City of Princeton

Princeton Municipal Center
2000 East Princeton Dr.
Princeton, Texas 75407

Meeting Agenda

Community Development Corporation
Regular Meeting

Wednesday, July 15, 2026 **6:00 PM** **Council Chambers**

A. CALL TO ORDER

B. ROLL CALL

Kareem Evans, Chair
Cheneda Samuel, Vice Chair
Ahmad Thornton, Treasurer
Melissa Ned, Secretary
Allison Guerrero
Kenisha Henderson
MaryLou Pettis

C. INVOCATION

D. PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

E. PUBLIC APPEARANCE

Members of the public are allowed 5 minutes to speak. The Community Development Corporation is unable to respond or to discuss any issues that are brought up during this section that are not on the agenda, other than to make statements of specific factual information in response to public inquiry or to recite existing policy in response to any inquiry.

F. PUBLIC REPORT ITEMS

Next Regular PEDC Meeting: July 21, 2026
Next Regular City Council Meeting: July 27, 2026
Next Regular PCDC Meeting: August 19, 2026

G. STAFF REPORT ITEMS

G.1 Financial Report Presented by Kelly Wilson, Chief Financial Officer

G.2 **Sales Tax Update** Presented by Kelly Wilson, Chief Financial Officer

H. BOARD REPORT ITEMS

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

I. 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.

I.1	**Minutes**	Approval of the May 20, 2026 Regular Meeting Minutes
I.2	**PCDC Financial Statement**	Approval of the PCDC Financial Statement

J. REGULAR AGENDA

J.1	**2026-027 Executive Assistant Position**	Receive an update from Human Resources regarding the vacant Executive Assistant to the CEO position *(presented by Director of Employee Experience Fallan Carrillo)*
J.2	**2026-28 Melissa Ned Resignation**	Discussion and possible action regarding the resignation of Melissa Ned from the PCDC Board and Appointment of a new Secretary
J.3	**2026-29 City Attorney RFQ**	Provide status update on Request for Qualifications (RFQ #26-100019) for City Attorney/Legal Services for the PEDC/PCDC and take possible action *(presented by Maggie Metzner, Purchasing Officer)*
J.4	**2026-030 Fire Dept Grant**	Consideration and possible action authorizing staff to apply for the Community Development Corporation (CDC) Facade Improvement Grant for the future Princeton Fire Department Administration Building *(presented by Interim Fire Chief Steven Gammons)*
J.5	**2026-31 FY27 PCDC Draft Budget**	Presentation and discussion regarding the PCDC FY 2026-2027 Draft Budget *(presented by Chief Financial Officer Kelly Wilson)*
J.6	**2026-33 Back to School Bash**	Discussion and possible action regarding PCDC's booth at the Back to School Bash *(presented by Beth Willhite, President/CEO, Princeton-Lowry Crossing Chamber of Commerce)*
J.7	**2026-34 Library Partnership**	Discussion and possible action regarding CDC funding of a Purposeful Partnership with the Princeton Library
J.8	**2026-35 Chess Club**	Discussion and possible action regarding sponsorship of the

		Chess Club to hold events at the Community Center
J.9	**2026-36 Mayor's Apprenticeship Program Event**	Discussion and possible action regarding an End of Summer event for the Mayor's Apprenticeship Program *(presented by Beth Willhite, President/CEO, Princeton-Lowry Crossing Chamber of Commerce)*
J.10	**2026-37 Marketing and Communications**	Discussion and possible action regarding community marketing and communications initiatives funding *(presented by Director of Parks and Recreation Chase Bryant)*
J.11	**2026-39 Future Agenda Item Requests**	CDC Member future agenda item requests *(no action or discussion will take place for this item)*

K. EXECUTIVE SESSION

Executive Session: Under terms of Chapter 551 of Texas Government Code the Board may enter in CLOSED SESSION or Executive Session to discuss any items listed or referenced on a posted agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code: Section 551.071 (2) Texas Government Code. Consultation with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter on any posted agenda items. (Tex. Gov't Code §551.072.) Discuss or deliberate the purchase, exchange, lease, or value of real property.

L. ACTION PERTAINING TO EXECUTIVE SESSION

M. ADJOURNMENT

Certification

I certify that the above notice of this meeting was posted at least three business days prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at Princeton Municipal Center.

Posted by: Kerri Craig

Kerri Craig, EDC/CDC Coordinator

Date posted: 07/09/2026

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 hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Amber Anderson, 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(2).

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - COMMUNITY DEVELOPMENT FUND									
Revenue									
10-400-000-4004	SALES TAX REVENUE		2,265,000.00	2,265,000.00	182,955.72	1,364,632.87	0.00	-900,367.13	39.75 %
10-400-000-4007	CONTRA - SALES TAX REVENUE		0.00	0.00	0.00	-3,392.46	0.00	-3,392.46	0.00 %
10-400-000-4047	INTEREST REVENUE		130,000.00	130,000.00	15,427.58	134,713.82	0.00	4,713.82	103.63 %
10-400-000-4126	RENTAL INCOME - COMMUNITY CENTER		0.00	0.00	1,555.00	8,785.00	0.00	8,785.00	0.00 %
		Revenue Total:	**2,395,000.00**	**2,395,000.00**	**199,938.30**	**1,504,739.23**	**0.00**	**-890,260.77**	**37.17%**
Expense									
10-500-000-6000	SALARIES		100,000.00	100,000.00	2,723.92	88,049.90	0.00	11,950.10	11.95 %
10-500-000-6002	LONGEVITY		100.00	100.00	0.00	45.00	0.00	55.00	55.00 %
10-500-000-6004	SOCIAL SECURITY		8,000.00	8,000.00	160.95	5,315.88	0.00	2,684.12	33.55 %
10-500-000-6005	WORKERS' COMPENSATION		0.00	0.00	0.00	53.74	0.00	-53.74	0.00 %
10-500-000-6006	UNEMPLOYMENT		250.00	250.00	0.00	202.35	0.00	47.65	19.06 %
10-500-000-6007	TMRS		10,000.00	10,000.00	356.81	11,361.32	0.00	-1,361.32	-13.61 %
10-500-000-6008	GROUP MEDICAL/LIFE		10,000.00	10,000.00	381.91	10,498.70	0.00	-498.70	-4.99 %
10-500-000-6012	MEDICARE		2,500.00	2,500.00	37.63	1,245.26	0.00	1,254.74	50.19 %
10-500-000-7001	OFFICE SUPPLIES		50,000.00	50,000.00	-7,995.77	4,436.14	0.00	45,563.86	91.13 %
10-500-000-7014	GENERAL SUPPLIES		50,000.00	50,000.00	-1,500.00	197.28	1,798.84	48,003.88	96.01 %
10-500-000-8000	CONTRACT SERVICES		0.00	0.00	3,825.92	4,722.84	0.00	-4,722.84	0.00 %
10-500-000-8001	LEGAL SERVICES		30,000.00	30,000.00	0.00	10,988.75	0.00	19,011.25	63.37 %
10-500-000-8002	TRAINING & EDUCATION		0.00	0.00	463.50	688.50	0.00	-688.50	0.00 %
10-500-000-8003	DUES, PUBLICATIONS, & PERMITS		0.00	0.00	340.00	340.00	0.00	-340.00	0.00 %
10-500-000-8108	NATURAL & PROPANE GAS		0.00	0.00	-113.34	0.00	0.00	0.00	0.00 %
10-500-000-8124	CONSULTING SERVICES		0.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00 %
10-500-000-8130	COMMUNITY CENTER - UTILITIES		0.00	0.00	3,336.67	3,336.67	0.00	-3,336.67	0.00 %
10-500-000-8230	AUDIT EXPENSE		7,020.00	57,020.00	0.00	53,916.86	0.00	3,103.14	5.44 %
10-500-000-8240	WEBSITE MAINTENANCE		0.00	0.00	0.00	0.00	16,430.00	-16,430.00	0.00 %
10-500-000-8258	MARKETING		227,500.00	176,500.00	0.00	32,172.57	0.00	144,327.43	81.77 %
10-500-000-8265	COMMUNITY CENTER - OTHER		0.00	0.00	8,554.36	8,554.36	2,829.00	-11,383.36	0.00 %
10-500-000-8342	APPRENTICESHIP JOB TRAINING		50,000.00	50,000.00	51,000.00	51,000.00	0.00	-1,000.00	-2.00 %
10-500-000-8346	COMMUNITY OUTREACH		0.00	0.00	0.00	1,232.00	0.00	-1,232.00	0.00 %
10-500-000-8350	INTERGOVERNMENTAL EXPENSE		0.00	355,066.00	0.00	355,066.00	0.00	0.00	0.00 %
10-500-000-8351	SMALL BUSINESS CATALYST GRANT		100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.00 %
10-500-000-8352	FACADE GRANT PROGRAM		100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	100.00 %
10-500-000-8508	PROJECT FUNDING		369,980.00	170,980.00	0.00	0.00	0.00	170,980.00	100.00 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
10-500-000-8509	ROADS & INFRASTRUCTURE	500,000.00	500,000.00	0.00	0.00	0.00	500,000.00	100.00 %
10-500-000-8514	CAPITAL-COMMUNITY CENTER	0.00	352,051.00	0.00	38,163.56	2,947.75	310,939.69	88.32 %
10-500-000-8525	VETERANS PARK WOODY WILLIMAS MONUMENT	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100.00 %
10-500-000-8533	OFFICER NANCY DONIMGUEZ MEMORIAL SCHOLARSHIP	0.00	50,000.00	0.00	50,000.00	0.00	0.00	0.00 %
10-500-000-8534	CORP'S PARKS MAINTENANCE	0.00	150,000.00	0.00	0.00	0.00	150,000.00	100.00 %
10-500-000-8569	2021 GO - PRINCIPAL	0.00	20,720.00	0.00	20,720.00	0.00	0.00	0.00 %
10-500-000-8570	2021 GO - INTEREST	0.00	2,849.00	0.00	1,424.50	0.00	1,424.50	50.00 %
10-500-000-8571	2021 CO - PRINCIPAL	0.00	225,000.00	0.00	225,000.00	0.00	0.00	0.00 %
10-500-000-8572	2021 CO - INTEREST	0.00	103,991.00	0.00	51,995.50	0.00	51,995.50	50.00 %
10-500-000-8583	2019 TAX NOTE - PRINCIPAL	0.00	190,000.00	0.00	190,000.00	0.00	0.00	0.00 %
10-500-000-8584	2019 TAX NOTE - INTEREST	0.00	2,090.00	0.00	1,045.00	0.00	1,045.00	50.00 %
10-500-000-8750	TRANSFERS OUT	0.00	75,000.00	6,250.00	56,250.00	0.00	18,750.00	25.00 %
	Expense Total:	**1,740,350.00**	**3,092,117.00**	**67,822.56**	**1,278,022.68**	**24,005.59**	**1,790,088.73**	**57.89%**
	Fund: 10 - COMMUNITY DEVELOPMENT FUND Surplus (Deficit):	**654,650.00**	**-697,117.00**	**132,115.74**	**226,716.55**	**-24,005.59**	**899,827.96**	**129.08%**
	Report Surplus (Deficit):	**654,650.00**	**-697,117.00**	**132,115.74**	**226,716.55**	**-24,005.59**	**899,827.96**	**129.08%**

Group Summary

Account Typ…	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - COMMUNITY DEVELOPMENT FUND							
Revenue	2,395,000.00	2,395,000.00	199,938.30	1,504,739.23	0.00	-890,260.77	37.17%
Expense	1,740,350.00	3,092,117.00	67,822.56	1,278,022.68	24,005.59	1,790,088.73	57.89%
Fund: 10 - COMMUNITY DEVELOPMENT FUND Surplus (Deficit):	**654,650.00**	**-697,117.00**	**132,115.74**	**226,716.55**	**-24,005.59**	**899,827.96**	**129.08%**
Report Surplus (Deficit):	**654,650.00**	**-697,117.00**	**132,115.74**	**226,716.55**	**-24,005.59**	**899,827.96**	**129.08%**

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
10 - COMMUNITY DEVELOPMENT	654,650.00	-697,117.00	132,115.74	226,716.55	-24,005.59	899,827.96
Report Surplus (Deficit):	**654,650.00**	**-697,117.00**	**132,115.74**	**226,716.55**	**-24,005.59**	**899,827.96**



Princeton, TX

My Balance Sheet
Account Summary
As Of 06/30/2026

Account	Name	Balance	
Fund: 10 - COMMUNITY DEVELOPMENT FUND			
Assets			
10-100-000-1000	CLAIM ON POOLED CASH	1,984,129.01	
10-100-000-1100	COMMUNITY DEV INVEST#00008	3,110,749.21	
	Total Assets:	**5,094,878.22**	**5,094,878.22**
Liability			
10-200-000-2000	ACCOUNTS PAYABLE - PENDING	2,045.12	
10-200-000-2002	F.I.C.A. TAX PAYABLE	94.18	
10-200-000-2003	T.M.R.S. CONTRIBUTIONS PAYABLE	524.18	
10-200-000-2004	TML LIFE INSURANCE PAYABLE	-176.09	
10-200-000-2025	TWC PAYABLE	-62.83	
10-200-000-2039	NFCL INSURANCE PAYABLE	-0.31	
10-200-000-2059	ACCRUED WAGES PAYABLE	4,661.70	
	Total Liability:	**7,085.95**	
Equity			
10-300-000-3000	FUND BALANCE UNRESERVED	4,861,075.72	
	Total Beginning Equity:	**4,861,075.72**	
Total Revenue		1,504,739.23	
Total Expense		1,278,022.68	
Revenues Over/Under Expenses		**226,716.55**	
	Total Equity and Current Surplus (Deficit):	**5,087,792.27**	
	Total Liabilities, Equity and Current Surplus (Deficit):		**5,094,878.22**

CASH POSITION:

	$1,984,129.01
	$3,110,749.21
	$5,094,878.22
LESS:	
Liabilities	-$7,085.95
PO26-1520900	-$1,798.84
PO26-1521600	-$16,430.00
PO26-1508200	-$2,349.06
PO26-1502500	-$479.94
TOTAL	-$28,143.79

TOTAL NET EQUITY $5,066,734.43

PRINCETON
TEXAS

FY 2026 Budget: $2,265,000.00

Monthly Sales Tax Analysis
Princeton EDC / CDC

Sales Tax	FY 24	Difference	%	FY 25	Difference	%	FY 26	Difference	%
October	$ 157,270.25	$ 40,592.58	34%	$ 175,008.75	$ 17,738.50	11%	$ 191,603.50	$ 16,594.75	9%
November	$ 186,782.50	$ 65,290.99	49%	$ 168,110.75	$ (18,671.75)	-10%	$ 178,909.87	$ 10,799.12	6%
December	$ 182,365.50	$ 25,993.98	22%	$ 252,649.50	$ 70,284.00	39%	$ 243,436.98	$ (9,212.52)	-4%
January	$ 140,187.50	$ 30,914.05	25%	$ 150,470.07	$ 10,282.57	7%	$ 161,988.97	$ 11,518.90	8%
February	$ 148,291.75	$ 31,838.52	20%	$ 147,271.03	$ (1,020.72)	-1%	$ 166,663.26	$ 19,392.23	13%
March	$ 178,216.75	$ 17,509.53	16%	$ 224,764.50	$ 46,547.75	26%	$ 239,074.57	$ 14,310.07	6%
April	$ 162,477.75	$ 28,312.48	24%	$ 176,064.92	$ 13,587.17	8%	$ 182,955.72	$ 6,890.80	4%
May	$ 160,018.25	$ 14,655.62	9%	**$ 175,188.53**	$ 15,170.28	9%	$ 193,180.15	$ 17,991.62	10%
June	$ 180,261.75	$ 23,945.32	18%	**$ 210,314.62**	$ 30,052.87	17%			0%
July	$ 172,634.50	$ 29,437.64	20%	**$ 190,642.44**	$ 18,007.94	10%			0%
August	$ 160,489.50	$ 15,677.14	10%	**$ 180,015.50**	$ 19,526.00	12%			0%
September	$ 185,578.50	$ 14,180.82	10%	**$ 209,034.75**	$ 23,456.25	13%			0%
Total	**2,014,574.50**	338,348.67	20%	**2,259,535.36**	244,960.86	12%	**$ 1,557,813.02**	$ 88,284.97	5%

PRINCETON
TEXAS

COMMUNITY DEVELOPMENT CORPORATION
REGULAR MEETING MINUTES

Date of Meeting: May 20, 2026

Time: 6:00 P.M.

Meeting Location: Council Chambers, 2000 E. Princeton Dr. Princeton, Texas 75407

CALL TO ORDER

Called to order at 6:03 pm by Chairman Kareem Evans.

ROLL CALL

The following Board members were present:

Chair Kareem Evans, Vice Chair Cheneda Samuel, Treasurer Ahmad Thornton, Secretary Melissa Ned, Director MaryLou Pettis, Director Allison Guerrero, Director Kenisha Henderson

City Staff present:

Interim City Manager Police Chief James Waters, Assistant City Manager Allison Cook, Chief Financial Officer Kelly Wilson, and IT Network Coordinator Chris Weise.

INVOCATION

Invocation led by Treasurer Ahmad Thornton.

PLEDGE OF ALLEGIENCE

Pledge of Allegiance led by Chair Kareem Evans.

PUBLIC APPEARANCE

Speaker(s) addressing the Board: None

PUBLIC REPORT ITEMS

1. Next Regular PCDC Meeting: Wednesday, June 17, 2026, @ 6:00 pm.
2. Next Regular PEDC Meeting: Tuesday, June 16, 2026, @ 6:00 pm.
3. Next City Council Meeting: Monday, May 26, 2026 @ 6:30 pm.

BOARD REPORT ITEMS

None

STAFF REPORT ITEMS

Kelly Wilson, Chief Financial Officer, presented the financial report for the period ending April 30, 2026.

CONSENT AGENDA

Items Approved:

I1. Minutes: Discussion and action regarding the minutes of the PCDC's April 15, 2026, Regular Meeting.

I2. PCDC Financial Statement: Discussion and action regarding the April PCDC Financial Statement.

Motion to approve the consent agenda as presented made by Director Thornton, seconded by Director Ned. Vote: 7-0 in favor, motion passed.

REGULAR AGENDA

J1. 2026-023

Title: Consider, discuss, and act on donating funds to support the Princeton Lowry Crossing Chamber Back to School Bash. Presented by Chamber President Beth Willhite.

Discussion Summary:

Beth Willhite, President and CEO of the Princeton-Lowry Crossing Chamber of Commerce, presented a request for funding support for the annual Back-to-School Bash. Ms. Willhite reported that the Chamber's estimated cost to provide 2,000 backpacks filled with school supplies was approximately $36,266. She advised the Board that the Princeton Economic Development Corporation had committed $15,000 toward the event.

Motion to approve a $22,000 contribution to support the Princeton-Lowry Crossing Chamber Back-to-School Bash made by Director Thompson, seconded by Vice Chair Samuels. Vote: 7-0 in favor, motion passed.

J2. 2026-024

Title: Receive update on the Mayor Apprenticeship Program from the Princeton Lowry Crossing Chamber President, Beth Willhite

Discussion Summary:
Beth Willhite, President and CEO of the Princeton-Lowry Crossing Chamber of Commerce, provided an update on the Mayor Apprenticeship Program. She reported that twelve students had been successfully matched with participating businesses and that agreements between students and employers were substantially complete. Ms. Willhite advised the Board that participating businesses are Chamber members and that the Chamber plans to monitor student progress throughout the summer.

Board members expressed appreciation to Chamber staff, Princeton ISD representatives, participating businesses, students, parents, and community partners for their efforts in launching the program. Members noted the quality of student applicants and expressed support for expanding the program in future years. No action was taken.

J3. 2026-025
Title: Provide status update on the PCDC Attorney Request for Proposals (RFP)

Discussion Summary:
Assistant City Manager Cook provided an update regarding the Request for Qualifications (RFQ) process for legal services. The Board was advised that the solicitation was released on May 14, 2026, and distributed to nineteen firms with municipal law experience through multiple procurement and legal networks. Assistant City Manager Cook reported that responses are due at the end of May and that one response had been received at the time of the meeting. The Board was informed that evaluation of qualifications and consideration of legal counsel appointments are anticipated during the summer months. No action was taken.

J4. 2026-026
Title: Consider a request for future items to be placed on a future agenda and NOT for discussion of these requests.

Director Cheneda Samuels: (1) Discuss establishing a CDC informational booth at the City's Back-to-School Bash to promote the Mayor Apprenticeship Program, provide information regarding CDC programs and initiatives, and allow for more engagement.

Director Allison Guerrero: (1) Discuss development corporation staffing and benchmarking efforts, including reviewing growth trends and staffing models utilized by neighboring communities; (2) Discuss the Purposeful Partnership Library project and potential opportunities for CDC participation or support consistent with the Corporation’s authorized activities.

EXECUTIVE SESSION
Executive Session: Under terms of Chapter 551 of Texas Government Code the City

Council may enter into Closed Session or Executive Session to discuss the following:

Section 551.071 (2) Texas Government Code. Consultation with the City Attorney on pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter on any agenda item listed elsewhere within this agenda, and/or the subject matter listed below:

No executive session items were considered at this meeting.

(Tex. Gov't Code §551.072.) Discuss or deliberate the purchase, exchange, lease, or value of real property.

ACTION PERTAINING TO EXECUTIVE SESSION
Action: None

ADJOURNMENT
Adjourned by: Chair Kareem Evans at 6:37 PM.

Kareem Evans, Chair

Jim Wehmeier, EDC-CDC CEO

Official Memo

TO: Mr. Chairman and members of the CDC Board
FROM: Interim Fire Chief Gammons
DATE: July 15, 2026
SUBJECT: Façade Grant

Purpose:
To request approval for the Community Development Corporation (CDC) to proceed for a Façade Improvement Grant to renovate the exterior of the future Princeton Fire Department Administration Building. The proposed improvements will enhance the appearance of an existing City-owned building, preserve a historic public facility, support downtown revitalization efforts, and create a professional public safety presence that reflects the City's commitment to serving the community.

Background:
The building is located at 306 N. Main Street was the originally City of Princeton volunteer fire station. It has also served as City Hall, Police Station, and is currently home to the Parks Department. Once the Parks Department relocates to its new facility, the building will become available for reuse.

Financial Impact:
The Façade Improvement Grant will offset a portion of the cost to improve the exterior of the future Princeton Fire Department Administration Building. The City will provide any required matching funds and will remain responsible for costs exceeding the grant award.
By repurposing an existing City-owned building rather than constructing a new administrative facility, the City will maximize the value of an existing asset while minimizing capital expenditures. The improvements will also preserve a historic public building, enhance the downtown corridor, and create a professional public safety facility for years to come.

Staff Recommendation:
Consider and approve authorizing staff to move forward with the application process for the Community Development Corporation Façade Improvement Grant for the future Princeton Fire Department Administration Building.

Supporting Documentation:
Before and After Pictures

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PRINCETON
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Fire Department Façade Improvement

July 15, 2026

Introduction

The Princeton Fire Department is requesting approval to move forward with the CDC's façade improvement grant to enhance the exterior of the future Fire Administration Building.

This project will improve the building's appearance, create a professional and welcoming public safety facility, and support the City's ongoing efforts to revitalize the downtown area while preserving and improving an existing City-owned asset.

PRINCETON
TEXAS

Background

- Originally constructed and used as the City of Princeton’s first fire station.
- Has been used for City Hall, Police Headquarters, and Parks and Recreation building.
- The Parks and Recreation department will be vacating the building within the next 3-4 months.

PRINCETON
TEXAS

Current Status

- Existing exterior has an outdated appearance and no longer reflects a public safety facility.
- Brick façade and exterior finishes are faded and need of modernization.
- Exterior lighting is outdated and provides limited architectural appeal.
- Overall appearance does not complement the City's ongoing downtown revitalization efforts.
- Façade improvements will significantly enhance curb appeal while preserving the structure and extending its service lift.
- Building will be vacated within the next 3-4 months.

PRINCETON
TEXAS

Next Steps

Upon approval, staff will submit the Façade Improvement Grant application to the Community Development Corporation for review. Staff will also obtain contractor quotes to finalize the project scope and cost estimates. If the grant is awarded, the Fire Department will complete the final design, obtain any required permits and approvals, and begin the exterior improvements.

Once renovations are complete, the building will become the new Princeton Fire Department Administration Building, preserving a historic City asset while providing a professional public safety presence for the community.

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Conclusion

Approval of this grant application will allow the City to enhance the exterior of the future Princeton Fire Department Administration Building, preserve a historic City-owned facility, and continue investing in the revitalization of downtown Princeton.

By repurposing an existing building, the City is making a fiscally responsible investment that will provide a professional public safety presence while honoring the building's long history of serving the community.

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Questions?

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FUND 10 **TYPE B** **ACCOUNT**
CDC **COMMUNITY DEVELOPMENT CORPORATION** **500-000**

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 0.5% of one cent 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 provisions of the Development Corporation Act of 1979 and Local Government Code, Title 12, Subtitle C1. The sales tax enables the City of Princeton to undertake quality-of-life projects and community programs.

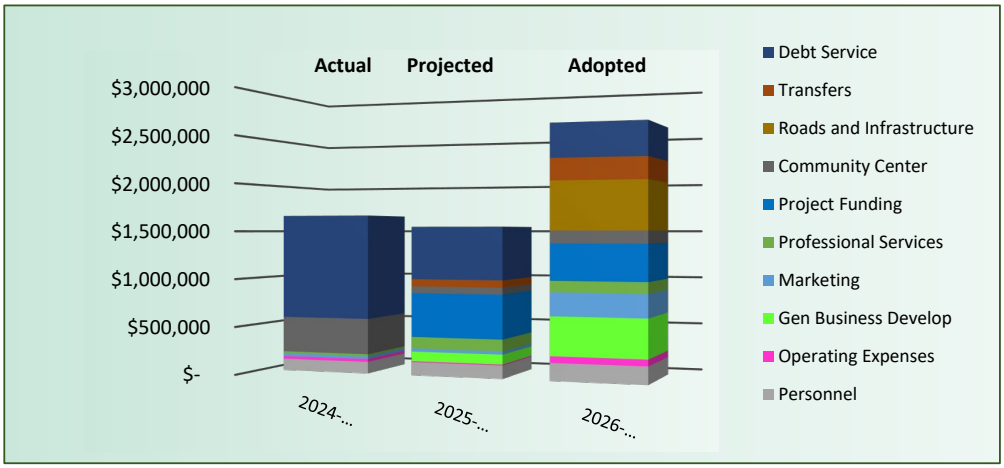
Beginning Fund Balance	**$ 4,143,391**	**$ 4,861,076**	**$ 4,861,076**	**$ 5,864,085**

REVENUE SUMMARY

Classification	Actual 2024-2025	Amended Budget 2025-2026	Projected 2025-2026	Proposed 2026-2027	% Change from 2024-2025
Sales Tax	$ 2,252,098	$ 2,265,000	$ 2,358,118	$ 2,403,232	2%
Interest	130,684	130,000	179,714	165,000	-8%
Miscellaneous	-	-	11,285	15,000	n/a
TOTAL REVENUE	**$ 2,382,783**	**$ 2,395,000**	**$ 2,549,116**	**$ 2,583,232**	**8%**

EXPENSE SUMMARY

Classification	Actual 2024-2025	Amended Budget 2025-2026	Projected 2025-2026	Proposed 2026-2027	% Budget Change 2024-2025
Personnel	$ 121,601	$ 130,850	$ 136,556	$ 181,798	n/a
Operating Expenses	29,524	50,000	10,829	66,890	518%
Gen Business Develop	-	200,000	100,000	400,000	0%
Marketing	29,087	176,500	32,175	240,000	646%
Professional Services	21,906	112,020	120,087	115,000	-4%
Project Funding	-	901,046	456,066	375,000	-18%
Community Center	372,448	402,051	70,744	127,997	81%
Roads and Infrastructure	-	500,000	-	500,000	n/a
Transfers	-	75,000	75,000	225,000	0%
Debt Service	1,090,531	544,650	544,650	351,547	-35%
TOTAL EXPENSE	**$ 1,665,098**	**$ 3,092,117**	**$ 1,546,107**	**$ 2,583,232**	**67%**
Ending Fund Balance	**$ 4,861,076**	**$ 4,163,959**	**$ 5,864,085**	**$ 5,864,085**	



FUND 10 **TYPE B** **ACCOUNT**
CDC **COMMUNITY DEVELOPMENT CORPORATION** **500-000**

Accomplishments:
* Completed full renovation of the Princeton Community Center
* Funded street projects for the City
* Created Apprenticeship program in partnership with the Princeton Chamber and the Princeton ISD

Initiatives:
- Continued funding support for improvements to Princeton Parks.
- Provide funding assistance for transportation projects
- Strategic land acquisiiton
- Participate in Economic Development Projects with the EDC

DEBT SERVICE					
Classification	**Actual 2024-2025**	**Amended Budget 2025-2026**	**Projected 2025-2026**	**Proposed 2026-2027**	**% Change from Prior Year**
Series 2019 Tax Note	$ 386,500	$ 192,090	$ 192,090	$ -	-100.00%
Series 2021 CO	659,600	328,991	328,991	329,869	0.27%
Series 2021 GO	44,431	23,569	23,569	21,678	-8.02%
TOTAL	**$ 1,090,531**	**$ 544,650**	**$ 544,650**	**$ 351,547**	**-35.45%**

In June 2019, the CDC agreed to reimburse the City for a portion of their 2019 Tax Note for the improvements to the Community Center. **This Note will be paid in full in FY2026.**

In October 2021, the 2011 General Obligation bonds were refinanced and the 2021 General Obligation Refunding bonds were issued. These will be paid in full in FY2029.

In October 2021, the CDC agreed to reimburse the City for a portion of the 2021 Certificate of Obligation for public parks and open space improvements. These bonds will be paid in full in FY2041

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Event Marketing & Communications Initiative

July 15, 2026

Introduction

Proposed Investment:

- Decorative event pole banner program
- Portable LED message signs
- Billboard marketing campaign

Purpose:

- Create long-term marketing and communication assets that support community events, economic development, tourism, placemaking, and public safety.

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Introduction

Why This Investment?

- Princeton is Growing
- More residents and visitors to reach
- Increased competition for attention
- Need for consistent, high-visibility communication
- Long-term assets that can be used year after year
- Expand communication beyond digital platforms

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Pole Banner Program

Purpose

- Promote community events
- Beautify key corridors and gateways
- Create a welcoming environment
- Strengthen Princeton's identity

Benefits

- Supports placemaking
- Increases event awareness
- Encourages local shopping and dining
- Enhances community branding
- Reusable throughout the year

Potential Campaigns - 250 Banners*

- Freedom & Fireworks
- Pumpkin BooLooza
- Merry Moments
- Parks & Recreation Month
- Fishin' Frenzy
- Shop Princeton
- Day of Purpose
- *30 additional pole brackets



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Portable LED Message Signs

Community Promotion

- Community events
- Recreation programs
- Library events
- Movie nights
- Public meetings
- Volunteer opportunities
- Seasonal campaigns

Emergency Communications

- Road closures
- Severe weather
- Water outages
- Boil water notices
- Traffic incidents
- Public safety alerts

Benefits

- Citywide deployment
- Real-time communication
- Reaches residents beyond social media
- Supports events and emergencies



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Billboard Marketing

Purpose

- Promote Princeton events
- Attract regional visitors
- Strengthen community branding

Economic Development Impact

- Increases visitor traffic
- Supports local businesses
- Promotes tourism
- Enhances Princeton's image
- Strengthens community identity
- Supports business attraction and retention

Community Benefits

- Increased event attendance – 3 events/yr.
- Greater visibility for local businesses
- Enhanced community pride
- Improved gateway aesthetics
- Stronger community branding
- Better emergency communication
- Long-term marketing assets



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One-Time Investment, Long-Term Value

Return on Investment

- Reusable banner system
- Multi-purpose LED signs
- Regional billboard advertising
- Reduced reliance on short-term marketing
- Year-round visibility for City initiatives

Funding Request

- Pole banner hardware, installation, and seasonal banner inventory
  - Cost: $28K
- Portable LED message signs
  - Cost: $15K single-sided to $32K double-sided
- Billboard advertising for major events and community branding
  - Cost: $2500/event

Expected Outcome

- A comprehensive, year-round marketing and communications program that promotes Princeton, supports local businesses, increases event attendance, enhances placemaking, and strengthens emergency communications.

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Questions?

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