

CITY COUNCIL WORKSESSION
on the Fiscal Year 2009-10 Recommended Budget & Proposed CIP

Council Chambers, Plano Municipal Center
1520 Ave K, Plano, TX
Saturday, August 15, 2009 8:00 a.m.

AGENDA

	<u>Presenter</u>	<u>Page #</u>
A. Call to Order	Mayor	
B. Request for Public Input on Budget & CIP	Council	
C. Budget Worksession Overview		
1. Highlights of 2008-09	Muehlenbeck	
2. Outlook for 2009-10	Muehlenbeck	
3. Outlook for 2010-11	Muehlenbeck	
D. Funding Requests		
1. Economic Development – Operating Budget & Incentives	Bane	D-1
2. Buffington Community Services Grants	Harvey	D-7
3. Presentation of Heritage Commission	Chaput	D-12
4. Presentation of Cultural Affairs Commission & Special Events Grants	Griffith	D-16
5. Plano Early Lions – Parades Applications	Gleason	D-22
6. Downtown @ Sundown Application	Baldelli	D-50
7. The Lights of Legacy-Tree Lighting Festival	Garcia	D-83
E. Council Items and Issues for Discussion <i>(Council may wish to add additional agenda items.)</i>	Council	
F. Operating Budget		
1. Revenues		
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b. Tax Rate	Rhodes	F -7
c. Sales Tax	Rhodes	F -8
d. Water & Sewer Rates	Rhodes	F -10
a. NTMWD Rate Increases		
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- 2. Program Changes
 - a. Health Insurance Ross F-24
 - b. Police Department Staffing Index (SSI) Glasscock F-25
 - c. Moto-Mesh Glasscock F -34
 - d. Arts of Collin County Turner F-36
 - e. Core Business Matrix Muehlenbeck F-46

- G. Community Investment Program Muehlenbeck/ G-1
Rhodes
- H. Proposed Ad Valorem Tax Rate Muehlenbeck/
Rhodes
- I. Adjourn

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DATE: May 15, 2009
TO: Thomas Muehlenbeck, City Manager
CC: Karen Rhodes-Whitley, Director, Budget
Anita Bell, Budget & Grant Coordinator, Budget
FROM: Sally Bane
Executive Director, PEDB, Inc.
SUBJECT: Plano Economic Development Board, Inc. (PEDB)
Proposed FY 09/10 Budget Request

Please find the attached proposed budget request and associated Program of Work for the Plano Economic Development Board, Inc. The Board of Trustees has reviewed and endorsed the budget request.

This request does not reflect any new programs or enhancements. The Corporation has elected not to conduct their annual broker/developer appreciation event given the difficult sponsorship environment and a reduction in the portion of the request that would have supported the event.

I may be reached at 972-208-8300 and would be happy to respond to any questions. Thank you for your assistance.

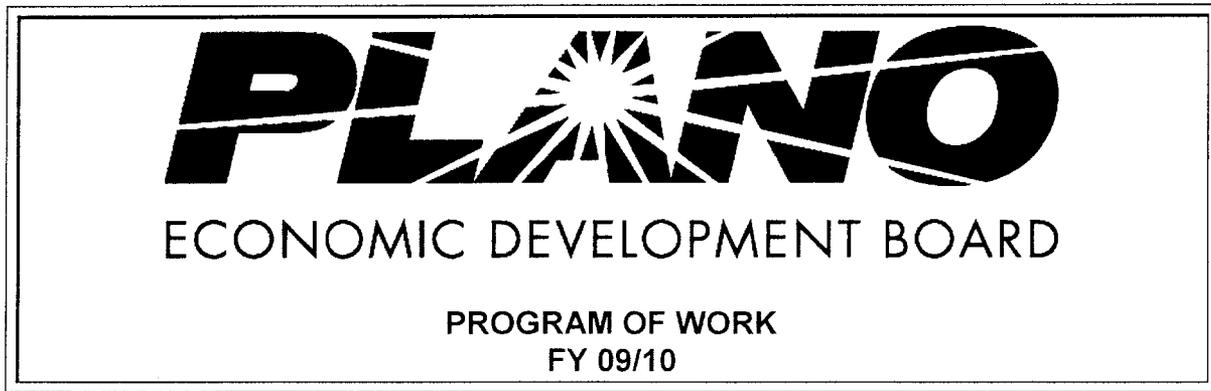
MAY 13 2009



Description	Last Year Audited	Council Budget	Current Budget	Current Actual	Current Re-Estimate	Proposed Budget	Funded Supplement	Proposed Total
00076 Economic Development								
226 Plano Econ Dev Board								
610 PERSONAL SERVICES								
6103 Classified Salaries	398,176	401,471	411,622	326,003	411,622	408,406		408,406
6109 Comp Plan Contingency		14,398						
6113 Longevity	2,012	2,248	2,252	2,252	2,252	2,488		2,488
6121 RSP	12,437	12,566	12,858	10,178	12,858	12,783		12,783
6122 TMRS	53,386	56,627	60,546	48,444	60,546	63,519		63,519
6123 Group Insurance- Health	52,408	57,647	71,703	58,499	71,703	80,016		80,016
6125 Group Insurance- Life	1,805	4,015	2,459	1,736	2,459	2,859		2,859
6127 Medicare	5,586	5,916	5,893	4,563	5,893	6,020		6,020
6132 Long Term Disability	262	321	297	219	297	327		327
6133 OPEB Contribution			13,500	10,800	13,500	16,200		16,200
6141 Car Allowance	4,260	4,260	4,260	3,550	4,260	4,260		4,260
610 PERSONAL SERVICES	530,331	559,469	585,390	466,245	585,390	596,878		596,878
620 MATERIALS & SUPPLIES								
6201 Office Supplies	4,624	4,500	4,500	3,065	4,500	4,500		3,000
6202 Postage	1,819	1,500	1,500	1,130	1,500	1,000	1,500-	1,000
6203 Publications	350	500	500	401	500	600		600
6204 Food	2,643	2,500	2,500	2,593	2,500	2,900		2,900
6208 Minor Apparatus		1,000	2,533		2,533	1,000		1,000
6219 Promotional Supplies	10,953	11,452	11,452	2,372	11,452	7,583		5,000
6251 Software-Non capital	849	1,000	1,850	1,850	1,850	1,000	2,583-	1,000
6252 Hardware-Non capital	174	1,000	1,000	908	1,000	1,000		1,000
620 MATERIALS & SUPPLIES	21,413	23,452	25,835	12,319	25,835	19,583	4,083-	15,500
630 CONTRACTUAL, PROFESSIONAL								
6303 Communications	1,671	3,000	3,300	1,595	3,300	3,000		3,000
6305 Insurance	2,686	2,800	2,800	2,710	2,800	3,106		3,106
6306 Advertising	181,755	154,000	181,000	126,406	181,000	157,075	16,425-	140,650
6307 Travel/Professional Dev.	25,349	29,000	29,000	13,533	29,000	24,161	4,161-	20,000
6312 Contracts- Professional S	15,799	11,000	31,000	11,213	31,000	14,504		14,504
6313 Maintenance Agreements	1,958	2,600	1,300	810	1,300	972		972
6342 PC Replacement Charges	2,767	2,735	2,735	2,279	2,735	2,735		2,735
6346 Equipment Rentals	681	840	840	854	840	840		840
6347 Copy Machine Rental	359		1,300	1,121	1,300	1,616		1,616
6353 Leased Space	55,255	65,740	65,740	62,233	65,740	67,500		67,500
630 CONTRACTUAL, PROFESSIONAL	288,278	271,715	319,015	222,752	319,015	275,509	20,586-	254,923

D-2

Description	Last Year Audited	Council Budget	Current Budget	Current Actual	Current Re-Estimate	Proposed Budget	Funded Supplement	Proposed Total
640 SUNDRY								
6443 Associations	2,325	2,725	2,725	2,025	2,725	2,800		2,800
6499 Miscellaneous	775	1,000	1,000		1,000	1,000	1,000	
640 SUNDRY	3,100	3,725	3,725	2,025	3,725	3,800	1,000	2,800
810 CAPITAL OUTLAY								
226 Plano Econ Dev Board	843,123	858,361	933,965	703,341	933,965	895,770	25,669	870,101
00076 Economic Development	843,123	858,361	933,965	703,341	933,965	895,770	25,669	870,101



The Mission of the Plano Economic Development Board, Inc. is to:

- ❑ To identify and recruit businesses which contribute to Plano's economic well being by broadening and diversifying the tax base and creating quality employment opportunities, while maintaining the high quality of life.

- ❑ Provide for a vibrant economy through a pro-active business retention and expansion program that encourages Plano companies to grow and expand their presences in Plano.

- ❑ Encourage the local economy through a business re-development program that focuses on stimulating new investment in targeted geographic areas.

- ❑ Promote a pro-business environment in Plano, in coordination with the City of Plano, Plano Independent School District, Collin College, Collin County, Plano Chamber of Commerce and other interested parties, through the development of policies and resources that create sustainable competitive advantages.

PLANO ECONOMIC DEVELOPMENT BOARD, INC.
PROGRAM OF WORK
FY 09/10

ORGANIZATIONAL INITIATIVES

The organizational outreach and business recruitment efforts of the Plano Economic Development Board will include, but are not limited to, the following initiatives:

- Pro-actively market the comparative advantages of Plano, on a local, national, and international basis, as the optimum city for relocation and expansion.
 - Conduct marketing trips to and advertising campaigns in targeted regions.
 - Distribute annual Progress Report, aerials map(s), CD and other collateral materials to targeted audiences.
 - Conduct ongoing campaign to market the community to Site Selectors.
- Market the new PEDB website to the business, real estate and site selection communities.
- Partner with Collin County communities on opportunities to jointly promote the County as an advantageous location for relocations and expansions.
- Secure projects that represent 2,000 employment opportunities for the citizens of the community.
- Network with key members of the real estate brokerage and development community to promote and reinforce Plano's standing as the optimum city for relocation and expansion.
 - Participate in events to detail recent developments and opportunities.
 - Present information on the community to regional real estate brokerages.
 - Attend trade shows/conferences that pertain to corporate real estate, economic development and professional education.
- Participate in international business alliance activities.
- Expand and maintain the Economic Development contact management data base detailing activities, issues, recognitions, correspondence and projects.
- Collaborate with the Collin County Community College District, University of Texas – Dallas, and Southern Methodist University-in-Plano on opportunities to improve the skills, training and education of Plano's workforce.

RETENTION AND EXPANSION

The Business Retention and Expansion program is designed to sustain positive and ongoing relationships with businesses in Plano that promote a vibrant economy, encourage long term business success, and optimize opportunities for expansion and employment growth. These efforts will include, but are not limited to, the following initiatives:

- Conduct 80 Business Retention & Expansion visits with executives of Plano firms to:
 - Determine level of satisfaction with local business climate
 - Explore opportunities for existing business expansion/contraction
 - Explore plans for employee growth/retention/contraction
 - Identify areas of concern to Plano businesses
 - As applicable, involve Plano's leadership in resolution of concerns identified
 - Communicate relevant information identified with other regional allies
- Identify businesses with expiring leases and develop a communication campaign to influence renewal in Plano. Influence a lease renewal rate of 75% or greater.

- ❑ Organize business breakfast or "Breakfast with the Mayor and City Council" events focused on relevant informational topics or feedback on Plano's business climate. Host four breakfasts annually based on industry or geographic sectors.
- ❑ Facilitate relationships between existing Plano businesses and international business partners to expand business opportunities through events designed to encourage global trade.
- ❑ Conduct business satisfaction surveys.
 - Goal:
 - Survey 300 business stakeholders
 - Attain a 25% or greater response rate
 - Identify opportunities for business expansions
 - Identify and respond to business issues or concerns
 - Identify trends in business segments

MARKETING & REDEVELOPMENT

The technology marketing program of the Plano Economic Development Board will be designed to communicate the advantages of doing business in Plano, and the redevelopment efforts will be tailored to the needs of targeted areas of the community. These initiatives will include, among others, the following:

- ❑ Assist in the continued development of the **Research/Technology Crossroads** by both responding to the needs of area developers, real estate professionals and local businesses.
 - Market available sites to site selectors.
- ❑ Refine and implement a marketing program and the associated collateral materials designed to encourage relocation or expansion of technology businesses and other desirable employers into targeted areas.
 - Maintain a page on the new website dedicated to R/T area.
 - Attend at least three technology trade shows and seek to cultivate four prospects per trade show.
- ❑ Assist in the coordination of the R/T Crossroads Cabinet to increase development of the area and its businesses.
- ❑ Work closely with the Director, Business Retention & Expansion and participate in at least 12 interviews with executives of eastern Plano firms.
 - Share information of at risk companies.
 - Develop leads of potential suppliers and partners.
- ❑ Stimulate redevelopment of aging retail sites.
 - Organize informal network of Retail advisors to develop strategies to revitalize aging shopping centers.
 - Identify qualified developers and capital partners for potential redevelopment and or adaptive reuse, and connect them with owners of problematic sites.
 - Attend ICSC events and market to targeted retailers.
- ❑ Continue collaborating with existing businesses, developers and academic institutions to develop an interactive media/video game cluster in Plano.
 - Develop marketing collateral for prospective companies.
 - Attend two industry conferences.
 - Form and convene a Digital Media Cabinet for Plano companies and academic institutions to meet annually.

2009-10 Grant Funding Requests Summary

Community Services Grant Requests:

Source: General Fund

Agency	Total Grant Request	Recommended 09-10 Funding	2008-09 CS Grant
Assistance Center of Collin County	\$100,000	\$52,578	\$51,000
Assistance League of Greater Collin County	\$25,000	\$27,578	\$22,500
Avenues Counseling Center	\$5,000	\$2,500	\$2,500
Big Brothers Big Sisters of North Texas	\$0	\$0	\$5,000
CASA of Collin County	\$42,000	\$32,578	\$15,000
Child and Family Guidance Centers	\$0	\$0	\$10,000
Collin County Adult Clinic	\$30,000	\$23,578	\$15,000
Collin County Children's Advocacy Center	\$23,935	\$17,578	\$20,000
Collin County Committee on Aging	\$60,000	\$47,578	\$50,000
Collin Intervention to Youth	\$90,000	\$0	\$40,000
Community Dental Care	\$40,000	\$0	\$27,100
Family Literacy (PISDEF)	\$25,000	\$15,000	\$15,000
Family Outreach	\$16,722	\$10,000	\$10,000
Geriatric Wellness Center	\$55,000	\$37,578	\$24,600
God's Food Pantry	\$40,000	\$0	\$35,000
Hope's Door	\$50,000	\$32,578	\$25,000
Journey of Hope	\$15,000	\$11,090	\$5,000
Plano Children's Medical Clinic	\$50,000	\$40,078	\$37,420
Plano Community Charity	\$175,000	\$42,578	\$40,000
Rape Crisis Center	\$35,000	\$32,578	\$30,000
Salvation Army	\$50,000	\$37,578	N/A
Samaritan Inn	\$40,000	\$34,578	\$35,000
Special Care and Career Services	\$34,732	\$30,000	\$9,480
Total	\$1,002,389	\$527,604	\$524,600

Summary of BCSG Funding Requests

In considering the 2009 grant requests, the Community Relations Commission focused on the mission of the Buffington Community Service grant relative to each agency program. Significant consideration was also given to the agency's financial management and ability to produce outcomes related to measurable goals.

The Commission allocated additional monies to emergency services this year in an attempt to meet anticipated need due to the difficult economic times.

Agencies and/or Programs	2009 CRC Recommended Funding	2009 Total Request	2008 Funding
Assistance Center of Collin County	\$ 52,578	\$ 100,000	\$ 51,000
The Assistance Center of Collin County requested funds to support their mission of providing appropriate information and referrals to clients in need. The funds will also be used to identify and provide emergency financial assistance to families and individuals in crisis.			
Assistance League of Greater Collin County	\$ 27,578	\$ 25,000	\$ 22,500
The Assistance League manages the "Operation School Bell" program which provides clothing and supplies to PISD school children in need. The organization is run entirely by volunteers, and 2008 BCSG monies provided more than 900 children with clothing packages.			
Avenues Counseling Center	\$ 2,500	\$ 5,000	\$ 2,500
Avenues Counseling provides outpatient counseling services to the community, focusing on emotional and mental health issues, substance abuse, and chemical dependency. The grant supports care for Plano residents who would otherwise be unable to afford these services.			
CASA of Collin County	\$ 32,578	\$ 42,000	\$ 15,000
Court Appointed Special Advocates (CASA) of Collin County trains and supports volunteers to advocate for abused and neglected children in the court system and to be the voice of the child in placing him or her in a safe home. The agency represents 100% of all children involved in abuse and neglect cases in Collin County. CASA measures their success by the number of CASA service and placement recommendations accepted by the judge. Their latest outcome represents a 97% success rate.			

Agencies and/or Programs	2009 CRC Recommended Funding	2009 Total Request	2008 Funding
Collin County Adult Clinic	\$ 23,578	\$ 30,000	\$ 15,000
<p>The Collin County Adult Clinic operates a Thursday evening primary health care clinic for indigent adults. Last year, their BCSG grant provided for their first paid staff member, a part-time clinic coordinator. This year, they have initiated a one-night per month diabetic clinic, providing medications and supplies to clients with severe diabetes, and are requesting funding for continued staffing and supplies for the new diabetic clinic.</p>			
Collin County Children's Advocacy Center	\$ 17,578	\$ 23,935	\$ 20,000
<p>Collin County Children's Advocacy Center takes action to identify, protect and improve the lives of abused and neglected children. The agency requested funding for a bilingual (Spanish-speaking) interviewer who is specially trained to conduct legally sound interviews of children at the request of CPS or law enforcement when child abuse or neglect is suspected.</p>			
Collin County Committee on Aging	\$ 47,578	\$ 60,000	\$ 50,000
<p>The Collin County Committee on Aging provides nutritional support in the form of weekly meals to low income, at-risk senior citizens in Plano through the Meal-On-Wheels program. Many of their clients rely on these meals as the primary source of nutrition.</p>			
Collin Intervention to Youth	\$ 0	\$ 90,000	\$ 40,000
<p>Collin County Intervention to Youth serves homeless, runaway, abused and/or neglected children in crisis. The agency requests funding to support staff and program services at their Emergency Teen Shelter, Family Counseling Center, and My Friend's House. The Community Relations Commission is not recommending funding for this agency based on the lack of necessary, accurate details made available by the agency through both written applications and during the public hearing. The Commission was apprehensive to fund the requests due to the inadequacy and inaccuracy of the information provided for their consideration. It was the Commission's conclusion that the agency's lack of care and preparation demonstrated through the applications and during the public presentations did not reflect good stewardship of potential funding.</p>			
Community Dental Care	\$ 0	\$ 40,000	\$ 27,100
<p>Community Dental Care provides dental care for low income children and adults. The agency requested \$40,000 to pay partial salaries for dental hygienists and dentists, as well as medical supplies. While this is a valuable program, the Community Relations Commission is not recommending funding for this agency due to perceived risk stemming from two consecutive years of significant audit findings including four findings related agency's expenditure of federal dollars and one finding of employee embezzlement.</p>			

Agencies and/or Programs	2009 CRC Recommended Funding	2009 Total Request	2008 Funding
Family Literacy (PISDEF)	\$ 15,000	\$ 25,000	\$ 15,000
<p>The Family Literacy program's mission is to build healthy families by working with entire families on developing life skills, literacy skills, and strong commitment to family wholeness. Due to the nature of this program, the CRC also recommends that this agency be able to use funds entirely for salaries. Typically, no more than 50% of allocated BCSG funds can be used for salary.</p>			
Family Outreach	\$ 10,000	\$ 16,722	\$ 10,000
<p>Family Outreach is a volunteer-based organization committed to preventing child abuse with a variety of programs and support services including in-home mentoring, parenting classes, and community education. Their services are free to all of their clients. The agency requests funds to provide education, counseling, and emergency financial assistance to families.</p>			
God's Food Pantry	\$ 0	\$ 40,000	\$ 35,000
<p>God's Food Pantry provides quality food and moral support to the poor and hungry. The pantry collects food from various community organizations and then repackages it for clients. The Community Relations Commission is not recommending funding for this agency due to noncompliance in the previous two years' contracts as found in the City audit conducted this year.</p>			
Hope's Door	\$ 32,578	\$ 50,000	\$ 25,000
<p>Hope's Door is the only shelter for battered and abused women and their children in Plano. Their mission is to offer intervention and prevention services to individuals and families impacted by domestic abuse. The agency is requesting funds to provide crisis intervention for clients, including shelter, case management, and counseling.</p>			
Journey of Hope	\$ 11,090	\$ 15,000	\$ 5,000
<p>Journey of Hope provides grief counseling at no cost to children, teens, young adults, and their families. Funds are being requested for bereavement services, specifically, the costs of materials used for the program and a portion of the program director's salary.</p>			
Maurice Barnett Geriatric Wellness	\$ 37,578	\$ 55,000	\$ 24,600
<p>The mission of the Maurice Barnett Geriatric Wellness Center is to help older adults achieve the highest level of physical and mental well being. Their clients, adults ages 55 and older, receive preventative medical care, health education, and counseling. The agency requested \$55,000 to provide preventative healthcare to clients.</p>			
Plano Children's Medical Clinic	\$ 40,078	\$ 50,000	\$ 37,420
<p>The Plano Children's Medical Clinic provides free medical care to children who have no insurance or are on Medicaid or CHIP (Children's Health Insurance Program). The clinic has hired a physician so that children do not have to wait until the one night a week, free clinic is opened to see a physician. The agency requested funds for medical expenses.</p>			

Agencies and/or Programs	2009 CRC Recommended Funding	2009 Total Request	2008 Funding
Plano Community Charity	\$ 42,578	\$ 175,000	\$ 40,000
<p>Plano Community Charity's mission is to provide families with short term assistance in times of crisis, while enabling them to retain their self sufficiency and dignity. The agency assists the homeless and those at risk of being homeless with rental and utility assistance, prescriptions, transportation, and clothing. The City cannot provide more than \$69,955 in funding without exceeding 50% of the agency's budget.</p>			
Rape Crisis Center	\$ 32,578	\$ 35,000	\$ 30,000
<p>The mission of the Rape Crisis Center is to provide counseling, education, and advocacy to those impacted by sexual assault, harassment, or abuse. The agency requested funding for 24-hour phone and face-to-face crisis intervention, information and referral, advocacy and accompaniment for victims of sexual assault and their families to Collin County hospital emergency rooms. The Commission recommended funding the crisis intervention program at \$32,578.</p>			
Salvation Army	\$ 37,578	\$ 50,000	NA
<p>One of the mission's of the Salvation Army is to meet human needs. Their target populations are those who are homeless or at risk of becoming homeless, the working poor, and individuals or families who have encountered a crisis situation. The agency requested funding for its emergency assistance program which provides rent/mortgage, utility, and food pantry assistance to individuals and families. This is first year that the agency has applied for a grant from the City of Plano.</p>			
Samaritan Inn	\$ 34,578	\$ 40,000	\$ 35,000
<p>Samaritan Inn is the only general emergency shelter for homeless adults and their families in Collin County. In addition, the agency provides basic life skills classes, financial literacy classes, and healthcare classes to individuals. The agency requested \$40,000 to assist Plano residents with emergency shelter and case management services.</p>			
Special Care and Career Services	\$ 30,000	\$ 34,732	\$ 9,480
<p>Special Care and Career Services runs a Supported Employment Services program assisting disabled adults to get and retain permanent jobs with competitive wages consistent with their abilities. The agency is currently assisting 13 Plano residents. Currently, 91% of clients have been in their job for at least one year.</p>			

2009-10 Grant Funding Requests Summary

Heritage Commission Requests:

Source: Convention & Tourism Fund

Agency	Total Grant Request	Recommended 09-10 Funding	2008-09 Grant
Heritage Farmstead Museum	\$353,994	\$330,000	\$344,834
Thornton House-Plano African American Museum	\$354,207	\$145,000	\$159,798
North Texas Masonic Historic Museum and Library	\$13,725	\$9,725	\$16,500
Plano Conservancy for Historic Preservation	\$200,250	\$165,000	\$161,578
Rowlett Creek Cemetery Associations	\$23,550	\$11,448	N/A
Total	\$945,726	\$661,173	\$682,710

MEMORANDUM

Date: August 15, 2009
To: Honorable Mayor Phil Dyer and Plano City Council
From: Brian Chaput, Chairman, Heritage Commission
Subject: Summary of Preservation Grant Recommendations

The Heritage Commission would like to thank Mayor Dyer and the City Council for the opportunity to provide input on the Heritage Preservation Grant requests. In addition to this memorandum, there are two attachments for your information.

Attachment No. 1 - Summary of Preservation Grant Recommendations
Attachment No. 2 - Summary of Factors relating to Preservation Organization Funding

A total of five applications were received for the 2009-2010 Heritage Grants. The applicants and their requests were as follows:

- Heritage Farmstead Museum - \$353,994
- Plano African American Museum - \$354,207
- North Texas Masonic Historical Museum and Library - \$13,725
- The Plano Conservancy, Inc. - \$200,250
- The Rowlett Creek Cemetery Association - \$23,550

The total amount requested from the five applicants was \$945,726. The total amount of funding available is estimated at \$661,173.

This year there was one new applicant, the Rowlett Creek Cemetery Association. This group had not previously applied for a heritage grant. They requested funds to repair and replace portions of the cemetery fence. The other four organizations were all returning applicants.

Prior to their application submission, all grant applicants had been made aware that total funding for heritage grants may be reduced from the previous year's amount. In light of this information, most of the returning applicants requested funding in amounts similar to what they either received or requested in the previous year. The total amount requested for Fiscal Year 2009-2010 was approximately \$350,000 less than from Fiscal Year 2008-2009. For the returning applicants, the Heritage Commission is recommending less than what they received last year, with the exception of the Plano Conservancy, Inc.

Since the Commission could not fund all requests completely, they asked each agency to prioritize projects to meet the available funding. Each agency identified projects that could be delayed or where alternative funding could be sought. Thus, the heritage

projects listed in the attachment are the highest priority for each agency's recommended grant funding for 2009-2010.

Three of the five applicants under consideration for grant funding asked for money to be used for operation and maintenance costs. This portion of the agency's proposed budget usually accounts for the majority of the request. The three organizations are small non-profit agencies that rely on the grant funds for their operation and have little or no financial support from other resources which could be used towards operations and maintenance costs. All three will seek funding from other resources to complete their heritage projects.

For the Plano Conservancy and the North Texas Masonic Historical Museum, the Heritage Commission is recommending funds for their approved heritage projects in the form of block grants which will be supplemented with funding from other sources. For the Plano African American Museum, the Heritage Commission has recommended funding for two heritage projects and has specified amounts for each. It is the Heritage Commission's position that the Plano African American Museum should concentrate on projects that will aid in the completion of the Thornton House Restoration and have the most potential to generate revenue and attract more visitors to Plano.

In summary, the Commission thanks you for the opportunity to be a part of this evaluation process.

cc: Tom Muehlenbeck
Frank Turner

Attachment: Summary of Preservation Grant Recommendations

ATTACHMENT

SUMMARY OF PRESERVATION GRANT RECOMMENDATIONS

Comparison Table

Organization	Request	HC Recommendation	Eligible Projects (if funding available beyond O/M)	Last Year	Change from 2008-2009
Heritage Farmstead	\$353,994	\$330,000		\$344,834	-4.3%
Plano African American Museum	\$354,207	\$145,000	Museum Design (\$40,000) Underground Railroad Project (\$10,000)	\$159,798 (\$5,000 from General Fund)	-9.2%
North Texas Masonic Historical Museum and Library	\$13,725	\$9,725	No O/M funds were part of this request. Museum Display Moore House Building Repairs Book Publications	\$16,500	-41%
The Plano Conservancy Inc.	\$200,250	\$165,000	Education programs Archaeology Fair Preservation Celebration Electricity room Project Mgr, Freight Car Restoration Historic Cemetery Master Care Plan	\$161,578	2.1%
Rowlett Creek Cemetery Association	\$23,550	\$11,448	No O/M funds were part of this request. Fence repair/replacement	\$0 (First time applicant)	100%
Total	\$945,726	\$661,173	NA	\$682,710	-3.2%

Memorandum

Date: August 4, 2009
To: Karen Rhodes, Director of Budget and Research
From: Jim Wear, Creative Arts Supervisor
Subject: FY 2009-2010 Cultural Arts Grant Recommendations

Attached to this memorandum is a worksheet communicating the recommendations of the Cultural Affairs Commission with regard to Cultural Arts Grants for FY 2009-2010. These recommendations were confirmed by the Commission at their meeting last evening.

Please note from the worksheet that one organization, Texas Chinese Performing Arts Association, was not recommended for funding due to fact that the average score given to their application did not meet the 75% minimum in the grant guidelines.

In addition, in a telephone conversation today, The ArtCentre of Plano indicated that they may wish to contest the recommendation of the Commission at the Budget Worksession on August 15.

All organizations will be informed of the recommendations confirmed by the Commission.

**Cultural Arts Grants
Recommendations FY 2009-2010**

Major Grants:

Organization	Received 08-09	Requested 09-10	Commission Recommendation
ArtCentre of Plano	77,503	101,943	53,449
Chamberlain Performing Arts	56,110	70,000	45,881
Dallas Asian American Youth Orchestra	18,516	20,000	11,827
Men of Note	21,641	28,250	17,309
Orchestra of New Spain	6,524	8,475	4,891
Plano Art Association	12,185	20,765	12,575
Plano Childrens Theatre	175,903	276,514	175,331
Plano Civic Chorus	8,015	16,000	9,803
Plano Community Band	31,830	77,050	27,671
Plano Metropolitan Ballet	7,265	10,500	6,732
Plano Symphony Orchestra	221,552	320,000	216,583
Quilters Guild of Plano	4,959	10,380	6,212
Rover Dramawerks	12,223	91,328	58,560
Texas Chinese Performing Arts Assn.	7,680	12,000	0
Younger Generation Chorus	10,804	16,200	9,349

Small Grants:

Argentine Cultural Foundation	1,000	1,000	1,000
Children's Chorus of Collin County	0	1,000	1,000
Dallas Chinese Choral Society	1,000	1,000	1,000
Plano Teen Harmony	0	1,000	1,000
Rhythm Junkies	1,000	1,000	1,000
TOTAL:	675,710	1,084,405	661,173

Memorandum

Date: August 4, 2009
To: Karen Rhodes, Director of Budget and Research
From: Dana Conklin, Community Resources Manager
Subject: Special Event Grant Recommendations FY 2009-10

Attached is a spreadsheet indicating the recommendations of the Cultural Affairs Commission for FY 2009-10 Special Event Grants. These recommendations were confirmed at their meeting last night.

Please note that two of the applicants did not receive recommendations for funding as they fell below the 75% rate in the scoring process. This is a requirement indicated in the Special Event Grant Guidelines for FY 2009-10. The two events were the Fiesta Latinoamericana and the Plano African American Museum Holiday Fun Run.

All applicants will be notified this week about the results of last night's Cultural Affairs Commission recommendations.

Please call if you have any questions.

2009-10 Grant Funding Requests Summary

Cultural Affairs Commission Requests:

Source: General Fund

Agency (Special Events Grants)	Total Grant and In-Kind Request	Recommended 09-10 Funding	2008-09 Grant
Asian American Heritage Festival	\$16,583	\$13,220	\$14,257
Fiesta Latinoamericana	\$14,350	\$0	\$9,456
Plano African American Museum Holiday Fun Run	\$32,600	\$0	\$0
Plano Book Festival	NA	NA	\$12,500
Plano International Festival	\$14,000	\$10,677	\$26,000
North Texas Soap Box Derby	\$8,800	\$6,672	\$8,711
Susan G. Komen Race for the Cure	\$12,000	\$12,000	\$10,000
Total	\$98,333	\$42,569	\$80,924

Special Events Grant Requests:

Source: Convention & Tourism Fund

Agency	Total Grant and In-Kind Request	Recommended 09-10 Funding	2008-09 Grant
Plano Balloon Festival	\$157,190	\$157,190	\$152,216
Total	\$157,190	\$157,190	\$152,216

**Special Event Grants
Recommendations FY 2009-10**

Event	Fund	Requested 09-10			Commission Recommendation FY 09-10
		Cash	In-Kind	TOTAL	
Cultural Affairs Commission Review					
AsiaFest Promoting understanding and interaction between Asian and non-Asian communities	01-215	\$ 10,983	\$ 5,600	\$ 16,583	\$ 13,220
Fiesta Latinoamericana Represent the City of Plano in the region-wide International DFW Week	01-215	\$ 14,350		\$ 14,350	\$ - did not meet 75% minimum score
Komen Race for the Cure Raises money for North Tx Affiliate of Susan G Komen Race for the Cure providing grants to agencies providing screening, education, and treatment for breast cancer	01-215		\$ 12,000	\$ 12,000	\$ 12,000
North Texas Soap Box Derby North Texas championship of national All-American Soap Box Derby youth gravity racing competition	01-215	\$ 7,800	\$ 1,000	\$ 8,800	\$ 6,672
Plano International Festival Celebrating the cultural diversity and raise awareness of the many ethnic communities in the City	01-215	\$ 12,000	\$ 2,000	\$ 14,000	\$ 10,677
PAAM Holiday Fun Run A 5K walk/run for the benefit of the Plano African American Museum that will ultimately benefit tourism and the economy, particularly in the downtown area	01-215	\$ 29,600	\$ 3,000	\$ 32,600	\$ - did not meet 75% minimum score
Total		\$ 74,733	\$ 23,600	\$ 98,333	\$ 42,569
Cultural Affairs Commission Review					
Plano Balloon Festival Hot air balloon event providing education and entertainment as well as an awareness venue for non-profit agencies in the community	46-162	\$ 25,000	\$ 132,190	\$ 157,190	\$ 157,190
Total				\$	\$ 242,328

2009-10 Grant Funding Requests Summary

Urban Town Center Event Grant Requests:

Source: General Fund

Agency	Total Grant and In-Kind Request	Recommended 09-10 Funding	2008-09 Grant
Historic Downtown Plano Association - Downtown @ Sundown	\$15,000	To be determined by Council	\$7,500
The Lights of Legacy-Tree Lighting Festival	\$150,000	To be determined by Council	\$0
Total	\$165,000		\$7,500

Lion's Club 4th of July Parade	\$10,712	To be determined by Council	\$6,000
Plano Christmas Parade	\$10,712	To be determined by Council	\$6,000
Total	\$21,424		\$12,000

Special Events Grants - Parades
Requests FY 2009-10

Event	Fund	Requested 09-10		Requested 09-10 In-Kind	Requested 09-10 TOTAL
		Cash			
City Council Review					
Plano Christmas Parade	01-215	\$ 6,000	\$ 4,712	\$ 4,712	\$ 10,712
July 4th Parade	01-215	\$ 6,000	\$ 4,712	\$ 4,712	\$ 10,712
Total		\$ 12,000	\$ 9,424	\$ 9,424	\$ 21,424



Cultural Affairs Commission

**FY 2009-2010
APPLICATION FOR
SPECIAL EVENT
SUSTAINING SPONSORSHIP GRANT**

APPLICANT AGENCY: PLANO EARLY LIONS CLUB

EVENT NAME: PLANO CHILDRENS CHRISTMAS PARADE

EVENT DATE: DECEMBER 5, 2009

CONTACT PERSON:

Name: KEN GLEASON Title: SECRETARY / PARADE CHAIRMAN

Address: 2624 WALNUT LANE City: PLANO Zip: 75075

Daytime Phone: 214-769-8264 (CELL) e-mail: gleason1@airmail.net

CONTACT PERSON:

Name: GORDON SETTLE Title: PRESIDENT

Address: 1432 MAYFLOWER LANE City: LEWISVILLE Zip: 75077

Daytime Phone: 972-951-0159 e-mail: gsettle810@hotmail.com

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)

THE PLANO EARLY LIONS CLUB WILL BE THE ORGANIZER FOR THE PLANO CHILDRENS CHRISTMAS PARADE FOR THE FOURTH YEAR IN A ROW. THIS SERVICE CLUB UNDERTOOK THIS PROJECT WHEN THE PLANO SANTAS WERE SEEKING HELP IN THE RUNNING OF THE PARADE.

THE CHRISTMAS PARADE INVOLVES MANY SCOUTS AND YMCA ADVENTURE GUIDES. IT'S A GREAT DAY OF FAMILY FUN AND CELEBRATION.



Cultural Affairs Commission

Agency Board of Directors

Name	City of Residence
Gordon Settle	Lewisville
Tom Seibert	Plano
Rebecca Staten	Plano
Ken Gleason	Plano
John West	Plano
Cyndie Bunker	Carrollton
Jay Lewis	Plano

Planning Committee (if appropriate)

Name	City of Residence
Ken Gleason	Plano
Tom Seibert	Plano
John West	Plano
Cyndie Bunker	Carrollton
Jay Lewis	Plano



Cultural Affairs Commission

Leadership Diversity

Please indicate the percent of Board and/or Planning Committee belonging to the following groups:

	Board	Planning Committee
White (not of Hispanic origin)	75%	80%
Black (not of Hispanic origin)	25%	20%
American Indian / Alaskan Native	0	0
Hispanic	0	0
Asian / Pacific Islander	0	0
Multi-Racial / Other	0	0

NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?



Cultural Affairs Commission

GRANT REQUEST:

Total Amount Requested for 2009-10 \$10,712.00
Total Amount Received for 2008-09 \$10,400.00
Percent increase requested over last year's grant 3 %

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	FY 2007-08	FY 2008-09	FY 2008-09
Revenues	\$13,590	\$14,300	\$14,712
Expenses	\$8,056	\$10,400	\$10,712
Total Net Gain/Loss	\$5,534	\$3,900	\$4,000

J-28



Cultural Affairs Commission

Budget for 2008-09 Grant Request

Please complete the following by providing information for your FY 2008-09 request and attach a copy of your complete detailed budget for the year of your request.

Revenue:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Sponsorships*	\$6,000	\$6,000		
Corporate	\$5,000	x	x	x
Foundations		x	x	x
Individual		x	x	x
In-Kind Sponsorships **	\$4,712	x	\$4,712	
Fees		x	x	x
Admission		x	x	x
Vendors (non-sponsor)		x	x	x
Vendors (sponsor)		x	x	x
Parking		x	x	x
Other (specify)				
PARADE ENTRY FEE	\$3,300			
Grand Total	\$18,700	\$6,000	\$4,712	55%

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Contracted City Services*	\$4,712		\$4,712	100
Contracted Services other than City		x	x	x
Rental Expenses	\$3,500	\$3,500		100
In-Kind Services other than City		x	x	x
Advertising & Promotion				
Insurance	\$2,500	\$2,500	x	100
Other				
Grand Total	\$10,712	\$6,000	\$4,712	100

*Typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.



Cultural Affairs Commission

OTHER REQUIRED DOCUMENTATION

The following additional information is required to accept the sponsorship grant application:

- A. A detailed budget for request year as outlined on page 7.
- B. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code;
- C. Statement of Good Standing from the Office of the Secretary of State, State of Texas, must be provided annually;
- D. Articles of Incorporation, if applicable;
- E. Constitution and/or By-Laws;
- F. Balance Sheet and Statement of Income and Expenses **and** Form 990 as filed with the U.S. Internal Revenue Services for the two most recently ended fiscal years;
- G. If your organization's budget exceeds \$50,000 (Exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, please explain;
- H. At its own expense, a Contractor receiving cash funds in the amount of \$75,000.00 or more agrees to maintain during the term of the grant agreement an Employee Dishonesty Bond (EDB) in an amount equal to the total dollar amount awarded to Contractor by the City as defined in the grant agreement. A copy of proof of EDB shall be attached to the funding agreement when executed. Bonds shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poors rating of A or better.
- I. Schedule of Board of Directors meetings, or event planning meetings, for the period of October 1, 2008 through September 30, 2009. Meetings must occur at least once per quarter;



Cultural Affairs Commission

- J. Resumes of principal staff and other relevant job descriptions.
- K. Organization will obtain a Certificate of Insurance for liability coverage as outlined in this application. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- One labeled videotape of event or other activity for which City of Plano grant funds will be utilized.
- Programs, publicity, articles, review, etc.,

ORAL PRESENTATION OF GROUP'S APPLICATION MAY BE REQUESTED AFTER RECEIPT OF APPLICATION



Cultural Affairs Commission

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Festival shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Festival's operation and use of the leased premises. The cost of such insurance shall be borne by the Festival.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Festival shall maintain limits no less than:

1. Commercial General Liability: \$500,000 limit per occurrence for bodily injury, personal injury and property damage, \$1,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.
2. Participant Liability (where applicable – races, walks, etc.) \$500,000 limit per occurrence for bodily injury, personal injury, and property damage, \$1,000,000 aggregate.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials and employees, or 2) the Festival shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.



Cultural Affairs Commission

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The City, its officers, officials, employees and volunteers are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Festival. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- c. Coverage shall state that the Festival's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Festival's insurance shall be primary as respects to the City, its officers, officials, employees or volunteers.

2. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of **A-VI or A or better** by Standard and Poors. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Festival shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the festival commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.



Cultural Affairs Commission

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Festival must provide Product Liability in the amounts listed above. If liquor is being served, Festival must provide Host Liquor Liability, unless Festival is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages, wherein a minimum \$1,000,000 Liquor Liability Policy will be required.

H. SPECIAL EVENTS

Insurance provided by the Festival must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Festival excludes any activity or group involved in the Special Event, the Festival must provide proof of insurance as required by this agreement. Festival must furnish separate certificates for each group or activity not included or covered by Festival's insurance.

I. HOLD HARMLESS AND INDEMNIFICATION

Festival covenants to save, defend, keep harmless and indemnify the City, its officers, officials, employees or volunteers (collectively the "City") from and against any and all claims, loss, damage, injury, cost (including court costs and attorney fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected to Festival's event or activity, including any and all participants, exhibitors, sub-vendors, or otherwise involved in the event or activity.

The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense, and agrees to bear all other costs and expenses related thereto even if it is groundless, false, or fraudulent.



Cultural Affairs Commission

J. PROOF OF INSURANCE

Festival is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Two original certificates of insurance must be submitted. Certificates should be submitted to:

ICA - C/O City of Plano
P.O. Box 2566
Fort Worth, TX 76113-2566

And

City of Plano
Attention: Risk Management
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted, and will result in the certificate being rejected.

"City of Plano is additional insured as respects the General and Auto Liability Policies. Waiver of subrogation in favor of City of Plano as respects Workers' Compensation."



Cultural Affairs Commission

**FY 2008-2009
APPLICATION FOR
SPECIAL EVENT
SUSTAINING SPONSORSHIP GRANT**

APPLICANT AGENCY: PLANO EARLY LIONS CLUB

EVENT NAME: INDEPENDENCE DAY PARADE

EVENT DATE: JULY 4, 2010

CONTACT PERSON:

Name: KEN GLEASON Title: SECRETARY / PARADE CHAIRMAN

Address: 2624 WALNUT LANE City: PLANO Zip: 75075

Daytime Phone: 214-769-8264 (CELL) e-mail: gleason1@airmail.net

CONTACT PERSON:

Name: GORDON SETTLE Title: PRESIDENT

Address: 1432 MAYFLOWER LANE City: LEWISVILLE Zip: 75077

Daytime Phone: 972-951-0159 e-mail: gsettle810@hotmail.com

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)

THE PLANO EARLY LIONS CLUB WILL BE THE ORGANIZER FOR THE PLANO INDEPENDENCE DAY PARADE FOR THE FIFTH YEAR IN A ROW. THIS SERVICE CLUB UNDERTOOK THIS PROJECT WHEN THE PLANO CHAMBER OF COMMERCE MADE THE DECISION TO STOP ORGANIZING THE PARADE.

2010 WILL MARK THE 30TH YEAR THAT THIS PARADE HAS TAKEN PLACE IN THE CITY OF PLANO. IT'S A GREAT DAY OF FAMILY FUN AND CELEBRATION.



Cultural Affairs Commission

Agency Board of Directors

Name	City of Residence
Gordon Settle	Lewisville
Cyndie Bunker	Carrollton
Ken Gleason	Plano
John West	Plano
Rebecca Staten	Plano
Tom Seibert	Plano
Howard Harkness	Plano
Jay Lewis	Plano

Planning Committee (if appropriate)

Name	City of Residence
Ken Gleason	Plano
Tom Seibert	Plano
John West	Plano
Cyndie Bunker	Carrollton
Jay Lewis	Plano



Cultural Affairs Commission

Leadership Diversity

Please indicate the percent of Board and/or Planning Committee belonging to the following groups:

	Board	Planning Committee
White (not of Hispanic origin)	75%	80%
Black (not of Hispanic origin)	25%	20%
American Indian / Alaskan Native	0	0
Hispanic	0	0
Asian / Pacific Islander	0	0
Multi-Racial / Other	0	0

NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.
2. Describe the uniqueness of the event.
3. Outline the event for the upcoming sponsorship year.
4. Describe the 3, 5, and 10-year vision for the event
5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.
6. How does your event meet the definition of Event Merit as described in the grant guidelines?
7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.
8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?



Cultural Affairs Commission

GRANT REQUEST:

Total Amount Requested for 2009-10	<u>\$10,712.00</u>
Total Amount Received for 2008-09	<u>\$10,400.00</u>
Percent increase requested over last year's grant	<u>3</u> %

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	FY 2007-08	FY 2008-09	FY 2008-09
Revenues	\$13,590	\$14,300	\$14,712
Expenses	\$8,056	\$10,400	\$10,712
Total Net Gain/Loss	\$5,534	\$3,900	\$4,000



Cultural Affairs Commission

Budget for 2008-09 Grant Request

Please complete the following by providing information for your FY 2008-09 request and attach a copy of your complete detailed budget for the year of your request.

Revenue:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Sponsorships*	\$6,000	\$6,000		
Corporate	\$4,000	x	x	x
Foundations		x	x	x
Individual		x	x	x
In-Kind Sponsorships **	\$4,400	x	\$4,712	
Fees		x	x	x
Admission		x	x	x
Vendors (non-sponsor)		x	x	x
Vendors (sponsor)		x	x	x
Parking		x	x	x
Other (specify)				
PARADE ENTRY FEE	\$ 5000			
Grand Total	\$19,400	\$6,000	\$4,712	54%

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Contracted City Services*	\$4,712		\$4,712	
Contracted Services other than City		x	x	x
Rental Expenses	\$3,500	\$3,500		
In-Kind Services other than City		x	x	x
Advertising & Promotion				
Insurance	\$2,500	\$2,500	x	
Other				
Grand Total	\$10,712	\$6,000	\$4,712	100%

*Typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.



Cultural Affairs Commission

OTHER REQUIRED DOCUMENTATION

The following additional information is required to accept the sponsorship grant application:

- A. A detailed budget for request year as outlined on page 7.
- B. IRS Letter of Determination certifying federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code;
- C. Statement of Good Standing from the Office of the Secretary of State, State of Texas, must be provided annually;
- D. Articles of Incorporation, if applicable;
- E. Constitution and/or By-Laws;
- F. Balance Sheet and Statement of Income and Expenses **and** Form 990 as filed with the U.S. Internal Revenue Services for the two most recently ended fiscal years;
- G. If your organization's budget exceeds \$50,000 (Exclusive of in-kind) attach a copy of the last independent audit of financial records. If no audit was completed, please explain;
- H. At its own expense, a Contractor receiving cash funds in the amount of \$75,000.00 or more agrees to maintain during the term of the grant agreement an Employee Dishonesty Bond (EDB) in an amount equal to the total dollar amount awarded to Contractor by the City as defined in the grant agreement. A copy of proof of EDB shall be attached to the funding agreement when executed. Bonds shall be placed with insurers with an A.M. Best rating of no less than A:VI or a Standard & Poors rating of A or better.
- I. Schedule of Board of Directors meetings, or event planning meetings, for the period of October 1, 2008 through September 30, 2009. Meetings must occur at least once per quarter;



Cultural Affairs Commission

- J. Resumes of principal staff and other relevant job descriptions.
- K. Organization will obtain a Certificate of Insurance for liability coverage as outlined in this application. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Plan - 3-5 years
- One labeled videotape of event or other activity for which City of Plano grant funds will be utilized.
- Programs, publicity, articles, review, etc.,

ORAL PRESENTATION OF GROUP'S APPLICATION MAY BE REQUESTED AFTER RECEIPT OF APPLICATION



Cultural Affairs Commission

INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Festival shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Festival's operation and use of the leased premises. The cost of such insurance shall be borne by the Festival.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). "Claims Made" form is unacceptable.

B. MINIMUM LIMITS OF INSURANCE

Festival shall maintain limits no less than:

1. Commercial General Liability: \$500,000 limit per occurrence for bodily injury, personal injury and property damage, \$1,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.
2. Participant Liability (where applicable – races, walks, etc.) \$500,000 limit per occurrence for bodily injury, personal injury, and property damage, \$1,000,000 aggregate.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials and employees, or 2) the Festival shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.



Cultural Affairs Commission

D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The City, its officers, officials, employees and volunteers are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Festival. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
- c. Coverage shall state that the Festival's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Festival's insurance shall be primary as respects to the City, its officers, officials, employees or volunteers.

2. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of **A-:VI or A or better** by Standard and Poors. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Festival shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the festival commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.



Cultural Affairs Commission

G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Festival must provide Product Liability in the amounts listed above. If liquor is being served, Festival must provide Host Liquor Liability, unless Festival is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages, wherein a minimum \$1,000,000 Liquor Liability Policy will be required.

H. SPECIAL EVENTS

Insurance provided by the Festival must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Festival excludes any activity or group involved in the Special Event, the Festival must provide proof of insurance as required by this agreement. Festival must furnish separate certificates for each group or activity not included or covered by Festival's insurance.

I. HOLD HARMLESS AND INDEMNIFICATION

Festival covenants to save, defend, keep harmless and indemnify the City, its officers, officials, employees or volunteers (collectively the "City") from and against any and all claims, loss, damage, injury, cost (including court costs and attorney fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected to Festival's event or activity, including any and all participants, exhibitors, sub-vendors, or otherwise involved in the event or activity.

The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense, and agrees to bear all other costs and expenses related thereto even if it is groundless, false, or fraudulent.



Cultural Affairs Commission

J. **PROOF OF INSURANCE**

Festival is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Two original certificates of insurance must be submitted. Certificates should be submitted to:

ICA - C/O City of Plano
P.O. Box 2566
Fort Worth, TX 76113-2566

And

City of Plano
Attention: Risk Management
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted, and will result in the certificate being rejected.

"City of Plano is additional insured as respects the General and Auto Liability Policies. Waiver of subrogation in favor of City of Plano as respects Workers' Compensation."



Cultural Affairs Commission

VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Ken Gleason 5/15/09
Signature of Authorized Official Date

KEN GLEASON

Typed Name

SECRETARY

Title within Organization

214-769-8264 **972-867-1645**

Business Telephone Home Telephone

Gleason1@airmail.net

E-mail address

Urban-Town Center Grant Requests FY 2009-10

<i>Event</i>	<i>Fund</i>	<i>Requested 09-10</i>		<i>Requested 09-10 TOTAL</i>
		<i>Cash</i>	<i>In-Kind</i>	
<i>City Council Review</i>				
Downtown @ Sundown	01-215	\$ 5,040	9,960	\$ 15,000
The Lights of Legacy - Tree Lighting Festival	01-215	\$ 150,000		\$ 150,000
Total		\$ 155,040	9,960	\$ 165,000
Grand Total Grants				\$ 165,000



**FY 2009-2010
APPLICATION FOR
URBAN / TOWN CENTER
EVENT GRANT**

APPLICANT: Historic Downtown Plano Association

EVENT NAME: Downtown @ Sundown

EVENT DATE: Three Events, one each quarter from April through October

CONTACT PERSON:

Name: Rick Baldelli Title: President
 Address: 1100 14th St. City: Plano Zip: 75074
 Daytime Phone: 972-424-7272 e-mail: rb_twobros@yahoo.com

CONTACT PERSON:

Name: Sharon Sessoms Title: Special Events Chair
 Address: 1700 Redbud Blvd., Ste. 185 City: McKinney Zip: 75069
 Daytime Phone: (214) 693-7105 e-mail: sharon@975klak.com

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)

Following our schedule of 2009, Downtown @ Sundown Series will be a quarterly held event of a family event, a food event, and an art event. The family event will be held the Saturday before Easter, the food event on the second Saturday in June, and the art event on the Friday before Halloween. The event will be held from 11 AM – 9 PM (the family event will be from 11 AM – 6 PM) and is geared towards bringing awareness to downtown and encouraging all area businesses from 14th to 18th St. to participate in the future of Downtown Plano. Each event will be held in the future once a calendar quarter. Originating as a monthly event, we now focus on 3 events with 2009 planned to include an additional event that would promote the Arts in our area, by offering vendor space to local and regional artists to promote their juried art in a variety of mediums. The outdoor events will be held from approximately 11 AM till 9 PM will be geared toward bringing awareness to Downtown Plano and encouraging area businesses from 14th to 18th Street to participate. The family event will be held from 11 AM till 6 PM. By offering three different events, the goal is to reach out to the community by offering a variety of activities that will be marketed to different audiences. The goal also is to promote activity in the stores. For example, our wine shop does better during art events than during family events. Same result for our doll shop and tea room.



NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.

The primary purpose for hosting the series of events is in the short term to bring awareness to the uniqueness of Historic Downtown Plano by highlighting the dining, shopping, galleries and the overall charm of the area. Long term our goal is to build on the communities' knowledge of the area and to share the pride in Downtown Plano that is experienced by the business owners each and every day.

This event began in August 2007 and went through November 2007 and began its first full year in March 2008. Unfortunately, due to budget concerns and the declining economy, the event was discontinued in July 2008 for the remainder of the year. The events highlighted the area, merchants, and the restaurants as well as local musical talent. Overall, the participants were pleased to see that the city and the businesses were working to supply an evening of entertainment for the citizens.

Beginning in 2009, we have developed each event with a theme. 'Kids Fest' took place on Saturday April 11th. The event was extremely well planned, well structured and as a result well received by all the vendors that participated and the event. The audience was estimated somewhere between 4,500 and 5,000 people which could have been a conservative estimate. Our Previous goal of attendance was set at 1500 and we are certain we surpassed this by a large margin.

The follow up or second event planned for October in the fall is planned to be a Taste of Downtown Plano which will incorporate activities including a nationally recognized Chili Cook Off and samples from Plano area restaurants.

In addition, as are working with the local Artisan group to handle operations of the Art Walk named 'Trick Art Treat'. We consider the arts a vital part of any city's quality of life and would work hard toward helping this group carry on the young tradition. For 2009, the goal is to include a day long Art Walk that will be incorporated into the existing Downtown@Sundown series.

2. Describe the uniqueness of the event.

These events by design are extremely unique in that it has been an opportunity for surrounding organizations and their members to come together with the current HDPA leadership and highlight Historic Downtown Plano. In the past, the association has considered other similar events but they did not come to fruition for lack of planning or



interest. Currently there has been a consistent effort put forth by leaders within the HDPAs to generate enthusiasm, which has led to outstanding membership participation. For 2009, 'Kids Fest' has been successfully designed, planned, and implemented by the HDPAs and we have received praise from the participants and accolades from the attendees. We are extremely proud of our efforts, the tireless contributions from our planners, Plano Police, Plano City Staff, volunteers and the community as a whole. We are offering two additional events this year that the community can be a part that will increase awareness and revitalize the Downtown Plano area.

3. Outline the event for the upcoming sponsorship year.

Along with "KidsFest" on April 3rd, 2010, we are moving forward with plans for additional 2010 events in the summer and fall. The events will be a food event, Taste of Downtown Plano on June 5th, 2010 and an art event called 'Downtown Plano Art Walk' on Oct. 29th, 2010. The section of 15th street from the Dart rail line to Ave. K will be utilized as a central location called The Marketplace for food, merchandise, promotional and information vendors with a live music area. Merchants away from our central area of 15th and K will be given first right to a booth before anyone else will be considered. Event audiences will enjoy the synergy created by the closeness of vendors, 15th street stores, galleries, and restaurants the area. Except for the Art Walk, 15th St. will be closed. The art walk will utilize the J Place parking lot

4. Describe the 3, 5, and 10-year vision for the event

In the near term, we plan to emphasize the quarterly events of: Kids Fest; A Taste of Downtown Plano and the Art Walk. The intent is to give the citizens of Plano and the surrounding cities an event that they can look forward to a couple or three times a year. We are also using the same event name to keep familiarity to the events. Another objective is to highlight local musical and art talent from neighboring communities in the Dallas area and beyond. Currently, there are no plans to change the venue as we intend to keep it on 15th St with the event eventually extended towards Ave. G much like Dickens currently enjoys. We look to this schedule of events to be more widely attended & producing the best revenue for the organization. Revenue from sponsors and vendors will continue to grow with the continued success of the events. We also look to promote Downtown@Sunset more exclusively in the area. We look forward to the event evolving while we continue to be conscience of the cost to the HDPAs. As the event grows, we will reevaluate the event series on an annual basis. Our goal is by year 10 to have between 5-10,000 in attendance for each event. We also are looking at adding admission fees for at least the food event and art event; some of the KidsFest activities may be charged. Currently, Taste of DP requires the purchase of an arm band which serves as admission. We also are exploring additional sources of revenue that will allow our events to become self reliant in the future. If this is successful, we see financial requests from the city unnecessary.



5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.

Downtown @ Sundown is being supported by a number of local communities and organizations. Volunteers have been added through our partnership with the Volunteer Center of McKinney. Members of the surrounding communities have volunteered to work the event and many are members of HDP. We have also experienced support from a number of Chamber of Commerce members. We also offer our local non-profit groups' booths at a lower rate to our events that help promote their organization. In the past we have promoted area events such as Plano International Festival, Blackland Prairie Festival and the Plano Balloon Festival. We look forward to continue our collaborations with these events and other organizations throughout the city as our event grows and generates interest in Historic Downtown. We are also seeing media write-ups and comments being made in print, radio, TV, and on the web, helping promote our efforts and increase awareness. KidsFest in 2009 was promoting solely by editorial content and online listings.

6. How does your event meet the definition of Event Merit as described in the grant guidelines?

Downtown@Sundown began as an idea to extend downtown business and promote tourism for the neighborhood, which developed into a series of events that generated the support of the surrounding communities and organizations due to the enthusiasm of the HDP and the events' success. The primary goals of the HDP Special Events Committee were to provide entertainment and activities yet are informative and engaging for those in attendance. In an effort to achieve their goals, the committee was constantly monitoring the mix of participants and the level of attendance. Going forward the HDP will look for input from outside the organization as well as continue to develop a format by which to measure the events success and identify areas of improvement. By virtue of the reported success of our first event of 2009 we are on a path toward achieving our near term goals. Many of our participants from KidsFest have asked to be considered for the remainder of 2009's events and in 2010.

7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization's efforts.

Efforts to raise awareness of Historic Downtown Plano and the surrounding points of interest were accomplished by distributing counter cards for the local merchants, posters for the kiosks, Chamber of Commerce, Convention and Visitors Bureau and other businesses within Plano. Also, promotion was made on websites such as Pegasus News, Dallas Family, and Travel Texas. The ultimate objective is to continue with our local efforts as well as raising awareness throughout the state of Texas and beyond. We trust this will be accomplished by continuing to collaborate with K-L-A-K Radio, Channel 5, and Dallas Morning News and other media outlets through editorial



content. The event has also worked with other events in Plano such as the Plano International Festival and the Plano Balloon Festival to cross-promote events. We have also worked with the Plano Chamber and the Plano CVB to promote the event. In 2008-09, local civic groups were invited to participate as vendors and to volunteer with the event also by raising funds and awareness for their group. As the event proceeds in 2009 and 2010, we will be developing awareness programs throughout the community to get more business, social groups, and the public aware of the event.

8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?

We anticipate that over time the Downtown @ Sundown events will become a destination attraction that will enhance the business of area restaurants, hotels, and other nearby attractions. We look to highlight merchants of the immediate downtown Plano area and opportunities available within the City of Plano as a whole. Our marketing plan includes using postcards, posters and Downtown Plano Brochures which are available in area hotels and tourism attractions. Our event is intertwined with Downtown Plano and both are promoted as a destination. Currently, we are seeking additional growth from Dallas County & other areas of Collin County for the events.

9. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the guidelines?

The HDPA have a formal board of directors and elected officers that serve to develop fiduciary oversight as well as HDPA committees with chairs selected directly from the board. This setup has created checks and balances. All initial planning, financial, and general considerations and decisions are made by the board with final approval from the General Membership. All considered events were formally approved by the membership with the Board of Directors working with the committees to determine expenses and what mix of venues and vendors would be successful. Also, as a 501(c) 6 recognized Non-Profit we work with an independent accountant to insure we are following fiscal accountability. We have experienced continuous growth as a group, and have adopted organizational Guidelines for operational purposes. These guidelines include a formal process for developing future activities and also create an oversight structure for all HDPA activities. The association is continuing to utilize City of Plano staff including the Downtown Planner as a resource for information and assistance by interfacing with city staff.

10. What are your fundraising plans/forecasts for the next three years for this event?

Our fundraising plans for the next three years are to increase our membership base, as well as solicit a broader base of corporate sponsorship and funding from local area businesses that may not currently be aware of the Historic Downtown Plano Association and Downtown Plano. We are also looking for underwriters and sponsors for our other activities and events. We will continue to develop partnerships with area-based publications and other media outlets that will provide a wider audience for the area. The HDPA is currently selling Downtown Plano logo merchandise, and discussing a number



of fundraising activities to increase our revenues in the future. We also are developing efforts to collect fundraising and vendor recruitment at least 6 months out of each event. We are also considering other revenue sources similar to our region's comparable downtowns that will help eliminate dependency on City of Plano Grants and help the HDPA and the events grow and expand.

11. How does your organization plan to manage expenses for the next three years for this event?

Our expenses will remain in the care of the treasurer and the Board of the HDPA. We will continue to consult with our independent accountant to help with the more complex issues as they may relate to our status as a 501(c) 6 Non-Profit Organization. As we go forward, we will monitor our activities closely so that they follow our written guidelines for events and adjust expenses accordingly based on regular reviews. Our Board also meets monthly and reviews all events planning to ensure we are all on the right path.

12. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

Currently we have a marketing and communications committee which meetings regularly to explore our options on branding and promotions for the events scheduled for 2009 and for future efforts. In the past, we have conducted surveys of vendors, sponsors, visitors, and merchants during the events to determine what was worked and what was not as successful. Evaluation of the various forms of advertising will be conducted by the association. Currently for 2009 we are scrutinizing our advertising budget to get optimum exposure for the smallest investment. As the budget allows, we will be increasing print, adding radio, and maintaining our TV buys. We also will be aggressively advertising using the social networking websites such as MySpace, Twitter, and Facebook and the HDPA Website as well as partnerships with Pegasus News, Dallas Morning News, and future advertisers. We also have ongoing conversations with local media partners to get the word out early. Future plans are contingent on available financing.

13. How does your marketing plan focus on Plano?

Our marketing plan will continue to focus on Historic Downtown Plano while emphasizing the City of Plano as an attraction. We intend to collaborate with the Convention & Visitors Bureau of Plano to promote Downtown and the activities we will be hosting. We will also continue to acknowledge the participation of the City as a top tier sponsor for events. Our media partners have increased participation in Plano and have partnered with us as part of their ongoing growth plans. Our plans also aim to attract audiences from West Plano and Collin County and areas buffering Denton and Dallas County using localized media. We also work with the Texas Downtown Association with advertising that promotes downtown throughout the state. The ads promote the HDPA website which has a dedicated page to the events.



14. What do you consider to have been your greatest success with last year's event? (if none, then please note)

The 2009 series of Downtown@ Sundown brought much needed awareness to downtown Plano by attracting attendees from Frisco, McKinney as well as Plano residents. This event brought together many of the surrounding communities, area charities and local organizations. Surveys showed many were new and/or unfamiliar with the area. New merchants found growth quicker than expected. Business traffic grew exponentially as the event progressed. Visitors overall were excited to find the event and traveled into the stores and have even come back past the event. Finally and most important these events had the full participation of all the restaurants and retailers in the 15th street area. So far for 2009, the relative huge success of the Kids Fest promotion indicated to us that we are on the right path for continued success in our endeavors. We are strongly encouraging an alliance with the local Art Galleries of our area so we can keep that vital part of our community in the spotlight.

ATTENDANCE:

Please provide a projection of your attendance figures

	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11
Projection	3500	4000	1500	8000
Actual	4000	4500	5000	
% = Plano residents	35	35	35	

VOLUNTEERS:

Services Provided	Number of People	Number of Hours
Event Operations	6	10
Vendor Support	4	10
Activity Support	8	8
Setup/Tear Down	4	11



TOTAL	22	39
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GRANT REQUEST:

Total Amount Requested for 2009-10	\$ 15,000
Total Amount Received for 2008-09	\$ 15,000
Percent increase requested over last year's grant	0 %

BUDGET:

Event Budget Information

Please provide a quick outline of your budgets matching the City of Plano Fiscal Year(s) in which the funding occurs. The City of Plano Fiscal Year begins October 1 and ends September 30.

	FY 2008-09*	FY 2009-10	FY 2010-11
Revenues	\$5,550	\$356,475	
Expenses	\$5,128	\$37,685	
Total Net Gain/Loss	\$422	\$318,790	

Based on One Event (KidsFest) so far in 2008-2009



Budget for 2009-10 Grant Request

Please complete the following by providing information for your FY 2009-10 request and attach a copy of your complete budget for the year of your request.

Revenue:

	Total Overall Event Budget	City Cash Requested	% of Total Overall Event Budget	City In-Kind Requested
Sponsorships*	302250	15000	85%	9960
Corporate	26250	X	7%	X
Foundations		X		X
Individual		X		X
In-Kind Sponsorships **	276000		77%	
Fees				
Admission	20000	X	6%	X
Vendors (non-sponsor)	12625	X	4%	X
Vendors (sponsor)		X		X
Parking		X		X
Other (specify)		X		X
Equipment	15600	X	4%	
Grand Total	350475			

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:

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	Total Overall Event Budget	City Cash Requested	% of Total Overall Event Budget	City In-Kind Requested
Contracted City Services*	9960	X	26%	9960
Contracted Services other than City	6000	1000	16%	
Rental Expenses	17550		47%	
In-Kind Services other than City		X		X
Advertising & Promotion	27725	4040	74%	
Insurance	1000		2%	
Other				
Grand Total	\$37,685	5040	100%	

*Typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.

OTHER REQUIRED DOCUMENTATION

The following additional information is required to process the sponsorship application:

- A. A detailed budget for request year as outlined on page 7.
- B. Organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Event Plan - 3-5 years
- One labeled videotape of event or other activity for which City of Plano grant funds will be utilized.
- Programs, publicity, articles, review, etc.,

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**ORAL PRESENTATION OF A GROUP'S APPLICATION WILL BE REQUIRED
BEFORE PLANO CITY COUNCIL ON SATURDAY, AUGUST 15, 2009**



INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Festival shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Festival's operation and use of the leased premises. The cost of such insurance shall be borne by the Festival.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Festival shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.

2. Participant Liability (where applicable – races, walks, etc.) \$1,000,000 limit per occurrence for bodily injury, personal injury, and property damage, \$2,000,000 aggregate.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or 2) the Festival shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.



D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The City, its officers, officials, employees, agents and volunteers are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Festival. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.
- c. Coverage shall state that the Festival's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Festival's insurance shall be primary as respects to the City, its officers, officials, employees, agents and volunteers.

2. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of **A-:VI or A or better** by Standard and Poor's. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Festival shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the festival commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.



G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Festival must provide Product Liability in the amounts listed above. If liquor is being served, Festival must provide Host Liquor Liability, unless Festival is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.

H. SPECIAL EVENTS

Insurance provided by the Festival must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Festival excludes any activity or group involved in the Special Event, the Festival must provide proof of insurance as required by this agreement. Festival must furnish separate certificates for each group or activity not included or covered by Festival's insurance.

I. HOLD HARMLESS AND INDEMNIFICATION

Festival covenants to save, defend, keep harmless and indemnify the City, its officers, officials, employees, agents and volunteers (collectively the "City") from and against any and all claims, loss, damage, injury, cost (including court costs and attorney fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected to Festival's event or activity, including any and all participants, exhibitors, sub-vendors, or otherwise involved in the event or activity.

The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense, and agrees to bear all other costs and expenses related thereto even if it is groundless, false, or fraudulent.



J. PROOF OF INSURANCE

Festival is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Two original certificates of insurance must be submitted. Certificates should be submitted to:

ICA - C/O City of Plano
P.O. Box 2566
Fort Worth, TX 76113-2566

And

City of Plano
Attention: Risk Management
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted, and will result in the certificate being rejected.

"City of Plano is additional insured as respects the General and Auto Liability Policies. Waiver of subrogation in favor of City of Plano as respects Workers' Compensation."

Revenues		Per Event	Fee	Months	Total	In-Kind
KidsFest	Vendors	35				
	Food	5	\$100	1	\$500	
	Business	15	\$50	1	\$750	
	Art and Crafts	15	\$100	1	\$1,500	
Sub Total					\$2,750	
Art Walk	Vendors	40				
	Food	5	\$100	1	\$500	
	Business	5	\$100	1	\$500	
	Art and Crafts	35	\$125	1	\$4,375	
Sub Total					\$5,375	
Taste Of	Food	25	\$150	1	\$3,750	
	Vendors	5	\$100	1	\$500	
	Business	5	\$50	1	\$250	
	Admission	1000	\$20	1	\$20,000	
Sub Total					\$24,500	
Total					\$32,625	
	Fees					
	Tents	20	\$150	3	\$9,000	
	Table/Chairs	30	\$30	3	\$2,700	
	Electric	20	\$65	3	\$3,900	
Sub Total			\$245	3	\$15,600	
Sponsorships	Inkind					
	DART					\$6,000
	Other*					\$270,000
Sub Total					\$0	\$276,000
	Regular					
	Title (\$5000 +)	1			\$5,000	
	Branding (\$1000)	2			\$2,000	
	Official (\$500)	4			\$2,000	
	Contributing (\$250)	5			\$1,250	
	Friends Of (\$100)	10			\$1,000	
	City of Plano (Grant)				\$15,000	
Sub Total					\$26,250	
Section Total					\$74,475	\$276,000
Revenue Total						\$350,475
Expenses	Services	Per Event	Fee	Months	Total	In-Kind
Contracted	Trash	\$0		0	\$0	
	Toilets	\$150		3	\$450	
Sub Total					\$450	
Rented	Electric	\$800		3	\$2,400	
	Sound	\$600		3	\$1,800	
	Stage	\$700		3	\$2,100	
	Tents	\$3,000		3	\$9,000	
	Tables/Chairs	\$600		3	\$1,800	
Sub Total		\$5,700			\$17,100	\$0
Total					\$17,550	\$0
	Marketing					
	Plano Profile**	\$0		3	\$0	
	Banners	\$500			\$500	
	Pole Banners	\$420		1	\$420	
	Postcards	1000		3	\$675	

	Posters	150	\$90	3	\$270	
	Newspapers					
	Guidelive***	\$550		3	\$1,650	
	NeighborsGo***	\$220		3	\$660	
	Radio***			3		
	KLAK	\$2,000		3	\$6,000	
Sub Total					\$10,175	\$0
Total					\$27,725	\$0
	Contracted Services					
	Entertainment	\$1,000		3	\$3,000	
	Event Planner	\$1,000		3	\$3,000	
Sub Total					\$6,000	\$0
City	Departments					
(In-Kind)	Police	\$1,210		2	\$2,420	
	Parks & Rec	\$770		2	\$1,540	
Sub Total					\$3,960	\$0
Total					\$9,960	\$0
Section Total					\$37,685	\$0
Expense Total						\$37,685
	*Based on Past Donations					
	**In-Kind Possibility					

***2008 Costs



INFLATABLES PROVIDED BY O'REILLY MCDONALD'S GROUP ♦ PICTURES WITH THE EASTER BUNNY
EASTER EGG HUNT ♦ TRAIN RIDES ♦ FACE PAINTING ♦ PONY RIDES ♦ VENDORS AND MORE!
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Taste Of Downtown Plano

Downtown Plano





Advertising

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home now viewing: all | all help

Verizon advertisement for FIOS TV+PHONE + FIOS INTERNET with a \$99.99/month price and \$150 back offer.

Downtown Plano Presents KidsFest 2009

KidsFest Offers Fun, Crafts, Art & Shopping in Historic Downtown Plano on Saturday, April 11 from 10 a.m. to 6 p.m., the Historic Downtown Plano Association (HDPA) will kick off its 2009 Special Events Series with Kidsfest. Families are invited to enjoy the excitement of a community Easter egg hunt that begins at 12 noon and photos with the Easter Bunny. The O'Reilly Group McDonald's is providing a Ronald McDonald area with more characters, plus inflatables and activities. Ronald McDonald will make an appearance from 1 to 2 p.m. Games, bounce houses, petting zoo and much more will be available as well. The Marketplace will feature a selection of arts and crafts, gourmet food, photography/art and business information. Entertainment includes live performances from 12 to 4 p.m. and a radio remote with 97.5 KLAK from 4 to 6 p.m. Of course, great shopping is just down the street with merchants who are happy to show guests their wares. The event is just five minutes from U.S. 75 east on 15th Street, adjacent to the Downtown Plano DART Station. Kidsfest is presented by the HDPA and proudly sponsored by the City of Plano. Additional support is provided by the Plano Convention & Visitors Bureau and Plano Chamber of Commerce.



Contributor information for Historic Downtown Plano Association - E. Plano

share and connect options: post a story, upload photo, upload video, post to blog, create event, create group

calendar for May 2009 with a 'Things to do' list including Teachers Making a Difference Garage Sale, Schulze Parent Club Garage Sale, Gourmet Pizza At Home, and Kids Arts Camp - REGISTRATION.

weather and traffic widget showing temperature (84.5°F) and wind speed (3 mph) for ZIP 75202.

Posted by Historic Downtown Plano Association Apr 7, 2009 9:46 AM, Comments (0)
Comment/Rate Report as objectionable
E-mail this

add your comment and/or rating
Sign up now to comment and rate!

Lowes advertisement for a grill with 'SHOP NOW' button.



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Partly Cloudy
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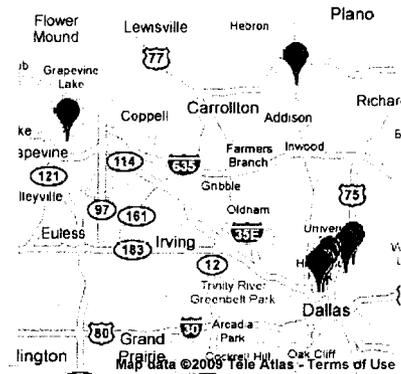
KidsFest Downtown Plano

Event: Happenings

Live in Plano? Like to celebrate Easter for two days instead of one? Come to KidsFest and get your holiday on an entire day in advance. Get your picture taken with the Easter Bunny, elbow other kids in the Easter Egg Hunt, take a train ride, have your face painted, ride a pony, and much more. Free. 10am-6pm. Avenue K and 15th Street, Plano. 214-674-3225 www.visitdowntownplano.com.

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- D. Cape Buffalo Grille
- E. Stoneleigh P
- F. The Dubliner
- G. Village Burger Bar
- H. Lazy Bones

Bar Name

Zip Code

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MAY Alan Jackson
15

May, 2009

MAY James Taylor
15

MAY Wildflower Music

		17	18	19	20	21	22	23	
15	and Arts Festival	24	25	26	27	28	29	30	
MAY 15	Grapevine's Main Street Days	31	1	2	3	4	5	6	
MAY 17	The Dog Bowl	Keyword							
		Category							
		Start						To	End
MAY 29	D Magazine's Art Slam								

1. The Dallas Art World According to James Bland
2. The 2009 D Beauty Awards
3. An Inside Look at Dallas' legendary Salesmanship Club
4. Taking The Measure Of DCVB Chief Phillip Jones
5. The New Man in Charge at DTC

1. Eat Out and Save: 59 Cheap Dallas Restaurant Deals
2. We're outta here: 19 Great Travel Deals
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| Best Cuppa Texas Tea | Best Iconography |
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Eat Out and Save: 59 Cheap Dallas Restaurant Deals



The 2009 D Beauty Awards



Taking The Measure Of DCVB Chief Phillip Jones



President George W. Bush Comes Home (Yo, Dubya)

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Live

Easter weekend brings bunny appearances, egg hunts, a pooch parade and more

BOOKMARK

06:31 PM CDT on Friday, April 10, 2009

By **BINDU VARGHESE** / Dallas Morning News

Easter is a joyful ecclesiastical observance for many. As a holiday season, it goes hand in hand with spring and conjures images of cuddly bunnies and frolicking children. In the days leading up to Easter, cheery celebrations as colorful as marshmallow Peeps are organized in communities far and wide. Take a look at our roundup of Easter events and pick a place to spread the joy with family and friends.

ALLEN

WE LOVE ALLEN The Harvest church invites the Allen community to an all-ages event featuring egg hunts, food (free burgers and hot dogs), a bounce house and other children's activities.

- Saturday from 11 a.m. to 2 p.m. at the Harvest church, 700 Rivercrest Blvd., Allen. Free admission. 214-667-9890. www.loveallen.com.

COPPELL

COMMUNITY EGG HUNT Egg hunters at Coppell's annual celebration, which is geared toward children 10 and younger, will be divided by age group: 0-3, 4-6, 7-8 and 9-10. Participants in the youngest group can look for treats with their parents' assistance. Bring baskets and cameras.

- Saturday at 11 a.m. at Wagon Wheel Park, 345 Freeport Parkway, Coppell. Free. 972-462-5100. Inclement weather: 972-304-3542, ext. 462.

DALLAS

EASTER WEEKEND EXTRAVAGANZA AT DALLAS ARBORETUM The 66-acre botanical retreat is hosting Easter activities during the final weekend of Dallas Blooms, its annual floral festival. Thousands of spring blossoms should enhance the Easter experience, which includes performances by children's entertainer Eddie Coker, a petting zoo and photo ops with the Easter Bunny. (There is a charge for photos by James French Photography, but attendees may also take their own photos with the Easter Bunny.) While at the arboretum, explore the "Storybook Playhouse" exhibit, featuring 14 interactive playhouses themed on children's stories.

- Dallas Arboretum, 8525 Garland Road. Regular hours: Daily from 9 a.m. to 5 p.m. \$9.50, \$8 ages 65 and older, \$6 ages 3 to 12, free for children 2 and younger. Parking is \$5. 214-

515-6500. www.dallasarboretum.org.

- The Easter celebration runs Friday through Sunday and includes the activities and attractions below. Free with arboretum admission, unless otherwise noted.
- Eddie Coker concerts: Friday at 11 a.m. and 2 p.m.
- Photos and petting zoo: Professional photo ops with Easter Bunny (\$15 each for photos by James French Photography) and petting zoo. Saturday from noon to 4 p.m., Sunday 1 to 4 p.m.
- "Storybook Playhouse" exhibit: On display through Dec. 31.

EASTER IN THE PARK Kids, pooches and music should make for a lively mix at this annual event presented by the Turtle Creek Association. If you're looking for a furry friend, keep an eye on the participants in the Parade of Adoptable Dogs. That parade will be followed by another: the ever-popular Pooch Parade and Costume Contest, with categories such as best big dog and best little dog. Dallas Symphony Orchestra musicians will cap off the Easter celebration by performing light classics and popular favorites. Bring picnics or purchase food (corn dogs, funnel cakes and more) at the event, which benefits beautification projects in the Turtle Creek area.

- Sunday from 11 a.m. to 5 p.m. (registration for Pooch Parade and Costume Contest at 11 a.m.) at Lee Park, 3400 Turtle Creek Blvd. at Lemmon Avenue. Free admission (canine contest entries are \$10 per category). 972-380-7390. www.turtlecreekassociation.org.

Note: Because rain is forecast, the parade has been canceled, but Unleashed Indoor Dog Parks, 5151 Samuell Blvd. (on Interstate 30, between Ferguson and Jim Miller roads), has offered to host the event. The concert will be at the Meyerson Symphony Center, 2301 Flora St.

FLOWER MOUND

EASTER EGG HUNT Trietsch Memorial United Methodist Church hosts an egg hunt for children in fifth grade and under. Other activities: arts and crafts as well as train rides (\$1 per ride).

- Saturday at 9 a.m. at the church, 6101 Morriss Road, Flower Mound. Free admission. 972-539-8547, ext. 230. www.tmumc.org.

FORT WORTH

FORT WORTH STOCKYARDS EASTER CELEBRATION The spirit of the West pervades this annual Easter celebration presented by Stockyards Station in the Fort Worth Stockyards National Historic District. Activities include an egg hunt for kids 12 and younger; educational programming featuring a cast of bunnies, pigs and chicks; and photo ops with the Easter Bunny (bring cameras). The event also offers a chance to see ongoing activities at the Stockyards, such as the Fort Worth Herd Cattle Drive, during which longhorns will be driven down Exchange Avenue. The twice-daily cattle drive by cowboys and cowgirls in 1860s attire takes place year-round. Other attractions to check out on Easter weekend: Pawnee Bill's Wild West Show (a historical re-enactment) and the year-round Stockyards Championship Rodeo.

- Easter activities: Saturday from noon to 3 p.m. in the Fort Worth Stockyards National Historic District. Egg hunt begins at noon on the lawn of the Livestock Exchange Building (131 E. Exchange Ave.) and the lawn of the Stockyards Station visitors center (130 E.

Exchange Ave.), Free admission. 817-625-9715. www.stockyardsstation.com.

- Cattle drive: Daily at 11:30 a.m. and 4 p.m. (no drive on Easter) on East Exchange Avenue, near the Livestock Exchange Building. Free.
- Pawnee Bill's Wild West Show: Saturday at 2:30 and 4:30 p.m. at Cowtown Coliseum, 121 E. Exchange Ave., Fort Worth. 817-625-1025. Tickets: www.cowtowncoliseum.com/wildwestshow.asp.
- Stockyards Championship Rodeo Fridays and Saturdays at 8 p.m. Cowtown Coliseum, 121 E. Exchange Ave., Fort Worth. 817-625-1025. Tickets: www.cowtowncoliseum.com.

GRAND PRAIRIE

EASTER AT LONE STAR PARK AT GRAND PRAIRIE The track's Easter celebration includes a prize-filled Easter egg for each child 12 and younger, appearances by Dora the Explorer and the Easter Bunny, arts and crafts, and live jazz. The first 500 kids 12 and younger will also receive free Six Flags Over Texas tickets (one per child). Other activities: pony rides, bounce houses, a petting zoo and face painting.

- Sunday from 11:30 a.m. to about 5 p.m. at Lone Star Park, 1000 Lone Star Parkway, Grand Prairie. \$5, \$3 for ages 4 to 12, free admission for ages 3 and younger and 62 and older. 972-263-7223. www.lonestarpark.com.

MCKINNEY

EASTER EGG-STRAVAGANZA The city's parks and recreation department hosts a celebration featuring an egg hunt, games, entertainment, and arts and crafts.

- Saturday at 11 a.m. at Al Ruschhaupt Soccer Complex, 1986 Park View Ave. Free admission. 972-547-2690. www.mckinneytexas.org.

PLANO

EASTER EGGSTRAVAGANZA The prospects look good for candy hunters (divided by age group) at First United Methodist Church Plano's Easter celebration. Word is that on Saturday there'll be about 20,000 eggs blanketing the lawn at the church, which has invited the Easter Bunny for a visit and planned other attractions such as bounce houses, a petting zoo, music and dancing. The next day, the church will host its outdoor Easter Sunday Sunrise Service at the Amphitheater at Oak Point Park, followed by a continental breakfast at the church.

- Egg hunts and other activities: Saturday from 11 a.m. to 1 p.m. (the first egg hunt begins at 11:15 a.m.) at First United Methodist Church Plano, 3160 E. Spring Creek Parkway, Plano. Free. 972-423-4506. www.firstmethodistplano.org.
- Sunrise service: Sunday at 6:45 a.m. at the Amphitheater at Oak Point Park, 2801 E. Spring Creek Parkway, Plano. Free breakfast follows at the church.

EGGS OVER EASY EGG HUNT Kids 2 to 7 will be divided into three groups (ages 2-3, 4-5 and 6-7) at this hunt hosted by the city's parks and recreation department. Bring cameras and baskets for the treats.

- Saturday at 10 a.m. at Liberty Park, Mill Valley and Glencliff, Plano. Registration required

today by 9 p.m. \$4 per child. 972-769-4234. www.planoparks.org (click on Calendar).

KIDSFEST This event includes an egg hunt, photo ops with the Easter Bunny, games, arts-and-crafts vendors, a petting zoo and live music by local artists.

- Saturday from 10 a.m. to 6 p.m. at Avenue K and 15th Street in downtown Plano. Free admission. 214-674-3225. www.visitdowntownplano.com.

WAXAHACHIE

SCARBOROUGH RENAISSANCE FESTIVAL Get a feel for what Easter might have been like centuries ago in England at this annual festival, which animates its 16th-century English-village setting with jousting, sword fighting, falconry and other attractions. This Saturday and Sunday during self-paced treasure hunts, kids 12 and younger will make their way through the festival grounds to visit stations where they can stamp forms with colored stamps. Completed forms can be redeemed for free ice cream. Adults and kids might also want to check out an outdoor 16th-century-style Easter service, based on the Book of Common Prayer.

- The festival runs through May 25. Every Saturday and Sunday (and Memorial Day, May 25) from 10 a.m. to 7 p.m. 2511 FM66 (near Exit 399A on Interstate 35E), Waxahachie. Tickets at the gate will be \$21.99, \$8.50 for ages 5 to 12, free for children 4 and under. Discount tickets will be available at area Tom Thumb stores. 972-938-3247.

www.scarboroughrenfest.com.

- Easter celebration is free with festival admission.
- Self-paced treasure hunts: Saturday and Sunday from 10 a.m. to 7 p.m.
- Easter service: Sunday at 12:30 p.m.

[Submit an event](#)

Kidsfest 2009

When: Saturday, April 11, 2009, 10 a.m. to 6 p.m.

Where: Downtown Plano, Plano

Cost: Free

Categories:

- Kids / Family

Description

This event is free and open to the general public. The merchants of Historic Downtown Plano Association and the City of Plano have made this event possible. "KIDSFEST" promises to be fun for the entire family and features the following:

An Easter Egg Hunt for children

Pictures with the Easter Bunny

Ronald McDonald Area with Characters and Games

Bounce houses

Petting Zoo

Opportunity to shop and dine in beautiful Historic Downtown Plano

Information from the venue.

Some nearby restaurants

Jason's Deli (Plano / Collin Creek Mall area)

Aparicio's Restaurante Mexicano and Tequila Bar (Plano)

Cheddar's Casual Cafe (Plano)

Chettinaad Palace

Spaghetti Warehouse (Plano)

Some nearby events on April 11th

Seth James , Love & War in Texas (Plano), 9 p.m.

Favorites

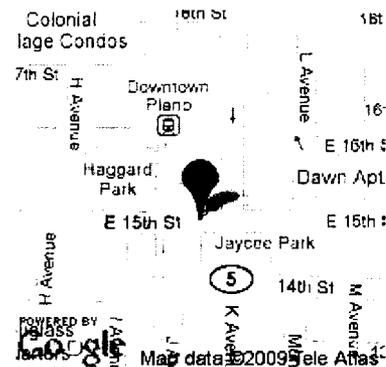
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***Pegasus News* week in view: Rabbit ears edition (April 8, 2009)**

Kids and family events in the Dallas-Fort Worth area, April 8-14 (April 8, 2009)



[Full Screen Map](#)

Broadway's Best Four, Courtyard Theatre of Plano, 7:30 p.m.

Event posted **Feb. 26, 2009**

Last updated **Feb. 26, 2009**

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"Downtown Plano. weaving arts, entertainment, commerce, shopping and dining into the unique fabric of a historic urban center is a livable, walkable transit village where community and accessibility are valued"

~ Downtown Plano Retail Task Force Report

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PRESS RELEASE

March 2, 2009

Contact:
Sharon Sessoms
Phone: (214) 693-7105

Historic Downtown Plano Association presents *KidsFest*

The Historic Downtown Plano Association (HDP A) kicks off the 2009 Special Events Series on Saturday, April 11 with *Kidsfest* from 10 a.m. to 6 p.m. Activities include a children's Easter egg hunt, pictures with the Easter Bunny, Ronald McDonald Area with characters and games, bounce houses, petting zoo and much more.

The Marketplace will feature vendors in the fields of arts and crafts, gourmet food, photography/art and business information. For vendor information and an application check out www.visitdowntownplano.com or call Sharon Sessoms at (214) 693-7105.

Entertainment will include local music artists. A listing of performers will be available at www.visitdowntownplano.com.

The HDP A invites its neighbors and North Texas to enjoy Downtown Plano and all it has to offer. *Kidsfest* promises to be an amazing day of food, entertainment, family fun and downtown shopping.

Kidsfest is presented by the HDP A and proudly sponsored by the City of Plano. Additional support is provided by the Plano Convention & Visitors Bureau and Plano Chamber of Commerce. Sponsorship information is available on www.visitdowntownplano.com.

HDP A is the official association of downtown Plano. Members include downtown merchants, building owners and downtown Plano supporters. Anyone with an interest in Downtown Plano can attend the HDP A meeting on the first Tuesday of the month at 6 p.m. inside the Plano Chamber of Commerce, 1200 E. 15th St.



**FY 2009-2010
APPLICATION FOR
URBAN / TOWN CENTER
EVENT GRANT**

APPLICANT: The Shops at Legacy (North), LLC

EVENT NAME: The Lights of Legacy- Tree Lighting Festival

EVENT DATE: November 22, 2009

CONTACT PERSON:

Name: Silvana Garcia Title: Vice President

Address: 7200 Bishop Road Suite 250 City: Plano Zip: 75024

Daytime Phone: (214) 473-9700 e-mail: silvana@karahaninc.com

CONTACT PERSON:

Name: Beth Eorgan Title: Property Manager

Address: 7200 Bishop Road Suite 250 City: Plano Zip: 75024

Daytime Phone: (214) 473-9700 e-mail: beth@karahaninc.com

BRIEF EVENT DESCRIPTION:

Please provide a brief description of the event. (Narrative will be requested later in this application)

Holiday Tree Lighting Festival

D-83



NARRATIVE QUESTIONS

Please look at the criteria in the sponsorship guidelines when you answer the following questions. **Be specific and give examples.** Answers to individual questions should be as brief as possible and should **never** exceed one page.

1. Describe the purpose and history of the event.

The Lights of Legacy Tree Lighting Festival will be in its sixth year in November 2009. Our goal again this year is to continue to build community spirit and pride, provide holiday entertainment for all ages and promote business and tourism for Legacy Town Center/The Shops at Legacy and The City of Plano, as well as raising funding and awareness of Children's Medical Center/Legacy the event's beneficiary that just opened the summer of 2008.

2. Describe the uniqueness of the event.

The community will gather around the lighting of the 70 ft holiday tree that will be surrounded by over one hundred and fifty trees along Legacy Drive, Bishop, and the new added North quadrant Lone Star Drive where the beautiful Bellagio inspired fountain is that will also have a 50 to 70 ft tree. The festival will feature choirs and musical groups from Plano and surrounding counties and will project a festive atmosphere to celebrate the holiday season.

3. Outline the event for the upcoming sponsorship year.

The Lights of Legacy will include an afternoon of events and entertainment that will lead up to the lighting of the trees. For example: A showcase of local community choirs and orchestras, private Santa photo reception area with crafts for children (Santa photo proceeds to benefit Children's Medical Center/Legacy), carriage rides, face painters and balloon artists for children. Also on hand will be Toy Soldiers on stilts, Dreidel Game and hand bell Choirs. A special two hour ceremony prior to the Tree Lighting will feature children's choirs and orchestra on both North and South sides of the center. The North side is the newest addition to the project.

4. Describe the 3, 5, and 10-year vision for the event



Legacy Town Center just expanded North of Legacy (Lone Star Drive) which added over 75 acres of development. This expansion has provided additional space to make the event larger and offer more space for participants and tagging of the event itself. We have great hopes that in the next 5 to 10 years the event will become know regionally as a “premier holiday tradition” in Plano.

5. Show evidence of growth in community support prior to this application. Be sure to include specific information as to the activities taking place within the City of Plano.

The Lights of Legacy will take place in Legacy Town Center, Plano. Participants will include all 90+ shops and restaurants within The Shops at Legacy. Anticipated participants/sponsors; The Marriott/Legacy, Post Legacy, Legacy Village, Lakeside Village apartments as well as Children’s Medical Center/Legacy, media sponsors, The Collin County edition of the Dallas Morning News, Dallas Child Magazine and several corporate partners of Legacy Business Park will all come together to promote the event as we have done in the past events.

6. How does your event meet the definition of Event Merit as described in the grant guidelines?

The Lights of Legacy was a huge success of the past five years, with recorded attendance of 10,000 the first year, 20,000 year two, 18,000 year three (attendances down due to rain) 20,000 the fourth year and 25,000 year five. This is an event that demonstrates high quality standards, engages with community business partners, provides holiday entertainment and educates Plano and the surrounding counties.

7. How does your event meet the definition of Community Partnership as described in the guidelines? Be sure to include detailed descriptions of the public benefits to the City of Plano, which will result from your organization’s efforts.

The Lights of Legacy event generates a sense of community combined with holiday entertainment. It promotes Legacy Town Center and The City of Plano. The event, not only generates traffic and sales to Plano and builds the awareness of Plano, it boosts the sales of many of the stores and restaurants.

8. How does your event promote tourism into Plano? What is your event doing to promote the use of Plano hotels/motels?

The Marriott and other hotels surrounding Legacy Town Center will receive posters and flyers to promote the event and the opportunity to create



holiday weekend guest packages for the event as well as holiday weekends throughout the season. We are in great anticipation our loyal promoters from the prior years will partake in the 2009 event. Those promoters being, WFAA-TV, an 8 page section in the Dallas Morning News edition of FD LUXE and direct mail to Plano zip codes.

9. How does your organization meet the definition of Administrative and Fiscal Responsibility as described in the guidelines?

Our events' attendance number and sales reports from our merchants indicate an increase in traffic and sales over the past several years of this event reflection the overall success of the program. Now with the new North side that just opened up, this will be a great opportunity to show the amazing fountain and the new shops and restaurants in town. We have provided all required information to the City of Plano in the past and will continue to do so in the future. Over the years, The Lights of Legacy has maintained the highest quality standards in event execution and implementation.

10. What are your fundraising plans/forecasts for the next three years for this event?

We will continue find new ways to generate funding for our beneficiary; The Children's Medical Center/Legacy. At the conclusion of this year's event we will evaluate our results with Children's stall to determine how to grow the fundraising efforts moving forward. As we will continue to formally secure new corporate sponsorships for our program.

11. How does your organization plan to manage expenses for the next three years for this event?

Public and private funds will be utilized to pay for the event's expenses. We will manage the budgets internally.

12. How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?

For this year's event we plan to do as we have done in the past years. We anticipate promoting via:

Special eight page section in FD LUXE (Dallas Morning News)-distribution: 150,000

Print ads with Collin County edition of the Dallas Morning News

WFAA-TV 8- 30 sec spots and 10 sec PSA'S (2 week schedule)

Direct Mail- 30,000- targeting Plano and Collin County

Collateral Materials- posters, flyers

Web site promotion on www.shopsatlegacy.com and email blast



Press releases

To monitor our effectiveness we will evaluate event traffic, evaluate the impact to all the stores, restaurants, area hotels along with conducting discussions with event attendees regarding how they heard about the event. Complete event results will be evaluated and documented.

13. How does your marketing plan focus on Plano?

Legacy Town Center, The Shops at Legacy and Legacy Business Park are synonymous with Plano. As a result of The Lights of Legacy Tree Lighting Festival; new people, new tax dollars, new media exposure and most of all, the advertising as part of the marketing plan, all the press releases will reference the event's Plano address.

14. What do you consider to have been your greatest success with last year's event? (if none, then please note)

The success has been noted by the increase in attendance each year along with growing the community awareness of the event.

ATTENDANCE:

Please provide a projection of your attendance figures

	FY 2005-06	FY 2006-07	FY 2009-10	FY 2010-11
Projection	20,000	25,000	25,000	25,000
Actual	18,000	25,000		
% = Plano residents	40%	40%	40%	40%

VOLUNTEERS:

Services Provided	Number of People	Number of Hours
Event Planning	10	550+
Event Promoting	10	500+
Event Day Coordination	15	20+
Event Clean up	10	10+



Budget for 2009-10 Grant Request

Please complete the following by providing information for your FY 2009-10 request and attach a copy of your complete budget for the year of your request.

Revenue:

Total Event Cost: \$350,000	Total Overall Event Budget	City Cash Requested	% of Total Overall Event Budget	City In-Kind Requested
Sponsorships*		150,000		
Corporate		X		X
Foundations		X		X
Individual		X		X
In-Kind Sponsorships **				
Fees				
Admission		X		X
Vendors (non-sponsor)		X		X
Vendors (sponsor)		X		X
Parking		X		X
Other (specify)		X		X
Grand Total				

*Sponsorship defined as cash-only in keeping with sponsor levels established by event.

**Includes any sponsorships of services balanced against event costs. (i.e. media value, contract services)

Expenses:



	Total Overall Event Budget	City Cash Requested	% of Total Overall Event Budget	City In-Kind Requested
Contracted City Services*		X		
Contracted Services other than City	130,000			
Rental Expenses	120,000			
In-Kind Services other than City		X		X
Advertising, Promotion & Designs	70,000			
Insurance				
Other				
Grand Total	350,000			

*Typically provided as in-kind services only. These will be calculated in accordance with Fair Labor Standards Act.

OTHER REQUIRED DOCUMENTATION

The following additional information is required to process the sponsorship application:

- A. A detailed budget for request year as outlined on page 7.
- B. Organization will obtain a Certificate of Insurance for liability coverage as outlined in the attached Exhibit A. The City of Plano requires each grantee to have liability insurance to protect the public for acts by the grantee. This mandated coverage does not cover the grantee nor any of its members. We encourage the grantee to acquire insurance to cover itself and its members as it deems fit. Please see your insurance agent for the local government endorsement. The cost of the local government endorsement may be included as part of your budget to be considered for a grant. The City of Plano Risk Manager is available at 972-941-7129 if you or your insurance agent has questions on the required coverage.

OPTIONAL SUPPORTING DOCUMENTATION

This should be additional material that you wish to append which further explains the activities of your organization such as:

- Long Range Event Plan - 3-5 years
- One labeled videotape of event or other activity for which City of Plano grant funds will be utilized.
- Programs, publicity, articles, review, etc.,



**ORAL PRESENTATION OF A GROUP'S APPLICATION WILL BE REQUIRED
BEFORE PLANO CITY COUNCIL ON SATURDAY, AUGUST 15, 2009**

D-92



INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

Festival shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Festival's operation and use of the leased premises. The cost of such insurance shall be borne by the Festival.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage "occurrence" form CG 00 01 (10 01). **"Claims Made" form is unacceptable.**

B. MINIMUM LIMITS OF INSURANCE

Festival shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 Aggregate.
NOTE: The aggregate loss limit applies to each event.
2. Participant Liability (where applicable – races, walks, etc.) \$1,000,000 limit per occurrence for bodily injury, personal injury, and property damage, \$2,000,000 aggregate.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either 1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees, agents and volunteers or 2) the Festival shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.



D. OTHER INSURANCE PROVISIONS

The policies are to contain or be endorsed to contain the following provisions:

1. General Liability

- a. The City, its officers, officials, employees, agents and volunteers are to be covered as "additional insured" as respects: liability arising out of premises owned, occupied or used by the Festival. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents and volunteers.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees, agents and volunteers.
- c. Coverage shall state that the Festival's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.
- d. Festival's insurance shall be primary as respects to the City, its officers, officials, employees, agents and volunteers.

2. All Coverages.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS

City prefers that insurance be placed with insurers with a Best's rating of **A:VI or A or better** by Standard and Poor's. This rating requirement may be waived for Workers' Compensation coverage only by the Risk Manager or his designee.

F. VERIFICATION OF COVERAGE

Festival shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the City before the festival commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.



G. FOOD AND/OR LIQUOR COVERAGE

If food is being provided to attendees or participants, Festival must provide Product Liability in the amounts listed above. If liquor is being served, Festival must provide Host Liquor Liability, unless Festival is in the business of manufacturing, distributing, selling, serving, or furnishing alcoholic beverages; in which case, a Liquor Liability Policy will be required: \$1,000,000 limit per occurrence, \$2,000,000 aggregate.

H. SPECIAL EVENTS

Insurance provided by the Festival must cover all operations of the Special Event including but not limited to; participants, subcontractors, vendors, exhibitors, volunteers, etc. If the policy of the Festival excludes any activity or group involved in the Special Event, the Festival must provide proof of insurance as required by this agreement. Festival must furnish separate certificates for each group or activity not included or covered by Festival's insurance.

I. HOLD HARMLESS AND INDEMNIFICATION

Festival covenants to save, defend, keep harmless and indemnify the City, its officers, officials, employees, agents and volunteers (collectively the "City") from and against any and all claims, loss, damage, injury, cost (including court costs and attorney fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected to Festival's event or activity, including any and all participants, exhibitors, sub-vendors, or otherwise involved in the event or activity.

The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense, and agrees to bear all other costs and expenses related thereto even if it is groundless, false, or fraudulent.



J. PROOF OF INSURANCE

Festival is required to submit original proof of insurance on a form acceptable to the City of Plano. Certificates of Insurance similar to the ACORD form are acceptable. City will not accept Memorandums of Insurance or Binders as proof of insurance. City, at its own discretion, may require a copy of any policy presented to the City. Endorsement naming City of Plano as additional insured and waiver of subrogation must be submitted with proof of insurance.

Two original certificates of insurance must be submitted. Certificates should be submitted to:

ICA - C/O City of Plano
P.O. Box 2566
Fort Worth, TX 76113-2566

And

City of Plano
Attention: Risk Management
P.O. Box 860358
Plano, TX 75086-0358

The following language must be included in the description box of the certificate. No other language will be accepted, and will result in the certificate being rejected.

"City of Plano is additional insured as respects the General and Auto Liability Policies. Waiver of subrogation in favor of City of Plano as respects Workers' Compensation."



VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior sponsorship contract obligations.

Signature of Authorized Official

Date

Typed Name

Title within Organization

Business Telephone

Home Telephone

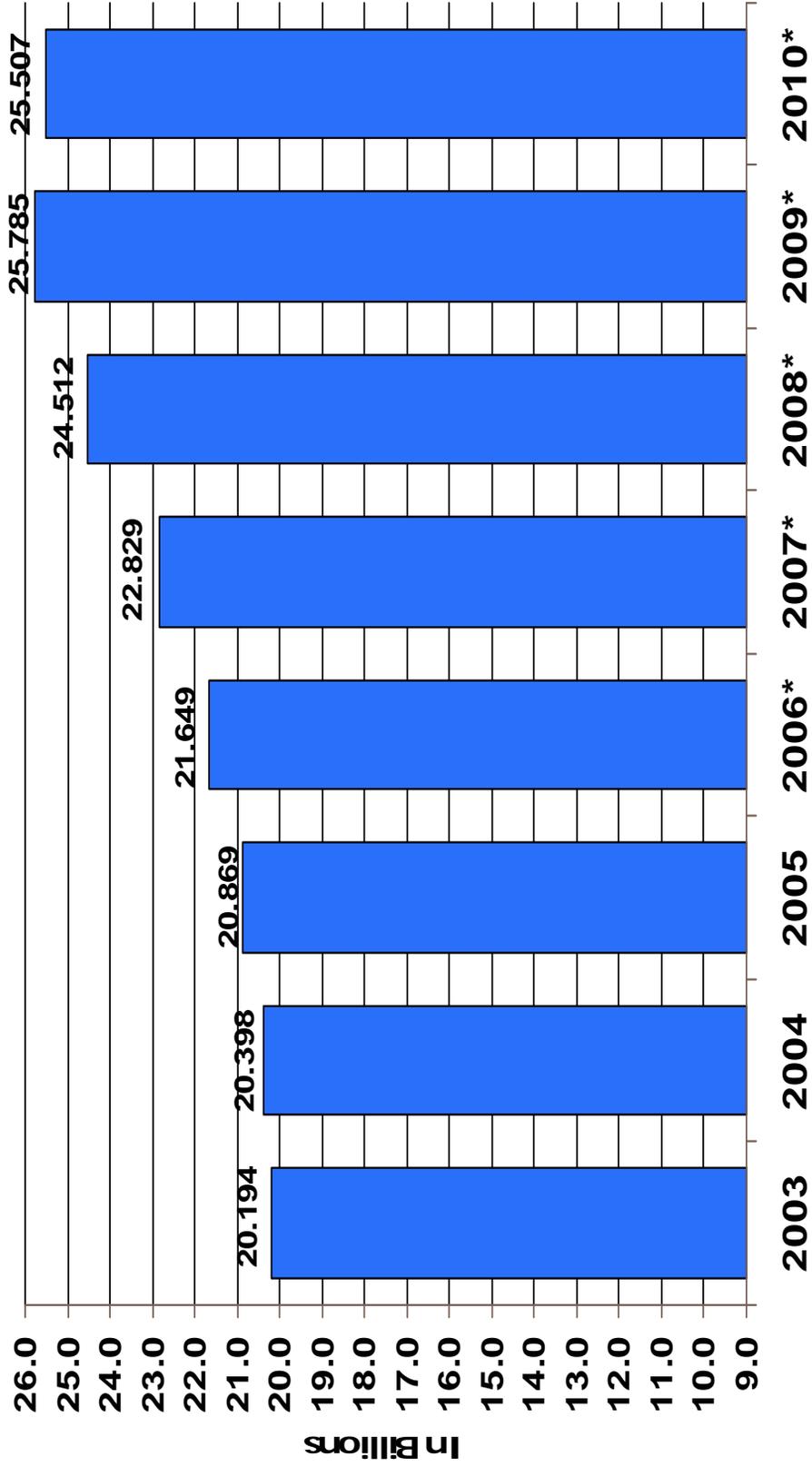
E-mail address

THREE-YEAR FORECAST GENERAL FUND **REVISED** SUMMARY

2009-2012

	2008-09 Re-Estimate	2009-10	2010-11	2011-12
BEGINNING FUND BALANCE	\$44,741,546	\$25,872,390	\$16,397,769	\$16,870,467
REVENUE	\$208,231,883	\$210,327,764	\$201,823,743	\$203,673,679
TOTAL RESOURCES	\$252,973,429	\$236,200,154	\$218,221,512	\$220,544,146
TOTAL APPROPRIATIONS	\$227,101,039	\$219,851,166	\$225,313,052	\$233,550,930
ENDING FUND BALANCE	\$25,872,390	\$16,348,988	(\$7,091,540)	(\$13,006,784)
Required 30 Day Balance		\$16,397,769	\$16,870,467	\$17,537,430
Add'l Revenues or Program Reductions to Meet 30 Days			\$23,962,007	\$30,544,214
DAYS OF OPERATION	46	30	30	30

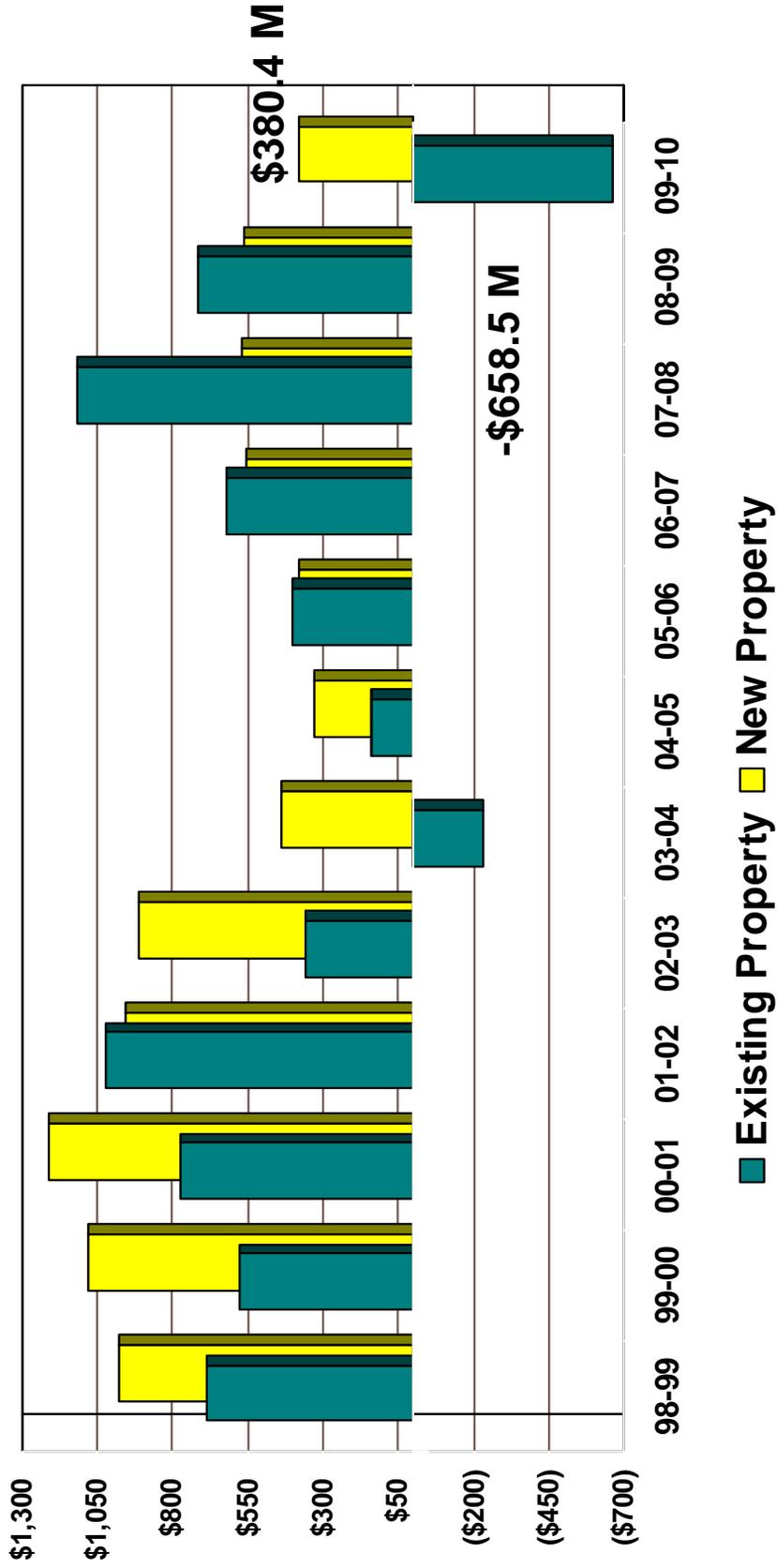
ASSESSED PROPERTY VALUATIONS



Average Single Family Home Value is \$249,679

* Includes TIF Assessed Property Values

CHANGE IN PLANO'S TAXABLE VALUE



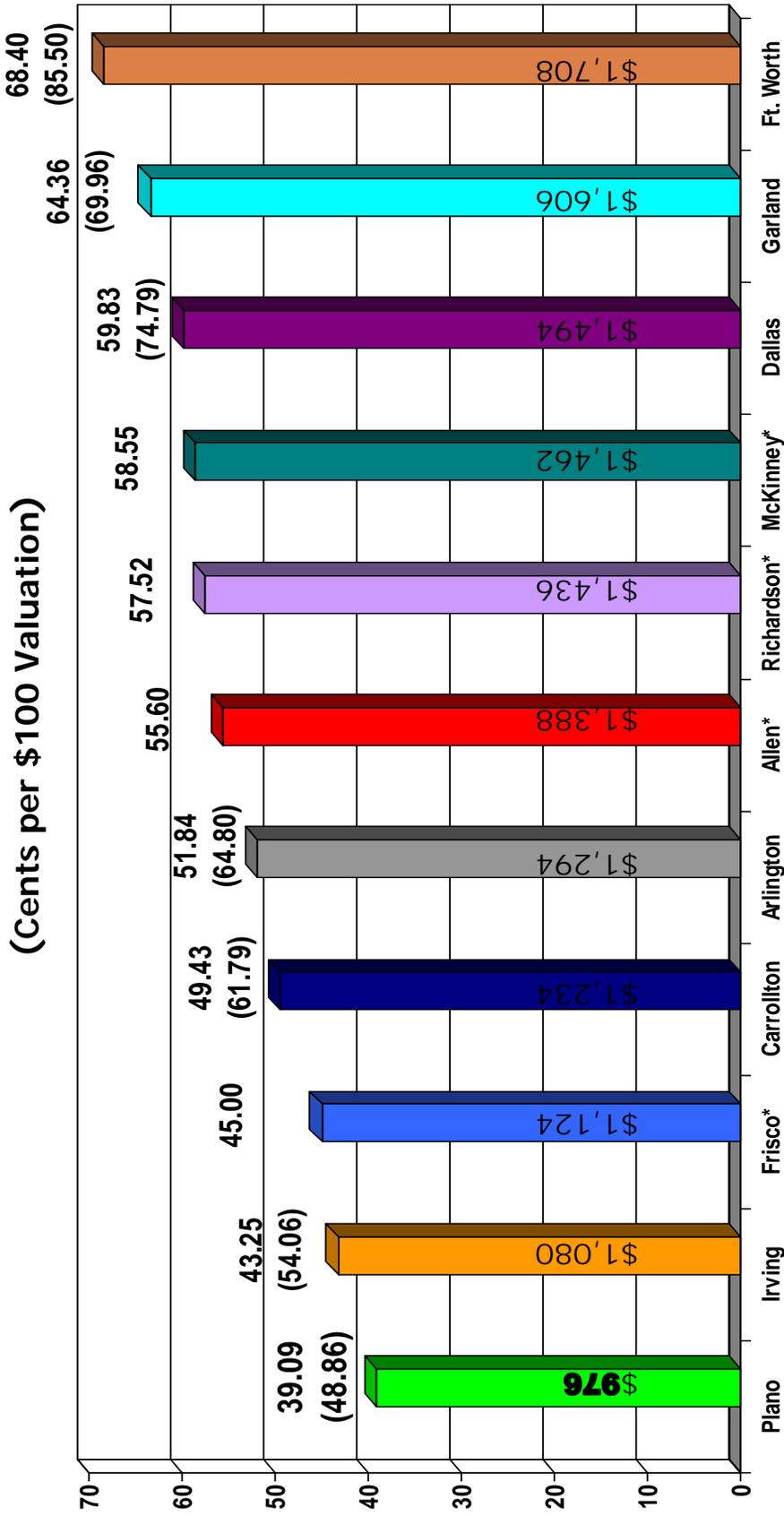
AD VALOREM TAX RATES

Residential Customers Only

With Homestead Exemption Applied to the Rate

Assuming Average Home Value = \$249,679

Plano and Surrounding Cities (2009-10 Proposed Rate for Plano and 2008-09 Rate for Other Cities)



* Cities do not offer Homestead Exemption

LOST REVENUE FROM AD VALOREM TAX EXEMPTIONS

	Average Home Value	**Total Exemptions APV		Lost Revenue From Exemptions		Lost Revenue From Homestead Ex. Tax Freeze	
		APV	Exemptions	From Exemptions	Homestead Ex.	Over-65	Tax Freeze
FY 2005-06	\$237,202	\$4.45 billion	\$20.0 million	\$12.2 million	\$126,004		
FY 2006-07	\$244,661	\$4.58 billion	\$21.2 million	\$13.2 million	\$245,315		
FY 2007-08	\$253,380	\$4.84 billion	\$22.9 million	\$13.7 million	\$543,383		
FY 2008-09	\$251,733	\$4.91 billion	\$23.2 million	\$14.0 million	\$604,117		
FY 2009-10	\$249,679	\$5.10 billion	\$24.5 million	\$14.4 million	\$765,884		

** APV is Assessed Property Value

TAXES AND THE AVERAGE HOME

2009 Proposed Tax Rates

- Average Home Value \$ 249,679

	<u>Tax Rate</u>	<u>Dollar Amount</u>	<u>%</u>
• City of Plano	.4886	\$ 976	19.9%
• PISD	1.3284	\$ 3,117	63.8%
• Collin County	.2425	\$ 575	11.8%
• CCCCD	<u>.0865</u>	<u>\$ 216</u>	<u>4.5%</u>
• Total Taxes/Year	2.1460	\$ 4,884*	100.0%

* Using the 2009 Proposed Tax Rate and the 2009 Average Home Value, this assumes that the General Homestead Exemptions were taken for the City of Plano (20%), for PISD (\$15,000), and Collin County (5%).

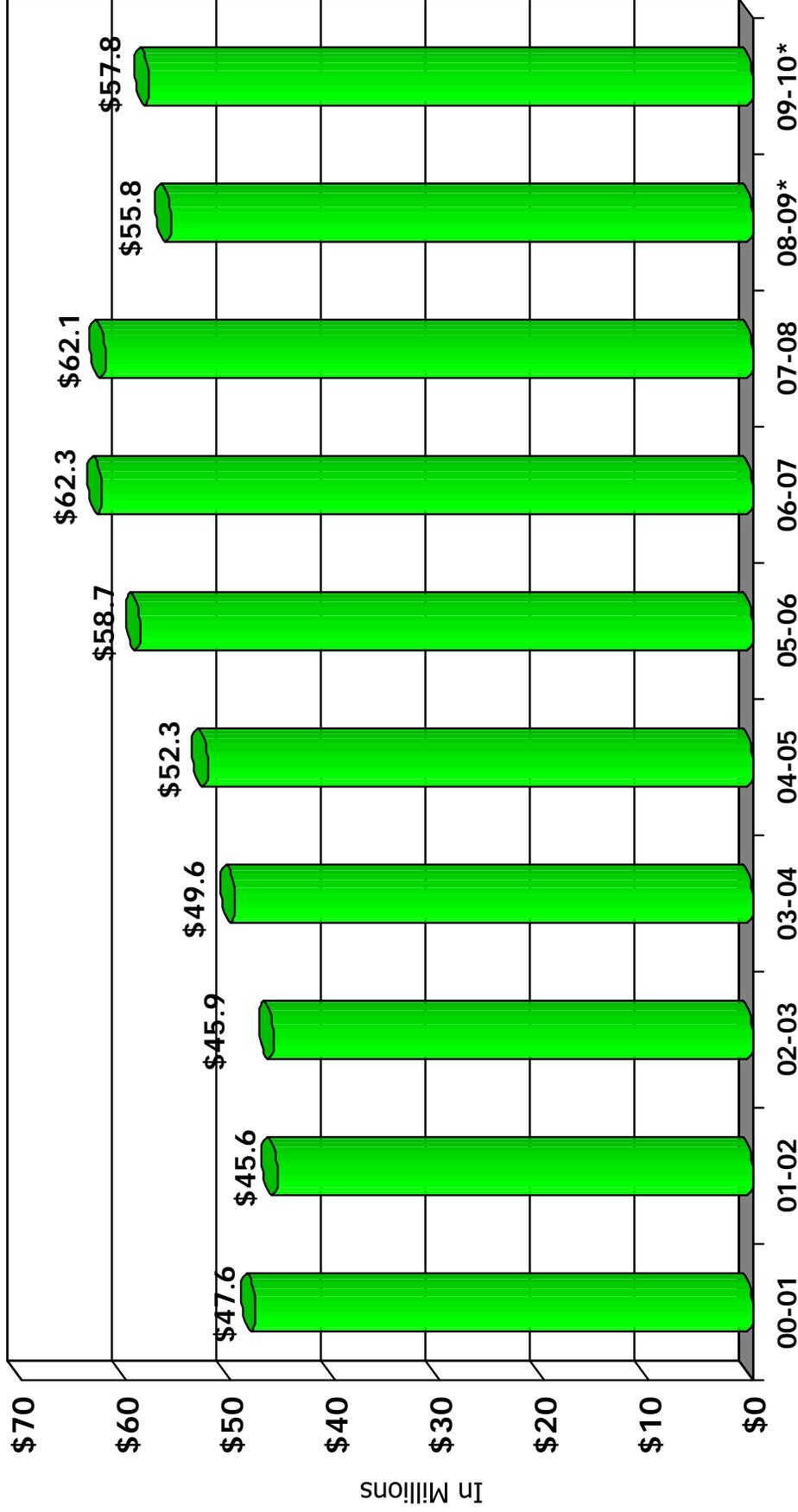
Proposed Tax Rate Figures As of August 5, 2009

PROPOSED TAX RATE		Average Home Impact
		\$249,679
Current Tax Rate	47.35	
Proposed Tax Rate	48.86	
Debt Rate	16.02	
O & M Rate	32.84	
Proposed Tax Rate Increase	<u>1.51</u>	\$30.16

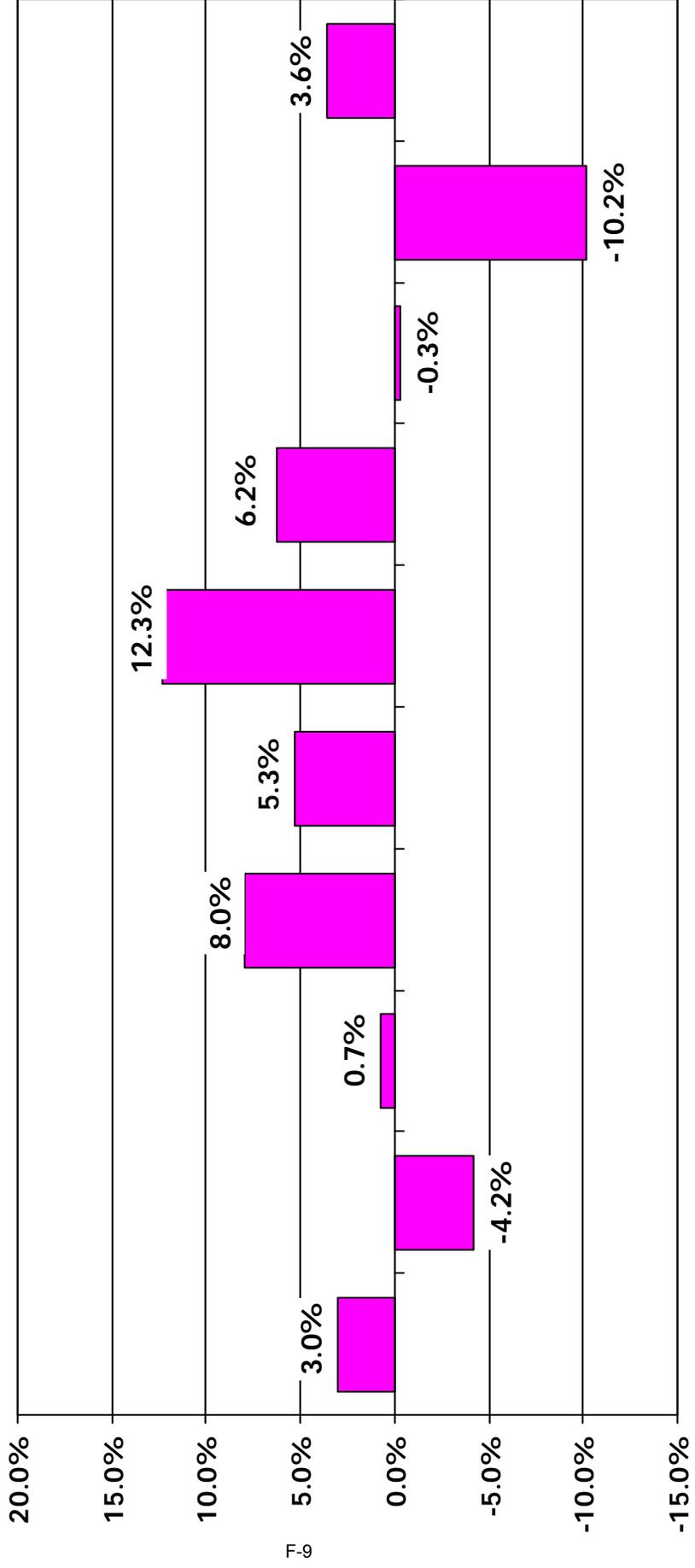
EFFECTIVE TAX RATE		
Effective Tax Rate	<u>49.04</u>	
Difference between <i>PROPOSED</i> tax rate of 48.86	0.18	\$3.60
Difference between <i>CURRENT</i> tax rate of 47.35	1.69	\$33.76

ROLLBACK TAX RATE		
Rollback Rate	52.59	
O & M Rollback Rate	36.57	
Difference between <i>PROPOSED</i> tax rate of 48.86	<u>3.73</u>	\$74.50
Difference between <i>CURRENT</i> tax rate of 47.35	5.24	\$104.67

ANNUAL SALES TAX RECEIPTS



Annual Sales Tax Receipt Percentage Increases From Prior Year Actual



*Projected

WATER & SEWER

	Actual 2007-08	Budget 2008-09	Re-Est 2008-09	Budget 2009-10
WORKING CAPITAL	\$4,823,608	\$4,021,400	\$12,430,047	\$8,224,030
Revenues				
Water Income	\$52,620,501	\$57,484,581	\$55,694,236	\$61,035,890
Sewer Income	44,569,734	52,540,000	49,210,613	53,280,000
Water Taps	87,052	77,131	90,780	92,596
Water & Sewer Penalties	1,339,659	1,234,162	1,328,628	1,339,257
Water Meters	196,413	223,451	137,193	138,222
Construction Water	245,036	229,848	282,255	284,372
Service Connect Fee	162,317	172,974	155,420	156,586
Backflow Testing	287,475	298,809	286,278	288,425
Sewer Tie-On	27,100	27,974	15,753	15,871
Pre-Treatment Permits	27,775	27,993	27,993	28,203
Interest Earnings	0	50,000	20,000	35,000
Transfer from Water Impact Fees	254,530	0	0	0
Transfer in for Education Building	148,928	148,928	148,928	148,928
Misc. Income	591,558	431,468	431,468	463,828
TOTAL REVENUES	\$100,558,078	\$112,947,318	\$107,829,544	\$117,307,178
TOTAL RESOURCES	\$105,381,686	\$116,968,718	\$120,259,591	\$125,531,207
APPROPRIATIONS				
Operating Expense				
Salaries & Wages	\$8,252,650	\$8,948,305	\$9,146,130	\$9,404,695
Materials & Supplies	1,735,472	5,079,551	7,442,775	5,520,370
Contractual	4,618,403	5,537,841	5,533,923	5,279,499
NTMWD - Water	26,973,343	31,529,375	29,883,055	33,399,761
NTMWD - Wastewater	11,413,675	14,087,958	13,448,733	13,851,825
NTMWD - Upper E. Fork Interceptor	6,744,634	8,344,313	8,125,793	9,093,939
Retirement of NTMWD Debt	815,191	828,355	829,240	837,195
Sundry	546,394	378,734	527,951	388,529
Reimbursements	265,134	275,144	245,589	224,300
Subtotal	\$61,364,896	\$75,009,576	\$75,183,189	\$78,000,112
Capital Outlay	147,451	0	1,470,584	0
TOTAL OPERATIONS	\$61,512,347	\$75,009,576	\$76,653,773	\$78,000,112
Transfer to General Fund	\$15,219,179	\$15,824,925	\$16,723,973	\$17,689,077
Transfer to Debt Service	2,250,000	2,200,000	2,200,000	2,200,000
Transfer to W & S CIP	7,800,000	11,835,000	11,835,000	13,875,000
Transfer to Capital Reserve	3,000,000	1,200,000	1,200,000	1,200,000
Transfer to Loss Fund	571,959	616,484	616,484	716,484
Transfer to Technology Fund	300,000	300,000	300,000	300,000
Transfer to Technology Services	2,198,154	2,272,660	2,406,331	2,402,069
Transfer for Sustainability	100,000	100,000	100,000	100,000
TOTAL TRANSFERS	\$31,439,292	\$34,349,069	\$35,381,788	\$38,482,630
TOTAL APPROPRIATIONS	\$92,951,639	\$109,358,645	\$112,035,561	\$116,482,742
WORKING CAPITAL	\$12,430,047	\$7,610,073	\$8,224,030	\$9,048,464
Days of Operation				42

WATER & SEWER FUND

- Water & Sewer Fund has been updated based on revised estimates received from NTMWD on July 31, 2009. Decrease in estimates due to favorable chemical bids received in June.
- Water rates are projected to increase 6.0% from \$1.18 to \$1.25 per 1,000 gallons in 2009-10. Sewer rates do not include an increase in order to decrease subsidizing water 13% revealed by a consultant rate study done this summer.
- Consultant study recommended implementing the conservation rate for over 20,000 gallons all year long as opposed to the current April 1st thru October 31st. Will impact 9% of residential customers.
- Implement conservation rate on commercial irrigation systems over 20,000 gallons all year long as opposed to the current April 1st thru October 31st. Will impact 38% of commercial customers.
- The budget includes the pass-through of all water and sewer rate increases as proposed by NTMWD effective October 1st of each year.
- Used 22.8 billion gallons resulting in a projected loss of water revenue of \$4.6 million during 2008-09.
- A credit from NTMWD of 0.42 cents is assumed to be received for our unused water O&M rebate totaling \$1.6M for 2008-09.
- Capital Improvement Projects are cash funded. Total FY 2008-09 equals \$11.8M and FY 2009-10 equals \$13.9M. Review funding alternatives including issuing debt for projects.

Residential												
	1999/2000	2000/2001	2001/2002 (1)	2002/2003	2003/2004	2004/2005 (2)	2005/2006	2006/2007 (3)	2006/2007 (4)	2006/2007 (5)	2006/2007 (6)	2006/2007 (7)
Min Charges (Includes 1,000)												
0.075	\$10.00	\$10.00	\$10.58	\$11.00	\$11.55	\$12.18	\$12.18	\$12.79	\$13.79	\$13.79	\$15.07	\$15.97
1.00	\$10.00	\$10.00	\$10.58	\$11.00	\$11.55	\$12.18	\$12.18	\$12.79	\$13.79	\$13.79	\$15.07	\$15.97
1.50	\$49.25	\$49.25	\$51.80	\$51.80	\$54.39	\$57.17	\$57.17	\$60.03	\$61.03	\$61.03	\$66.68	\$70.68
2.00	\$78.30	\$78.30	\$82.30	\$82.30	\$86.42	\$90.79	\$90.79	\$95.33	\$96.33	\$96.33	\$105.24	\$111.55
Consumption Charges												
1,001-5,000	\$0.08	\$0.08	\$0.17	\$0.17	\$0.18	\$0.24	\$0.24	\$0.25	\$0.26	\$0.32	\$0.35	\$0.37
5,001-20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.64	\$1.79	\$1.90
Winter greater than 20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.64	\$1.79	\$3.79
Summer greater than 20,000	\$1.84	\$1.84	\$2.10	\$2.50	\$2.63	\$2.86	\$2.86	\$3.00	\$3.15	\$3.27	\$3.57	\$3.79

Commerical												
	1999/2000	2000/2001	2001/2002 (1)	2002/2003	2003/2004	2004/2005 (2)	2005/2006	2006/2007 (3)	2006/2007 (4)	2006/2007 (5)	2006/2007 (6)	2006/2007 (7)
Min Charges (Includes 1,000)												
0.075	\$10.00	\$10.00	\$10.58	\$11.00	\$11.55	\$12.18	\$12.18	\$12.79	\$13.79	\$13.79	\$15.07	\$15.97
1.00	\$25.00	\$25.00	\$26.33	\$26.33	\$27.30	\$28.72	\$28.72	\$30.16	\$31.16	\$31.16	\$34.04	\$36.08
1.50	\$49.25	\$49.25	\$51.80	\$51.80	\$54.39	\$57.17	\$57.17	\$60.03	\$61.03	\$61.03	\$66.68	\$70.68
2.00	\$78.30	\$78.30	\$82.30	\$82.30	\$86.42	\$90.79	\$90.79	\$95.33	\$96.33	\$96.33	\$105.24	\$111.55
3.00	\$155.70	\$155.70	\$163.57	\$163.57	\$171.75	\$180.39	\$180.39	\$189.41	\$190.41	\$190.41	\$208.02	\$220.50
4.00	\$242.85	\$242.85	\$255.08	\$255.08	\$267.83	\$281.29	\$281.29	\$295.35	\$296.35	\$296.35	\$323.76	\$343.19
6.00	\$484.85	\$484.85	\$509.18	\$509.18	\$534.64	\$561.43	\$561.43	\$589.50	\$590.50	\$590.50	\$645.12	\$683.83
8.00	\$775.25	\$775.25	\$814.10	\$814.10	\$854.81	\$897.60	\$897.60	\$942.48	\$943.48	\$943.48	\$1,030.75	\$1,092.60
10.00	\$1,114.05	\$1,114.05	\$1,169.84	\$1,169.84	\$1,228.33	\$1,289.81	\$1,289.81	\$1,354.41	\$1,355.41	\$1,355.41	\$1,480.79	\$1,569.63
Consumption Charges												
1,001-5,000	\$0.08	\$0.08	\$0.17	\$0.17	\$0.18	\$0.24	\$0.24	\$0.25	\$0.26	\$0.32	\$0.35	\$0.37
5,001-20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.64	\$1.79	\$1.90
Over 20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.64	\$1.79	\$1.90
Over 20K Gal. Irrigation, year round	N/A	N/A	N/A	N/A	\$2.63	\$2.86	\$2.86	\$3.00	\$3.15	\$3.27	\$3.57	\$3.79

(1) = Rates effective 1/1/02
(2) = Rates effective 4/1/05
(3) = Rates effective 10/1/06
(4) = Rates effective 5/1/07
(5) = Rate effective 2/1/08
(6) = Rate effective 3/1/09
(7) = Proposed Rate 10/1/09

Residential

	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004 (1)	2004/2005 (2)	2005/2006 (3)	2006/2007 (4)	2006/2007 (5)	2/1/2008 (6)	3/1/2009 (7)	10/1/2009 (8)	% Change
Min Charges (Includes 1,000)	\$8.06	\$7.20	\$8.57	\$8.57	\$7.71	\$7.96	\$8.76	\$9.20	\$10.20	\$10.20	\$12.24	\$12.24	0.00%
Consumption Charges	\$2.40	\$2.14	\$2.55	\$3.00	\$2.70	\$2.79	\$3.07	\$3.22	\$3.38	\$3.55	\$4.26	\$4.26	0.00%
Sewer Cap	9,000 Gals	9,000 Gals	9,000 Gals	12,000 Gals	N/A	N/A	N/A	N/A	N/A	N/A			

Commercial

	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004 (1)	2004/2005 (2)	2005/2006 (3)	2006/2007 (4)	2006/2007 (5)	2/1/2008 (6)	3/1/2009 (7)	10/1/2009 (8)	% Change
Min Charges (includes 1,000)													
Meter Size	0.75	\$8.06	\$7.20	\$8.57	\$8.57	\$7.71	\$7.96	\$9.20	\$10.20	\$10.20	\$12.24	\$12.24	0.00%
	1.00	\$16.56	\$14.80	\$17.61	\$17.61	\$15.85	\$16.36	\$18.90	\$19.90	\$19.90	\$23.88	\$23.88	0.00%
	1.50	\$30.66	\$27.40	\$32.61	\$32.61	\$29.35	\$30.29	\$34.99	\$35.99	\$35.99	\$43.19	\$43.19	0.00%
	2.00	\$47.63	\$42.56	\$50.65	\$50.65	\$45.59	\$47.05	\$54.35	\$55.35	\$55.35	\$66.42	\$66.42	0.00%
	3.00	\$92.84	\$82.96	\$98.72	\$98.72	\$88.85	\$91.69	\$105.90	\$106.90	\$106.90	\$128.28	\$128.28	0.00%
	4.00	\$143.65	\$128.37	\$152.76	\$152.76	\$137.48	\$141.88	\$163.87	\$164.87	\$164.87	\$197.84	\$197.84	0.00%
	6.00	\$284.88	\$254.57	\$302.94	\$302.94	\$272.65	\$281.37	\$324.99	\$325.99	\$325.99	\$391.19	\$391.19	0.00%
	8.00	\$454.36	\$379.21	\$451.26	\$451.26	\$406.13	\$419.13	\$484.09	\$485.09	\$485.09	\$582.11	\$582.11	0.00%
	10.00	\$652.09	\$582.71	\$693.42	\$693.42	\$624.08	\$644.05	\$743.88	\$744.88	\$744.88	\$893.86	\$893.86	0.00%
Consumption Charges	\$2.40	\$2.14	\$2.55	\$3.00	\$2.70	\$2.79	\$3.07	\$3.22	\$3.38	\$3.55	\$4.26	\$4.26	0.00%

- (1) = WQA Sewer Rates Eff 4/1/04
- (2) = Rates Eff 10/1/04
- (3) = Rates Eff 4/24/06
- (4) = Rates Eff 10/1/06
- (5) = Rates Eff 5/1/07
- (6) = Rates Eff 2/1/08
- (7) = Rates Eff 3/1/09
- (8) = Proposed Rates 10/1/09

**Possible Increased Revenue Using
Summer Rates All Year**

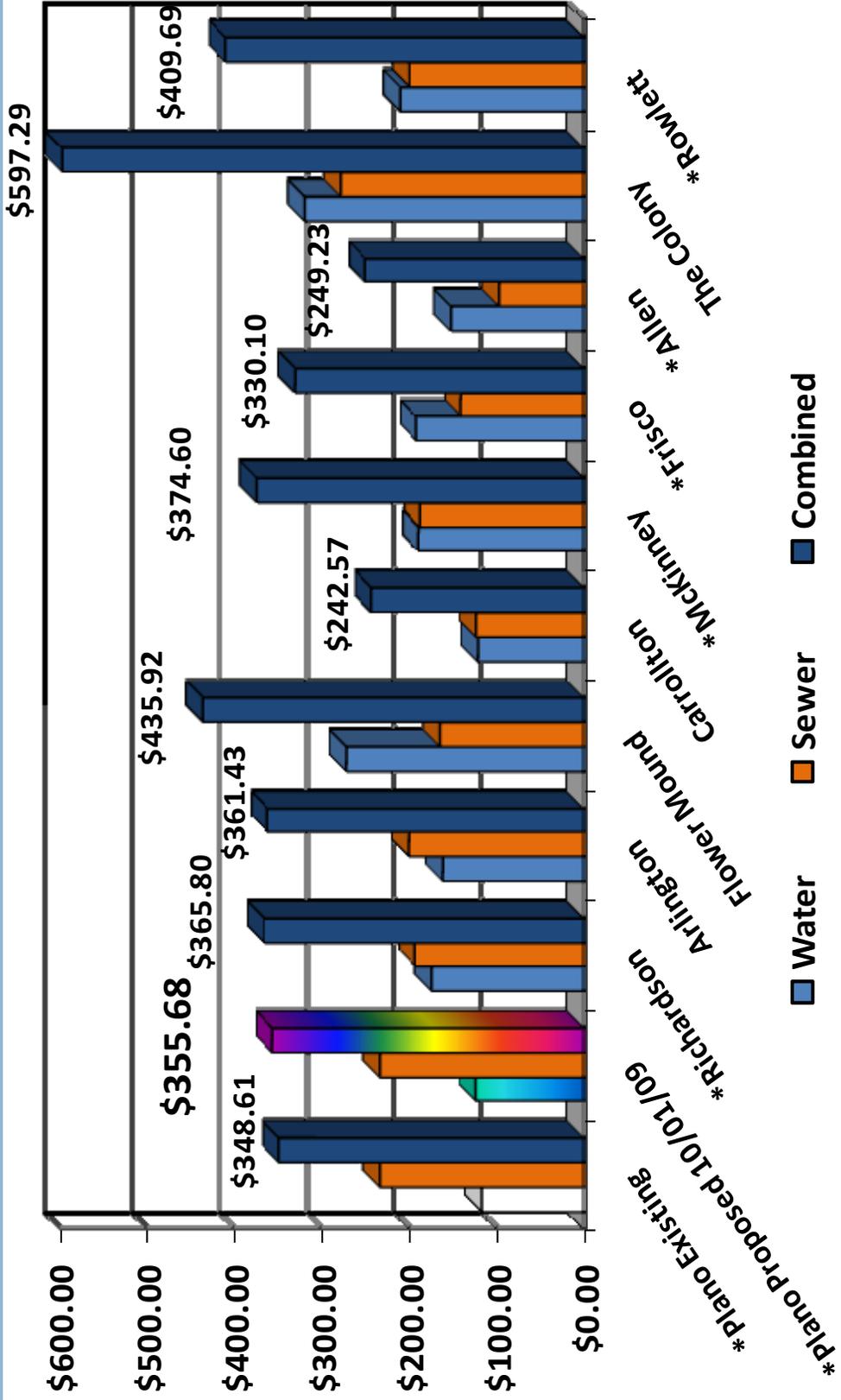
08-09 Consumption - Current Rates

	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09	Totals
Residential Domestic						
Total Consumption	427,397,000	215,446,000	130,713,000	96,021,000	125,973,000	995,550,000
Count	13,397	6,894	4,177	3,176	4,231	31,875
Up to 20,000	267,940,000	137,880,000	83,540,000	63,520,000	84,620,000	
Over 20,000	159,457,000	77,566,000	47,173,000	32,501,000	41,353,000	
Current Revenue @ \$1.79	\$285,428.03	\$138,843.14	\$84,439.67	\$58,176.79	\$74,021.87	
Proposed Revenue @ \$3.57	\$569,261.49	\$276,910.62	\$168,407.61	\$116,028.57	\$147,630.21	
Additional Revenue Generated	\$283,833.46	\$138,067.48	\$83,967.94	\$57,851.78	\$73,608.34	\$637,329.00
Average Increase to Monthly Bill	\$21.19	\$20.03	\$20.10	\$18.22	\$17.40	\$19.99
Residential Sprinkler						
Total Consumption	19,335,000	11,060,000	5,926,000	6,802,000	7,581,000	50,704,000
Count	149	115	75	85	96	520
Up to 20,000	2,980,000	2,300,000	1,500,000	1,700,000	1,920,000	
Over 20,000	16,355,000	8,760,000	4,426,000	5,102,000	5,661,000	
Current Revenue @ \$1.79	\$29,275.45	\$15,680.40	\$7,922.54	\$9,132.58	\$10,133.19	
Proposed Revenue @ \$3.57	\$58,387.35	\$31,273.20	\$15,800.82	\$18,214.14	\$20,209.77	
Additional Revenue Generated	\$29,111.90	\$15,592.80	\$7,878.28	\$9,081.56	\$10,076.58	\$71,741.12
Average Increase to Monthly Bill	\$195.38	\$135.59	\$105.04	\$106.84	\$104.96	\$137.96
Commercial Sprinkler						
Total Consumption	381,694,000	220,166,000	114,408,000	96,424,000	131,971,000	944,663,000
Count	1,693	1,389	1,014	851	1,052	5,999
Up to 20,000	33,860,000	27,780,000	20,280,000	17,020,000	21,040,000	
Over 20,000	347,834,000	192,386,000	94,128,000	79,404,000	110,931,000	
Current Revenue @ \$1.79	\$622,622.86	\$344,370.94	\$168,489.12	\$142,133.16	\$198,566.49	
Proposed Revenue @ \$3.57	\$1,241,767.38	\$686,818.02	\$336,036.96	\$283,472.28	\$396,023.67	
Additional Revenue Generated	\$619,144.52	\$342,447.08	\$167,547.84	\$141,339.12	\$197,457.18	\$1,467,935.74
Average Increase to Monthly Bill	\$365.71	\$246.54	\$165.23	\$166.09	\$187.70	\$244.70
				GRAND TOTAL		\$2,177,005.86

Water & Sewer Rate – Monthly Increase

- Residential $\frac{3}{4}$ " Customer – 10,000 gallons
 - Water - \$25.42 to \$26.95
 - Sewer - \$50.58 \$50.58
 - Total - \$76.00 to \$77.53 = \$1.53 increase
- Commercial 1" Customer – 50,000 gallons
 - Water - \$115.99 to \$123.06
 - Sewer - \$232.62 \$232.62
 - Total - \$348.61 to \$355.68 = \$7.07 increase

Commercial 1" Comparison for 50,000 Gallons



* Cities serviced by NTMWD. Rates for the City of Plano include increases by NTMWD. Other Cities Rate Source: TML Survey, June 2009.

WATER FUND SUMMARY

	<u>Re-Estimate</u> <u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>Future</u>
Beginning Fund Balance	5,435,707	7,183,896	5,142,460	5,084,721	4,431,982	4,939,243	4,952,504
Transfer from Operations	5,980,000	8,875,000	6,750,000	6,750,000	5,000,000	4,250,000	5,000,000
Impact Fees	3,882,910						
Total Resources	15,298,617	16,058,896	11,892,460	11,834,721	9,431,982	9,189,243	9,952,504
Total Expenditures	8,114,721	10,916,436	6,807,739	7,402,739	4,492,739	4,236,739	5,313,739
Ending Fund Balance	7,183,896	5,142,460	5,084,721	4,431,982	4,939,243	4,952,504	4,638,765

SEWER FUND SUMMARY

	<u>Re-Estimate</u> <u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>Future</u>
Beginning Fund Balance	7,667,014	7,486,495	3,021,059	1,808,320	1,387,581	1,308,842	1,230,103
Transfer from Operations	5,855,000	5,000,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
Impact Fees	43,202						
Total Resources	13,565,216	12,486,495	7,521,059	6,308,320	5,887,581	5,808,842	5,730,103
Total Expenditures	6,078,721	9,465,436	5,712,739	4,920,739	4,578,739	4,578,739	4,878,739
Ending Fund Balance	7,486,495	3,021,059	1,808,320	1,387,581	1,308,842	1,230,103	851,364

W&S Operation Transfer to Water CIP & Sewer CIP

	Re-Estimate	2009-10	2010-11	2011-12	2012-13	2013-14	Future
<u>W&S Operating Transfers</u>							
Water Transfers	5,980,000	8,875,000	6,750,000	6,750,000	5,000,000	4,250,000	5,000,000
Sewer Transfers	5,855,000	5,000,000	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
Total W&S Operating Transfers	11,835,000	13,875,000	11,250,000	11,250,000	9,500,000	8,750,000	9,500,000

**City of Plano, Texas
Water and Sewer Revenue Bonds - \$20,000,000 in proceeds over 3 year period**

FYE	Series 2010 - 4.50%		Series 2011 - 4.75%		Series 2012 - 4.75%		Less: Estimated DSRF Earnings	Total Estimated Net Debt Service Requirements
	Principal	Interest	Principal	Interest	Principal	Interest		
2010	\$ 500,000	\$ 545,400	\$ 485,000	\$ 576,769	\$ 410,000	\$ 487,350	\$ (9,935)	\$ 1,035,465
2011	700,000	341,100	700,000	361,475	410,000	487,350	(20,021)	2,082,848
2012	735,000	309,600	700,000	361,475	410,000	487,350	(27,548)	2,975,877
2013	765,000	276,525	730,000	328,225	590,000	305,425	(27,548)	2,967,627
2014	800,000	242,100	765,000	293,550	615,000	277,400	(27,548)	2,965,502
2015	835,000	206,100	800,000	257,213	645,000	248,188	(27,548)	2,963,952
2016	875,000	168,525	840,000	219,213	675,000	217,550	(27,548)	2,967,739
2017	915,000	129,150	880,000	179,313	710,000	185,488	(27,548)	2,971,402
2018	955,000	87,975	920,000	137,513	745,000	151,763	(27,548)	2,969,702
2019	1,000,000	45,000	965,000	93,813	780,000	116,375	(27,548)	2,972,639
2020			1,010,000	47,975	815,000	79,325	(27,548)	1,924,752
2021					855,000	40,613	(27,548)	868,064
2022								
2023								
2024								
2025								
2026								
2027								
2028								
2029								
2030								
2031								
2032								
Totals	\$ 8,080,000	\$ 2,351,475	\$ 8,095,000	\$ 2,495,056	\$ 6,840,000	\$ 2,109,475	\$ (305,437)	\$ 29,665,569

Assumptions:

- Cost of issuance of \$85,000 included in each issue.
- Each issue funds required Debt Service Reserve Fund based on average annual debt service requirements of all outstanding bonds.
- Assumes interest earnings of: 1% on debt service reserve fund balance.

**City of Plano, Texas
Water and Sewer Revenue Bonds - \$20,000,000 in proceeds over 3 year period**

FYE	Series 2010 - 5.25%		Series 2011 - 5.50%		Series 2012 - 5.50%		Less: Estimated DSRF Earnings	Total Estimated Net Debt Service Requirements
	Principal	Interest	Principal	Interest	Principal	Interest		
2010								
2011	\$ 40,000	\$ 607,950	\$ 25,000	\$ 638,138	\$ 20,000	\$ 545,325	\$ (6,327)	\$ 641,623
2012	245,000	403,200	240,000	424,050	205,000	362,450	(12,806)	1,298,532
2013	260,000	390,338	255,000	410,850	215,000	351,175	(18,027)	1,861,686
2014	270,000	376,688	265,000	396,825	230,000	339,350	(18,027)	1,861,961
2015	285,000	362,513	280,000	382,250	240,000	326,700	(18,027)	1,857,486
2016	300,000	347,550	300,000	366,850	255,000	313,500	(18,027)	1,861,123
2017	315,000	331,800	315,000	350,350	270,000	299,475	(18,027)	1,862,323
2018	335,000	315,263	330,000	333,025	285,000	284,625	(18,027)	1,866,086
2019	350,000	297,675	350,000	314,875	300,000	268,950	(18,027)	1,862,148
2020	370,000	279,300	370,000	295,625	315,000	252,450	(18,027)	1,865,773
2021	390,000	259,875	390,000	275,275	330,000	235,125	(18,027)	1,866,423
2022	410,000	239,400	410,000	253,825	350,000	216,975	(18,027)	1,864,098
2023	430,000	217,875	435,000	231,275	370,000	197,725	(18,027)	1,858,798
2024	455,000	195,300	455,000	207,350	390,000	177,375	(18,027)	1,865,523
2025	475,000	171,413	480,000	182,325	410,000	155,925	(18,027)	1,858,461
2026	505,000	146,475	510,000	155,925	435,000	133,375	(18,027)	1,863,148
2027	530,000	119,963	535,000	127,875	460,000	109,450	(18,027)	1,863,786
2028	555,000	92,138	565,000	98,450	485,000	84,150	(18,027)	1,860,361
2029	585,000	63,000	630,000	67,375	510,000	57,475	(18,027)	1,862,873
2030	615,000	32,288	630,000	34,650	535,000	29,425	(18,027)	1,860,786
2031					565,000	567,475	(18,027)	1,214,098
2032					595,000	564,425	(18,027)	546,398
Totals	\$ 7,720,000	\$ 5,250,000	\$ 7,735,000	\$ 5,547,163	\$ 6,610,000	\$ 4,741,000	\$ (379,671)	\$ 37,223,491

Assumptions:

- Cost of issuance of \$85,000 included in each issue.
- Each issue funds required Debt Service Reserve Fund based on average annual debt service requirements of all outstanding bonds.
- Assumes interest earnings of: 1% on debt service reserve fund balance.

City of Plano, Texas
Certificates of Obligation - \$20,000,000 in proceeds over 3 year period

FYE	Series 2010 - 4.25% Issued 3/1/10 - Funds \$7,000,000		Series 2011 - 4.50% Issued 3/1/11 - Funds \$7,000,000		Series 2012 - 4.50% Issued 3/1/12 - Funds \$6,000,000		Total Estimated Debt Service Requirements
	Principal	Interest	Principal	Interest	Principal	Interest	
2010	\$ 450,000	\$ 451,669	\$ 901,669	\$ 901,669	\$ 901,669	\$ 901,669	\$ 901,669
2011	620,000	281,988	901,988	913,238	1,815,225	1,815,225	1,815,225
2012	645,000	255,638	900,638	914,250	2,600,625	2,600,625	2,600,625
2013	675,000	228,225	903,225	916,575	2,606,750	2,606,750	2,606,750
2014	705,000	199,538	904,538	912,550	2,600,188	2,600,188	2,600,188
2015	735,000	169,575	904,575	917,400	2,605,325	2,605,325	2,605,325
2016	765,000	138,338	903,338	915,675	2,606,488	2,606,488	2,606,488
2017	795,000	105,825	900,825	912,600	2,598,675	2,598,675	2,598,675
2018	830,000	72,038	902,038	913,175	2,602,113	2,602,113	2,602,113
2019	865,000	36,763	901,763	917,175	2,606,138	2,606,138	2,606,138
2020				875,000	720,000	66,150	1,700,525
2021				875,000	720,000	66,150	1,700,525
2022				875,000	720,000	66,150	1,700,525
2023				875,000	720,000	66,150	1,700,525
2024				875,000	720,000	66,150	1,700,525
2025				875,000	720,000	66,150	1,700,525
2026				875,000	720,000	66,150	1,700,525
2027				875,000	720,000	66,150	1,700,525
2028				875,000	720,000	66,150	1,700,525
2029				875,000	720,000	66,150	1,700,525
2030				875,000	720,000	66,150	1,700,525
2031				875,000	720,000	66,150	1,700,525
2032				875,000	720,000	66,150	1,700,525
Totals	\$ 7,085,000	\$ 1,939,594	\$ 9,024,594	\$ 7,085,000	\$ 2,062,013	\$ 9,147,013	\$ 26,027,469

Assumptions:
-Cost of issuance of \$85,000 included in each issue.

City of Plano, Texas
Certificates of Obligation - \$20,000,000 in proceeds over 3 year period

FYE	Series 2010 - 5% Issued 3/1/10 - Funds \$7,000,000		Series 2011 - 5.25% Issued 3/1/11 - Funds \$7,000,000		Series 2012 - 5.25% Issued 3/1/12 - Funds \$6,000,000		Total Estimated Debt Service Requirements
	Principal	Interest	Principal	Interest	Principal	Interest	
2010							
2011	\$ 50,000	\$ 531,375	\$ 40,000	\$ 557,944	\$ 30,000	\$ 479,194	\$ 581,375
2012	230,000	351,750	225,000	369,863	195,000	317,888	1,179,694
2013	240,000	340,250	235,000	368,050	205,000	307,650	1,684,306
2014	255,000	328,250	250,000	345,713	215,000	296,888	1,689,188
2015	265,000	315,500	265,000	332,588	225,000	285,600	1,688,863
2016	280,000	302,250	275,000	318,675	235,000	273,788	1,691,725
2017	295,000	288,250	290,000	304,238	250,000	261,450	1,687,525
2018	310,000	273,500	305,000	289,013	265,000	248,325	1,686,525
2019	325,000	258,000	320,000	273,000	275,000	234,413	1,688,463
2020	340,000	241,750	340,000	256,200	290,000	219,975	1,688,075
2021	355,000	224,750	355,000	238,350	305,000	204,750	1,685,363
2022	375,000	207,000	375,000	219,713	325,000	188,738	1,685,325
2023	395,000	188,250	395,000	200,025	340,000	171,675	1,687,713
2024	415,000	168,500	415,000	179,288	360,000	153,825	1,692,263
2025	435,000	147,750	440,000	157,500	375,000	134,925	1,688,713
2026	455,000	126,000	460,000	134,400	395,000	115,238	1,692,325
2027	480,000	103,250	485,000	110,250	415,000	94,500	1,687,575
2028	500,000	79,250	510,000	84,788	440,000	72,713	1,684,738
2029	530,000	54,250	540,000	58,013	460,000	49,613	1,688,538
2030	555,000	27,750	565,000	29,663	485,000	25,463	1,693,475
2031							1,104,275
2032							510,463
Totals	\$ 7,085,000	\$ 4,557,625	\$ 7,085,000	\$ 4,817,269	\$ 6,085,000	\$ 4,136,606	\$ 33,766,500

Assumptions:
-Cost of issuance of \$85,000 included in each issue.

CITY OF PLANO

BENEFITS PLAN MONTHLY CONTRIBUTION RATES

Effective January 1, 2010

Plan	Coverage Category	City Contribution	Employee Contribution	UHC Total	COBRA
MEDICAL					
UHC - Core Plan	Employee Only	\$437	\$38	\$475	\$484.50
	Employee + Spouse	\$1,039	\$189	\$1,228	\$1,252.56
	Employee + Children	\$759	\$119	\$878	\$895.56
	Family	\$1,473	\$297	\$1,770	\$1,805.40
DENTAL					
UHC	Employee Only	\$20.16	\$13.44	\$33.60	\$34.27
	Employee + Spouse	\$33.60	\$33.60	\$67.20	\$68.54
	Employee + Children	\$40.32	\$43.68	\$84.00	\$85.68
	Family	\$57.80	\$69.88	\$127.68	\$130.23
VISION					
UHC Vision	Employee Only	\$0.00	\$9.68	\$9.68	\$9.87
	Employee + Spouse	\$0.00	\$15.48	\$15.48	\$15.79
	Employee + Children	\$0.00	\$15.84	\$15.84	\$16.16
	Family	\$0.00	\$25.48	\$25.48	\$25.99

PHARMACY

Caremark		Coinsurance	Minimum	Maximum
Retail	Tier 1	15%	\$6	\$15
	Tier 2	25%	\$30	\$45
	Tier 3	40%	\$45	\$60
Mail	Tier 1	15%	\$12	\$30
	Tier 2	25%	\$60	\$90
	Tier 3	40%	\$90	\$120
Per 30 day supply	Specialty Drugs		\$120	\$120

\$2500 Max. OOP/Participant

\$100 Family Deductible



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MEMORANDUM

DATE: *March 3, 2009*

TO: *Greg Rushin, Chief of Police*

FROM: *Danny Alexander, Planning and Research Coordinator*

SUBJECT: *2008 Service Standard Index and 2009/10 Service Standard Index Considering Optional Personnel Reductions*

The Planning and Research Unit completed its analysis of the 2008 Service Standard Index and submits to you the findings in the following report. The Police Department has been using Service Standard Index model since 1992. This model is the most reliable method of determining future staffing needs for First Responders. First Responders are those officers assigned to the Patrol Service Division whose primary responsibility is to respond to calls for service from persons requesting or in need of police services. The premise of the formula is based on the fact that the number of calls for service an officer can respond to in a given time frame is limited by the average length of a call and the amount of available time the officer actually has available in an average workday. Several factors influence Service Standard Index and are determined in order to calculate Service Standard Index formula, including:

- The average amount of time needed for an officer to respond to and resolve a call for service, from the time they are dispatched until the time they clear from the call;
- The number of calls for police service that consumed some portion of an officer's duty time;
- The average number of citations and warnings issued per officer;
- The average number of back up calls;
- The total time an officer is available to respond to calls for service. This figure takes into consideration the available time that is lost due to vacation, compensatory time taken, training, sick leave, military leave, time spent in court, holiday leave, emergency leave, injury leave, etc.

Implementation of the Service Standard Index also requires that police administrators determine the desirable amount of available time that officers are free to perform preventive patrol, neighborhood problem solving, traffic enforcement, and informal community interaction. The department has set a "target" ratio of 60 percent available time to 40 percent obligated time (60/40). This target is based upon recommendations of the International Association of Chiefs of Police. The 60/40 formula allows sufficient time for preventive patrol duties and aggressive traffic enforcement. More importantly, it provides adequate patrol coverage during peak call periods. This is a critical

consideration because it allows the Department to maintain a reasonable response time to priority calls. In 2008, the average response time to priority calls for service was 5.13 minutes.

Over the years application of the formula has been further refined to exclude calls for service that are answered by officers who, although assigned to the Field Operations Bureau, are not considered Primary First Responders such as the Canine Officers, Patrol Lieutenants, Patrol Administrative Sergeants, High Visibility Enforcement Officers, and School Liaison Officers. The only personnel considered as Primary First Responders for the purposes of calculating the 2008 Service Standard Index were 156 Patrol Officers, 14 Patrol Sergeants, 13.5 Neighborhood Police Officers (NPO), and 2 Neighborhood Policing Sergeants. In June 2008, the department reduced its Primary First Responders by a Neighborhood Policing Officer, thus the 13.5 NPO allocations for 2008.

Another key factor adjusted in the formula was the mean time of the call for service duration. An analysis of the applicable calls for service found several hundred calls for service where the call duration exceeded an officer's normal 8 hours of duty. It is believed that officers are failing to close out a call for service, and therefore the call duration clock continues to roll until the error is observed and the call is closed out. Standard Deviation calculations were used to adjust for the abnormal call duration times and determine the mean.

Application of the formula yields four key numbers:

1. SSI - The "Actual" average number of calls assigned to an officer during the given year;
2. SSI₁ - The "Ideal," which is the number of calls an officer could be assigned within the given year and still maintain the 60/40 ratio of available to obligated patrol time. The "Ideal" number assumes that the "Ideal number" of officers are present 100 percent of the available time to answer calls for service. The "Ideal" number does not consider lost time due to vacancies;
3. SSI₂ - The "Key point" for allocation purposes. This point is usually 18 - 24 months prior to the critical point being reached. This point identifies when personnel should be on-line on or about the time the "Critical" point is reached thus relieving mounting calls of service pressure and increasing response time;
4. SSI₃ - The "Critical" point is reflective of a 50/50 ratio of available to obligated patrol time where it is assumed response times will increase and the citizen perception of safety will be weakened.

Current Application of the Service Standard Index

Based on data from calendar year 2008:

1. SSI = 513 Actual
2. SSI₁ = 479 Ideal
3. SSI₂ = Not Calculated This Year Due to Impending Budget Reductions
4. SSI₃ = 608 Critical

In 2008, Primary First Responders (169 actual) within the Patrol Services Division answered an average of 513 calls for service per officer. This figure was 34 calls more than what is considered

“Ideal” (a 60/40 ratio) and 95 calls less than “Critical” (a 50/50 ratio). The ratio of unobligated to obligated time for 2008 was 57/43.

The Service Standard Index for the FY 2009-2010 budget year projects that the current primary first responder authorization level of 185 officers is five officers more than the 180 officers that is necessary to achieve the “Ideal.” However, it is important to remember that the “Ideal” SSI assumes that 180 officers are staffed 100 percent of the time and 40 percent of their available time is obligated. A true “Ideal” index is nearly impossible due to the attrition rate, military active duty leave, injury leave, light duty assignments, and long-term sick leave for Primary First Responders.

OPTION	SSI	SSI ₁	SSI ₃	Actual Ratio	Officers SSI 2008	Officers “Ideal”	Current Authorized	Difference Between Authorized and Ideal
Current	513	479	608	57/43	169	180	185	+5

The following chart depicts the number of officers required to stay within the 10 percent band available / obligated time between the Ideal and critical index.

Difference in Current Authorized and Needed Officer to Maintain Ratio	Officers	Ratio	
0 Officer	185	61% available / 39% obligated	
-5 Officers	180	60% available / 40% obligated	Ideal
-11 Officer	174	59% available / 41% obligated	
-15 Officer	170	58% available / 42% obligated	
-16 Officers	169	57% available / 43% obligated	Current (2008)
-20 Officers	165	56% available / 44% obligated	
-23 Officer	162	55% available / 45% obligated	
-27 Officers	158	54% available / 46% obligated	
-30 Officers	155	53% available / 47% obligated	
-34 Officers	151	52% available / 48% obligated	
-37 Officers	148	51% available / 49% obligated	
-40 Officers	145	50% available / 50% obligated	Critical

In 2008 the attrition rate in Patrol, with those officer positions considered Primary First Responders, was 9.1 percent. Given the possibility of reductions in sworn personnel due to budget cutback in the FY 2009/10, the attrition rate is forecasted to be approximately 5 percent. The 5 percent attrition rate is based on the fact that for the last two years the attrition rate has declined and if there are reductions in sworn staffing levels, those officers in the reductions numbers would be placed on a three-year reinstatement lists. Texas Local Government Code, 143.085(b), Force Reduction and Reinstatement List, requires that officers in the lowest classification whose position is abolished be placed on a reinstatement list that is valid for three-years. The Civil Service Commission can request that the list extend beyond three years. Therefore, any vacancies occurring during this period would be filled more expediently since recruitment and testing are not required.

FY 2009/10 Proposed Reduction in Authorized Sworn Personnel Positions

This section of the report considers the effects that proposed reductions in the number of certain authorized sworn personnel positions would have on Primary First Responders’ call load. Each

option reviewed is cumulative with the previous option(s). A comparison chart of the options is at the end of the options' narratives.

Option 1 proposes the reduction of six middle school liaison officers, one special programs school liaison officer and a school liaison sergeant. These positions are not Primary First Responders. While it is difficult to determine the number of incidents prevented by the officers' mere presence on the school campuses, it is projected that for Patrol Primary First Responders to absorb the middle school's calls for service normally handled by these officers will require one officer to reach the "Ideal" index of 181 officers

Option 2 includes reductions from Option 1 and eliminates two Neighborhood Policing Unit Officers. This option actually lowers the authorized number of Primary First Responders from 185 to 183 officers. The "Ideal" index is projected to remain at 181 officers.

Option 3 includes reductions outline in Options 1-2, and eliminates eight high school and senior high school liaison officers as well as a school liaison sergeant. These positions are not Primary First Responders. As outlined in the reduction of middle school liaison officers, it is difficult to determine the number of incidents prevented by the officers' mere presence on the school campuses. It is projected that for Patrol Primary First Responders to absorb the high schools' and the senior high schools' calls for service normally handled by these officers will require one officer in order to reach the "Ideal" index 182 officers.

Option 4 includes the reductions outlined in Options 1 -3 and eliminates five motorcycle officers and a motorcycle sergeant. These positions are not Primary First Responders. Primary First Responders would absorb the calls for service normally handled by these officers. The "Ideal" number of officers in this option is two less than the projected authorized number of 183.

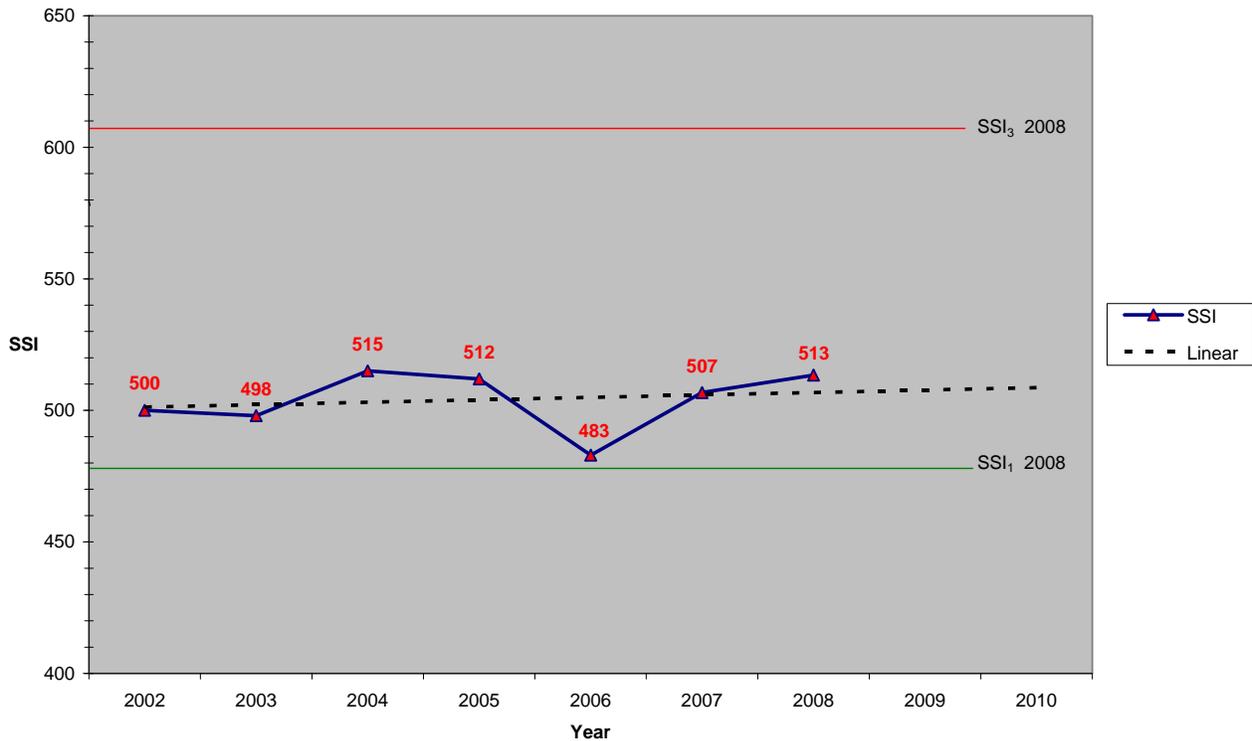
The following charts summarize and compares the SSI data for the options described above as well the current SSI indices. Please note that the current SSI index of 513 considers that there was a 9.1 percent attrition rate in Primary First Responders in 2008. Options 1 – 4 the SSI index assumes a 5 percent attrition rate. Therefore, the SSI indices in Options 1 - 4 will be lower than the current SSI index, but the Option's indices will increase slightly in each Option as additional calls for services considered.

OPTION	SSI	SSI ₁	SSI ₃	Actual Ratio	Officers "Ideal"	Current Authorized	Difference Between Authorized and Ideal
Current	513	479	608	57/43	180	185	+5
OPTION	SSI	SSI ₁	SSI ₃	Projected Ratio	Projected Officers "Ideal"	Projected Authorized Officers	Difference Between Projected Authorized and Projected Ideal
Option 1	494	478	608	59/41	181	185	+4
Option 2	500	478	608	58/42	181	183	+2
Option 3	504	480	610	58/42	182	183	+1
Option 4	505	472	602	57/43	185	183	-2

Future Trends

The future trends surrounding several factors will determine when additional Patrol personnel are needed. It normally takes about 18 – 24 months to recruit, hire, and train an Officer before they are able to function independently so that they are contributing to the “Ideal” index. There is a band between “Ideal” and “Critical.” The current SSI and all four options are within acceptable limits of the band between “Ideal” and “Critical.” The closer to critical we creep to the “Critical,” it is assumed response times will increase and the citizen perception of safety will be weakened. The following chart depicts the Service Standard Index trend since 2002 and projects it through 2010.

SERVICE STANDARD INDEX TREND

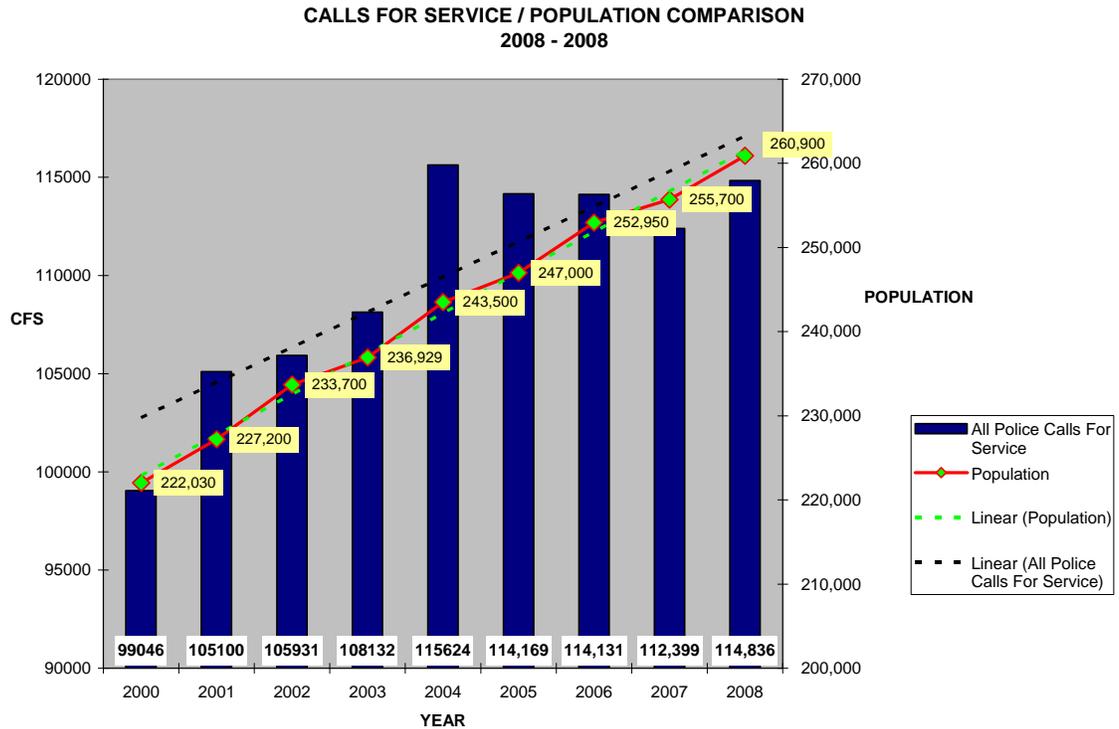


The Police Department has experienced growth in the number of Officers over the past 10 years, fueled partially by population growth. As the City is approaching maturity, and the population stabilizes, we still project there will be a need for additional Officers to staff the Police Department. This is driven by several factors identified in the SSI formula including (1) Calls for service, (2) the percent of calls answered by PSO's, (3) Average time on calls, (4) Officer time available, (5) and the number of citations and warning tickets issued.

1. Calls For Service

The trend line for calls for service steadily increased from 1999 to 2004. However, there was a 1.3 percent decrease in Patrol calls for service in 2005 and a 0.4 percent decrease in 2006. In 2007, Patrol calls for service decreased 9.63 percent and in 2008 calls for service increased 1.85 percent. In the past, we have predicted as the City reaches maturity calls for service will flatten out. This flattening out trend seems to be emerging.

Calls For Service			
2001	+6.36%	2005	-1.3%
2002	+3.18%	2006	-0.04%
2003	+5.3%	2007	-9.63%
2004	+6.9%	2008	+1.85%

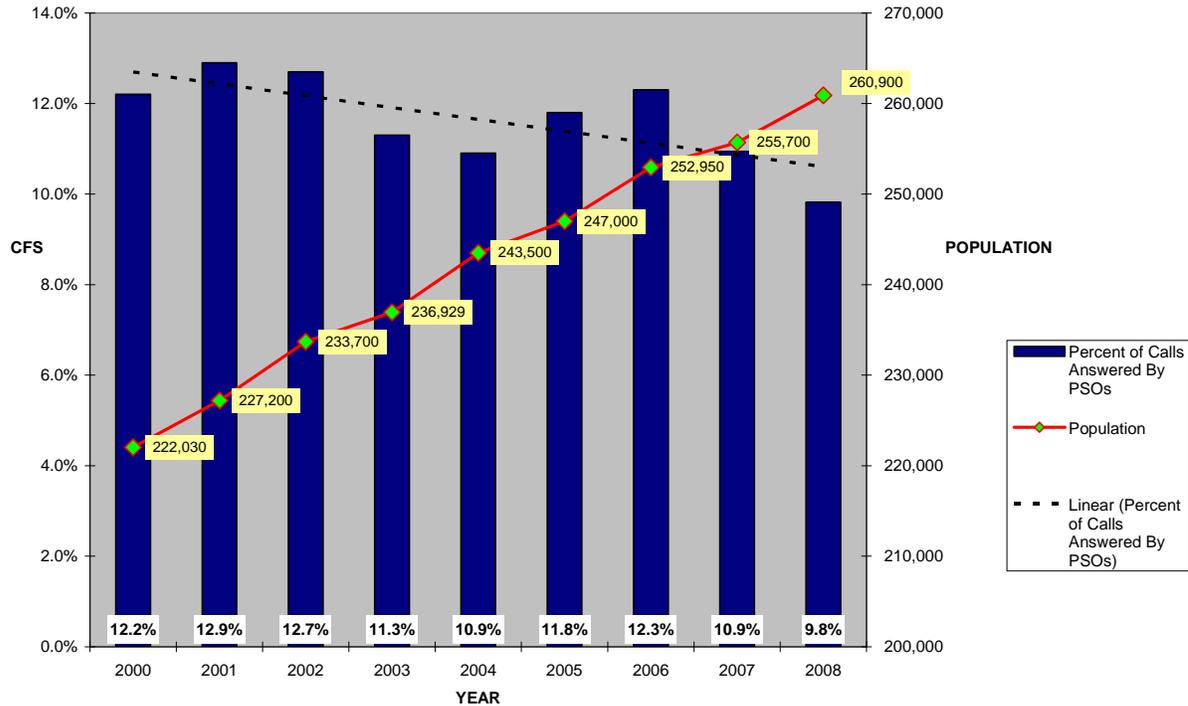


2. Calls For Service Handled By Public Safety Officers

Another staffing factor is the number of calls for service the Public Safety Officers (PSO's) handle. Generally, the less the number of calls handled by Public Safety Officers (PSO's), the more Police Officers will be needed to handle those calls. The percentage of calls for service PSOs handled in 2008 decreased from 10.9 percent to 9.8 percent. Our target goal is 12 percent.

Percentage of Calls Handled by PSO's			
2002	12.7%	2005	11.8%
2003	11.3%	2006	12.3%
2004	10.9%	2007	10.9%
		2008	9.8%

**PERCENT OF CALLS FOR SERVICE ANSWERED BY PSOs
2000 - 2008**



3. Average Duration of Call For Service

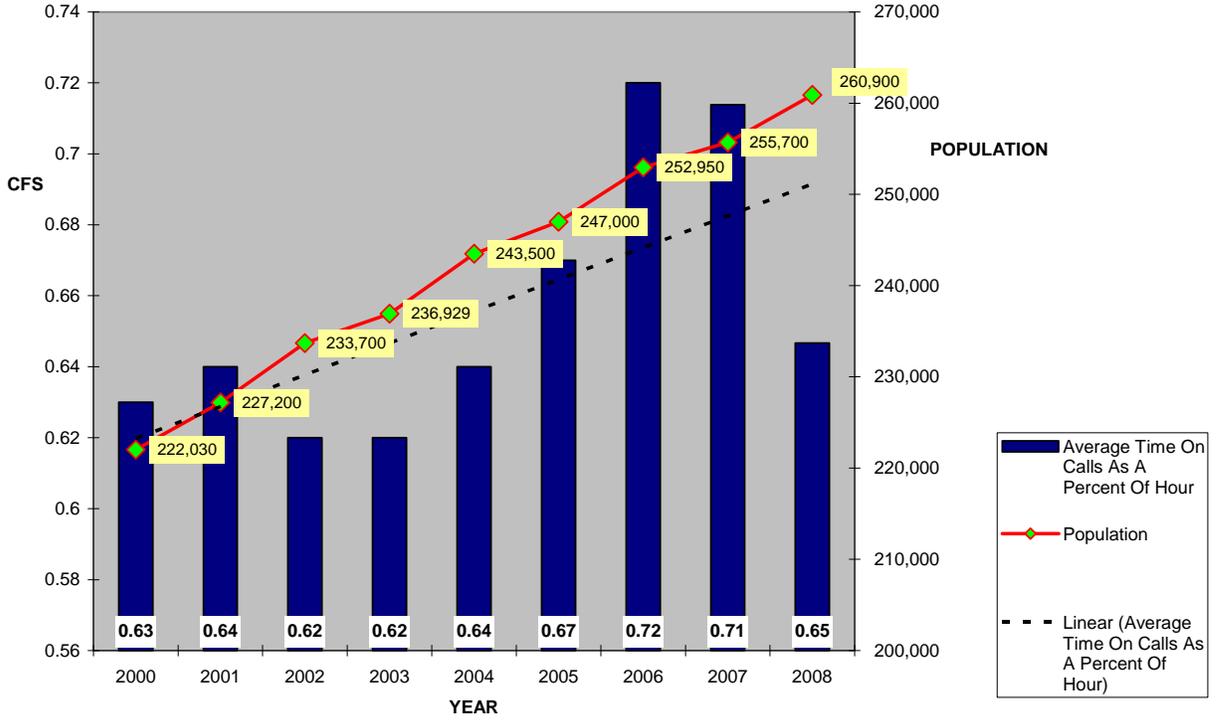
The average amount of time spent on calls for service showed an upward trend in 2002 – 2006. However, in 2007 and 2008 the call duration declined to 42.0 minutes and 38.8 minutes respectfully. Generally, as the average time on calls increases or decreases, so does the projected need for Officers. We saw a significant decrease in the time spent on calls in 2008 from 42.0 minutes to 38.8 minutes, and this is the primary factor driving the decrease in SSI this year. We have recently completed a Sector / Beat Realignment study that is proposed to be implemented on April 1, 2009. One of the purposes of the study was to restructure beats and sectors to lower response times, which if occurs should lower call duration time.

Average Time Spent on Calls

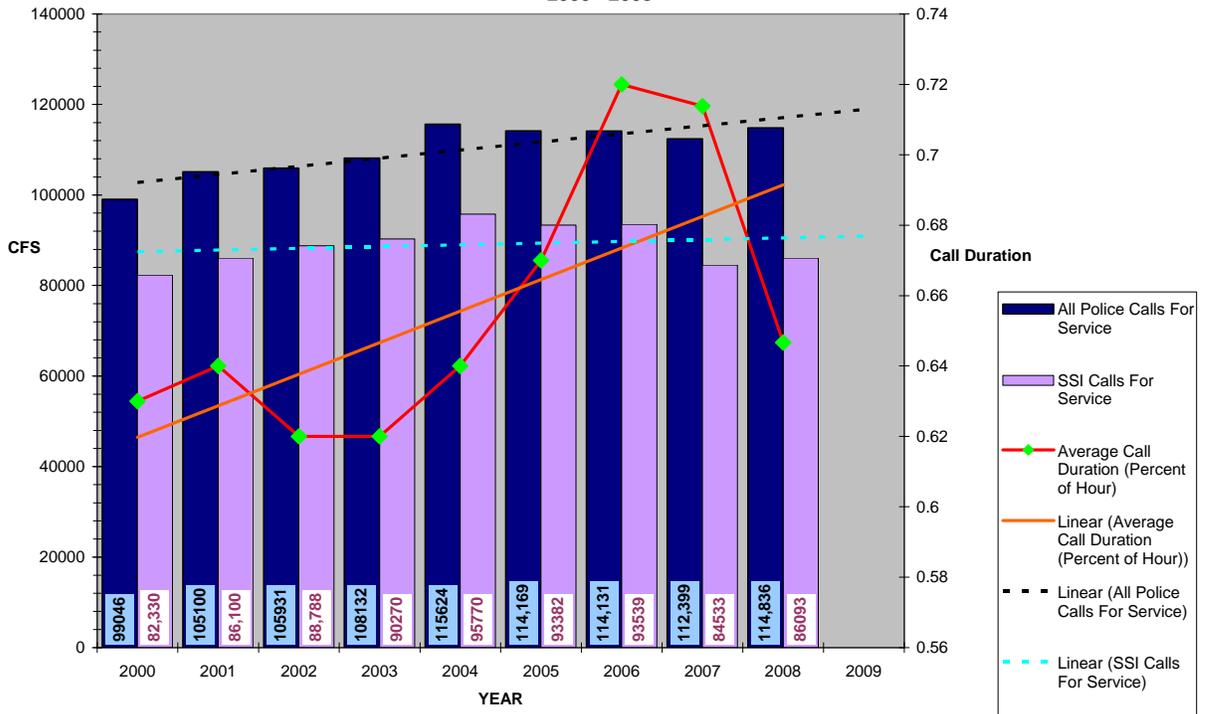
2001	38.4 minutes
2002	37.2 minutes
2003	37.2 minutes
2004	38.4 minutes
2005	40.2 minutes
2006	43.2 minutes
2007	42.0 minutes
2008	38.8 minutes

The cause(s) for the 2008 decreases is not been fully identified, but we suspect the reduction in the attrition rate for Primary First Responders from 13.3 percent in 2007 to 9.1 percent in 2008 may have contributed to this decrease.

AVERAGE TIME SPENT ON CALLS
 Shown as Percent of an Hour
 2000 - 2008

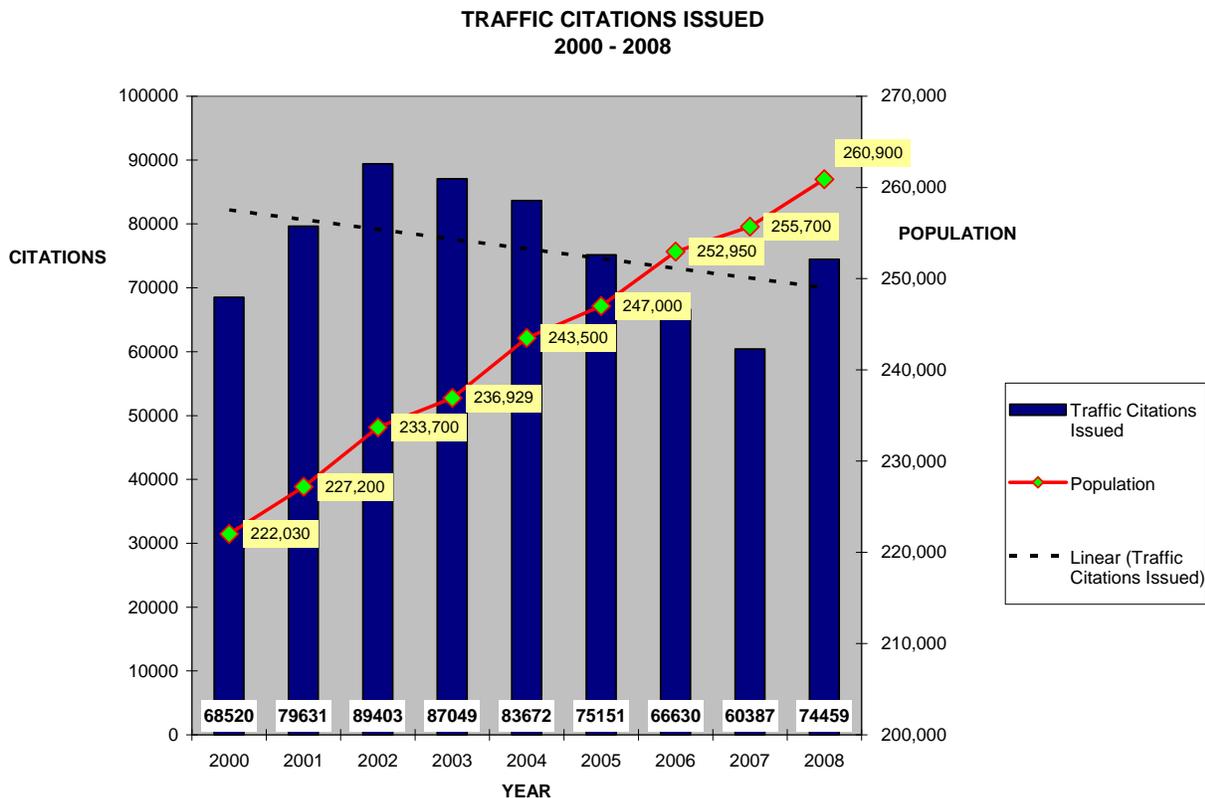


CALLS FOR SERVICE / CALL DURATION COMPARISON
 All Police and SSI Calls For Service
 2000 - 2008



4. The amount of time Officers are available to work contributes to staffing needs as well. Officer time available has remained generally flat or decreased slightly, partially due to additional mandatory training required by legislation, homeland security-related training, an aging work force with more leave time and more sick leave, and training dealing with new technology. 1,258 available hours per officer has been the standard since 2002. We will examine this factor in 2009 to determine if a new standard should be used in the SSI formula.

5. The emphasis on traffic safety will continue. In 2008 citations issued by officers department wide increased by approximately 23 percent. Citations issued by first responders increased by 1.10 percent while warning tickets issued by first responders during the same period declined by 7.25 percent from 2007 reported numbers.



Recommendation

Based on 2008 data and utilizing the Service Standard Index formula, no additional first responder personnel are needed in FY 2009 -10 to achieve SSI₁, which is “Ideal.” Concerning the Options for reduction in the number of sworn personnel, only Option 4 would require additional officers (2 officers) above the current authorized level of 185 to met “Ideal” staffing levels.

MotoMesh Project Overview

August 10, 2009

Objective: The goal of the MotoMesh wireless network is to provide wireless connectivity throughout the city limits of Plano for Public Safety vehicles and other non-public safety city mobile employees. As the network has been deployed the scope has expanded to provide fixed network connectivity for remote locations.

Status: An RFP was issued in July 2005 for the initial 19 hotspots and mobility corridors (Coit and 15th St). These hotspots and mobility corridors were accepted and put into production in May 2008. Subsequent contracts were issued for a phased deployment throughout all of Plano. The first phase consisted of coverage along the major arterials. This was completed and put into production in December 2008. The final phase to complete the in-fill of the neighborhoods is scheduled to be completed November 2009. At this time all streets east of Coit have been installed and accepted. The remaining section west of Coit is in process.

The primary unresolved issue is how to provide an aesthetically pleasing pole in neighborhoods that have decorative poles that are not capable of supporting our wireless access points. There are approximately 85 locations that need to be addressed for this issue.

During the installation of the MotoMesh wireless network there have been several features and upgrades that have been added. The first was the implementation of a wireless backhaul using the water towers and communications towers. This has helped with the reliability and scalability of this network. This also required the installation of a communications tower at Ridgeview Pumping Station to provide connectivity in the northern section of Plano.

Uses: Public Safety –

Police – use the MotoMesh as a conduit to extend applications to the vehicles. These applications include Automated Field Reporting (AFR), PlateScan, email, and Internet/intranet access.

Non-public safety –

Customer Utility Services – use the MotoMesh as the backhaul transport for the Automated Meter Reading (AMR) application. Migrating vehicles off the AT&T wireless cards.

Parks & Recreation – testing the MotoMesh to control the irrigation systems at the numerous parks facilities. This replaces the 900MHz system that was having radio interference issues.

Traffic – testing several digital cameras at traffic intersections as an alternative to existing communications methods. Initial testing is positive.

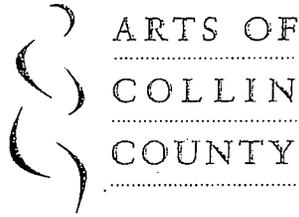
Facilities – replaced AT&T wireless cards with MotoMesh access cards.

Technology Services – extended network services to remote locations, such as Jack Carter Maintenance Facility, Oak Point Amphitheater, Heritage Yards, Pecan Hollow Golf Course. Replaced costly T1 services or provided new services to these locations.

City-wide – will serve as backbone for enterprise video cameras to be deployed.

Financials: As of August 10, 2009

Budget			\$20,500,00
Expenses			
	Motorola	\$18,403,880	
	Pole Attach Agreements (OnCor, CoServ, Verizon)	\$285,631	
	Scientel Wireless	\$390,350	
	Roadway Solutions	\$436,950	
	Misc	\$118,638	
	Total Expenses		\$19,635,449
Balance			\$864,551



June 23, 2009

Mr. Thomas H. Muehlenbeck
City Manager, City of Plano
P. O. Box 860358
Plano, Texas 75086-0358

Dear Tom:

Attached please find the final Adopted FY 09/10 ACC Operating Budget that was approved by the Arts of Collin County Board of Directors at the June 19, 2009 meeting.

The adopted budget reflects the operations anticipated to be in place during this fiscal year, prior to the beginning of construction. This budget reflects overall city operating contributions of \$553,786 to be divided among owner and member cities using the agreed upon population formula. The breakout of your contribution and those of the other owner and member cities is attached. This is a reduction of approximately 16% from last year's contribution of \$659,302.

Due to the transfer of the operations of the Foundation to the Commission this budget includes a separate Fundraising Program Budget that will be funded through private donations and contributions from non-city revenue sources in the amount of \$198,029. As you know we have expanded the BRAVO! private fundraising campaign to include all levels of donations and have initiated a major public awareness initiative to gain support from all residents of the area.

We are not asking for adoption of the capital budget, which is provided here for information only. We will return to you with a specific request for adoption of an amended Contribution Agreement at the appropriate time. The Capital Budget includes estimates of the expenses related to the anticipated approval of Collin County Open Space Funds for construction of the Six Cities Trail. It also outlines expected costs related to start up of Project Construction planned to begin in early 2010. As you know, the Open Space Grant is a reimbursement grant. If approved we will be requesting that that cities provide funding for the expenditures related to the Six Cities Trail and we will provide credit on those funds toward future project costs.

The ACC By-Laws require that each Owner City approve the operating budget each fiscal year. If it is not approved by all of the Owners we revert to the previous fiscal year budget. Please include this budget in your FY 2009-10 budget and notify us of your action.

If you have any questions please call me at 214-495-5802. I will be happy to attend a City Council meeting to present this budget at your convenience.

Thank you for your assistance in this process. I look forward to continuing to work with you and your staff during the upcoming year.

Sincerely,

A handwritten signature in cursive script that reads "E. Michael Simpson".

E. Michael Simpson
Executive Director

JUN 26 2009

Attachments: FY 09/10 ACC Budget Documents



EXECUTIVE SUMMARY
ARTS OF COLLIN COUNTY
OPERATING, FUNDRAISING
AND CAPITAL BUDGET
2009-2010

This budget reflects several major changes that occurred during the 2008-09 fiscal year

- New Executive Director Hired
- Assumed Arts of Collin County Foundation Operations
- Expansion of BRAVO! Campaign to include all donor levels
- Major increase in fundraising, marketing and community awareness activities

Budget Highlights:

- The total Operating Budget of \$683,281, reflects an overall decrease of 4 percent from the adopted FY 09 budget of \$711,463, and a decrease of total owner and member city contributions of 16 percent from the FY 09 operating budget (\$553,786 v. \$659,302).
- Due to the transfer of Foundation operations a separate Fundraising Division budget has been created that reflects fundraising and donor activities funded by private donations and other revenue sources such as grants, with no city revenue applied to these activities. This budget includes the addition of a part-time Administrative Assistant to assist with fundraising and donation management. The proposed division budget is \$198,029. (Foundation Staff Included 2 full time professionals and an annual Operating Budget of \$297,086 during the last full year of Operation)
- Includes potential establishment of a Marketing Center within the fundraising budget.
- Assumes construction of Six Cities Trail and Ridgeview Trail using Collin County Open Space Grant Funds.



**ARTS OF COLLIN COUNTY
OPERATING and CAPITAL BUDGET
Fiscal Year
2009-10**

ORGANIZATIONAL MISSION

The Arts of Collin County (ACC) is a nationally recognized, innovative, public-private partnership to develop a 100+ acre arts park. Co-owned by the cities of Allen, Frisco and Plano, with operational support by member cities, Fairview and Mellissa, with additional funding provided by individual, corporate and foundation contributions from the private sector. The first phase of the arts park will include a 2100-seat performing arts facility along with park improvements including trails and creek restoration and enhancement, an outdoor performance meadow and sculpture gardens. The Arts of Collin County multi-purpose arts hall and arts park will be a vibrant destination for art, nature, community and culture, enriching several generations of residents. The Project complements the exceptional schools, neighborhoods, sports facilities, retail and corporate development currently in our cities, creating a destination of cultural enrichment that will set the area apart in the region.

ACCOMPLISHMENTS & GOALS

Accomplishments FY 2008-09

- Worked closely with the Design Team to monitor change in construction market and determine optimal timing to seek Guaranteed Maximum Price and Award Contracts to begin construction of Phase 1.
- Assumed all assets of the Arts of Collin County Foundation and consolidate responsibility for the BRAVO! Capital Fundraising Campaign within the ACC Commission organization.

- Expanded the capital campaign to include all levels of fundraising targeting major donors, businesses and foundations, as well as individuals to include all in the commitment to the Project.
- Developed program and process for management of private donations and relationships with donors and sponsors.
- Expanded fundraising capability to include on line donations.
- Developed new materials and theme for marketing and fundraising brochure and information pieces.
- Redesigned website, began utilizing social and other electronic media more effectively to disseminate information about the Project.
- Hosted multiple donor recognition and fundraising events.
- Attended and made presentations at a wide variety of civic, school, community and cultural events to increase awareness of the Project.
- Submitted application to secure additional grant of Collin County Open Space Funds to finance Six Cities Trail, Ridgeview Trail and creek improvements on-site.
- Continued to develop and update ACC Administrative Policies and Procedures. Several were adopted by the Board this fiscal year.
- Continued to increase public awareness of the project through an ongoing public awareness campaign including a website, regular public events, newsletters news articles, in-kind advertisements and publicity.
- Coordinated with the Owner City representatives on design and construction issues to keep the cities informed and up to date on the project status.
- Continued to solicit the interest and support of other Collin County cities as "members" of Arts of Collin County Commission, Inc.
- Provided support to the ACC Advisory Committee.
- Sought financial support of the project at the national and state level through the 2009 American Recovery and Reinvestment Act and state assistance, as well as through banking institutions and grant applications to public and private foundations and agencies.

- Continued process and discussion to develop CCR's for the site based on the "Site Standards Guidelines" approved by the ACC and the Owner Cities.
- Developed concept, plan and financing for a "Virtual Tour" as a marketing/fundraising tool.
- Implemented a broad advertising campaign introducing the theme "Imagine" through in kind donations from all local magazines and business papers.
- Worked with Owner Cities to finalize financial plan for the "approved project" and Contribution Agreement.

FY 2009-2010 Goals

- Update Project Pro Forma and Economic Impact Statements.
- Utilize Open Space Grant Funds to begin construction of Six Cities Trail and Ridgeview Trail.
- Host Events on-site to increase awareness of the beauty and accessibility of the location of the arts park. – Major event planned for fall 2009.
- Develop Contribution Agreements and Full Funding Plan with Owner Cities to.
- Host groundbreaking events to celebrate commencement of the site and hall construction planned for January 2010.
- Begin construction of Phase I of master plan – site improvements and 2100-seat performance hall- early 2010.
- Continue to expand and promote all levels of BRAVO! Fundraising Campaign through a dedicated Fundraising Division in the operating budget funded through private donations and grants.
- Explore establishing a Marketing Center near the Project site to provide accessibility to the model, renderings, virtual tour, and to host fundraising and donor awareness events.
- Increase marketing and fundraising efforts in all areas; print, electronic, website and television/radio.

RESOLUTION NO. 49-6-09

A RESOLUTION OF THE ARTS OF COLLIN COUNTY COMMISSION, INC. APPROVING THE FISCAL YEAR 2009-10 OPERATING AND PROJECT BUDGET FOR THE ARTS OF COLLIN COUNTY; RECOMMENDING ITS APPROVAL BY THE OWNER CITIES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Executive Director of the Arts of Collin County Commission, Inc. has developed and submitted for the Board's consideration the FY 2009-10 Operating Budget; and

WHEREAS, the Board of Directors has determined that the proposed FY 2009-10 Operating Budget attached hereto as Exhibit A, will effectively allow the Executive Director to accomplish the goals of the Arts of Collin County Commission, Inc., in FY 2009-10.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ARTS OF COLLIN COUNTY COMMISSION, INC., THAT:

SECTION 1. The Board hereby approves the proposed FY2009-10 Operating Budget as prepared by the Executive Director of the Arts of Collin County Commission, Inc.:

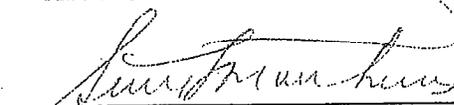
SECTION 2. The Board hereby recommends and requests approval by the Owner cities of Allen, Frisco and Plano, and Member Cities of Fairview and Melissa of the FY 2009-10 Operating Budget.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution, as amended hereby, which shall remain in full force and effect.

SECTION 4. This resolution shall become effective immediately from and after its passage.

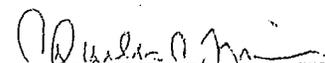
DULY PASSED AND APPROVED BY THE BOARD OF DIRECTORS OF THE ARTS OF COLLIN COUNTY COMMISSION, INC. ON THIS THE 19th DAY OF JUNE 2009.

APPROVED:



Steve Matthews, PRESIDENT

ATTEST:



Charles Nies, SECRETARY

ARTS OF COLLIN COUNTY
 FY 09-10 OPERATING Budget and Capital Project
 Adopted 6-19-09

	FY08/09 Adopted	FY08/09 Revised	FY09/10 Adopted
Operating Revenues			
Projected Fund Balance	\$27,161.00	\$106,536.00	\$107,495.00
Owner and Member City Cont.	\$659,302.00	\$659,302.00	\$553,786.00
Interest Earnings	\$25,000.00	\$20,000.00	\$22,000.00
Total Revenue	\$711,463.00	\$785,838.00	\$683,281.00

Operating Expenditures

Personnel

Executive Director			
Administrative Director			
Project Director			
Sr. Admin Assistant			
Subtotal Personnel	\$492,760.00	\$397,023.00	\$450,122.00

Expenses

Conferences&Training	\$2,000.00	\$600.00	\$1,300.00
Educational Assistance	\$7,000.00	\$4,600.00	\$5,500.00
Dues & Subscriptions	\$1,000.00	\$495.00	\$1,850.00
Mileage	\$100.00	\$600.00	\$800.00
Telephone (including cell phones)	\$2,100.00	\$2,600.00	\$2,700.00
Insurance	\$3,200.00	\$2,800.00	\$2,100.00
Postage	\$300.00	\$1,500.00	\$2,500.00
Advertising	\$100.00	\$100.00	\$100.00
Travel	\$0.00	\$0.00	\$1,500.00
Meetings/Receptions	\$750.00	\$2,000.00	\$4,000.00
Office Supplies	\$4,000.00	\$4,000.00	\$4,700.00
Minor Equipment	\$2,000.00	\$0.00	\$2,000.00
Audit Fees	\$11,000.00	\$11,000.00	\$11,500.00
Legal Expenses	\$25,000.00	\$45,000.00	\$45,000.00
Professional Services	\$3,000.00	\$7,000.00	\$14,400.00
Compensating Absences	\$6,807.00	\$6,807.00	\$6,807.00
Post Employment Benefits	\$161.00	\$161.00	\$292.00
Marketing Expenses	\$75,000.00	\$110,000.00	\$50,000.00
City of Allen Support	\$75,185.00	\$82,057.00	\$76,110.00
Operating Expenditures	\$218,703.00	\$281,320.00	\$233,159.00
Total Operating Budget	\$711,463.00	\$678,343.00	\$683,281.00

Fundraising/Donation Management Budget
funded through private donations and non-city revenue

	FY08/09	FY 09/10
Revenues		
Fund Balance	\$0.00	\$128,029.00
Miscellaneous Revenue	\$128,029.00	\$0.00
Donations	\$25,000.00	\$70,000.00
Total Revenue	\$153,029.00	\$198,029.00
Expenses		
Fundraising/Donor Mgmt	\$25,000.00	\$198,029.00
Total Expenses	\$25,000.00	\$198,029.00
Total Operating and Fundraising Budget		\$881,310.00

Capital Project Budget - this budget is adopted separately as each phase begins

Capital/Project Revenues

	FY09/10
Owner City Bond Funds	\$12,000,000.00
Open Space Grant Funds	\$629,300.00
<u>Total Project Revenue</u>	<u>\$12,629,300.00</u>

Capital/Project Expenditures

Construction In Progress*		\$12,629,300.00
Land		
Professional Services		
Contingency		\$0.00
<u>Total Project Expenditures</u>	<u>\$0.00</u>	<u>\$12,629,300.00</u>

* construction to begin 1/2010

ACC OPERATING BUDGET

FY 2009-10

Draft

Breakout of Owner and Member City Contributions

NET OPERATING REVENUES REQUIRED FROM CITIES

2009 NCTCOG Population Estimates*			Contribution
Allen	80,400	17.54%	\$97,140.60
Frisco	100,800	21.99%	\$121,788.22
Melissa	4,400	0.96%	\$5,316.15
Fairview	8,950	1.95%	\$10,813.54
Plano	263,800	57.55%	\$318,727.49
Total	458,350	100.00%	\$553,786.00

*Interlocal Agreement sets forth operational contributions based on percentage of total city populations as published by NCTCOG April 1 each year.

2009-10 ACC Operating Budget
 Personnel Costs
 Work Paper Detail

		FY 08/09 Adopted	FY 08/09 Revised	FY 09/10 Proposed
Personnel				
Executive Director (10 months in 09)	salary	\$190,464.00	\$112,500.00	\$137,700.00
	benefits	\$40,455.00	\$34,125.00	\$35,500.00
	car allowance	\$6,000.00	\$0.00	\$0.00
Administrative Director (90%)	salary	\$54,177.00	\$70,000.00	\$77,386.00
	benefits	\$10,846.00	\$15,600.00	\$17,500.00
Project Director	salary	\$96,102.00	\$95,918.00	\$97,836.00
	benefits	\$32,484.00	\$31,980.00	\$33,000.00
Senior Administrative Assistant/ 7 months in 09	salary	\$40,808.00	\$24,000.00	\$32,500.00
	overtime	\$200.00	\$200.00	\$200.00
	benefits	\$21,224.00	\$12,750.00	\$18,500.00
Subtotal Personnel		\$492,760.00	\$397,073.00	\$450,122.00

Fundraising Budget

Administrative Assistant(pt) part time	salary		\$12,000.00	\$16,000.00
	benefits		\$1,800.00	\$4,000.00
Total			\$13,800.00	\$20,000.00

Projected salaries assumes 2 percent merit increase

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Public Safety Services/Technology Business Center
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
FACILITATE, STIMULATE AND INITIATE FUTURE DEVELOPMENT AND REDEVELOPMENT							
Choice		Sister Cities: Involves visiting and receiving visitors from Plano's official sister cities; includes transportation, lodging, meals and gift exchange.	\$ 47,699	General Fund		0.10	4
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Choice		Administration: Oversight and management of business center operations, project management, personnel management, strategic planning, budgeting, customer service. Special Projects as directed by City Manager.	\$ 150,470	General Fund		0.70	1
Choice		Community Outreach: City Council District Roundtable meetings, Multi-Cultural Outreach Roundtable (MCOR) meetings	\$ 116,301	General Fund		0.50	2
Choice		Legislative Functions: Travel and professional development expenses for Deputy CM related to Legislative trips/expenses. Admin. training.	\$ 129,093	General Fund		0.70	3
TOTAL			\$ 443,563			2.00	

Animal Services
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES							
Choice	Local Rabies Control Authority: Enforce Texas Health & Safety Code, Chapter 826, and Chapter 4 - Animal Regulations of Plano Ordinances. Provide public service and protect public safety by investigating all LRCA incidents and quarantining all animals involved in bites or scratches in accordance with State law.	\$ 157,198	General Fund		1.00	1	
Choice	Shelter Operations: Provide humane care to animals impounded and housed at the Shelter in accordance with Chapter 823 of the Texas Health and Safety Code. Clean and disinfect shelter on a daily basis.	\$ 367,392	General Fund		5.00	2	
Choice	Field Operations: Enforce Chapter 4 - Animal Regulations of Plano Ordinances. Respond to all citizen calls regarding animal concerns including injured animals, at-large animals, and removal of deceased animals. Respond to and investigate allegations of cruelty against animals. Issue warnings and citations to gain compliance.	\$ 366,492	General Fund	\$ 34,089	5.00	3	
Choice	Administrative Operations: Process owner redemptions and ensure compliance with all requirements of Chapter 4 - Animal Regulations of Plano Code.	\$ 57,098	General Fund	\$ 45,389	1.00	4	
Quality of Life	Administrative Operations: Process adoptions and ensure compliance with Chapter 828 of the Texas Health and Safety Code.	\$ 168,392	General Fund	\$ 102,100	3.50	5	
Choice	Administrative Operations: Assist citizens in person, over the phone, and via email.	\$ 89,196	General Fund		2.00	7	
Quality of Life	Administrative Operations: Issue annual City license registrations for dogs, cats, ferrets, pot-bellied pigs, and dangerous animals.	\$ 55,098	General Fund	\$ 64,747	1.00	11	
Choice	Field Operations: Answer phone calls from residents and dispatch Officers to respond to requests for service.	\$ 41,998	General Fund		1.00	12	
PROTECT PERSONAL AND ENVIRONMENTAL HEALTH							
Quality of Life	Veterinary Medical Services: Ensures that every animal adopted from the Shelter is sterilized in compliance with Chapter 828 of the Texas Health & Safety Code. Reduces the pet overpopulation problem by sterilizing animals.	\$ 197,098	General Fund		2.00	6	
Quality of Life	Veterinary Medical Services: Provides treatment regimens for injured or ill animals. Reduces euthanasia of animals by treating ill animals and giving them a second chance for adoption.	\$ 25,549	General Fund		0.50	8	
Quality of Life	Education: Provide tours of the animal shelter to citizens, civic groups, and students.	\$ 5,549	General Fund		0.30	9	
Quality of Life	Education: Provide presentations to citizens regarding responsible pet ownership, bite prevention, wildlife concerns, animal health and behavior issues, and State law and City of Plano Ordinance requirements.	\$ 8,654	General Fund		0.30	10	
Quality of Life	Off-site adoptions and Special Events: Reduces euthanasia of animals by finding adoptive families for more homeless animals.	\$ 13,549	General Fund		0.20	13	

Animal Services
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Add-On	Trapping of Nuisance Wildlife: In response to citizen complaints, hiring a professional trapper to capture and remove wildlife.	\$ 20,000	General Fund		0.20	14
Add-On	Traps for Public Use: Provides traps for citizens to use in response to nuisance issues involving feral cats and wild animals.	\$ 104,196	General Fund		1.5	15
TOTAL		\$ 1,677,459		\$ 246,325	24.50	

Health
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Protect Personal and Environmental Health							
No Choice	Storm Water - perform inspection and monitoring of City's storm water inlets and outlets mandated by State and Federal law. Perform wet and dry water sampling required by the City's National Pollution Discharge Elimination System permit. Prevent pollutants and illicit discharges entering into the City's storm drain including stream bank and erosion control. Provide education to the public and commercial industries.	\$ 292,417	Municipal Drainage Fund	\$	3.00	1	
Choice	Food Establishment Inspections - performs inspections and permitting of food establishments, mobile vendors and temporary/seasonal events. Enforce City Food Code Ordinance and State mandates.	\$ 809,925	General Fund	\$ 516,260	10.00	2	
Choice	Industrial Pre-treatment - enforce Federal, State and Local mandates established by the National Pollutants Discharge Elimination System program. Goal is to reduce the level of pollutants discharged by industry and other non-domestic wastewater sources into publicly owned sewer systems and environment.	\$ 35,142	Water & Sewer Fund	\$ 23,925	0.50	3	
Choice	Water Quality-Pool Inspections - conducts inspections of public/semi-public swimming pools, provide pool operator's training and complaint investigations.	\$ 187,134	General Fund	\$ 81,965	2.00	4	
Quality of Life	Food Manager & Food Handler Program - provide training for State mandated Food Manager's Certification for food managers within 30 days of hire. Provide training for food handler as required by local Food Code Ordinance. Offer classes in multiple languages for diverse cultures.	\$ 20,734	General Fund	\$ 53,085	1.00	10	
Protect Public Safety, Handle Emergencies							
Choice	Non-Hazardous Liquid Waste - conduct inspections and permit liquid waste transporters and generators.	\$ 41,481	Water & Sewer Fund	\$ 70,235	0.50	5	
Choice	Environmental Remediation/Spill Response - respond to illicit discharges and hazardous materials spills. Coordinate collection, transportation, storage and disposal of hazardous waste. Promote a safe and healthy environment by removing discharged pollutants from natural waterways.	\$ 63,080	General Fund/Storm Water Drainage Fund		0.50	6	
Choice	Smoking Enforcement - Enforce city's non-smoking ordinance which restricts smoking in all indoor, enclosed public places and places of	\$ 13,189	General Fund		0.20	7	
Quality of Life	Vector Control - provide rodent and mosquito control to effectively reduce exposure to vector borne diseases. Conduct surveillance, larviciding and adulticiding methods using source reduction. Educate community on mosquito control.	\$ 89,976	General Fund/Water & Sewer Fund		1.40	8	

Health
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Quality of Life	Communicable Disease Surveillance and Reporting - coordinate response and investigation of communicable diseases reported by the county and state health departments. Perform inspections, consultations, surveillance and monitoring activities. Advise and assist with infectious disease control prevention services and general sanitation.	\$ 51,504	General Fund		0.50	9
Quality of Life	Emergency Management - develop plans and procedures to effectively respond to a health emergency or natural disaster.	\$ 25,629	General Fund		0.30	11
Quality of Life	Noise Complaints - Investigate noise complaints to ensure compliance with city code ordinances.	\$ 21,807	General Fund		0.20	12
Quality of Life	Light/Illumination - investigate and respond to residential light complaints. Conduct light measurement reading to ensure compliance with city code.	\$ 10,752	General Fund		0.20	13
Quality of Life	Regional Air Quality - promote Clean Air initiatives aimed at improving air quality and reducing harmful ozone levels in the region. Coordinate outdoor air quality educational programs for schools, community groups and civic organizations. Respond to complaints.	\$ 7,493	General Fund		0.20	14
Quality of Life	Body Art Inspections - inspect local salons and studios that are licensed by the state to perform piercing functions and body art creations. Enforce City Ordinance	\$ 3,023	General Fund	\$ 1,000	0.20	15
Add-On	Public Outreach - coordinate public health awareness programs and conduct consumer and environmental health presentations to community groups, various civic organizations/associations and schools.	\$ 80,805	General Fund		0.20	16
TOTAL		\$ 1,754,091		\$ 746,470	20.90	

Emergency/Disaster Response
Core Business Matrix

Core Business		Program/Description		Annual Cost		Funding Source		Annual Revenues		FTE's		Priority	
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES													
Choice		<p>Comprehensive Emergency and Disaster Preparedness: All emergency and disaster operations planning, training and exercises includes public outreach and education, homeland security grants management, compliance with the mandated National Incident Management System (NIMS) and maintenance of the City Comprehensive Emergency Management Plan. This program is also driven by State mandates for emergency preparedness planning.</p>		\$	198,482	General Fund				1.75			1
Choice		<p>Emergency and Disaster Response and Recovery: Damage assessment, individual assistance for citizens, public assistance for infrastructure and maintenance of elements of the Comprehensive Emergency Management Plan to ensure timely and efficient recovery from an emergency or disaster. This program also deals with submittal for reimbursement for eligible City costs following a disaster. State mandates require planning for emergency and disaster response and recovery.</p>		\$	168,483	General Fund				1.50			2
Choice		<p>Comprehensive Hazard Mitigation: Update and maintenance of the City of Plano Hazard Mitigation Action Plan, update and maintenance of Hazard Mitigation elements in the Comprehensive Emergency Management Plan (CEMP) and development of a Continuity of Operations Plan (COOP). This program is driven by the federal Disaster Mitigation Act of 2000, as well as State mandates for mitigation planning.</p>		\$	168,483	General Fund				1.50			3
		TOTAL		\$	535,448					4.75			
Quality of Life		<p>EOC Capital Outlay: This is a one time Capital Outlay budget that our Department was asked to put together for the new Emergency Operations Center Budget. \$135,088 Furniture and Fixtures \$472,500 Audiovisual and Apparatus \$285,766 IT and Telecommunications Equipment *** These costs are one-time costs, and will not recur.</p>		\$	893,354	General Fund				0.25			
		TOTAL		\$	893,354								0.25

Fire
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES							
Choice	<p>Emergency Response to over 17,000 calls for service per year: Provide emergency response to residential, commercial, and vehicle fires; medical calls; extrications; hazardous materials incidents; technical rescue incidents; and miscellaneous public assistance calls. These services are provided through twelve (12) neighborhood fire stations, with twelve (12) engines, four (4) ladder trucks, and one (1) light & air support vehicle. Additional services include pre-fire planning, fire prevention business surveys, and delivery of public education programs.</p>	\$ 32,311,771	General Fund		262	1	
Choice	<p>Fire Training Services: Maintain all training records. Provide mandated training. Manage Department's Health, Safety and Wellness program, immunization, and fitness programs. Manage recruit training and mentoring programs.</p>	\$ 724,095	General Fund		4.50	2	
Choice	<p>Ambulance Transport/EMS Service: Provides seven (7) ambulances to transport patients to medical facilities 24-hours a day. Also provides Tactical Medical Service, Special Event Medics, Emergency Medical Advisory, Chempack, and State/Regional affiliations.</p>	\$ 6,351,126	General Fund/Ambulance Supplies/Ambulance Contractual	\$ 3,580,575	54.50	3	
Choice	<p>Fire & Life Safety System Plan Review and Community Development: Coordinate with the Planning, Engineering, and Building Inspection Departments to provide comprehensive and consistent application of the Fire Code for the life safety of Plano residents and businesses. Provide code-driven plans review of all commercial and large residential construction projects. Coordinate with the Health, Parks, Risk Management, and Police Departments to provide direction to event coordinators regarding public safety for special events being held in our City. Conduct environmental site assessments as requested by developers.</p>	\$ 294,011	General Fund	\$ 132,210	2.50	4	
Choice	<p>Fire & Life Safety System Inspections/Tests: Fire and life safety systems inspections and tests conducted prior to Certificate of Occupancy being issued to ensure fire and life safety systems are operational.</p>	\$ 319,011	General Fund	\$ 147,142	3.25	5	
Choice	<p>Fire Investigations and Code Complaints: Conduct and investigate the origin and cause of all fires as required by the International Fire Code; respond to and investigate citizen complaints concerning possible Fire Code violations at business and places of public assembly.</p>	\$ 158,735	General Fund		1.50	6	
Choice	<p>Annual Fire Inspection Program, False Alarm Program, and Emergency Evacuation Planning: Continue to conduct annual inspections and issue annual permits as required by the Fire Code on existing buildings to ensure the fire and life safety of occupants and structures within the City of Plano. Continue to work with the Code and Inspectors to reduce the number of false alarm calls. Assist local businesses and organizations with emergency planning as required by the International Fire Code.</p>	\$ 407,937	General Fund	\$ 40,190	3.75	7	

Fire
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Choice	Hazardous Materials/Weapons of Mass Destruction (WMD): Provides grants and training for emergency response involving hazardous materials and WMD incidents locally and within the region. Firefighters are cross-trained to provide this service. Additional funds have been provided through various grants. Grant funds for the last two (2) years total approximately \$160,000. One (1) Battalion Chief coordinates programs and grants for HazMat and Technical Rescue.	\$ 178,040	General Fund - Additional monies from grants noted in program description	\$ 10,000	0.50	8	
Choice	Technical Rescue: Provides grants and training for Swift Water Rescue, High Angle Rope Rescue, Trench Rescue, and Urban Search & Rescue (USAR). Firefighters are cross-trained to provide these services. It is a part of a 16-county regional response team. Additional funds have been provided through various grants. Grant funds for the last two (2) years total approximately \$175,000.	\$ 181,040	General Fund - Additional monies from grants noted in program description		0.50	9	
Quality of Life	Childhood Safety: Provides fire and life safety (injury prevention) programs to school-age children within PISD and young children at both private and public preschools and through Home School Groups. Adult safety: Provides fire and life safety (risk reduction) programs to adult citizens with emphasis on adults in high-risk groups such as the elderly, the non-English speaker or reader, the disabled, and the poor.	\$ 211,175	General Fund		1.00	10	
Quality of Life	Community Outreach: Coordination of all community outreach programs to empower the citizens to take responsibility for their own fire and life safety needs and to provide insight into the PFD through the Citizens Fire Academy, Plano Fire Rescue Associates, public CPR/AED courses, quarterly Smoke Alarm Door-to-Door Program, Explorer Post, and Honor Guard.	\$ 216,150	General Fund		1.00	11	
		TOTAL	\$ 41,353,090		\$ 3,910,117	335	
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES							
		Insurance Services Office (ISO) Public Protection Classification (PPC) I: The total initial anticipated costs based on 2008 dollars to retain the City of Plano's ISO PPC I is \$12,839,326.					
		\$7,905,864 - Fire Station 13 (Station, personnel, Engine & equipment)					
		\$ 850,000 - 5th Ladder Truck					
		\$1,761,731 - Truck personnel & equipment					
		\$ 560,000 - 14th Engine					
		\$1,761,731 - Engine personnel & equipment					
Quality of Life	Thereafter, the Department anticipates an estimated ongoing annual operating cost of \$5,019,000 to maintain the additional infrastructure. Not retaining the ISO Class I rating will affect the City's Bond Rating, fire insurance rates for homeowners and business owners and response times.	\$ 5,019,000	General Fund		44		

Police
Core Business Matrix

Core Business		Program/Description		Annual Cost		Funding Source		Annual Revenues		FTE's		Priority	
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES													
No Choice		Records Management Services: Transcription, retention, release and archival of police reports, citations and documents; completion and filing of the Uniform Crime Report; ensured compliance with NCIC/ TCIC policies and procedures	\$	1,941,713	General Fund	Taxi/Limo/Solicitor Permits \$9,200 File Searches \$25,438 Fingerprint Fee \$27,000	32.48	1					
No Choice		Training Services: Provide job-related training to all PD members. Achieved by means of formal basic training, annual in-service, and roll call training.	\$	885,004	General Fund	TCLEOSE Training \$28,000 Richardson reimbursement \$80,735	5.18	1					
Choice		Community Patrol Services: Respond to citizen's calls for service; to deter criminal activity through patrols by uniformed officers in marked police vehicles; and to detect and apprehend offenders through the enforcement of local ordinances, criminal statutes and traffic laws.	\$	20,995,937	General Fund		195.17	2					
Choice		Criminal Investigative Services Program: Investigate criminal offenses in order to detect and apprehend offenders and recover stolen property; collect and secure evidence and property; to collect, analyze and distribute intelligence information about suspects and criminal offenses.	\$	11,368,526	General Fund	Texas Attorney General - Sexual Assault Exam. Reimbursement \$11,000	107.85	2					
Choice		Traffic Enforcement and Crash Investigation Program: Create safer roadways through the enforcement of traffic laws, driver awareness and traffic safety education. Provides for professional investigations into traffic crashes and "hit and run" offenses.	\$	3,662,291	General Fund		30.67	3					
Quality of Life		Red Light Camera Program (RLC): Enhance traffic safety in our community through the reduction of red light violation crashes.	\$	1,394,071	General Fund	RLC Violation Revenue \$1,492,800	1.20	3					
Choice		Professional Standards: To recruit & hire Police Department employees, and the investigation of allegations of employee misconduct.	\$	843,685	General Fund		8.29	4					
Choice		Emergency Services and Homeland Security: Provide highly trained and skilled police personnel to handle critical incidents to reduce the risk of injury and loss of life to citizens, police officers and suspects.	\$	382,859	General Fund		0.71	4					
Quality of Life		Crime Prevention/Safety Education Services: Provide proactive crime awareness programs to the community and to maintain rapport with citizens through various community relations efforts.	\$	1,143,324	General Fund		11.01	5					
Quality of Life		Neighborhood Police Officer Program: Provides police services in designated geographic areas "neighborhoods" with police officers.	\$	2,096,890	General Fund		16.43	5					
Choice		School Crossing Safety: Provide safe and guided crossings at designated school crosswalks for children of the community.	\$	661,585	General Fund	Child Safety \$350,000 School Zone Violation Fees \$68,000 FISD \$29,262	17.64	6					

Police
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Choice	Detention Services: Provide safe incarceration of all arrestees until properly released from custody.	\$ 2,845,685	General Fund	Collect calls from inmates \$23,040	41.01	7
Choice	Warrant Services: Serve warrants of arrest issued by Municipal Court.	\$ 538,559	General Fund		4.19	7
Quality of Life	Canine (K-9) Program: Assist in the prevention and detection of criminal activity, the apprehension of criminal suspects, locating of missing persons, and the search for narcotics by tracking and scouting (air scent).	\$ 503,179	General Fund		3.64	7
Quality of Life	School Liaison Officer Program: Contribute to a safe learning environment in each public school to students of PISD and FISD.	\$ 2,078,004	General Fund	PISD \$301,248 FISD \$47,270	18.23	8
Quality of Life	Accreditation and Compliance: Ensure on-going compliance with department written directives, state laws and accreditation standards.	\$ 311,683	General Fund		3.30	9
Quality of Life	Alarm Management and Response Program: Administer the City's alarm ordinance and respond to and investigate activated alarms requiring a police response.	\$ 2,126,995	General Fund	Alarm Permit Fee \$832,026 False Alarm Fee \$223,331	20.49	10
Quality of Life	Police Intern; Permit those college students interested in become a police officer to work in the department to gain experience by taking calls for service via telephone and completing appropriate paperwork or reports, perform front desk duty.	\$ 138,341	General Fund		2.38	11
Quality of Life	Court Security Services: Ensure security measures are taken that allow court proceedings to occur without disruptions or the threat of violence, and to serve subpoenas, summonses and other legal processes as ordered by the court.	\$ 252,088	General Fund		2.45	12
Add On	Alternate Career Ladder Program: Bonus pay program which is keyed to demonstrated abilities that are acquired through education, assignment and tenure for the testing year.	\$ 622,800	General Fund		0.00	13
TOTAL		\$ 54,793,219			522.32	

Public Information
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
No Choice		Imaging and Official Record Keeping: Records Management is the official record keeper; recording images via microfische, scanning, etc. as well as storage of documents (archival/retrieval). Administration of Citywide Open Records Request Program	\$ 320,945	General Fund		5.50	1
Choice		Processing City Mail/Incoming Telephone Calls: Internal/External mail system, overnight delivery services, special mailings. The Action Center greets each visitor to Municipal Center and responds to all incoming calls.\$420,000/Office Services and \$62,827 for General Fund. Service is Citywide.	\$ 482,827	General Fund & Office Services		4.00	2
Quality of Life		Responsibility for www.plano.gov; responsible for content, design and maintenance; external communications support: research, preparation and development of top stories for the website that are changed daily; research and development of special projects; speechwriting; award preparation. preparation of press releases, feature stories and city-wide liaison with media; cable tv franchise administration and liaison; speechwriting; special projects; management responsibilities; budget responsibilities; groundbreaking & dedication support, review of all citywide brochures, development of ads and feature pieces. Service is Citywide. \$118,000 from CATV and \$170,000 from General Fund	\$ 288,000	Gen Fund/CATV		4.50	3
Quality of Life		PTN Cable Unit that provides cable casting of all Planning and Zoning and Council meetings; Video streaming; Podcasting; Selected Playbacks; Video On Demand. Service is Citywide.	\$ 905,000	Gov't Access/CATV	\$ 500,000	8.45	4
Quality of Life		Preparation and development of internal publications, such as Team Talk; preparation and development of Special Publications, such as Invitations, Ceremony Programs, etc. Preparation and development of ads, such as Balloon Fest ad, water bill inserts, posters, brochures, etc. proofing/editing of documents going out to the public; assistance in development of various media campaigns. Water Bill Insert Program Administration. Service is Citywide.	\$ 185,000	General Fund		2.50	5
Quality of Life		Publishing: Research, development, preparation and production of written pieces for distribution to various audiences (internal, external); Service is Citywide	\$ 159,000	General Fund		3.00	6
Quality of Life		Print Shop: Printing of documents for city use; administration and cost center for City's copier contract. Service is Citywide.	\$ 1,010,399	Office Services	\$ 1,173,254	4.00	7
Quality of Life		Internal Training Production/PowerPoint Support: PTN provides support for development of internal training programs, recording of satellite programs per departmental request, and development of PowerPoint presentations. Service is Citywide.	\$ 20,000	Government Access/CATV		0.05	8
Add On		TOTAL	\$ 3,371,171		\$ 1,673,254	32.00	

Public Safety Communications
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES							
Choice	Emergency 9-1-1 Operations: Handle requests from the community for police and fire services and to transmit the information to field personnel.	\$ 4,288,091	General Fund	Wireline \$1,213,049	65.25	1	
Choice	Public Alerting: Serves as the 24-hour warning point for a variety of weather-related and man-made emergencies; which may lead to activation of the Outdoor Warning Sirens, cable TV override messaging, Emergency Alert System and activation of automated telephone notification.	\$ 209,037	General Fund		4.25	2	
Choice	Radio System Maintenance & Operation of Regional Voice & Data Radio System: Responsible for maintenance and operation of the regional voice and data public safety radio system and 36 outdoor warning sirens. Administer portable mobile data and location systems for PD and FD.	\$ 631,530	General Fund	Interlocal Agreements w/Cities of Allen and Frisco \$79,650	4.25	3	
Choice	Administration Support Services to PD and Animal Control: Provides administrative law enforcement and criminal justice functions to PD; includes handling of paperwork, relaying of data requests for police field units, courts, confirming warrants, and property. Provide after-hour relay of Animal Control calls for service and general requests for City services.	\$ 1,072,970	General Fund and Wireline Fund		12.50	4	
Quality of Life	Public Education: Provides and maintains an active information and training program for citizens to learn about the appropriate use of 9-1-1. Also partners with PISD to provide public education to all PISD elementary students.	\$ 97,887	General Fund and Wireline Fund		1.50	5	
Quality of Life	Are You Okay (RUOK): Provides a public service to the homebound and mobility impaired citizenry in the form of an automated telephone system to check on their well being.	\$ 15,788	General Fund and Wireline Fund		0.25	6	
		TOTAL \$	6,315,303		\$ 1,292,699	88.00	
					(85 FTE and 6 PTE)		

Technology Services
Core Business Matrix

Core Business		Program/Description		Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES								
Telecommunications								
Choice	Public Safety Technology Support: Provides the City and Public Safety departments (Public Safety Communications, Police and Fire) with the management and technical support to effectively acquire, implement, and maintain application software and hardware; facilitate public safety technical projects and work in conjunction with departments in coordination, consultation and management of projects.	\$ 1,911,279	General Fund/Water & Sewer	9.00	1			
Choice	Telecommunications and Data Network: Provide telephone and data service to City departments including the 911 center. The data network includes access to the Internet and fiber networks that provide connectivity to City facilities. Allows for communication between employees and to the public.	\$ 2,009,891	General Fund/Water & Sewer	3.00	4			
Quality of Life	Mesh Network: Provides mobile networking throughout the City for public safety and city services.	\$ 1,116,800	General Fund/Water & Sewer	2.00	10			
Choice	Cellular Phone & Wireless Data Service: Provide cellular telephone and data service to City of Plano departments to facilitate the performance of their functions. Police and Fire use these services to communicate with their departments and the public. Inspectors use the data air cards to send inspection reports back to their offices for better customer service to Plano residents.	\$ 511,558	General Fund/Water & Sewer	\$ 95,494	1.00	11		
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY								
Technology Services								
Choice	City E-Mail Service: Maintains, secures, and operates the City's email system which allows the staff to communicate with the citizens, developers, and businesses. This crucial application provides a core service to the citizens.	\$ 430,657	General Fund/Water & Sewer	3.00	2			
Choice	Network Security: Maintain reliable service to our community, security is a key component. Security pieces protect from the outside threat and also manages the threat through limiting traffic to web sites that are compromised and to search for new potential issues from the outside inward to our network.	\$ 509,006	General Fund/Water & Sewer	2.00	3			
Choice	Support of Purchased Application Software: Assist City departments in the selection, implementation and on-going maintenance of purchased software applications to support the operations of departments across the City.	\$ 2,489,357	General Fund/Water & Sewer	9.00	5			

Technology Services
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Choice	Support of In-House Developed Software: Provide software applications through the design, development, implementation, and on-going maintenance for in-house developed software applications. These applications are primarily eCommerce applications used to provide services to the citizens via the Internet.	\$ 292,117	General Fund/Water & Sewer		2.00	6
Choice	Main Internet Connectivity and Presence: Provides maintenance and security for this City service to provide it as a working tool for all departments.	\$ 303,089	General Fund/Water & Sewer		3.00	7
Choice	Operations Management: Responsible for City's computer server environment, including Windows servers offering file/print services, city-wide applications, department specific applications, and Exchange E-Mail and legacy systems, such as Financials. Also responsible for server provisioning, user account support, disaster recovery, and backups of all City electronic data.	\$ 1,261,022	General Fund/Water & Sewer		8.00	8
Choice	Desktop Support: Troubleshoot hardware and software related problems for computers, laptops, printers and wireless devices. Monitor and regulate licensing of standard office application software. Maintain warranty and maintenance contract. Administer the City's PC and laptop replacement programs.	\$ 1,768,489	General Fund/Water & Sewer		9.00	9
TOTAL		\$ 12,603,265		\$ 95,494	51.00	

Public Services/Operations Business Center
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Choice		Administration: Oversight and management of business center operations, project management, personnel management, strategic planning, budgeting, customer service. Special Projects as directed by City Manager.	\$ 239,874	General Fund		1.30	1
PROTECT PERSONAL AND ENVIRONMENTAL HEALTH							
Choice		North Texas Municipal Water District (NTMWD) Staff Liaison: Represents the City of Plano in its interests related to NTMWD issues.	\$ 26,653	General Fund		0.20	2
TOTAL \$			266,527			1.50	

Customer/Utility Services
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
	PROVIDE RELIABLE UTILITY SERVICES FOR DAILY LIVING AND BUSINESS					
Choice	Field Services: Meter reading, quality control, fixed network implementation, water meter upgrade, after-hours services, field customer service, GPS, meter lids	\$ 4,907,377	Water & Sewer	\$ 100,000	16.80	1
Choice	Billing & Systems: Issue statements, quality control, City inserts, special messages and communications, GIS, bill adjustments, performance database, systems maintenance & testing	\$ 877,399	Water & Sewer		7.95	2
Choice	Revenue & Collections: Drive-in window, mail processing, front counters, Joint-Use facility, delinquent notifications, collections, daily deposits, check processing, Web payments, lock box	\$ 1,026,941	Water & Sewer	\$ 14,212,597	11.05	3
Choice	Call Center: Set up calls, answer questions, account maintenance, consultations	\$ 448,304	Water & Sewer		8.00	4
	GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY					
Choice	Intergovernmental Relations: Franchised Utility Management, revenue collection, right-of-way management, legislative representation	\$ 77,947	General Fund	\$ 21,745,842	1.20	5
	TOTAL	\$ 7,337,968		\$ 36,058,439	45.00	

Human Resources
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
No Choice		Compliance: Ensures compliance with federal and state laws regarding various aspects of employment law, i.e. FLSA, FML, EEOC, TWC, HIPAA, etc.	\$ 361,395	General Fund		3.60	1
Choice		Employee Recruitment/Retention: Ensures that the most suitable candidates are hired and retained by providing a pleasant, fair, and rewarding employment experience. This includes the provision of competitive, affordable, and comprehensive benefits and compensation.	\$ 1,156,789	General Fund		9.85	2
Quality of Life		Employee Development: Promotes a learning environment by ensuring staff is prepared to address challenges and continue delivering services at expected levels.	\$ 522,930	General Fund		4.05	3
Quality of Life		Management Preparation Program of Plano (MP3): Succession plan for the City of Plano established to ensure continuity of the City's strategic plans as it prepares for future retirements thereby increasing the opportunity for placing the "right people in the right position at the right time."	\$ 64,376	General Fund		0.50	4
TOTAL			\$ 2,105,490	General Fund		18.00	

Library
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROVIDE PLACES AND PROGRAMS TO PLAY, TO LEARN							
Quality of Life	Circulation of Library Materials: Includes check-in, check-out and reshelving of materials. Other functions include processing of citizen's hold materials, collection of fines/fees, program room administration, daily maintenance of printer/copy equipment and books by mail program.	\$ 3,479,247	General Fund	\$ 400,000	70.40	1	
Quality of Life	Reference/Collection Management: Reference services to citizens. Manage library collection includes selection and de-selection of materials. Also provides inter-library requests, computer classes and income tax forms.	\$ 2,616,398	General Fund	\$ 69,966	38.84	2	
Quality of Life	Computer Access: Provide computer access to citizens and computer services to library including library automation system, self-checks, printing and pc management system, and security system	\$ 1,024,374	General Fund	\$ 121,314	12.37	3	
Quality of Life	Children's Outreach/Programs: Provides storytimes, puppet shows, summer reading program, library special events and other programming targeted for youth ages 0-17.	\$ 1,055,633	General Fund		17.01	4	
Quality of Life	Library Technical Services and Administration: Material acquisition, cataloging, and processing includes the purchase of all print, nonprint and online materials and the cataloging and processing of all purchased and donated materials. Includes the purchasing function of all items and supplies for the libraries and the administration of library personnel. Other functions include mending, maintenance and withdrawal of all library materials.	\$ 2,357,236	General Fund		16.15	5	
Quality of Life	Genealogy, Local History, Texana and Archives (GLHTA): Assist patrons with their genealogy and local history research. Provides citizens access to Plano history through print and photographic collections and other historical documents. GLHTA preserves local historical documents and provides citizen access to these documents through digitization.	\$ 285,712	General Fund	\$ 1,500	3.65	6	
Quality of Life	Municipal Reference Library (MRL): Provide research services to City Council, city management and staff. MRL collection is specific to issues of Plano government. MRL staff also administers the Plano Public Library System website.	\$ 136,028	General Fund		1.90	7	
Quality of Life	Literacy for Life: Coordinates one-on-one tutoring student program for people with basic English conversation skills and reading below a 5th grade level. All tutors are volunteers. Literacy staff evaluates students, match students with tutors, monitor student's progress, manage the literacy and new adult reader collection.	\$ 109,998	General Fund		1.80	8	
Ad On	Adult Outreach/Programs: Coordinate library programs for citizens, book discussion clubs, Library Links to Seniors, Small Talk, special events and adult summer reading program.	\$ 494,368	General Fund		6.63	9	
		TOTAL \$	\$ 11,558,994	\$	592,780	168.75	

Parks and Recreation
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROVIDE PLACES AND PROGRAMS TO PLAY, TO LEARN							
Maintain Assets							
Quality of Life	Park grounds maintenance	\$ 2,537,927	General Fund			32.66	1
Quality of Life	Natural resource areas and tree maintenance	\$ 884,219	General Fund			9.83	1
Quality of Life	Park infrastructure and facility maintenance	\$ 1,204,806	General Fund			16.59	1
Quality of Life	Athletic fields and sports turf maintenance	\$ 3,745,279	General Fund			35.92	1
Quality of Life	Public (building) grounds maintenance	\$ 1,694,988	General Fund			20.02	1
Quality of Life	Medians & rights-of-way grounds maintenance	\$ 1,011,377	General Fund			4.15	1
Quality of Life	Interurban Railway Museum archives / collection	\$ 26,506	General Fund	\$ 650		0.10	1
Operate/Manage Facilities							
Quality of Life	Nature preserves patrol to monitor / promote compliance	\$ 130,986	General Fund			0.39	1
Quality of Life	Park area operations	\$ 260,216	General Fund			3.08	1
Quality of Life	Athletic field operations	\$ 365,772	General Fund	\$ 388,760		4.89	1
Quality of Life	Nature preserve management	\$ 81,077	General Fund			1.10	1
Quality of Life	Plano Senior Recreation Center	\$ 405,074	General Fund	\$ 11,200		7.10	1
Quality of Life	Carpenter Park Recreation Center	\$ 423,027	General Fund	\$ 438,030		9.00	1
Quality of Life	Oak Point Recreation Center	\$ 1,053,364	General Fund	\$ 658,810		31.30	1
Quality of Life	Liberty Recreation Center	\$ 460,077	General Fund	\$ 209,400		10.50	1
Quality of Life	Tom Muehlenbeck Center	\$ 1,445,647	General Fund	\$ 668,690		44.80	1
Quality of Life	Plano Aquatic Center	\$ 214,616	General Fund	\$ 60,448		7.50	1
Quality of Life	Jack Carter Pool	\$ 297,166	General Fund	\$ 68,049		6.20	1
Quality of Life	High Point Park Tennis Center	\$ 240,144	General Fund	\$ 160,000		6.00	1
Quality of Life	Douglass Community Center	\$ 306,107	General Fund	\$ 5,000		4.80	1
Quality of Life	Rowlinson Natatorium	\$ 136,662	General Fund	\$ 22,683		4.40	1
Quality of Life	Creative Arts performance venues	\$ 559,361	General Fund	\$ 131,589		5.00	1
Quality of Life	Interurban Railway Museum	\$ 19,277	General Fund			0.25	1
Quality of Life	Nature preserves patrol to educate public / interpret	\$ 140,305	General Fund			0.49	2
Quality of Life	Special use area operations	\$ 141,394	General Fund			1.57	2
Provide Programs							
Quality of Life	Aquatic programs (PAC/NAT/JCP)		General Fund	\$ 21,000		0.00	1
Quality of Life	Therapeutic Recreation Programs	\$ 196,410	General Fund	\$ 3,848		2.20	2
Quality of Life	Oak Point Recreation Center Programs	\$ 248,602	General Fund	\$ 43,292		7.95	2
Quality of Life	Liberty Recreation Center Programs	\$ 118,758	General Fund	\$ 22,675		2.85	2
Quality of Life	Tom Muehlenbeck Center Programs	\$ 327,550	General Fund	\$ 16,518		11.35	2
Quality of Life	Carpenter Park Recreation Center Programs	\$ 113,306	General Fund	\$ 91,306		2.40	2
Quality of Life	Plano Senior Recreation Center Programs	\$ 105,191	General Fund	\$ 10,650		1.90	2
Quality of Life	Adult Sports	\$ 168,640	General Fund	\$ 69,956		3.20	2
Quality of Life	Outdoor Education/Adventure Programs	\$ 14,154	General Fund			0.64	2
Quality of Life	Aerobats Gymnastics		General Fund	\$ 19,250		0.00	2
Quality of Life	Douglass Community Center Programs	\$ 80,336	General Fund			1.40	2

Parks and Recreation
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Quality of Life	Summer Arts Programs	\$ 57,000	General Fund		0.00	2
Quality of Life	Outdoor Summer Camp		General Fund		0.64	3
Quality of Life	Youth Sports Clinics	\$ 37,000	General Fund	\$ 900	0.70	3
Quality of Life	Public Art and Exhibits	\$ 127,960	General Fund		1.00	3
Quality of Life	Presenting Cultural Events	\$ 132,249	General Fund	\$ 90,000	1.00	4
Render Services						
Quality of Life	Provide Department accounting	\$ 80,743	General Fund		1.00	1
Quality of Life	Recruit / Place / Evaluate Volunteers for City departments	\$ 140,985	General Fund		1.79	2
Quality of Life	Inform citizens of Department activities, services, and programs	\$ 114,325	General Fund		1.00	2
Quality of Life	Provide Department proprietary computer systems support	\$ 242,226	General Fund		2.00	2
Quality of Life	Administer Cultural Grants	\$ 107,547	General Fund		1.00	3
Quality of Life	Plan / Manage Department Marketing programs and initiatives	\$ 77,477	General Fund		0.54	3
Add On	Administer Special Event Grants contracts / work	\$ 9,506	General Fund		0.15	3
Add On	Manage park facility reservations	\$ 73,163	General Fund	\$ 20,000	0.61	4
Quality of Life	Plan / Manage / Produce Department events	\$ 109,263	General Fund		1.47	4
Add On	Administer City Special Event Permits	\$ 31,113	General Fund		0.34	4
Add On	Plan / Manage / Produce City events	\$ 167,298	General Fund		1.00	4
Add On	Special Event Grant Funds (Non-departmental)	\$ 83,674	General Fund			5
Add On	Urban-Town Center Grant Funds (Non-departmental)	\$ 17,500	General Fund			5
Add On	Support community events through consultation	\$ 7,778	General Fund		0.19	5
Add On	July 4th Fireworks (Non-departmental)	\$ 55,000	General Fund			5
Add On	Memorial Day Ceremony (Non-departmental)	\$ 5,300	General Fund			5
Quality of Life	Recruit / Place / Evaluate community service workers in City departments	\$ 39,444	General Fund		0.54	5
Add On	Plan / Manage / Recruit Workplace CARES employee volunteers	\$ 16,904	General Fund		0.24	5
Add On	Plan for and support City Emergency Preparedness initiatives	\$ 9,506	General Fund		0.09	5
Add On	Provide Free Summer Lunch Program	\$ 52,411	Federal	\$ 45,921	0.20	5
Add On	Provide for Senior Transportation	\$ 118,000	General Fund		0.30	5
Planning and Development						
Quality of Life	Land acquisition	\$ 38,475	General Fund		0.48	1
Quality of Life	Park and facility planning	\$ 99,383	General Fund		1.30	1
Quality of Life	Renovation project management	\$ 228,270	General Fund		2.33	1
Quality of Life	Trail system planning and development	\$ 87,632	General Fund		1.06	2
Quality of Life	Construction project management	\$ 314,190	General Fund		4.06	2
Quality of Life	Urban forestry planning and development	\$ 76,950	General Fund		0.97	3
		\$ 21,916,593	TOTAL GENERAL FUND		\$ 3,278,625	327.53
Provide Programs						
Quality of Life	Aquatic programs (PAC/NAT/JCP)	\$ 363,410	Rec Revolving Fund	\$ 239,000	9.20	1
Quality of Life	Therapeutic Recreation	\$ 85,500	Rec Revolving Fund	\$ 94,000	0.90	2
Quality of Life	Oak Point Center	\$ 418,476	Rec Revolving Fund	\$ 506,555	11.90	2
Quality of Life	Liberty Recreation Center	\$ 133,000	Rec Revolving Fund	\$ 186,500	0.95	2

Parks and Recreation
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Quality of Life	Tom Muehlenbeck Center	\$ 347,192	Rec Revolving Fund	\$ 377,560	9.50	2
Quality of Life	Carpenter Park Recreation Center	\$ 238,261	Rec Revolving Fund	\$ 354,000	1.20	2
Quality of Life	Plano Senior Recreation Center	\$ 88,457	Rec Revolving Fund	\$ 112,400	0.00	2
Quality of Life	Adult Sports	\$ 323,159	Rec Revolving Fund	\$ 249,472	0.00	2
Quality of Life	Aerobats Gymnastics	\$ 301,276	Rec Revolving Fund	\$ 290,207	7.50	2
Quality of Life	Douglass Community Center	\$ 5,800	Rec Revolving Fund	\$ 5,800	0.00	2
Quality of Life	Outdoor Education/Adventure	\$ 24,259	Rec. Revolving Fund	\$ 24,260	0.54	2
Quality of Life	Youth Sports Clinics	\$ 196,100	Rec Revolving Fund	\$ 238,159	0.00	3
Quality of Life	Outdoor Summer Camp	\$ 112,170	Rec. Revolving Fund	\$ 117,000	4.54	3
Quality of Life	Plan / Manage / Produce Department events	\$ 62,646	Rec. Revolving Fund	\$ 40,680	0.18	4
TOTAL REC REVOLVING FUND		\$ 2,699,706		\$ 2,835,593	46.41	
Maintain Assets						
Quality of Life	Pecan Hollow Golf Course Maintenance	\$ 861,838	Golf Fund	\$ 892,000	8.25	1
TOTAL GOLF FUND		\$ 861,838				
Provide Programs						
Quality of Life	Public Art Projects (Fire Station, Animal Shelter)	\$ 65,000	Public Art Fund	0	0	3
Quality of Life	Public Art Projects (Memorial Park)	\$ 149,000	CIP	0	0	3
TOTAL PUBLIC ART FUND AND CIP		\$ 214,000				
Plano Centre: Operate/Manage Facilities						
Quality of Life	Sales, event planning and coordination, and leasing of rooms	\$ 347,280	Convention & Tourism	\$ 600,000	5.00	1
Quality of Life	Equipment replacement for Plano Centre	\$ 1,410,500	Convention & Tourism		0.00	1
Quality of Life	Sales/promotions of Plano as a destination.	\$ 444,656	Convention & Tourism	\$ 4,964,601	3.00	1
Add On	Provide audio visual service and facility operations including set up and tear down to events	\$ 1,109,198	Convention & Tourism	\$ 273,000	13.00	2
Quality of Life	Marketing and advertising campaign that generates interest in Plano as convention, meeting, sports and leisure destination.	\$ 610,207	Convention & Tourism		1.00	2
Add On	In-house food service	\$ 1,176,867	Convention & Tourism	\$ 1,078,452	11.00	2
Add On	Serving of alcoholic beverages in City of Plano facilities	\$ 384,873	Convention & Tourism	\$ 226,000	4.00	3
Quality of Life	Providing Client Services including brochures, VIP gifts, give-a-ways, coupons, etc.	\$ 252,413	Convention & Tourism		0.50	3
Add On	Special Event Grants	\$ 150,896	Convention & Tourism			3
Quality of Life	Cultural Arts Grants	\$ 677,710	Convention & Tourism		1.00	3
Add On	Outside concessions, vending and banquets	\$ 970,969	Convention & Tourism	\$ 501,000	12.00	4
Quality of Life	Respond to inquiries through print/ads/mail-outs.	\$ 135,808	Convention & Tourism		0.50	4
Quality of Life	Preparation of reports for the hospitality community	\$ 122,466	Convention & Tourism		1.00	5
CONVENTION & TOURISM FUND		\$ 7,793,843		\$ 7,643,053	52.00	

Public Works
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROVIDE RELIABLE UTILITY SERVICES FOR DAILY LIVING AND BUSINESS							
Utility Operations - Cost Centers 761-762-763-765-766-767-769							
No Choice	Water Main Repair: Repair of water main infrastructure. Isolate, expose and repair broken water mains.	\$ 852,394	Water & Sewer		9.69	1	
No Choice	Sewer Main Repair: Repair of sewer main infrastructure. Isolate, expose and repair broken sewer mains.	\$ 852,394	Water & Sewer		9.69	1	
No Choice	Water Service Repair: Repair broken and/or damaged water services to residential and commercial customers.	\$ 852,394	Water & Sewer		9.69	1	
No Choice	New Meter Installation: Install new water meters at newly constructed residential and commercial developments.	\$ 128,431	Water & Sewer		1.46	1	
No Choice	Utility Cut Service - permanent concrete pavement repairs at utility repair locations	\$ 967,630	Water & Sewer		11.00	1	
No Choice	Fire Hydrant Meter Program: Issue fire hydrant meters with required backflow prevention assembly to contractors. Test and adjust as necessary. Maintain records and readings. Submit billings.	\$ 128,431	Water & Sewer		1.46	1	
No Choice	Inspections: Inspect all backflow prevention devices at residential and commercial properties. Enforcement of State-mandated regulations.	\$ 286,770	Water & Sewer	Backflow Registration and Testing Fees \$295,025	3.26	1	
No Choice	Review Reports & Certify Tests: Review test reports and certify accuracy and compliance with Backflow Prevention Ordinance.	\$ 110,838	Water & Sewer		1.26	1	
No Choice	Cost Estimates: prepare cost estimates for additions and/or modifications to the City's Water and Sewer systems.	\$ 39,585	Water & Sewer	\$ 340,556	0.45	1	
No Choice	Debris Hauling: Contractor hauls debris collected from city jobsites and creek cleaning.	\$ 206,835	Water & Sewer		0.50	1	
No Choice	Compliance Efforts: monitor legislation, develop ordinances and reports to meet State and Local requirements, compile and distribute Consumer Confidence Report in compliance with TAC code.	\$ 43,983	Water & Sewer		0.50	1	
No Choice	NTMWD Contract Wastewater	\$ 23,202,535	Water & Sewer	\$ 45,944,409	0.00	1	
No Choice	Water Purchase from NTMWD	\$ 31,529,375	Water & Sewer	\$ 52,641,384	0.00	1	
No Choice	Water Leak Investigation: Investigate reported water leaks.	\$ 1,055,597	Water & Sewer		12.00	2	
No Choice	Contractual Rehabilitation of Sanitary Sewer System	\$ 2,703,432	Capital Reserve Fund		2.00	2	
No Choice	Fire Hydrant Maintenance: Perform repair and/or routine maintenance of fire hydrants. Includes cleaning, flushing, lubricating and painting (Color coded).	\$ 324,596	Water & Sewer		3.69	3	
No Choice	Water Valve Maintenance: Exercising of water main valves utilizing proper tools and equipment to ensure dependable and proper operation.	\$ 500,529	Water & Sewer		5.69	4	
No Choice	Sewer Line Cleaning/TV: Utilization of jet trucks with high pressure water nozzles to perform routine maintenance, cleaning, and monitoring of sanitary sewer infrastructure.	\$ 1,004,576	Water & Sewer		11.42	5	

Public Works
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
No Choice	Utility Locates: conduct scheduled and emergency responses to requests for utility locates, to ensure safety of City's Water and Sanitary Sewer systems by preventing damage and disruption of service.		\$ 65,095	Water & Sewer		0.74	6
No Choice	Large Meter Testing (3"+): Field test meters for accuracy standards as set forth by American Water Works Association(AWWA). Make adjustments and document data.		\$ 216,397	Water & Sewer		2.46	7
No Choice	Water Meter Change Outs: Replace fogged, slow, broken and/or old meters with new ones.		\$ 392,330	Water & Sewer		4.46	8
No Choice	Records Management: maintain records of Water and Sanitary Sewer systems, including As-Built drawings.		\$ 66,854	Water & Sewer		0.76	9
No Choice	Right-of Way Management: Coordinate and inspect franchise utility construction within the City's Rights-of-way and easements. Ensure compliance to City codes and specifications in accordance with engineered drawings.		\$ 69,493	Water & Sewer		0.79	10
No Choice	Plan Review: review engineered drawings for compliance to City and Department codes and specifications.		\$ 46,622	Water & Sewer		0.53	11
Quality of Life	Community Outreach & Education: educate public on water conservation and storm water management.		\$ 43,983	Water & Sewer		0.50	12
Total for Cost Centers 761-762-763-765-766-767-769			\$ 65,691,102		\$ 99,221,374	94.00	
Pumping Facilities - Cost Center 764							
No Choice	Pumping Facility Maintenance,operation,dispatch, and daily inspections: Maintain,operate and inspect 11 elevated water storage tanks, 12 ground water storage tanks, 5 water pumping stations w/45 pumps and 8 sewer lift stations. Utilizing the S.C.A.D.A. system to control,operate, & monitor the City's potable and waste water system. Dispatch after-hours calls for all City departments (except Police & Fire). 24hr-7 days a week.		\$ 908,552	Water & Sewer		9.50	1
No Choice	Contract Maintenance of Pumps and Motors: Contractual repair of all water/wastewater pumps and motors		\$ 23,909	Water & Sewer		0.25	1
No Choice	Water Testing & Sampling: State mandated bacteriological testing and sampling of water		\$ 191,274	Water & Sewer		2.00	1
No Choice	Electric Utilities Cost		\$ 2,990,000	Water & Sewer		0.00	1
Choice	Flow Test: Perform flow test on fire hydrants for contractors putting in fire systems.		\$ 23,909	Water & Sewer		0.25	2
Choice	Contractor Inspection of Services: Inspect work done on all pumping facilities, i.e. cell phone contractors, mowing/landscaping,pump repair.		\$ 71,728	Water & Sewer	\$169,905 Cellular Antenna Rent	0.75	3
Choice	Contract Mowing of Facilities: Mowing at water storage and pumping facilities.		\$ 23,909	Water & Sewer		0.25	4
Total for Cost Center 764			\$ 4,233,282		\$ 169,905	13.00	
W & S Fund Total			\$ 69,924,383		\$ 99,391,279	107.00	

Public Works
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Municipal Drainage - Cost Center 471							
No Choice	Contracted Debris Hauling: Contractor hauls debris collected from city jobsites and creek cleaning.		\$ 206,835	Municipal Drainage Fund		0.50	1
No Choice	Storm Water Pipe and Bridge Repair: Make repairs to bridges as noted by TxDOT Bridge Report. Repair storm water pipe on an as-needed basis.		\$ 582,187	Municipal Drainage Fund	\$ 4,928,110	4.80	2
No Choice	Miscellaneous Activities: Handle requests from contractors to locate storm drain pipe. Herbicide grass drainage ways. Retrieve items from storm drain inlets.		\$ 485,155	Municipal Drainage Fund		4.00	3
No Choice	Storm Sewer Cleaning: Yearly scheduled cleaning of storm sewer inlets and pipes.		\$ 545,800	Municipal Drainage Fund		4.50	4
No Choice	Curb Repairs: Replacement of damaged concrete curbs along residential street, arterial thoroughfares and alleys.		\$ 424,511	Municipal Drainage Fund		3.50	5
Choice	Contracted Mowing of Drainage Ways: Monthly mowing of drainage ways.		\$ 48,880	Municipal Drainage Fund		0.50	6
Choice	Contracted Street Sweeping: Sweeping of major and secondary thoroughfares and parking lots of city facilities.		\$ 163,296	Municipal Drainage Fund		0.20	7
	Total for Cost Center 471		\$ 2,456,664		\$ 4,928,110	17.50	
Street Operations - Cost Center 742							
Choice	Street Repairs: Make permanent concrete repairs to street potholes and pavement failures.		\$ 1,056,803	General Fund		11.70	1
Choice	Contractual Repair of Residential Streets, Alleys, Sidewalk and Barrier Free Ramps		\$ 3,000,000	Capital Reserve		0.60	1
Choice	Contractual Repair of Major Thoroughfares and Arterials		\$ 3,055,000	Capital Reserve		0.60	1
Choice	Alley Repairs: Permanent concrete repairs of alleys.		\$ 993,576	General Fund		11.00	2
Choice	Sidewalk Repairs: Permanent concrete repair of all sidewalks in City's right-of-way.		\$ 903,250	General Fund		10.00	3
Choice	Contractual Pavement Undersealing and Raising		\$ 1,668,000	Capital Reserve		0.60	4
Choice	Pothole Patching: Asphalt crew makes temporary pothole patches on streets, alleys, city-owned driveways and city-owned parking lots.		\$ 180,650	General Fund		2.00	5
Choice	Contractual Construction of Sidewalks		\$ 250,000	Capital Reserve		0.60	6
Quality of Life	Contractual Repair of Screening Wall Panels		\$ 350,000	Capital Reserve		0.60	7
Quality of Life	Contracted Screening Wall Repairs: Contractor repairs screening wall panels and columns caused by storms and vehicles.		\$ 18,065	General Fund		0.20	8
Quality of Life	Contracted Graffiti Removal: Contractor removes graffiti from city property by means of a hydro-wash, high pressure operation.		\$ 9,033	General Fund		0.10	9
	Total for Cost Center 742		\$ 11,484,377		\$ -	38.00	

Public Works
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Traffic Signals - Cost Center 743							
Choice	Traffic Signals maintenance and repair: 210 Signalized intersections, 189 School Zone Flashers. Includes maintenance and repair on all signals, lighted street signs, metal signs, pre-emption, poles, mast arms, conduit, cables, UPS (battery back up), power meters, signal cabinets, etc.	\$ 1,277,813	General Fund	\$15,000 TXDOT Reimbursement (US 75, 190 & 121)	13.00	1	
	Total for Cost Center 743	\$ 1,277,813	General Fund Total	\$ 15,000	13.00		
Traffic Signs & Markings - Cost Center 744							
Choice	Signs and Markings maintenance and repair of all Pavement Markings: Install crosswalks at all signalized intersections. Installation of crosswalks at all PISD schools. Maintain all buttons along 2, 4, and 6-lane divided thoroughfares.	\$ 879,530	General Fund	\$6,000 Street Signs; \$3,800 Block Party Permit Fee	10.20	1	
Choice	Contractual Maintenance of pavement markings and buttons on major arterial streets.	\$ 227,752	General Fund		0.80	2	
	Total for Cost Center 744	\$ 1,107,282	General Fund Total	\$ 9,800	11.00		
Public Works Administration - Cost Center 711							
Choice	Public Works Administration: Provide administrative support and supervision for Streets, Drainage, Signals, Signs & Markings, Utility Operations, Utility Pumping and Public Works Construction. Cost was allocated to services above by % of totals, excluding NTMWD, pumping electricity and Capital Reserve items.	\$578,377*	General Fund	\$35,000 Recycling Scrap Metals	9.00	1	
	Total for Cost Center 711	\$ 578,377	General Fund Total	\$ 35,000	9.00		
	PUBLIC WORKS GRAND TOTAL	\$ 86,828,896		\$ 104,379,189	195.50		
Fleet & Equipment Services - Cost Center 342							
Choice	Maintenance and Repairs of Vehicles and Equipment. Provide recommended service, maintenance and repairs to ensure a safe, dependable and cost effective fleet. Maintain vehicles to manufacture's specifications to increase fuel efficiency and lower greenhouse emissions. Maintain and manage the City's Motor Pool for departmental use while their vehicles are out of service for repairs.	\$ 2,832,374	Equipment Maintenance Fund	\$ 3,500,000	29.00	1	
Choice	Manage the City's Equipment Replacement Program. Make recommendations for annual equipment replacement of vehicles and equipment. Purchase of vehicles and equipment through proper business practices and City policies. Create and evaluate detailed bid specifications to ensure the best possible value and performance. Prepare out-of-service vehicles and equipment for public auction and manage the public auctions.	\$ 315,142	Equipment Maintenance Fund	\$ 336,000	4.00	2	

Public Works
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Choice	Fleet Asset Management. Manage the City's fleet assets of more than 2000 pieces of equipment, valued at \$54,000,000.00. Maintain up-to-date, accurate information for billing and reporting concerning the day-to-day operations of a wide variety of vehicles and equipment.	\$ 143,424	Equipment Maintenance Fund	\$ -	2.00	3
Choice	Fuel Management and Distribution. Maintain six, City owned fuel sites, manage an electronic fuel card system which interfaces with accounting for billing processes. Perform State mandated compliance testing and reporting. Manage vendor contracts for fuel.	\$ 4,229,535	Equipment Maintenance Fund	\$ 4,775,000	2.00	4
Total for Fleet&Equipment Services - Cost Center 342		\$ 7,520,475		\$ 8,611,000	37.00	

Sustainability
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PERSONAL AND ENVIRONMENTAL HEALTH							
Environmental Waste/Operations							
No choice	Solid Waste Collection Services: Crews service over 68,600 individual residents; collecting 63,154 tons last year. Mandated.	\$ 5,710,123	Sustainability & Environmental Services	\$ 5,710,123	22.00	1	
Quality of Life	Recycling Collection Services: Crews service over 68,600 individual residents; collecting 20,461 tons last year.	\$ 2,175,679	Sustainability & Environmental Services	\$ 2,175,679	12.00	3	
Quality of Life	Yard Trimmings Collection Services: Crews service over 68,600 individual residents; collecting 24,541 tons last year.	\$ 2,354,393	Sustainability & Environmental Services	\$ 2,354,393	14.00	4	
Special Waste							
Quality of Life	Bulky Waste Collections: Crews service over 68,600 individual residents; collecting 3,325 tons last year.	\$ 467,050	Sustainability & Environmental Services	\$ 467,050	2.00	7	
Quality of Life	Household Chemical Collection & Reuse Center: Crews collect 5,052 HCC pick-ups last year in lieu of residents disposing them in trash. Center collected and redistributed 15,687 gallons last year of reuseable materials through 2,682 Reuse Center customers.	\$ 255,220	Sustainability & Environmental Services	\$ 255,220	2.50	8	
Quality of Life	Litter Collection Crews: Crews collect litter from Plano's median and right-of-way areas on a monthly basis; service 203 median litter receptacles on a weekly basis. Last year, 3,517 miles were maintained while collecting 208 tons of litter.	\$ 303,420	Sustainability & Environmental Services	\$ 303,420	4.00	11	
Quality of Life	Special Paid Collection Services: Crews service individual residents; collecting 1,915 tons last year from 1,622 scheduled collections.	\$ 210,797	Sustainability & Environmental Services	\$ 210,797	1.50	15	
Commercial Waste							
Quality of Life	Commercial Recycling Team & Organic Recycling: Educates and provides Plano commercial customers programs and projects that result in the reduction of solid waste.	\$ 845,327	Sustainability & Environmental Services	\$ 1,048,971	8.00	16	
Environmental Education & Community Outreach							
Quality of Life	Community Awareness: Educational programming, presentations and initiatives focused on variety of environmental & sustainability topics.	\$ 385,227	Sustainability & Environmental Services	\$ 385,227	4.00	9	
Quality of Life	Sustainability Communication & Media: Communication initiatives focused on promoting all sustainability programs.	\$190,787	Sustainability & Environmental Services	\$190,787	1.50	10	
Quality of Life	Environmental Discovery Garden (EDC), Community Gardens & Compost Education: EDC was developed as a teaching center contains backyard compost demo site, SmartScape landscape, butterfly garden, etc.	\$ 121,334	Sustainability & Environmental Services	\$ 121,334	1.25	13	
Quality of Life	Live Green in Plano (LGIP): Volunteer training program for residents interested in pledging to live green and assist others to do the same.	\$ 117,306	Sustainability & Environmental Services	\$ 117,306	1.3	14	

Sustainability
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Sustainability							
Quality of Life	Sustainability Program: Identify, develop and implement sustainability programs and practices targeted at city departments, employees, business community and general public.		\$ 140,954	Sustainability & Environmental Services	\$ 140,954	3.00	12
Community Add-on	Live Green Expo		\$ 161,116	Sustainability & Environmental Services	\$ 161,116	0.00	17
Compost Marketing/Operations							
Quality of Life	Texas Pure Processing: Receive ground material from Custer Road Grindsite; through windrow and static pile technology create various soil amendment products for resale.		\$ 2,384,612	Sustainability & Environmental Services	\$ 1,616,992	14.00	5
Quality of Life	Sales & Marketing: Develop loyal client base through marketing and sales of Texas Pure Soil Amendment products.		\$ 164,733	Sustainability & Environmental Services	\$ 728,709	1.00	6
Commercial Disposal							
Quality of Life	Commercial Disposal Franchise: Contractual agreement to collect and dispose of waste from commercial customers within the City.		\$ 5,772,021	Sustainability & Environmental Services	\$ 5,772,021	0.00	2
TOTAL			\$ 21,760,099		\$ 21,760,099	92.00	

Development Business Center
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Choice		Administration: Oversight and management of business center operations, project management, personnel management, strategic planning, budgeting, customer service. Special Projects as directed by City Manager.	\$ 196,278	General Fund		0.85	1
Choice		Legislative Function: Travel and professional development expenses for Deputy CM related to Legislative trips/expenses.	\$ 130,852	General Fund		0.65	2
TOTAL \$			\$ 327,130			1.50	

Building Inspections
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
ATTAIN COMPLIANCE TO PROPERTY STANDARDS							
No Choice		Auxiliary Services - Plumbing Inspectors Continuing Education	\$ 630	General	\$ -	0.25	1
No Choice		Inspections/ Plan Review/ Permit Services - Inspection and enforcement of Building Codes on all construction within the City. Plan Review of construction plans for compliance with all Codes. Work procedures required for processing all building permits (ie: Irrigation, Energy, Water Heater).	\$ 2,569,693	General	\$ 3,387,680	38.00	1
Choice		Inspections/ Plan Review/ Permit Services - Inspection and enforcement of Building Codes on all construction within the City. Plan Review of construction plans for compliance with all Codes. Work procedures required for processing all building permits.(ie: fences, accessory structures, frame).					2
Choice		Records and Information Management - Maintain city records, monthly building data reports, and process information requests on all completed construction projects in the city.	\$ 223,149	General	\$ -	1.75	3
Quality of Life		Sign Enforcement- Inspection of new sign construction for code compliance and removal of illegal signage in the right-of-way.	\$ 171,248	General	\$ 29,182	2.50	4
Quality of Life		Auxiliary Services - Manage personnel, reports, contractor/developer meeting, code development, training and administrative duties.	\$ 275,017	General	\$ -	2.25	5
Quality of Life		Committee Management - Prepare, document, and manage case loads for the Board of Adjustment variance requests and Building Standards Commission for contractors and substandard property cases.	\$ 128,746	General	\$ 5,600	1.25	6
Add Ons		Investigation, Arbitration/Dispute resolution and Citizen complaints.	\$ 146,573	General	\$ -	1.30	7
Add Ons		Community Education and Outreach. Including; Builders Luncheons, Building Safety Week, PTN Videos, and Water Bill Inserts.	\$ 130,470	General	\$ -	1.00	8
TOTAL			\$ 3,645,526		\$ 3,422,462	48.30	

Engineering
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
FACILITATE, STIMULATE AND INITIATE FUTURE DEVELOPMENT AND REDEVELOPMENT							
No Choice	Storm Water - FEMA Floodplain Management - administration and compliance with the requirements of the Federal Clean Water Act and the National Flood Insurance Program.	\$ 335,002	General Fund - \$128,220, Water & Sewer - \$122,326, Municipal Drainage Utility - \$84,456		2.90	1	
Choice	Private Development Project Management - the review, permitting and management of all non-City initiated projects.	\$ 476,419	General Fund - \$307,848, Water & Sewer - \$168,571	\$ 303,564	4.69	7	
Choice	CIP Project Management - management of the Community Investment Program for paving, drainage, water and wastewater projects including development of the CIP, selection of consultants, review of design, bidding and construction management.	\$ 729,908	General Fund - \$338,358, Water & Sewer - \$173,705, Municipal Drainage Utility - \$217,845		6.56	8	
Choice	Community Investment Program (CIP) Facilities - Management includes development of program, review of engineering design, bidding of projects and inspection of construction for facilities CIP and Capital Reserve projects	\$ 3,844,075	Capital Reserve - \$3,309,000, Municipal Facilities CIP/General Fund - \$589,075		5.95	9	
Choice	Private Development Inspection - the inspection of all site improvements (water, sewer, paving and drainage) on private development projects	\$ 504,660	General Fund - \$255,157, Water & Sewer - \$196,361, Municipal Drainage Utility - \$53,142		6.44	11	
Choice	CIP Inspection - the inspection of all improvements (water, sewer, paving and drainage) on CIP projects.	\$ 341,599	General Fund - \$213,332, Water & Sewer - \$107,834, Municipal Drainage Utility - \$20,433		3.40	12	
Choice	ROW Management - the review and permitting of all franchise utility (electric, phone, gas and cable) work in City right-of-way.	\$ 73,354	General Fund \$67,955, Water & Sewer - \$5,399		1.05	15	
PROVIDE TRANSPORTATION SYSTEM AND TRAFFIC MANAGEMENT							
Choice	Traffic Signal - Design and operation of traffic signal timing plans, responding to citizen concerns, special signal timing for recurring and nonrecurring events.	\$ 219,321	General Fund		1.89	5	
Choice	Traffic Operations/Safety - Traffic safety investigations, work zone traffic control plan review, technical support to Property Standards investigations, PISD safe walking/biking route development, traffic collision analysis.	\$ 434,885	General Fund		5.02	6	
Choice	Traffic Design - Design of traffic signals, intersection improvements, review of the transportation elements of Community Investment Projects and Development related projects.	\$ 150,418	General Fund		0.85	10	
Choice	Regional Mobility - Participation on regional transportation planning and funding committees. Technical support to executive staff, public transit planning and development.	\$ 45,515	General Fund		0.39	14	
Add Ons	Safe Streets Program - Neighborhood traffic safety investigations and solutions and special traffic improvement projects.	\$ 412,692	General Fund		1.94	17	

Engineering
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - COMMUNITY						
Choice	Operate and Maintain Facilities - Provide energy management and electrical and natural gas utilities to facilities.	\$ 4,333,021	General Fund		0.50	2
Choice	Operate and Maintain Facilities - Provide for preventative, emergency and routine maintenance and repair of facilities and embedded systems.	\$ 1,931,987	General Fund		15.80	3
Choice	Operate and Maintain Facilities - Provide for preventative, emergency and routine maintenance and repair of facilities and embedded systems through contracted services.	\$ 810,967	General Fund		4.20	4
Choice	Facilities Services - Provide and manage contracted custodial services.	\$ 1,773,143	General Fund		5.45	13
Choice	Facilities Services - Provide and manage contracted services for pest control services, office moves, window cleaning services and indoor plant care services.	\$ 185,811	General Fund		0.95	16
TOTAL		\$ 16,602,777		\$ 303,564	68.00	

(includes open position - Traffic Eng. II)

Planning
Core Business Matrix

Core Business		Program/Description		Annual Cost		Funding Source		Annual Revenues		FTE's		Priority	
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES													
Quality of Life		<p>Buffington Community Services Grant Program: Provide City funds at \$2 per capita to support social service agencies who assist citizens in need. Funding is directed to agencies that provide emergency services.</p>		\$	554,009	<p>General Fund: \$520,400 Grants \$33,609 Administration</p>		\$	-	0.37	6		
FACILITATE, STIMULATE AND INITIATE FUTURE DEVELOPMENT AND REDEVELOPMENT													
Choice		<p>Development Review: Manage the City's residential and commercial development and redevelopment using the Zoning and Subdivision Ordinances and other rules/legulations.</p>		\$	907,549	<p>General Fund</p>		\$	192,704	12.37	1		
Choice		<p>Geographic Information Systems/Mapping (GIS): Provide maps and information through GIS for the City's 9-1-1 system, solid waste truck routes, crime prevention program, and other planning activities.</p>		\$	1,247,074	<p>General F und \$940,673 Water & Sewer \$222,636 Municipal Drainage \$83,765</p>				12.08	2		
Choice		<p>Long-Range Planning: Plan for the City's future growth by maintaining and implementing the Comprehensive Plan and related long-range planning studies and by tracking demographic changes.</p>		\$	431,366	<p>General Fund</p>				4.30	3		
Choice		<p>CDBG and HOME Grant Programs: Prevent neighborhoods from deteriorating and support social service agencies who assist citizens in need using federal grant funds. Majority of funds are used to rehabilitate housing for low- and moderate-income homeowners and assist with downpayment and closing costs for qualifying first time buyers. Up to 15% of the funds are granted to community social service agencies.</p>		\$	2,068,821	<p>Grant Fund \$1,819,163 General Fund \$249,658</p>		\$	1,819,163	8.08	4		
Choice		<p>Heritage Preservation: Oversee the City's historic preservation program and historic districts, including the City's grant program for historic preservation agencies.</p>		\$	780,574	<p>General F und \$102,864 Convention/Tourism Fund \$677,710</p>		\$	677,710	1.37	5		
Quality of Life		<p>Day Labor Center: Operation of the City's Day Labor Center, where contractors and homeowners can hire daily workers in a safe and orderly manner.</p>		\$	218,391	<p>General Fund</p>		\$	26,210	3.23	7		
Quality of Life		<p>Community Building: Provide support and education for residents in older parts of the City through the neighborhood planning program to address neighborhood decline.</p>		\$	159,381	<p>General Fund</p>				1.17	8		
Quality of Life		<p>Downtown Plano: Coordinate programs to promote the revitalization of Downtown Plano and provide assistance to area merchants, property owners and developers.</p>		\$	165,193	<p>General Fund</p>				1.03	9		
TOTAL				\$	6,532,358			\$	2,715,787	44.00			

Property Standards
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
ATTAIN COMPLIANCE WITH PROPERTY STANDARDS							
Choice	Public Nuisance Inspections: Perform proactive and reactive residential and commercial property and premise inspections to identify and address public nuisance violations.	\$ 813,477	General Fund		10.49	1	
Choice	Substandard Structure Inspections: Conduct property inspections of residential and commercial structures for conformance to minimum property maintenance standards.	\$ 259,122	General Fund		3.35	2	
Choice	Neighborhood Assessments: Evaluate and review neighborhood conditions within the city to determine quality of housing stock.	\$ 155,334	General Fund		1.68	3	
Quality of Life	Public Nuisance Abatement: Contract administration and execution of service contract work orders, reimbursements, liens and other related administrative duties to proceed with involuntary abatement of specific public nuisances (mowing, trash removal, minor fence/pool enclosure repair, securing open structures).	\$ 380,967	General Fund	\$ 103,614	4.78	4	
Choice	Administrative and Judicial Hearings: Conduct and participate in Building Standards Commission, Junked Vehicle, Municipal Court, County Court, District Court and other required hearings and processes including appeals and administrative search warrants.	\$ 80,894	General Fund		0.94	5	
Quality of Life	Rental Registration & Inspection: Administration of annual registrations of multi-family complexes ten (10) years old and older.	\$ 287,422	General Fund	\$ 295,880	3.77	6	
Quality of Life	Tree/Shrubbery/Foliage Trimming and Removal: Contract administration and execution of contract work orders to clear obstructions and encroachments over streets, alleys and sidewalks and the removal of dead trees/shrubbery/landscape.	\$ 58,847	General Fund		0.75	7	
Quality of Life	Graffiti Abatement: Contract administration and implementation of actions to facilitate the prompt removal of graffiti from private structures and appurtenances.	\$ 40,884	General Fund		0.51	8	
Quality of Life	Abandoned Shopping Cart Enforcement: Tag and impounding of abandoned carts from public property and right-of-ways to the city warehouse for storage, owner retrieval and/or disposal.	\$ 27,860	General Fund		0.33	10	
Add On	Professional Development Curriculum: Development of annual training curriculum with submittal to state for approval as continuing education units (ceu's) required to maintain state level code enforcement officer certification.	\$ 66,069	General Fund		0.70	11	
Quality of Life	Community Education and Outreach: Educate citizenry concerning various codes, ordinances and other regulations via customer service efforts, brochures, neighborhood meetings, etc.	\$ 116,208	General Fund		1.32	12	
Quality of Life	Community Service Spruce-Up Projects: Collaborate with other city departments, county staff, social service groups, etc. in organizing projects to fix up and clean up identified need-based properties.	\$ 33,579	General Fund		0.38	9	
		TOTAL \$	2,320,665		\$ 399,494	29.00	

Municipal Court Judge
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
PROTECT PUBLIC SAFETY, HANDLE EMERGENCIES							
Choice	Municipal Court Operations: Provides a fair and efficient disposition of criminal charges filed in MC. Develops policies and procedures to process criminal cases, presides over trials and hearings, supervises the Teen Court Program, establishes and maintains alternative programs, assess fines, and certify appeals to the Collin County courts.	\$ 462,543	General Fund		4.00	1	
Choice	Magistrate Operations: Conducts Magistrate hearings in city jail, juvenile detention offices and other locations. The Judges review and reject or sign search/arrest warrants, mental health warrants, Orders of Emergency Protection, DWI Interlock Orders and property inspection and seizure warrants.	\$ 97,436	General Fund		1.00	2	
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Choice	Building Security Fund: Provides funding for the wages, benefits, equipment and supplies of the Public Safety Officer assigned to the Robinson Justice Center. It pays the contractual costs for the uniformed security guards to operate the metal detector and the x-ray baggage scanner at the lobby entrance to the Justice Center. The fund will purchase and install additional alarm buttons, video cameras, and security windows in the Robinson Justice Center, the Joint Use Facility on Independence Parkway, and the lobby of 909 E. 14th Street. The fund also is used to provide appropriate signage for the buildings and courtroom. Security-related training for court personnel may be paid from the security fund.	\$ 124,696	Building Security Fee No Cost to City	\$ 144,100	1.00	3	
Quality of Life	Juvenile Case Manager (JCM): Assigns individual cases to appropriate dockets and processes the cases in accordance with Judge's orders. Reviews all the Juvenile dockets, determines each defendant's eligibility for alternative programs and advises the Judge. Processes applications for Teen Court, alternative programs and community service.	\$ 108,364	Juvenile Case Manager Fund - No Cost to City	\$ 108,866	2.00	4	
Quality of Life	Teen Court: Provides teen-aged defendants with an alternative to trials in the Municipal Court. It offers community service in lieu of paying fines who are charged with violations of Texas' Alcoholic Beverage, Health, Education, Penal Codes and if eligible the Texas Transportation Code.	\$ 12,570	Teen Court Fee No Cost to City	\$ 13,000	1.00	5	
TOTAL \$			805,609	\$ 265,966	9.00		

Legal
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Choice		Legal Advice and Services: Provide legal advice and services to City Council, City Boards, Commissions, committees, and all city departments. This includes daily advice on municipal issues, preparation and/or review of documents, ordinances and other forms or processes involving municipal operations, attending meetings of boards/committees etc. The services includes any support personnel needed to deliver those services.	\$ 566,690	General Fund		5.00	1
Choice		Litigation and administrative hearings: Provide legal representation on all litigation, claims, eminent domain, administrative hearings, i.e., civil service, unemployment, EEOC, and TCHR. Monitor cases handled by outside counsel.	\$200,000 Outside Legal Fees. \$226,676 Inside Legal Fees = \$426,676	General Fund		2.00	1
Choice		Municipal Court Prosecution: Provide prosecution services for violations of City and state law offenses that are filed in Municipal Court.	\$ 396,683	General Fund		3.50	1
Quality of Life		Collection of monies owed the city for property damage and personal injury.	\$7-10K in misc. filing fees; does not include FTE costs	General Fund	average is about \$50,000 in monies and judgements	0.50	2
Choice		Initiate litigation to recover potential sums owed the city; i.e. Comcast, Roomstore litigation	\$250,000 for outside legal fees			less than .03% of a FTE	2
Add On		Training - Provide training on legal issues for all City departments and to external agencies	\$ 3,400	General Fund	\$ 1,500	Less than .03% of an FTE	3
Add On		Legislative Assessment: Provide legal assessment of bills filed during legislative session. This may include federal legislation as well.	\$4,900 incl. \$1,500 in Travel	General Fund		.30 FTE every other year	4
Add On		External Committees/Organizations: Participate in external committees/organizations that involve municipal issues.	\$ 2,266	General Fund		less than .02% of an FTE	5

City Manager
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY						
Choice	General Administration: Oversight and management of all city operations, project management, personnel management, strategic planning, budgeting, and customer service. Advise City Council.	\$ 848,462	General Fund		4.50	1
TOTAL \$		848,462			4.50	

Budget and Research
Core Business Matrix

Core Business		Program/Description		Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY								
No Choice		Operating Budget: Develops, coordinates and monitors \$400 million operating budget including program evaluations to determine departmental effectiveness, processing of agenda items, revenue analysis, health insurance forecasting and salary and benefit modeling.	\$ 343,773	General Fund			3.50	1
No Choice		Community Investment Program: Develops, coordinates and monitors \$120 million in order for the City to continually invest in our growing \$1.1 billion infrastructure. This includes overseeing all Bond Referendums including the 2009 May Bond Referendum.	\$ 122,776	General Fund/GO Debt Fund/Water & Sewer and Municipal Drainage Fund			1.25	1
Choice		Financial Forecast: Develops, coordinates and oversees the processing and preparation of the Three-Year Financial Forecast.	\$ 122,776	General Fund			1.25	2
No Choice		Property Tax: Serves as Tax Assessor for the City of Plano handling all tax filings, administrative records and sets both operating and debt tax rates plus monitors all legislative activities.	\$ 24,555	General Fund/GO Debt			0.25	1
Choice		Special Projects: Handles multiple special projects during the year including the Core Business Matrix, Citizen Survey, Water & Sewer Rate Model, ICMA Performance Measurement Project, TMRS Projects, serve on several committees including EAC, 457 and RSP plus any other City Council and City Management directives.	\$ 73,665	General Fund			0.75	4
			TOTAL \$	687,545			7.00	

City Secretary
Core Business Matrix

Core Business	Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY						
No Choice	City Council Agenda and Packets	\$ 37,000	General Fund		0.50	1
No Choice	City Council Meetings, Minutes and Follow-up	\$ 83,294	General Fund		1.00	1
No Choice	Legal Publications (Public Hearings, Elections, Ordinances, Franchise)	\$ 22,050	General Fund		0.15	1
No Choice	Alcoholic Beverage Permitting	\$ 37,105	General Fund	\$ 9,000	0.50	1
No Choice	Codification of Ordinances, Annexation Processing, Records Mgmt (Departmental)	\$ 18,835	General Fund		0.05	1
No Choice	Elections (contract, candidates, petitions)	\$ 100,300	General Fund		0.25	1
No Choice	Boards and Commission Support (12 are mandated - includes required posting)	\$ 20,300	General Fund		0.25	1
Quality of Life	Customer Service	\$ 22,179	General Fund		0.30	2
TOTAL		\$ 341,063		\$ 9,000	3.00	

Economic Development
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
FACILITATE, STIMULATE AND INITIATE FUTURE DEVELOPMENT AND REDEVELOPMENT							
Quality of Life	Business Attraction: Identify and recruit businesses which contribute to Plano's economic well being by broadening and diversifying the tax base and creating quality employment opportunities, while maintaining the high quality of life.	\$ 286,121	General Fund		1.50	1	
Quality of Life	Economic Development Incentive Fund: Generated from two cents of the ad valorem tax rate, the fund is controlled by the Plano City Council for their use in applying incentives to prospective relocation and retention projects, thereby protecting and enhancing the City's tax base.	\$ 5,210,253	General Fund	\$ 5,210,253	0.50	2	
Quality of Life	Business Retention and Expansion: Provide for a vibrant economy through a pro-active business retention and expansion program that encourages Plano companies to grow and expand their presence in Plano.	\$ 286,120	General Fund		1.50	3	
Quality of Life	Technology Marketing and Redevelopment: Encourage the local economy through a business redevelopment program that focuses on stimulating new investment in targeted geographic areas. Assist in the continued development of the Research/Technology Crossroads and monitor Plano's retail sector to promote sites that could benefit from redevelopment and/or adaptive re-use.	\$ 286,120	General Fund		1.50	4	
		TOTAL	\$ 6,068,614		\$ 5,210,253	5.00	

Finance
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY							
Finance Administration							
No Choice	Comprehensive Monthly Report Update: Address and plan future and current economic analysis along with investment reports, and financial reporting of COP resources.	\$ 11,575	General Fund		0.10	1	
No Choice	General Administration: Oversee and manage the daily operations of the Finance department which include the following sub-departments: Treasury, Risk Management, Financial Systems Administration, Courts, Purchasing and Accounting.	\$ 92,603	General Fund		0.80	1	
No Choice	Tax Increment Financing Administration (TIF): Administer TIF Zones and provide updates to board members through meetings and financial reports.	\$ 11,575	General Fund		0.10	1	
No Choice	Bond Sales: Monitor bond sales and issue bonds.	\$ 23,150	General Fund	\$ 50,000,000	0.20	1	
No Choice	Open Records Management: Provide information requested by citizens via spreadsheets, copies, verbal explanation and e-mail.	\$ 11,575	General Fund		0.10	1	
Choice	Economic Development: Administer, organize and plan the economic development contracts. Maintain all records and monitor contract adherence.	\$ 69,452	General Fund		0.60	2	
Choice	Audits: Perform travel audits, vendor audits and recycling audits, along with other financial auditing of the City's resources.	\$ 11,575	General Fund		0.10	3	
Court Administration							
Choice	Traffic/Code Enforcement: 39.94% of staff time to file and process citations/complaints filed by PD and Code dept. from data entry to explaining and processing options to citizens, collecting fines, fees and bonds and scheduling for dockets. Also includes Safety Education scheduling and processing citizens for red light and seat belt programs.	\$ 859,423	General Revenue	\$ 2,914,579	13.00	1	
Choice	Collections & Compliance Unit and Warrants: 12.11% of staff time to process and pursue collection of citations where citizens failed to appear or defaulted on payment arrangements. Includes entering and clearing active warrants on both the court's computer and the Dallas Regional Database systems, in addition to communicating with other jurisdictions regarding Plano arrests and releases.	\$ 260,581	General Fund	\$ 883,715	6.00	2	
Choice	General Administration: 8.74% of staff time to manage/supervise staff; develop and implement programs and policies/procedures; balance revenue collections against reports and prepare deposit; prepare reports for internal/external reporting; respond and resolve sensitive and non-routine inquiries.	\$ 188,066	General Fund	\$ 637,792	5.00	3	

Finance
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Choice	Dockets: 5.6% of total staff time to prepare and process cases for prosecution; assist in the court rooms and process adjudicated cases.		\$ 120,500	General Fund	\$ 408,654	3.00	4
Choice	Correspondence: 8.43% of staff time to process all incoming mail, fax, and web mail requests, as well as, prepare correspondence for answered and unanswered cases.		\$ 181,395	General Fund	\$ 615,170	3.00	5
Choice	Communications: 12.83% of staff time to answer phones and explain case options to citizens and attorneys.		\$ 276,074	General Fund	\$ 936,255	3.00	6
Choice	Jail Operations: 2.6% of staff time to enter and process adjudications, court dates, bonds, payments and time served credits for those citizens arrested and incarcerated in the city jail.		\$ 55,946	General Fund	\$ 189,732	2.00	7
Choice	Training/Development: 5.66% of staff time to train and develop staff with knowledge and abilities to communicate legal options to citizens regarding state and local law pertaining to traffic, zoning and state law violations without giving legal advice or acting as counsel.		\$ 181,395	General Fund	\$ 413,034	1.00	8
Choice	Special Projects: 4.09% of staff time to spearhead special projects, work with T/S and vendors, maintain and troubleshoot computer and software issues, develop reports and statistical data for internal and external agencies.		\$ 88,008	General Fund	\$ 298,464	1.00	9
Accounting							
Choice	Accounts Payable: Process invoices for payment, issue 1099s, issue tax-exempt certificates, issue W-9s, process travel and expense reports. Reconcile, review and issue procurement cards.		\$ 295,000	General Fund		3.00	1
Choice	Annual External Audit: Prepare workpapers for external auditors, answer questions, pull files, prepare comprehensive annual financial report, prepare schedule of Federal financial assistance.		\$ 300,000	General Fund		2.00	1
Choice	Accounts Receivable & Cash Handling: Bill customers, reconcile receivables from external billing contracts, receive and count cash from all departments, prepare daily cash deposit, send deposit to bank via armored transport, handle petty cash.		\$ 164,000	General Fund		3.00	1
Choice	Grant Administration: Determine that all City grant funds are in compliance with OMB Circular A-133 and the Single Audit, work with monitoring agencies and departments to ensure that proper documentation and reporting is prepared.		\$ 58,000	General Fund		1.00	1
Choice	Payroll and Employment Benefits: Process payroll bi-weekly for 2,500 full- and part-time employees, reconcile employee benefits to vendor statements, prepare monthly retiree/termination reports.		\$ 192,402	General Fund		4.00	1
Choice	General Accounting: Prepare monthly journal entries, close accounting records monthly, prepare reports, record tax revenue, maintain general ledger.		\$ 413,219	General Fund		4.00	1

Finance
Core Business Matrix

Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Treasury							
Choice	Cash Management: Track the daily cash flow of the city. Track daily expenditures and revenues of city funds. Manage TexPool and Legacy bank accounts.	\$ 55,017	General Fund		0.50	1	
Choice	City Investments: Purchase securities on behalf of the city. Manage the purchased securities, sell the securities and maintain the records of all securities purchased. Work with banking institutions on purchases, record management and financial transactions.	\$ 55,017	General Fund		0.50	1	
Choice	Debt Management: Purchase and sell municipal bonds. Payments of bond obligations and maintenance of payment schedule. Issuance of debt.	\$ 55,017	General Fund		0.50	1	
Choice	CMFR, CAFR & Unclaimed Property: Take data and create the economic, investment, quarterly hotel and quarterly investment report for the comprehensive monthly financial report (CMFR). Provide data to Accounting to assist in the areas of the Comprehensive Annual Financial Report (CAFR). Publish unclaimed property under \$100 and handle claims on behalf of the city.	\$ 55,017	General Fund		0.50	2	
Financial Systems Administration							
Choice	JDEdwards EnterpriseOne Support & Maintenance: Responsible for the on-going support and maintenance of the JDE EnterpriseOne ERP system. The department serves as the City's expert on the user support, system set-up, user access and security, custom menu design, custom report and application development and overall data integrity. Also maintains several servers and applies patches and updates to the system as needed.	\$ 212,600	General Fund		1.80	1	
Choice	Reports: Prepare various reports and queries like the Monthly Financial Reports for Council presentations, State Sales Tax Confidentiality Reports and Auditor's requests. Also serves as the City's liaison with Oracle, departments like Technology Services as well as any outside vendors.	\$ 23,622	General Fund		0.20	2	
Youth Advisory Commission (YAC)							
Add On	YAC: Comprised of approximately 25 teenagers attending the 9th-12th grades in the Plano Independent School District and private area high schools.	\$ 66,900	General Fund		1.00		
Property Management							
Add On	Property Management: Day-to-day management of city-owned commercial property.	\$ 27,000	Property Management Fund	\$ 92,861	0.00		
Purchasing							
No Choice	Purchasing: Provides centralized purchasing services to user departments to ensure that quality products are provided on a timely basis at competitive prices in a fair, legal and ethical manner.	\$ 742,643	General Fund		9.00	1	

Finance
Core Business Matrix

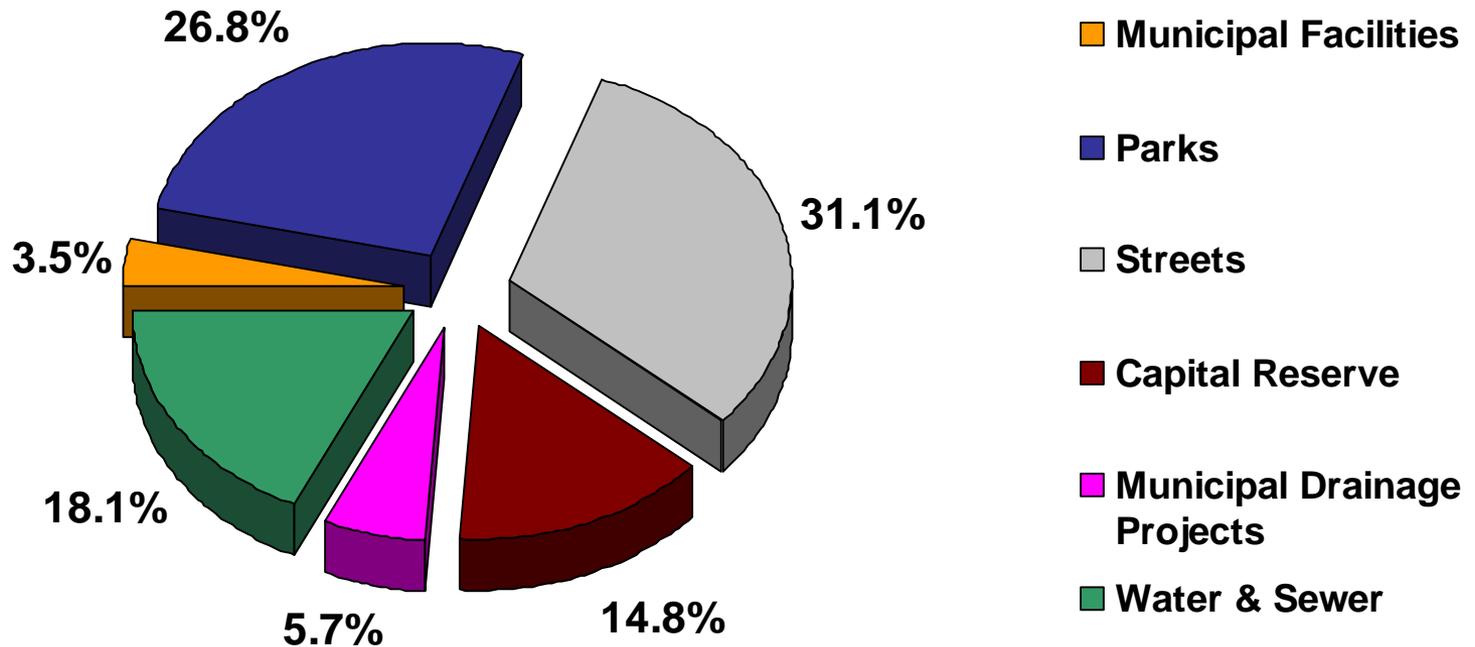
Core Business		Program/Description	Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
Inventory Control and Asset Disposal							
Choice	Inventory Control/Asset Disposal: Responsible for the coordination of inventory and bulk purchases and asset disposal to support the entire city operation.		\$ 3,137,531	Municipal Warehouse Fund	\$ 3,324,900	8.00	
		TOTAL	\$ 8,295,878		\$ 60,715,156	78.00	

Internal Audit
Core Business Matrix

Core Business		Program/Description		Annual Cost	Funding Source	Annual Revenues	FTE's	Priority
GOVERN AND REPRESENT THE "CITY OF PLANO" - OUR COMMUNITY								
Choice		Perform Audits/Reviews: Conduct performance, financial and compliance audits and reviews of city operations, vendors, franchise holders, grantees and others that conduct business with the City.	\$	123,750	General Fund		1.00	1
Choice		Special Projects: Conduct special studies for management. These projects are usually in response to specific financial or performance questions.	\$	123,749	General Fund		1.00	2
TOTAL \$				247,499			2.00	

COMMUNITY INVESTMENT PROGRAM FY 2009-10 EXPENDITURES

\$112,758,872



* Includes both G.O. and Non-G.O. Municipal Facilities

G.O. Debt Tax Rate Impact

New Debt Worksheet

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	
08-09 Issue	4,775,731	4,623,700	4,667,425	4,648,450	4,688,125	
\$30.57M+\$10M	877,398	3,528,934	3,527,254	3,525,501	3,523,673	4.35% I.R. & 4.25% TxNts
\$41.39M		931,275	3,181,904	3,181,904	3,181,904	4.5% Interest Rate
\$31.445M			746,819	2,470,019	2,470,019	4.75% Interest Rate
\$30.175M				754,375	2,421,320	5% Interest Rate
\$15.625M					390,625	5% Interest Rate
	5,653,129	4,460,209	7,455,977	9,931,799	11,987,541	

Existing Debt + New Debt

Principal & Interest

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	
<u>08-09</u>	37,194,128	35,745,590	34,454,314	33,868,556	30,033,612	P & I
<u>08-09 Issue</u>	3,812,006	3,653,706	3,686,781	3,657,831	3,688,206	P & I - GO
<u>08-09 Issue</u>	963,725	969,994	980,644	990,619	999,919	P & I - TxNts
<u>Existing Debt</u>	41,969,859	40,369,290	39,121,739	38,517,006	34,721,737	

Projected New Debt

<u>09-10</u>	664,898	2,298,128	2,297,191	2,296,214	2,295,195	P & I - GO
<u>09-10 C.O.'s/TxNts</u>	212,500	1,230,806	1,230,063	1,229,287	1,228,479	P & I - TxNts
<u>10-11</u>	-	931,275	3,181,904	3,181,904	3,181,903	P & I - GO
<u>11-12</u>	-	-	746,819	2,470,020	2,470,019	P & I - GO
<u>12-13</u>	-	-	-	754,375	2,421,320	P & I - GO
<u>13-14</u>	-	-	-	-	390,625	
<u>Projected New</u>	877,398	4,460,209	7,455,977	9,931,800	11,987,541	
<u>Project Combined P& I</u>	42,847,257	44,829,499	46,577,716	48,448,806	46,709,278	

Cumulative Tax Rate	16.02	18.48	18.81	19.11	18.10
Cumulative Tax Rate Impact	1.35	3.81	4.14	4.44	3.43

**PROJECTED CUMULATIVE O&M EXPENSES
2009-10 COMMUNITY INVESTMENT PROGRAM**

	2009-10	2010-11	2011-12	2012-13	2013-14
CIP O&M Expenditures					
Fire Station #12	40,331	51,116	51,116	51,116	51,116
Warehouse Logistic Facility	41,406	47,630	47,630	47,630	47,630
Emergency Operations Center	98,753	112,843	112,843	112,843	112,843
Fire Station #13	0	1,485,577	1,799,765	1,799,765	1,799,765
Fire Apparatus	0	411,738	3,019,412	3,293,904	3,293,904
Fire Station #2 Expansion	0	0	16,450	16,450	16,450
Fire Station #4 Expansion	0	16,270	16,270	16,270	16,270
Fire Station #6 Expansion	0	0	0	2,940	5,880
Animal Shelter Expansion	0	36,037	36,037	36,037	36,037
Environmental Education Building	40,651	84,254	84,254	84,254	84,254
Archgate Park Maintenance	0	9,805	9,805	9,805	9,805
09 Athletic Field Improvements	0	11,450	22,900	34,350	45,800
09 Athletic Field Renovations	0	9,375	18,750	28,125	37,500
Carpenter Expansion/Senior Center	0	187,531	576,567	576,567	576,567
09 Land Acquisitions	0	100,000	100,000	160,000	220,000
Legacy Trail	0	0	154,710	154,710	154,710
09 Maintenance Facility Expansion	0	7,309	35,774	35,774	35,774
09 Oak Point Center Expansion	0	0	0	51,450	214,036
Oak Point Park Development - Visitor Cntr	22,910	93,475	93,475	93,475	93,475
09 Oak Point Park Development	0	0	0	264,246	264,246
Oak Point Park Maintenance	10,115	40,044	40,044	40,044	40,044
09 Park Improvements	0	57,300	114,600	171,900	229,200
09 Senior Center/Wellness Center	0	0	94,011	275,804	275,804
Special Use Facilities	0	0	10,000	10,000	10,000
Technology Services Remodel	0	0	0	121,550	121,550
09 Trail Connections	0	11,875	23,750	35,625	47,500
09 White Rock Creek Development	0	0	0	0	217,000
Total CIP O&M Expenditures	254,166	2,773,629	6,478,163	7,524,634	8,057,160
Cummulative Tax Rate Impact	0.10	1.08	2.53	2.94	3.15
Cumulative					
New CIP O&M 2009-10	254,166	254,166	254,166	254,166	254,166
New CIP O&M 2010-11		2,519,463	2,519,463	2,519,463	2,519,463
New CIP O&M 2011-12			3,704,534	3,704,534	3,704,534
New CIP O&M 2012-13				1,046,471	1,046,471
New CIP O&M 2013-14					532,526
Total Cumulative O&M	254,166	2,773,629	6,478,163	7,524,634	8,057,160
Cummulative Tax Rate Impact	0.10	1.08	2.53	2.94	3.15