

**NOTICE OF TELECONFERENCE MEETING COMMUNITY DEVELOPMENT  
CORPORATION MEETING AND AGENDA  
THE CITY OF PRINCETON, TEXAS  
July 7, 2020**

*A quorum of the City Council or another City Board may be in attendance. It is not a certainty that a quorum or other number of the members of the City Council or another City-affiliated body will attend the meeting. No official action by the City Council or any City Board or commission, other than the Princeton Community Development Corporation, shall be taken.*

The Community Development Corporation of the City of Princeton will meet in Teleconference Meeting Session on July 7, 2020 at 3:00 PM to discuss the following

**Steven Deffibaugh,**  
*President, Place 6*

**Gabriel Rubio,**  
*Vice President, Place 1*

**Kori David,**  
*Director, Place 2*

**Mary Harris,**  
*Director, Place 3*

**Kenneth Mayberry,**  
*Director, Place 4*

**Georgia Casas,**  
*Director, Place 7*

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**CALL TO ORDER**

**ROLL CALL**

Steve Deffibaugh  
Gabriel Rubio  
Kori David  
Mary Harris  
Kenneth Mayberry  
Georgia Casas

**INVOCATION**

**CITIZEN APPEARANCE**

Citizens are allowed 3 minutes to speak. The Board is unable to respond to or discuss any issues that are brought up during this section that are not on the agenda, other than to make statement of specific factual information in response to a citizens inquiry or to recite existing policy in response to the inquiry.

**CONSENT AGENDA**

Consent Agenda: All consent agenda items listed are considered to be routine by the Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and considered in its normal sequence on the agenda.

**Minutes**

Discussion and possible action regarding the minutes of the June 1, 2020

## **REGULAR AGENDA**

### **Financial Report as of May 31, 2020 and Budget Worksheet**

Discussion and possible action regarding the current Community Development Corporation financial statement, sales tax, and fund balance and budget worksheet.

[CDC - 5.2020.pdf](#)

[CDC Budget Worksheet July.xlsx](#)

### **Trees and Decorative Signage**

Discussion, update and possible action regarding trees on Monte Carlo and decorative signage in the median on Monte Carlo.

### **Community Center Project**

Discussion, Update and possible action regarding the progress and contents of the Community Center Project.

### **Princeton Area Chamber of Commerce Quarterly Report**

Discussion and possible action regarding the Princeton Area Chamber of Commerce Quarterly Report, Statement of Activity and Statement of Financial Position.

[Report for EDC - EDC - 2nd Quarter reporting 2020 .docx](#)

[StatementofActivity.pdf](#)

[StatementofFinancialPosition.pdf](#)

### **Future Agenda Items**

Consider a request for items to be placed on a future agenda and NOT for discussion.

## **REPORT AGENDA - CITY MANAGER**

- 1) City Council meetings for July 2020: Monday, July 13th and Monday, July 27th. Both meetings will be held at 6:30 p.m.
- 2) Next Regular CDC meeting is Monday, August 3rd at 3:00 p.m.
- 3) Update on Voucher Stimulus Project.
- 4) Update next meeting on the following: Park Trail Markers and "No ATV" signs; Update on J.J. Book Park.

## **CDC REPORT AGENDA**

CDC Board of Directors report about items of community interest regarding which no action will be taken.

## **ADJOURNMENT**

## **CERTIFICATE**

I hereby certify the above Notice of Meeting was posted at the Princeton City Hall @ \_\_\_\_\_ and copies thereof were delivered to the Community Development Corporation Board of Directors.

\_\_\_\_\_  
Tabatha Monk, City Secretary

## **STATEMENT FOR ADA COMPLIANCE**

The City of Princeton acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. Thus, in order to assist individuals with disabilities who require special services (i.e., sign interpretation services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Princeton sponsored public programs, services and/or meetings, the City requests the individuals make requests for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Tabatha Monk, City Secretary, or other designated official at 972-734-2416. The Community Development Corporation reserves the right to consult in executive session with its attorney and to receive legal advice regarding any item listed on this agenda pursuant to Section 551.071(b).

Minutes

The City of Princeton

Regular Community Development Corporation Meeting of June 1, 2020

The Community Development Corporation (CDC) of the City of Princeton, Texas, met in regular session via teleconference on June 1, 2020 at 3:00 p.m.

The following CDC Board of Directors were present: President Steve Deffibaugh, Director Kori David, Director Mary Harris, Director Kenneth Mayberry and Director Georgia Casas. The following Directors were absent: Vice President Gabriel Rubio. The following Staff Members were present: City Manager Derek Borg, City Secretary Tabatha Monk, Marketing Manager Debbie Cooke and Communications Specialist Nakia Patton.

President **Deffibaugh** called the **CDC Meeting to order at 3:00 PM.**

President **Deffibaugh** called roll, present were CDC Directors **Kori David, Mary Harris, Kenneth Mayberry and Georgia Casas.**

**Mary Harris** led the invocation.

President **Deffibaugh** announced Citizens Appearance. No one spoke.

President **Deffibaugh** announced the Consent Agenda: Consent Agenda: All consent agenda items listed are considered to be routine by the Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent agenda and considered in its normal sequence on the agenda. Items on the **Consent Agenda** were: Discussion and possible action regarding the minutes of the May 4, 2020 Regular Community Development Corporation meeting. Director **Harris made a motion to approve the Consent Agenda.** Director **Casas seconded the motion to approve.** The motion carried

**unanimously.**

President **Deffibaugh** then announced the first item under the Regular Agenda: **(Utility Task Vehicles)** “Presentation of pictures and update from the Princeton Fire Department and the Princeton Police Department regarding the Utility Task Vehicles purchased by the CDC.” No **action taken.**

President **Deffibaugh** then announced the second item under the Regular Agenda: **(Financial Report as of April 30, 2020)** “Discussion and possible action regarding the current Community Development Corporation financial statement, sales tax, and fund balance.” No **action taken.**

President **Deffibaugh** then announced the third item under the Regular Agenda: **(Public Hearing)** “Public hearing of Resolution, CD 2020-06-01-R, of the Princeton Community Development Corporation regarding a 380 Corners Beautification Project.”

President **Deffibaugh** opened the public hearing at 3:09 p.m.

President **Deffibaugh** closed the public hearing at 3:10 p.m.

President **Deffibaugh** then announced the fourth item under the Regular Agenda: **(Resolution CD 2020-06-01-R)** “Discussion and possible action regarding Resolution, CD 2020-06-01-R, 380 Corners Beautification Project.” Director **Harris made a motion to approve.** Director **Mayberry seconded the motion.** The **motion carried unanimously.**

President **Deffibaugh** then announced the fifth item under the Regular Agenda: **(Resignation)** “Discussion and possible action regarding the resignation of Community Development Corporation Board of Director, Damon Williams.” President **Deffibaugh made a motion to accept Damon Williams resignation.**

Director **Casas seconded the motion.** The **motion carried unanimously.**

President **Deffibaugh** then announced the sixth item under the Regular Agenda: **(CDC July Monthly Meeting)** “Discussion and possible action to change the July Regular Monthly Community Development Corporation meeting from Monday, July 6, 2020 to Tuesday, July 7, 2020 due to the closure of the City of Princeton for the Independence Day holiday.” Director **Casas made a motion to approve.** Director **Mayberry seconded the motion.** The **motion carried unanimously.**

President **Deffibaugh** then announced the seventh item under the Regular Agenda: **(Future Agenda Items)** “Consider a request for items to be placed on future agenda and NOT for discussion.” **Items requested were: Update on dead and leaning trees on Monte Carlo Blvd.; Update on Park Trail Markers and signs for no ATV’s on the trail/park; Update on Community Center project; and update on J.J. Book Park.**

President **Deffibaugh** then announced the Report Agenda: City Manager: **Derek Borg** spoke on the following items: “City Council meetings for June 2020: Monday, June, 8th and Monday, June 22nd at 6:30 p.m.: Next Regular CDC meeting is Tuesday, July 7th at 3:00 p.m. and update on Voucher Stimulus Project.

CDC Board of Directors reports about items of community interest regarding which no action will be taken. No items were discussed.

Director **Harris made a motion to adjourn the meeting.** Director **Mayberry seconded the motion.** The **motion carried unanimously.**

President **Deffibaugh** adjourned the meeting at 3:31 p.m.

\_\_\_\_\_  
Steve Deffibaugh, Date  
CDC President

ATTEST:

\_\_\_\_\_  
Tabatha Monk, City Secretary Date



**CITY OF PRINCETON  
BALANCE SHEET  
COMMUNITY DEVELOPMENT CORPORATION  
MAY 31, 2020**

	<u><b>CDC</b></u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 1,275,745
A/R - Sales tax	139,068
<b>Total Assets</b>	<u><u>1,414,813</u></u>
<b>Liabilities</b>	
Payables	283,464
<b>Total Liabilities</b>	<u><u>283,464</u></u>
<b>Fund Balances</b>	
Commitment remaining for:	
Projects	
Community Center	746,382
Park improvements and equipment	4,000
Voucher Stimulus Project	81,250
Park Master plan	2,000
Caldwell Park	75,252
Unassigned	222,465
<b>Total Fund Balances</b>	<u><u>1,131,349</u></u>
<b>Total Liabilities and Fund Balances</b>	<u><u>\$ 1,414,813</u></u>



**CITY OF PRINCETON  
 BUDGETARY COMPARISON SCHEDULE  
 COMMUNITY DEVELOPMENT CORPORATION  
 FOR EIGHT MONTHS ENDING MAY 31, 2020**

	<b>Budget</b>	<b>Actual</b>	<b>Variance with Final Budget - Positive (Negative)</b>	<b>Percentage of Budget</b>
<b>REVENUE</b>				
Sales Taxes	\$ 712,500	\$ 573,754	\$ (138,746)	80.53%
Interest Earned	13,000	15,222	2,222	117.09%
<b>Total Revenues</b>	<b>725,500</b>	<b>588,976</b>	<b>(136,524)</b>	<b>81.18%</b>
<b>EXPENDITURES</b>				
Personnel Costs	86,592	57,551	29,041	66.46%
Supplies & Maintenance	6,800	10,491	(3,691)	154.28%
Services - Contract/Legal/Ins	1,700	4,348	(2,648)	255.76%
Training/Education	2,000	1,137	863	56.85%
Advertising, Dues, Publications	500	1,869	(1,369)	373.80%
Promotional Services and Marketing	15,000	40,281	(25,281)	268.54%
Consulting Services	20,000	-	20,000	0.00%
Telephone, Cell, Copier Lease, Printing	2,250	2,056	194	91.38%
Audit Expense	3,000	2,500	500	83.33%
Website Maintenance	500	1,860	(1,360)	372.00%
Market Days	5,000	5,000	-	100.00%
Voucher Stimulus Project	81,250	-	81,250	0.00%
Automatic Electronic Defibrillator	42,461	42,461	-	100.00%
Capital Equipment - 2 UTVs	56,647	55,824	823	98.55%
Park Master Plan	2,000	-	2,000	0.00%
Parkview Heights	2,000	-	2,000	0.00%
Community Center	1,245,000	498,618	746,382	40.05%
Park Equipment	2,000	-	2,000	0.00%
Municipal Complex - Park	112,350	113,167	(817)	100.73%
Veteran's Memorial Park	11,990	18,275	(6,285)	152.42%
Caldwell Park Improvements	150,000	74,748	75,252	49.83%
Monte Carlo - street beautification	184,765	184,765	-	-100.00%
Special Events general supplies	5,879	5,879	-	100.00%
Debt Service:				
2019 Tax Note	195,727	195,727	-	-100.00%
2011 GO	42,333	42,333	-	100.00%
<b>Total Expenditures</b>	<b>2,277,744</b>	<b>1,358,890</b>	<b>918,854</b>	<b>59.66%</b>
Excess of revenues over expenditures	(1,552,244)	(769,914)	(1,055,378)	49.60%
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer to Community Events	17,000	8,500	8,500	50.00%
<b>Total other financing sources (uses)</b>	<b>17,000</b>	<b>8,500</b>	<b>8,500</b>	<b>50.00%</b>
<b>Net Change in Fund Balance</b>	<b>(1,535,244)</b>	<b>(778,414)</b>	<b>(1,046,878)</b>	<b>50.70%</b>
<b>Fund Balance, October 1</b>		<u>1,909,763</u>		
<b>Fund Balance, September 30</b>		<u>\$ 1,131,349</u>		

**Community Development Corporation  
Sales Tax Comparison**

	<u>FYE 9/30/2020</u>	<u>FYE 9/30/2019</u>	<u>Difference</u>	
October	\$ 75,167	\$ 59,267	\$ 15,900	26.8%
November	68,793	56,741	12,052	21.2%
December	85,373	75,714	9,659	12.8%
January	60,780	53,994	6,786	12.6%
February	63,001	54,444	8,557	15.7%
March	81,572	71,412	10,160	14.2%
April	76,068 *	61,933	14,135	22.8%
May	63,000 *	60,202	2,798	4.6%
June	-	69,700	(69,700)	-100.0%
July	-	66,910	(66,910)	-100.0%
August	-	65,048	(65,048)	-100.0%
September	-	74,272	(74,272)	-100.0%
	<u>\$ 573,754</u>	<u>\$ 769,637</u>	<u>\$ (195,883)</u>	<u>-25.5%</u>
Budget	\$ 712,500			
Collected to date	81%			

\* *Estimated: Sales tax monies to be received from State Comptroller  
These estimates will be updated monthly*

**Community Development Corporation  
Project Detail - FY2020**

Project Description	Budget	Amount Spent to-date	Vendor
Caldwell Park Improvements (Res CD2019-11-12-R-1 for shades at Dog Park \$49,678)	\$ 93,353	857	Home Depot
		49,678	We Build Fun - shades for dog park
		19,200	Green Frog - solar lights
		1,975	Vitz Metals
		3,038	Kimley Horn
Market Days	\$ 5,000	5,000	Chamber of Commerce
Voucher Stimulus Project	\$ 81,250	-	
AEDs	\$ 42,461	42,461	Stryker Sales
Municipal complex park design (Res CD2019-11-12-R-2)	\$ 112,350	113,167	GFF
Community Center (Res CD2019-10-07-R, \$599,981.40 for civil site work)	\$ 1,245,000	491,587	Mike Rogers Construction
		2,601	Tolunay Wong Eng
		521	Kimley Horn
		3,909	PGAL
Special Events-barricades	\$ 5,879	5,879	GFF
Veteran's Memorial Park	\$ 11,990	9,275	Kimley Horn
		9,000	Tree light maintenance
Monte Carlo street project	\$ 184,765	\$ 184,765	trees & street signs
Purchase 2 UTV's	\$ 56,647	55,824	
Parkview Heights	\$ 2,000	-	
Park equipment	\$ 2,000	-	
Park Master Plan	\$ 2,000	-	
	<u>\$ 1,844,695</u>	<u>\$ 998,737</u>	

# Community Development Corporation

## Fund Balance Summary

Beginning Fund Balance October 1, 2018		\$ 911,421
Project Commitments-FY2019:		
Community Events	17,000	
Debt Service	55,359	
Park Master Plan	6,145	
Parkview Height	185,030	
Community Center	116,492	
Caldwell Park Improvements	518,944	
Disc Golf Course - FY2018 remaining	17,324	
Veteran's Memorial Park	31,170	(947,464)
Add:		
Revenues FY 2019		794,522
2019 Tax Note Proceeds		1,245,000
Less:		
Operating Expenditures FY 2019		<u>(93,716)</u>
Unassigned Fund Balance, September 30, 2019		<u>\$ 1,909,763</u>
Beginning Fund Balance October 1, 2019		\$ 1,909,763
Project Commitments-FY2020:		
Community Events	17,000	
Debt Service	238,060	
Chamber of Commerce-Market Days	5,000	
Voucher Stimulus Project	81,250	
Special projects	5,879	
Monte Carlo - trees and street signs	184,765	
Towne Center park design	112,350	
Park Improvements-(Parkview Heights)	2,000	
Park Equipment-(including security cameras)	2,000	
AED - (committed in FY2019)	42,461	
Park Master Plan	2,000	
Caldwell Park	150,000	
Community Center - construction	1,245,000	
Veteran's Memorial Park	11,990	(2,099,755)
Add:		
<b>Projected Revenues FY 2020</b>		725,500
Less:		
<b>Projected Operating Expenditures FY 2020</b>		<u>(138,342)</u>
<b>Projected Unassigned Fund Balance, September 30, 2020</b>		<u>\$ 397,166</u>

CITY OF PRINCETON						
07 -ECONOMIC DEVELOP. TYPE A		2014-2015	CURRENT	Y-T-D	PROJECTED	REQUESTED
REVENUES		ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
		YEAR END	2015-2016	AS OF 6/30/2016	2015-2016	2016-2017
ECONOMIC DEVELOPMENT						
REVENUE						
07-400-00-4001	INTEREST EARNED	230	-	1,014	1,465	1,465
07-400-00-4004	SALES TAX REVENUE	313,491	339,517	295,634	416,614	602,337
07-400-00-4049	MISCELLANEOUS INCOME	-	-	2,486	2,486	-
	TRANSFERS IN				634,503	
TOTAL ECONOMIC DEVELOPMENT REVENUES		313,721	339,517	299,134	1,055,068	603,802

07 - ECONOMIC DEVELOP. TYPE A		2014-2015	CURRENT	Y-T-D	PROJECTED	REQUESTED
EXPENDITURES		ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
				AS OF 6/30/2016		
<b>SPECIAL ITEMS</b>						
07-500-00-5101	EDC SALES TAX LOAN PRINCIPAL	38,071	<b>40,426</b>	40,426	<b>954,365</b>	
07-500-00-5201	EDC SALES TAX LOAN INTEREST	49,306	<b>56,049</b>	24,389	<b>44,953</b>	
<b>TOTAL SPECIAL ITEMS</b>						
		87,377	<b>96,475</b>	64,815	<b>999,318</b>	
<b>PERSONNEL</b>						
07-600-00-6000	SALARIES	6,959	<b>14,980</b>	10,195	<b>14,980</b>	
07-600-00-6001	SALARIES - OVERTIME	-	<b>700</b>	-	-	
07-600-00-6002	SALARIES - LONGEVITY	21	<b>54</b>	29	<b>54</b>	
07-600-00-6004	SALARIES - SOC SEC	440	<b>975</b>	624	<b>975</b>	
07-600-00-6005	SALARIE-WORKER'S/COMP	-	<b>30</b>	34	<b>34</b>	
07-600-00-6006	SALARIES - UNEMPLOYMENT	9	<b>137</b>	46	<b>137</b>	
07-600-00-6007	BENEFITS - T.M.R.S.	537	<b>1,719</b>	706	<b>1,719</b>	
07-600-00-6008	BENEFITS - GROUP MED/LIFE	454	<b>3,368</b>	550	<b>3,368</b>	
07-600-00-6012	SALARIES - MEDICARE	103	<b>228</b>	146	<b>228</b>	
<b>TOTAL PERSONNEL</b>						
		8,523	<b>22,191</b>	12,330	<b>21,495</b>	
<b>SUPPLIES</b>						
07-500-00-7001	SUPPLIES - OFFICE	160	<b>300</b>	288	<b>300</b>	
07-500-00-7002	SUPPLIES - POSTAGE	119	<b>120</b>	59	<b>120</b>	
07-500-00-7004	MILEAGE REIMBURSMENT	-	-	-	-	
<b>TOTAL SUPPLIES</b>						
		279	<b>420</b>	347	<b>420</b>	
<b>MAINTENANCE</b>						
07-500-00-7508	MAINT-SUPPORT OFFICE EQUIP	2,676	<b>2,500</b>	2,405	<b>3,824</b>	SCANNER MAINT & FIREWALL
<b>TOTAL MAINTENANCE</b>						
		2,676	<b>2,500</b>	2,405	<b>2,665</b>	

07 -ECONOMIC DEVELOP. TYPE A		2014-2015	CURRENT	Y-T-D	PROJECTED	REQUESTED
EXPENDITURES		ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
				AS OF 6/30/2016		
OTHER EXPENSES						
07-500-00-8000	SERVICES - CONTRACT	-	20,000	5,264	6,929	LARRY CLINE COMES OUT OF THIS LINE.
07-500-00-8001	SERVICES - LEGAL	1,168	15,000	420	630	
07-500-00-8003	DUES, PUBLICATIONS, PERMITS	75	300	63	-	
07-500-00-8004	PUBLIC NOTICES - ADVERTISING	-	3,000	-	-	
07-500-00-8005	PROMOTIONAL SERVICES	3,000	3,000	2,300	3,075	
07-500-00-8010	TELEPHONE SERVICE	491	400	264	352	
07-500-00-8013	CELL PHONE EXPENSE	19	250	152	200	
07-500-00-8017	COPIER LEASE	1,311	1,800	1,019	1,377	
07-500-00-8019	AUDIT EXPENSE	1,700	2,000	2,000	3,000	
07-500-00-8036	PRINTING, COPY COSTS	-	100	-	-	
07-500-00-8040	SERVICES-WEBSITE MAINT	612	600	258	345	
07-500-00-8102	TRANSFERS TO CAPITAL PROJECTS	216,389	-	-	-	
07-500-00-8103	TRANSFERS TO COMMUNITY EVENTS	10,000	12,000	7,000	12,500	
07-500-00-8510	CAP - OUTLAY US 380 HARDSCAPE	-	-	-	-	
07-500-00-8511	CAP-OUTLAY ATMOS GAS LINE	-	-	-	-	
07-500-00-8512	CAP-OUTLAY LIBRARY PARKING	-	-	-	-	
07-500-00-8513	CAP-OUTLAY DOWNTOWN PARKING	-	-	-	-	
07-500-00-8515	INDUSTRIAL PARK & ROADWAYS	104,715	50,000	139,562	194,493	
TOTAL OTHER	EXPENSES	339,480	108,450	158,302	222,901	
TOTAL ECONOMIC DEVELOPMENT EXPENDITURES		438,335	230,036	238,199	1,246,799	
REVENUE OVER/(UNDER) EXPENDITURES		(124,614)	109,481	60,935	(191,731)	

CITY OF PRINCETON							
10 - COMMUNITY DEVELOP.-TYPE B		ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	
		2018-2019	BUDGET	ACTUAL	YEAR END	BUDGET	
		2018-2019	2019-2020	6.23.2020	2019-2020	2020-2021	
<b>REVENUE</b>							
10-400-00-4000	PARK SALES TAX	384,818	356,250	255,377	356,250	367,500	
10-400-00-4001	PARK INTEREST EARNED	10,434	6,500	7,610	8,000	8,000	
10-400-00-4002	STREET SALES TAX	384,818	356,250	255,377	356,250	367,500	
10-400-00-4003	STREET INTEREST EARNED	10,434	6,500	7,610	8,000	8,000	
10-400-00-4006	TAX NOTE PROCEEDS	1,245,000	-			-	
10-400-00-4007	INT INC - 2019 TAX NOTE	4,018				-	
	<b>TOTAL REVENUES</b>	<b>2,039,522</b>	<b>725,500</b>	<b>525,974</b>	<b>728,500</b>	<b>751,000</b>	
		ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	
		2018-2019	BUDGET	ACTUAL	YEAR END	BUDGET	
		2018-2019	2019-2020	2019-2020	2019-2020	2020-2021	
<b>DEPARTMENTAL EXPENDITURES</b>							
<b>SPECIAL ITEMS</b>							
10-500-00-5328	2019 Tax Note		195,727	195,727	195,727	192,000	
10-500-00-5001	DEBT ISSUANCE COST-2019 TAX NOTE	12,160	-			-	
10-500-00-5325	2011 GO REFUNDING DEBT	43,199	42,333	42,333	42,333	37,940	
	<b>TOTAL SPECIAL ITEMS</b>	<b>55,359</b>	<b>238,060</b>	<b>238,060</b>	<b>238,060</b>	<b>229,940</b>	
<b>PERSONNEL</b>							
10-600-00-6000	SALARIES	47,041	64,376	50,120	69,241	-	
10-600-00-6002	SALARIES - LONGEVITY	181	231	229	229	-	
10-600-00-6004	SALARIES - SOC SECURITY	2,552	4,006	3,013	4,307	-	
10-600-00-6005	SALARIE-WORKERS/COMP	167	158	111	144	-	
10-600-00-6006	SALARIES - UNEMPLOYMENT	54	11	144	144	-	
10-600-00-6007	BENEFITS - T.M.R.S	4,690	7,023	4,884	7,551	-	
10-600-00-6008	BENEFITS - GROUP MED/LIFE	2,419	9,850	4,144	6,744	-	
10-600-00-6012	SALARIES - MEDICARE	605	937	712	1,007	-	
	<b>TOTAL PERSONNEL</b>	<b>57,709</b>	<b>86,592</b>	<b>63,357</b>	<b>89,367</b>	<b>-</b>	
<b>SUPPLIES</b>							
10-500-00-7001	OFFICE SUPPLIES	2,158	700	5,779	6,000	-	
10-500-00-7002	POSTAGE	136	100	142	150	-	
10-500-00-7004	MILEAGE REIMB	24					
10-500-00-7005	MEETINGS	203					
10-500-00-7006	COMMUNITY EVENTS	388					
	<b>TOTAL SUPPLIES</b>	<b>2,909</b>	<b>800</b>	<b>5,921</b>	<b>6,150</b>	<b>-</b>	
<b>MAINTENANCE</b>							
10-500-00-7508	MAINT - OFFICE EQUIPMENT	4,348	6,000	4,610	6,000	-	
	<b>TOTAL MAINTENANCE</b>	<b>4,348</b>	<b>6,000</b>	<b>4,610</b>	<b>6,000</b>	<b>-</b>	
<b>OTHER EXPENSES</b>							
10-500-00-8000	CONTRACT SERVICES	3,125	600	3,478	4,000	720	alarm/Comm Center
10-500-00-8001	LEGAL SERVICES			75	500	500	
10-500-00-8002	TRAINING/EDUCATION	1,010	2,000	1,136	1,150	2,000	
10-500-00-8003	DUES, PUBLICATIONS, PERMITS		1,000	625	1,000	1,000	
10-500-00-8004	ADVERTISING	341	500	1,257	1,300	1,300	
10-500-00-8005	PROMOTIONAL SERVICES	15,441	15,000	34,022	35,000	15,000	Chamber, Day One, GFF



CITY OF PRINCETON							
10 - COMMUNITY DEVELOP.-TYPE B			CURRENT	Y-T-D	PROJECTED	REQUESTED	
		ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	
		2018-2019	2019-2020	6.23.2020	2019-2020	2020-2021	
10-500-00-8008	MARKETING		5,000	6,253	6,500	5,000	
10-500-00-8007	PROPERTY INSURANCE	1,048	1,100	832	1,110	1,250	
10-500-00-8010	TELEPHONE SERVICE	263	-	468	715	700	
10-500-00-8012	CONSULTING SERVICES	1,950	20,000	-	-		
10-500-00-8013	CELL PHONE EXPENSE	501	1,500	1,306	1,500	-	
10-500-00-8017	COPIER LEASE	591	750	386	750	-	
	TRANSFER TO GEN FUND-personnel costs					71,285	
	TRANSFER TO GEN FUND					7,000	supplies/ofc eqpt maint/utilities/cell phones
10-500-00-8019	AUDIT EXPENSE	2,500	3,000	2,500	2,500	3,000	
10-500-00-8040	SERVICES-WEBSITE MAINT	1,980	500	1,860	1,860	2,000	
10-500-00-8103	TRANSFERS TO COMMUNITY EVENTS	17,000	17,000	8,500	17,000	17,000	
10-500-00-8105	MARKET DAYS		5,000	5,000	5,000	5,000	
	VOUCHER PROGRAM-STIMILUS		81,250		81,250		
10-500-00-8208	CAP-OUTLAY - PARKVIEW HEIGHTS	185,030	2,000				
	CAP-OUTLAY - LIBRARY IMPROV					4,500	metal detector
10-500-00-8210	CAP-OUTLAY - DOG PARK	386,664	49,678	49,678	49,678		
10-500-00-8211	CAP-OUTLAY - LANDSCAPING/SIGNAGE		184,765	184,765	184,765		
10-500-00-8500	CAP-OUTLAY - PARK EQUIPMENT		4,000				
10-500-00-8500	CAP-OUTLAY - UTVs	-	56,428	56,428	56,428	-	
10-500-00-8504	CAP-OUTLAY - COMMUNITY CENTER	116,492	1,245,000	498,618	1,245,000		
10-500-00-8515	VETERAN'S MEMORIAL PARK	31,170	159,000	18,275	10,000		
10-500-00-8516	CAPITAL-PARK MASTER PLAN	6,145	2,000				
10-500-00-8520	CAPITAL-SECURITY CAMERAS		5,000				
10-500-00-8523	PARKS-MUNI COMPLEX		112,350	113,168	120,000		
10-500-00-8524	SPECIAL EVENTS - BARRICADES			5,879	5,879		
10-500-00-8521	CAPITAL-DISC GOLF COURSE	17,324	-				
10-500-00-8521	CAPITAL-CALDWELL PARK	132,279	150,000	66,673	150,000	102,000	LED lights for fields
	TOTAL OTHER EXPENSES	920,854	2,124,421	1,061,182	1,982,885	239,255	
	TOTAL EXPENDITURES	1,041,179	2,455,873	1,373,130	2,322,462	469,195	
	REVENUE OVER/(UNDER) EXPENDITURES	998,343	(1,730,373)	(847,156)	(1,593,962)	281,805	
	BEGINNING FUND BALANCE	911,421	1,909,764	1,909,764	1,909,764	315,802	
	ENDING FUND BALANCE	\$ 1,909,764	\$ 179,391	\$ 1,062,608	\$ 315,802	\$ 597,607	

## Report for EDC/CDC – 2<sup>nd</sup> Quarter reporting, 2020

- Monthly Business & Breakfast @ WHATABURGER - 3<sup>rd</sup> Tuesdays 7:30 am – 9:00 am
  - Tentatively scheduled to resume following COVID-19 shutdowns on July 21<sup>st</sup>
  
- Monthly Lunch & Learn Networking Meetings - 2<sup>nd</sup> Wednesdays at 11:30 am – 1:00 pm
  - June 10<sup>th</sup> we resumed our in-person meeting and had 18 in attendance with a 20 person cap.
  - July 8<sup>th</sup> Guest Speaker is Mark Toney, CEO Luce' Media. He will be speaking on how to optimize Google for businesses.
  - To facilitate and continue participation with those who do not attend in-person meetings (pre- and post- COVID), we are going to make the Zoom meetings a permanent staple on our calendar.
  
- Annual Casino Night Fundraiser has been rescheduled for Friday, October 30<sup>th</sup> – 7:00 pm – 10:30 pm at the 1899 Farmhouse Event Venue in Princeton. (This event is open to the public; membership is not required to attend)
  - We are currently accepting auction item donations
  - Working on rescheduling vendors – entertainment, gaming tables, food etc.
  - Planning décor, activities, and preparing to host auction
  - Creating slide show for sponsorship opportunity, community outreach/information distribution, membership awareness.
  
- Annual Golf Tournament Fundraiser is scheduled for Monday, October 12<sup>th</sup> at Oak Hollow Golf Course
  - Each year, we donate 10% of the proceeds back to organizations in Princeton. This year's recipient will be the Princeton Police Department.
  - Working to enroll teams, advertise/spread awareness, collecting sponsorships to cover expenses for course reservation, scorecards, meals, goodie bags etc.
  
- Ambassador Program
  - Our Ambassadors have been consistently reaching out to our members, updating information, and collecting feedback on how we can support them through the pandemic.
  - Implemented program to increase member-to-member referrals. \$5 luncheon fees being given to member with the most referrals at each meeting.
  
- Main Street Market
  - Saturday, May 23<sup>rd</sup> was our first market this year with approximately 30 vendors and over 500 in attendance throughout the day.
  - Saturday, June 27<sup>th</sup> - approx. 30 vendors, with 6 backing out 24 hours before due to additional executive orders and concerns over a second surge in COVID19 cases. Worst market yet, due to limited attendance by vendors, and reduced shoppers.
  - We are partnering with City of Princeton to host vendors, live entertainment, and kids' activities in Veteran's Memorial Park while Annual Fall Festival and Rodeo is held in JM Caldwell Sr Community Park. We are in early planning stages, but this will require us to

- have a second MSM on Saturday, October 24<sup>th</sup>. This is part of our plan to continue to bring people into the downtown area and promote growth.
  - Utilizing approximately 40-60 hours a month in volunteer hours to keep program running.
  - Early planning stages/strategizing how to leverage and grow the market.
  - Many vendors/shoppers requesting to move from Monthly to Weekly dates.
- Back to School Bash - Scheduled for Saturday, August 1<sup>st</sup>, from 10 am – 12 pm at Smith Elementary
  - The Chamber of Commerce has assumed responsibility for the Back to School Bash since Christ United Methodist Church left Princeton. We have partnered with the PISD and past volunteers to help get it back up and running.
  - Collecting school supplies and/or monetary donations to fill the needs of our students as estimated by PISD staff.
  - The Back to School Bash provides less fortunate children with a backpack full of school supplies needed to start the school year. With the help of local businesses, we also provide them with haircuts, dental exams, and eye exams.
  - Utilizing approximately 10-15 hours a week
- Social Media –
  - Continued focus on sharing events and member's post on Facebook, Instagram, Twitter, LinkedIn,
  - Created Private Chamber Member Group on Facebook for another way for businesses to collaborate and share ideas.
- Chamber Membership Directory
  - 2020 Directory Has been mailed to every home, business, PO Box in the New Hope, Princeton, and Lowry Crossing zip codes. With an additional 1,000 printed to put in Welcome bags throughout the year, and placed in businesses throughout Princeton, we are circulating a total of 10,016 directories.
  - 35 Chamber members bought ad space in the Chamber directory
  - Reminder, ad space dedicated for use by the EDC, CDC, and City of Princeton on pages 6, 7, and 27. We encourage custom artwork to be submitted by **April 30, 2021** for next year's directory.
- Monthly Newsletters are sent out the first of every month
  - Anyone can subscribe to Chamber newsletters; you do not have to be a member.
  - Ad space is free for all members and included at the bottom of the newsletter.
  - Each newsletter includes upcoming events, advertising and sponsorship opportunities, introduction to that month's luncheon speaker, a link to our Job Board, new member recognition and more. EDC/CDC is welcome to include any information they would like to be distributed.
- Welcome Bags – on hold since City Hall is closed due to COVID-19

- Member/Business marketing
  - Member marketing materials available in Chamber lobby for walk-ins – continuously replenishing
  - One ribbon cutting for new member conducted (most have been declined or put on hold with growing COVID19 concerns).
  
- Mentoring for businesses
  - Partnered with SCORE – Mr. Bruce Quernemoen – we've had 2 more businesses take advantage of this service (North TX Event Rentals and Integrity Moving Services), but I continuously refer members and non-members.
  
- EDC and CDC \$25 Voucher Program
  - The Chamber was asked to provide a list of all businesses in the Princeton area to the City of Princeton to use for the mailing of the vouchers, which we provided on 5/6/20. This was a list we had purchased from a marketing firm during a marketing campaign last year and included all known businesses in the 75407 zip code.
  - The Chamber did an email blast on 6/2/20 for the Voucher program with links to the application, and a second blast on 6/22/20 requesting business participation, as requested by the city.
  - The Chamber promoted the Voucher program in the bi-weekly virtual Chamber meetings and at the Networking Luncheon held on June 10<sup>th</sup>.
  - We fielded phone calls and emails with questions regarding the program, and referred to the City's marketing department for clarification
  
- Economic Development Administration Grant
  - Executive Director and 4 board members met with Derek Borg to discuss available competitive bid opportunity. Grant to provide funding for 2<sup>ND</sup> St improvements, converting Main St. to Festival street and advancing the Downtown Overlay district through growth of the Main Street Market and implementation of an Accelerator Program as a joint task between the City of Princeton, Princeton Chamber of Commerce and Princeton Independent School District.
  - High-level overview of Accelerator Program plans due by July 15<sup>th</sup>.
  - Detailed Overview and budget requirements of program due by July 30<sup>th</sup>.
  - Goal is to have grant application submitted by end of July.
  
- Miscellaneous Updates
  - The Chamber currently has about 180 members, and membership involvement has increased dramatically.
  - We implemented a new Chamber software during the second quarter of this year enabling us to better serve our members with a customer relationship management (CRM) tool, enhanced website listings, job postings, promotions, and a news board available on both desktop and mobile versions of our website.
  - Implement Text-to-Member program for increased awareness of meeting and event details and other important information.
  - Early planning stages to increase digital equipment to support ongoing virtual meetings, and other event needs like speaker presentations, slideshows, etc.

- Purchased new iPad for onsite collection of funds during events (like monthly luncheon fees, Casino Night tickets) as well as during on-site consultations with new and prospective members.
- Many small businesses experienced set-backs due to COVID-19 some feedback was
  - Businesses would like to see better communication from the City (closure/reopening updates, call backs/follow ups from planning dept., easy-to-locate information for businesses on the city's website etc.
- Door-to-door visits conducted to collect outstanding dues/invoices, touch base with members we have not seen or heard from in a while, collecting/replenishing marketing materials for welcome bags and lobby shelves.

#### COVID-19 IMPACTS

- Major spring fundraiser (Casino Night) pushed to late Fall.
- Reduce/cancelled networking events – Business & Breakfasts, Lunch & Learns, Ribbon Cuttings were cancelled for March, April, and May. Biweekly virtual meetings began late April to offset cancelled networking events.
- Membership dues, sponsorship and advertising payments were deferred for at least 60 days, until June 1<sup>st</sup>.
- Casino night reworking/re-planning efforts due to rescheduling.
- Purchased signage for store-front members to indicate continued opening or re-openings due to shelter-in-place orders.
- In-person luncheons typically are sponsored by a member who provides the food – this has been placed on hold due to COVID-19.

# Princeton Chamber of Commerce

## STATEMENT OF ACTIVITY

January 1 - July 2, 2020

	TOTAL
Revenue	
Advertising Income	
Directory	17,570.00
<b>Total Advertising Income</b>	<b>17,570.00</b>
Back to School Bash	7,125.00
Banquet Income	2,150.00
Casino Income	
Casino Night Ticket Sales	660.00
Casino Sponsorships	2,500.00
<b>Total Casino Income</b>	<b>3,160.00</b>
Discounts/Refunds Given	-86.96
Golf Tournament Income	5,500.00
Interest Income	19.58
Main Street Market - Income	2,653.75
Membership Dues	
Individual Dues	300.00
Large Business Dues	3,100.00
Small Business/Non Profit Dues	13,000.00
<b>Total Membership Dues</b>	<b>16,400.00</b>
Networking / Luncheon	91.00
Service/Fee Revenue	76.00
Uncategorized Revenue	1,000.00
<b>Total Revenue</b>	<b>\$55,658.37</b>
<b>GROSS PROFIT</b>	<b>\$55,658.37</b>
Expenditures	
Advertising/Promotional	1,742.84
Website Expense	816.88
<b>Total Advertising/Promotional</b>	<b>2,559.72</b>
Auto Expenses	
Fuel	396.01
<b>Total Auto Expenses</b>	<b>396.01</b>
Bad Debts	400.00
Bank Charges	
PayPal Fees	117.43
<b>Total Bank Charges</b>	<b>117.43</b>
Banquet Expense	3,123.92
Casino Night	311.77
Christmas Parade Expense	23.48
Directory Expenses	7,863.41
Dues & subscriptions	1,851.10

# Princeton Chamber of Commerce

## STATEMENT OF ACTIVITY

January 1 - July 2, 2020

	TOTAL
Gifts	25.00
Insurance - Liability	334.30
Insurance-Health	2,115.97
Legal & Professional Fees	
Accounting/Bookkeeping	806.76
<b>Total Legal &amp; Professional Fees</b>	<b>806.76</b>
Licenses & Fees	25.00
Main Street Market - Expense	2,504.45
Networking / Luncheons	474.54
Office Expenses	
Computer & Equipment Repair	377.77
General Office Administrative Expenditures	738.09
Postage & Delivery	251.05
QuickBooks Payments Fees	483.51
<b>Total Office Expenses</b>	<b>1,850.42</b>
Payroll Expenses	
Taxes	1,912.50
Wages	24,999.96
<b>Total Payroll Expenses</b>	<b>26,912.46</b>
Utilities	1,094.28
<b>Total Expenditures</b>	<b>\$52,790.02</b>
NET OPERATING REVENUE	<b>\$2,868.35</b>
NET REVENUE	<b>\$2,868.35</b>

# Princeton Chamber of Commerce

## STATEMENT OF FINANCIAL POSITION

As of July 2, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Checking	32,749.95
PayPal	-91.60
<b>Total Bank Accounts</b>	<b>\$32,658.35</b>
Accounts Receivable	
Accounts Receivable (A/R)	11,282.50
<b>Total Accounts Receivable</b>	<b>\$11,282.50</b>
Other Current Assets	
Uncategorized Asset	-103.80
Undeposited Funds	436.70
<b>Total Other Current Assets</b>	<b>\$332.90</b>
<b>Total Current Assets</b>	<b>\$44,273.75</b>
<b>TOTAL ASSETS</b>	<b>\$44,273.75</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Direct Deposit Payable	-207.60
Payroll Liabilities	
Federal Taxes (941/944)	527.43
TX Unemployment Tax	0.00
<b>Total Payroll Liabilities</b>	<b>527.43</b>
<b>Total Other Current Liabilities</b>	<b>\$319.83</b>
<b>Total Current Liabilities</b>	<b>\$319.83</b>
<b>Total Liabilities</b>	<b>\$319.83</b>
Equity	
Opening Balance Equity	3,436.05
Retained Earnings	37,649.52
Net Revenue	2,868.35
<b>Total Equity</b>	<b>\$43,953.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$44,273.75</b>