

CITY COUNCIL WORKSESSION
on the 2007-08 Recommended Budget & Proposed CIP

Council Chambers, Plano Municipal Center
1520 Ave K, Plano, TX
Saturday, August 18, 2007 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 2006-07	Muehlenbeck	
2. Outlook for 2007-08	Muehlenbeck	
D. Funding Requests		
1. Summary of Grant Funding	Rhodes	D-1
2. Presentation of Heritage Commission	Nichols	D-4
3. Presentation of Cultural Affairs Commission & Special Events Grants	Madigan	D-17
4. Presentation of Buffington Community Relations Commission	Masengill	D-25
5. Urban Town Center Grant	Baldelli	D-26
6. Plano Early Lions	Gleason	D-41
7. Plano Santa's Christmas Parade	Younce	D-42
8. Economic Development – Operating Budget & Incentives	Bane	D-48
E. Council Items and Issues for Discussion <i>(Council may wish to add additional agenda items.)</i>	Council	

F. Operating Budget

1. Revenues

- | | | | |
|----|-----------------------|--------|------|
| a. | Ad Valorem Tax Base | Rhodes | F-1 |
| b. | Tax Rate | Rhodes | F-7 |
| | 1. Rollback Tax Rate | | |
| | 2. Effective Tax Rate | | |
| c. | Sales Tax | Rhodes | F-10 |
| d. | Water & Sewer Rates | Rhodes | F-12 |

2. Program Changes

- | | | | |
|----|--|-------------|------|
| a. | Salary Increase | Muehlenbeck | |
| b. | Elections | Muehlenbeck | F-17 |
| c. | Police Department Staffing Index (SSI) | Glasscock | F-18 |
| d. | ISO Rating | Glasscock | F-26 |
| e. | Radio Replacement | Glasscock | F-35 |
| f. | Technology Services Back-up Site Plan | Glasscock | F-36 |
| g. | CIP Coming On-line | Hogan | F-39 |
| h. | 2009 Bond Referendum | Rhodes | F-41 |

G.	Proposed Ad Valorem Tax Rate	Muehlenbeck
		Rhodes

H. Adjourn

Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 972-941-7120.

2007-08 Grant Funding Requests Summary

Buffington Community Services Grant Requests:

Source: General Fund

Agency	Total Grant Request	Recommended 07-08 Funding	2006-07 CS Grant
ACORN Housing Corporation	\$42,000	\$0	N/A
AIDS Services of North Texas	\$60,000	\$0	\$51,000
Assistance Center of Collin County	\$93,500	\$45,000	\$0
Assistance League of Greater Collin County	\$28,000	\$20,000	\$25,277
Avenues Counseling Center	\$10,000	\$2,500	\$3,750
Boys and Girls Clubs of Collin County	\$30,674	\$5,000	\$18,000
CASA of Collin County	\$22,920	\$15,000	\$10,081
Child and Family Guidance Centers	\$66,431	\$9,940	N/A
Collin County Adult Clinic	\$30,000	\$15,000	N/A
Collin County Care Ctr/Samaritan Inn	\$75,000	\$50,000	\$63,200
Collin County Children's Advocacy Center	\$34,104	\$0	\$15,000
Collin County Committee on Aging	\$55,125	\$50,000	\$44,000
Collin Intervention to Youth	\$95,806	\$40,076	\$2,400
Crossroads Family Services	\$37,000	\$0	\$15,000
Community Dental Care	\$40,000	\$30,000	\$25,000
Even Start (PISD Foundation)	\$44,000	\$15,400	\$27,002
Family Outreach	\$75,000	\$10,000	N/A
Forrest Outreach Center	\$13,625	\$0	\$0
Geriatric Wellness Center	\$45,000	\$30,000	\$30,000
God's Food Pantry	\$45,000	\$37,000	\$32,000
Hendrick Academy of Excellence	\$30,000	\$0	N/A
Hope's Door	\$50,000	\$25,000	\$40,000
Journey Home	\$30,000	\$10,000	\$0
Journey of Hope	\$15,000	\$5,000	\$0
Plano Children's Medical Clinic	\$45,000	\$35,000	\$33,000
Plano Community Charity	\$90,020	\$40,684	\$24,000
Plano International Preschool	\$30,000	\$0	\$0
Practical Parent Education (PISD Foundation)	\$24,000	\$8,400	\$11,000
Susan G. Komen Race for the Cure (In-kind)	\$9,000	\$9,000	\$6,000
Turning Point (Rape Crisis Center)	\$0	\$0	\$20,800
Youth Mentor Network - Big Brothers/Sisters	\$34,354	\$6,900	\$11,500
Total	\$1,300,559	\$514,900	\$508,010

2007-08 Grant Funding Requests Summary

Heritage Commission Requests:

Source: Convention & Tourism Fund

Agency	Total Grant Request	Recommended 07-08 Funding	2006-07 Grant
Art Centre	\$48,850	\$20,000.00	N/A
Heritage Farmstead Museum	\$530,860	\$426,533.50	\$383,955
Thornton House-Plano African American Museum*	\$78,920	\$20,000.00	\$21,921
North Texas Masonic Historic Museum and Library	\$27,900	\$10,000.00	N/A
Plano Conservancy for Historic Preservation	\$252,375	\$201,176.50	\$195,425
Total	\$938,905	\$677,710	\$601,301

* Included as a portion of the Heritage Grant

Cultural Affairs Commission Requests:

Source: Convention & Tourism Fund

Agency (Major Grants)	Total Grant Request	Recommended 07-08 Funding	2006-07 Grant
Art Centre	\$105,000	\$77,272	\$67,581.98
Chamberlain Performing Arts	\$79,000	\$58,742	\$43,951.49
The Classics	\$65,679	\$49,896	\$76,319.81
Dallas Asian American Youth Orchestra	\$25,000	\$17,240	\$16,365.17
Ivy Camerata Orchestra	\$8,600	\$5,529	\$3,415.57
Men of Note	\$22,100	\$16,176	\$7,727.99
Plano Art Association	\$28,752	\$18,785	\$23,002.15
Plano Children's Theatre	\$153,000	\$111,694	\$68,188.19
Plano Civic Chorus	\$12,804	\$9,276	\$9,247.23
Plano Community Band	\$24,825	\$17,847	\$23,093.07
Plano Metropolitan Ballet	\$9,076	\$6,486	\$5,752.87
Plano Symphony Orchestra	\$280,000	\$226,418	\$206,066.23
Quilters Guild of Plano	N/A	N/A	\$5,355.65
Repertory Company Theatre	\$28,100	\$19,514	\$0.00
Rhythm Junkies	\$3,013	\$1,885	N/A
Rover Dramawerks	\$20,663.75	\$14,834	\$2,760.84
Texas Performing Chinese Arts Association	\$13,000	\$8,845	\$10,000.93
The Living Opera	N/A	N/A	\$22,729.40
Younger Generation Chorus	\$19,000	\$13,271	\$6,742.44
Total	\$897,613	\$673,710	\$598,301.01

Cultural Affairs Commission Requests:

Source: Convention & Tourism Fund

Agency (Small Grants)	Total Grant Request	Recommended 07-08 Funding	2006-07 Grant
Classical Acting Company	N/A	N/A	\$1,000
Creative Arts Alliance	\$1,000	\$1,000.00	N/A
Dallas Chinese Choral Society	\$1,000	\$1,000.00	\$1,000
Rhythm Junkies	N/A	N/A	\$1,000
The Great Land Choral Society	\$1,000	\$1,000.00	N/A
Word of Mouth Productions	\$1,000	\$1,000.00	N/A
Total	\$4,000	\$4,000	\$3,000

2007-08 Grant Funding Requests Summary

Cultural Affairs Commission Requests:

Source: General Fund

Agency (Special Events Grants)	Total Grant and In-Kind Request	Recommended 07-08 Funding	2006-07 Grant
Asian American Heritage Festival	\$14,300	\$11,596	\$10,161
Blackland Prairie Festival	\$54,500	\$54,500	\$54,500
Fiesta Latinoamericana	\$11,000	\$8,713	\$9,084
Lion's Club 4th of July Parade	N/A	\$10,100	\$8,610
Plano Balloon Festival	\$144,901	\$144,901	\$139,192
Plano Book Festival	\$12,500	\$12,500	\$13,500
Plano International festival	\$28,000	\$28,000	\$28,000
Plano Santa's Christmas Parade*	N/A	\$1,070	\$7,775
North Texas Soap Box Derby	\$6,000	\$11,014	\$0
Total	\$271,201	\$282,394	\$270,822

* Will request Funds from Council

Urban Town Center Event Grant Requests:

Source: General Fund

Agency	Total Grant and In-Kind Request	Recommended 07-08 Funding	2006-07 Grant
Historic Downtown Plano Association - Downtown @ Sundown	\$40,000	\$40,000	\$0
Lights of Legacy Tree Lighting Festival	N/A	N/A	\$60,000
Total	\$40,000	\$40,000	\$60,000



MEMORANDUM

June 21, 2007

TO: Karen Rhodes, Budget Director
FROM: Amy Bear, Heritage Preservation Officer
SUBJ: 2007-2008 Heritage Commission Grant Recommendations

Attached please find a summary of the 2007-2008 heritage grant funding recommendations reached by the Heritage Commission on June 9, 2007. Per the estimates provided by the budget office, the Commission made recommendations for distribution of \$677,710.00 to four non-profit agencies during the next fiscal year.

If you have questions or require further details, please contact me at 972-941-5343.

Thank you.

xc: Tom Muehlenbeck, City Manager
Frank Turner, Executive Director
Phyllis Jarrell, Director of Planning
Jeff Zimmerman, Long Range Planning Manager

**HERITAGE COMMISSION
2007-2008 HERITAGE GRANT
FUNDING RECOMMENDATIONS**

On June 9, 2007, the Heritage Commission met to review Heritage Grant requests and make funding recommendations. The Commission received over \$935,000 in requests for funds from five agencies and had only \$677,710 to distribute. This represents a 49% increase in funding requests from the previous year (the largest since the Heritage Commission took over responsibility for reviewing applications), and an approximate 12% increase in available funding. One new agency, the North Texas Masonic Historic Museum and Library, requested a grant for this first time this year, and the ArtCentre of Plano, Inc., joined the mix of agencies after a two year hiatus. The other agencies/projects all received funding in 2006-2007.

SUMMARY OF RECOMMENDATIONS:

Below is a summary table illustrating the agencies' funding requests and recommended grants. The Heritage Commission generally recommended "lump sum" grants to each organization as opposed to assigning a specific for operations and maintenance, if requested, and specific amounts for individual projects. The recommendations include a list of projects that are appropriate for the use of grants funds without applying a specific dollar amount to each one. Please note that the Plano African American Museum's Thornton House Restoration funds request was included as part of the Heritage Farmstead Museum's grant request and funding for this project will be distributed to HFM to manage.

2006-2007 Heritage Grant Requests/Funding Recommendations Summary

Agency	Funding Requested	Recommended Grant	% of Total Request Received	% of Total Funding Available
Art Centre	\$48,850	\$20,000	41%	3%
Heritage Farmstead Museum	\$530,860	\$426,533.50* (\$357,765 for O/M)	80%	63%
Thornton House – Plano African American Museum	\$78,920	\$20,000*	25%	3%
North Texas Masonic Historic Museum & Library	\$27,900	\$10,000	36%	1%
Plano Conservancy	\$252,375	\$201,176.50 (\$128,925 for O/M)	80%	30%
TOTAL	\$938,905	\$677,710		100%

* Will be part of \$446,533.50 grant issued to the Farmstead.

REVIEW OF AGENCY REQUESTS/RECOMMENDED FUNDING

Below is a description of each applicant organization, its mission, the recommended funding allotment, and projects for which the grants may be utilized.

ArtCentre of Plano, Inc.

AMOUNT OF REQUEST: \$48,850
RECOMMENDED FUNDING: \$20,000

The purpose of the organization is to encourage and promote the economic and cultural vitality of the City of Plano and surrounding communities through the support, encouragement, and development of the arts and arts education. The ArtCentre is housed in an historic building located at the corner of Ave K & 15th Street in the heart of the downtown historic district and also has a contemporary theatre building behind the historic structure. Funding will provide partially for building repairs and maintenance and may be utilized for any of the following projects including:

- Replacement of the ArtCentre Theatre sign on the contemporary building
- Repair/replacement of the roof on the historic building
- Replacement of upper level windows on the historic building
- Painting exterior trim on the historic building
- Refinishing gallery floors in the historic building.

Plano Heritage Association, Inc. d/b/a Heritage Farmstead Association with the Plano African American Museum

AMOUNT OF REQUEST: \$609,780.00
RECOMMENDED FUNDING: \$446,533.50

The Heritage Farmstead Association collects preserves and interprets late 19th- and early 20th-century Blackland Prairie history while making appropriate use of the authentically restored Farrell-Wilson Farmstead. Funding will support all operations and maintenance of facilities and additional funds may be utilized for any of the following heritage projects including:

- Installation of HVAC system in the Farrell-Wilson House
- Creation of an Artifact Preservation Facility
- Repairs/maintenance of the Farrell-Wilson House
- Reconstruction of the original porch on the Young House
- Construction of accessible walkways throughout the site
- Development of audio tours and obtaining necessary hardware
- Repairs to barnyard and pasture fencing

Additionally, the Heritage Farmstead Association will again assist the Plano African American Museum with repairs to the Thornton House. From the funds recommended to this organization, \$20,000 must be used for restoration of the Thornton House including:

- HVAC/Electrical/Water systems installed
- General exterior restoration and outdoor bathroom facilities.

- Interior restoration

North Texas Masonic Historical Museum and Library

AMOUNT OF REQUEST: \$27,900
RECOMMENDED FUNDING: \$10,000

The mission of the North Texas Masonic Historic Museum and Library is :1) to collect, preserve, and display historic and Masonic artifacts, objects and collections for the purpose of memorializing the development of the communities of Plano, Collin County, and North Texas; 2) to provide educational material and programs in the form of lectures, exhibits, traveling exhibits, etc. to Masons, historians, scholars, and the public; and 3) to become the premier Masonic and local history research facility in Collin County. The applicant indicated that its funding requested was intended to be the proportional share of the total project that would be devoted to Plano history. Funding will provide partially for any of the following heritage projects including:

- Development of oral histories
- Digitization of historical images from Plano and North Texas
- Construction of museum display cases
- Publication of new books
- Preservation and restoration of rare books
- Development of exhibits
- Historic Book Acquisition
- Historic Artifact Acquisition

Plano Conservancy for Historic Preservation, Inc.

AMOUNT OF REQUEST: \$252,375.00
RECOMMENDED FUNDING: \$201,176.50

The Plano Conservancy for Historic Preservation is dedicated to promote civic pride in the past, to increase preservation awareness through education and public outreach, and to provide financial assistance to protect and preserve our heritage resources for this and future generations. Funding will provide fully for the operations and maintenance of the organization additional funds may be utilized for any of the following heritage projects including:

- Train Layout maintenance
- Installation of interpretative cemetery signage
- Education programming
- Archaeology Fair
- Reconstruction of the Interurban Depot's Front Lobby/Ticket Counter
- Development and Installation of Panels and Interactive Displays for the Tower Room
- Interurban Depot 100 Year Anniversary Celebration

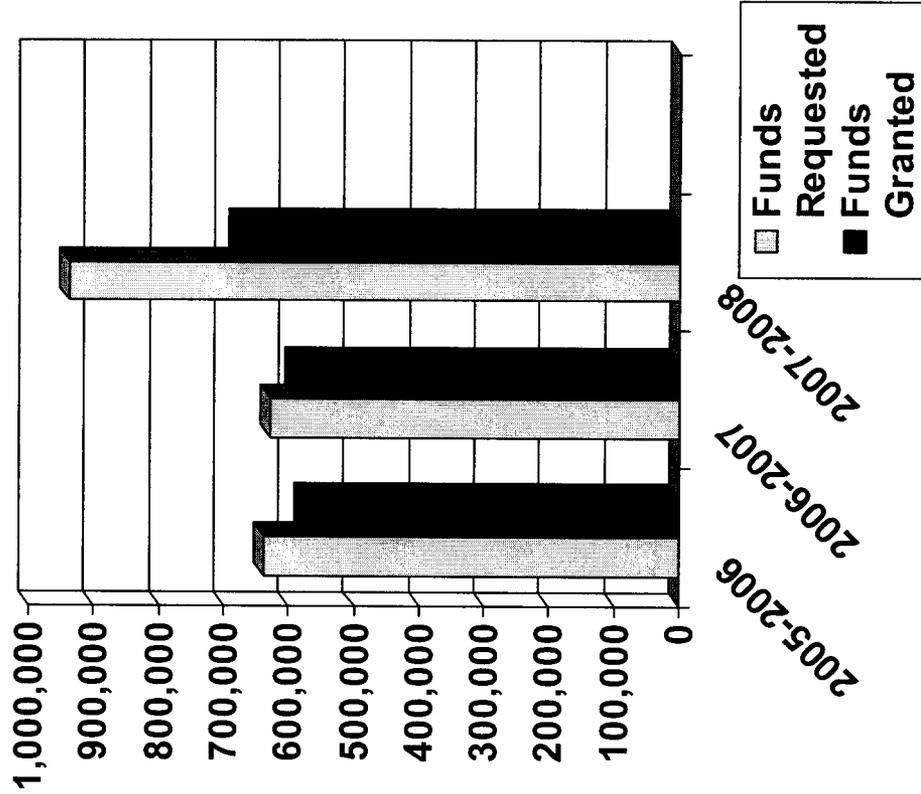
2007-2008 Heritage Commission
Grant Recommendations



August 18, 2007

Heritage Grants – Recent History

- 49% Increase in Funding Requests since last year
- 4 agencies / 5 projects requesting funds this year
- Only a 12% increase in available funds

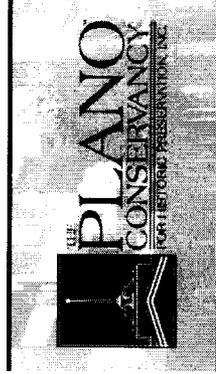
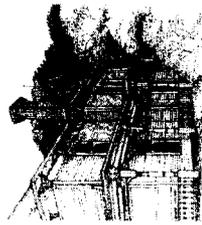
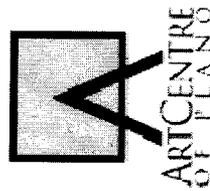


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Requesting Agencies

- Art Centre of Plano, Inc.
- Heritage Farmstead Museum –
 - including Thornton House – Plano African American Museum Project
- North Texas Masonic Historic Museum & Library
- Plano Conservancy, Inc.



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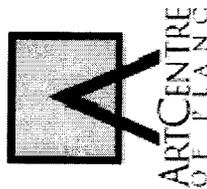
07-08 Funding Recommendations

Agency	Funding Requested	Recommended Grant	% of Total Request Received	% of Total Funding Available
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TOTAL	\$938,905	\$677,710		

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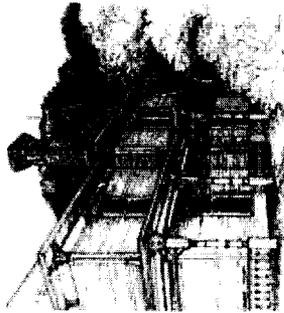
Art Centre of Plano, Inc. - Projects



- Replacement of Theatre Sign
- Repair/Replacement of roof
- Replacement of upper level windows
- Painting exterior trim
- Refinishing gallery floors

Amount Requested	\$48,850
Recommended Funding	\$20,000

Heritage Farmstead Museum - Projects



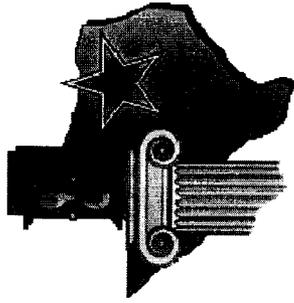
- Operations/Maintenance
- Installation of HVAC in Farrell-Wilson House
- Artifact Preservation Facility
- Repairs/maintenance Farrell-Wilson House
- Reconstruction of original porch on Young House
- Construction of accessible walkways on site
- Development of audio tours and obtaining necessary hardware
- Repairs to barnyard and pasture fencing

Amount Requested	\$609,780
Recommended Funding	\$446,533.50
Amount dedicated to Operations / Maintenance	\$357,765
Amount dedicated to Heritage Projects	\$68,768.50
Amount dedicated to Thornton House Project	\$20,000

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North Texas Masonic Museum - Projects



- Development of oral histories
- Digitization of historical images
- Construction of museum display cases
- Publication of new books
- Preservation and restoration of rare books
- Development of exhibits
- Historic book acquisition
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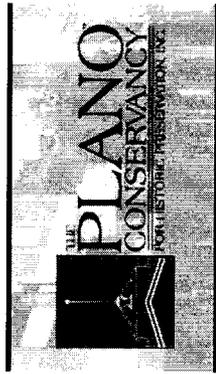
Amount Requested	\$27,900
Recommended Funding	\$10,000

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Plano Conservancy, Inc. - Projects



- Train Layout maintenance
- Installation of interpretative cemetery signage
- Education programming
- Archaeology Fair
- Reconstruction of the Depot's Front Lobby/Ticket Counter
- Development and Installation of panels and interpretative displays for the Tower Room
- Depot's 100-Year Anniversary Celebration

Amount Requested	\$252,375
Recommended Funding	\$201,176.50
Amount dedicated to Operations / Maintenance	\$128,925
Amount dedicated to Heritage Projects	\$72,251.50

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Questions?

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CULTURAL AFFAIRS COMMISSION 2007-08 FUNDING REQUESTS

Cultural Affairs Commission Requests: Source: Convention & Tourism Fund

Agency (Major Grants)	Total Grant Request	Recommended 07-08 Funding	2006-07 Grant
Art Centre	\$105,000	\$77,272	\$67,581.98
Chamberlain Performing Arts	\$79,000	\$58,742	\$43,951.49
The Classics	\$65,679	\$49,896	\$76,319.81
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Total	\$897,613	\$673,710	\$598,301.01

Cultural Affairs Commission Requests: Source: Convention & Tourism Fund

Agency (Small Grants)	Total Grant Request	Recommended 07-08 Funding	2006-07 Grant
Classical Acting Company	N/A	N/A	\$1,000
Creative Arts Alliance	\$1,000	\$1,000.00	N/A
Dallas Chinese Choral Society	\$1,000	\$1,000.00	\$1,000
Rhythm Junkies	N/A	N/A	\$1,000
The Great Land Choral Society	\$1,000	\$1,000.00	N/A
Word of Mouth Productions	\$1,000	\$1,000.00	N/A
Total	\$4,000	\$4,000	\$3,000

**CULTURAL AFFAIRS COMMISSION
SYNOPSIS OF 2007-2008 FUNDING REQUESTS**

MAJOR GRANTS (17)

1. ArtCentre of Plano

AMOUNT OF REQUEST: \$105,000

RECOMMENDATION FOR FY '07-'08: \$ 77,272.43

'06-'07 AWARD: \$ 67,581.98

- Encourages, supports, and promotes excellence, diversity, and vitality in the arts and arts education in the Greater Plano Area.
- Funding will assist with general facility operating expenses, art exhibitions, programming and administrative expenses.
- Will allow ArtCentre to begin a new Family Day initiative with the purpose of attracting families to the center for discovery, activities, cultural awareness and interaction with artists and educators.

2. Chamberlain Performing Arts

AMOUNT OF REQUEST: \$ 79,000

RECOMMENDATION FOR FY '07-'08: \$ 58,741.49

'06-'07 AWARD: \$ 43,951.49

- Committed to presenting world-class ballet to enrich community, enlighten through arts education, and encourage with outreach programs.
- Funding will support guest artists and master instructors for both the concert wing and Musical Theatre wing of Chamberlain Ballet. Funds also support hiring of dancers for *The Nutcracker*, commissioned choreography, outreach programs, administrative and artistic salaries, and purchase and creation of needed performance materials.

3. The Classics

AMOUNT OF REQUEST: \$ 65,679

RECOMMENDATION FOR FY '07-'08: \$ 49,896.41

'06-'07 AWARD: \$ 76,319.81

- Develops and provides programs that improve the arts education of all children and their families by providing exceptional visual and performing arts opportunities.
- Funding will support contracted services of performers and others, staff salaries, office/studio rent, advertising/promotion, insurance and other operating costs.

4. Dallas Asian American Youth Orchestra

AMOUNT OF REQUEST: \$ 25,000

RECOMMENDATION FOR FY '07-'08: \$ 17,239.91

'06-'07 AWARD: \$ 16,365.17

- Fosters musical growth in the area of Asian music for youth and promotes cultural diversity by introducing this music to a broad-based audience.
- Funding will support personnel costs, fees for guest conductors and professional musicians, facility rental, advertising and promotion, insurance, music rental and community outreach.

5. Ivy Camerata Orchestra

AMOUNT OF REQUEST: \$ 8,600

RECOMMENDATION FOR FY '07-'08: \$ 5,529.04

'06-'07 AWARD: \$ 3,415.57

- Nurtures leadership in young adults through the education, enjoyment and performance of outstanding music.
- Funding will support costs of music arrangement and copying, professional music section coach fees.

6. Men of Note

AMOUNT OF REQUEST: \$ 22,100

RECOMMENDATION FOR FY '07-'08: \$ 16,175.80

'06-'07 AWARD: \$ 7,727.99

- Provides excellent entertaining performances and preservation of unique American style of music and opportunity for men to sing in barbershop structure.
- Funding will support payment of musical directors and rental of performance facilities in Plano, as well as auditing and accounting fees, purchasing of music, and coaching and development for the chorus.

7. Plano Art Association

AMOUNT OF REQUEST: \$ 28,752

RECOMMENDATION FOR FY '07-'08: \$ 18,784.52

'06-'07 AWARD: \$ 23,002.15

- Advances artistic values in community projects, furthers art education, encourages creative activities, promotes artistic development of membership
- Funding will support contracted services, facility rental expenses at ArtCentre of Plano, advertising and promotion, and community outreach activity.

8. Plano Children's Theatre

AMOUNT OF REQUEST: \$ 153,000

RECOMMENDATION FOR FY '07-'08: \$ 111,694.28

'06-'07 AWARD: \$ 68,188.19

- Helps prepare youth for adulthood by providing arts opportunities to teach life skills, enhancing creativity, communication skills, imagination, teamwork, and scholarly pursuit.
- Funding will be used to support scholarships, publicity, insurance, rental of Courtyard Theater and other facilities, fees for artistic and teaching staff, administrative personnel.

9. Plano Civic Chorus

AMOUNT OF REQUEST: \$ 12,804

RECOMMENDATION FOR FY '07-'08: \$ 9,276.18

'06-'07 AWARD: \$ 9,247.23

- Promotes the art of choral singing in North Texas as a community-based organization composed of volunteer talent.
- Funding will support hiring of professional orchestra members and soloists for presentation of Brahms Requiem and Handel's *Messiah*, funding a portion of the expense for the organization's first audit, update of PCC website, conductor fees, insurance and expansion of music library.

10. Plano Community Band

AMOUNT OF REQUEST: \$ 24,825

RECOMMENDATION FOR FY '07-'08: \$ 17,847.25

'06-'07 AWARD: \$ 23,093.07

- Provides quality music, free of charge, to a wide variety of audiences in our community, and provides a venue for adult musicians from all walks of life. Support civic events by providing music without compensation.
- Funding will support rental costs for rehearsal and performance venues, storage of equipment and music library, advertising and publicity, purchase of music, fees to Conductor and Associate Conductor, instrument repair and maintenance, transportation of instruments and equipment to and from concert venues.

11. Plano Metropolitan Ballet

AMOUNT OF REQUEST: \$ 9,076

RECOMMENDATION FOR FY '07-'08: \$ 6,485.98

'06-'07 AWARD: \$ 5,752.87

- Produces quality dance performances throughout the community and enriches training of serious young dancers, in an environment that nurtures the pride of accomplishment, the value of hard work and commitment, and a deeper appreciation of the arts.
- Funding will support guest artist and choreographer fees, rental of Courtyard Theater for performances, and support for hosting duties for the Plano Dance Festival.

12. Plano Symphony Orchestra

AMOUNT OF REQUEST: \$ 280,000

RECOMMENDATION FOR FY '07-'08: \$ 226,418.00

'06-'07 AWARD: \$ 206,066.22

- Provides professional orchestral music for the inspiration, education, entertainment, and involvement of children, youth, and adults of Plano and surrounding areas in the enjoyment of great music.
- Funds are used to pay for concert contracted services, including musicians, guest artists, and production staff.

13. Repertory Company Theatre

AMOUNT OF REQUEST: \$ 28,100

RECOMMENDATION FOR FY '07-'08: \$ 19,514.19

'06-'07 AWARD: NOT APPLICABLE, DID NOT APPLY IN '06-'07

- Provides year round theatre arts education for all ages with hands on training by professionals in the various fields (music, dance drama, theatre production) as well as professional theatre serving the North Dallas/Richardson, Plano area.
- Funds will be used toward rental of the Courtyard Theatre, insurance, show sets/costumes, publicity, and professional services.

14. Rhythm Junkies

AMOUNT OF REQUEST: \$ 3,013

RECOMMENDATION FOR FY '07-'08: \$ 1,884.55

'06-'07 AWARD: \$ 1,000 (SMALL GRANT APPLICANT)

- Serves as a community resource to create, promote and produce works of tap dance and to preserve historic works of tap dance
- Funds will be used towards master class and yearly concert expenses.

15. Rover Dramawerks

AMOUNT OF REQUEST: \$ 20,663.75

RECOMMENDATION FOR FY '07-'08: \$ 14,834.30

'06-'07 AWARD: \$ 2,760.84

- Produces lost or forgotten works of well-known authors, revives excellent but little known scripts, and discovers unknown gems of the stage.
- Funds will be used to support rental of the Courtyard Theater for “One Day Only” festival and the Cox Building Playhouse for mainstage and children’s shows. Funds will also support rental of classroom space for training programs.

16. Texas Performing Chinese Arts Association

AMOUNT OF REQUEST: \$ 13,000

RECOMMENDATION FOR FY '07-'08: \$ 8,845.19

'06-'07 AWARD: \$ 10,000.93

- Promotes diversity and exchange of eastern and western cultures through performances, exhibitions, and seminars. Promotes and attracts international performers to Plano area. Identifies, trains and promotes talented young Plano musicians.
- Funding will support fees to professional soloists and local artists, marketing and promotion of concerts, printing of programs and flyers, purchase of sheet music, rental of facilities and equipment transport. May also use for insurance and lighting costs.

17. Younger Generation Chorus

AMOUNT OF REQUEST: \$ 19,000

RECOMMENDATION FOR FY '07-'08: \$ 13,270.48

'06-'07 AWARD: \$ 6,742.44

- Promotes an appreciation for the vocal and performing arts and instills important values, including patriotism and respect in young performers.
- Funds will be used to support program coordinator’s contract fee, a portion of Assistant Director’s contract fee, rental expenses for office, storage, and performance venues, and insurance.

SMALL GRANTS (4)

1. Creative Arts Alliance

AMOUNT OF REQUEST: \$ 1,000.00

RECOMMENDATION FOR FY '07-'08: \$ 1,000.00

'06-'07 AWARD: NOT APPLICABLE, DID NOT APPLY IN '06-'07

- Presents musical and/or theatrical performances and exhibitions of the highest caliber. Provides opportunities for mentoring and artistic exchange for youth and adults from diverse cultural backgrounds, while enriching cultural resources of the community through development of new audiences for the arts.
- Funds would support fees for artistic personnel and rental of performance space.

2. Dallas Chinese Choral Society

AMOUNT OF REQUEST: \$ 1,000.00

RECOMMENDATION FOR FY '07-'08: \$ 1,000.00

'06-'07 AWARD: \$ 1,000.00

- Promotes the enjoyment of group singing and strives to teach and improve singing technique. Also encourages cultural exchange and outreach.
- Funding will be used to support artist fees, production supplies, rental of performance space and promotion of concert.

3. The Great Land Choral Society

AMOUNT OF REQUEST: \$ 1,000.00

RECOMMENDATION FOR FY '07-'08: \$ 1,000.00

'06-'07 AWARD: NOT APPLICABLE, DID NOT APPLY IN '06-'07

- To preserve Chinese music heritage, promote cross-cultural exchange, and enrich multi-cultural activities among local communities. Desire to help new Chinese immigrants integrate into the mainstream community, and to encourage participation in civic activities across all ethnic groups.
- Funds will be used towards the annual fall concert, Chinese New Year and Mid-Autumn Festival celebrations for the Plano Community.

4. Word of Mouth Productions

AMOUNT OF REQUEST: \$ 1,000.00

RECOMMENDATION FOR FY '07-'08: \$ 1,000.00

'06-'07 AWARD: NOT APPLICABLE, DID NOT APPLY IN '06-'07

- Promotes the need for high quality, family safe theatrical entertainment; education in the arts and programs in schools and communities to promote a passion for, and instill a lifelong interest in, the performing arts; and to provide a safe atmosphere for professional artists and families to appreciate the performing arts together.
- Funds will be used toward rental costs.

FY 2007-2008 Grant Eligibility

Organization	2005-06 Award	2006-2007 Award	2006-2007 Ask	Budget for FY 06 07	25% of LCY	07-08 Ask	Score	Raw Result	Amount of Award Recommendation
ArtCentre of Plano	\$75,828.00	\$67,581.98	\$115,500.00	\$420,581.00	\$105,145.25	\$105,000.00	0.8482	\$89,061.00	\$77,272.43
Chamberlain Perf Arts	\$61,532.00	\$43,951.49	\$100,000.00	\$443,308.00	\$110,827.00	\$79,000.00	0.857	\$67,703.00	\$58,741.49
DAAYO	\$7,500.00	\$16,365.17	\$18,000.00	\$168,292.00	\$42,073.00	\$25,000.00	0.7948	\$19,870.00	\$17,239.91
Ivy Camerata Orchestra	\$0.00	\$3,415.57	\$8,500.00	\$32,899.00	\$8,224.75	\$8,600.00	0.7748	\$6,372.54	\$5,529.04
Men of Note	\$4,035.00	\$7,727.99	\$8,500.00	\$173,901.00	\$43,475.25	\$22,100.00	0.8436	\$18,643.56	\$16,175.80
Plano Art Association	\$20,250.00	\$23,002.15	\$25,300.00	\$133,406.00	\$33,351.50	\$28,752.00	0.753	\$21,650.26	\$18,784.52
Plano Childrens Theatre	\$21,000.00	\$68,188.19	\$75,000.00	\$785,468.00	\$196,367.00	\$153,000.00	0.8414	\$128,734.20	\$111,694.28
Plano Civic Chorus	\$9,375.00	\$9,247.23	\$10,171.00	\$60,466.00	\$15,116.50	\$12,804.00	0.835	\$10,691.34	\$9,276.18
Plano Community Band	\$22,500.00	\$23,093.07	\$25,400.00	\$190,050.00	\$47,512.50	\$24,825.00	0.8286	\$20,570.00	\$17,847.25
Plano Metropolitan Ballet	\$5,449.00	\$5,752.87	\$8,010.00	\$34,119.00	\$8,529.75	\$9,076.00	0.8764	\$7,475.47	\$6,485.98
Plano Symphony Orchestra	\$122,000.00	\$206,066.22	\$243,000.00	\$1,374,108.00	\$343,527.00	\$280,000.00	0.932	\$260,960.00	\$226,418.00
Repertory Company Theatre	\$0.00	\$0.00	\$0.00	\$234,097.00	\$58,524.25	\$28,100.00	0.8004	\$22,491.24	\$19,514.19
Rhythm Junkies	\$0.00	\$0.00	\$0.00	\$11,375.00	\$2,843.75	\$3,013.00	0.7638	\$2,172.06	\$1,884.55
Quilters Guild of Plano	\$0.00	\$5,355.65	\$7,000.00	NA	\$0.00	\$0.00	0	\$0.00	\$0.00
Rover Dramaworks	\$2,692.00	\$2,760.84	\$3,710.00	\$83,055.00	\$20,763.75	\$20,664.00	0.8274	\$17,097.39	\$14,834.30
TX Perf Chinese Arts Assn.	\$7,239.00	\$10,000.93	\$11,000.00	\$133,206.00	\$33,301.50	\$13,000.00	0.7842	\$10,194.60	\$8,845.19
The Classics	\$56,000.00	\$76,319.81	\$90,688.00	\$318,702.00	\$79,675.50	\$65,679.00	0.8756	\$57,508.53	\$49,896.41
The Living Opera	\$0.00	\$22,729.40	\$25,000.00	NA	\$0.00	\$0.00	0	\$0.00	\$0.00
Younger Generation Chorus	\$12,321.00	\$6,742.44	\$17,000.00	\$76,491.00	\$19,122.75	\$19,000.00	0.805	\$15,295.00	\$13,270.48
TOTAL	\$427,721.00	\$598,301.00		\$4,673,524.00	\$1,168,381.00	\$897,613.00		\$776,490.18	\$673,710.00
CAC 07-08 Budget									
Small Grants	\$3,000.00	\$677,710.00							
Major Grant Budget		\$4,000.00							
Ratio of RR to MG Budget		\$673,710.00							
		0.867634923							

Cultural Affairs Commission
Special Events Grants
2007-08

Application
Synopsis

Event	Grant 2004-	Grant 2005-	Grant 2006-	Requested 07-08		Requested 07-08	Requested 07-08	Recommendation
	05	06	07	Cash	In-Kind	TOTAL	FY 07-08	
Asian American Heritage Festival Promoting understanding and interaction between Asian and non-Asian communities		\$ 7,958	\$ 10,161	\$ 8,900	\$ 5,400	\$ 14,300	\$ 11,596	
Blackland Prairie Festival Presenting Plano's past and present while integrating arts and community spirit	\$ 39,958	\$ 54,500	\$ 54,500	\$ 46,500	\$ 8,000	\$ 54,500	\$ 54,500	
Fiesta Latinoamericana Represent the City of Plano in the region-wide International DFW Week			\$ 15,225 \$ 9,084	\$ 11,000 (2007 date suspended)		\$ 11,000	\$ 8,713	
North Texas Soap Box Derby North Texas championship of national All-American Soap Box Derby youth gravity racing competition				\$ 5,000	\$ 1,000	\$ 28,000	\$ 11,014	
Plano Balloon Festival Hot air balloon event providing education and entertainment as well as an awareness venue for non-profit agencies in the community	\$ 112,675	\$ 133,754	\$ 139,192	\$ 25,000	\$ 119,901	\$ 144,901	\$ 144,901	
Plano Book Festival Local and national authors share their works to raise public awareness of adult literacy needs in Collin County	\$ 2,375	\$ 12,500	\$ 13,500	\$ 10,000	\$ 2,500	\$ 12,500	\$ 12,500	
Plano International Festival Celebrating the cultural diversity and raise awareness of the many ethnic communities in the City		\$ 26,000	\$ 28,000	\$ 26,000	\$ 2,000	\$ 28,000	\$ 28,000	
Total	\$ 155,008	\$ 234,712	\$ 269,662	\$ 132,400	\$ 138,801	\$ 293,201	\$ 271,224	

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MEMORANDUM

Date: July 19, 2007
To: Tom Muehlenbeck, City Manager
From: Christina Day, Neighborhood Services Manager
Subject: Buffington Community Services and In-Kind Funding Recommendations

During the months of January and February, the Community Relations Commission held five public hearings to consider requests for Buffington Community Services Grant (BCSG) funding as well as an in-kind funding request from Susan G. Komen. Next year, we anticipate that the Susan G. Komen funding request will be handled through the Special Events grant process.

The Commission made the following recommendations for the City Council's consideration:

Buffington Community Services Grant:

Agency	Total Grant Request	Recommended BCSG Funding	2006 CS Grant
Assistance Center of Collin County	\$ 93,500	\$ 45,000	\$ 0
ACORN Housing Corporation	\$ 42,000	\$ 0	N/A
Collin Intervention to Youth	\$ 95,806	\$ 40,076	\$ 2,400
Samaritan Inn	\$ 75,000	\$ 50,000	\$ 63,200
Hope's Door	\$ 50,000	\$ 25,000	\$ 40,000
Plano ISD Educ. Foundation/Even Start	\$ 44,000	\$ 15,400	\$ 27,002
Plano ISD Educ. Foundation/Practical Parent Education	\$ 24,000	\$ 8,400	\$ 11,000
Boys and Girls Clubs of Collin County	\$ 30,674	\$ 5,000	\$ 18,000
Collin County Committee on Aging	\$ 55,125	\$ 50,000	\$ 44,000
Community Dental Care	\$ 40,000	\$ 30,000	\$ 25,000
Maurice Barnett Geriatric Wellness	\$ 45,000	\$ 30,000	\$ 30,000
Plano Children's Medical Clinic	\$ 45,000	\$ 35,000	\$ 33,000
Big Brothers Big Sisters of North Texas	\$ 34,354	\$ 6,900	\$ 11,500
Plano International Preschool	\$ 30,000	\$ 0	\$ 0
Journey of Hope	\$ 15,000	\$ 5,000	\$ 0
Assistance League of Greater Collin County	\$ 28,000	\$ 20,000	\$ 25,277
CASA of Collin County	\$ 22,920	\$ 15,000	\$ 10,081
Avenues Counseling Center	\$ 10,000	\$ 2,500	\$ 3,750
God's Food Pantry	\$ 45,000	\$ 37,000	\$ 32,000
Plano Community Charity	\$ 90,020	\$ 40,684	\$ 24,000
Collin County Adult Clinic	\$ 30,000	\$ 15,000	N/A
Child and Family Guidance Centers	\$ 66,431	\$ 9,940	N/A
Family Outreach	\$ 75,000	\$ 10,000	N/A
Forrest Outreach Center	\$ 13,625	\$ 0	\$ 0
Hendrick Academy of Excellence	\$ 30,000	\$ 0	N/A
Journey Home	\$ 30,000	\$ 10,000	\$ 0
Turning Point (Rape Crisis Center)	\$ 0	\$ 0	\$ 20,800
Collin County Children's Advocacy Center	\$ 34,104	\$ 0	\$ 15,000
AIDS Services of North Texas	\$ 60,000	\$ 0	\$ 51,000
Crossroads Family Services	\$ 37,000	\$ 0	\$ 15,000
Totals	\$1,291,559	\$ 505,900	\$ 502,010

In-Kind Services:

Susan G. Komen Race for the Cure	\$ 9,000	\$ 9,000	\$ 6,000
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Xc: Frank Turner, Executive Director of the Development Business Center
 Phyllis Jarrell, Director of Planning
 Anita Bell, Budget and Grant Coordinator



**FY 2007-2008
APPLICATION FOR
URBAN / TOWN CENTER
EVENT GRANT**

Must be submitted no later than 5:00pm May 23, 2007

THIS APPLICATION MUST BE TYPED AND SUBMITTED ON THIS FORM

If mailing, mail to:

Plano City Council
c/o Dana Conklin
City of Plano
P. O. Box 860358
Plano, TX 75086-0358

If hand delivering, deliver to:

Plano City Council
c/o Dana Conklin
City of Plano
1409 Avenue K
Plano, TX 75074

**ONE APPLICATION MUST BE RECEIVED
FOR EACH SEPARATE EVENT**



**FY 2007-2008
APPLICATION FOR
URBAN / TOWN CENTER
EVENT GRANT**

APPLICANT: Historic Downtown Plano Association

EVENT NAME: Downtown @ Sundown

EVENT DATE: Every Second Saturday from March through October

CONTACT PERSON:

Name: Rick Baldelli Title: President
Address: 1100 14th St. City: Plano Zip: 75075
Daytime Phone: 972-424-7272 e-mail: rb_twobros@yahoo.com

CONTACT PERSON:

Name: Sherrie Chapman Title: Vice President
Address: 1029 E. 15th St. City: Plano Zip: 75074
Daytime Phone: (972) 679-4491 e-mail: sherri_chapman@hotmail.com

BRIEF EVENT DESCRIPTION:

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

Downtown @ Sundown is a night event held every second Saturday from March through October with extended hours for the merchants, special exhibits/presentations, art gallery shows, music at restaurants, and music/vendors in a special area called The Marketplace. The event will be held from 5-10 PM and is geared towards bringing awareness to downtown and encouraging everyone from 14th to 18th St. to participate in the future of Downtown Plano



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 of the events, both near term and future, are to attract potential customers, enlighten existing customers and grow the customer base. We would also like to entice past visitors to the area and above all show everyone the improvements and changes in our area so that they will realize there is a reason to re-visit downtown Plano for the dining, shopping, gallery and shop browsing as well as sampling the charm of the area that has and will continue to develop a character all its own.

There is currently no history of the event in the current planning stages but it appears as though it has all the potential of a win-win situation for the city and merchants of the area. 'The Historic Downtown Plano' area has a history of several successful and ongoing events including: 'Dickens in Historic Downtown; Plano International Festival; Trick Art Treat and the Blackland Prairie Festival.' Ultimately, our events (currently in the planning stages will have a history of success and generate the kind of excitement that will allow them to endure.

2. Describe the uniqueness of the event.

The event is unique in the respect that no such endeavor has been planned or executed for this area. There have been numerous discussions of similar undertakings but the organizational and financial aspects of planning such endeavors were not properly considered. What is unique not only about our plans for such an event is the excitement and dedication by our current HDPA merchant association. The majority, if not the full population of the group have expressed sincere excitement and have great hope that the current regime can 'put our money where our mouth is'. What this means is that our people want to properly plan and bring events and other attractions to fruition for the district.

3. Outline the event for the upcoming sponsorship year.

The outline for the event is still under development by the Special Events Committee but it outwardly appears somewhat like this. The Historic Downtown Merchants will reserve every second Saturday each month where there is favorable climates for an outdoor venue. The parking lot adjacent to McCall Plaza will be utilized as a central location called The Marketplace for food, promotional and information type vending area with a live music area close by. 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 also have the added attraction of being very near the 15th street stores, galleries, restaurants and other merchants should they chose to investigate the area.



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

In the near term, we are hopeful and with some degree of certainty based on the dialogue in our meeting will repeat the process at least once a month (again during the favorable weather months). For the long term, we hope to make this an event that people no longer have to put on calendars, in their Blackberry but just make it a planned night out on a regular basis. Audiences will hopefully look forward to attending our events with the excitement and the intrigue that brought them to us the first time. The event will no doubt evolve and subtle changes and improvements will occur. In addition, we also hope (as is the case with any planning of events) to keep costs and expenses streamlined and static.

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.

In terms of our community and subsequent support of our nearby and adjacent communities, we are certain that we will have the full support of not only the area merchants but also the businesses that are established and have been operational for years. The planned events will allow the participation of local businesses without regard to ethnicity, heritage, etc. These are all inclusive and businesses will be given sponsorship considerations based on their participation in the HDPA membership. We are not coercing any business, merchant or corporation in our area to join our group. However, we are making every business in the area aware of the merits and benefits of participation (monetarily and individually) in the HDPA. These include: website presence; advertising at events, booths at events; sponsorship recognition for current and future events and voting rights related to issues that affect our area. All facets of which have unlimited potential value to the businesses that are HPDA members in good standing. It should go without saying that the City of Plano will always be at the forefront of sponsorship considerations. Without Plano, there is no event and no attraction. This process almost certainly improves solidarity among local businesses and further enhances the potential to improve attraction to our area that has been somewhat overlooked.

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

In terms of the criteria for 'Event Merit', this event represents the renewed hope and commitment merchants have shown for promoting Downtown Plano as an attraction the purpose of this event is to develop civic pride and demonstrate to our partners that Downtown is important and it's evolution as a destination district is a concept to rally behind. Based on this enthusiasm, the solidarity and support of the HDPA as a group and the excitement exhibited in our meetings (both committee and merchants), we don't consider failure an option. The rest of the criteria will be realized and the City of Plano's concerns put to rest. We want to succeed because we are and have been in need of



taking our 'little slice of Heaven' to the next level and we are adamant on doing so. This group in general has struggled in the past with settling on an identity and now that we have a group that has the type of motivation that we have as well as the help of Mr. Jon Hubach, we intend to take things to the next level with your help.

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.

Our initial efforts to raise awareness of our area of the community are taking shape in the form of informational literature that is in the process of being printed and will subsequently be distributed in the shops, at the kiosks, at the Chamber of Commerce, at the Convention and Visitors Bureau and ultimately throughout the state when the funding referred to in the membership drive allows us more latitude in the distribution of our materials. Community contributions and economic development for our area will no doubt follow with the planned success of our near-term, planned projects. We will call upon publications such as area newspapers and magazines to help us initiate the plans. As we become more successful and visible, these publications will (in return) receive the notoriety in the form of sponsorship credits, recognition in our literature and on the website. In the past, our area businesses have perhaps only contributed in the sense of buoying the tax base. Now we want our sphere of influence to be far reaching and at the same time allow us to be that presence that will be more of an asset.

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

As far as promoting tourism to the area, we think that over time we will become a destination attraction or at the very least a formidable draw that will enhance the business of area hotels, restaurants and other nearby attractions as well as the profitability of the area merchants and the City of Plano. Our proximity to major thoroughfares such as the State Highway 121, the George Bush Turnpike, US Highway 75 and the Dallas North Tollway make us an 'easy access' destination.

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

The HDPA is fairly new and as part of its progression had begun to develop a hierarchy and checks and balance system. In this year alone we have elected formal officers as well as develop committees with chairs selected from the general public. Also, as part of our official filling for 501(c) 3 status we are in process of getting the assistance of an accountant to work with us on Fiscal accountability. While we have had continuous growth as a group, our structure has been less than organized and without an overall approved vision. What makes the new organization exciting and giving people new hope is the installation of a staff liaison (Jon Hubach) between our group and the City. By his installation, the merchants have been shown by the City of Plano that we now



have the piece to the puzzle that was so desperately needed to move forward as a viable entity. In the past, the merchants had the notion that we had no voice and no presence in local government or local affairs. Mr. Hubach, while he shouldn't be considered the Messiah for resurrecting the area growth, is an important link and representative of the City's commitment to helping our area become a viable entity. Now it is our turn to show that we are grateful for your commitment and do our part in terms of putting together the projects, services and programs that will insure that the City of Plano feels that their fiscal investment was money well spent. Our intention, by virtue of the previously described membership initiative is to become a lot more fiscally stable and self sufficient.

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

For the next three years and beyond, in order to sustain the proposed event and any other events that we may propose, we plan to increase our membership base. We will solicit a broader base of corporate sponsorship and funding from local area businesses that are not currently aware of us but soon will be. We will endeavor to develop partnerships with area based publications and other media outlets that will give us a wider sphere of influence and at the same time give them a forum for additional notoriety. In addition to memberships, we are also working on selling Downtown Plano logo merchandise, various fundraising activities and social events that will raise revenue.

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

The expenses (always a crucial issue) will remain in the care of the treasurer(s) of our HDPA. We are currently investigating and talking to a local area tax advisor to help with the more complex issues as they may relate to the IRS and or impending 501(c) 3 status. After a couple of the proposed events have transpired and our membership drive has realized a measure of success we will have a much clearer view of the near and long term fiscal projections.

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?

As stated, we have a marketing and communications committee in place and are meeting weekly to explore our options on not only advertising but promotion of our events (current and future). We will endeavor to determine what gives us the best opportunities to maximize our exposure and minimize our expense. Evaluation of these vehicles will no doubt come in the form of event attendance; polling event participants as to what publication or form of advertising they heard about us in and overall success of the event(s). Currently we are investigating and have plans in place to determine the effectiveness of our marketing efforts but again, the effectiveness will no doubt be dictated by the turnout and success of the planned events.



13. How does your marketing plan focus on Plano?

Our marketing plan focuses primarily on us as an entity. However in the grand scheme, our success is Plano's success. We have been a struggling and somewhat disorganized lot for a long time. Many of the area merchants have come and gone due to the lack of vision, cohesiveness and a unified effort to grow the area. While all the pieces to the puzzle aren't quite in place. Mr. Hubach and our organization have made huge strides toward making Plano proud that you have been patient and supportive of the initiative.

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

This event is new which at this writing has no history. Our goal is to put together 4 smaller designed events to demonstrate our commitment and to show are readiness to take on more responsibilities. In regard to Downtown @ Sundown it is our goal to provide nothing but the finest event possible. It is our goal to provide the city reasons why we are ready for these types of events Thanks very much for your consideration in this matter.

ATTENDANCE:

Please provide a projection of your attendance figures

	FY 2005-06	FY 2006-07	FY 2007-08	FY2008-09
Projection	0	4000	15000	18,000
Actual	0	0	0	0
% = Plano residents		65		

VOLUNTEERS: Merchants Only

Services Provided	Number of People	Number of Hours

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Budget for 2007-08 Grant Request

Please complete the following by providing information for your FY 2007-08 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*				
Corporate		X		X
Foundations		X		X
Individual		X		X
In-Kind Sponsorships **				
Fees				
Admission	0	X		X
Vendors (non-sponsor)	16,000	X	100	X
Vendors (sponsor)		X		X
Parking	0	X		X
Other (specify)		X		X
Grand Total	16,000		100	

*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*	3200	X	8	2200
Contracted Services other than City				
Rental Expenses	2000		5	
In-Kind Services other than City		X		X
Advertising & Promotion	24,000		60	
Insurance	NOTE		NOTE	
Other				
Entertainment	8000		20	8000
Grand Total	37,000		93	10,200

*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.

ATTACHED

- 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.

NOTE: In Process

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.,

ATTACHED

**ORAL PRESENTATION OF A GROUP'S APPLICATION WILL BE REQUIRED
BEFORE PLANO CITY COUNCIL ON SATURDAY, AUGUST 18, 2007**



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.

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.

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.

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."

Downtown @ Sundown Budget

Category	Explanation	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	Total
<u>Expenses</u>										
Police	Use of 1 Officer	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$275	\$2,200
Rentals	Chairs, tents, etc.	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$2,000
Marketing	Advertising needs	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$24,000
Entertainment	Talent for Stage	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$8,000
Insurance*	Insurance for Event	NOTE								
Parks Services**	Use of Park Svcs	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$1,000
TOTAL										\$37,200
<u>Revenue</u>										
Vendors	20 spaces @ \$100	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$16,000

Note: *

Note: **

0.40

In process of getting liability insurance

Services include use of Stage and possibly cleanup after ward



PLANO EARLY LIONS CLUB

P.O. Box 866262 Plano, TX 75086-6262

July 25, 2007

Plano City Council
City of Plano
P.O. Box 860358
Plano, TX 75086-0358

Dear Council Members,

The membership of the Plano Early Lions Club was honored to be the organizers of the Plano Independence Day Parade on July 4, 2007. This was our second year of involvement, and we were really pleased with the participation growth over 2006. What a great activity to be involved in, to allow the citizens of Plano to celebrate our freedoms.

We would appreciate it if the City of Plano would agree to be a sponsor for the July 4, 2008 parade, and we would appreciate having several items budgeted to assist our club in this endeavor. Will you please consider including the following in the 2007-08 City of Plano budget?

\$ 3,600.00 - Rental of 210 barricades
4,200.00 - Off duty police officers overtime pay
2,300.00 - Special Event Insurance
\$10,100.00 - Total

Thank you for your consideration.

Sincerely,

Ken Gleason, secretary
Plano Early Lions Club



Cultural Affairs Commission

FY 2007-2008
APPLICATION FOR
SPECIAL EVENT
SUSTAINING SPONSORSHIP GRANT

APPLICANT AGENCY: Plano Santos

EVENT NAME: Plano childrens Christmas Parade

EVENT DATE:

CONTACT PERSON:

Name: Robin Florio Title: Charman - Parade
Address: 2517 Micarta City: Plano Zip: 75025
Daytime Phone: 972-312-9202 e-mail: r.florio@tx.m.com

CONTACT PERSON:

Name: David Phillips Title: President - Plano Santos
Address: City: Zip:
Daytime Phone: 214-803-3163 e-mail: david@metroplexresources.com

BRIEF EVENT DESCRIPTION:

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

Plano childrens Christmas parade is a holiday parade with proceeds benefitting Plano Santos

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Cultural Affairs Commission

Agency Board of Directors

Name	City of Residence
Robin Florio	plano
David Phillips	plano
Howard Yance	plano
Lewis Brooks	plano

Planning Committee (if appropriate)

Name	City of Residence



Cultural Affairs Commission

Budget for 2007-08 Grant Request

Please complete the following by providing information for your FY 2007-08 request and attach a copy of your complete budget for the year of your request.

Revenue:

	Total Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Sponsorships*			x	
Corporate		x	x	x
Foundations		x	x	x
Individual		x	x	x
In-Kind Sponsorships **		x		
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)				
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 Event Budget	City Cash Requested	City In-Kind Requested	City % of Total Budget
Contracted City Services*	\$ 1100.00			
Contracted Services other than City		x	x	x
Rental Expenses				
In-Kind Services other than City		x	x	x
Advertising & Promotion				
Insurance			x	
Other				
Grand Total	\$ 1100.00			

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



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.

Robin Florio 7-24-07
Signature of Authorized Official Date

Robin Florio
Typed Name

Chairman of Plano Christmas Parade 2007
Title within Organization

978-231-7299 972-312-9202
Business Telephone Home Telephone

r.florio@tx.rr.com
E-mail address



Plano Santas is asking for 100% funding for the 2007 Plano Christmas Parade. In the past years the following items have been supplied by the City of Plano.

Flares
Cones
Squad car
Motorcycle
Command post
Officers (9)
Sergeant (1)
Porta-Potties

Thank you for your support.

Sincerely,
Robin Florio



DATE: May 14, 2007

TO: Thomas Muehlenbeck, City Manager
Karen Rhodes, Director, Budget & Research
Casey Srader, Budget Manager, Budget & Research

FROM: Sally Bane
Executive Director, PEDB

SUBJECT: Plano Economic Development Board (PEDB)
Proposed FY 07/08 Budget

Please find the attached proposed budget request and associated Program of Work for the PEDB. The Board of Directors has reviewed and endorsed the budget.

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

BUDGET - PLANO ECONOMIC DEVELOPMENT BOARD - Approved 5-10-07

BUDGET CATEGORY	06-07 BUDGET	07-08 REQUEST	DIFFERENCE	COMMENTS
610 Personal Services				
6103 Classified Salaries	376,304	391,723	\$ 15,419	
6109 Comp Plan Contingency	17,880	0	\$ (17,880)	
6113 Longevity	1,752	1,992	\$ 240	
6121 RSP	11,778	12,261	\$ 483	
6122 TMRS	49,639	51,394	\$ 1,755	
6123 Health Insurance	57,616	63,378	\$ 5,762	
6125 Life Insurance	3,763	3,917	\$ 154	
6127 Medicare	5,544	5,680	\$ 136	
Long Term Disability	376	313	\$ (63)	
6141 Car Allowance	4,260	4,260	\$ -	
Sub-Total	\$528,912	\$534,918	\$ 6,006	
620 Materials and Supplies				
6201 Office Supplies	\$ 4,500	\$ 4,500	\$ -	
6202 Postage	\$ 2,500	\$ 2,000	\$ (500)	
6203 Publications	\$ 500	\$ 500	\$ -	PSC, DMN, DBJ
6204 Food	\$ 2,500	\$ 2,500	\$ -	Exec.Com; Bd. Mtgs.; Prospect Mtgs.
6208 Minor Apparatus	\$ 1,000	\$ 1,000	\$ -	
6219 Promotional Supplies	\$ 11,000	\$ 11,000	\$ -	Tourn.fee; Bus.Appr.; BrokerLunch; Mayor/CEO Bkfts.
6251 Software--Non-Capital	\$ 1,000	\$ 1,000	\$ -	
6252 Hardware--Non-Capital	\$ 1,000	\$ 1,000	\$ -	
Sub-Total	\$ 24,000	\$ 23,500	\$ (500)	
630 Contractual/Professional				
6303 Communications	\$ 4,600	\$ 4,000	\$ (600)	
6305 Insurance	\$ 2,000	\$ 2,700	\$ 700	D&O; office liability
6306 Advertising	\$ 154,000	\$ 154,000	\$ -	Print ads; ad placement; 4-City mkt.campaign
6307 Travel/Professional Dev.	\$ 29,000	\$ 29,000	\$ -	Conference; trade show; business travel
6312 Contracts-Professional	\$ 10,500	\$ 11,000	\$ 500	RE info.svcs.; Acct. fee
6313 Maintenance Agreements	\$ 1,500	\$ 2,472	\$ 972	Copier; plants
6325 Moves/Adds/Changes	\$ 2,280	\$ -	\$ (2,280)	
6342 PC Replacement Charges	\$ 2,362	\$ 2,350	\$ (12)	
6346 Equipment Rentals	\$ 750	\$ 750	\$ -	Postage Meter
6348 Print Shop	\$ 500	\$ 500	\$ -	
6353 Leased Space	\$ 65,000	\$ 65,000	\$ -	Office space; electricity
Sub-Total	\$ 272,492	\$ 271,772	\$ (720)	
640 Sundry				

6443 Associations	\$ 2,235	\$ 2,235	\$ -	TEDC (3); CoreNet; IEDC; ICSC
6499 Miscellaneous	\$ 1,000	\$ 1,000	\$ -	
Sub-Total	\$ 3,235	\$ 3,235	\$ -	
Grand Total	\$828,639	\$833,425	\$ 4,786	



ECONOMIC DEVELOPMENT BOARD

PROGRAM OF WORK FY 07/08

The Mission of the Plano Economic Development Board 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 presence 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 County Community College District, Collin County, Plano Chamber of Commerce and other interested parties, through the development of policies and resources that create sustainable competitive advantages.

PROGRAM OF WORK
FY 07/08
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 targeted regions.
 - Run marketing campaigns in targeted regions.
 - Direct print advertising campaigns featuring representatives from the Plano business community.
 - Distribute annual Progress Report, aerials map(s) and other collateral materials.

- Redevelop the PEDB website by identifying best-in-class websites, best practices and web developers. Create content to serve the business, real estate and site selection communities.

- Market and distribute the CD/video targeting young professionals.

- 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.
 - Host events to detail recent developments and opportunities.
 - Develop, plan and implement the Broker Recognition and Appreciation Event.
 - Leverage corporate intelligence to enable the PEDB to address concerns and pursue opportunities within the existing business community.
 - Attend trade shows/conferences that pertain to corporate real estate, economic development and professional education.

- Participate in international business alliance activities and distribute international materials on Plano.
- Expand and maintain the Economic Development contact management data base detailing activities, issues, recognitions, correspondence, and project progress of existing and prospective companies.
- Collaborate with the Collin County Community College District, University of Texas – Dallas, and Southern Methodist University-in-Legacy on opportunities to improve the skills, training and education of Plano's workforce.

PROGRAM OF WORK
FY 07/08
MARKETING & REDEVELOPMENT

The 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 and real estate professionals, and identifying at least 15 businesses that could benefit from having a presence in Plano.
- Refine and implement an aggressive marketing program and the associated collateral materials designed to encourage relocation or expansion of technology businesses and other desirable employers into targeted areas.
- Form R/T Crossroads subcommittee to develop a program to attract and retain business in the area.
- Work closely with the Director, Business Retention & Expansion and participate in at least 10 interviews with executives of eastern Plano firms. Share information of at risk companies.
- Attend at least three technology trade shows at least two real estate trade shows to communicate the advantages of doing business in Plano. Cultivate four prospects per trade show.
- Monitor Plano's retail sector to identify at least three problematic sites that could benefit from redevelopment and/or adaptive re-use.
- Implement the Buxton study of the intersection of Preston and Park. Attend ICSC events and market to targeted retailers.
- Facilitate a PEDB Committee to study trends and strategies that might be utilized to both maintain and strengthen Plano's retail assets. Work closely with brokers, owners and developers to attract tenants.
- Collaborate with downtown planner to assist development of downtown Plano. Connect downtown retailers with RT employers seeking restaurants and other amenities.

- ❑ Collaborate with existing businesses, developers and the Guildhall to develop an interactive media/video game cluster in Plano. Develop marketing collateral for prospective companies.
- ❑ Serve as the PEDB liaison for the Plano Transition & Revitalization Commission.

**PROGRAM OF WORK
FY 07/08
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 personal visits with executives of Plano firms to:
 - Determine level of satisfaction with local business climate.
 - Involve Plano's leadership in resolution of problems identified through visitation program as appropriate.
 - Explore plans for existing business expansion/contraction or lease renewal.
 - Identify major suppliers to Plano businesses to promote Plano as a relocation or expansion site.
 - Determine needs for skills development training and initiate next steps.
 - Communicate information gathered with appropriate governmental entities or regional partners.
 - Influence retention rate of 90% or greater.
- ❑ Pro-actively seek to identify businesses with leases expiring in less than 12 months and encourage renewal in Plano.
 - Influence renewal rate of 75% or greater.
- ❑ Coordinate organize the "Breakfast with the Mayor" program that invites local executives to express their views and concerns to provide an opportunity to enhance business retention efforts.
- ❑ Identify opportunities to facilitate relationships between existing Plano businesses and international business partners to promote global commerce and expanded business opportunities.
- ❑ Conduct business satisfaction surveys via electronic delivery to:
 - Identify scope of business satisfaction, issues, and plans for growth/expansion.
 - Identify Business Retention & Expansion executive visits.
 - Identify trends in business segments and criticality of issues for follow up and resources.

- ❑ Coordinate annual business appreciation awards to recognize the positive contributions of business and industry in Plano.

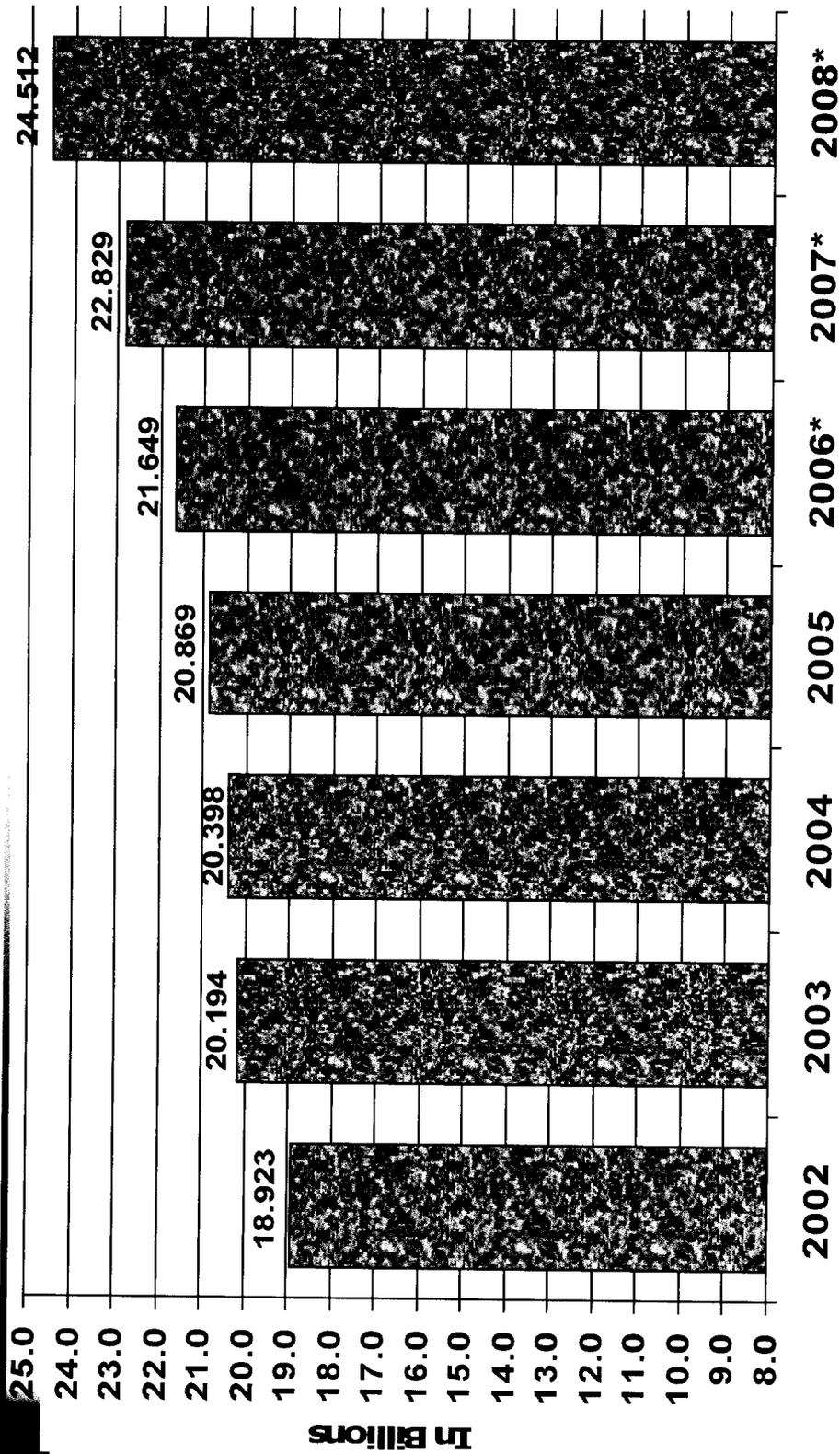
Description	Last Year Audited	Council Budget	Current Budget	Current Actual	Current Re-Estimate	Proposed Budget	Funded Supplement	Proposed Total
00076 Economic Development 226 Plano Econ Dev Board								
610 PERSONAL SERVICES								
6103 Classified Salaries	326,781	376,304	376,304	251,022	382,669	380,856		380,856
6109 Comp Plan Contingency		17,880	17,880			18,127		18,127
6113 Longevity	1,768	1,752	1,752	1,752	1,752	2,012		2,012
6121 RSP	8,873	11,778	11,778	7,406	11,526	11,921		11,921
6122 TMRS	44,345	49,639	49,639	35,020	52,478	51,604		51,604
6123 Group Insurance- Health	52,379	57,616	57,616	43,318	65,586	72,145		72,145
6125 Group Insurance-Life	1,829	3,763	3,763	1,237	2,845	3,809		3,809
6127 Medicare	4,608	5,544	5,544	3,521	5,483	5,613		5,613
6132 Long Term Disability	223	376	376	183	329	381		381
6141 Car Allowance	4,260	4,260	4,260	2,840	4,260	4,260		4,260
610 PERSONAL SERVICES	445,066	528,912	528,912	346,299	526,928	550,728		550,728
620 MATERIALS & SUPPLIES								
6201 Office Supplies	5,153	4,500	4,500	3,086	4,500	4,500		4,500
6202 Postage	2,175	2,500	2,500	993	2,500	2,000		2,000
6203 Publications	281	500	500	241	500	500		500
6204 Food	2,522	2,500	2,500	658	2,500	2,500		2,500
6208 Minor Apparatus		3,000	26,809	21,563	26,809	1,000		1,000
6219 Promotional Supplies	10,473	11,000	11,000	5,801	11,000	11,000		11,000
6251 Software-Non capital	350	1,000	1,000		1,000	1,000		1,000
6252 Hardware-Non capital	431	1,000	1,000		1,000	1,000		1,000
620 MATERIALS & SUPPLIES	21,385	26,000	49,809	32,343	49,809	23,500		23,500
630 CONTRACTUAL, PROFESSIONAL								
6303 Communications	3,383	4,600	4,600	761	4,600	4,000		4,000
6305 Insurance	1,925	2,000	2,000	2,631	2,000	2,700		2,700
6306 Advertising	112,048	154,000	188,000	43,551	188,000	154,000		154,000
6307 Travel/Professional Dev.	24,380	29,000	29,000	7,935	29,000	29,000		29,000
6312 Contracts- Professional S	10,490	10,500	30,500	6,000	30,500	11,000		11,000
6313 Maintenance Agreements	1,461	1,500	2,400	1,352	2,400	2,472		2,472
6325 Moves/Adds/Changes		2,280	11,480	11,383	11,480			
6342 PC Replacement Charges	2,048	2,362	2,362	1,575	2,362	2,767		2,767
6346 Equipment Rentals	206	750	750	418	750	750		750
6348 Print Shop	1,161	500	500	203	500	500		500
6353 Leased Space		65,000	59,000	33,522	59,000	65,000		65,000
630 CONTRACTUAL, PROFESSIONAL	157,102	272,492	330,592	109,332	330,592	272,189		272,189

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Description	Last Year Audited	Council Budget	Current Budget	Current Actual	Current Re-Estimate	Proposed Budget	Funded Supplement	Proposed Total
640 SUNDRY								
6443 Associations	1,885	2,235	2,235	1,160	2,235	2,235		2,235
6495 Freight				50				
6499 Miscellaneous	7,581	1,000	1,500	416	1,500	1,000		1,000
640 SUNDRY	9,466	3,235	3,735	1,626	3,735	3,235		3,235
810 CAPITAL OUTLAY								
8411 Furniture & Fixtures			6,599	6,599	6,599			
810 CAPITAL OUTLAY			6,599	6,599	6,599			
226 Plano Econ Dev Board	633,019	830,639	919,647	496,198	917,663	849,652		849,652
00076 Economic Development	633,019	830,639	919,647	496,198	917,663	849,652		849,652

0-59

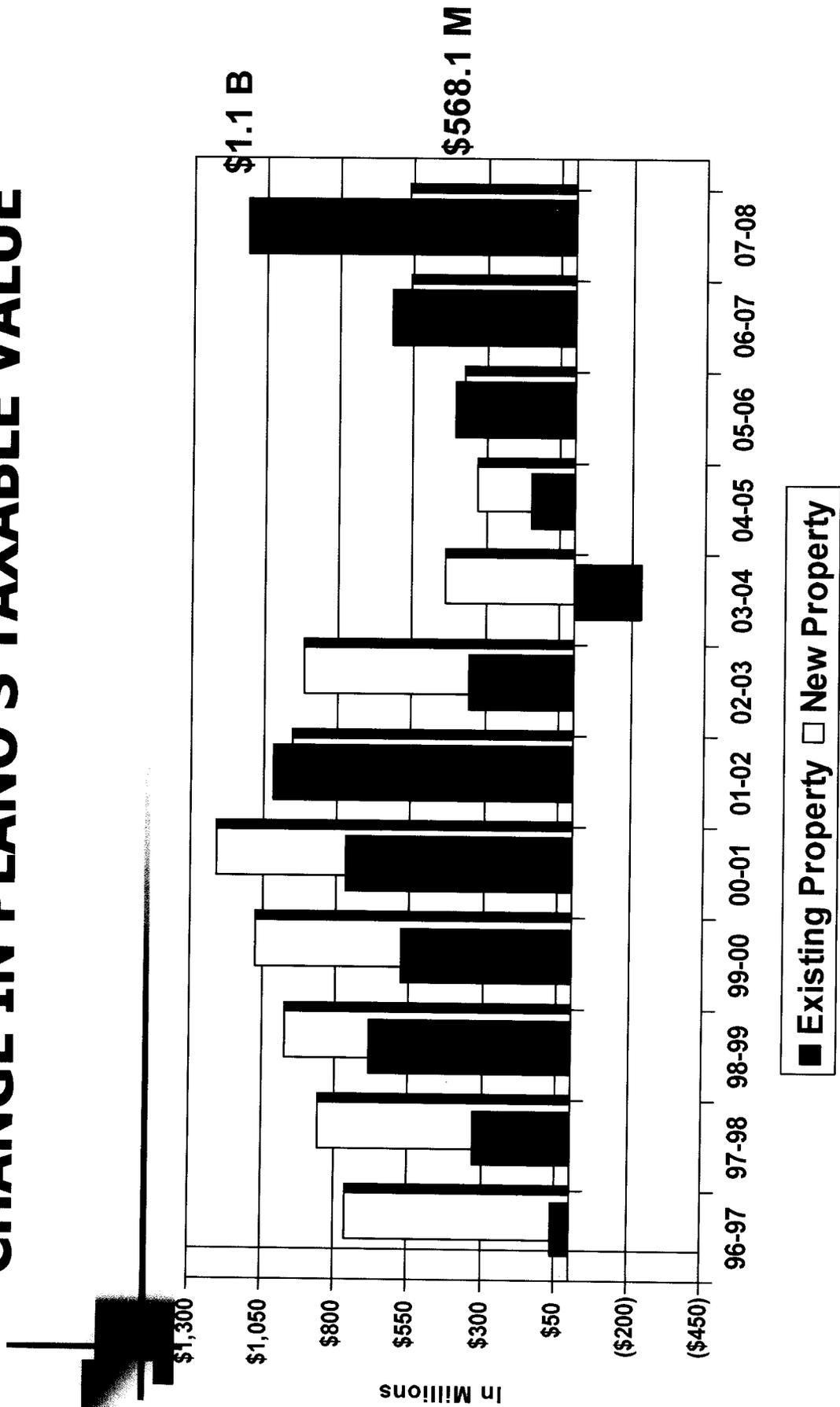
ASSESSED PROPERTY VALUATIONS



Average Single Family Home Value is \$253,380

* Includes TIF Assessed Property Values

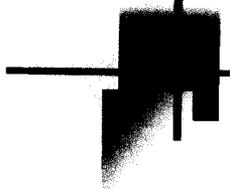
CHANGE IN PLANO'S TAXABLE VALUE



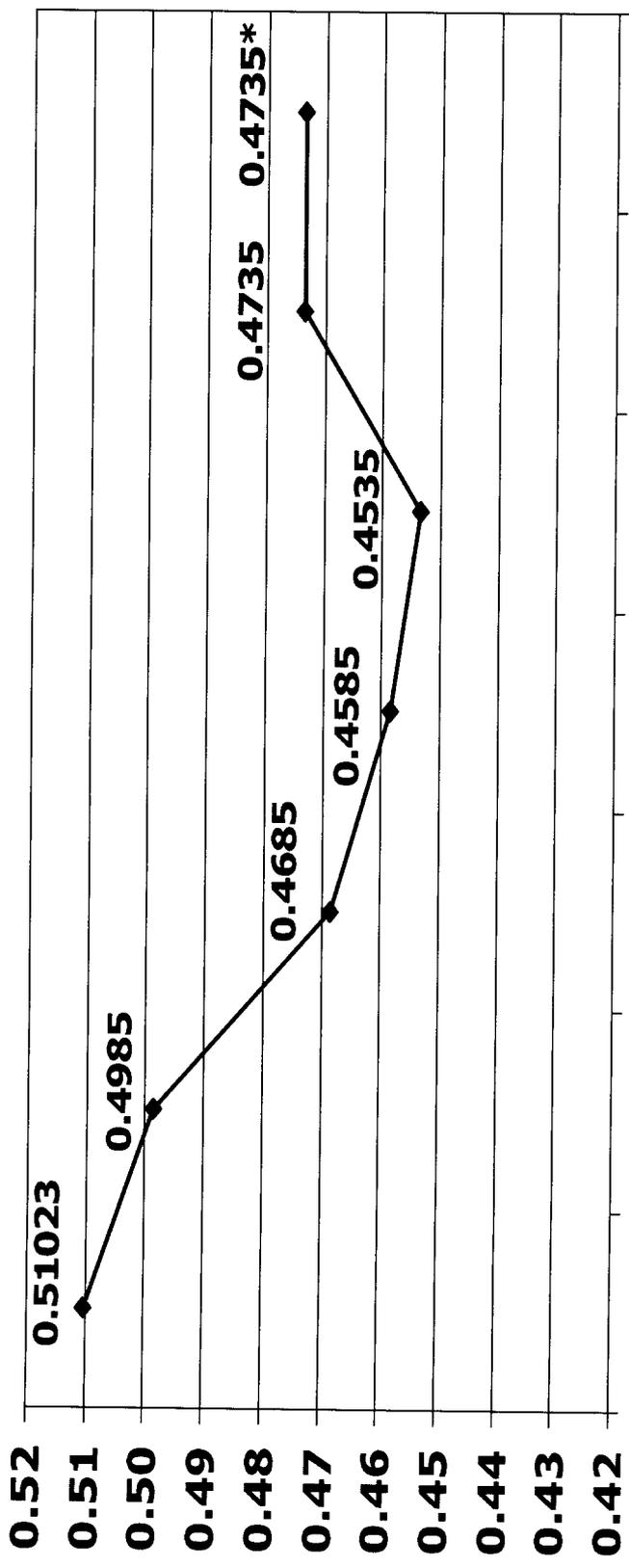
EXEMPTIONS & TAX FREEZES

Lost Property Tax Revenue

- **Total Exemptions = \$4.84 Billion**
- **Translates into \$22.9 million in lost property tax revenue each year**
 - **20% General Homestead Exemption**
 - **\$40K Over 65 Exemption**
 - **\$40K Disabled Person Exemption**
- **Over 65 Tax Freeze = \$543K**
- **TIF #1 & TIF #2 = \$2.1M**



AD VALOREM TAX RATE HISTORY



1990-91 1995-96 1998-99 2000-01 2001-02 2006-07 2007-08

Special Note: FY 1997-98 included a .02 tax rebate on the average home value of \$155,000, or an average tax rebate of \$25.00 per property owner.
*2007-08 Proposed Tax rate

TAXES AND THE AVERAGE HOME AS OF JULY, 2007

• Average Home Value \$ 253,380

	Tax Rate	Dollar Amount	%
• City of Plano	.4735	\$ 960	19.9%
• PISD**	1.2684	\$ 3,024	62.6%
• Collin County	.2450	\$ 621	12.9%
• CCCCDD	<u>.0877</u>	<u>\$ 222</u>	<u>4.6%</u>
• Total Taxes/Year	2.0746	\$ 4,827*	100.0%

* Using the proposed 2007 Tax Rate and the 2007 Average Home Value, this Assumes that the General Homestead Exemptions were taken for the City of Plano (20%) and for PISD (\$15,000).

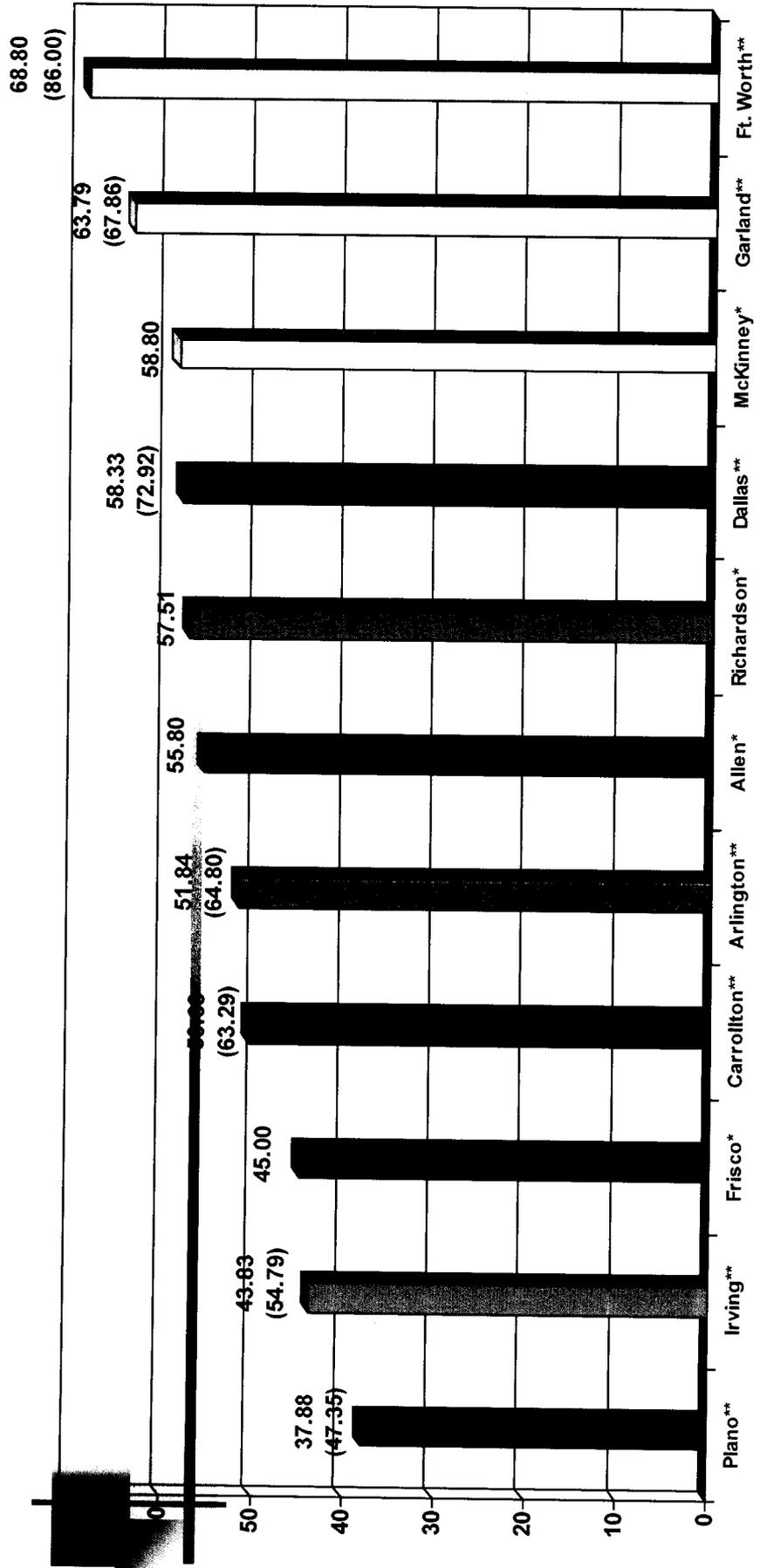
** Revised PISD tax rate

AD VALOREM TAX RATES

With Homestead Exemption Applied to the Rate

Plano and Surrounding Cities (2006-07 Tax Rates)

(Cents per \$100 Valuation)



* Cities do not offer Homestead Exemption

** Tax Rate with Homestead Exemption Applied to the Rate vs. (Adopted Tax Rate)

PROPERTY TAX RATE CODE
FY 2007-08

Chapter 26 of the Property Tax Code requires taxing units to comply with truth-in-taxation laws in adopting their tax rates. The laws serve two purposes:

1. to make taxpayers aware of the tax rate proposal
2. to allow tax payers, in certain cases, to roll back or limit a tax increase.

There are two important definitions regarding the calculation of the tax rate. The first one is the:

EFFECTIVE TAX RATE: This rate is equal to the prior year's taxes divided by the current taxable value of properties that were also on the tax roll in the prior year. The effective tax rate excludes the current taxable value of new properties. Basically, it is what the tax rate would be if you wanted to produce the same tax revenue as last year using this year's property values. According to the Central Appraisal District our current effective tax rate is 45.07 cents per \$100 of assessed property value.

A unit must publish and hold hearings if the proposed tax rate exceeds the effective tax rate by even one penny. Therefore, the City of Plano is proposing a tax rate of 47.35 cents which is over the effective tax rate by 2.28 cents per \$100 of assessed property value. We are required to publish and hold two public hearings this year which have been scheduled for Thursday, August 23, 2007 at 5:00 p.m. and Monday, August 27, 2007 at 7:00 p.m.

ROLLBACK RATE: The rollback rate is divided into two categories – maintenance and operations and debt service. The rollback rate calculation allows units to raise the same amount of M&O money raised in the prior year plus provide for an 8 percent cushion. If the City decides to adopt a rate that exceeds the rollback rate, voters may petition for an election to limit the rate to the rollback rate. According to the Central Appraisal District our rollback rate is 47.41 cents per \$100 of assessed property value.

The proposed tax rate of 47.35 cents is 0.06 cents under the rollback rate. This year's maximum operating rate according to the CAD is 32.16 cents. The M&O currently proposed is 32.10 cents which is 0.06 cents under the maximum operating rate. Therefore, if the City chooses to adopt the proposed tax rate of 47.35 cents we will not be in a rollback situation.

DEBT RATE: In addition, according to Truth In Taxation regulations, a City must pass the debt rate that is published or a property owner in the unit may seek an injunction to prohibit the unit from adopting the tax rate. Currently, included in the budget is a debt service rate of 15.25 cents and this amount will be published.

Eightieth (80th) Legislative Property Tax Highlights

HB 3195 – Property Taxes: does the following:

1. requires the city budget and budget hearing postings to contain the following language. “This budget will raise more total property taxes than last year’s budget by ?? or ??%, and of that amount \$?? is the revenue to be raised from new property added to the tax roll this year.”;
2. requires a city that operates an Internet Web site to post its budget on that Web site;
3. requires a city council to take a separate ratification vote to adopt any budget that will raise total property tax revenue.

HB 3495 – Property Taxes: for tax rates adopted after Jan. 1, 2008

1. Changes the name of the *Notice of Vote on Tax Rate* to *Notice of Tax Revenue Increase*;
2. The new notice will also show total tax revenue raised last year and proposed tax revenue for the current year based on taxable values including and excluding new property.

HB 3630 – Property Taxes: for tax rates adopted after Jan. 1, 2008

1. Changes the *Notice of Public Hearing on Tax Increase* to clarify the unit will hold two public hearings;
2. The new notice shows the prior year’s taxes on the average residence homestead and the current year’s proposed taxes on the average residence homestead if the taxing unit adopts either the calculated effective tax rate or the proposed tax rate.

HB 621 – Property Taxes: does the following:

1. enacts the “Super Freeport” property tax exemption that was approved by the voters in 2001 as an amendment to the Texas Constitution;
2. exempts from property taxes any tangible personal property that is located at a site for less than 175 days and is not under control of the property owner (unlike Freeport goods – an exemption under current law – Super Freeport goods need not be shipped out of state in order to qualify for the tax exemption);
3. provides that a city may choose to opt out of the exemption by holding a hearing and then adopting an ordinance or resolution to continue taxing “Super Freeport” goods at a meeting held prior to January 1 of the first tax year in which the city wishes to continue taxing goods (**accordingly, a city must hold a hearing and then adopt an ordinance no later than December 31, 2007, if it wishes to continue taxing such goods for tax year 2008**);

4. provides that a decision to continue taxing “Super Freeport” goods can be reversed for a future tax year, and that failure to act this year does not preclude a city from choosing to opt out of the exemption in future years;
5. provides that a property owner receiving the “Super Freeport” exemption may not also receive the Freeport exemption that exists under current law.

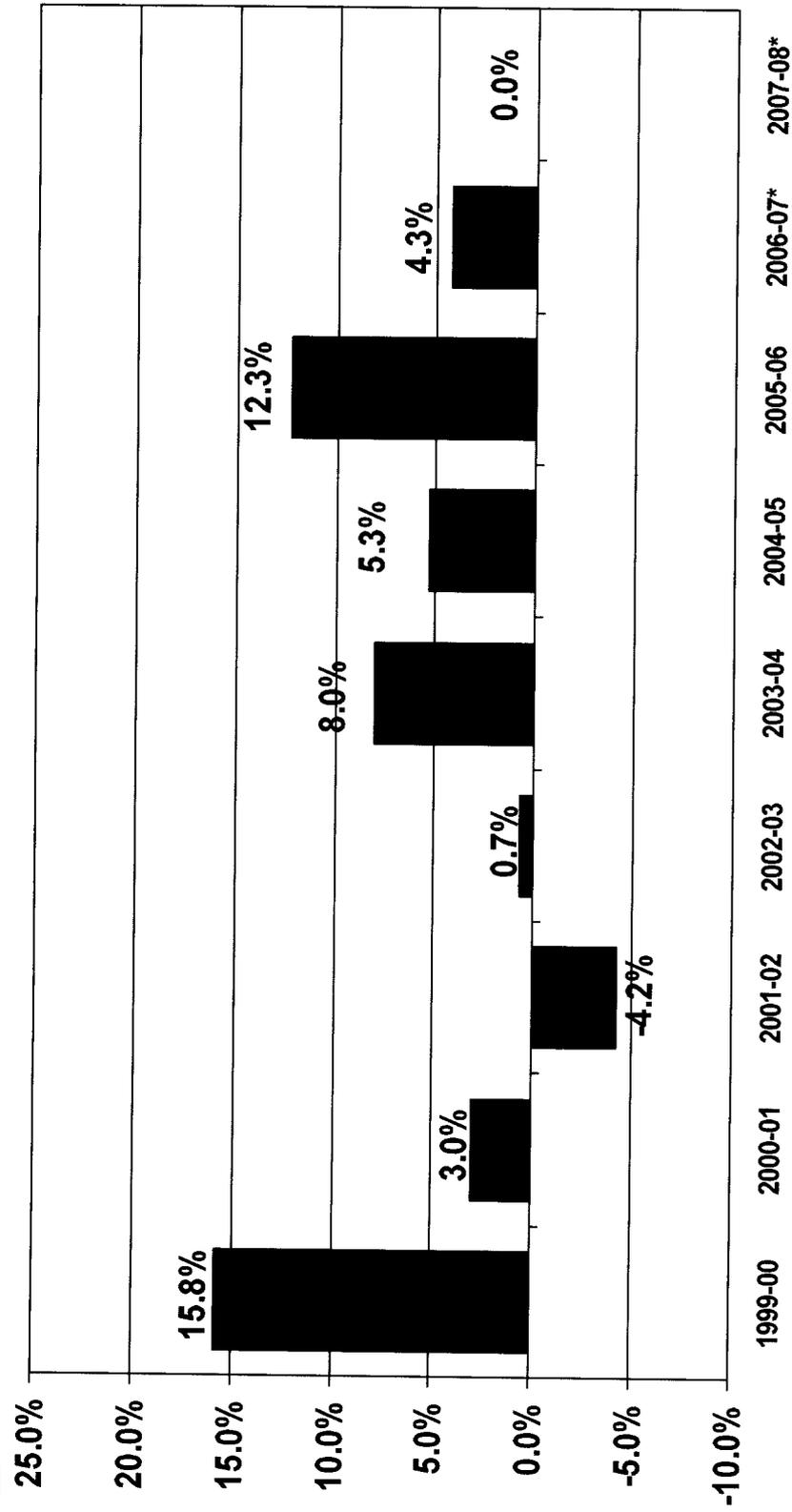
SB 1405 – Property Taxes: does the following:

1. requires the chief appraiser to prepare and certify for each county, city and school district participating in the appraisal district an estimate of taxable value in the taxing unit by June 7th.

HJR 40 & HB 438 – Property Taxes: does the following:

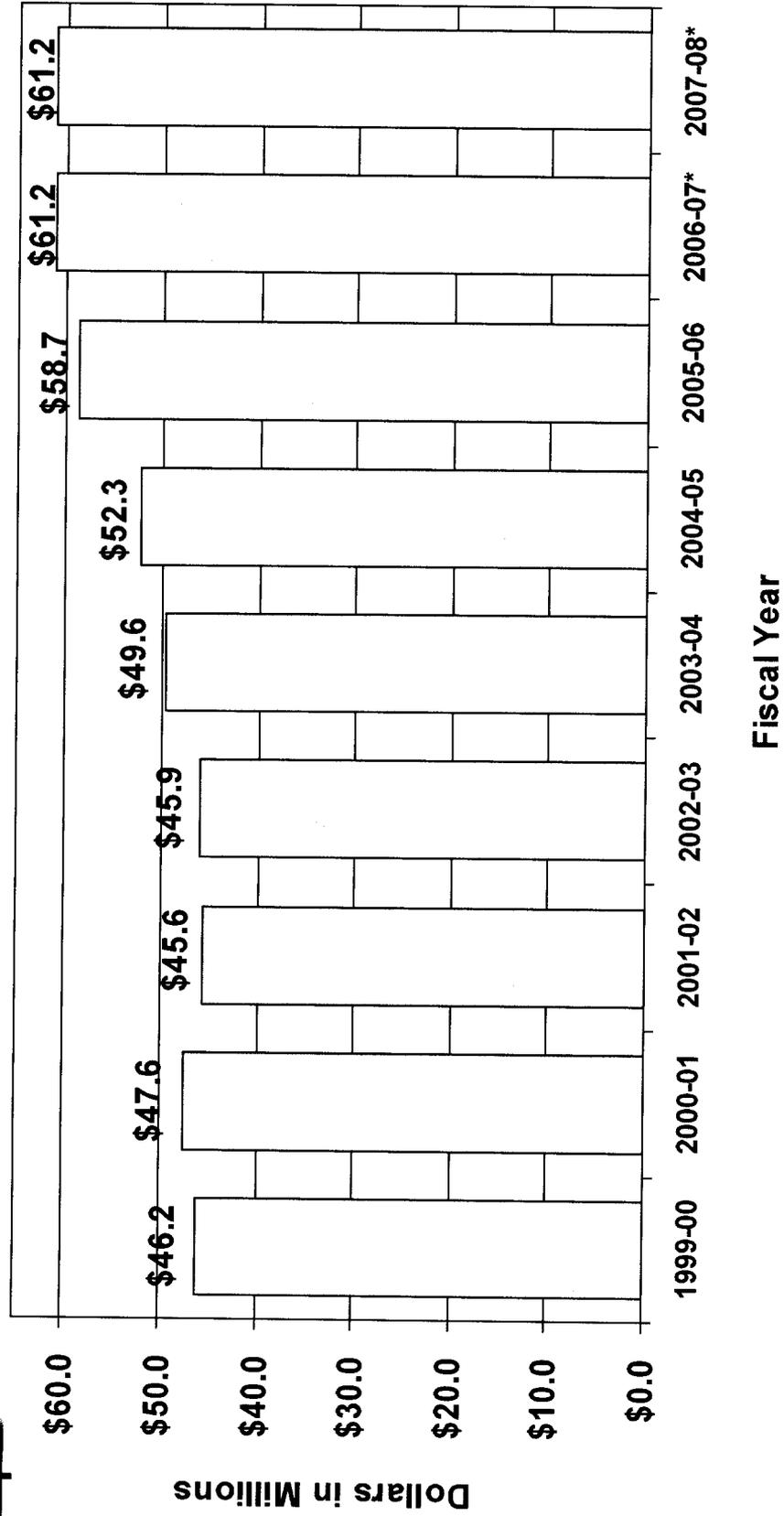
1. proposes an amendment to the Texas Constitution which, if approved by the voters on Nov. 6, 2007, will authorize the legislature to provide that the appraised value of a residence homestead may not increase more than ten percent in any single year;
2. under current law, in areas of the state where homesteads are reappraised every two or three years, the appraisal value of a homestead can increase 20% to 30% immediately following reappraisal;
3. also provides that any increase in value caused by repairs to a homestead is included within the ten percent appraisal cap.

ANNUAL SALES TAX RECEIPT PERCENTAGE CHANGES FROM PRIOR YEAR ACTUAL



* Projected

ANNUAL SALES TAX RECEIPTS



* Projected

WATER & SEWER

Revised KMR 8-8-07

	Actual 2005-06	Budget 2006-07	Re-Est 2006-07	Budget 2007-08
WORKING CAPITAL	\$9,850,878	\$7,961,682	\$12,311,270	\$691,267
Revenues				
Water Income	\$48,492,260	\$50,350,246	\$38,634,271	\$51,232,759
Sewer Income	38,449,568	42,840,000	42,540,612	44,795,544
Water Taps	112,176	149,688	123,570	125,115
Water & Sewer Penalties	1,177,595	1,235,274	1,235,274	1,247,627
Water Meters	359,202	213,001	151,609	153,504
Construction Water	119,508	115,967	115,967	117,417
Service Connect Fee	190,260	190,813	190,813	193,198
Backflow Testing	243,363	227,327	279,925	283,424
Sewer Tie-On	157,600	52,812	37,592	38,062
Pre-Treatment Permits	33,580	33,792	33,792	34,214
Interest Earnings	202,407	200,000	200,000	200,000
Transfer from Water Impact Fees	332,964	267,877	291,986	254,530
Transfer from Reserve Fund	0	0	2,211,912	0
Transfer in for Education Building	0	148,928	148,928	148,928
Misc. Income	1,412,649	381,305	437,003	442,466
TOTAL REVENUES	\$91,283,132	\$96,407,029	\$86,633,253	\$99,266,787
TOTAL RESOURCES	\$101,134,010	\$104,368,709	\$98,944,523	\$99,958,053
APPROPRIATIONS				
Operating Expense				
Salaries & Wages	\$8,112,614	\$8,839,997	\$8,466,048	\$9,007,482
Materials & Supplies	1,662,155	3,253,093	3,876,076	3,269,377
Contractual	4,712,092	4,657,418	5,333,677	5,178,050
NTMWD-Water	25,819,356	27,254,205	25,522,915	28,836,000
NTMWD-Wastewater	10,678,175	11,965,500	12,027,527	11,764,487
NTMWD-Upper E. Fork Interceptor	6,644,285	6,525,120	6,525,120	6,864,322
Retirement of NTMWD Debt-Phase I&II	812,659	808,417	808,417	824,515
Sundry	515,838	341,780	328,446	323,978
Reimbursements	157,097	164,104	156,971	163,660
Subtotal	\$59,114,271	\$63,809,634	\$63,045,197	\$66,231,871
Capital Outlay	245,227	80,000	198,858	1,497,000
TOTAL OPERATIONS	\$59,359,498	\$63,889,634	\$63,244,055	\$67,728,871
Transfer to General Fund	\$14,651,577	\$14,748,745	\$14,197,581	\$14,917,733
Transfer to Debt Service	3,092,067	2,550,000	2,550,000	2,250,000
Transfer to W & S CIP	6,000,000	7,000,000	12,300,000	7,800,000
Transfer to Capital Reserve	3,000,000	3,000,000	3,000,000	3,000,000
Transfer to Loss Fund	528,396	593,853	551,070	533,821
Transfer to Technology Fund	300,000	300,000	300,000	300,000
Transfer to Technology Services	1,891,202	1,958,567	2,025,792	1,987,111
Transfer to Reserve Fund	0	2,000,000	0	0
Transfer for Sustainability	0	56,505	84,758	100,000
TOTAL TRANSFERS	\$29,463,242	\$32,207,670	\$35,009,201	\$30,888,665
TOTAL APPROPRIATIONS	\$88,822,740	\$96,097,304	\$98,253,256	\$98,617,536
WORKING CAPITAL	\$12,311,270	\$8,271,405	\$691,267	\$1,340,517
Days of Operation				7

Water Rate Comparisons FY 1999-00 to 2007-08

	1999/2000	2000/2001	*2001/2002	2002/2003	2003/2004	**2004/2005	2005/2006	***2006/2007	****2006/2007	Proposed 5/1/08
Residential										
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
1.00	\$10.00	\$10.00	\$10.58	\$11.00	\$11.55	\$12.18	\$12.18	\$12.79	\$13.79	\$13.79
1.50	\$49.25	\$49.25	\$51.80	\$51.80	\$54.39	\$57.17	\$57.17	\$60.03	\$61.03	\$61.03
2.00	\$78.30	\$78.30	\$82.30	\$82.30	\$86.42	\$90.79	\$90.79	\$95.33	\$96.33	\$96.33
Consumption Charges										
1,001-5,000	\$0.08	\$0.08	\$0.17	\$0.17	\$0.18	\$0.24	\$0.24	\$0.25	\$0.26	\$0.27
5,001-20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.66
Winter greater than 20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.66
Summer greater than 20,000	\$1.84	\$1.84	\$2.10	\$2.50	\$2.63	\$2.86	\$2.86	\$3.00	\$3.15	\$3.31
Commercial										
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
1.00	\$25.00	\$25.00	\$26.33	\$26.33	\$27.30	\$28.72	\$28.72	\$30.16	\$31.16	\$31.16
1.50	\$49.25	\$49.25	\$51.80	\$51.80	\$54.39	\$57.17	\$57.17	\$60.03	\$61.03	\$61.03
2.00	\$78.30	\$78.30	\$82.30	\$82.30	\$86.42	\$90.79	\$90.79	\$95.33	\$96.33	\$96.33
3.00	\$155.70	\$155.70	\$163.57	\$163.57	\$171.75	\$180.39	\$180.39	\$189.41	\$190.41	\$190.41
4.00	\$242.85	\$242.85	\$255.08	\$255.08	\$267.83	\$281.29	\$281.29	\$295.35	\$296.35	\$296.35
6.00	\$484.85	\$484.85	\$509.18	\$509.18	\$534.64	\$561.43	\$561.43	\$589.50	\$590.50	\$590.50
8.00	\$775.25	\$775.25	\$814.10	\$814.10	\$854.81	\$897.60	\$897.60	\$942.48	\$943.48	\$943.48
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
Consumption Charges										
1,001-5,000	\$0.08	\$0.08	\$0.17	\$0.17	\$0.18	\$0.24	\$0.24	\$0.25	\$0.26	\$0.27
5,001-20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.66
Winter Greater than 20,000	\$0.92	\$0.92	\$1.05	\$1.25	\$1.31	\$1.43	\$1.43	\$1.50	\$1.58	\$1.66
Summer Greater than 20,000	N/A	N/A	N/A	N/A	\$2.63	\$2.86	\$2.86	\$3.00	\$3.15	\$3.31
Irrigation Only										

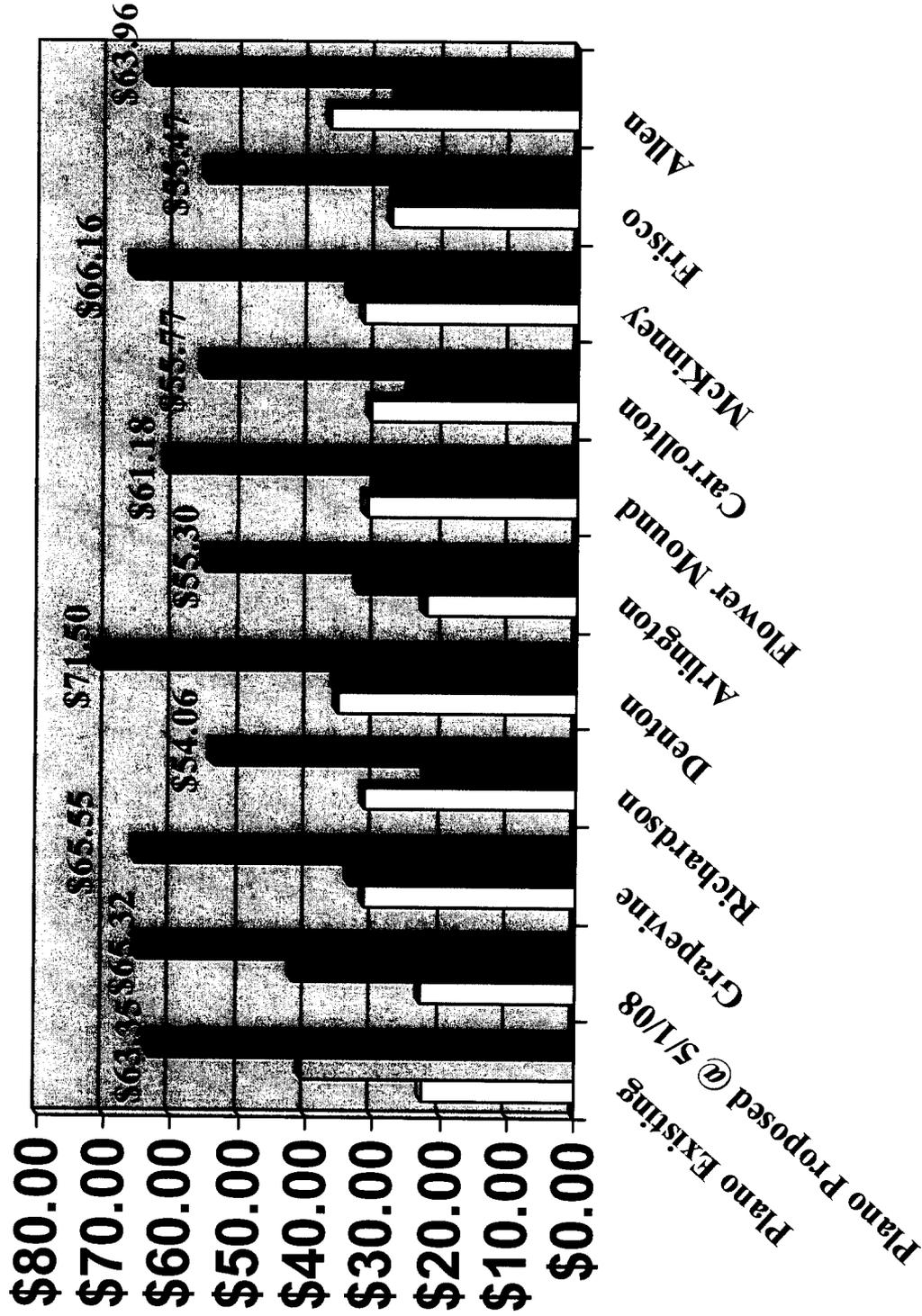
* = Rates effective 1/1/02

** = Rates effective 4/1/05

*** = Rates effective 10/1/06

**** = Rates effective 5/1/07

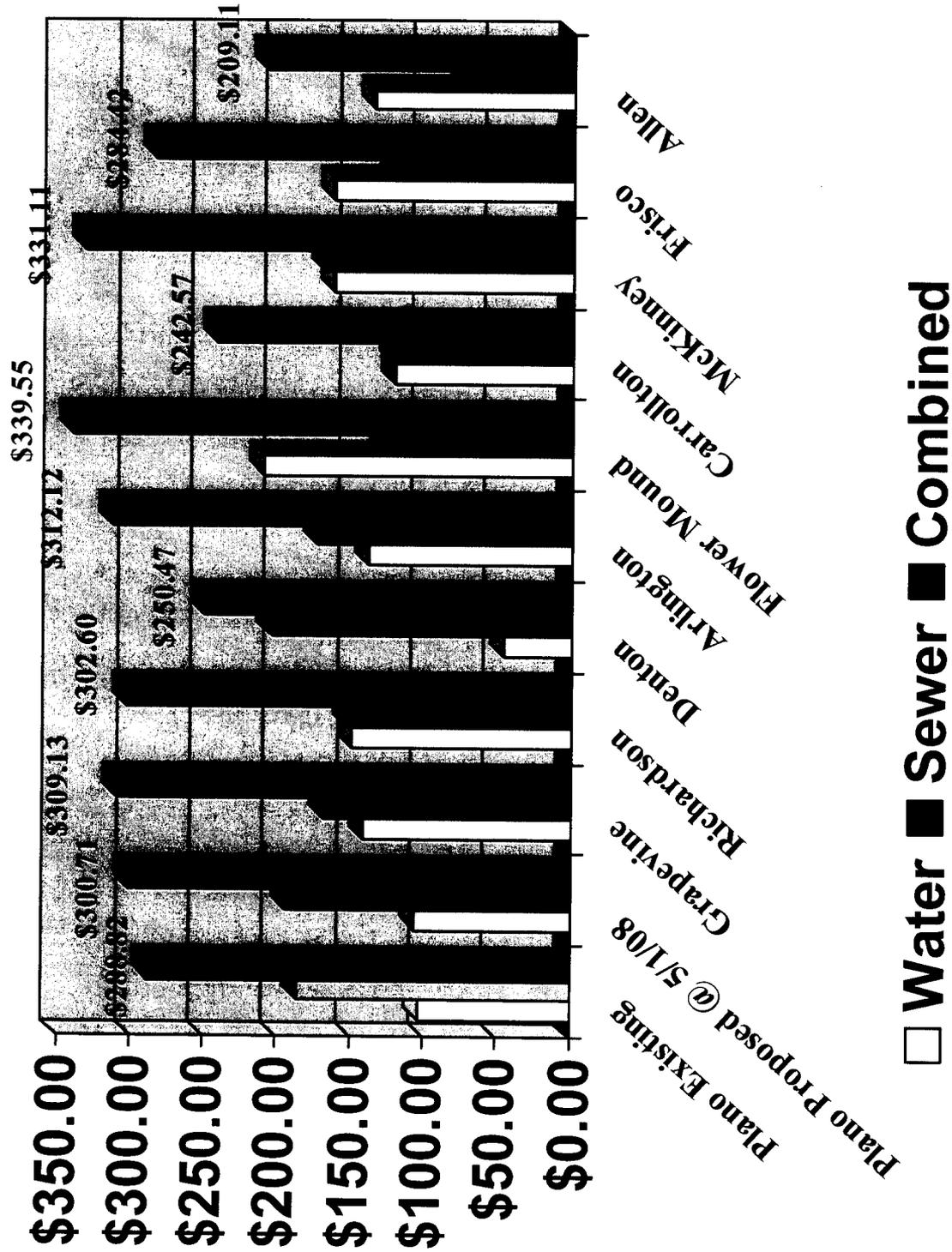
Residential 1" Comparison for 10,000 Gallons



□ Water ■ Sewer ■ Combined

*Rates for the City of Plano include increases by NTMWD. Source: Texas Town & City, June '07.

Commercial 1" Comparison for 50,000 Gallons



* Rates for the City of Plano include increases by NTMWD. Source: Texas Town & City, June '07.

Karen Rhodes

From: Tom Muehlenbeck
Sent: Tuesday, August 07, 2007 3:50 PM
To: Karen Rhodes
Subject: FW: Estimate for a November Election

From: Diane Zucco
Sent: Tuesday, August 07, 2007 3:19 PM
To: Tom Muehlenbeck
Subject: Estimate for a November Election

Following is an estimate received from Collin County Elections Administration. There are other cities considering a November election, so the number may vary slightly. I will provide this information to Mr. Hixson at the Plano Star Courier advising that the County is the source.

SUMMARY OF COSTS FOR PLANO

SUPPLY COST	\$1,112.05
EQUIPMENT RENTAL COST	\$18,988.00
EARLY VOTING	\$14,330.35
ELECTION DAY	\$7,813.00
ADMINISTRATIVE EXPENSES	\$183.00
TABULATION/CENTRALIZED COSTS	<u>\$16,014.96</u>
Total	\$58,441.36
10% Administrative Fee	<u>\$5,844.14</u>
Total	\$64,285.50
90% Due County by 10/01/07	\$57,856.95

F-17

DATE: *June 7, 2007*

TO: *Bruce D. Glasscock, Executive Director*

FROM: *Gregory W. Rushin, Chief of Police*

SUBJECT: *Service Standard Index*

Each year Police Department's around the country wrestle with the question of how to determine the number of employees needed to provide effective police services to their community. The Plano Police Department uses the Service Standard Index (SSI) to determine staffing needs. This formula allows the Police Department to maintain a measurable and definable index for determining employee staffing needed in the future.

The Service Standard Index Model

The Police Department has been using this model since 1992. We have found this to be the most reliable method of determining future staffing needs. The premise of the formula is based on the fact 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 have to be determined in order to calculate the formula, including:

- The average amount of time needed for officers 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 issued per patrol officer;
- The average number of back up calls;
- The total time that the average patrol 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 formula 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 load times. This is a critical consideration because it allows the Department to maintain a reasonable response time to priority calls (current response through April 2007 is 4.68 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 patrol, are not considered primary first responders such as the Neighborhood Police Officer Unit and School Liaison Officers.

Values used in the formula are obtained from data compiled during the previous calendar year. Application of the formula yields three key numbers:

1. SSI_1 – 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;
2. SSI_2 – The “actual” average number of calls assigned to an officer during the given year; and
3. SSI_3 – 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 SSI

Based on data from calendar year 2006:

1. $SSI_1 = 468$ Ideal
2. $SSI_2 = 483$ Actual
3. $SSI_3 = 585$ Critical

During calendar year 2006 primary first responders within the Patrol Services Division answered an average of 483 calls for service per officer. This figure was 15 calls more than what is considered “ideal” (a 60/40 ratio) and 102 calls less than “critical” (a 50/50 ratio).

The SSI for the FY 07-08 budget year projected a need for 6 Officers to remain near “ideal” (60% available and 40% obligated). However, there is a band between “ideal” and “critical”. The closer to critical we creep, it is assumed response times will increase and the citizen perception of safety will be weakened. There are two questions, (1). how long before we approach the critical mark, and (2). how close do we wish to come toward critical. It takes about 18 months to recruit, hire, and train an Officer before they are able to function independently. Therefore this time frame must be considered. The future trends surrounding several factors will determine if and when additional patrol personnel are needed.

Future Trends (see attached spread sheets)

The Police Department has experienced growth in the number of Officers over the past 10 years, fueled partially by population growth. As the City approaches maturity, and the population stabilizes, we still project 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) percent of calls answered by PSO's, (3) Average time on calls , (4) Officer time available, and (5) the number of citations issued.

1. The trend line for calls for service steadily increased from 1999 to 2004, however, there was a 1.3% decrease in patrol calls for service in 2005 and a 0.4% decrease in 2006. Through the end of April 2007, Patrol calls for service have decreased 7.7%. In the past we have predicted as the City reaches maturity calls for service will flatten out. Since 2005 we have seen this trend emerge.

Calls For Service

2001	+6.36%
2002	+3.18%
2003	+5.3%
2004	+6.9%
2005	-1.3%
2006	-0.04%
2007	-7.7% through April 2007

2. 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 handled by PSO's increased in 2006 from 11.8% to 12.3%. Our target goal is 12%.

Percentage of Calls Handled by PSO's

2002	12.7%
2003	11.3%
2004	10.9%
2005	11.8%
2006	12.3%
2007	13.6% through April 2007

3. The average amount of time spent on calls for service continues to show an upward trend. Generally as the average time on calls increases, the number of Officers needed increases. We saw a significant increase in the time spent on calls in 2006 from 40.2 minutes to 43.2 minutes, and this is the primary factor driving the increase in SSI this year.

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 43.2 minutes through April 2007

The cause(s) for these increases had not been identified, but we suspect the hiring of 34 new Officers in 2006 may contribute to this increase. The training time involved in handling calls with a recruit, increases the time on calls. About 17% of our Patrol work force was in training at some point in time last year.

“Call creep” is another factor that we believe is occurring. Having a decreasing call load reduces the pressure to “rush” through a call for service and provides officers with more time to do a thorough investigation, including remaining out of service looking for suspects or interviewing additional witnesses.

We hope to begin Automated Field Reporting (AFR), or having Officers prepare reports in the field using their in car computers, next year. Other agencies that have implemented an AFR Program have seen increases in the time Officers spend preparing reports. This time can adversely impact time on calls, but we believe as Officers develop a degree of skill at using this technology the times will decrease.

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.
5. The emphasis on traffic safety will continue, and with the use of automated ticket writers the efficiency of this process should improve. The number of citations declined in 2006 by almost 12%, but the number of traffic stops were up over 17%. Extra enforcement efforts were aimed at not only issuing citations to traffic violators, but to stop and remind motorists to drive more carefully. It would be shortsighted to assume that officers will spend less time on traffic enforcement duties based solely upon the number of traffic citations issued.

Based on our data and utilizing the SSI formula, Plano Police Planning and Research personnel predict the following:

<u>Number of additional Officers in FY 07-08</u>	<u>Resulting discretionary v. obligated time</u>
0 Officers	55% available / 45% obligated
1 Officers	55.8% available / 44.2% obligated
2 Officers	56.6% available / 43.4% obligated
3 Officers	57.4% available / 42.6% obligated
4 Officers	58.2% available 41.8% obligated
5 Officers	59% available / 41% obligated

6 Officers

59.8% available / 40.2% obligated

Recommendation

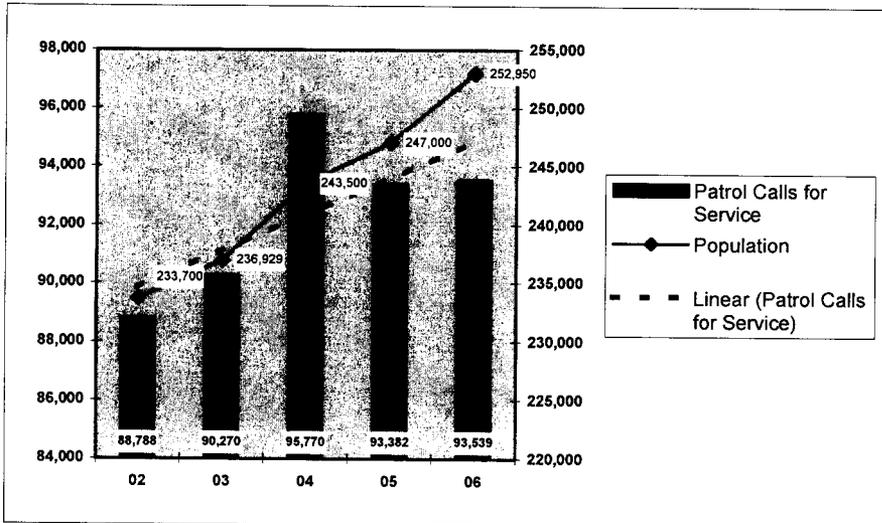
Based on the data and analysis above 6 Officers would maintain the “ideal” staffing level into the future, however, we predict we would not hit the “critical” staffing level during FY 07-08. Again the question is how close do we want to get to a “critical” staffing level. The unknowns are (1). what will time spent on calls do in the next year, and (2). the impact of AFR.

There is a shortage of Police applicants nationwide, and most Departments have vacant Police Officer positions they cannot fill. The Plano Police Department had not been fully staffed since we had budget cuts several years ago and eliminated or froze all vacant positions. We have had double digit Police Officer openings through 2006, but are now down to 7 and believe we will be fully staffed by August 2007. However, we have over 70 Officers eligible for retirement.

Our Planning and Research Department has recommended 2 Officers October 1, 2007 and 2 for April 1, 2008. I would recommend at least 1 Officer for October 1, 2007 and at least 1 midyear on April 1, 2008.

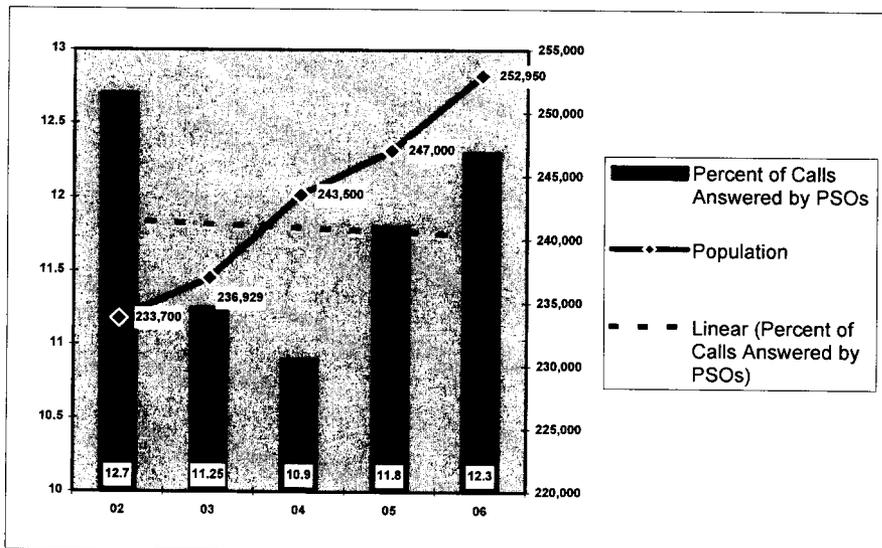
Note we had asked for 6 Officers and 6 cars. We strive to maintain a ratio of 1 car for every 2 Patrol Officers. Three of the squad cars requested in the proposed FY 07-08 budget were the result of this ratio (asking for 6 new Officers); and the remaining 3 cars were due to need, since we have slipped well below this 1 to 2 ratio in the Patrol Division. I would highly recommend whatever the decision, 3 additional squad cars be approved to close the gap on the overall patrol car ratio.

I have also attached the SSI computations for your review. If you have any questions please advise. Thanks.



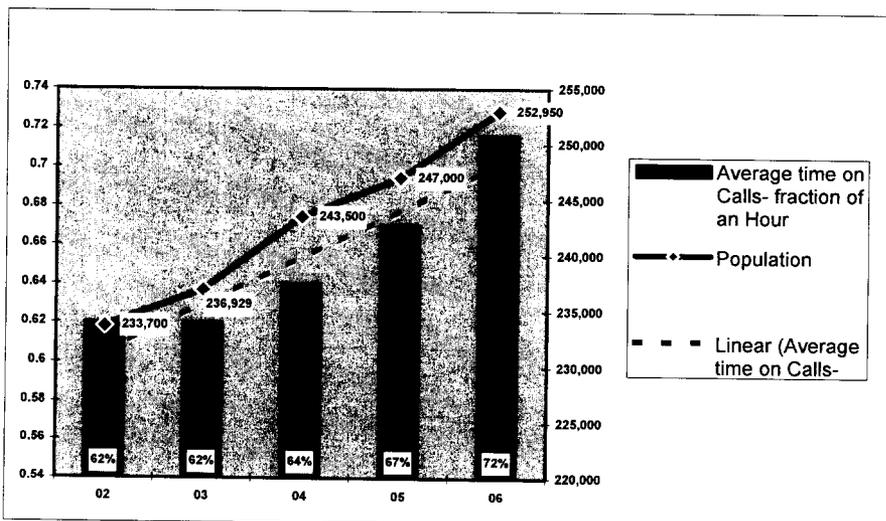
PATROL CALLS FOR SERVICE

Calls for service growth flattened out in 2006 with no additional calls. Early in the year calls were up 5 % but over the remaining months evened out to almost equal the 2005 number.



PERCENT OF CALLS ANSWERED BY PSOs

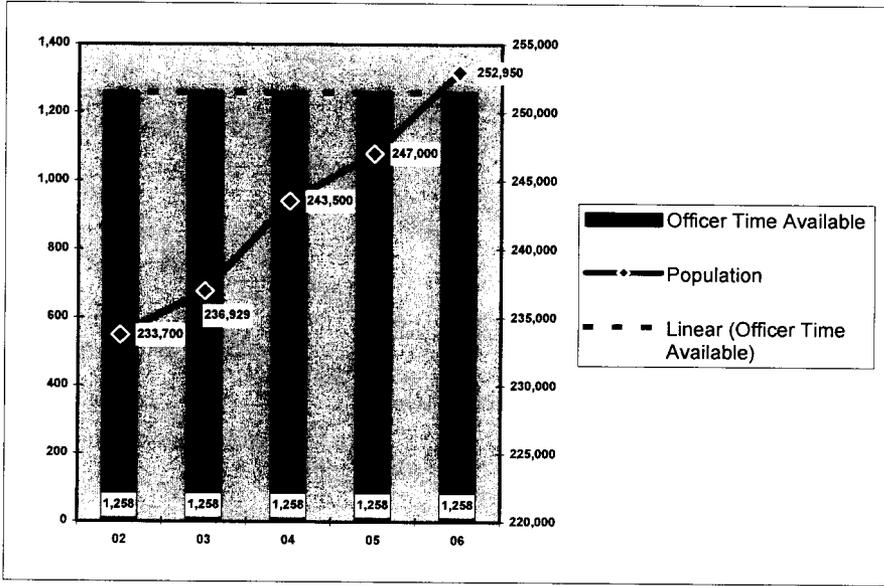
The types of calls suitable for PSO response are limited by the nature of the call. The percentage of calls addressed by non-sworn personnel (Telephone Reporting Unit PSOs and Patrol PSOs) in 2006 was 12.3%. The 5 year average percentage of calls taken is 11.8%.



AVERAGE TIME SPENT ON A CALL SHOWN AS THE PERCENTAGE OF AN HOUR

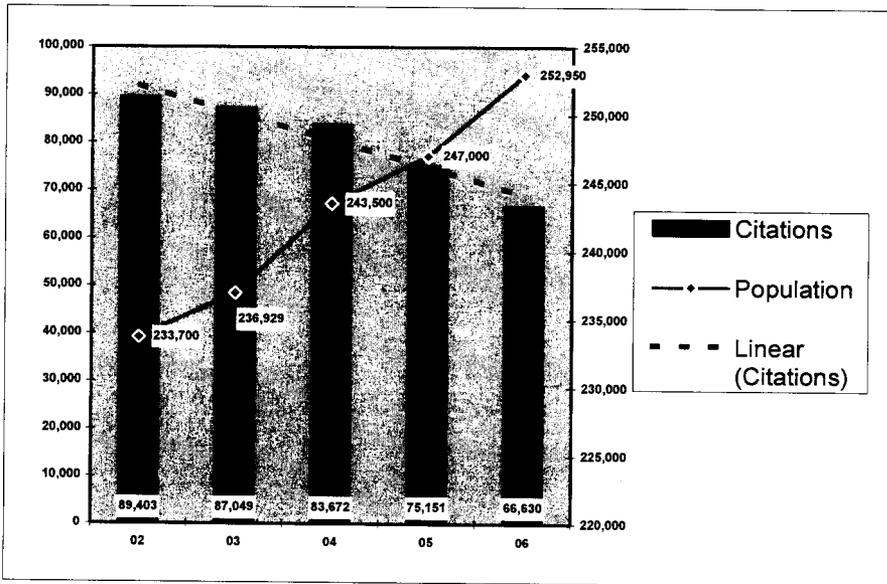
The average amount of time spent on an individual call for service continues to show an upward trend. Call duration is the elapsed time from when an officer is assigned to a call until the time the officer returns to service. Calendar year 2006 showed another increase in call duration. Call duration will rise with the implementation of field reporting.

**OFFICER TIME AVAILABLE
- HOURS PER YEAR-**



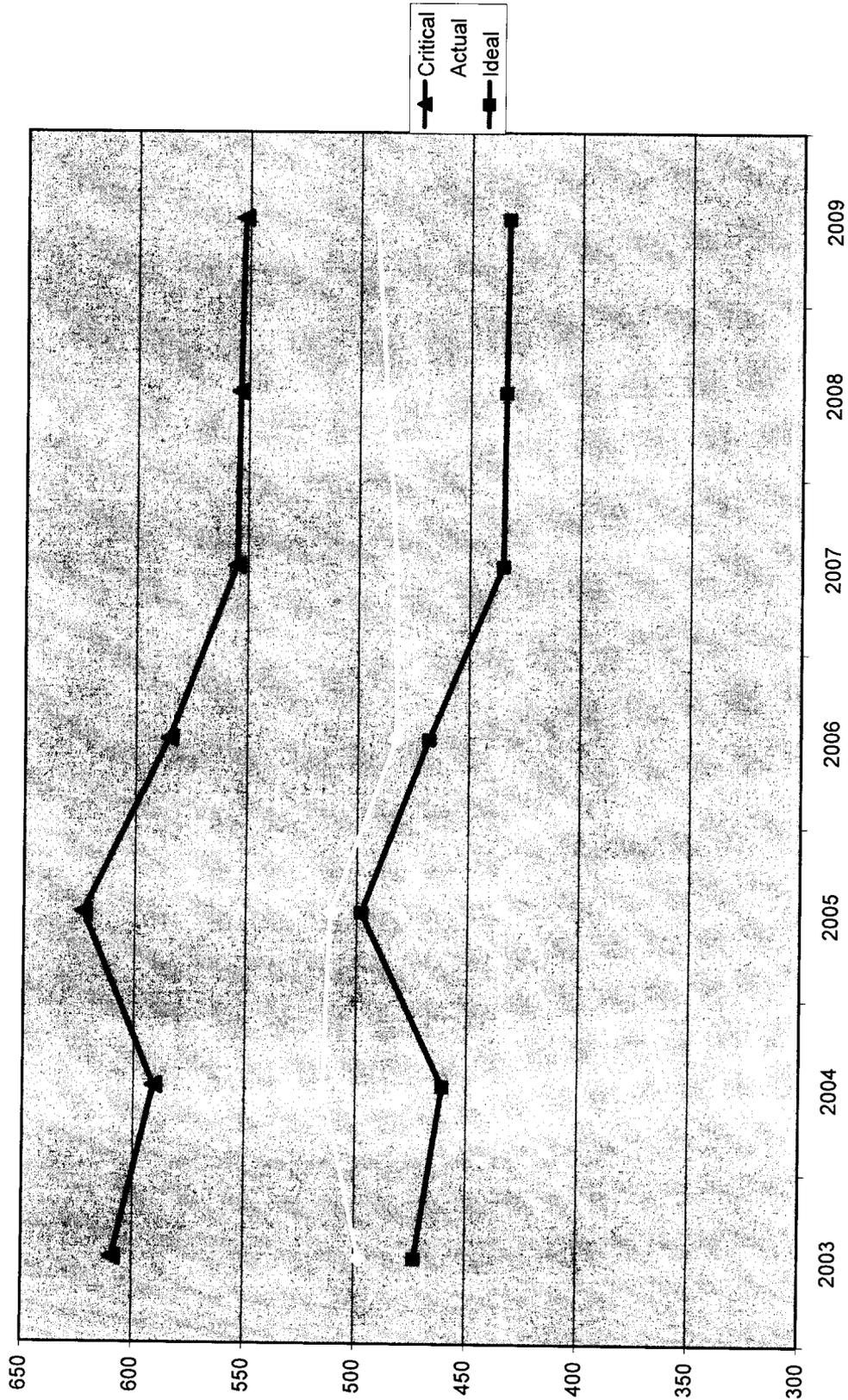
The number of hours an officer is available for duty is adjusted to reflect the number of hours lost annually due to sick leave, vacation, training, court appearances, military leave, etc. The number is influenced by the amount training required by legislation, training needed to implement new technology and to ensure that every officer receives the necessary expertise to master the changing nature of law enforcement.

**CITATIONS ISSUED
ANNUALLY**



Traffic enforcement continues to be a high priority. STEP Grant citations were excluded from the citation totals because STEP Grant activity is produced outside normal duty time and is therefore not included in SSI calculations. Citations declined in 2006. Officers issued 14,537 warnings as compared to 8,584 warnings in 2005.

SSI
Projected thru 2009



Gregory W. Rushin
Chief of Police
6/8/2007

FY 2007-2008
Budget Request



***Recommendations for Maintaining
A Class 1 ISO Rating
for the
City of Plano, TX***

**Hugo Esparza
Fire Chief**



Recommendations for Maintaining A Class 1 ISO Rating

The City of Plano was last evaluated by the Insurance Service Office in 1998 and received a coveted "Public Protection Class (PPC) rating of "1". The purpose of this report is to (1) provide the history and background of our ISO rating; (2) describe the significant findings of our ISO consultant; and (3) provide a plan or "roadmap" that can be used to ensure that we retain our ISO-1 Community Public Fire Protection rating. In addition, cost estimates are provided for the resources that must be deployed if the City desires to retain its PPC-1 rating in the future.

Executive Summary

The information provided in this report is the result of an independent consultant study by Mike Pietsch, P.E. Consulting Services, Inc., which was funded by City Council in the FY 2006-2007 budget year. The study was conducted in January and February of 2007.

The findings by Mr. Pietsch indicate that without any additional resource deployment, the City of Plano will drop to the mid to low end of the PPC-2 PPC level and potentially even as far as PPC-3. The dropping of our PPC rating would have the negative effect of increasing the cost of insurance for businesses and residences within the City, as well as the loss of a potentially significant economic development tool used to attract additional businesses and industry to the City. Mr. Pietsch has indicated that dropping from a PPC-1 to a PPC-2 rating would generally result in a 1% increase in the cost of residential insurance and a 2% increase in the cost of insurance premiums for non-residential properties. There is also a direct corollary between the PPC rating of a community and the amount of fire loss suffered in that community on an annual basis, so a reasonable assumption can be made that increasing the Fire Department resources to the recommend level would further reduce our annual fire loss.

If the policy decision is made to retain ISO PPC-1 status, a number of significant additions must be made to the Fire Department including:

- An additional Aerial Ladder Company located in the North Central portion of the City and housed at Fire Station 10. (Capital - \$900,000 / Personnel & O/M - \$1.12M)
- An additional 13th Engine Company located at proposed Fire Station 13 to be constructed in the west side of the Legacy area. (Capital - \$455,000 / Personnel & O/M - \$1.24M)
- An additional Fire Station (14) with engine company located in the north central portion of the City near the Custer Rd / Legacy Drive area. (Capital - \$5.5M / Personnel & O/M - \$1.24M)
- Addition of seven (7) dedicated fire inspectors on the Fire Marshal's staff to meet required ration of fire inspectors for each commercial building to be inspected annually. (Capital - \$185K / Personnel & O/M - \$712K)

In total, these required additions will total over \$6.54M in required Capital Outlay over the next few years, with an additional cost in access of \$4.3M in annual ongoing costs

for personnel, operations cost, and maintenance. Resource locations are shown in Attachment.

Ultimately, a policy decision must be made which determines (1) the desirability of retaining the PPC-1 rating; and (2) the level of commitment to funding these additions. If the decision is made to continue in ISO PPC-1 status, it will take time to deploy the identified additional resources. Accordingly, there is no absolute guarantee that ISO will not arrive for a re-rating inspection prior to the full implementation of the foregoing resource enhancements. Should that occur, and if the City were unable to postpone the inspection, the possibility exists that the City could conceivably drop to the PPC-2 level. Certainly once the recommended resource additions are in place, the City could then request re-inspection with the goal of returning to PPC-1 status.

While these additions should ensure that the City retain its PPC-1 classification, they also will have a notable effect on our service delivery and will provide substantial increases in the Department's ability to respond during "overload" conditions. At present, the Department's overall response time is barely meeting the established response time goals and the addition of extra engine and truck companies will certainly improve our ability to respond in a timely manner at all times.

In addition, the increase in the number of fire inspectors will allow the Department to provide an inspection of all commercial occupancies within the City at least annually. At present, these inspections are performed by non-certified fire company personnel who perform inspections around other training, public education, and emergency response assignments. Should the inspection of all community occupancies be shifted to formal certified inspectors, companies will be freed up to perform "pre-fire surveys" leading to the development of tactical response guides for these occupancies which improve both operational efficiency and safety.

The information which follows is provided to assist management and our elected officials in reaching an informed decision as to whether or not to pursue ISO PPC-1 status. Representatives of the Fire Department and our ISO Consultant will be available at anytime to discuss the particulars of this recommendation.

Background Information

The City of Plano was evaluated by ISO in 1998 and received an ISO PPC of 1. The points compiled for that assessment were **92.61** with a score >90.0 required in order to retain the ISO-1 rating. ISO collects information on a community's public fire protection system, analyzes this data, and then assigns the community a Public Protection Class (PPC) that ranges from 1 (the gold standard or best public protection) to 10 (which indicates less than minimum recognized protection). This rating is important because fire insurance rates are usually based on the PPC assigned to the community. In addition, ISO ratings are important economic development tools, as both the cost of insurance and the ability of the local fire service to provide emergency response can be an important factor in a company's decision to locate in one community vs. another. ISO typically evaluates communities every 10 years, although a community may ask for an assessment of its fire protection system before the 10th year. Obviously, communities such as Plano which are already classified as ISO-1 communities have no motivation to request an early inspection, and our policy since obtaining the coveted "1" rating is to not request any additional information from ISO.

There are three (3) major areas evaluated during ISO's assessment and are on a weighted scale that equals a total of 100 points. These major areas include: fire alarm &

dispatch (10 points); the Fire Department (50 points); and the community water supply system (40 points). There is an additional section that is unique to the State of Texas titled the *Texas Addendum* that allows additional points awarded toward the City's scoring of up to 11.9 points by considering the effectiveness of the City's fire prevention code enforcement, fire investigations, public fire safety education initiatives, construction building inspections, compressed air foam systems on fire apparatus, and attendance at the Texas Municipal Fire School at Texas A&M University. There is a concern that ISO may eliminate this addendum in the future as it causes confusion and some dissension in other states, although our consultant assures us that this is unlikely to happen in the foreseeable future due to political considerations within the state and state government agencies.

While the ISO grading schedule itself has not changed in quite some time, the field interpretation guides used to apply that schedule have changed significantly since our last rating in 1998. These changes in rule applications had the potential to negatively impact the City of Plano, and a request was made in the FY 2006-2007 budget process for an independent consultant study to determine if (1) the City of Plano was still a solid ISO-1 contender should an unexpected re-inspection occur; and (2) what would be needed to maintain the ISO-1 status if we would not otherwise be re-rated to that level.

Specific concerns included the loss of the so-called "fringe rule," which was used by Plano in the 1998 inspection to gain credit for Dallas and Allen Fire Stations for coverage credit in the southwest and northeast portions of the City. Other concerns also included a change in the interpretation for needed ladder truck companies, and the requirement of certain specialized capabilities (compressed air foam) on Fire Department engines (pumper trucks). Other concerns included the possibility of losing the Texas Addendum itself.

Obviously, the changes in ISO interpretations were concerning as they have the potential effect of dropping the City of Plano below the required 90.0 level, and thus, into a PPC-2 (possibly lower) rating.

Mike Pietsch, PE Consulting Services, Inc. Study

In November of 2006, the City proactively hired Mike Pietsch to conduct a pre-survey assessment of the estimated PPC that would be given assuming ISO arrived unannounced to re-evaluate our classification. Upon his arrival and initial meeting, the Fire Chief and Assistant Fire Chiefs asked Mr. Pietsch to present his findings based on three scenarios: (1) the required defense infrastructure needed to maximize all of the available grading points (i.e., to attain the maximum points equal to 100); (2) the required infrastructure required to sustain an ISO PPC of 1 with the benefit of the *Texas Addendum*; and (3) the required infrastructure required to sustain an ISO PPC of 1 without the benefit of the *Texas Addendum*.

Based on this direction, Mr. Pietsch conducted a detailed assessment of the City of Plano, including our Public Work's water system, Public Safety Communications, and the Fire Department. His findings indicated that the water system, dispatch system, and building inspection functions offices would score near maximum points, but the City would lose at least some points as the result of the number of fire apparatus and where those resources are located, fire dispatch, and Fire Marshal's office.

Mr. Pietsch's review indicates that should an inspection occur by ISO staff at this time, the City would receive a PPC of a low 2. He estimated that based on his study, a point total of **81.81** would be awarded by ISO, and it is important to note that a score of 81.81

would barely be sufficient to retain even a PPC of 2. This reduction in available points is directly based on several key factors:

- ISO will no longer give us credit for Dallas Fire Stations 10 & 11, and Allen Fire Station 3 for automatic response credit as was done in 1998. Under their new field rating schedule, an automatic assistance station can only be counted if it is within ½ mile of the protected City (i.e., Plano).
- ISO assumes, for station coverage purposes that every street in the City is a two-lane roadway. ISO does not give any special consideration to the response time advantages we enjoy with divided thoroughfares and our citywide traffic signal pre-emption system.
- Plano has “in-filled” a number of areas since the 1998 study, and those areas now are calculated as needing station coverage. The number of additional stations required to obtain sufficient points varied in the Pietsch study based on whether or not the *Texas Addendum* continues to be made available by the State Board of Insurance.
- The Fire Administrative staff, particularly in the fire inspection area, has not grown commensurately with the growth of commercial and institutional properties within the City. Simply put, additional fire inspectors are needed based on the number of properties to be inspected and the workload demands on the current staff.

Options - Pietsch did take a comprehensive look at the three scenarios requested by the Fire Chief – (1) the required defense infrastructure needed to maximize all of the available grading points (i.e., to attain the maximum points equal to 100); (2) the required infrastructure required to sustain an ISO PPC of 1 with the benefit of the *Texas Addendum*; and (3) the required infrastructure required to sustain an ISO PPC of 1 without the benefit of the *Texas Addendum*. For reference purposes, the Department currently operates twelve (12) engine companies and four (4) ladder companies, operating out of eleven (11) fire stations.

Based on the three different scenarios, the following key major points were identified:

1. Maximizing All Available Points

- If Station 7 is **not** relocated, the Fire Department will need eighteen (18) engine companies, six (6) ladder companies, and one (1) ladder/service/rescue company - all operating out of **eighteen (18) fire stations**.
- If Station 7 **is** relocated, PFD will need seventeen (17) engine companies, six (6) ladder companies, and one (1) ladder/service/rescue company - all operating out of **seventeen (17) fire stations**.
- Provide eight (8) additional full-time inspector/investigators to the Office of the Fire Marshal. This will also allow the Fire Department to maximize its points in the area of pre-fire planning.
- Provide a second means of dispatch to each station, independent of the current radio system.

2. Sustaining an ISO PPC of 1 Using the Texas Addendum

- If Station 7 is **not** relocated, the Fire Department will need fourteen (14) engine companies, and five (5) ladder companies - all operating out of **fourteen (14) fire stations**.
 - If Station 7 **is** relocated, PFD will need thirteen (13) engine companies and five (5) ladder companies, and Station 7 **is** relocated - all operating out of **thirteen (13) fire stations**.
 - Provide eight (8) additional full-time inspector/investigators to the Office of the Fire Marshal. This will also allow the Fire Department to maximize its points in the area of pre-fire planning.
 - Provide a second means of dispatch to each station, independent of the current radio system.
3. Sustaining an ISO PPC of 1 **Without Using the Texas Addendum**
- If Station 7 is **not** relocated, the Fire Department will need sixteen (16) engine companies, and five (5) ladder companies - all operating out of **sixteen (16) fire stations**.
 - If Station 7 **is** relocated, PFD will need fifteen (15) engine companies and five (5) ladder companies - all operating out of **fifteen (15) fire stations**.
 - Provide eight (8) additional full-time inspector/investigators to the Office of the Fire Marshal. This will also allow the Fire Department to maximize its points in the area of pre-fire planning.
 - Provide a second means of dispatch to each station, independent of the current radio system.

The complete consultant report is available upon request.

Recommendations for Retaining an ISO PPC-1 Classification

The Pietsch Consulting report was provided to City management in February of 2007, and the Department was directed to obtain any needed clarifications from Mr. Pietsch and develop an action plan based on scenario #2 (i.e., sustaining an ISO PPC of 1 by using the current *Texas Addendum*).

If the policy decision is to pursue retaining the current ISO PPC-1 level, the following additional personnel, stations and apparatus will be necessary. *Please note that all costs shown are based on current salary and benefit costs obtained from the City of Plano Budget Office and/or information received from the City Capital Projects office and do not reflect future wage or benefit adjustments which are considered during the annual budgetary process.*

1. Add an additional Aerial Ladder Company bringing the Department's total to five (5) ladder companies. The addition of the fifth aerial company will entail the following estimated costs:

a. Aerial Ladder Truck w/ Equipment	\$900,000	
b. Personnel for Staffing (recurring)	\$1.08M	(salary/benefits -
c. O/M costs	\$40K (recurring).	

Unless funded by supplemental appropriation through the annual budgetary process, the earliest funding for the ladder truck that could be procured would be in the 2009 bond election. Construction of the ladder truck would take approximately fifteen (15) months from the date of order. Personnel costs would be requested in the fiscal year in which the vehicle is scheduled for delivery.

2. Add an additional Engine Company to staff Fire Station 13 in lieu of relocating an engine from Fire Station 7 as previously recommended due to ISO interpretations that will not grant credit if only a Quint (aerial ladder with pump) remains at FS 7. The addition of the 13th Engine Company would entail the following estimated costs:

a. Engine w/ Equipment	\$455K	
b. Personnel for Staffing	\$1.2M	(salary/benefits -
		recurring)
c. O/M costs	\$40K (recurring)	

Unless funded by supplemental appropriation through the annual budgetary process, the earliest funding for the engine could be procured would be in the 2009 bond election. Construction of the engine would take approximately twelve (12) months from the date of order. Personnel costs would be requested in the fiscal year in which the vehicle is scheduled for delivery.

3. Construct Fire Station 14 in the general area of Legacy and Custer Road to house a fourteenth engine company. This area was identified by the consultant is being in need of an "in-fill" station to provide appropriate response in an area identified as being deficient in response time coverage. *Note: The location of suitable land in this area and successful negotiation for its purchase may pose additional challenges in a fast track construction of FS 14.* (Estimated cost for land and construction: \$4,000,000)

a. Station Construction/Land Costs	\$5M	
b. Engine w/ Equipment	\$455K	
c. Personnel for Staffing	\$1.2M	(salary/benefits -
		recurring)
d. O/M costs	\$40K (recurring)	

4. Add an additional Engine Company to staff Fire Station 14. The addition of the 14th Engine Company would entail the following estimated costs:

a. Engine w/ Equipment	\$455K	
b. Personnel for Staffing	\$1.2M	(salary/benefits -
		recurring)
c. O/M costs	\$40K (recurring)	

Unless funded by supplemental appropriation through the annual budgetary process, the earliest funding for the engine that could be procured would be in the 2009 bond election. Construction of the engine would take approximately twelve (12) months from the date of order. Personnel costs would be requested in the fiscal year in which the vehicle is scheduled for delivery.

5. Add up to seven (7) additional fire inspectors to handle existing occupancy inspections and complaints. The number required inspectors was established by the Texas State Fire Marshal's office as a part of the *Texas Addendum* which uses 480 structures per inspector, and the consultant's recommendation was based on an estimated 4,000 commercial structures within the City. The addition of each inspector would cost approximately \$99,397 salary/benefits plus \$13,440 O&M and could be accomplished over 2-3 budget years.

a. Personnel for Staffing recurring)	\$700K	(salary/benefits -
b. Hybrid Inspection Vehicles	\$185K	
c. O/M costs	\$12K (recurring)	

All costs show are approximate and are again based on best available information as of the writing of this report. The actual construction costs for both the additional fire station and apparatus may increase or decrease based on construction costs and industry trends present at the actual time authorization is received to proceed with this project. Again, in total, these required additions will represent in excess of \$6.54M in required Capital Outlay over the next few years with an additional ongoing cost in excess of \$4.3M in annual costs for personnel and O&M expenditures.

In Summary

The City of Plano has the ability to retain its current ISO PPC-1 rating, but it will be costly to do so. Additional capital expenditures in the range of \$7M will be required over the next 2-4 years to obtain two additional engines, a ladder truck, and construct an additional fire station. In addition, personnel costs will increase to staff these vehicles reaching a maximum impact slightly in excess of \$3M per year when all companies are deployed.

Ultimately, it will be a policy decision which determines what level of protection class the community desires to have. The prestigious ISO-1 rating results in insurance savings in the neighborhood of two percent (2 %) for commercial properties and approximately one percent (1%) for residential properties, and thus, at least some of the additional cost to our citizens will be offset by those savings. In addition, the ISO-1 designation can, in some cases, serve as a potent economic development tool to attract those businesses and industry which might otherwise be attracted to other communities.

While cost vs. benefit will likely drive the ultimate decision in this issue, it should be stated that the proposed additions to the Fire Department would provide substantial upgrades to our current capabilities. The additions of two (2) additional engine companies and a truck company will greatly improve our ability to respond in a timely manner when a community wide event such as the windstorm of May, 2007 strikes. These additional resources will also serve to allow our overall response time to meet our goal of responding to 90% of all emergency calls within 6 minutes and 59 seconds, particularly during times of high volume emergency activity.

TO: Bruce Glasscock
FROM: Ron Timmons
SUBJECT: City Council Briefing
DATE: August 10, 2007
RE: Radio System Replacement

The radio system operated by the city of Plano has reached the end of its useful life and will no longer be supported by the manufacturer. The system was originally purchased in 1991 and has undergone several upgrades and enhancements over the years. The age of the radio system and the outdated analog technology is now obsolete and requires replacement. Parts availability and service will become difficult to obtain in the next few years, as many of the electronic components in the system are no longer manufactured.

The radio system is jointly operated by the cities of Plano, Frisco and Allen with a number of subscribers, such as P.I.S.D. and the cities of Murphy, Prosper, Parker and Lucas. The system is managed by the city of Plano's Radio Communications Shop.

The replacement of the radio system will begin later this year with the contracting of a communications system consultant. The consultant will be responsible for interviewing all of the major users of the radio system and developing specifications for the new system. The consultant will develop a RFP and assist in validating the proposals. The system completion is scheduled for spring 2010. The new system will support many new technologies needed by first responders, but not available with the existing network. The new features will likely include AVL, text messaging, encryption and some form of video imaging.

The cost of the Plano portion of the system is budgeted to be \$16 million, depending on the outcome of the consultant's study. This cost will include replacing equipment at all radio tower sites, expanding the existing microwave system and replacement of older mobile and handheld units as required.

The next generation digital radio system will be a standards-based system, compliant with APCO Project 25 (P-25). This open architecture standard is intended to allow different brands of radios to operate on the system, facilitating competitive bidding for replacement radios and components. Additionally, the FCC will release a new block of frequencies in the 700 MHz range, in February 2009, which hopes to facilitate additional capacity on the system, but a number of unknowns are still present in that rapidly developing situation.

The next-generation radio system will allow for a seamless migration to digital communications, while continuing backwards compatibility with surrounding agencies who have not upgraded to digital systems. Radio users will maintain all the interoperability we have worked to integrate since 2001 and will receive the benefit of new capabilities with the new technology. The major contingencies are policy decisions involving the Plano, Allen, Frisco consortium, whether the request for public safety radio and data service from a number of smaller communities in Collin County should be integrated, and the final spectrum allocation by the FCC.

Ron Timmons



City of Plano
Technology Services Department
PO Box 860358
Plano, TX 75086-0358
(972) 941-7660 Fax: (972) 941-7195
www.plano.gov



MEMORANDUM

DATE: August 13, 2007
TO: Bruce Glasscock
FROM: David Stephens
SUBJECT: Council Briefing on TS Back-up Site Plan

On December 5, 2006 the server room located in the Police Building sustained extensive water damage due to a contractor's mishap. During the course of this event, the Municipal Courts and Police Department were taken offline and were unable to connect to electronic data for between six hours and five days. Despite having undergone a business continuity plan review previously that year, the complete loss of access to data was crippling to operations for Courts.

Based upon this situation, Technology Services and Facilities started investigating possible locations within City facilities to house a back-up site for critical computing resources. With the planning of the new Emergency Operations Building underway, it was determined that this location would be a viable candidate as a hot-site for the existing data center. The goal would be to replicate critical information at the Technology Services, Police Building, PSC, Parkway Services, and Parks and Recreation data centers to a back-up site data center at the new EOC.

For the purpose of this analysis, critical information was defined as applications that were related to revenue (JDEdwards), Public Safety (CAD and RMS), personnel (PeopleSoft), and applications that were used by multiple departments or were identified by departments as critical to their on-going operations. These systems account for approximately 90% of our existing computing resources. There are some minor applications that departments have indicated they could work without for up to five days without significantly impacting operations due to the use of manual processes.

The data center identified in the new EOC consists of approximately 1,400 square feet of raised floor space, 30 tons of air conditioning, redundant power feeds into the building, dual fiber feeds into the building, and wireless connectivity for the Motomesh network. There will be a generator to supply power in the event of a power failure and Uninterruptible Power Supplies (UPS's) to condition the power going into the data center.

The costs for this back-up hot-site are estimated at \$4,380,080. These costs are broken down into the following categories: construction costs, hardware, and communication costs. Below is a break down of each category.

Construction costs - \$1,070,080

The addition of this data center into a new planned facility helps defer some of the costs for this project. However, the power requirements that this data center introduces into the EOC building increases the complexity of this project. The current costs for the construction of this data center are estimated at \$1,070,800. This includes \$730,080 for building costs and \$340,000 for the UPS's. Due to the construction schedule of this building, it is estimated that this back-up site will be not be available until Spring 2009.

Hardware - \$2,500,000

After accounting for all the potential servers and applications that would need to be housed in this location, Technology Services estimates that approximately 200 servers would be located in this data center. The cost for the servers, storage space, and associated management tools is estimated at \$2,240,000. There is also some network electronics that will be required to communicate with the rest of the network. The cost for this equipment is approximately \$260,000.

Communications - \$810,000

To make this a self sustaining building, the installation of a standalone Voice over IP (VoIP) phone system is recommended. The cost of this system will be \$500,000 and will be sized to serve the EOC during times of activation. Other communications costs include the addition of a DragonWave connection in the Motomesh wireless network at \$85,000 and redundant fiber connections by Verizon at the cost of \$100,000. The cost to install all the necessary internal wiring, both copper and fiber, at the EOC is approximately \$125,000.

The completion of this data center at the EOC will allow the City of Plano to continue operations at the EOC during a disaster with full access to all financial, operational, and revenue applications within the same building. This back-up site will also allow Technology Services to reduce the length of time necessary for physical backups of the data on servers. The current practice requires some applications to be taken off-line while backups of the data are performed. The addition of a redundant system will alleviate this downtime and let one system be taken off-line for backup purposes while the production system is still available by users. Upon completion of the backup, the systems will synchronize the data and the redundant system will function as a mirror image of the production system again.

While the deployment of a back-up site at the EOC is the goal for server redundancy, the length of time required for this building to be completed requires an interim solution. The plan is to mirror the Courts and revenue systems to a temporary data center at the Joint Use Facility to provide redundancy of hardware and physical separation of equipment to service those departments in the event of a failure. The temporary data center at the Joint Use Facility will be upgraded to accommodate the necessary equipment but does not provide sufficient facilities to house this equipment as a long term solution. It is expected we can have the Joint Use Facility retrofitted to house these limited servers within three months.

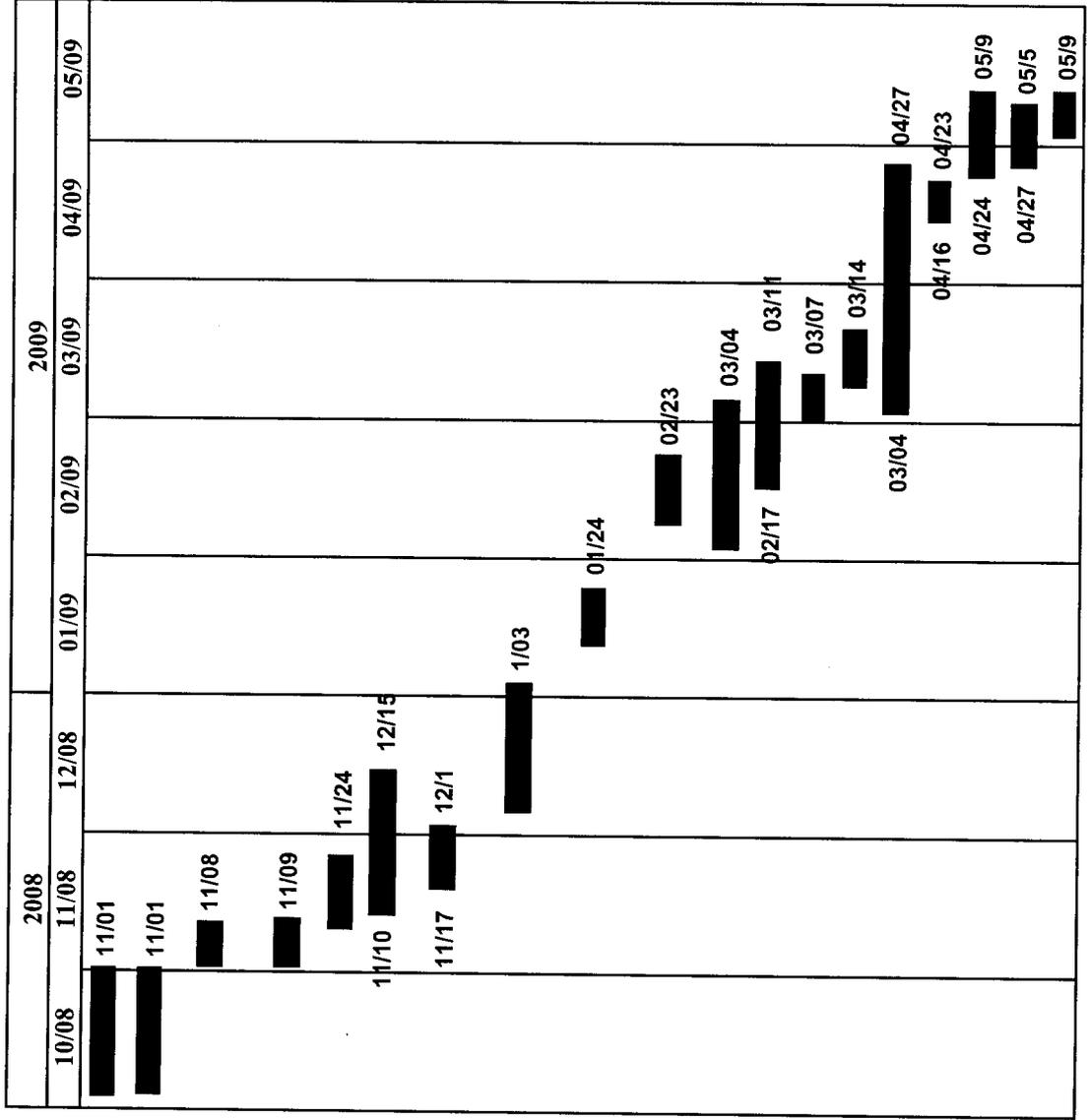
In the event of any failure of power, communications, or hardware of any server at the primary data center, the ability to continue operations and access the data at the hot-site location becomes imperative to the continuation of service delivery for any department. Overall this hot-site location provides the level of security and operational readiness that all departments require to ensure optimal service to the citizens of Plano.

PROJECTED O&M EXPENSES
2007-08 COMMUNITY INVESTMENT PROGRAM

	2007-08	2008-09	2009-10	2010-11	2010-11
CIP O&M Expenditures					
Fire Station #12/Logistic Fac/Emerg Ops Ctr	0	1,733,804	595,000	0	0
Fire Station #13	0	1,118,376	323,700	0	0
Engine #14	0	150,000	0	0	0
Security Enhancements (Fire, Police & Jt Use)	61,500	0	0	0	0
Evidence Storage Facility	<u>0</u>	<u>0</u>	<u>39,498</u>	<u>0</u>	<u>0</u>
	61,500	3,002,180	958,198	0	0
Arboretum	0	0	0	28,650	114,600
Athletic Field Improvements	106,330	39,824	146,688	177,630	171,900
Carpenter Expansion/Senior Center	0	413,383	97,125	0	0
Chaparral Road Athletic Site	0	0	57,300	987,600	0
Chisholm Trail & Memorial Park	254,288	34,380	6,188	17,190	171,900
Cottonwood Creek Greenbelt	0	0	0	57,300	114,600
Land Acquisitions	0	75,000	36,150	21,825	21,825
Legacy Trail	0	154,710	0	0	0
Maintenance Facility	0	22,920	28,650	28,650	28,650
Neighborhood Park Improvements	0	31,515	28,650	28,650	28,650
Oak Point Park & Nature Preserve	324,971	1,306,488	114,600	401,100	0
Oak Point Recreation Center Expansion	0	0	28,650	229,200	0
Park Improvements	246,539	90,000	213,650	173,650	333,650
Pecan Hollow Improvements	0	57,300	34,380	0	0
PISD Tennis Court Lights	0	131,986	0	0	0
Senior Center/Wellness Center	0	0	0	0	28,650
South Central Park Development	0	0	28,650	407,850	28,650
Special Use Facility	0	27,218	34,380	34,380	34,380
Sustainability Initiative	0	0	17,190	17,190	17,190
Tom Muehlenbeck Center	445,823	0	0	0	0
Trail Connections & Bikeway System	106,506	20,055	171,900	171,900	171,900
White Rock Creek Acquisitions	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,650</u>
	1,484,457	2,404,779	1,044,151	2,782,765	1,295,195
Harrington Library	2,100	0	0	0	0
Animal Shelter Expansion	0	34,040	0	0	0
Environmental Education Building	<u>0</u>	<u>29,180</u>	<u>0</u>	<u>0</u>	<u>0</u>
	2,100	63,220	0	0	0
Total	1,548,057	5,470,179	2,002,349	2,782,765	1,295,195

<u>Miscellaneous Park Improvements</u>					
Irrigation (Supp #634061)	164,539	0	0	0	0
Miscellaneous Equipment Costs (Capital)	0	90,000	185,000	145,000	305,000
Median Maintenance (Supp #634003)	82,000	0	0	0	0
Park Improvements	0	0	28,650	28,650	28,650
Total Park Improvements	246,539	90,000	213,650	173,650	333,650

**PROPOSED 2009 BOND REFERENDUM
TIMELINE**



Staff Prepares CIP Project List
Budget Prepares Financial Analysis of Funding
City Staff Presents Recommended Project Lists to Council
Recommended Projects Sent to Boards & Commissions
Public Hearing for Citizen Initiated Projects
City Council Continues Discussion of Project Lists
Planning & Zoning Committee Discussion of Projects List
Recommendations From Boards & Commission Due to Staff
Council Agrees on Propositions to be Submitted to the Voters
City Council Considers an Ordinance Calling the Bond Referendum
Pamphlet Developed
2009 Bond Video Developed
Pamphlet Distributed to Households
Speakers Bureau List of Participants and Assignments
Community & Civic Group Presentations
Publish Notices for Elections
2009 Bond Video Aired
Early Voting
Election

BOND REFERENDUM HISTORY Proposition Initiation

<u>Date</u>	<u>Referendum</u>	<u>Amount Approved</u>
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<u>May, 2005</u>	<u>\$144,802,000</u>	<u>\$144,802,000</u>
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"The projects were determined by the City Council in regular and special sessions after receipt of input from various City Boards and Commissions and from the public at several public hearings within the City."

<u>May, 2001</u>	<u>\$128,015,000</u>	<u>\$112,415,000</u>
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Staff prepared a preliminary project list based on anticipated future needs submitted in the 5-year capital improvement program. "A committee was formed that was comprised of staff and Council members to determine the size and time period of the Referendum. Input was received from Boards and Commissions and several public hearings were held throughout the process."

<u>May, 1998</u>	<u>\$80,351,000</u>	<u>\$80,351,000</u>
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Individual residents and groups were invited to propose CIP projects for the 1998 Referendum. Staff prepared a preliminary project list based on anticipated future needs submitted in the 5-year capital improvement program. This list along with citizen initiated projects was then submitted to the Boards and Commissions for review. The projects were then determined by City Council.

<u>May, 1995</u>	<u>\$59,045,000</u>	<u>\$58,045,000</u>
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Staff prepared a preliminary project list based on anticipated future needs submitted in the 5-year Capital Improvement Program. This list was submitted to the Boards and Commissions for review then a public hearing was held to allow projects initiated by citizens to be reviewed. The projects were then determined by City Council.

<u>August, 1991</u>	<u>\$36,800,000</u>	<u>\$0 Water & Sewer Improvements</u>
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The Water & Sewer Subcommittee comprised of Plano citizens and staff devoted a great deal of time studying and identifying the needs of Plano and developed a prioritized project list. The project list was submitted to the co-chairs of the Citizen's Advisory Committee who recommended water and sewer projects to Council. Next, council reviewed the Committee recommendations, adjusted the projects for inflation and determined the projects for the referendum.

<u>January, 1991</u>	<u>\$125,000,000</u>	<u>\$64,860,000</u>
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"The City Council appointed a Citizens' Advisory Committee for the 1991 Bond Referendum to study the long term capital needs of the City. ...over 1,500 citizens of the community volunteered and worked to identify the various needs of the City for streets, libraries, and other public building, and parks and recreation facilities. A program was developed after more than 9 months of intensive study by citizens of the Committee, the City Council, City staff and independent engineering, architectural, and financial consultants."

<u>December, 1985</u>	<u>\$38,065,000</u>	<u>\$38,065,000 Water & Sewer Improvements</u>
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"Consistent with past policy, a representative section of Plano voters and homeowners met on October 27, 1983, to form the Water & Sewer Capital Improvement Committee...The 61 members of the committee spent more than 21 months in separate studies... The proposed Water & Sewer Program has been reviewed by City Council and represents a viable plan for providing adequate water and sewer facilities for the present and future well-being of the community.

BOND REFERENDUM HISTORY
Proposition Initiation

Date Referendum Amount Approved

November, 1984 \$172,770,000 \$172,770,000

"In September of 1983, the City Council appointed the Plano Capital Improvements Program Committee to study the long term capital needs of the City. The committee was made up of approximately 800 citizens of the community, but divided into sub-committees for the purpose of studying the various elements of the Capital Improvement Program, viz., streets and thoroughfares, drainage, fire stations, libraries, civic center, parks and recreation, etc."..."The Program has been formulated and developed after more than 13 months of intensive study by members of the Committee, City Council, City staff, and independent engineering and financial consultants."

March, 1980 \$89,864,000 \$77,703,000

"Early in 1979 the City Council and Board of Trustees of the PISD appointed a Citizens Advisory Committee... made up of approximately 150 members, but divided into sub-committees for the purpose of studying the various elements of the CIP...the Advisory Committee met with City Council in late 1979 to present its final report." Numerous more meetings were held between the Committee and City Council at which time the program was refined to the propositions presented to the voters. "The Program has been formulated and developed after more than 12 months of intensive study by members of the Advisory Committee, the City Council, City Staff, and independent engineering, financial and economic consultants."

