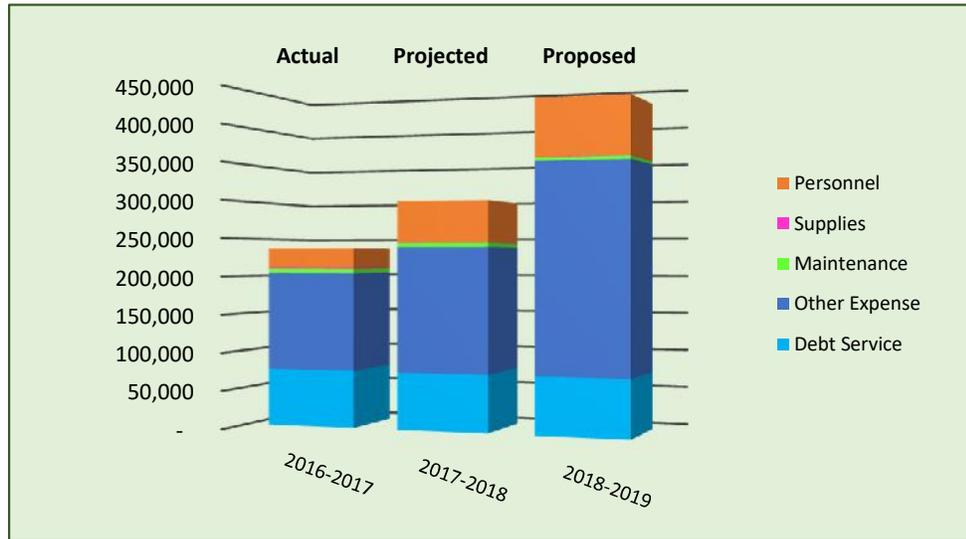
<u>Residential Inside</u>			<u>Commercial Inside</u>				
Base Charge	3/4"	\$ 12.25	Base Charge	3/4"	\$ 23.59		
Base Charge	1"	\$ 14.70	Base Charge	1"	\$ 28.31		
Base Charge	1 1/2"	\$ 17.80	Base Charge	1 1/2"	\$ 34.29		
Base Charge	2"	\$ 26.13	Base Charge	2"	\$ 50.33		
Base Charge	3"	\$ 83.63	Base Charge	3"	\$ 161.07		
Base Charge	4"	\$ 106.42	Base Charge	4"	\$ 204.96		
Base Charge	6"	\$ 159.58	Base Charge	6"	\$ 307.36		
Base Charge	8"	\$ 220.10	Base Charge	8"	\$ 423.91		
Usage Charge	-	3,000	\$ 5.73	Usage Charge	-	3,000	\$ 5.73
	3,001	6,000	\$ 7.03		3,001	6,000	\$ 7.03
	6,001	9,000	\$ 8.33		6,001	9,000	\$ 8.33
	9,001	12,000	\$ 9.63		9,001	Above	\$ 9.63
 <u>Residential Outside</u>			 <u>Commercial Outside</u>				
Base Charge	3/4"	\$ 18.38	Base Charge	3/4"	\$ 35.39		
Base Charge	1"	\$ 22.05	Base Charge	1"	\$ 42.47		
Base Charge	1 1/2"	\$ 26.71	Base Charge	1 1/2"	\$ 51.44		
Base Charge	2"	\$ 39.20	Base Charge	2"	\$ 75.50		
Base Charge	3"	\$ 125.44	Base Charge	3"	\$ 241.61		
Base Charge	4"	\$ 159.62	Base Charge	4"	\$ 307.43		
Base Charge	6"	\$ 239.37	Base Charge	6"	\$ 461.03		
Base Charge	8"	\$ 330.15	Base Charge	8"	\$ 635.87		
Usage Charge	-	3,000	\$ 8.60	Usage Charge	-	3,000	\$ 8.60
	3,001	6,000	\$ 10.55		3,001	6,000	\$ 10.55
	6,001	9,000	\$ 12.50		6,001	9,000	\$ 12.50
	9,001	12,000	\$ 14.44		9,001	Above	\$ 14.44



FUND 07	TYPE A	ACCOUNT
EDC	ECONOMIC DEVELOPMENT CORPORATION	600-00; 500-00

The Economic Development Corporation (EDC) was incorporated on October 1, 2005. The EDC is governed by a seven-member board appointed by and serving at the pleasure of the City Council. Funding for EDC occurs by the City transferring 1/4 sales tax revenues collected by the City of Princeton. The purpose of the EDC is to promote development of commercial, industrial, and manufacturing enterprises, business enterprises, and promote and encourage employment and public welfare. The EDC may issue and incur bonds or other obligations for these purposes.

EXPENSE SUMMARY					
Classification	Actual	Budget	Projected	Proposed	% Change from
	2016-2017	2017-2018	2017-2018	2018-2019	FY 2017-2018
Personnel	\$ 26,013	\$ 53,769	\$ 53,852	\$ 74,925	39%
Supplies	1,084	520	600	600	15%
Maintenance	6,258	4,000	5,000	4,400	10%
Other Expense	128,847	315,100	163,425	271,250	-14%
Debt Service	75,000	75,000	75,000	75,000	0%
TOTAL	\$ 237,202	\$ 448,389	\$ 297,877	\$ 426,175	-5%



Accomplishments:

- * Sponsor of the City's 4th of July event
- * Continued development and improvements of the Industrial Park and Roadways.

Initiatives:

- Continue the development and improvements of the Industrial Park and Roadways
- Assist in design of Town Center development to include shopping and restaurants
- Begin enhancement of old downtown
- Continue to target prospects to achieve city goals for company recruitment and business retention

FUND 07	TYPE A	ACCOUNT
EDC	ECONOMIC DEVELOPMENT CORPORATION	600-00; 500-00

Objectives:

To provide economic investment that increases employment opportunities, tax base, and solicit business that provide the desired goods and services for residents the community.

REVENUE DETAIL					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Sales tax	\$ 611,417	\$ 643,500	\$ 643,500	\$ 690,000	7%
Interest income	3,754	3,200	11,500	10,000	213%
Sale of land	-	-	154,855	-	n/a
TOTAL	\$ 615,171	\$ 646,700	\$ 809,855	\$ 700,000	8%

EXPENSE DETAIL					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Personnel:					
Salaries	\$ 20,305	\$ 38,481	\$ 38,481	\$ 57,678	
Longevity	139	158	158	189	
Payroll taxes	1,565	2,956	2,956	4,617	
Retirement	2,195	4,204	4,204	6,313	
Insurance	1,809	7,970	8,053	9,961	
Sub-Total	26,013	53,769	53,852	78,758	46%
Office supplies	934	500	700	500	
Postage	150	120	100	100	
Sub-Total	1,084	620	800	600	-3%
Ofc equip maint	6,258	4,000	5,400	4,400	10%
Contractual Services	13,736	37,500	31,225	36,250	
Promotional	6,274	20,000	5,200	18,000	
Projects:					
Events	12,500	17,000	17,000	17,000	
Old Downtown	-	55,600	-	50,000	
Town Center	-	75,000	-	50,000	
Industrial Park	96,337	110,000	110,000	100,000	
Sub-Total	128,847	315,100	163,425	271,250	-14%
TOTAL	\$ 162,202	\$ 373,489	\$ 223,477	\$ 355,008	-5%

FUND 07	TYPE A	ACCOUNT
EDC	ECONOMIC DEVELOPMENT CORPORATION	600-00; 500-00

DEBT SERVICE					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Principal	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	
TOTAL	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	

In October 2016, the EDC agreed to reimburse the City for a portion of their Series 2016 Certificates of Obligation for the portion of roadway and infrastructure of the Industrial Park. This note will be paid in full in FY 2036.

	Amounts Outstanding		Amounts Outstanding
Amount Issued	September 30, 2018	To be retired in FY2019	September 30, 2017
\$ 1,152,000	\$ 1,275,000	\$ 75,000	1,200,000

Budget Discussion:

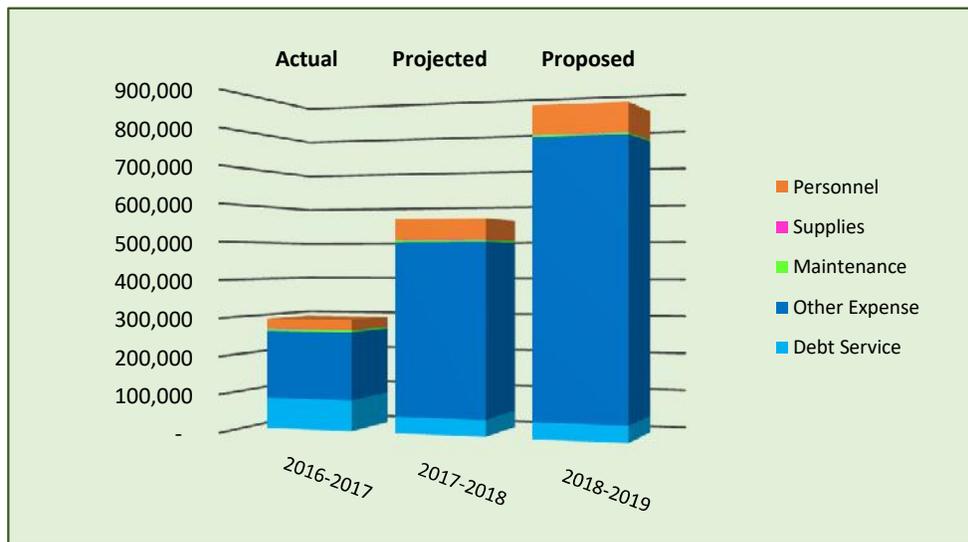
An additional staff member will be added to the EDC in FY2019 to provide support to the Board and assist the City wherever needed. The cost of the personnel of the EDC is split 50/50 with the CDC and is supervised by the City Manager.

The EDC has partnered with the Princeton Chamber of Commerce to promote City events and marketing efforts to promote economic development.

FUND 10	TYPE B	ACCOUNT
CDC	COMMUNITY DEVELOPMENT CORPORATION	600-00; 500-00

The Community Development Corporation (CDC) was incorporated on July 3, 1997. The CDC is governed by a seven-member board appointed by and serving at the pleasure of the City Council. Funding for CDC occurs by the City transferring 1/4 sales tax revenues collected by the City of Princeton. The purpose of the CDC is to promote projects to enhance the community and the citizens of Princeton. The 4B expenditures are subject to the provisions of the Development Corporation Act of 1979 and Local Government Code, Title 12, Subtitle C1. The sales tax the City of Princeton to undertake quality-of-life projects and community programs.

EXPENSE SUMMARY					
Classification	Actual	Budget	Projected	Proposed	% Change from
	2016-2017	2017-2018	2017-2018	2018-2019	FY 2017-2018
Personnel	\$ 26,097	\$ 53,769	\$ 53,852	\$ 74,925	39%
Supplies	1,086	920	800	600	-35%
Maintenance	6,258	4,000	5,400	4,400	10%
Other Expense	177,986	722,972	454,687	719,750	0%
Debt Service	81,983	43,986	43,986	43,199	-2%
TOTAL	\$ 293,410	\$ 825,647	\$ 558,725	\$ 842,874	2%



Accomplishments:

- * Committed funds for park improvements to the J. M. Caldwell Community Park and Veteran's Memorial Park
- * Continued improvements on Civic Center
- * Sponsor 4th of July event
- * Park Master Plan project continues
- * Continued improvements on Civic Center

Goals:

- Develop downtown area
- Complete the renovation of the Civic Center
- Complete park improvements to the J. M. Caldwell Community Park and Veteran's Memorial Park

FUND 10	TYPE B	ACCOUNT
CDC	COMMUNITY DEVELOPMENT CORPORATION	600-00; 500-00

Objectives:

To continue to assist the City to improve the quality-of-life for the citizens and enhance community programs.

REVENUE DETAIL					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Park sales tax	\$ 305,709	\$ 321,750	\$ 305,709	\$ 345,000	7%
Street sales tax	305,709	321,750	305,709	345,000	7%
Interest	4,164	3,200	13,000	10,000	213%
TOTAL	\$ 615,582	\$ 646,700	\$ 624,418	\$ 700,000	8%

EXPENSE DETAIL					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Personnel:					
Salaries	\$ 20,377	\$ 38,491	\$ 38,481	\$ 57,678	
Longevity	139	158	158	189	
Payroll taxes	1,565	2,956	2,956	4,617	
Retirement	2,202	4,204	4,204	6,313	
Insurance	1,813	7,960	8,053	9,961	
Sub-Total	26,096	53,769	53,852	78,758	46%
Office supplies	932	500	700	500	
Postage	154	420	100	100	
Sub-Total	1,086	920	800	600	-35%
Ofc equip maint	6,258	4,000	5,400	4,400	10%
Contractual Services	15,224	33,750	15,685	28,250	
Advertising	-	2,000	30	500	
Promotional	4,145	3,500	5,250	15,000	
Projects:					
Parks	19,662	357,722	282,722	475,000	
Events	17,790	26,000	26,000	26,000	
Civic Center	5,850	100,000	25,000	175,000	
Park Master Plan	115,317	200,000	100,000	-	
Sub-Total	177,988	722,972	454,687	719,750	0%
TOTAL	\$ 211,428	\$ 781,661	\$ 514,739	\$ 803,508	3%

FUND 10 **TYPE B** **ACCOUNT**
CDC **COMMUNITY DEVELOPMENT CORPORATION** **600-00; 500-00**

DEBT SERVICE					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2016-2017
Principal	\$ 81,983	\$ 43,986	\$ 43,986	\$ 43,199	\$ 787
TOTAL	\$ 81,983	\$ 43,986	\$ 43,986	\$ 43,199	-2%

In May 2011, the CDC agreed to reimburse the City for a portion of their Series 2011 General Obligation Refunding Bonds annually. This note will be paid in full in FY 2029.

Amount Issued	Amounts Outstanding September 30, 2018	To be retired in FY2019	Amounts Outstanding September 30, 2019
\$ 941,259	\$ 401,722	\$ 43,199	358,523

Budget Discussion:

An additional staff member will be added to the CDC in FY2019 to provide support to the Board and assist the City wherever needed. The cost of the personnel of the CDC is split 50/50 with the EDC and is supervised by the City Manager.

The renovation for the Civic Center is expected to be completed in FY2019. This Center will serve as an available rental space for the Princeton community.

The CDC has partnered with the Princeton Chamber of Commerce to promote City events and marketing efforts to promote economic development.

TAX INCREMENT FINANCING FUND

The Tax Increment Financing (TIF) fund was established in FY 2016 to track property and sales tax revenues, and associated expenses, for the City's TIF agreements. The City established its first reinvestment zone in December 2015. Currently, the City has one TIF Zone. Revenues from the TIF zone are used to pay for eligible infrastructure costs, including public streets.

This Fund is monitored to ensure compliance of the TIF agreement to ensure eligible infrastructure costs are verified prior to spending.

REVENUE SUMMARY					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from FY 2017-2018
Ad Valorem Taxes	\$ 59,752	\$ 64,680	\$ 190,080	\$ 200,000	5%
Sales Tax	296,204	276,150	276,150	285,000	3%
Total Revenues	<u>\$ 355,956</u>	<u>\$ 340,830</u>	<u>\$ 466,230</u>	<u>\$ 485,000</u>	<u>4%</u>
Street infrastructure improvements	\$ -	\$ 311,000	\$ 311,000	\$ 50,000	-84%
Beg Fund Balance	\$ -	\$ 355,956	\$ 355,956	\$ 511,186	44%
End Fund Balance	<u>\$ 355,956</u>	<u>\$ 385,786</u>	<u>\$ 511,186</u>	<u>\$ 946,186</u>	<u>85%</u>

In FY2018, the engineering and design fees for reconstruction of County Road 400 expansion.



DEBT SERVICE FUNDS

The Debt Service Funds provide for the payment of principal and interest on the City's outstanding general obligations, certificates of obligation, and tax notes. Debt financing is used to pay for capital improvements to and/or construction of City streets, water and sewer systems, and building facilities.

The City maintains two separate debt service funds:

- General Debt Service
- Utility Debt Service

Credit Ratings:

Credit ratings are opinions about credit risk. Ratings express an opinion about the ability and willingness of an issuer, such as a corporation or state or city government, to meet its financial obligations in full and on time.

The City's credit is reviewed and rated with each bond issue by both Standard & Poor's (S&P) and Fitch Ratings.

Standards & Poor's Global Ratings:

S&P issues credit ratings in range from "AAA" (*Extremely strong capacity to meet financial commitments*) to "D" (*Payment default on a financial commitment or breach of an imputed promise; bankruptcy petition or similar action taken*). A plus (+) or minus (-) can be added to ratings from 'AA' to 'CCC' show relative standing within the major rating categories.

S&P raised the City's credit rating from A+ to AA- in December 2017.

Fitch Ratings:

Fitch's credit ratings relating to issuers are an opinion on the relative ability of an entity to meet financial commitments, such and principal and interest. The terms "investment grade" and "speculative grade" have established themselves over times as shorthand to describe the categories 'AAA' to 'BBB' (investment grade) and 'BB' to 'D' (speculative grade). Investment grade categories indicate relatively low to moderate credit risk, while ratings in the speculative categories either signal a higher level of credit risk or that a default has already occurred.

Fitch raised the City's credit rating from A+ to AA- in August 2018.

GENERAL DEBT SERVICE FUND

All taxable property within the City is subject to the assessment, levy, and collection by the City of a continuing, direct annual ad valorem tax that is sufficient to provide for the payment of principal of and interest on all ad valorem tax debt within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City, and provides for a maximum ad valorem tax rate of \$2.50 per \$100 taxable assessed valuation for all City purposes. Administratively, the Attorney General of the State of Texas will permit allocation of \$1.50 of the \$2.50 maximum tax rate for all general obligation debt service, as calculated at the time of issuance and based on a 90% collection rate.

Allowable debt levy per \$100 valuation	\$ 1.500000
Levy for Debt Service	\$ 0.286326
Percentage of allowable debt levy used	19%

The primary source of revenue for the General Debt Service Fund is the ad valorem property tax. The proposed ad valorem tax rate of \$0.688820 is split into two rates. Approximately 42% of the total tax revenue is used to pay principal and interest on the City's outstanding debt obligation. The remaining 58% (\$0.402494) of the revenue generated by the tax rate is used to pay for maintenance and operating costs incurred in the General Fund.

Distribution of Current Tax Collections

Fiscal Year	2015	2016	2017	2018	2019	FY2018 to FY2019 Change	
Tax Year	2014	2015	2016	2017	2018	\$ Change	% Change
Maintenance & Operations Rate	0.492830	0.473987	0.459509	0.426465	0.402494	(0.023971)	-5.62%
M & O Yield	\$1,600,311	\$1,878,658	\$2,052,897	\$ 2,098,415	\$ 2,712,406	\$ 613,991	29.26%
Debt Service Rate	0.228970	0.217899	0.230381	0.263425	0.286326	0.022901	8.69%
Debt Service Yield	\$ 731,558	\$ 837,054	\$1,050,250	\$ 1,589,350	\$ 2,196,248	\$ 606,898	38.19%
Total Rate	\$ 0.721800	\$ 0.691886	\$ 0.689890	\$ 0.689890	\$ 0.688820	(0.00107)	3.07%
Total Yield	\$2,331,869	\$2,715,712	\$3,103,147	\$ 3,687,765	\$ 4,908,654	\$ 1,220,889	67.45%

The Debt Service portion of the tax rate covers the City's bond payments and other outstanding debt. This portion of the tax rate is not flexible, and is set by a calculation based on the required fiscal year payments of the City's debt. Fiscal Year 2019's debt service rate is \$0.286326. This is an increase of \$0.022901, or 8.69%, from the FY 2018 rate, resulting in \$2,196,248 in revenue to be used for debt payments.

The Debt Service tax rate is calculated by subtracting any revenue paid from other sources from the annual required debt payment and then dividing that result by the adjusted taxable value and multiplying by 100.

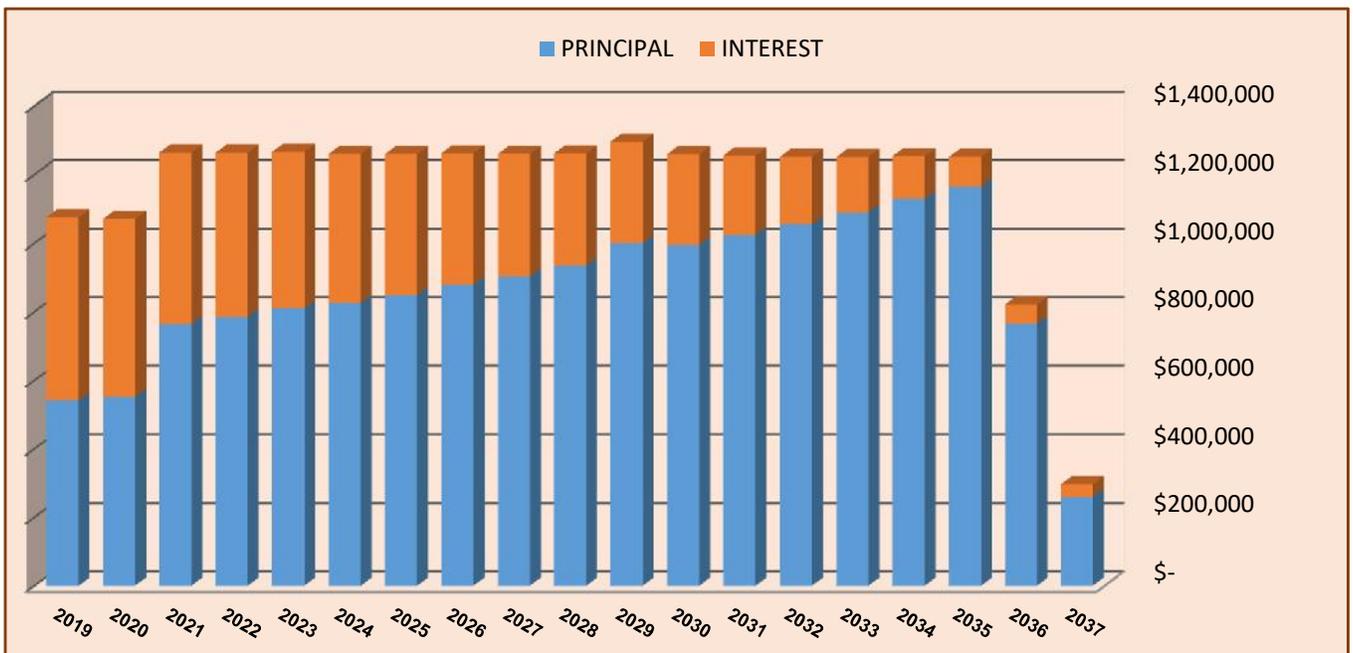
$$\begin{aligned}
 & (\text{Total annual debt payment}) - (\text{Non-tax revenue}) / (\text{Adjusted Taxable Value}) \times 100 = \text{Debt Service Tax Rate} \\
 & \$ 2,196,248 \quad - \quad \$0 \quad / \quad \$ 767,044,397 \quad \times 100 = \quad 0.286326
 \end{aligned}$$

GENERAL DEBT SERVICE FUND

	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed FY 2018-2019
REVENUES				
Property Taxes	\$ 1,181,071	\$ 1,589,350	\$ 1,589,350	\$ 2,196,248
Intergovernmental Revenues	1,425,000	-	-	-
Interest Income	5,785	4,800	14,000	7,500
Total Revenues	<u>2,611,856</u>	<u>1,594,150</u>	<u>1,603,350</u>	<u>2,203,748</u>
EXPENDITURES				
Administrative Fees	2,038	4,500	4,500	2,250
Principal:				
2009 CO	100,000	105,000	105,000	1,305,000
2011 GO Refunding	144,300	66,600	66,600	66,600
2013 Tax Note	185,000	570,000	570,000	-
2014 CO	50,000	55,000	55,000	55,000
2015 CO	65,000	130,000	130,000	130,000
2016 CO	80,000	95,000	95,000	180,000
Total Principal	<u>626,338</u>	<u>1,026,100</u>	<u>1,026,100</u>	<u>1,738,850</u>
Interest:				
2009 CO	194,475	190,244	190,244	185,813
2011 GO Refunding	29,036	26,399	26,399	24,735
2013 Tax Note	14,647	5,529	5,529	-
2014 CO	45,150	44,100	44,100	42,725
2015 CO	104,312	102,363	102,363	99,763
2016 CO	135,668	200,480	200,480	181,000
Total Interest	<u>523,288</u>	<u>569,115</u>	<u>569,115</u>	<u>534,036</u>
Total Expenditures	<u>1,149,626</u>	<u>1,595,215</u>	<u>1,595,215</u>	<u>2,272,886</u>
Other Financing Sources (Uses)				
Transfer from EDC	75,000	75,000	75,000	75,000
Transfer from CDC	81,983	43,986	43,986	43,199
Transfer to Utility Fund	(33,491)	(30,921)	(30,921)	(31,879)
Total Expenditures and Other Financing Sources (Uses)	<u>123,492</u>	<u>88,065</u>	<u>88,065</u>	<u>86,320</u>
Net Change in Fund Balance	1,585,722	87,000	96,200	17,182
Beginning Fund Balance, October 1	917,661	2,503,383	2,503,383	2,599,583
Ending Fund Balance, September 30	<u>\$ 2,503,383</u>	<u>\$ 2,590,383</u>	<u>\$ 2,599,583</u>	<u>\$ 2,616,765</u>

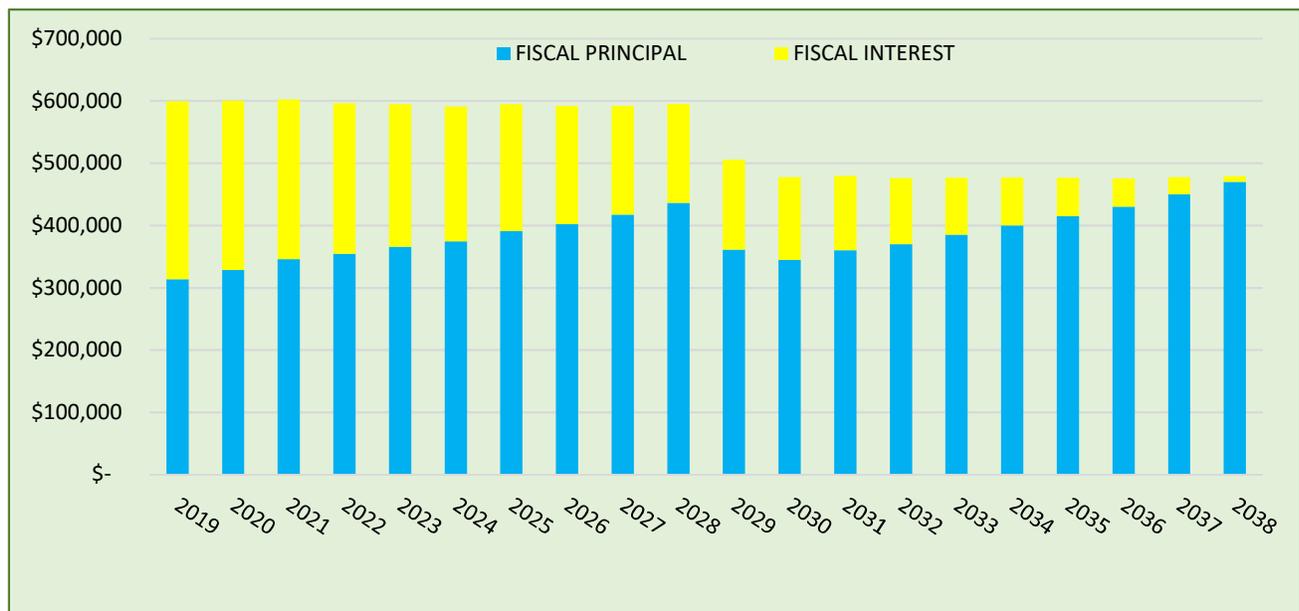
GENERAL FUND ANNUAL DEBT SERVICE REQUIREMENTS FY 2018-19 TO MATURITY

FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENTS
2019	\$ 541,600	\$ 534,036	\$ 1,075,636
2020	551,600	518,984	1,070,584
2021	764,200	500,604	1,264,804
2022	785,500	479,474	1,264,974
2023	809,200	457,437	1,266,637
2024	825,500	434,811	1,260,311
2025	849,200	410,855	1,260,055
2026	877,900	384,919	1,262,819
2027	902,900	357,747	1,260,647
2028	934,000	328,574	1,262,574
2029	999,000	296,898	1,295,898
2030	995,000	264,352	1,259,352
2031	1,025,000	231,221	1,256,221
2032	1,055,000	196,907	1,251,907
2033	1,090,000	161,399	1,251,399
2034	1,130,000	124,580	1,254,580
2035	1,165,000	87,102	1,252,102
2036	765,000	55,854	820,854
2037	260,000	36,488	296,488
2038	275,000	22,444	297,444
2039	290,000	7,613	297,613
TOTAL	\$ 16,890,600	\$ 5,892,296	\$ 22,782,896



PROPRIETARY FUNDS ANNUAL DEBT SERVICE REQUIREMENTS FY 2018-19 TO MATURITY

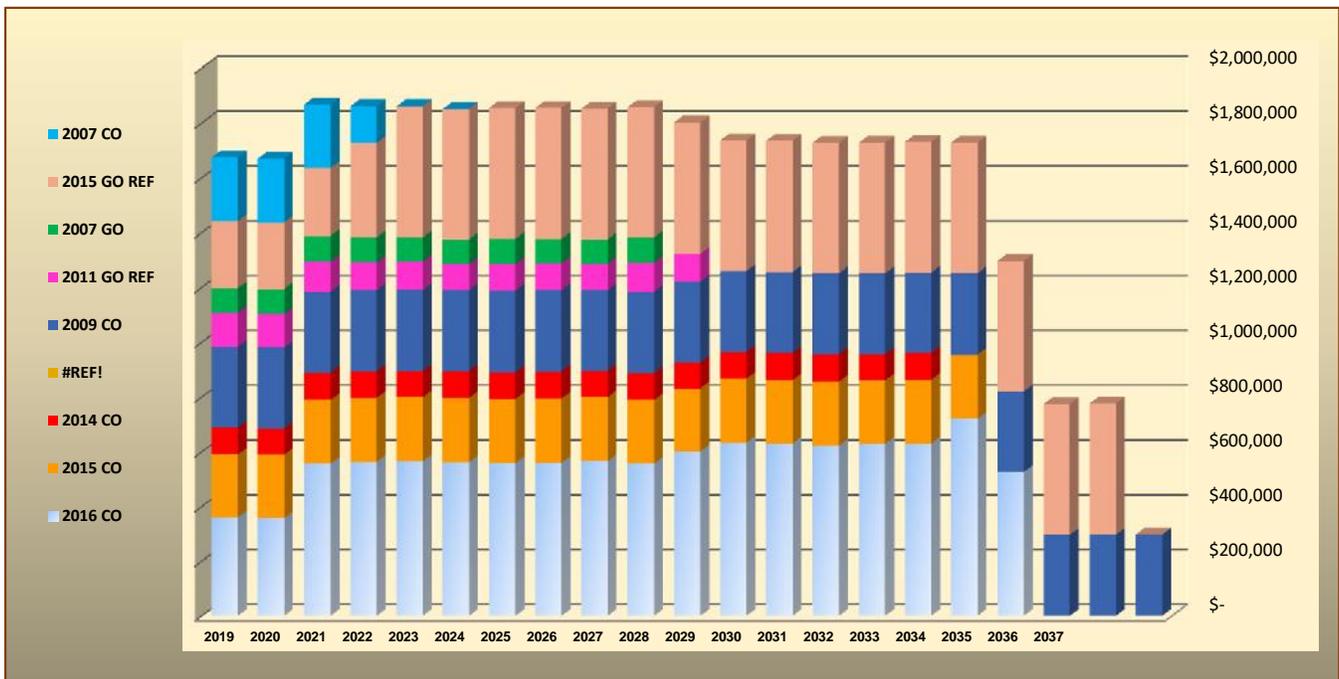
FISCAL YEAR	PRINCIPAL	INTEREST	TOTAL ANNUAL REQUIREMENTS
2019	\$ 313,400	\$ 285,866	\$ 599,266
2020	328,400	271,722	600,122
2021	345,800	256,634	602,434
2022	354,500	241,832	596,332
2023	365,800	228,739	594,539
2024	374,500	216,526	591,026
2025	390,800	203,877	594,677
2026	402,100	190,019	592,119
2027	417,100	174,953	592,053
2028	436,000	159,248	595,248
2029	361,000	144,833	505,833
2030	345,000	132,413	477,413
2031	360,000	119,625	479,625
2032	370,000	105,938	475,938
2033	385,000	91,781	476,781
2034	400,000	77,063	477,063
2035	415,000	61,781	476,781
2036	430,000	45,400	475,400
2037	450,000	27,800	477,800
2038	470,000	9,400	479,400
TOTAL	\$ 7,714,400	\$ 3,045,449	\$ 10,759,849



TOTAL ANNUAL DEBT SERVICE REQUIREMENTS FY 2018-19 TO MATURITY

FISCAL YEAR	2011 GO			2015 GO			ANNUAL TOTAL		
	2016 CO	2015 CO	2014 CO	2009 CO	REF	2007 GO		REF	2007 CO
2019	\$ 361,000	\$ 229,763	\$ 97,725	\$ 295,813	\$ 123,426	\$ 89,800	\$ 244,375	\$ 233,000	\$ 1,674,902
2020	357,400	231,438	96,075	296,169	120,950	92,300	243,625	232,750	1,670,706
2021	556,750	232,313	99,350	296,175	108,400	94,600	247,650	232,000	1,867,238
2022	563,900	233,038	97,550	295,969	100,700	91,800	345,100	133,250	1,861,306
2023	565,800	233,613	95,750	295,550	102,600	88,913	478,950	-	1,861,176
2024	562,550	234,038	98,875	294,919	94,500	90,831	475,625	-	1,851,337
2025	559,200	234,313	96,600	298,606	96,400	92,538	477,075	-	1,854,732
2026	560,700	234,025	98,900	296,600	98,100	89,138	477,475	-	1,854,938
2027	566,950	233,163	96,100	294,356	94,700	90,631	476,800	-	1,852,700
2028	557,271	231,906	98,200	296,756	106,000	91,913	475,775	-	1,857,822
2029	601,168	230,250	95,200	293,800	102,000	-	479,313	-	1,801,731
2030	633,889	233,313	97,000	295,150	-	-	477,413	-	1,736,764
2031	630,964	231,094	98,494	295,669	-	-	479,625	-	1,735,846
2032	622,863	233,594	99,775	295,675	-	-	475,938	-	1,727,844
2033	629,468	230,813	95,950	295,169	-	-	476,781	-	1,728,181
2034	630,661	232,750	97,019	294,150	-	-	477,063	-	1,731,643
2035	720,445	234,313	-	297,344	-	-	476,781	-	1,728,883
2036	526,110	-	-	294,744	-	-	475,400	-	1,296,254
2037	-	-	-	296,488	-	-	477,800	-	774,288
2038	-	-	-	297,444	-	-	479,400	-	776,844
2039	-	-	-	297,613	-	-	-	-	297,613
TOTAL	\$ 10,207,089	\$ 3,953,732	\$ 1,558,563	\$ 6,214,157	\$ 1,147,776	\$ 912,464	\$ 8,717,963	\$ 831,000	\$33,542,744

- [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%



GENERAL DEBT SERVICE FUND

Tax Supported Debt per Capita

Debt Service per capita is estimated with a population of 12,822.

Bond Series	Total Principal & Interest	Debt per Capita
2016 Combination Tax and Surplus Revenue Certificates of Obligation	\$ 361,000	\$ 28
2015 Combination Tax and Surplus Revenue Certificates of Obligation	229,763	18
2014 Combination Tax and Surplus Revenue Certificates of Obligation	97,725	8
2011 General Obligation	91,335	7
2009 Certificates of Obligation	1,382,296	108
	<u>\$ 2,162,119</u>	<u>\$ 169</u>
General Fund portion of Utility Fund's 2007 General Obligation	31,879	2
	<u>\$ 2,193,998</u>	<u>\$ 171</u>

2009 Certificates of Obligation

Original Issue Amount \$ 4,315,000
 Original Date of Issue: 8/25/2009
 Maturity Date: 2/15/2039

Use of Bond Proceeds

Proceeds from the sale of the Certificates will be used for (a) street improvements, including drainage, curbs, gutters, traffic signalization, and acquisition of land and rights-of-way, (b) professional services rendered in connection with such projects and the financing thereof; and (c) cost of issuance associated with the sale of the Certificates.

Project:
 Monte Carlo Blvd - Phase II

All proceeds from this bond issuance have been spent.

* An additional \$1,195,000 in principal payments will be made during FY2019. These bonds are callable beginning in February 2019. Council decided the potential savings on future interest costs over the life of the issue is beneficial for the City.

2009 Certificates of Obligation			
FY	Principal	Interest	Total
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
TOTAL	<u>\$ 3,825,000</u>	<u>\$ 2,389,157</u>	<u>\$ 6,214,157</u>

2011 General Obligation

Original Issue Amount \$ 1,439,500
 Original Date of Issue: 5/23/2011
 Maturity Date: 2/15/2029

Use of Bond Proceeds

Proceeds from the sale of the Bonds will be used to refund a portion of the City's outstanding debt... and to pay the costs of issuance associated with the issuance of the Bonds.

Series 2008 General Obligation Refunding Bonds \$1,218,000
 2010 Tax and Revenue Certificates of Obligation \$250,000

The Community Development Corporation reimburses the City 35.5% of the debt service obligation annually.

2011 General Obligations			
FY	Principal	Interest	Total
2019	\$ 66,600	\$ 24,735	\$ 91,335
2020	66,600	22,903	89,503
2021	59,200	21,016	80,216
2022	55,500	19,018	74,518
2023	59,200	16,724	75,924
2024	55,500	14,430	69,930
2025	59,200	12,136	71,336
2026	62,900	9,694	72,594
2027	62,900	7,178	70,078
2028	74,000	4,440	78,440
2029	74,000	1,480	75,480
TOTAL	\$ 695,600	\$ 153,754	\$ 849,354

All proceeds from these bond issuances have been spent.

2014 Certificates of Obligation

Original Issue Amount \$ 1,360,000
 Original Date of Issue: 9/1/2014
 Maturity Date: 2/15/2034

Use of Bond Proceeds

Proceeds from the sale of the Certificates will be used for (a) constructing and improving new and existing streets and roads including related drainage, signalization, landscaping, lighting and signage, related streetscape improvements, and acquiring interests in land necessary therefore; (b) constructing improvements to the City's water and sewer system, to wit; new utility lines, existing utility line relocation and utility line access, and acquiring interests in land necessary therefor; and (c) payment of the costs associated with the issuance of the Certificates.

Street projects that benefited from these proceeds are as follows:

Total Project Cost (Budget): \$2,208,179
 2015 Certificate of Obligation Allocation: \$1,000,000
 Estimated Project Completion Date: Fall, 2017

2014 Certificates of Obligation			
FY	Principal	Interest	Total
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
TOTAL	\$ 1,150,000	\$ 408,563	\$ 1,558,563

All proceeds have been spent.

2015 Certificates of Obligation

Original Issue Amount \$ 3,245,000
 Original Date of Issue: 10/23/2015
 Maturity Date: 2/15/2035

Use of Bond Proceeds

Proceeds from the sale of the Certificates will be used to pay the City's contractual obligations to be incurred in connection with the design, construction, engineering, and equipping of (i) improvements to streets and roads, (ii) improvements to the City's water and sewer system; (iii) a facilities and maintenance building for public works department; (iv) a new City Hall and the acquisition of land for a new City Hall; and (v) for paying legal, fiscal, engineering and architectural fees in connection with these projects and to pay costs of issuance of the Certificates.

All proceeds have been spent.

2015 Certificates of Obligation			
FY	Principal	Interest	Total
2019	\$ 130,000	\$ 99,763	\$ 229,763
2020	135,000	96,438	231,438
2021	140,000	92,313	232,313
2022	145,000	88,038	233,038
2023	150,000	83,613	233,613
2024	155,000	79,038	234,038
2025	160,000	74,313	234,313
2026	165,000	69,025	234,025
2027	170,000	63,163	233,163
2028	175,000	56,906	231,906
2029	180,000	50,250	230,250
2030	190,000	43,313	233,313
2031	195,000	36,094	231,094
2032	205,000	28,594	233,594
2033	210,000	20,813	230,813
2034	220,000	12,750	232,750
2035	230,000	4,313	234,313
TOTAL	\$ 2,955,000	\$ 998,732	\$ 3,953,732

2016 Certificates of Obligation

Original Issue Amount \$ 8,465,000
 Original Date of Issue: 10/24/2016
 Maturity Date: 2/15/2036

Use of Bond Proceeds

Proceeds from the sale of the Certificates will be used to pay the City's contractual obligations to be incurred in connection with the design, construction, engineering, and equipping of (i) constructing and improving to streets and roads; construction of sidewalks and related signage and lighting; expansion of the public works department facility; design costs for new City Hall; public park and open space improvements including trail improvements; and (ii) for paying legal, fiscal, engineering and architectural fees in connection with these projects and to pay costs of issuance of the Certificates.

Park Improvements - Community Park Hike & Bike Trail

Total Project Cost (Budget): \$600,554
 2016 Certificate of Obligation Allocation: \$600,554
 Completion Date: August, 2018

Parkview Heights Park

Total Project Cost (Budget): \$260,000
 2016 Certificate of Obligation Allocation: \$260,000
 Completion Date: June, 2017

Public Works Building

Total Project Cost (Budget): \$1,450,000
 2016 Certificate of Obligation allocation: \$1,450,000
 Completion Date: February, 2018

Street Improvements: Beauchamp Blvd

Total Project Cost (Budget): \$4,326,855
 2016 Certificate of Obligation allocation: \$4,326,855
 Completion Date: August, 2018

Street Improvements: Cherry Drive

Total Project Cost (Budget): \$484,791
 2016 Certificate of Obligation allocation: \$484,791
 Estimated Completion Date: Fall, 2018

2016 Certificates of Obligation			
FY	Principal	Interest	Total
2019	\$ 180,000	\$ 181,000	\$ 361,000
2020	180,000	177,400	357,400
2021	385,000	171,750	556,750
2022	400,000	163,900	563,900
2023	410,000	155,800	565,800
2024	415,000	147,550	562,550
2025	420,000	139,200	559,200
2026	430,000	130,700	560,700
2027	445,000	121,950	566,950
2028	445,000	112,271	557,271
2029	500,000	101,168	601,168
2030	545,000	88,889	633,889
2031	555,000	75,964	630,964
2032	560,000	62,863	622,863
2033	580,000	49,468	629,468
2034	595,000	35,661	630,661
2035	700,000	20,445	720,445
2036	520,000	6,110	526,110
TOTAL	\$ 8,265,000	\$ 1,942,089	\$10,207,089

City Hall Design

Total Project Cost (Budget): \$135,000
 2016 Certificate of Obligation allocation: \$135,000
 Completion Date: June, 2018

Street Improvements: Gantt Street

Total Project Cost (Budget): \$719,830
 2016 Certificate of Obligation allocation: \$719,830
 Completion Date: August, 2018

Street Improvements: Briar Grove

Total Project Cost (Budget): \$215,865
 2016 Certificate of Obligation allocation: \$215,865
 Estimated Completion Date: Fall, 2018

Sidewalk Improvements

Total Project Cost (Budget): \$250,000
 2016 Certificate of Obligation allocation: \$250,000
 Completion Date: August, 2018

UTILITY DEBT SERVICE FUND

Fiscal Year 2018 Bond Payments			
Bond Series	Principal	Interest	Total
2015 General Obligation	\$ 30,000	\$ 214,375	\$ 244,375
2011 General Obligation	23,400	8,691	32,091
2007 General Obligation	60,000	29,800	89,800
2007 Certificates of Obligation	200,000	33,000	233,000
	<u>\$ 313,400</u>	<u>\$ 285,866</u>	<u>\$ 599,266</u>
General Fund portion of Utility Fund's 2007 General Obligation	(31,879)	-	(31,879)
	<u><u>\$ 281,521</u></u>	<u><u>\$ 285,866</u></u>	<u><u>\$ 567,387</u></u>

The major source of revenues for the Utility Debt Service Fund is revenues from fees charged for water and sewer services. These are transferred from the Utility Operating Fund to the Utility Debt Service Fund.

2007 Certificates of Obligation

Original Issue Amount \$ 8,250,000
 Original Date of Issue: 12/11/2007
 Maturity Date: 2/15/2022

Use of Bond Proceeds

Proceeds from the sale of the Certificates will be used for the purpose of acquiring, constructing, and installing additions and improvements to the waterworks and sanitary sewer system.

2007 Certificates of Obligation			
FY	Principal	Interest	Total
2019	\$ 200,000	\$ 33,000	\$ 233,000
2020	210,000	22,750	232,750
2021	220,000	12,000	232,000
2022	130,000	3,250	133,250
TOTAL	<u><u>\$ 760,000</u></u>	<u><u>\$ 71,000</u></u>	<u><u>\$ 831,000</u></u>

All proceeds from this bond issuance have been spent.

2007 General Obligation

Original Issue Amount \$ 1,275,000
 Original Date of Issue: 12/11/2007
 Maturity Date: 2/15/2028

Use of Bond Proceeds

Proceeds from the sale of the Bonds will be used to refinance the 2003 Bonds of \$1,275,000.

2007 General Obligation			
FY	Principal	Interest	Total
2019	\$ 60,000	\$ 29,800	\$ 89,800
2020	65,000	27,300	92,300
2021	70,000	24,600	94,600
2022	70,000	21,800	91,800
2023	70,000	18,913	88,913
2024	75,000	15,831	90,831
2025	80,000	12,538	92,538
2026	80,000	9,138	89,138
2027	85,000	5,631	90,631
2028	90,000	1,913	91,913
TOTAL	<u><u>\$ 745,000</u></u>	<u><u>\$ 167,464</u></u>	<u><u>\$ 912,464</u></u>

All proceeds from these bond issuances have been spent.

2011 General Obligation

Original Issue Amount \$ 490,500
 Original Date of Issue: 5/23/2011
 Maturity Date: 2/15/2029

Use of Bond Proceeds

Proceeds from the sale of the Bonds will be used to refund a portion of the City's outstanding debt... and to pay the costs of issuance associated with the issuance of the Bonds.

Series 2008 General Obligation Refunding Bonds
 \$ 522,000

All proceeds from these bond issuances have been spent.

2011 General Obligations			
FY	Principal	Interest	Total
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
TOTAL	\$ 244,400	\$ 54,022	\$ 298,422

2015 General Obligation

Original Issue Amount \$ 6,100,000
 Original Date of Issue: 10/28/2015
 Maturity Date: 2/15/2038

Use of Bond Proceeds

Proceeds from the sale of the Bonds were used to advance refund \$5,930,000 of outstanding 2007 General Obligation Refunding Bonds which had an interest rate of 4%. The net proceeds of \$6,227,204 (including a \$378,255 premium and after payment of \$134,925 in underwriting fees and other issuance costs) were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payment on the refunded bonds. As a result, \$5,930,000 of Series 2007 debt is considered defeased and that amount of the liability for those bonds has been removed from the statement of net position.

The reacquisition price exceeded the net carrying amount of the old debt by \$127,204. This amount was netted against the new debt and amortized over the remaining life of the refunding debt. The City advance refunded Series 2007 GO Refunding Bonds to reduce its total debt service payments over 22 years by \$1,270,735 and to obtain an economic gain (difference between the present value of the debt service payments on the old and new debt) of \$893,533.

2015 Certificates of Obligation			
FY	Principal	Interest	Total
2019	\$ 30,000	\$ 214,375	\$ 244,375
2020	30,000	213,625	243,625
2021	35,000	212,650	247,650
2022	135,000	210,100	345,100
2023	275,000	203,950	478,950
2024	280,000	195,625	475,625
2025	290,000	187,075	477,075
2026	300,000	177,475	477,475
2027	310,000	166,800	476,800
2028	320,000	155,775	475,775
2029	335,000	144,313	479,313
2030	345,000	132,413	477,413
2031	360,000	119,625	479,625
2032	370,000	105,938	475,938
2033	385,000	91,781	476,781
2034	400,000	77,063	477,063
2035	415,000	61,781	476,781
2036	430,000	45,400	475,400
2037	450,000	27,800	477,800
2038	470,000	9,400	479,400
TOTAL	\$ 5,965,000	\$ 2,752,963	\$ 8,717,963



ROADWAY IMPACT FUND GOVERNMENTAL RESTRICTED FUNDS

Impact Fees are charges or assessments paid by new development in order to generate revenue for funding or recouping the cost of capital improvements necessitated by and attributable to the new development. These revenues may not be used for any type of repair, maintenance, modernization or expansion of existing infrastructure to better serve existing development.

ROADWAY IMPACT FUND					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Beginning Fund Balance	\$ -	\$ 1,368,870	\$ 1,368,870	\$ 2,379,427	n/a
Revenues:					
Impact Fees	1,430,930	1,100,000	1,850,000	2,000,000	82%
Interest Income	-	-	6,000	6,000	100%
Intergovernmental	-	-	654,557	-	100%
Total Revenues	1,430,930	1,100,000	2,510,557	2,006,000	100%
Expenditures:					
CIP	62,060	1,115,115	1,500,000	3,508,700	215%
Total Expenditures	62,060	1,115,115	1,500,000	3,508,700	215%
Ending Fund Balance	\$ 1,368,870	\$ 1,353,755	\$ 2,379,427	\$ 876,727	-35%

During FY2018, several projects were completed that were funded with Roadway Impact Fees:

- Florence Dr reconstruction
- Phase I of Beauchamp Blvd North
- Design services for new section of Monte Carlo Blvd

WATER AND SEWER IMPACT FUND PROPRIETARY RESTRICTED FUNDS

Impact Fees are charges or assessments paid by new development in order to generate revenue for funding or recouping the cost of capital improvements necessitated by and attributable to the new development. These revenues may not be used for any type of repair, maintenance, modernization or expansion of existing infrastructure to better serve existing development.

WATER AND SEWER IMPACT FUND					
Classification	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	% Change from 2017-2018
Beginning Fund Balance	\$ 2,295,859	\$ 3,089,274	\$ 3,089,274	\$ 2,623,525	-15%
Revenues:					
Impact Fees - Water	1,133,395	1,065,000	1,065,000	1,100,000	3%
Impact Fees - Sewer	1,638,445	1,622,890	675,000	665,000	-59%
Interest Income	20,815	7,500	50,000	20,000	167%
Total Revenues	2,792,655	2,695,390	1,790,000	1,785,000	-34%
Expenditures:					
CIP	1,999,240	2,255,749	2,255,749	949,000	-58%
Total Expenditures	1,999,240	2,255,749	2,255,749	949,000	-58%
Ending Fund Balance	\$ 3,089,274	\$ 3,528,915	\$ 2,623,525	\$ 3,459,525	-2%

During FY2018, several projects were completed that were funded with Water/Sewer Impact Fees:

- Phase I of Peachtree Sanitary Sewer project
- Phase II of Peachtree Sanitary Sewer project began
- Tickey Creek Sanitary Sewer project
- 16" water line along US380
- Replacement of Hazelwood sanitary sewer line
- Water line project along College Street started

Capital Improvement Location Map FY2018/19



Date: 8-21-2018

Project Number: F03

Project Status: Feasibility

Project Title: Fire Station No. 2

Project priority: Moderate

Projected Completion: To be determined

Project Budget: \$2,400,000 Estimated

Funding Source: Not Funded

Project Description

The project consists of engineering, design, grading and related paving and construction to construct Fire Station No. 2 on Monte Carlo Blvd. The land has been set aside in the Whitewing Trails Development Agreement for the new station. The funding for this new station has not been secured at this time. When the new station is put into service it will provide improved response times to the citizens on the west side of town. The station will complement the City’s ISO rating and may result in a reduction in the rates that our citizens pay for insurance.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: R05

Project Status: Construction

Project Title: Beauchamp Blvd. South of Princeton Dr. Phase III

Project priority: High

Estimated Projected Completion: 2019

Project Budget: \$1,102,000

Funding Source: TIRZ Funds, City Funds, EDC Funds

Estimated impact on operating budget is minimal over the next five years.

Project Description: The Project consists of constructing the two southbound lanes of the thoroughfare from the south property line of the Brookside development continuing south to Myrick Lane/County Road 400. This project was identified on the 2014 regional thoroughfare plan and has been partially funded through Collin County Bond Funds. The project also qualifies for TIRZ funds and Road impact fees.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Project Status:

Date: 8-21-2018

Project Number: Water CIP #16

Design/Construction

Project Title: Monte Carlo Pump Station

Project priority: High

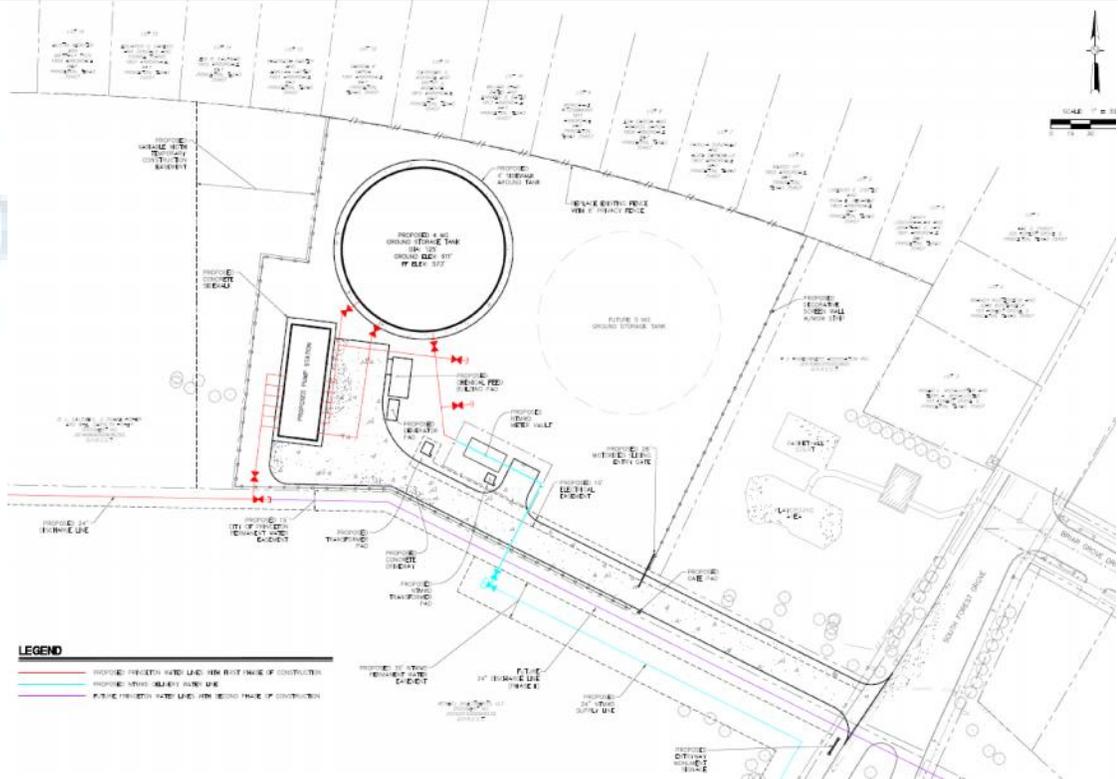
Estimated Projected Completion: 2019

Project Budget: \$15,200,000

Funding Source: GTUA/TWDB

Project Description: The project includes one 4.0 MG ground storage tanks, three 6.5 MGD pumps, and approximately 1,000 LF of 24" water line. The project will be necessary to increase pumping capacity for the expanded population growth.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Project Status:
Design/Construction

Date: 8-21-2018

Project Number: R35

Project Title: San Remo Reconstructing & Traffic Calming

Project priority: Moderate

Estimated Projected Completion: 2019

Project Budget: \$455,000

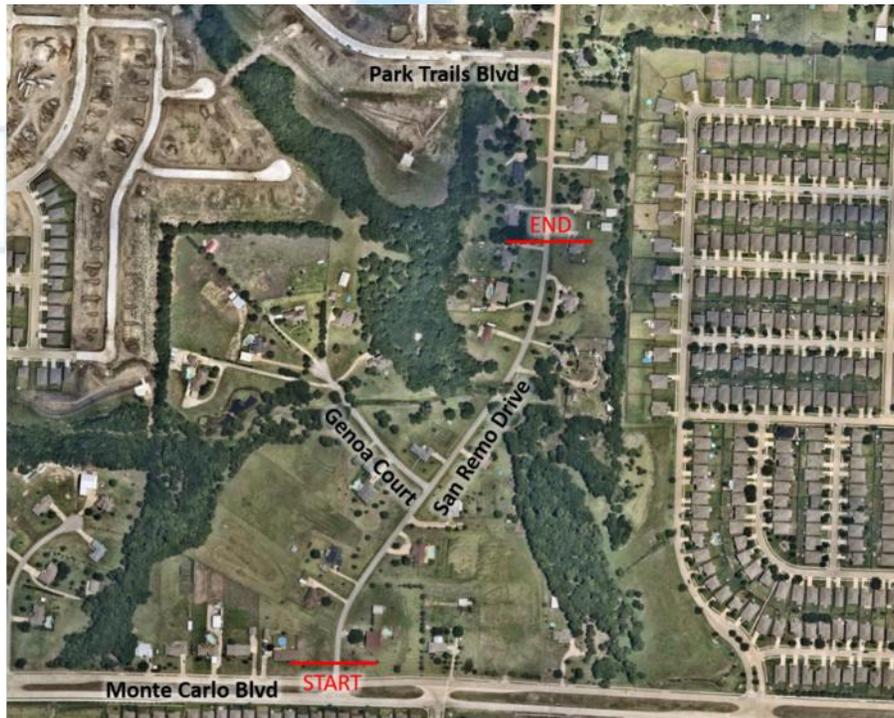
Funding Source: Not Funded

Estimated impact on operating budget is minimal over the next five years.

Project Description:

This project includes the reconstruction of approximately 1,800 linear feet of San Remo Drive from Monte Carlo Boulevard to the existing concrete pavement of San Remo Drive. This includes the installation of speed humps and minor drainage improvements.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: R34

Project Status: Construction

Project Title: North Beauchamp Blvd. Phase II

Estimated Projected Completion: To be determined

Project priority: High

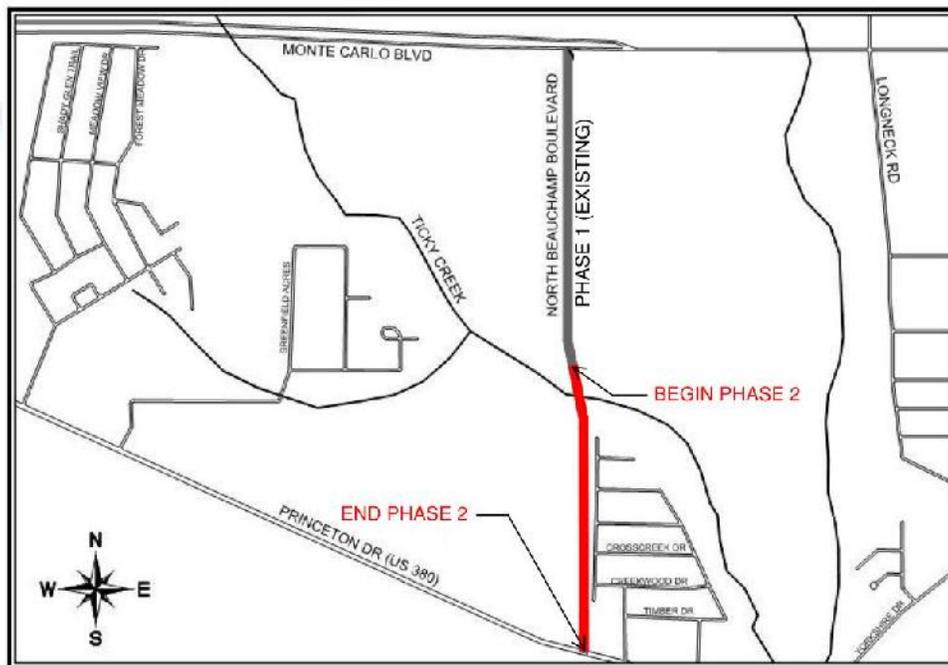
Project Budget: \$7,735,600

Funding Source: Developer participation, City Funds

Estimated impact on operating budget is minimal over the next five years.

Project Description: The project consists of a four lane boulevard from the end of North Beauchamp Phase 1 (near the south property line of Caldwell Park) to Monte Carlo Dr. In addition, the two-lanes adjacent to Phase 1 will be constructed. Includes lighting, grading, paving, traffic signal improvements, and an approximately 400-foot bridge structure across Tickey Creek.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: R45

Project Status: Design

Project Title: CR400 to FM546 Connector

Estimated Projected Completion: To be determined

Project priority: High

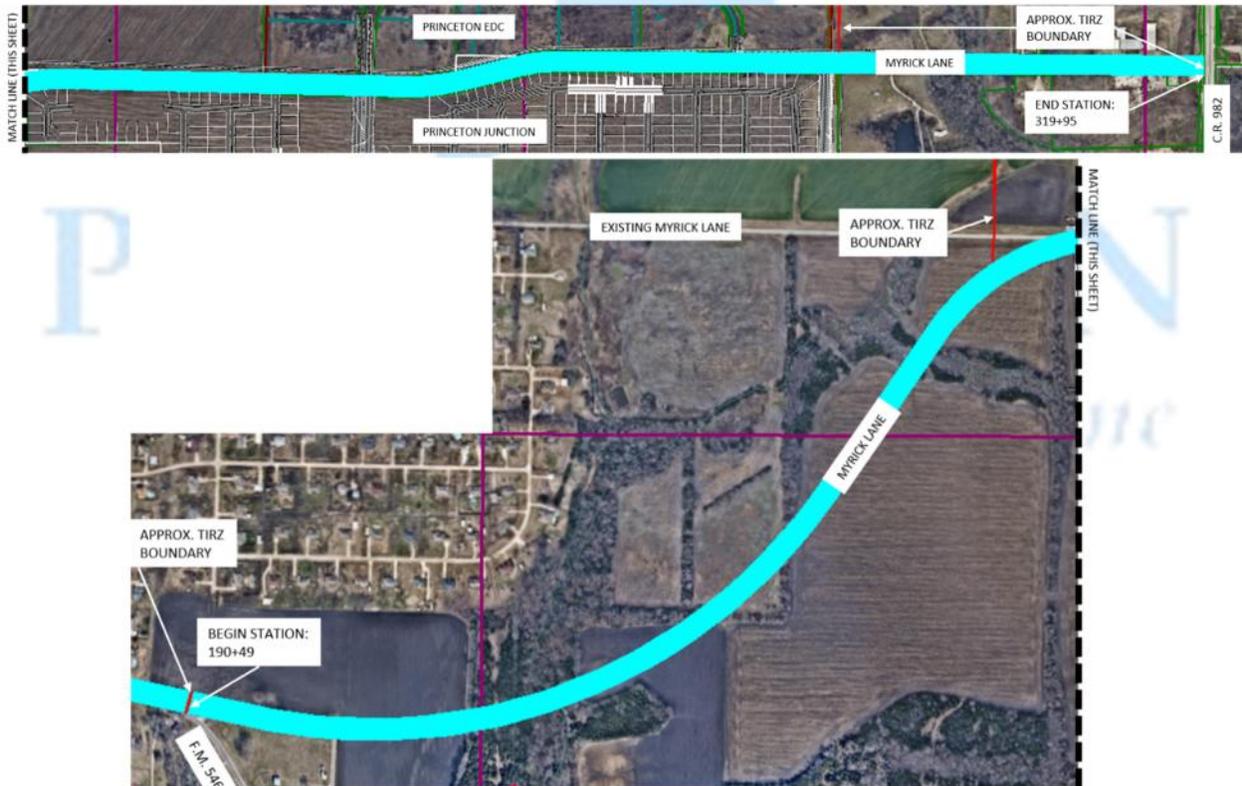
Project Budget: \$9,899,000

Funding Source: Roadway Impact Fees, TIRZ funds, Possible Bond funding

No impact on operating budget currently

Project Description: Two Lanes initially with an ultimate construction of a possible six lanes divided.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: R38

Project Status: Design

Project Title: Monte Carlo east of the Bridge, west of FM75

Project priority: High

Estimated Projected Completion: 2019

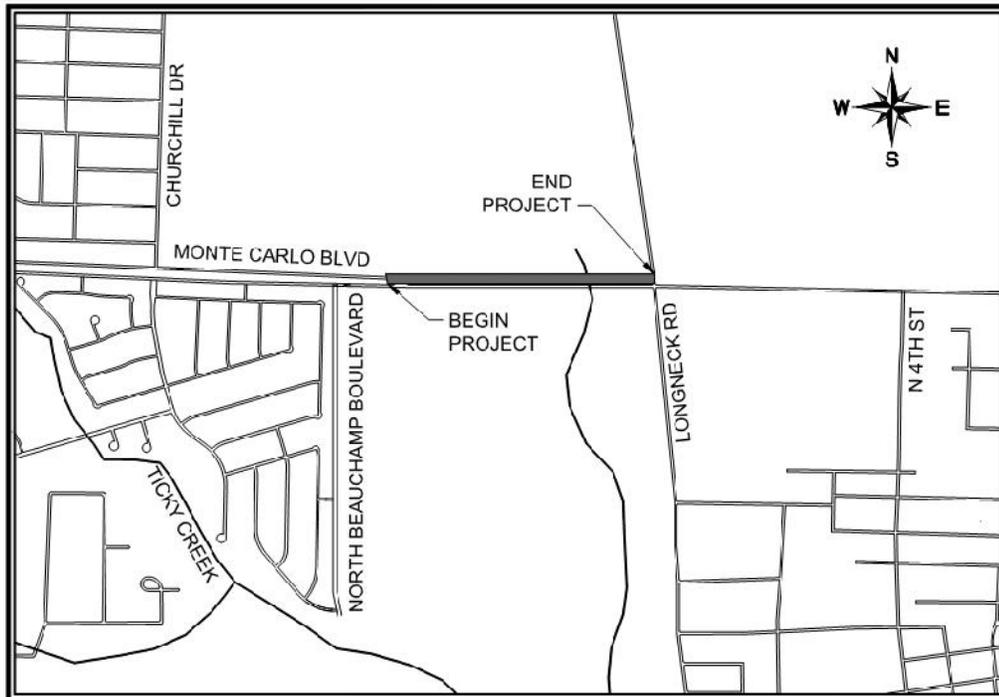
Project Budget: \$2,008,700

Funding Source: Roadway Impact Fees

Estimated impact on operating budget is minimal over the next five years.

Project Description: This project includes the construction of two concrete pavement westbound lanes from North Beauchamp Phase 1, a westbound 95-foot TxDOT standard bridge, a four-lane undivided section from the bridge to a point 100' east of the FM 75 intersection, and repairs to the existing bridge. Limited improvement will be made to the intersection of Monte Carlo Boulevard and FM 75 itself. It also includes drainage improvements, lighting, and traffic signal improvements.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: R44

Project Status: Design

Project Title: CR1219 reconstruction

Estimated Projected Completion: To be determined

Project priority: High

Project Budget: \$100,000

Funding Source: Developer Participation, Collin County, City Funds

Estimated impact on operating budget since in design only.

Project Description: This project consists of reconstructing approximately 1,700 linear feet of County Road 1219 that is partially in Collin County and partially in the City. The roadway will consist of two lanes of reinforced concrete pavement and will be 32-feet in width. The cost will be shared by the Developer and owner of Charley's Concrete, Collin County, and City Funds.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: B47

Project Status:

Design/Construction

Project Title: New City Hall Building

Project priority: High

Estimated Projected Completion: 2021

Project Budget: \$15,000,000

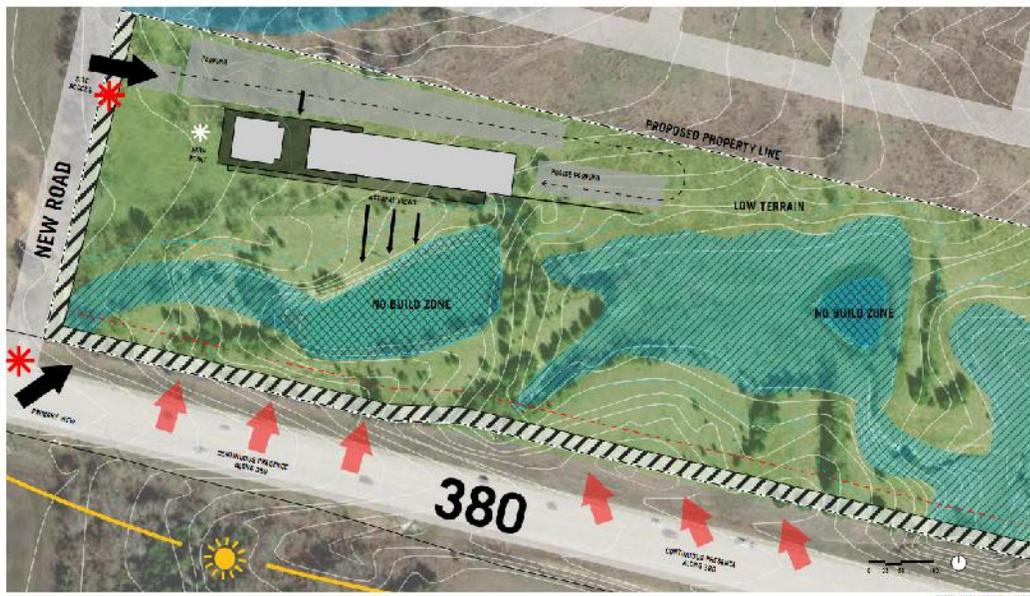
Funding Source: Not Funded

Estimated impact on operating budget since in design only.

Project Description:

Develop the construction drawings and plans from the conceptual design provided by Perkins-Will Architects.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



PRINCETON, TEXAS CONCEPT & PLANNING 06/22/2017 PERKINS+WILL

Date: 8-21-2018 **Project Number:** P18 **Project Status:**
Design/Construction

Project Title: Master Park and Trail Plan including Renovations and Concept Design

Project priority: High **Estimated Projected Completion:** Phased

Project Budget: \$7,800,00

Funding Source: Princeton Community Development Corporation, Park Funds

Estimated impact on operating budget since in design only.

Project Description: This project consists of the design and construction of the improvements as shown in the J.M. Caldwell Community Park Master Plan. The major site improvements include six multi-use fields, restroom and concession facilities, sand volleyball courts, basketball courts, two dog parks, playground equipment, over 900 additional parking spots, additional hike and bike trails and two additional points of access to the park.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: S32

Project Status:

Design/Construction

Project Title: Tickey Creek Bank Stabilization

Project priority: High

Estimated Projected Completion: 2019

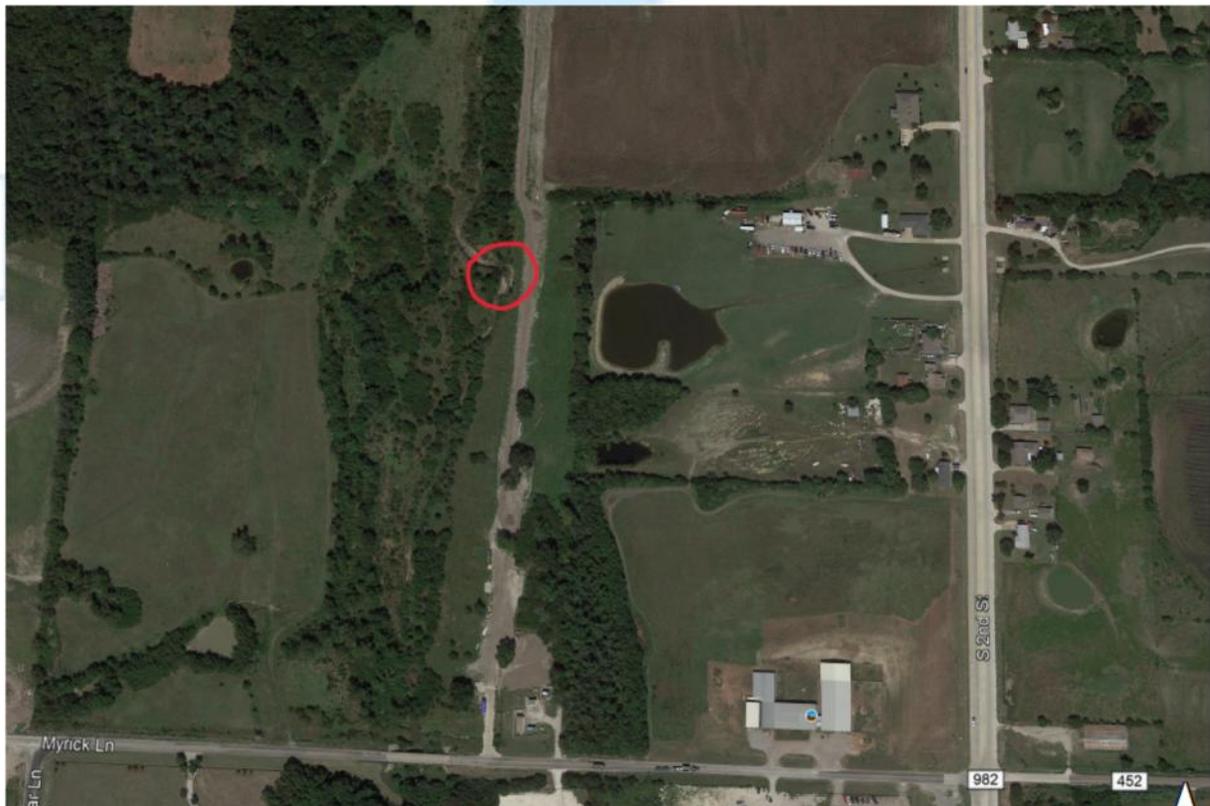
Project Budget: \$150,000

Funding Source: Enterprise utility fund

Estimated cost in operating budget to be determined once project completed.

Project Description: The project includes survey, geotechnical investigation and report, and channel analysis to prepare construction drawings for the channel grading and installation of matting to protect the east bank of Tickey Creek in the location near both Tickey Creek Interceptors.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018 **Project Number:** W24 **Project Status:**
Design/Construction

Project Title: College Street 12-Inch Water Line (Being a Portion of Water CIP Project #13)

Project priority: Medium **Estimated Projected Completion:** 2019

Project Budget: \$382,000

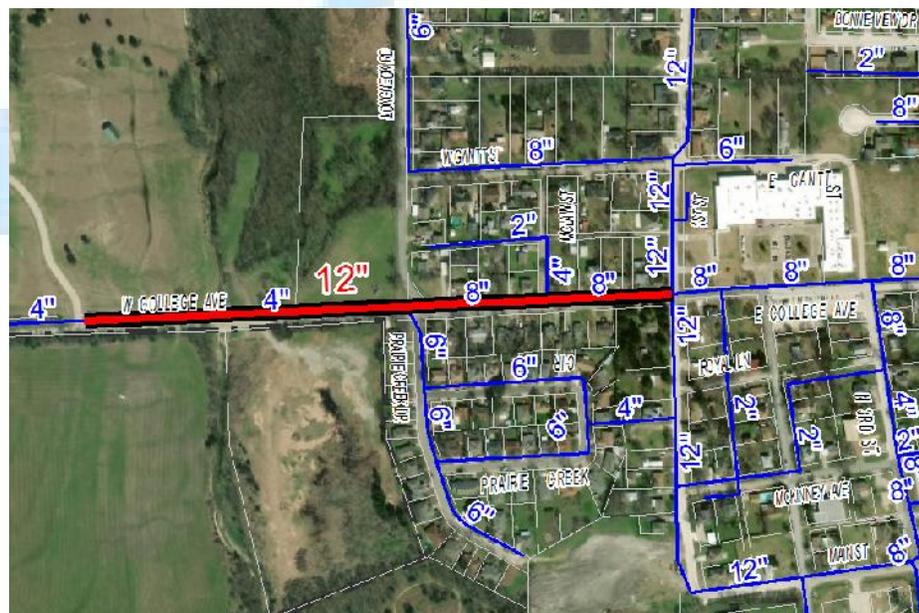
Funding Source: Water Impact Fee's

Estimated impact on operating budget is minimal over the next five years.

Project Description:

The City of Princeton plans to design and build a portion of Water CIP Project #13 from the existing drive connecting the Caldwell Park parking lot west of Longneck Road to 1st Street.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: W16

Project Status: Feasibility

Project Title: FM 75 / Longneck Road 12-Inch Water Line

Project priority: Medium

Estimated Projected Completion: 2019

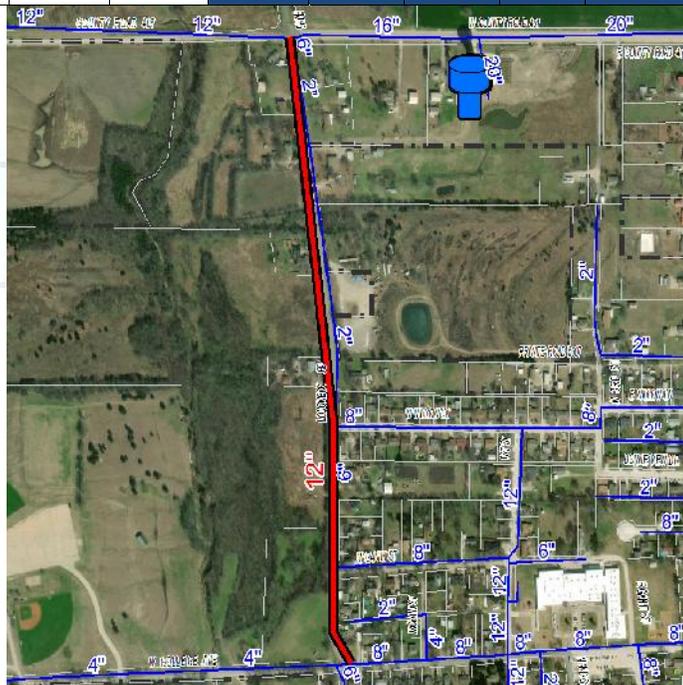
Project Budget: \$557,000

Funding Source: Undetermined

Estimated impact on operating budget is minimal over the next five years.

Project Description: The City of Princeton plans to design and build a 12-inch water line in Longneck Road (FM 75) from Monte Carlo Boulevard to College Street. This project will replace the existing water lines in Longneck Road ranging in size from 2-inch to 8-inch. The project includes approximately 2,995 linear feet of 12-inch water line with appurtenances.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: W34

Project Status: Feasibility

Project Title: Hwy 380 12-Inch Water Line (Being a Portion of Water CIP Project #2)

Project priority: Medium

Estimated Projected Completion: 2019

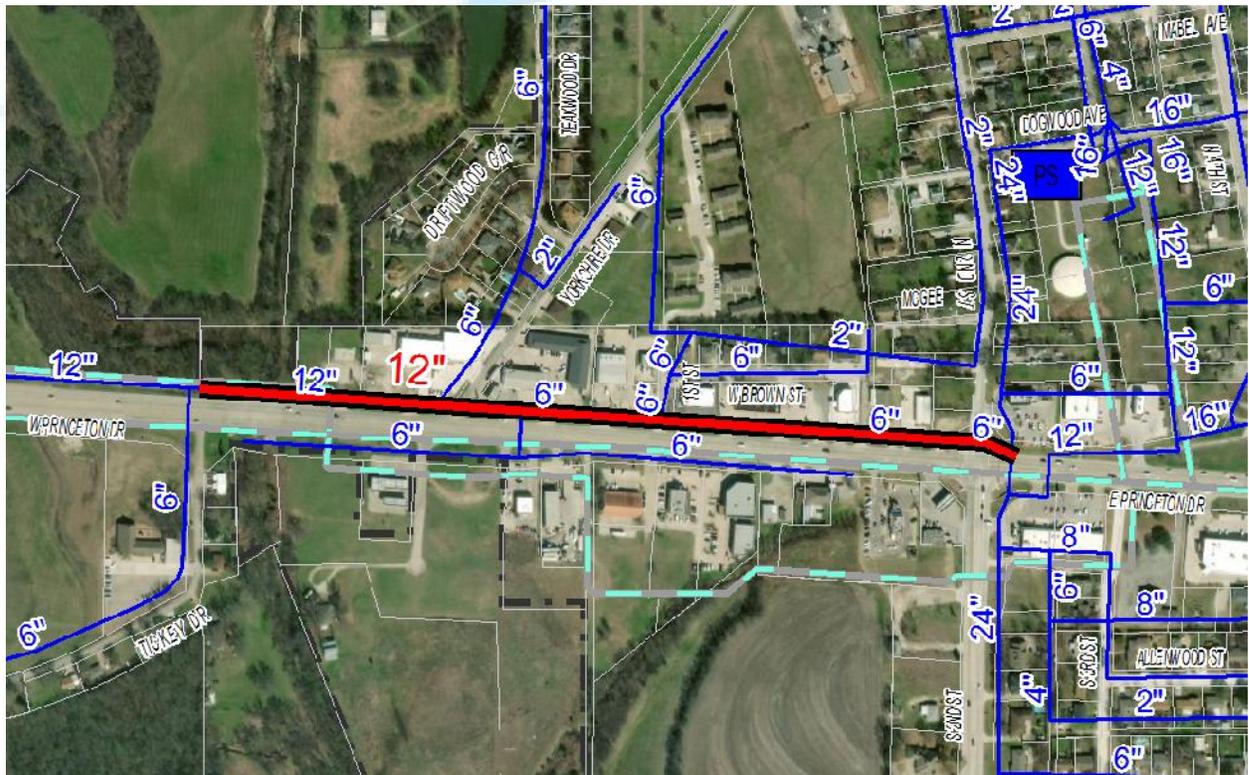
Project Budget: \$567,000

Funding Source: Water Impact Fees

Estimated impact on operating budget is minimal over the next five years.

Project Description: The City of Princeton plans to design and build a portion of Water CIP Project #2 along Highway 380 from Tickey Drive to East of 2nd Street. The project includes approximately 2,395 linear feet of 12-inch water line with appurtenances.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: S33

Project Status: Feasibility

Project Title: 8-Inch Wastewater Line North of Hwy 380

Estimated Projected Completion: To be determined

Project priority: Medium

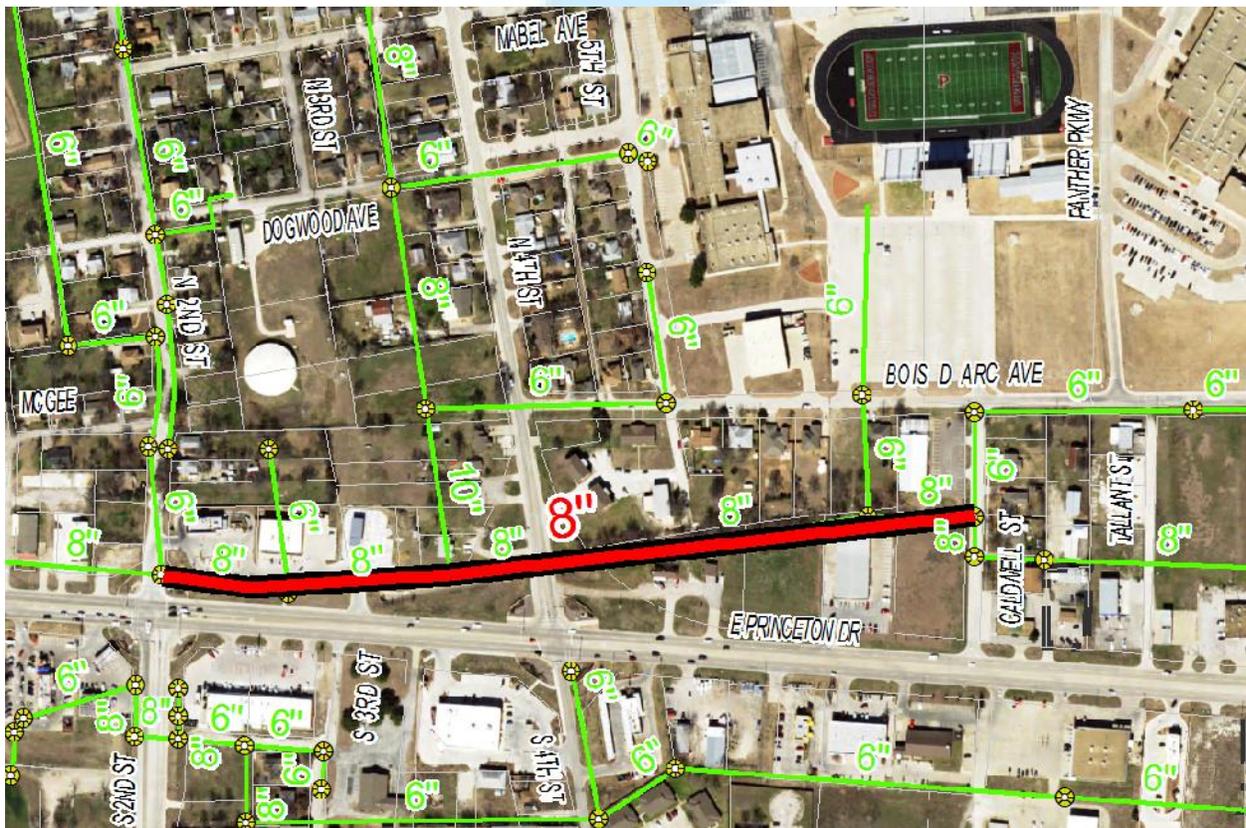
Project Budget: \$387,000

Funding Source: To be determined

Estimated impact on operating budget is minimal once completed.

Project Description: The City of Princeton plans to design and build an 8-inch wastewater line north of Highway 380 from 2nd Street to Caldwell Lane. This project will replace the existing 8-inch wastewater lines along the alignment. The project includes approximately 1,857 linear feet of 8-inch wastewater line with appurtenances.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: S34

Project Status: Feasibility

Project Title: 4th Street 8-inch Wastewater Line

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$195,000

Funding Source: Not Funded

Estimated impact on operating budget is minimal once completed.

Project Description: The City of Princeton plans to design and build an 8-inch wastewater line between 3rd Street and 4th Street from Dogwood Avenue to the wastewater main north of Highway 380 identified in IPO #53. This project will replace the existing 8-inch wastewater lines along the alignment. The project includes approximately 891 linear feet of 8-inch wastewater line with appurtenances.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8-21-2018

Project Number: W35

Project Status: Feasibility

Project Title: 6th Street 8-Inch Water Line

Estimated Projected Completion: To be determined

Project priority: Medium

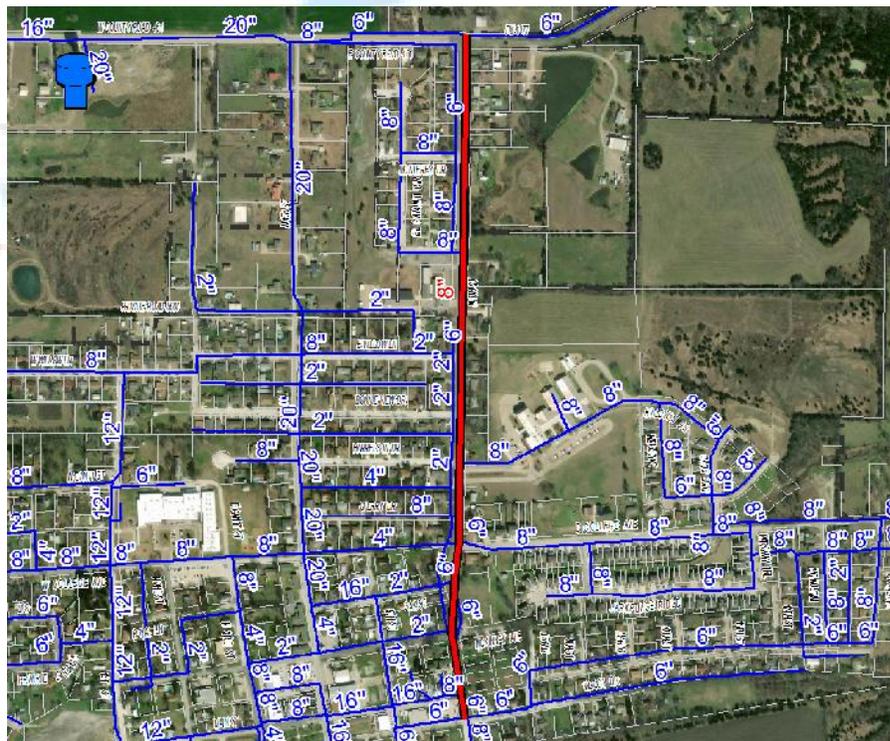
Project Budget: \$578,000

Funding Source: Not Funded

Estimated impact on operating budget is minimal once completed.

Project Description: The City of Princeton plans to design and build an 8-inch water line in along 6th Street from Monte Carlo Boulevard to Woody Drive. This project will replace the existing water lines in Longneck Road ranging in size from 2-inch to 8-inch. The project includes approximately 3,803 linear feet of 8-inch water line with appurtenances.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018 **Project Number:** S35 **Project Status:**
Design/Construction

Project Title: College Street Lift Station Upgrades

Project priority: High **Estimated Projected Completion:** To be determined

Project Budget: \$645,000

Funding Source: Not funded

Estimated current cost to operating budget is \$5,000/annually.

Project Description: This project will involve the detailed design of an approximately 0.9 MGD pre-packaged lift station on College Street in Princeton, TX. The proposed lift station will be located on property currently owned by the City of Princeton immediately adjacent to the existing lift station. Once the new lift station is in service, the existing lift station will be demolished. The new lift station will be sized to handle existing flows as well as future flows from Princeton Heights Phase 2 and the remaining undeveloped tracts in the sewer shed.

The project is anticipated to include the following:

- A New Lift Station with a Firm Capacity of Approximately 0.9 MGD
- Geotechnical Investigation
- Electrical Design and SCADA Integration
- On-Site Generator with Automatic Transfer Switch

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Project Status:
Design/Construction

Date: 8/21/2018

Project Number: S36

Project Title: 6th Street Lift Station Upgrades

Project priority: Medium/High

Estimated Projected Completion: 2019/2020

Project Budget: \$100,000

Funding Source: Enterprise utility fund

Estimated current cost to operating budget is \$5,000/annually.

Project Description: The project will involve modifications to the existing lift station in order to comply with TCEQ requirements. The following modifications are anticipated:

- Acquire a permanent easement around the station that connects to 6th street
- Construct an intruder-resistant fence around the lift station
- Construct an all-weather access road to the lift station
- Install a 4" diameter air vent on the existing station
- Install a lock on the existing lift station cover to prevent unauthorized access.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: P16

Project Status: Design

Project Title: Veteran’s Park Improvements

Project priority: Medium

Estimated Projected Completion: Phased

Project Budget: \$1,086,500

Funding Source: CDC Design/Construction Not Funded

No estimated impact on operating budget since in design only.

Project Description: This project will include the design and construction to remove a portion of 3rd Street between two existing City parks. The site is bounded by North 2nd Street on the west, North Main Street on the north, North 4th Street on the east and a proposed extension of Woody Drive (between North 4th Street and Yorkshire Drive) on the south. Landscape architectural design will be based upon the conceptual design completed in 2017.

Project Schedule:	2017			2018								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number:

Project Status: Design

Project Title: CR 400 / Myrick Lane Wastewater Upgrade, Portion of WW CIP #16

Estimated Projected Completion: To be determined

Project priority: High

Project Budget: \$843,000

Funding Source: Not Funded

No estimated impact on operating budget since in design only.

Project Description: CR 400 / Myrick Lane Wastewater Upgrade, Portion of WW CIP #16

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: S38

Project Status: Design

Project Title: WW From NTMWD Lift Station to CR 400, Portion of WW CIP #16

Estimated Projected Completion: To be determined

Project priority: High

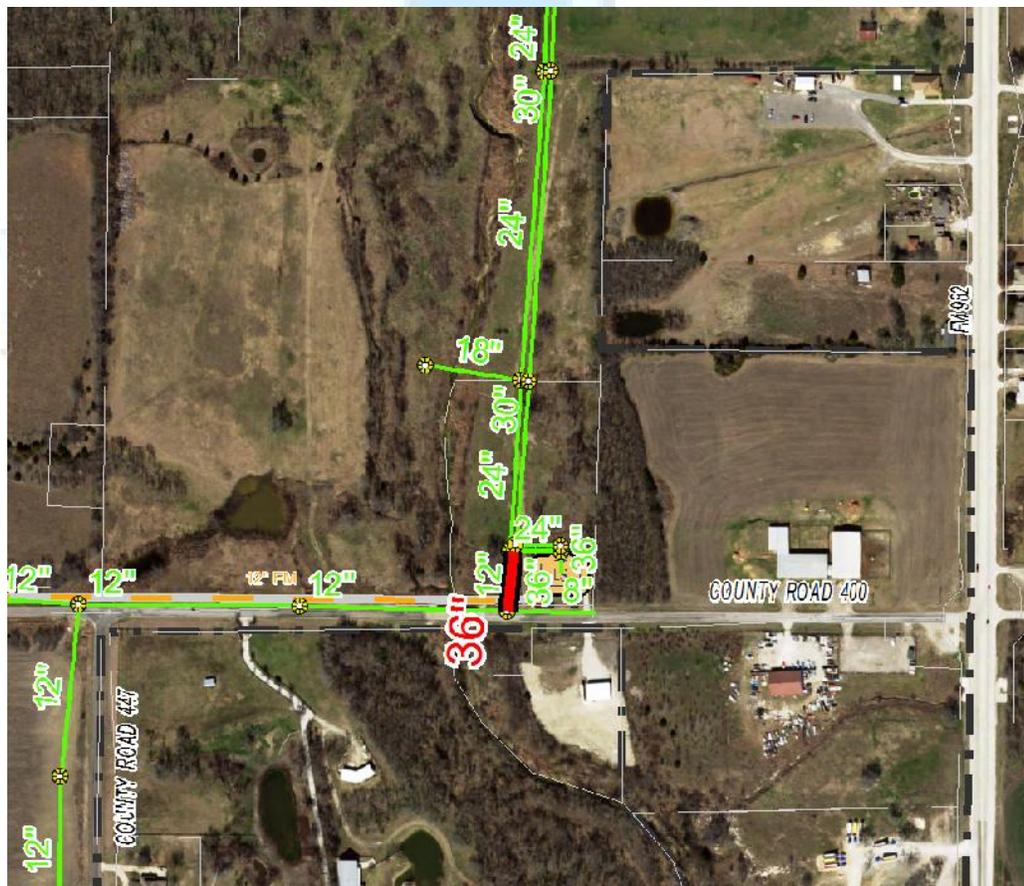
Project Budget: \$150,000

Funding Source: Enterprise Utility Fund

No estimated impact on operating budget since in design only.

Project Description: This project will connect to the NTMWD Lift Station that is currently being constructed, south to CR 400.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R47

Project Status: Feasibility

Project Title: W Brown Street Reconstruction

Estimated Projected Completion: To be determined

Project priority: High

Project Budget: \$368,000

Funding Source: Not funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 460 linear feet of West Brown Street from North 1st Street to the concrete parking lot west of McGee Street (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R48

Project Status: Feasibility

Project Title: E Brown/McGee Street Reconstruction

Estimated Projected Completion: To be determined

Project priority: High

Project Budget: \$484,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 605 linear feet of East Brown Street and McGee Street from the 380 Right-of-Way to North 2nd Street Right-of-Way (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R49

Project Status: Feasibility

Project Title: Gantt/McLain Street - Road Rehabilitation

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$620,000

Funding Source: Not Funded

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 775 linear feet of McLain Street from West Gantt Street to West College Street and East Gantt Street from North 1st Street to the western property line of Lacy Elementary School (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R50

Project Status: Feasibility

Project Title: 1st Street Reconstruction

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$212,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 265 linear feet of 1st Street from the US 380 Right-of-Way to the edge of existing concrete pavement on 1st Street (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R43

Project Status: Feasibility

Project Title: Oak Street Reconstruction

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$303,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 380 linear feet of Oak Street from North 5th Street to North 6th Street (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R51

Project Status: Feasibility

Project Title: McKinney Street Reconstruction

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$276,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 345 linear feet of McKinney Street from 1st Street to 2nd Street (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: P23

Project Status: Feasibility

Project Title: JJ (Book) Wilson Memorial Park

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$1,156,000

Funding Source: Not Funded

No effect on operating budget since currently in design stage.

Project Description: This project consists of the design and construction of Griffin Park, an 8.05 acre park west of South Beauchamp Boulevard. A conceptual design will be prepared to determine the amenities that will be constructed in the park. Some of the possible amenities include a splash park, skate park, trail connections, and a pavilion/gazebo.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R52

Project Status: Feasibility

Project Title: Royal Lane - Road Rehabilitation

Estimated Projected Completion: To be determined

Project priority: Medium

Project Budget: \$276,00

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of approximately 345 linear feet of Royal Lane from 1st Street to 2nd Street (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number:

Project Status: Feasibility

Project Title: Tickey Drive Reconstruction

Estimated Projected Completion: To be Determined

Project priority: High

Project Budget: \$810,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of Tickey Drive from 380 ending in a cul-de-sace (may include water, wastewater, and drainage improvements).

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



Date: 8/21/2018

Project Number: R54

Project Status: Feasibility

Project Title: Fairbanks – Street and Drainage Reconstruction

Estimated Projected Completion: To be Determined

Project priority: High

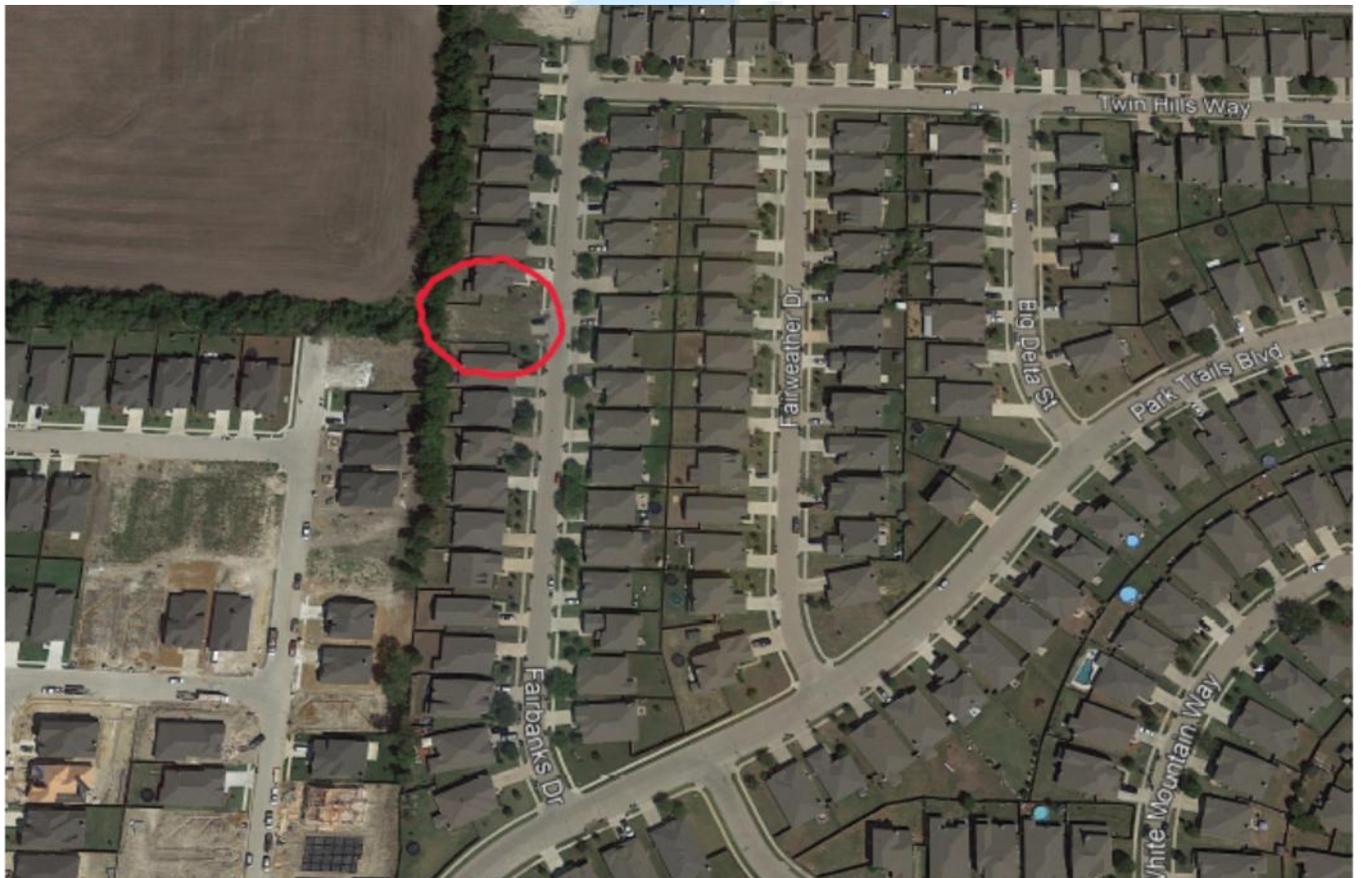
Project Budget: \$50,000

Funding Source: Not Funded

Estimated minimal effect on operating budget for the next five years once completed.

Project Description: This project consists of surveying, design, and construction for the reconstruction of a small portion of Fairbanks to correct some drainage and street issues.

Project Schedule:	2018			2019								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Design												
Bid and Award												
Construction												



**CITY OF PRINCETON
GENERAL FUND LONG-TERM PLAN**

	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Year 1 Projection 2019-2020	Year 2 Projection 2020-2021	Year 3 Projection 2021-2022	Year 4 Projection 2022-2023	Year 5 Projection 2023-2024
Revenues									
Ad Valorem Taxes	\$ 2,298,669	\$ 2,650,000	\$ 2,655,257	\$ 2,780,856	\$ 3,150,000	\$ 3,500,000	\$ 3,710,000	\$ 3,952,600	\$ 4,189,756
Sales Tax	971,244	1,090,000	1,090,000	1,155,000	1,155,000	1,185,000	1,220,000	1,220,000	1,300,000
Franchise Tax	251,076	480,500	497,703	807,703	807,703	807,703	807,703	807,703	807,703
License, Permits, Fees	2,019,216	2,456,000	2,477,000	2,506,087	2,450,000	2,125,000	2,050,000	2,039,000	2,037,000
Charge for Services	378,420	152,500	157,000	158,600	160,000	200,000	225,000	230,000	250,000
Fines	357,580	401,065	317,500	343,175	345,000	345,000	360,000	360,000	365,000
Interest Earned	12,124	2,850	21,000	16,000	10,000	10,000	6,500	6,500	6,500
Miscellaneous	45,894	94,445	75,086	79,600	30,000	50,000	50,000	50,000	50,000
Grants and Contributions	237,348	148,999	87,263	24,600	30,000	50,000	55,000	55,000	55,000
Capital Lease Proceeds	110,814	1,466,794	1,466,794	220,500	-	-	-	-	-
Intergovernmental	224,752	225,308	216,952	286,987	250,000	290,000	310,000	310,000	310,000
Total Revenues	6,907,137	9,168,461	9,061,555	8,379,108	8,387,703	8,562,703	8,794,203	9,030,803	9,370,959
Expenditures									
General Government	958,093	1,230,311	1,262,097	1,121,084	1,065,030	1,086,331	1,118,921	1,152,488	1,209,553
Public Safety	3,020,996	4,921,447	4,990,817	4,686,965	4,387,643	4,484,319	4,618,848	4,755,792	4,859,325
Public Services	472,375	489,914	447,568	496,924	472,078	481,520	495,965	510,844	528,169
Parks & Recreation	516,905	659,052	653,082	781,437	742,365	764,636	779,929	795,527	826,438
Library	141,514	167,501	169,687	201,128	201,128	205,151	208,979	213,158	222,421
Development & Code	623,737	1,060,375	1,129,713	939,026	845,727	862,642	879,894	897,492	930,442
Public Works	403,159	583,204	432,262	465,512	538,232	548,997	559,977	571,176	607,600
Fleet Maintenance	-	56,657	56,657	125,428	135,500	129,109	131,691	134,325	187,012
Total Expenditures	6,136,779	9,168,461	9,141,883	8,817,504	8,387,703	8,562,703	8,794,203	9,030,803	9,370,959
Revenues Over/(Under) Expenditures	770,358	-	(80,328)	(438,396)	-	0	(0)	0	(0)
Beg Fund Balance, Oct 1	1,749,145	2,519,503	2,519,503	2,439,175	2,000,779	2,000,779	2,000,779	2,000,779	2,000,779
End Fund Balance, Sept 30	\$ 2,519,503	\$ 2,519,503	\$ 2,439,175	\$ 2,000,779	\$ 2,000,779	\$ 2,000,779	\$ 2,000,779	\$ 2,000,779	\$ 2,000,779
# of days in reserve, EOY	149.9	100.3	97.4	82.8	87.1	85.3	83.0	80.9	77.9

**CITY OF PRINCETON
DEBT SERVICE FUND LONG-TERM PLAN**

	Actual 2016-2017	Budget 2017-2018	Projected 2017-2018	Proposed 2018-2019	Year 1 Projection 2019-2020	Year 2 Projection 2020-2021	Year 3 Projection 2021-2022	Year 4 Projection 2022-2023	Year 5 Projection 2023-2024
Revenues									
Ad Valorem Taxes	\$ 1,181,071	\$ 1,589,350	\$ 1,589,350	\$ 2,196,248	\$ 1,219,268	\$ 1,775,747	\$ 1,594,781	\$ 1,769,165	\$ 1,838,981
Interest Earned	5,785	4,800	14,000	7,500	4,500	4,500	4,500	4,500	4,500
Intergovernmental	1,581,983	118,986	118,986	118,199	117,333	112,940	110,245	110,910	108,075
Total Revenues	<u>2,768,839</u>	<u>1,713,136</u>	<u>1,722,336</u>	<u>2,321,947</u>	<u>1,341,101</u>	<u>1,893,187</u>	<u>1,709,526</u>	<u>1,884,575</u>	<u>1,951,556</u>
Expenditures									
Principal	624,300	1,021,600	1,021,600	1,659,962	681,600	1,000,000	1,010,500	1,159,200	1,175,500
Interest	523,288	569,115	569,115	534,036	618,984	850,604	657,437	684,811	734,811
Administration Fee	2,038	4,500	4,500	2,250	3,250	4,500	4,500	4,500	4,500
Transfers to Other Funds	33,491	30,921	30,921	31,879	32,767	33,583	32,589	31,564	32,245
Total Expenditures	<u>1,183,117</u>	<u>1,626,136</u>	<u>1,626,136</u>	<u>2,228,127</u>	<u>1,336,601</u>	<u>1,888,687</u>	<u>1,705,026</u>	<u>1,880,075</u>	<u>1,947,056</u>
Revenues Over/(Under) Expenditures	1,585,722	87,000	96,200	93,820	4,500	4,500	4,500	4,500	4,500
Beg Fund Balance, Oct 1	<u>917,661</u>	<u>2,503,383</u>	<u>2,503,383</u>	<u>2,599,583</u>	<u>2,693,403</u>	<u>2,697,903</u>	<u>2,702,403</u>	<u>2,706,903</u>	<u>2,711,403</u>
End Fund Balance, Sept 30	<u>\$ 2,503,383</u>	<u>\$ 2,590,383</u>	<u>\$ 2,599,583</u>	<u>\$ 2,693,403</u>	<u>\$ 2,697,903</u>	<u>\$ 2,702,403</u>	<u>\$ 2,706,903</u>	<u>\$ 2,711,403</u>	<u>\$ 2,715,903</u>

* Estimated amounts for 2019 issue of \$2M-\$3M

* Estimated amount for 2020 issue of \$12M

CITY OF PRINCETON
WATER & SEWER FUND LONG-TERM PLAN

	Actual	Budget	Projected	Proposed	Year 1	Year 2	Year 3	Year 4	Year 5
	2016-2017	2017-2018	2017-2018	2018-2019	Projection	Projection	Projection	Projection	Projection
					2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Revenues									
Water Sales	\$ 3,880,720	\$ 3,776,747	\$ 4,000,000	\$ 4,500,000	\$ 4,770,000	\$ 5,056,200	\$ 5,207,886	\$ 5,364,123	\$ 5,525,046
Water - Other	182,163	191,762	224,664	181,672	187,122	190,865	194,682	198,576	202,547
Wastewater Treatment	1,713,546	1,794,710	1,850,000	1,948,606	2,026,550	2,107,612	2,170,841	2,235,966	2,303,045
Service Charges/Reconnect/Fees	409,343	428,965	439,165	424,447	437,180	450,296	459,302	468,488	477,858
Solid Waste Collection Fee	638,764	662,680	694,220	728,000	749,840	772,335	795,505	819,370	843,952
Capital Lease Proceeds	44,087	520,622	418,507	-	-	-	-	-	-
Interest Earned	3,710	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Transfers	33,491	30,921	30,921	31,879	32,767	33,583	32,589	31,564	32,245
Total Revenues	6,905,824	7,411,407	7,662,477	7,819,604	8,208,460	8,615,891	8,865,805	9,123,086	9,389,692
Operating Expenditures									
Utility Administration	845,448	873,356	991,586	1,021,242	1,051,879	1,083,436	1,115,939	1,149,417	1,183,899
Water Department	3,433,947	4,159,282	4,027,774	4,583,123	4,720,617	4,862,235	5,008,102	5,158,345	5,313,096
Wastewater Department	1,166,080	1,544,235	1,640,648	1,579,978	1,627,377	1,676,199	1,726,485	1,778,279	1,831,628
Total Operating Expenditures	5,445,475	6,576,873	6,660,008	7,184,343	7,399,873	7,621,869	7,850,526	8,086,041	8,328,623
Non-Departmental									
Debt Service	554,533	602,001	601,326	661,760	677,372	829,684	823,582	796,789	794,369
Total Non-Departmental	554,533	602,001	601,326	661,760	677,372	829,684	823,582	796,789	794,369
Net Incr(Decr) in Fund Balance	905,816	232,533	401,143	(26,499)	131,215	164,337	191,697	240,256	266,701
Beg Fund Balance, Oct 1	530,720	1,436,536	1,436,536	1,837,679	1,811,180	1,942,395	2,106,732	2,298,429	2,538,685
End Fund Balance, Sept 30	\$ 1,436,536	\$ 1,669,069	\$ 1,837,679	\$ 1,811,180	\$ 1,942,395	\$ 2,106,732	\$ 2,298,429	\$ 2,538,685	\$ 2,805,385
Percent of Cost of Sales	15.10%	3.24%	5.52%	-0.34%	1.62%	1.94%	2.21%	2.70%	2.92%
Debt Coverage	1.63	0.39	0.67	(0.04)	0.19	0.20	0.23	0.30	0.34

GLOSSARY

Accounts Payable	A short-term liability account reflecting amounts owed for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).
Accounts Receivable	An asset account reflecting amounts owed for goods and services furnished by a government.
Accrual Basis	Method of accounting that recognizes the financial effect of transactions, events, and inter-fund activities when they occur, regardless of the timing of related cash flows.
Activity	A specified and distinguishable line of work performed by a division.
Ad Valorem	A tax computed from the assessed valuation of land and improvements.
Appropriation	An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of governmental resources. Specific appropriations are usually made at the fund level and are granted for a one-year period.
Assessed Valuation	A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Central Appraisal District.)
Assets	Resources owned or held by the City which have monetary value.
Balanced Budget	A budget adopted by the legislative body and authority by ordinance where the proposed expenditures are equal or less than the proposed resources.
Bonds	A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation and revenue bonds.
Budget	A plan of financial operation embodying an estimate of proposed means of financing it. The “operating budget” is the financial plan adopted for a single fiscal year. The “proposed budget” designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The “adopted budget” is the plan as modified and finally approved by the body. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.
Budget Adjustment	A legal procedure utilized by the City Staff and City Council to revise a budget appropriation.
Budget Document	The compilation of the spending plans for the various funds, along with supporting schedules, tables and charts which, in total, comprises the annual revenues and expenditure plan.
Budget Control	The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.
CAFR	Comprehensive Annual Financial Report.
Capital Lease	A cost category which typically reflects the repayment of short-term (less than 5 years) debt associated with the acquisition of capital equipment/vehicles.

GLOSSARY (continued)

Capital Outlay	An expenditure which results in the acquisition of or additions to fixed assets, and meets these criteria: has an anticipated useful life or more than two years; can be permanently identified as an individual unit of property; belongs to one of the following categories: Land, Buildings, Structures & Improvements, Equipment; constitutes a tangible, permanent addition to the value of the City assets; cost generally exceeds at least \$5,000; does not constitute repair or maintenance; and, is not readily susceptible to loss.
Capital Reserve	Funds that have been appropriated from operating revenues which are to be set aside for designated types of maintenance to the existing infrastructure.
CIP	Capital Improvement Program
Cost Center	A section of the total organization having a specialized function or activity, and segregated cost and revenue data.
COG	Council of Governments
Component Unit	Legally separate organization for which the elected officials of the primary government are financially accountable.
Covenant	A binding agreement; contract.
Crime Index	The crime index is composed of selected offenses used to gauge fluctuations in the overall volume and rate of crime reported to law enforcement. The offenses included are the violent crimes of murder and non-negligent manslaughter, forcible rape, robbery, and aggravated assault, and the property crimes of burglary, larceny-theft, motor vehicle theft, and arson.
Current Taxes	Taxes that are levied and due within one year.
Delinquent Taxes	Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.
Debt Service Fund	A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's bonded debt, the sale of which finances long-term capital improvements such as facilities, streets and drainage, parks and water/sewer systems.
Depreciation	(1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.
EMS	Emergency Management Services
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.
Expenditure	The cost of goods received or services rendered whether cash payments have been made or encumbered.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Princeton has specified October 1 to September 30 as its fiscal year.

GLOSSARY (continued)

Fund	An accounting device established to control receipt and disburse income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.
Fund Balance	The excess of a fund's current assets over its current liabilities; sometimes called <i>working capital</i> in enterprise funds. A negative fund balance is often referred to as a <i>deficit</i> .
Funding	Provides budgetary resources to cover the total cost of a program or project at the time it is undertaken.
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
General Fund	The fund used to account for all financial resources except those required to be accounted for in another fund. The General Fund is tax supported.
General Obligation Debt	Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is supported by revenue provided from real property which is assessed through the taxation power of the local governmental unit.
Generally Accepted Accounting Principles (GAAP)	Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).
Governmental Funds	Funds generally used to account for tax-supported activities. There are four different types of governmental funds: general fund, debt service fund, capital projects funds, and special revenue fund.
GO Debt	General Obligation Debt
Infrastructure	That portion of a city's assets located at or below ground level including water system, sewer system, and streets.
Liabilities	Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.
Modified Accrual Basis	The accrual basis of accounting adapted to the government fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period". Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest earnings on special assessment levies; and (5) principal and interest on long-term debt which are generally recognized when due.
Mission Statement	General statement of purpose.

GLOSSARY (continued)

Note	A certificate pledging payment issued by a government or bank.
NTMWD	North Texas Municipal Water District
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of the City are controlled. The use of annual operating budgets is required by State Law.
PEG Access	Public Education Government access; refers to a cable channel operated by a local government entity.
Performance Indicators	Specific quantitative measures of work performed within an activity or program. They may also measure results obtained through an activity program.
Reimbursement	Repayment to a specific fund for expenditures incurred or services performed by that fund to or for the benefit of another fund.
Replacement Cost	The cost of an asset which can render similar service (but which need not be of the same structural form) as the property to be replaced.
Reserve	An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.
Reserve Fund	A backup fund for payment of matured bonds and interest should the General Fund Debt Service Fund fall short of required amounts.
Revenues	All amounts of money received by a government from external sources other than expense refunds, capital contributions, and residual equity transfers.
ROW	Right-of-way
Tax Rate	A percentage applied to all taxable property to raise general revenues. It is derived by dividing the total tax levy by the taxable net property valuation.
Taxes	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit.
Tax Increment Financing (TIF)	A tool to use future gains in property and sales taxes to finance eligible public infrastructure such as streets, drainage, parking garages, parks, trails, and other improvements as allowed by law, within a reinvestment zone.
Tax Increment Reinvestment Zone (TIRZ)	See Tax increment Financing; a term used interchangeably with TIF.
TCEQ	Texas Commission on Environmental Quality
TMRS	Texas Municipal Retirement System
W & S	Water & Sewer



CITY OF PRINCETON, TEXAS

ORDINANCE NO. 2018-09-10-02

AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS, SETTING AND ADOPTING A TAX LEVY FOR 2018; 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 2018.

\$0.402494 for the purposes of maintenance and operation
\$0.286326 for the payment of principal and interest on debt of this city
\$0.688820 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 10th day of September 2018.

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.

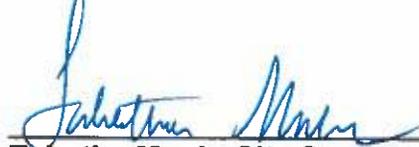
THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.00 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-18.02.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, SEPTEMBER 10, 2018.



John-Mark Caldwell, Mayor

ATTEST:



Tabatha Monk, City Secretary



CITY OF PRINCETON, TEXAS**ORDINANCE NO. 2018-09-10-01**

AN ORDINANCE OF THE CITY OF PRINCETON, TEXAS PROVIDING FUNDS FOR THE FISCAL YEAR 2018-2019 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 2018-2019, document attached as exhibit "A"

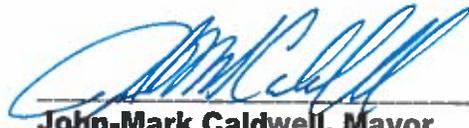
NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS:

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, 2018 and ending September 30, 2019 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 2018-2019, 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.

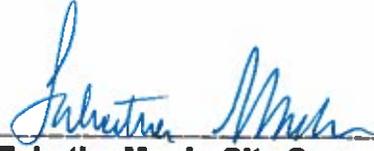
SECTION 3. That the necessity for the making and approving of the budget for the fiscal year 2018-2019, as required by the laws of the State of Texas, creates an emergency and urgent public necessity requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF PRINCETON, TEXAS, THIS 10th DAY OF SEPTEMBER 2018.



John-Mark Caldwell, Mayor

ATTEST:



Tabatha Monk, City Secretary



Miscellaneous Statistic

Established	1888
Form of Government	Council – Manager
Area in square miles	7.5
Population (projected 2018)	12,822
Population by race: (2010 Census)	
White (not Hispanic or Latino)	63%
Hispanic or Latino origin	25%
Black or African American	10%
Other Races	2%
Population by Gender	
Male	54.4%
Female	45.6%
Median Age	35.8
Number of Households	5,451
Median Household Income	\$43,681
Percentage Household by Income	
<\$35,000	43.8%
\$35,000 - \$49,999	12.2%
\$50,000 - \$74,999	24.0%
\$75,000 - \$99,999	13.4%
\$100,000>	6.6%

APPENDIX A - FEE SCHEDULE

Sec. 1. - Fees.

<u>Water/Wastewater Service</u>	<u>Amount</u>
• Residential water service deposit	\$150.00
• Commercial water service deposit	\$350.00
• Administration service fee	\$50.00
• Nonpayment fee to lock meter (tampering)	\$100.00
• Water customer confidentiality request	\$5.00
• Insufficient check fee	\$30.00
• Customer list	\$15.00—On page
	\$25.00—On labels
• Water meter testing $\frac{3}{4}$ " or 1" (If accurate of two percent)	\$40.00
• Water meter testing larger than 1" (If accurate of two percent)	\$20.00, plus cost of testing
• Water rate charge	See approved rate schedule
• Water service late charge, ten percent or a minimum (after the 10 th day past due)	\$10.00
• Water reconnection fee	\$40.00—Regular business hours
	80.00—Nonregular business hours
• Sewer rate schedule	See approved rate schedule
• Water/sewer rate (customers outside city limits)	1½ times the approved rates

<ul style="list-style-type: none"> • Refuse (trash) rate 	See approved rate schedule
<u>Water/Wastewater Installation</u>	
<ul style="list-style-type: none"> • Water tap installation ¾" or 1" 	\$300.00, plus cost of materials and labor
<ul style="list-style-type: none"> • Wastewater tap installation 4" 	\$300.00, plus cost of materials and labor
(Anything over 1" water and 4" sewer, developer/builder shall install using city-approved meters, material and standards for installation)	
<ul style="list-style-type: none"> • Water meter installation ¾" (city installed) 	\$175.00
<ul style="list-style-type: none"> • Water meter installation 1" (city installed) 	\$200.00
<ul style="list-style-type: none"> • Water meters 	\$50.00, plus cost of meter
<ul style="list-style-type: none"> • Backflow prevention device 	\$50.00, plus cost of device
<ul style="list-style-type: none"> • Road boring permit 	\$200.00
<ul style="list-style-type: none"> • Street cut permit 	\$200.00
<ul style="list-style-type: none"> • Construction water meter deposit 	\$2,000.00
<u>City Maps/Ordinance</u>	
<ul style="list-style-type: none"> • Copies of maps/developmental plans, etc. 	\$15.00 city map
Black ink: (36" wide paper) 24" × 36"	\$15.00
36" × 48"	\$20.00

Color ink: (36" wide paper—Charge per sq. ft.)	
24" × 36"	\$30.00
36" × 48"	\$120.00
• Community development plan/comprehensive plan	\$75.00
• Zoning ordinance	\$25.00
• Subdivision ordinance	\$25.00
• Landscape ordinance	\$15.00
• Park master plan	\$25.00
• Standard design and construction details	\$30.00
<u>Miscellaneous Copies and Services</u>	
• Copies per page	\$0.10
• Certification of true copies	\$5.00
• Mailing of copies	\$3.00, plus cost of copies
• Diskette copy	\$1.00
• Video cassette copy	\$2.50
• Audio cassette copy	\$1.00
• Oversize paper copies (11 × 17, green bar, blue bar)	\$0.50
• Cost of other public information copies	Most current charges as provided by the General Services Commission of Texas

<u>Notary Charges</u>	
• Notary public charges	
Protesting a bill for nonacceptance or nonpayment register and seal	\$4.00
Each notice of protest	\$1.00
Protesting in all cases	\$4.00
Certificate and seal to such protest	\$4.00
Taking acknowledgement or proof of any deed or other instrument in writing, for registration certificate and seal:	
For the first signature	\$6.00
For each additional signature	\$1.00
Administering an oath or affirmation with certificate and seal	\$6.00
All certificates under seal not otherwise provided for	\$6.00
Copies of all records and papers in their office for each page	\$0.50
All notarial acts not provided for	\$6.00
Taking the deposition of a witness	\$0.50 for each 100 words
Swearing a witness to depositions making certificate therefore with seal and all other business connected with taking such deposition	\$6.00
<u>Miscellaneous Permits</u>	

• Christmas tree sales permit	\$50.00
• Solicitors permit—Master	\$200.00 annually per company
• Structural moving permit	\$50.00, plus \$0.32 per mile
• Residential/commercial alarm permits (original)	\$30.00
• Residential/commercial alarm permits (annual renewal)	\$20.00
• Business license (original)	\$250.00
• Business license (annual renewal)	\$25.00
• Alcoholic beverage permit (bi-annual)	\$250.00
• False alarm fee (assessed after second false alarm)	\$50.00
• Building trades permit fee (electrical, HVC, plumbing, irrigation/backflow, roofing, foundation)	\$90.00
• Fence permit	\$25.00
• Swimming pool permit (in ground only)	\$325.00
• Swimming pool permit (above ground)	\$50.00
<u>Special Event Permit</u>	
• Administrative processing fee (special event permit fee)	\$50.00
• Carnival	\$500.00
• Tent permit fee	\$30.00
• Circus	\$500.00
• Outdoor amusement, other than carnival	\$250.00

<ul style="list-style-type: none"> • Parade 	No charge
<ul style="list-style-type: none"> • NOTE: Proper paperwork must still be filed 	
<ul style="list-style-type: none"> • Late filing fee, if applicable 	\$50.00
<u>Municipal Court Fees</u>	
<ul style="list-style-type: none"> • Municipal court security fee 	\$3.00
<ul style="list-style-type: none"> • Municipal court technology fund 	\$4.00
<ul style="list-style-type: none"> • Municipal court time payment fee 	\$25.00
<ul style="list-style-type: none"> • Municipal court fines/Fees 	See approved schedule
<ul style="list-style-type: none"> • Municipal court records copy 	\$0.10 per page
<ul style="list-style-type: none"> • Offense records 	\$0.10 per page
<ul style="list-style-type: none"> • Sex offender records 	\$1.00 per page
<ul style="list-style-type: none"> • Police accident reports 	\$5.00
<u>Sign Fees</u>	
<ul style="list-style-type: none"> • Sign contractor's registration—Annual 	\$75.00 per yr.
<ul style="list-style-type: none"> • Sign contractor's bond 	\$5,000.00
<ul style="list-style-type: none"> • Street signage fee 	Cost of sign and installation for new development, plus 10% administrative fee
<ul style="list-style-type: none"> • Sign permit 	

Up to 50 square feet	\$50.00
51 to 100 square feet	\$75.00
101 to 150 square feet	\$100.00
151 to 200 square feet	\$150.00
201 to 250 square feet	\$200.00
251 square feet and above	\$250.00, plus \$1.00 per square foot in excess of 250 square feet
<u>Development/Building Fees</u>	
<ul style="list-style-type: none"> • Zoning/rezoning 	\$325.00, plus \$15.00 per acre up to 250 acres and \$8.00 per acre over 250 acres
<ul style="list-style-type: none"> • Special use permit zoning 	\$325.00
<ul style="list-style-type: none"> • Preliminary plat 	\$200.00, plus \$12.00 per acre
<ul style="list-style-type: none"> • Final plat/construction plans 	\$325.00, plus \$25.00 per acre
<ul style="list-style-type: none"> • Minor plat or replat 	\$200.00
<ul style="list-style-type: none"> • Land study or site plan 	\$400.00, plus \$1.00 per acre
<ul style="list-style-type: none"> • County filing fee 	\$100.00 per document
<ul style="list-style-type: none"> • Certificate of occupancy inspection 	\$100.00
<ul style="list-style-type: none"> • Certificate of occupancy re-inspection 	\$50.00
<ul style="list-style-type: none"> • Excavation permit fee 	\$100.00
<ul style="list-style-type: none"> • TxDot permit application—Residential 	\$150.00

<ul style="list-style-type: none"> • TxDot permit application—Commercial 	\$500.00
<ul style="list-style-type: none"> • Consultant services required for development not indicated (legal, engineering and planning) 	100% actual cost
<ul style="list-style-type: none"> • Development construction observation (water/sewer/paving/drainage). An escrow account must be setup—Based on contractors/developers/builders estimated cost at time of permitting; final cost based on submission of copy of contractors/developers/builders final pay invoice. 	3% of construction cost
<ul style="list-style-type: none"> • Park improvements fee (existing filed final plat) 	\$100.00 per residential/multifamily unit
<ul style="list-style-type: none"> • Park improvements fee (newly filed final plat) 	As per Princeton Ordinance No. 2008-12-09
<ul style="list-style-type: none"> • Street light electrical cost 	1 month actual electricity cost × 24 months, per street light in new developments
<ul style="list-style-type: none"> • Street improvement fee (new development) 	As per subdivision ordinance (latest addition)
<ul style="list-style-type: none"> • Pro-rata 	Based on specific project development agreement
<ul style="list-style-type: none"> • Water impact fee 	2,033.00 or the equivalent service unit as identified in Exhibit A of Princeton Ordinance No. 2009-04-14
<ul style="list-style-type: none"> • Wastewater impact fee 	1,251.00 or the equivalent service unit as identified in Exhibit A of Princeton Ordinance No. 2009-04-14
<ul style="list-style-type: none"> • Pro-rata collection processing fee 	5% of amount collected
<ul style="list-style-type: none"> • Construction trailer permit (temporary) 	\$250.00

• Temporary electrical pole	\$100.00
• Building re-inspection fee	\$75.00
• Plan review due to modification (residential/commercial)	\$200.00
• Inspections for which no fee is specifically indicated	\$100.00
• Inspections for which no fee is specifically indicated	\$100.00
• Right-of-way construction permit fee	\$100.00
• Permit fee for driveways and other private improvements in public rights-of-way*	\$75.00

* A permit fee is not required if: 1) the permit is being issued in connection with the construction of a new residential or non-residential building; or 2) the work described in the permit is included in another permit issued concurrently to the applicant.

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Building Permit Fees

Plan review fees are separate fees from the building permits fees and are in addition to the building permit fees.

Residential	\$400.00
Commercial	65% of the commercial building permit fee
Plan review due to modification (Residential/commercial)	\$200.00

Building Permit Valuation

The building permit fee charged to build a new building, to add on to an existing building, to remodel or to alter an existing building shall be based on the declared valuation of the proposed work.

Residential one- and two-family dwelling—The minimum value of \$70.00 square foot of total area under roof shall be used to determine the valuation for the purpose of computing permit fees in accordance with the building permits fee chart or whichever is greater.

Total valuation-residential: The minimum total valuation is determined by multiplying the total square footage under roof by \$70.00 per square foot. For example, a 2,000 square foot residential home would have a valuation of \$140,000.00. Based upon the schedule below a \$140,000.00 valuation would require a building permit fee of \$993.75 ($40 * \5.60) = \$1,217.75.

Total valuation-commercial: The minimum total valuation of \$85.00 per square foot of total area under roof shall be used to determine the valuation for the purpose of computing permit fees in accordance with the building permits fee chart or whichever is greater. For example, a 5,000 square foot commercial building would have a valuation of \$425,000.00. Based upon the schedule below a \$425,000.00 valuation would require a building permit fee of \$993.75 ($425 * \5.60) = \$3,375.75

<u>Valuation</u>	<u>Fee</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or a

\$500,000.00	fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

•	<u>Additional fees may apply at issuance of building permit</u>	
	Water and wastewater impact fees	
	Park improvement fee	
	Water utility fees	
•	Model home permit	\$600.00
	Contractor registration—Annual	
•	(mechanical, electrical, plumbing, automatic sprinkler Systems/Backflow, Roofing, Sign, General Contractors, Swimming Pool, Utility, Solicitors, Fence, Foundation)	\$75.00
•	<u>Fire Plan Review, Inspection and Permit Fees</u>	
	Inspection Fees (does not include permit fees)	
	•	Fire Inspections
	<i>Interior Square Footage</i>	<i>Fee</i>
	1 to 3,000	\$45.00
	3,001 to 6,000	\$60.00

			6,001 to 12,000	\$75.00
			12,001 to 18,000	\$100.00
			18,001 to 24,000	\$150.00
			24,001 to 100,000	\$200.00
			Over 100,000	\$250.00
	•	All Subsequent Re-Inspection		
			<i>Interior Square Footage</i>	<i>Fee</i>
			1 to 3,000	\$50.00
			3,001 to 6,000	\$75.00
			6,001 to 12,000	\$100.00
			12,001 to 18,000	\$125.00
			18,001 to 24,000	\$175.00
			24,001 to 100,000	\$225.00
			Over 100,000	\$275.00
			Underground hydro and flush (Per system)	\$50.00
			Fire pump (Per system)	\$300.00
			Combustible liquid storage tanks	\$250.00
			Fire Sprinkler backflow	\$100.00
			Hazardous materials storage	\$200.00
			Hydrant flow	\$50.00

		Overhead sprinkler	\$100.00
		Paint booth	\$100.00
		Temporary structure	\$100.00
		Underground/above ground storage tanks	\$100.00
		Underground sprinkler	\$100.00
		Vent-A-Hood (Per system)	\$50.00
		Standpipe System (Per system)	
		Re-stamp, provide lost plans or addend a project after permit has been issued	\$30.00
		Work started without a permit	Permit fee × 2
		<p>The fees above are in addition to any plan review and will include one visual inspection and one hydrostatic test of the fire sprinkler supply line or fire sprinkler system in the case of hydraulic systems or one visual inspection and one system test of the fire alarm system in the case of alarms. Plans that are rejected after the initial review may be resubmitted with corrections one time without penalty. Any subsequent reviews will incur a fee equal to the appropriate fee from the schedule above plus an additional fee of \$50.00.</p>	
	•	Plan Reviews	
		1—100,000 sq. ft. (per sq. ft.)	\$0.035 per sq. ft. of building area, minimum \$60.00
		100,001—300,000 sq. ft. (per sq. ft.)	\$3,500.00 for the first 100,000 sq. ft. plus \$0.017 for each additional sq. ft.)
		300,001 plus sq. ft. (per sq. ft.)	\$6,900 for the first 300,000 sq. ft. plus \$0.01 for each additional sq. ft.
	•	Permit Fees	

Type	Comments	Permit Period	Fee
Aerosol products	Manufacture, store or handle	Until revoked	\$100.00
Amusement buildings	Special amusement building	Until revoked	\$100.00
Automatic fire extinguishing systems		Until revoked	\$100.00
Aviation facilities	Aircraft service or repair	Until revoked	\$100.00
Battery systems	Lead acid systems 50 gal. +	Until revoked	\$100.00
Cellulose nitrate film	Store, handle or use	Until revoked	\$100.00
Compressed gases storage	Limits set by Fire Code	1 year	\$100.00
Cryogenic fluids storage		1 year	\$100.00
Cutting and welding operation		1 year	\$100.00/site
Day Care Facility		1 year	\$100.00
Dry cleaning plants		Until revoked	\$100.00
Exhibits and Trade Shows		2 weeks	\$100.00
Explosives storage		2 weeks	\$100.00
Fire pumps and equipment		Until revoked	\$45.00
Fireworks (outside)		1 week	\$500.00
Flammable and combustible liquids storage		1 year	\$100.00/site
Fumigation		1 day	\$45.00
Hazardous materials production		1 year	\$100.00

High piled storage	Until revoked	\$45.00
Hot work operations	1 week—1 year	\$45.00
Industrial ovens	Until revoked	\$50.00
Liquid or gas fueled vehicles in assembly buildings	Until revoked	\$50.00
Lumber yards	Until revoked	\$45.00
Magnesium production or storage	1 year	\$100.00
Motor fuel dispensing facilities	Until revoked	\$100.00
Open flames and torches	1 day—1 year	\$100.00
Organic coatings	Until revoked	\$45.00
Pyrotechnics-theatrical effects	Per event	\$100.00
Pyroxylin plastics production	Until revoked	\$45.00
Refrigeration equipment	Until revoked	\$45.00
Repair garages	Until revoked	\$45.00
Rooftop heliports	Until revoked	\$45.00
Scrap tire product storage	Until revoked	\$100.00
Spraying or dipping	Until revoked	\$45.00
Temporary membrane structures, tents or canopies	2 weeks	\$45.00
Greater than 200 sq. ft.		.
Waste handling	1 year	\$100.00
Wood products	Until revoked	\$45.00

Woodworking plants		1 year	\$100.00
Tank or fuel line repair	per location		\$250.00
(LP gas or Flammable/Combustible liquids)			
Tank or fuel line removal	per location		\$250.00
(LP s or Flammable/Combustible liquids)			

			• False Alarms
			50.00 for each false alarm after two within a 12-month period
			\$75.00 for each false alarm after eight or more
			No false alarm fee for a newly installed system for the first 30 days
			• Hazardous material incident
Fire Department services related to hazardous material incident: \$400.00 per hour for each engine or Truck Company and \$200.00 per hour for each medical unit or utility vehicle.			

<u>Park User Fees</u>			
			• Athletic Fields (Fields 1, 2 and 3)
		◦	Organized leagues \$4.00 per participant within PISD \$15.00 per participant outside PISD
		◦	Individual practice—No lights \$10.00 per hour
		◦	Individual practice—With lights \$30.00 per hour
		◦	Tournament Fees

			· Tournament	\$75.00 plus 60% of lighting cost
			· Per team	\$25.00
			· Deposit	\$200.00
			· Concession stand	\$90.00 per 4 hours
•			Participation Fees	
	◦		Individual resident	\$15.00
	◦		Individual nonresident	\$20.00
•			Nonathletic Reservations	
	◦		P.O.W. Park Pavilion	\$25.00 per 4 hours
			· Deposit	\$50.00
			· Electricity	\$35.00
	◦		Memorial Park Gazebo—Resident	\$25.00 per hour
			· Deposit	\$250.00
			· Electricity	\$35.00
	◦		Memorial Park Gazebo—Nonresident	\$50.00 per hour
			· Deposit	\$300.00
			· Electricity	\$35.00
•			Concession Stand	
	◦		Nonprofit organization within PISD	\$60.00 per 4 hours
	◦		Public	\$75.00 per hour

<u>Park User Fees—Nonprofit Organizations</u>			
•		Athletic Fields (Fields 1, 2 and 3)	
	◦	Organized leagues	\$4.00 per participant
	◦	Lighting charge	10% of lighting cost
	◦	Tournament Fees	
		· Tournament	\$50.00
		· Per team	\$20.00
		· Lighting charge	10% of lighting cost
		· Deposit	\$200.00

(Ord. No. 2004-02-24, § 1, 2-24-2004; Ord. No. 2004-10-26, § 1, 10-26-2004; Ord. No. 2006-06-27-01, § 1, 6-27-2006; Ord. No. 2009-08-25, § 1, 8-28-2009; Ord. No. 2009-05-26-02, § 1, 5-29-2009; Ord. No. 2010-03-30-03, § 1, 3-30-2010; Ord. No. 2012-09-17-10, § 1, 9-17-2012; Ord. No. 2016-01-11-01, § 5, 1-11-2016; Ord. No. 2016-09-26-01, § 2(2.02), 9-26-2016)

Sec. 2. - Penalty.

Any person violating the terms and provisions of this chapter shall, upon conviction, be punished by a fine of not more than \$500.00, and each and every day this chapter is violated shall constitute a separate offense.

(Ord. No. 2004-02-24, § 4, 2-24-2004; Ord. No. 2009-05-26-02, § 4, 5-29-2009; Ord. No. 2010-03-30-03, § 4, 3-30-2010; Ord. No. 2012-09-17-10, § 4, 9-17-2012)

EXHIBIT A

Service Unit Equivalents

Meter Size	Equivalency Factor	Water Impact Fee	Wastewater Impact Fee
¾" — 5/8 "	1.00	\$2,023.00	\$1,251.00
1"	1.4	\$2,832.00	\$1,751.40

1.5"	2.8	\$5,664.40	\$3,502.80
2"	4.0	\$8,092.00	\$5,004.00
4"	24.0	\$48,552.00	\$30,024.00
6"	50.0	\$101,150.00	\$62,550.00
8"	72.0	\$145,656.00	\$90,072.00
10"	100.0	\$202,300.00	\$125,100.00

(Ord. No. 2004-02-24, Exh. A, 2-24-2004; Ord. No. 2009-04-14, Schedules 1, 2, 4-14-2009; Ord. No. 2009-05-26-02, Exh. A, 5-29-2009; Ord. No. 2010-03-30-03, Exh. A, 3-30-2010; Ord. No. 2012-09-17-10, Exh. A, 9-17-2012)

Solid Waste Rate Schedule

<u>Residential Rates</u>	
(1) poly cart—Inside city	\$9.04 per month
Additional poly cart—Inside city	\$7.88 per month per cart
(1) poly cart—Outside city	\$11.33 per month
Additional poly cart—Outside city	\$7.88 per month per cart
Bulk services	\$0.95 per home/month
Recycling services (1 recycling container)	\$1.60 per home/month
Additional recycling container	\$1.60 per month per container
<u>Commercial Rates</u>	
(1) poly cart	\$14.28 per month
Additional poly cart	\$11.88 per month
(1) recycling container	\$1.60 per month
Additional recycling container	\$1.60 per month per container
2-yard dumpster bin	1 x week \$28.05 per month

	2 x Week \$51.09 per month
	Each extra pickup \$20.91
3-yard dumpster bin	1 x week \$39.52 per month
	2 x week \$74.03 per month
	Each extra pickup \$20.91
4-yard dumpster bin	1 x week \$49.99 per month
	2 x week \$96.91 per month
	Each Extra pickup \$26.14
6-yard dumpster bin	1 x week \$62.46 per month
	2 x week \$119.91 per month
	Each extra pickup \$31.37
8-yard dumpster bin	1 x week \$73.92 per month
	2 x week \$142.83 per month
	3 x week \$211.75 per month
	Each extra pickup \$36.60
Solid waste—Lock	\$20.68 per month
Casters	\$20.68 per month

Right-of-Way Rate Schedule

Public right-of-way construction	
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Application fee (see chapter 66, article VI for definitions of the terms below)	The city shall not issue any refunds of fees tendered for any equipment covered by V.T.C.A., Local Government Code ch. 284 which has been removed.
Network nodes and transport facilities	The lesser of (a) the actual cost to the city; or (b) \$500.00 for an application including up to five network nodes, and \$250.00 for each additional network node per application
Node support poles	The lesser of (a) the actual cost to the city; or (b) \$1,000.00 per application for each pole.
Other construction in public right-of-way	As listed in appendix A, section 1. development/building fees, "right-of-way construction permit fee" and "permit fee for driveways and other private improvements in public rights-of-way"
Pole attachment rate	Rate calculated at time of application by city staff in accordance with V.T.C.A., Utilities Code § 54.204
Annual public right-of-way rate	Unless otherwise provided by ordinance, payments of annual rates for a calendar year shall be tendered to the city on or before September 30 of that calendar year. Payments of annual rates for facilities installed or constructed on or after October 1 of a calendar year shall be tendered to the city no later than September 30 of the following calendar year.
Network nodes and transport facilities	\$250.00 multiplied by the number of network nodes installed in the public right-of-way in the city's corporate limits. In the discretion of the city council, the city may charge a network provider a lower rate or fee if the lower rate or fee is nondiscriminatory, related to the use of the public right-of-way, and not a prohibited gift of public property.
Node support poles	No separate rate independent of the network node rate above.
Monthly public right-of-way rate	
Transport facilities installed by a network provider	\$28.00 multiplied by the number of the network provider's network nodes in the public right-of-way for which the installed transport facilities provide backhaul. This rate is in addition to the annual public right-of-way rate applicable to the transport facility under this fee schedule, if any. This rate shall apply unless and until the time the network provider's payment of other

	municipal fees to the city exceeds its monthly aggregate per-node compensation to the city (e.g., under LGC, Chapter 283 or V.T.C.A., Utilities Code ch. 66).
Transport facilities installed by non-network provider	The base rate supplied by city staff at the time of application, multiplied by the number of network nodes in the public right-of-way for which the owner's transport facilities provide backhaul. Persons building or installing network nodes, or node support poles (or any other structure) that supports, or is capable of supporting, a network node, under a contractual arrangement with a wireless service provider shall be subject to the rate applicable to network providers above.
Annual service pole collocation rate	
Network nodes	\$20.00 per service pole per year

(Ord. No. 2011-10-10-03, § 1, 10-10-2011; Ord. No. 2012-09-17-08, § 1, 9-17-2012; Ord. No. 2012-09-17-09, § 1, 9-17-2012; Ord. No. 2012-09-17-10, 9-17-2012; Ord. No. 2016-01-11, Exh. A, 1-11-2016; Ord. No. 2017-08-21-01, § 4, 8-28-2017)