

**AGENDA**

**WORK SESSION OF THE CITY COUNCIL**

**6:00 P.M.**

**AND**

**REGULAR MEETING OF THE CITY COUNCIL**

**AUGUST 14, 2007**

**7:30 P.M.**

**TOWN HALL**

**5300 BELT LINE ROAD**

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**WORK SESSION**

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Item WS#1 – FY 2007/08 Budget Discussion: Information Technology.

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Item WS#2 – FY 2007/08 Budget Discussion: City Manager's General and Hotel Fund Recommendations.

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**REGULAR SESSION**

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Item #R1 - Consideration of Old Business.

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Item #R2 - Consent Agenda.

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#2a - Approval of the following Minutes:

Minutes for June 28, 2007, Special Meeting and Work Session.  
Minutes for July 10, 2007, Work Session and Regular Meeting.  
Minutes for July 26, 2007, Special Meeting and Work Session.

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#2b - Consideration and approval authorizing the City Manager to enter into an agreement with Insituform Technologies in the amount of \$89,483 for the trenchless internal lining of sanitary sewers under Addison Road.

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Item #R3 - Presentation of the Water Distribution System Study.

Attachments:

1. Council Agenda Item Overview
  2. Water Distribution Study (for Council only)
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Item #R4 - Presentations by the following Non-Profit Organizations (Five minutes each):

Attachments:

1. Summary Sheet
2. Proposal for each Non-Profit Organization

Non-Profit Organizations:

1. Metrocrest Chamber of Commerce
2. Special Care and Career Services
3. Senior Adult Services
4. Metrocrest Social Services
5. Communities in Schools Dallas, Inc.
6. The Family Place
7. WaterTower Theatre
8. Dance Council
9. Metrocrest Family Medical Clinic
10. Richardson Symphony Orchestra

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Item #R5 - **PUBLIC HEARING** Case 1544-Z/Seneca Investments. Requesting approval of development plans in an existing Planned Development district (085-037, as amended by 093-057 and 099-020) in order to develop an office building with storage space, located at 16800 Westgrove Drive, on application from Seneca Investments, represented by Mr. Tony Teague.

Attachments:

1. Docket Map
2. Staff Report
3. Plans

Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on July 26, 2007, voted to recommend approval of the request for development plan approval, subject to the following conditions:

- The applicant shall secure an official Determination of No Hazard statement from the FAA prior to the issuance of a Certificate of Occupancy.
- The property owner shall grant an aviation easement to the city.
- The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB is provided through the proposed construction. Such certification shall be provided prior to the issuance of a building permit.
- The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB was achieved with the construction. Such certification shall be provided prior to the issuance of a Certificate of Occupancy.

Voting Aye: Bernstein, Chafin, Daseke, Gaines, Jandura, Lay, Wood

Voting Nay: None

Absent: None

Administrative Recommendation:

Administration recommends approval subject to noted conditions.

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Item #R6 - Appointment of a Member to the Board of Zoning Adjustment.

Commissioner David Griggs' third term on the Commission expired on March 8, 2007.

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Item #R7 - Appointment of a Member to the Board of Zoning Adjustment.

Commissioner Corie Ewing's third term on the Commission expired on March 8, 2007.

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Item #R8 - Consideration and approval authorizing the City Manager to award a bid to Garland Concrete, LLP, in the amount of \$36,980 for constructing a concrete foundation for the Historic Addison Train Depot.

Attachment:

1. Council Agenda Item Overview

Administrative Recommendation:

Administration recommends approval.

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Item #R9 - Consideration and approval of a vote of record to place on the September 25, 2007, Council Agenda a proposal to adopt a tax rate of \$.4337 per \$100 assessed valuation for the 2007-08 Town of Addison Annual Budget.

Attachments:

1. Council Agenda Item Overview
2. Notice of Effective Tax Rate -Town of Addison 2007

Administrative Recommendation:

Administration recommends approval.

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Item #R10 - Consideration and approval authorizing the City Manager to enter into a contract with the Texas Department of Public Safety to participate in the Agency's Failure to Appear Program.

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Attachments:

1. Council Agenda Item Overview
2. Interlocal Cooperation Contract

Administrative Recommendation:

Administration recommends approval.

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Item #R11 - Consideration and approval of a resolution authorizing the City Manager to enter into agreement with the Cities Aggregation Power Project for the purchase of renewable energy credits for the 2008 calendar year.

Attachments:

1. Council Agenda Item Overview
2. Resolution

Administrative Recommendation:

Administration recommends approval.

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**EXECUTIVE SESSION**

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Item #ES1 - Closed (executive) session of the City Council pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with its attorney(s) to seek the advice of its attorney(s) about pending litigation, to wit: Eddins Enterprises, Inc., dba Friendly Aviation and RSP Management Services, Inc. v. The Town of Addison, Texas, Cause No. 05-11030-K, 192nd Judicial District Court, Dallas County, Texas.

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Item #R12 - Discussion and consideration of any action in connection with or related to pending litigation, to wit: Eddins Enterprises, Inc., dba Friendly Aviation and RSP Management Services, Inc. v. The Town of Addison, Texas, Cause No. 05-11030-K, 192nd Judicial District Court, Dallas County, Texas.

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Adjourn Meeting

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Posted:

August 10, 2007 at 5:00 p.m.

Mario Canizares - City Secretary

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS  
WITH DISABILITIES. PLEASE CALL (972) 450-2819 AT LEAST  
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

**DEPARTMENTAL BUDGET PRESENTATION TO CITY COUNCIL**  
**Updated July 23, 2007**

**Tuesday, August 14<sup>th</sup> Town Hall Conference Room:**

6:00 p.m. Information Technology/IT Replacement Fund

**Saturday, August 18<sup>th</sup> Service Center Break Room:**

9:00 a.m. Development Services

9:45 a.m. Capital Projects

10:30 a.m. Streets /Utilities

11:30 a.m. Lunch Break

11:45 a.m. Police

12:30 p.m. Fire

1:15 p.m. Parks and Recreation

**Monday, August 20<sup>th</sup> Finance Conference Room:**

6:00 p.m. General Services/Airport

7:00 p.m. Compensation/Human Resources/Combined Services

8:00 p.m. Financial & Strategic Services/Municipal Court

8:30 p.m. City Manager's Office/City Council Projects

**Saturday, August 25<sup>th</sup> Service Center Break Room:**

9:00 a.m. Visitor Services/Conference Centre/Performing Arts

10:15 a.m. Special Events

11:30 a.m. Lunch Break

12:00 p.m. Marketing

**Council Agenda Item WS#2**

**There are no attachments for this Item.**

**OFFICIAL ACTIONS OF SPECIAL MEETING AND WORKSESSION  
OF THE CITY COUNCIL**

June 28, 2007  
6:30 p.m. – Addison Service Center  
16810 Westgrove  
Addison, TX 75001

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Absent: None

Item #S1 Discussion of the Ranking and Prioritization Process of the Citizen Action Committee Recommendations.

Randy Pennington led the discussion of the Ranking and Prioritization Process of the Citizen Action Committee Recommendations.

Item #S2 Discussion regarding a Housing Policy for the Town of Addison.

Ron Whitehead and Carmen Moran led the discussion regarding a Housing Policy for the Town of Addison.

Item #S3 Presentation and discussion of the Rankings and Prioritization of the Citizen Action Committee Recommendations.

This Item was withdrawn.

There being no further business before the Council, the meeting was adjourned.

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Mayor

Attest:

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City Secretary

**OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL  
WORK SESSION**

July 10, 2007  
6:00 p.m. – Town Hall  
5300 Belt Line Road  
Upstairs Conference Room

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Absent: None

Work Session

Item #WS2 was presented first.

Item #WS2 - Presentation and update by John Murphy, Addison's Representative on the Regional Transportation Council, regarding the activities of the North Central Texas Council of Governments.

John Murphy made the presentation and update regarding the activities of the North Central Texas Council of Governments. There was no action taken on this item.

Item #WS1 - Discuss Citizen Advisory Committee Process.

Lea Dunn and Nancy Bartlett led the discussion regarding the Citizen Advisory Committee Process. There was no action taken on this item.

There being no further business before the Council, the meeting was adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary

**OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL  
REGULAR SESSION**

July 10, 2007  
7:30 p.m. – Town Hall  
5300 Belt Line Road  
Council Chambers

Present: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Absent: None

Regular Session

Item #R1 - Consideration of Old Business.

The following employees were introduced to the Council: Brad Freis with the Police Department and Rob McClusky with the Fire Department.

Item #R2 - Consent Agenda.

Item #2c was considered separately.

#2a - Approval of the Minutes for the 6/26/2007 Work Session and Regular Council Meeting.

#2b - Consideration and approval to authorize the City Manager to remit the first and final payment to Northstar Construction, Inc., for Miscellaneous Pavement Repairs – Bid 07-11.

Councilmember Niemann moved to duly approve Consent Agenda Items #2a and #2b.

Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

#2c - Consideration and approval to award a bid to Striping Technology, L.P., in an amount not to exceed \$52,459.50 for the installation of pavement markings at various locations and to authorize the City Manager to execute a contract for the same.

Councilmember Braun moved to duly award a bid to Striping Technology, L.P., in an amount not to exceed \$52,459.50 for the installation of pavement markings at various locations and to authorize the City Manager to execute a contract for the same.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R3 - Discussion regarding LEED (Leadership in Energy and Environmental Design). Requested by Councilmember Hirsch.

Betsy del Monte led the discussion regarding LEED (Leadership in Energy and Environmental Design). There was no action taken on this item.

Item #R4 - **PUBLIC HEARING** regarding and consideration of approval of an Ordinance adopting Goals and Policies for the Brookhaven Village neighborhood, approximately 100 acres bounded by Spring Valley Road on the north, the City of Farmers Branch on the east, Brookhaven Community College on the south, and Marsh Lane on the west, as an amendment to the Town of Addison's Comprehensive Plan.

Mayor Chow opened the meeting as a public hearing. There were no questions or comments. The public hearing was continued until the next regularly-scheduled Council meeting on August 14, 2007.

Councilmember Meier moved to table Item #R4 until the August 14, 2007, Council Meeting.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Niemann

Voting Nay: Mellow

Absent: None

Item #R5 - Consideration of approval of an economic development incentive agreement between the Town of Addison and Authentix, Inc., relating to and regarding the expansion of Authentix, Inc., at 4355-4555 Excel Parkway.

Councilmember Niemann moved to duly authorize the City Manager to approve an economic development incentive agreement between the Town of Addison and Authentix, Inc., relating to and regarding the expansion of Authentix, Inc., at 4355-4555

Excel Parkway, subject to the condition that an incentive is only approved if an incentive from the state of Texas is approved for this applicant, and subject to final approval by the City Attorney.

Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R6 - **PUBLIC HEARING.** Regarding and consideration of approval of a Resolution providing for an amendment to the Town of Addison Transportation Plan in order to change the functional classification of Keller Springs Road, between Addison Road and the Dallas North Tollway, from a Principal Arterial (P) to a Minor Arterial (M), on application from Woodmont TCI Group VIII, LP, represented by Mr. Jim Duffy.

Mayor Chow opened the meeting as a public hearing. There were no questions or comments. Mayor Chow closed the meeting as a public hearing.

Councilmember Kraft moved to duly pass Resolution **R07-010** approving an amendment to the Town of Addison Transportation Plan in order to change the functional classification of Keller Springs Road, between Addison Road and the Dallas North Tollway, from a Principal Arterial (P) to a Minor Arterial (M), on application from Woodmont TCI Group VIII, LP, represented by Mr. Jim Duffy.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Councilmember Niemann recused himself for Item #R7 and left the Council Chambers.

Item #R7 - Consideration of approval of (i) a Final Plat for the Keller Springs Lofts Addition, Lot 1 and Lot 2, Block A, totaling 7.370 acres and located at the southeast corner of Addison Road and Keller Springs Road, on application from Woodmont TCI Group VIII, LP, represented by Mr. Jim Duffy of Icon Partners, (ii) acceptance by the Town of a Declaration of Storm Water Detention Area in connection with the said Final Plat and property, and (iii) an Easement Relocation Agreement by and between Oncor, Southwestern Bell Telephone Company d/b/a AT&T Texas, Woodmont TCI Group VIII, LP, and the Town regarding utility easements located along Addison Road in connection with the said Final Plat and property.

Councilmember Mellow moved to duly approve (i) a Final Plat for the Keller Springs Lofts Addition, Lot 1 and Lot 2, Block A, totaling 7.370 acres and located at the southeast corner of Addison Road and Keller Springs Road, on application from

Woodmont TCI Group VIII, LP, represented by Mr. Jim Duffy of Icon Partners, (ii) acceptance by the Town of a Declaration of Storm Water Detention Area in connection with the said Final Plat and property, subject to the allowed height for vegetation being changed from 12 inches to six inches, and (iii) an Easement Relocation Agreement by and between Oncor, Southwestern Bell Telephone Company d/b/a AT&T Texas, Woodmont TCI Group VIII, LP, and the Town regarding utility easements located along Addison Road in connection with the said Final Plat and property, subject to change of language by the City Attorney, and subject to the following conditions:

1. The plat shall be titled "final plat" prior to submitting for signature.
2. The volume and page of the "Declaration of Storm Water Detention Area" shall be placed on the face of the plat prior to submitting for signatures.
3. Revise the following easement along Addison Road: "10' EASEMENT FOR FUTURE RELOCATION OF TXU & AT&T LINES, IN THE EVENT OF ADDISON ROAD WIDENING" to read "REFER TO EASEMENT RELOCATION AGREEMENT." The volume and page of which shall be placed on the face of the plat prior to submitting for signatures.
4. In the Transportation Plan, Keller Springs Road is designated as a principal arterial. The Transportation Plan requires that sufficient right-of-way for Keller Springs Road be dedicated for a principal arterial. The plat submitted for Keller Springs Lofts Addition fails to dedicate the additional eleven feet (11') of right-of-way required to build Keller Springs Road as a principal arterial. An application is on file from the applicant to amend the Transportation Plan. Plat approval should be conditional upon approval of the amendment.
5. It should be noted that the Town of Addison intends to improve Keller Springs Road and Addison Road in the future. None of the driveways shown on the Development Plans for Keller Springs Lofts meet the required minimum separation to receive a median opening in the future. As a result, the Town of Addison reserves the right to limit access to right in/right out when Addison Road or Keller Springs Road are improved.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow

Voting Nay: None

Absent: None

Abstaining: Niemann

Councilmember Niemann returned to the Council Chambers.

Item #R8 - Consideration of approval of a Final Plat for the Addison Storage Addition consisting of one lot of .426 acres, located in an Industrial-3 zoning district at 4700 Ratliff Lane, on application from Addison Storage Associates, represented by Mr. Bruce Myers.

Councilmember Niemann moved to duly approve a Final Plat for the Addison Storage Addition consisting of one lot of .426 acres, located in an Industrial-3 zoning district at 4700 Ratliff Lane, on application from Addison Storage Associates, represented by Mr. Bruce Myers, subject to the following conditions:

1. Please correct the spelling of Glenn Curtiss on both the face of the plat and the Owner's Certificate.
2. Revise the "Certificate of Approval" to be approved by the City Council and signed by the Mayor and City Secretary.
3. Change all references of "City of Addison" to "Town of Addison."
4. Remove the building setback line.
5. The preamble of the Owner's Certificate is used twice. Please remove the duplicate text.
6. Please remove the arcane symbols from the Owner's Certificate.
7. The Dedication Statement from the Town of Addison Code of Ordinances shall be utilized.
8. The reference in the Owner's Certificate of 102.66 feet does not match what is shown on the face of the plat as 120.66'. Please verify and utilize the correct dimension.
9. The Owner's Certificate calls for an "X" cut and a 1/2" IRS is shown on the face of the plat. Please verify and utilize the correct monument type.
10. Provide a closure sheet.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R9 - **PUBLIC HEARING** regarding and consideration of approval of an amendment to the existing zoning (PD Planned Development District) on a tract of land approximately 1.774 acres in size and located at the northwest corner of Addison Road and Sojourn Drive, by adding thereto a Special Use Permit for the use of the said land for a private school (Trinity Christian Academy), represented by Mr. Gene Jameson of Jameson & Powers, LLP.

Mayor Chow opened the meeting as a public hearing. There were no questions or comments. Mayor Chow closed the meeting as a public hearing.

Councilmember Mellow moved to duly approve Ordinance 007-018 for an amendment to the existing zoning (PD Planned Development District) on a tract of land approximately 1.774 acres in size and located at the northwest corner of Addison Road and Sojourn Drive, by adding thereto a Special Use Permit for the use of the said land for a private school (Trinity Christian Academy), represented by Mr. Gene Jameson of Jameson & Powers, LLP, subject to the following conditions:

Prior to the issuance of a Certificate of Occupancy for the building, a crosswalk shall be installed that includes the following items:

- 260 feet of sidewalk, 5.5 feet wide, installed from the west property line of Trinity Christian Academy across the Addison Place site to the easternmost driveway at the Addison Place neighborhood.
- a 10-foot wide crosswalk, marked with high conspicuity reflective markings in a ladder configurations consisting of 24" solid stripe, 24" gap, 24" solid stripe.
- an S1-1 crosswalk warning sign with an W16-7pR plaque, placed at least 2 feet off the curb immediately adjacent to the crosswalk.
- crosswalk is to be located at Location B.

The landscaping on the site shall be renovated in accordance with the approved plan on file before the issuance of a Certificate of Occupancy.

Councilmember Kraft seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

**Item #R10 - PUBLIC HEARING** regarding and consideration of approval of an amendment to an existing Special Use Permit for a restaurant, and to an existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption, to reflect the expansion of the premises located at 5100 Belt Line Road (Village on the Parkway), on application from Sherlock's Baker Street Public House & Grill, represented by Mr. Leo Parker of Parker Project Management and Construction.

Mayor Chow opened the meeting as a public hearing. There were no questions or comments. Mayor Chow closed the meeting as a public hearing.

Councilmember Niemann moved to duly approve Ordinance 007-019 for an amendment to an existing Special Use Permit for a restaurant, and to an existing Special Use Permit for the sale of alcoholic beverages for on-premises consumption, to reflect the expansion of the premises located at 5100 Belt Line Road (Village on the Parkway), on application from Sherlock's Baker Street Public House & Grill, represented by Mr. Leo Parker of Parker Project Management and Construction, subject to the following condition:

- A registered architect shall verify that the restaurant/pub portion of the restaurant is still less than 5,000 square feet after the addition of the restrooms.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Item #R11 - Consideration of approval of the award of a bid to Brothers Heating & Air Conditioning Inc., for Heating, Ventilating, Air-Conditioning (HVAC) Annual Maintenance Services for all Town owned facilities, and authorizing the City Manager to enter into a contract for the same.

Councilmember Mellow moved to duly approve a bid to Brothers Heating & Air Conditioning Inc., for Heating, Ventilating, Air-Conditioning (HVAC) Annual Maintenance Services for all Town owned facilities, and authorizing the City Manager to enter into a contract for the same.

Councilmember Niemann seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Please Note: Item #R14 was heard after #R11. #R12 and #R13 were heard after #R14.

Item #R14 - Consideration of approval of Change Order No. 2, in the amount of \$61,242.60, for various items associated with the Paving and Drainage Improvements to Addison Road.

Councilmember Kraft moved to duly approve Change Order No. 2, in the amount of \$61,242.60, for various items associated with the Paving and Drainage Improvements to Addison Road.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann

Voting Nay: None

Absent: None

Councilmember Niemann recused himself for items #R12 and #R13 and left the Council Chambers.

Item #R12 - Consideration of approval of a Non-Standard Lighting Fixture Agreement between the Town of Addison and Oncor (TXU Electric Delivery Company) regarding the ownership, installation, and maintenance of non-standard street lighting fixtures in

the Oaks North subdivision within the Town, and authorizing the City Manager to execute the same.

Councilmember Kraft moved to duly approve a Non-Standard Lighting Fixture Agreement between the Town of Addison and Oncor (TXU Electric Delivery Company) regarding the ownership, installation, and maintenance of non-standard street lighting fixtures in the Oaks North subdivision within the Town, and authorizing the City Manager to execute the same.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow,  
Voting Nay: None  
Absent: None  
Abstaining: Niemann

Item #R13 - Consideration of approval of a Discretionary Service Agreement between the Town of Addison and Oncor (TXU Electric Delivery Company) for the purchase and installation of certain non-standard street lights in the Oaks North subdivision within the Town, and authorizing the City Manager to execute the same.

Councilmember Braun moved to duly approve a Discretionary Service Agreement between the Town of Addison and Oncor (TXU Electric Delivery Company) for the purchase and installation of certain non-standard street lights in the Oaks North subdivision within the Town, and authorizing the City Manager to execute the same.

Councilmember Hirsch seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None  
Abstaining: Niemann

Councilmember Niemann returned to the Council Chambers.

Item #R15 - Consideration of approval of a Resolution suspending the July 30, 2007 effective date of the proposal by Atmos Energy Corp., Mid-Tex Division ("Atmos") to implement interim GRIP (gas reliability infrastructure program) rate adjustments for gas utility investment in 2006; authorizing participation with the Atmos Cities Steering Committee ("ACSC") in a review and inquiry into the sufficiency of the filing and the basis of the proposed rate adjustments; authorizing intervention in administrative and court proceedings involving the proposed GRIP rate adjustments; requiring reimbursement of reasonable legal and consultant ratemaking costs by Atmos; and requiring delivery of the Resolution to Atmos and ACS legal counsel.

Councilmember Kraft moved to duly approve Resolution **R07-011** suspending the July 30, 2007 effective date of the proposal by Atmos Energy Corp., Mid-Tex Division ("Atmos") to implement interim GRIP (gas reliability infrastructure program) rate adjustments for gas utility investment in 2006; authorizing participation with the Atmos Cities Steering Committee ("ACSC") in a review and inquiry into the sufficiency of the filing and the basis of the proposed rate adjustments; authorizing intervention in administrative and court proceedings involving the proposed GRIP rate adjustments; requiring reimbursement of reasonable legal and consultant ratemaking costs by Atmos; and requiring delivery of the Resolution to Atmos and ACS legal counsel.

Councilmember Braun seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R16 - Consideration of approval of a Resolution modifying the Town representatives that can transact business with the TexPool local government investment pool.

Councilmember Niemann moved to duly approve Resolution **R07-012**, modifying the Town representatives that can transact business with the TexPool local government investment pool.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R17 - Presentation of the Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award" for the fiscal year beginning October 1, 2006. There was no action on this item.

The Government Finance Officers Association (GFOA) "Distinguished Budget Presentation Award" for the fiscal year beginning October 1, 2006, was presented to Randy Moravec.

Item #R18 - Consideration of approval of an Ordinance amending the Town's annual budget for the fiscal year ending September 30, 2007.

Councilmember Niemann moved to duly approve Ordinance 007-020, amending the Town's annual budget for the fiscal year ending September 30, 2007.

Councilmember Meier seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R19 - Presentation and discussion of the Hotel Fund Long Term Plan.

Randy Moravec presented the Hotel Fund Long Term Plan. There was no action taken on this item.

Item #R20 - Consideration of approval of a Resolution authorizing the Town to pursue grant funding from various public and quasi-public agencies for the development of a hike/bike trail connecting the Les Lacs trail south through Brookhaven College and the City of Farmers Branch to an existing trail in Dallas, and north across Belt Line Road to the existing Arapaho Road trail.

Councilmember Niemann moved to duly approve Resolution **R07-013**, authorizing the Town to pursue grant funding from various public and quasi-public agencies for the development of a hike/bike trail connecting the Les Lacs trail south through Brookhaven College and the City of Farmers Branch to an existing trail in Dallas, and north across Belt Line Road to the existing Arapaho Road trail.

Councilmember Mellow seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R21 - Consideration of approval of an Ordinance amending Chapter 14 (Aviation) of the Code of Ordinances of the Town of Addison by amending Division 3 (Off-Airport Access to Airport) of Article III (Municipal Airport) by amending Section 14-106(d) regarding the content of an Airport access permit (including assignment provisions), Section 14-106(f) relating to the term of an Airport access permit, and Section 14-107(g) (ii) regarding adjustment of the Airport access fee.

Councilmember Braun moved to duly approve Ordinance 007-021 amending Chapter 14 (Aviation) of the Code of Ordinances of the Town of Addison by amending Division 3 (Off-Airport Access to Airport) of Article III (Municipal Airport) by amending Section 14-106(d) regarding the content of an Airport access permit (including assignment provisions), Section 14-106(f) relating to the term of an Airport access permit, and Section 14-107(g) (ii) regarding adjustment of the Airport access fee.

Councilmember Meier seconded. Motion carried.

Voting Aye: Chow, Braun, Hirsch, Kraft, Meier, Mellow, Niemann  
Voting Nay: None  
Absent: None

Item #R22 - Update, discussion and consideration of any action regarding pending litigation, to wit: *In re Calla Davis, et al*, Case No. 07-0147, Supreme Court of Texas, and Senate Bill 1735 filed with the 80<sup>th</sup> Regular Session of the Texas Legislature regarding and relating to the sale of alcoholic beverages within the Town.

John Hill led the discussion of any action regarding pending litigation, to wit: *In re Calla Davis, et al*, Case No. 07-0147, Supreme Court of Texas, and Senate Bill 1735 filed with the 80<sup>th</sup> Regular Session of the Texas Legislature regarding and relating to the sale of alcoholic beverages within the Town. There was no action on this item.

There being no further business before the Council, the meeting was adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary

**OFFICIAL ACTIONS OF SPECIAL MEETING AND WORKSESSION  
OF THE CITY COUNCIL**

July 26, 2007

7:30 p.m. – Addison Town Hall  
5300 Belt Line Road  
Addison, TX 75254

Present: City Council Members: Mayor Chow, Councilmembers Braun, Hirsch, Kraft, Meier, Mellow and Niemann

Planning and Zoning Committee Members: Bernstein, Chafin, Daseke, Gaines, Jandura, Lay and Wood

Absent: None

Item #WS1 Presentation and discussion of the Goals and Policies (including, among other things, sustainable development and LEED (Leadership in Energy and Environmental Design) standards) for the Brookhaven Village neighborhood, approximately 100 acres bounded by Spring Valley Road on the north, the City of Farmers Branch on the east, Brookhaven Community College on the south, and Marsh Lane on the west, as an amendment to the Town of Addison's Comprehensive Plan.

Alan Wood led the presentation and discussion of the Goals and Policies (including, among other things, sustainable development and LEED (Leadership in Energy and Environmental Design) standards) for the Brookhaven Village neighborhood, approximately 100 acres bounded by Spring Valley Road on the north, the City of Farmers Branch on the east, Brookhaven Community College on the south, and Marsh Lane on the west, as an amendment to the Town of Addison's Comprehensive Plan.

There being no further business before the Council and Planning and Zoning Committee, the meeting was adjourned.

Continuation of Special Meeting of the City Council.

Item #S2 Presentation and discussion regarding the Town's participation in and partial ownership and use (together with Opus West Corporation) of a parking garage located in the Addison Circle area and generally at the northwest corner of the Dallas North Tollway and Addison Circle Drive.

Carmen Moran led the presentation and discussion regarding the Town's participation in and partial ownership and use (together with Opus West Corporation) of a parking garage located in the Addison Circle area and generally at the northwest corner of the Dallas North Tollway and Addison Circle Drive.

There being no further business before the Council, the meeting was adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Secretary

**Council Agenda Item:     #2b**

**SUMMARY:**

This item is to award a contract for rehabilitation of the sanitary sewer line serving customers on Addison Rd. from Lindbergh Drive to Belt Line Road and the sanitary sewer line serving customers on Addison Road from Westgrove Road to Ratliff Lane.

**FINANCIAL IMPACT:**

Budgeted Amount:     \$158,400.00

Cost:                     \$ 89,483.00

Funding Source: Utilities Capital Projects Fund

**BACKGROUND:**

The 8-inch sanitary sewer line on Addison Rd. is a clay pipe line that is approximately 30 years old. This pipe has deteriorated at the joints and is allowing rain water infiltration. Additionally, there are 10 connections to this sewer main that have been abandoned adding to the infiltration.

Insituform is a participant with the Texas Statewide Cooperative Purchasing Contract administered through the BuyBoard. Because the Town has an interlocal agreement with Buyboard for cooperative purchasing, the Town is able to utilize their agreement with Insituform without formally bidding this service. Insituform Technologies has worked in Addison for over 15 years. They have submitted a proposal to rehabilitate approximately 2,800 feet of sanitary sewer line using a lining process that seals all joints and abandoned service connections for a cost of \$89,483. This repair process is made from manhole to manhole without street excavations and will be performed during the early morning hours.

**RECOMMENDATION:**

Staff recommends Council authorize the City Manager to enter into a contract with Insituform Technologies in the amount of \$89,483 for the trenchless internal lining of sanitary sewers under Addison Rd. from Lindbergh south to Belt Line Rd.

**Council Agenda Item:     #R3**

**SUMMARY:**

This item is for the presentation and discussion of the Water Distribution System Study.

**FINANCIAL IMPACT:**

None

**BACKGROUND:**

During our annual inspection in 2006 by the Texas Commission on Environmental Quality (TCEQ), they noted that we are at 94.5 percent of the maximum elevated storage capacity based on the number of connections on the day of the investigation. A retail public utility that possesses a certificate of public convenience and necessity that has reached 85 percent of its capacity as compared to the most restrictive criteria must submit a planning report that clearly explains how the retail public utility will provide the expected service demands to the remaining areas within the boundaries of its certificated area.

Freese and Nichols, Inc. performed a study of Addison's water distribution system by collecting data, utilizing existing information, making future land use assumptions and water demand projections for 5 year and Buildout conditions. They then analyzed the system using a computer model for existing, 5-year, and Buildout conditions and developed a recommended Capital Improvement Plan. They included proposed re-development scenarios throughout the Town for this analysis. In addition, they examined the Rate of Flow level that the Town is at and made recommendations for the future as a part of the final report attached.

**ATTACHMENTS:**

Water Distribution Study Final Report

## Non-Profit Funding Recommendation for FY 2006/07 Budget

#R4

AGENCY	FY 03/04 Funded	FY 04/05 Funded	FY 05/06 Funded	FY 06/07 Funded	FY 07/08 Requested	FY 07/08 Final
<b>GENERAL FUND:</b>						
Metrocrest Family Medical Clinic	\$0	\$0	\$2,000	\$2,500	\$3,000	
Metrocrest Chamber of Commerce	\$9,000	\$9,000	\$10,000	\$10,000	\$10,000	
DFW International	\$0	\$0	\$0	\$7,500	\$0	
The Family Place	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	
Communities in Schools	\$40,000	\$40,000	\$40,000	\$40,000	\$60,000	
Special Care & Career Services	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Senior Adult Services	\$15,000	\$15,000	\$15,000	\$15,000	\$17,000	
Metrocrest Social Services	\$15,000	\$15,000	\$30,000	\$20,000	\$20,000	
<b>SUBTOTAL</b>	<b>\$89,000</b>	<b>\$89,000</b>	<b>\$107,000</b>	<b>\$105,000</b>	<b>\$125,000</b>	
<b>HOTEL FUND:</b>						
Dance Council	\$6,600	\$6,600	\$6,600	\$6,800	\$7,000	
WaterTower Theatre	\$230,000	\$230,000	\$230,000	\$240,000	\$240,000	
WaterTower Theatre Matching	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
Richardson Symphony Orchestra	\$0	\$0	\$0	\$30,000	\$128,575	
Other Sources No longer Funded	\$35,000	\$30,000	\$0	\$0	\$0	
<b>SUBTOTAL</b>	<b>\$421,600</b>	<b>\$416,600</b>	<b>\$386,600</b>	<b>\$426,800</b>	<b>\$525,575</b>	

*Note: Metrocrest Social Services one-time additional funding of \$15,000 for a total of \$30,000 in FY 2005/06*

<b>Richardson Symphony Orchestra</b>	\$22,219	(\$11,109.50 per concert) Provide two full orchestra concerts for elementary school children in public schools that serve Addison - Anne Frank & Stark Elementary
	\$30,000	(\$1,250 per concert) Provide a two concert per month series available for any business or office building with the desire to host an ensemble.
	\$76,356	(\$25,452 per concert) Provide three scheduled orchestra performances at the WaterTower Theatre.



# 2007-08 NONPROFIT ASSISTANCE APPLICATION

Name of Organization: Metrocrest Chamber of Commerce Tax ID Number: 75-104-7178  
 Address: 1204 Metrocrest Drive City: Carrollton County: Dallas State: TX Zip: 75008  
 Telephone: 972-416-6600 Fax: 972-416-7874 E-mail: ed@metrocrestchamber.com  
 Web Site: www.metrocrestchamber.com

Executive Director Name: Ed Brady Telephone: 972-416-6600  
 Grant Contact Name: Rita Moore Title: Vice-President Telephone: 972-416-6600

Program Title: Economic Development  
 Program Date(s): 1-1-08 to 12-31-08

Grant Request for 2006/07: \$10,000

Previous Grants Requested: 2007: \$10,000 2006: \$ 10,000 2005: \$9,000

Previous Grants/Received: 2007: \$ 10,000 2006: \$ 10,000 2005: \$9,000

Number of Staff: 4 Number of Volunteers: 100+

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION:** Provide a brief description of your organization, including a summary of mission statement and/or objectives.

The Metrocrest Chamber of Commerce is an organization of local businesses that have joined together to initiate activities and programs that create the strongest economic environment and most desirable quality of life possible for the citizens it serves.

**PROGRAM DESCRIPTION:** Provide a description on how your organization will serve the residents of the Town of Addison with the requested funds. Be sure to indicate how your organization serves Addison Residents whether it is as a whole or a specific clientele.

Through the activities, programs and services provided by the Chamber to Addison businesses, business development opportunities increase, additional jobs are created, local tax base grows creating funding sources to provide services to Addison citizens.

All organizations that receive funding must serve all residents of Addison, regardless of School District boundaries. Will your organization be able to meet this requirement?  Yes  No Please explain.

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ <u>435,500</u>	\$ <u>Approx. same</u>
Total Operating Expenses:	\$ <u>435,500</u>	\$ <u>Approx. same</u>

What percentage of the organization's annual revenues does this request represent: 2.3 %

Please quantify the number of residents you provided services in the past year: difficult to measure

Addison!

# 2007-08 NONPROFIT ASSISTANCE APPLICATION

Were the services that you provided in Addison successful? How can your efforts be evaluated?

**Yes. Efforts can be measured by increases in participation by Addison businesses and citizens in Chamber events and activities.**

Describe the impact of services if only partial funding is available:

**Less time and focus on activities targeted at enhancing Addison's economy.**

Has your organization received or is now receiving any support in the form of In-Kind Services (Event Support) from the Town of Addison?  Yes  No If yes, please explain.

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her informed of activities within your organization?

**Mayor Chow sits on the Chamber Board of Directors. He is kept informed on Chamber activities through staff reports, emails, faxes, newsletter and dialogue at monthly board meetings.**

I certify that the above information is correct and true to the best of my knowledge.

Ed Brady President  
Name and Title (please print)

July 11, 2007  
Date

Ed Brady  
Signature

Completed applications must be postmarked by Friday, July 13, 2007

# 2007/08 NONPROFIT ASSISTANCE APPLICATION

Name of Organization: Special Care & Career Services Tax ID Number: 75-1189353

Address: 4350 Sigma Road, Suite 100 City: Farmers Branch Zip: 75244

Telephone: (972) 991-6777 Fax: (972) 991-6361

Web Site: www.specialcarecareer.org

Grant Contact Name: Cathy Packard Title: Executive Director

E-mail: cathyp@specialcarecareer.org Telephone: (972) 991-6777 x 112

Program Title: Early Childhood Intervention & Supported Employment Services Program date(s): Ongoing

Grant Request for 2007/08: \$ 5,000

Previous Grants Requested: 2007: \$ 5,000 2006: \$ 5,000 2005: \$ 5,000

Previous Grants/Received: 2007: \$ 5,000 2006: \$ 5,000 2005: \$ 5,000

Number of Staff: 45 Number of Volunteers: 100+

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

Our mission is to provide services to children and adults with developmental disabilities so they can lead fulfilling lives in their communities. We have two primary programs: Early Childhood Intervention (ECI) and Supported Employment Services (SES). The ECI program provides speech, occupational, and physical therapies to babies and toddlers with developmental disabilities and delays helping them learn to walk, talk and play. The SES program provides comprehensive employment services to adults with mental retardation and other cognitive disabilities. Both programs help individuals to become independent and self-sufficient.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds**

Through our ECI program, babies and toddlers, birth to age three, with autism, spina bifida, Down syndrome, cerebral palsy, and other disabilities and developmental delays receive speech, occupational, and physical therapies to help them reach their maximum developmental potential. Our agency is the sole provider of ECI services in Addison. Our SES program serves adults with mental retardation, brain injury, Down syndrome, and other cognitive disabilities. They receive career assessment, job placement, job training, and ongoing support to ensure their success in jobs that match their interests and skills through. This is the most comprehensive supported employment service in the area. The requested funds will be used to serve Addison residents only.



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ <u>2,418,051</u>	\$ <u>2,418,051</u>
Total Operating Expenses:	\$ <u>2,418,051</u>	\$ <u>2,418,051</u>

What percentage of the organization's annual revenues does this request represent: 0.2 %

Please quantify the number of residents your agency provided services for:

In the current year: 27 children and 2 adults      Next year: 30 children and 3 adults

Were the services that you provided in Addison successful? How can your efforts be evaluated?

Our services were successful. We collected geographic and demographic data on all clients. Outcome objectives were established. Client participation and progress were carefully documented. Results of effort were reviewed and evaluated semi-annually. Reports are available for review.

Describe the impact of services if only partial funding is available:

Any decrease in funding could reduce the number of clients we serve. A funding cut could negatively impact staff time and resources available to serve existing and potential children and adults with developmental disabilities who live (and/or work) in Addison. Also, it could impact Addison employers who could benefit from hiring our SES clients. Workers with disabilities are "generally dependable, dedicated, hardworking, and productive," according to the U.S. Chamber of Commerce. In addition, our ECI Child Find program, designed to identify children who might need ECI services, could be affected. Specifically, a reduction in funds could decrease the number of Addison children referred to ECI through the childcare centers in which we have built relationships.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes       No      If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her informed of activities within your organization?

We do not have a City Council member assigned as a liaison to our organization.

I certify that the above information is correct and true to the best of my knowledge.

Cathy Packard, Executive Director      July 3, 2007  
Name and Title (please print)      Date

Cathy Packard  
Signature

Completed applications must be postmarked by Friday, July 13, 2007.



## 2007/08 NONPROFIT ASSISTANCE APPLICATION

*In addition to a completed application, the following attachments must be submitted with this application:*

1. A cover letter on your letterhead.
2. A completed and signed application form.
3. A current list of business and foundation donors with their contribution level.
4. Operating budget from the current year and proposed for next year.
5. A copy of the organization's audited financial statements from an independent accounting firm.
6. A copy of your organization's nonprofit 501(c)(3) status.
7. A list of the members of your board of directors, including names, titles and affiliations.
8. Any collateral that would provide additional information about your organization.

Send completed applications to:

**Town of Addison  
City Manager's Office  
Attn: Mario Canizares  
P. O. Box 9010  
Addison, TX 75001-9010**

or

**5300 Belt Line Road  
Dallas, TX 75254**

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**For questions, please contact:**

Justin Bass, Administrative Intern  
972/450-7038  
[jbass@addisontx.com](mailto:jbass@addisontx.com)

or

Mario Canizares, Assistant City Manager  
972/450-7017  
[mcanizares@addisontx.com](mailto:mcanizares@addisontx.com)

**Completed applications must be postmarked by Friday, July 13, 2007.**



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

#3

Name of organization: Senior Adult Services Tax ID Number: 75-1840522

Executive Director Name: Mary Joiner Email: mary.joiner@senioradultservices.org

Address: 1111 W. Belt Line Rd. #110 City: Carrollton Zip: 75006

Telephone: 972-242-4464 Fax: 972-242-0299

Web Site: www.senioradultservices.org

Grant Contact Name: Mary Joiner Title: Executive Director

Email: mary.joiner@senioradultservices.org Telephone: 972-242-4464

Program title: Community Services for Seniors and Caregivers Program date(s): 10/1/2007 – 9/30/2008

Grant request for 2007/08: \$ 17,000

Previous grants requested: 2007: \$15,000 2006: \$15,000 2005: \$15,000

Previous grants/received: 2007: \$15,000 2006: \$15,000 2005: \$15,000

Number of paid staff: 9.25 Number of volunteers: 400

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

Senior Adult Services improves the lives of seniors and caregivers facing the challenges of aging by increasing their independence and range of choices, supporting caregivers and maximizing community involvement in the delivery of services.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**

Contract funds provide supportive services to individuals age 60 and older or younger persons with specific limitations that enable them to live independently in their homes. Transportation via lift equipped van or volunteers helps residents get to medical appointments and run errands. Hot noon meals delivered by volunteers nourish those who can not shop and cook for themselves either on a temporary or long term basis. Case Managers help residents apply for government benefits and set up other needed services. Home repair volunteers adapt homes to changing physical abilities and also help low income seniors with routine maintenance. A new program gives caregivers information, emotional support and financial assistance for respite care to help the caregivers meet the needs of aging relatives and friends. A monthly newsletter and telephone information helps residents stay up to date on issues facing older persons and find resources that can meet their needs. The free Vials of Life program gives paramedics and emergency room personnel important medical information in emergencies. Free medical equipment loans help for people of all ages during recoveries from illness or surgery.



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

FISCAL YEAR 2007  
BUDGETED

FISCAL YEAR 2008  
PROJECTED

Total Operating Revenues: \$ 698,523 \$ 746,995

Total Operating Expenses: \$ 688,523 \$ 746,995

What percentage of the organization's annual revenues does this grant request represent? 2.3%

Please quantify the number of residents your agency provided services for:

In the current year: 47 in FY07 Year to Date Next year: 60 in FY08

Were the services that you provided in Addison successful? How can your efforts be evaluated?

Last year the total number of Addison residents was only 39. This year, 47 have received Case Management services during the first 9 months. We anticipate serving well over 50 persons during FY07. These residents received a variety of services both from SAS and other organizations to which they were referred. SAS volunteers delivered 147 meals to 6 Addison residents so far, \$556 going to subsidize the cost of the food. We gave 7 residents a total of 60 rides during the first 9 months of the fiscal year.

In recent surveys, 92% of Home Delivered Meals recipients reported that they felt more independent since receiving meals. 88% said they would not have a hot meal daily if they didn't receive the meals. 98% of transportation users report that the service helps them continue to live on their own and 86% say that they rely on the program to meet their transportation needs. 93% of the home repair clients surveyed reported that that the service helped them modify their homes to better meet their needs and increased their ability to take care of themselves. Planning is currently underway to begin measuring goal achievement by the Case Management program which helps seniors assess their situation and set up the services they need. Preliminary results from this evaluation process will be available within 6 months.

Describe the impact of services if only partial funding is made available:

It would be necessary to reduce the level of services currently being provided, particularly in the area of transportation. We have already been informed of a reduction of funding for this program from the United Way. Every effort is being made to raise funds that will offset this reduction of \$35,000. However, we do not know yet if we will be fully successful.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

Town of Addison sponsors the Book Worm Bash which benefits Senior Adult Services. The November 2007 event raised \$7,700.

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

Jimmy Niemann is the City Council member assigned as a liaison or our organization. He attends board meetings and serves on our Investment/Finance committee. He receives board minutes, financial reports and a monthly newsletter as well as regular email updates from the Executive Director.

**I certify that the above information is correct and true to the best of my knowledge.**

Mary Joiner, Executive Director July 10, 2007  
Name and Title (please print) Date

Mary Joiner  
Signature

**Completed applications must be postmarked by Friday, July 13, 2007.**



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

#4

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Name of organization: Metrocrest Social Services Tax ID Number: 75-1548334  
Executive Director Name: Bunny Summerlin Email: bsummerlin@metrocrestsocialservices.org  
Address: 1111 W. Belt Line Road City: Carrollton Zip: 75006  
Telephone: (972) 446-2100 Fax: (972) 446-2102  
Web Site: www.metrocrestsocialservices.org  
Grant Contact Name: Bunny Summerlin Title: Executive Director  
Email: bsummerlin@metrocrestsocialservices.org Telephone: (972) 446-2100 x16

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Program title: Comprehensive Emergency Assistance Program date(s): 10/1/2007-09/30/2008  
Grant request for 2007/08: \$20,000  
Previous grants requested: 2007: \$20,000 2006: \$ 20,000 2005: \$20,000  
Previous grants/received: 2007: \$20,000 2006: \$ 30,000 2005: \$15,000  
Number of paid staff: 10FT; 7PT Number of volunteers: 358 regular and seasonal volunteers  
Tax Exempt:  Yes  No

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**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

Our mission is to provide comprehensive, short-term emergency assistance (rent, utilities, food, clothing, prescriptions, bus/gas passes) to improve life situations of residents in Carrollton, Farmers Branch, Addison, Coppell and ZIP code 75287. We also provide information and referral services, employment assistance, and the Metrocrest Thrift Store. Our seasonal programs include Back-to-School supplies and shoes, November holiday food, December holiday food and gifts.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**

The project description of Metrocrest Social Services is to provide financial assistance (rent, utilities, prescriptions, bus/gas vouchers), in-kind goods (food, clothing, holiday gifts, Back-to-School supplies and shoes), and information and referrals to other agencies and organizations. This comprehensive plan provides unemployed/underemployed individuals to keep their homes, keep food on the table and to provide stability needed for families in our community.



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

FISCAL YEAR 2007  
BUDGETED

FISCAL YEAR 2008  
PROJECTED

Total Operating Revenues: \$1,997,304 \$1,945,000

Total Operating Expenses: \$1,997,304 \$1,945,000

What percentage of the organization's annual revenues does this grant request represent? 1%

Please quantify the number of residents your agency provided services for:

In the current year: 3,752 Next year: 4,597

### Were the services that you provided in Addison successful? How can your efforts be evaluated?

Metrocrest Social Services benefits residents in Addison by providing financial assistance to prevent homelessness. The nature of emergency assistance provisions makes the program successful. Crisis needs are met thus alleviating the emergency. Our services prevent families from losing their shelter, which in turn, allows them to continue working at their jobs, and attending local schools. Funds we distribute go back into the community helping create a more stable local economy. Follow up procedures are in place to evaluate the effectiveness of our services.

### Describe the impact of services if only partial funding is made available:

The level of services rendered will depend upon the amount of funding awarded. The more funding received the more families we can assist.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

Stocking the Shelves in June; City-wide Garage Sale;

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

The City Council member that is assigned as a liaison to Metrocrest Social Services is Tom Braun. Mr. Braun is informed of activities within our organization through e-mails and his participation at our bi-monthly Board of Directors meetings.

I certify that the above information is correct and true to the best of my knowledge.

Bonny Summerlin, Executive Director 7/11/07  
Name and Title (please print) Date

Bonny Summerlin  
Signature

Name of Organization: Communities In Schools Dallas Region, Inc. Tax ID Number: 75-2044117  
 Executive Director Name: Sandra G. Chavarria Email: sandyc@cisdallas.org  
 Address: 8700 N. Stemmons Fwy. Ste. 125 City: Dallas Zip: 75247  
 Telephone: 214-827-0955 Fax: 214-827-2198  
 Web Site: www.cisdallas.org  
 Grant Contact Name: Betsy Amos-Holland Title: Director of Development  
 Email: betsya@cisdallas.org Telephone: 214-827-0955 ext 234

Program Title: Communities In Schools at Janie Stark, Montgomery Primary and Blair Intermediate

Program Date(s): September 2007-August 2008

Grant Request for 2007/08: \$ 60,000

Previous Grants Requested: 2007: \$ 40,000 2006: \$ 40,000 2005: \$ 40,000

Previous Grants/Received: 2007: \$ 40,000 2006: \$ 40,000 2005: \$ 40,000

Number of paid staff: 110 Number of volunteers: 1,004

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

CISDR provides year-round academic and social services to children in nine elementary and middle schools in the Carrollton-Farmers Branch ISD. For many years, CISDR case managed approximately 150-200 children living in Addison who attended Janie Stark Elementary delivering personalized services to these at-risk children in jeopardy of academic failure and their families. Due to school redistricting, last year these children were split between Janie Stark Elementary and Montgomery Primary School. Due to the high percentage of economically disadvantaged (81.9%) and at-risk (74.3%) students, Blair Intermediate School, which receives students entering grades third through fifth from Montgomery Primary, has been identified by the school district as a priority for program expansion next year. Communities In Schools Dallas Region (CISDR) helps students at-risk of failure stay in school, achieve academically and graduate, to become productive and contributing members of our communities.

The CISDR objectives are:

- ***Reduce the overall dropout rate*** (95% of students receiving CISDR case management services will stay in school).
- ***Increase attendance rates, improve academic performance, improve students' behavior*** (85% of students with a primary presenting problem of attendance, academics, or behavior demonstrate improvement in one or more of these areas).
- ***Increase promotion rate*** (90% of case managed students in grades pre-kindergarten through eleven will be promoted to the next grade level).

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**

CISDR will serve at-risk students living in the Town of Addison who attend Janie Stark Elementary School, Montgomery Primary School and Blair Intermediate School. Blair Intermediate School, the receiving campus for Montgomery Primary, which serves the same geographical areas and demographics as Montgomery Primary, would be an expansion of the existing program and services currently provided

# 2007-08 NONPROFIT ASSISTANCE APPLICATION

to at-risk students residing in the Town of Addison. CISDR uses an *individualized* case-management approach to work with at-risk children and their families. CISDR campus staff, supported by the specific expertise of our Mobile Services Team, provide daily, on-campus, academic support, social services, training, and prevention and early intervention services that are customized according to the needs of each particular student or group of students.

These services, which positively affect both the physical and emotional wellness of the child, are designed to meet the following objectives:

- increase parental involvement
- improve students' behavior
- reduce juvenile substance abuse
- improve students' self-esteem
- reduce juvenile gang involvement
- increase attendance rates
- reduce teen pregnancy
- improve grades
- reduce the overall dropout rate
- increase graduation rate

CISDR campus professional and Mobile Service Team provide services to Janie Stark Elementary, Montgomery Primary School, and Blair Intermediate through five main components:

- ◆ **Supportive Guidance** - one-on-one and/or group services that address each students' needs. Areas of focus may include attendance, attitude, and behavior counseling; mentoring; peer mediation; and violence prevention groups.
- ◆ **Health and Human Services** - services that promote the increase of health and hygiene and healthy life style awareness, and coordinate the delivery of social services such as medical and dental care, school supplies and clothing, and other basic needs assistance in conjunction with other community service providers. Activities may include agency referrals, clothing, school supplies, and food distribution, basic nutrition and hygiene classes, dental health care, eye exams and provision of glasses, sponsorship of health fairs and preventative screenings, and victims of crime assistance.
- ◆ **Parental and Family Support** - providing services and activities to increase the participation of parents in their students' educational experience. Activities may include home visits, individual consultation and support, college information nights, parent appreciation events, and parenting skills classes.
- ◆ **Cultural Enrichment** - services that provide positive social, cultural, recreational and interpersonal experiences to broaden and expand a students' life understanding. Activities may include after school clubs, computer technology camps, field trips, multi-cultural programs, and social skills training. Intercession and summer programs further expand these enrichment activities.
- ◆ **Educational Enhancement** - providing support in all educational areas as needed to encourage student achievement and success in their academic endeavors. A committed community volunteer force is teamed up with students and provides assistance with academic tutoring, chess clubs, cultural diversity activities, homework clubs and reading groups.

CISDR currently has a mobile service team of professionals who travel in a customized 35-foot motor vehicle to schools providing extensive services: life skills training; grief and loss counseling; diversity issues; basic health, hygiene, and nutrition counseling; anger management skills; gang prevention and early intervention; violence prevention and early intervention; and drug & alcohol prevention and early intervention. These services are customized according to the needs of each particular student or group of students and are typically delivered on an intensive, short-term basis. This allows the mobile service specialists to reach as many students as possible.

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ 4,668,619	\$ Not Available
Total Operating Expenses:	\$ 4,431,313	\$ Not Available



# 2007-08 NONPROFIT ASSISTANCE APPLICATION

What percentage of the organization's annual revenues does this grant request represent? 1.3%

Please quantify the number of residents your agency provided services for:

In the current year: 1179 Next year: 1599

Of the **508** at-risk students case managed by CISDR at Janie Stark Elementary and Montgomery Primary in the 2006-2007 school year, **216** resided in the Town of Addison, which is an increase of 44 students. An additional **652 Addison students** at Janie Stark and Montgomery received small group or one-time assistance and **311 Addison family members/parents** received assistance in the 2006-2007 school year. During the past year, CISDR campus professionals at Janie Stark delivered 148 after school academic programs, made 93 home visits, held 35 Enrichment Programs and made 135 referrals to other local agencies following the student's or family's needs assessment.

**Were the services that you provided in Addison successful? How can your efforts be evaluated?**

Yes, final outcomes will be available for the 2006-2007 school year in September 2007. However, in 2005-2006, 100% of those students case managed stayed in school, 100% were promoted to the next grade, 100% of those students assessed for attendance (6) showed improvement, 99% of those assessed for behavior (271) showed improvement, and 99% of those assessed for academics (307) showed improvement.

**Describe the impact of services if only partial funding is made available:**

Funding limitations would reduce program delivery by reducing the number of professional staff at Janie Stark Elementary and Montgomery Primary from two to one and delay the much needed program expansion planned for Blair Intermediate during the 2007-2008 school year. It would also eliminate/limit the use of the Mobile Services Team on these campuses, ultimately enabling CISDR to serve fewer at-risk children and families. If no funding is available, the programs at Janie Stark Elementary and Montgomery will be at high risk.

**Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?**  Yes  No If yes, please explain:

**If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?** ? Diane Mallory

We provide her with quarterly reports regarding the programs and performance at Janie Stark Elementary and Montgomery Primary.

**I certify that the above information is correct and true to the best of my knowledge.**

Sandra G. Chavarria, President & CEO

June 28, 2007

Name and Title (please print)

Date

Signature

Name of Organization: The Family Place Tax ID Number: 75-1590896  
 Executive Director Name: Paige Flink Email: Phflink@familyplace.org  
 Address: P.O. Box 7999 City: Dallas Zip: 75209  
 Telephone: 214-443-7787 Fax: 214-443-7797  
 Web Site: www.familyplace.org  
 Grant Contact Name: Julie Kitchings Title: Funding & Compliance Mgr.  
 Email: Jakitchings@familyplace.org Telephone: 214-443-7718

Program Title: Metrocrest Outreach Program Program Date(s): On-going program  
 Grant Request for 2007/08: \$10,000  
 Previous Grants Requested: 2007: \$10,000 2006: \$10,000 2005: \$10,000  
 Previous Grants/Received: 2007: \$5,000 2006: \$5,000 2005: \$5,000  
 Number of paid staff: 96 Number of Volunteers: 75  
 Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

The Family Place opened one of the first shelters for victims of family violence in the state of Texas in 1978. In 29 years of service, The Family Place has counseled more than 85,000 clients in residential and outreach programs, totaling more than 1.1 million service hours. We have provided life-saving shelter to more than 13,000 women and children, and we have answered more than 350,000 calls for help.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**

We currently provide two domestic violence support groups in English and two domestic violence support groups in Spanish each week free of charge. The domestic violence counseling services we provide to clients and their families consist of crisis/individual counseling, group counseling, assistance in filing victims' assistance claims, protective orders, shelter referral and transportation, legal advocacy, information and referral of community resources, and court accompaniment. The children's counseling services provided are individual and group play therapy for the innocent children who have been victims of abuse in their home or witnessed abuse in their home. The average client comes for counseling at our Metrocrest office for approximately 1 year and receives counseling on a weekly basis. We continue to work closely with the Addison Police Department for referrals as well as receive referrals by word of mouth, schools, churches and businesses.

Addison!

# 2007/08 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$7,062,933	\$7,328,746
Total Operating Expenses:	\$7,128,416	\$7,387,421

What percentage of the organization's annual revenues does this grant request represent? Less than 1%

Please quantify the number of residents your agency provided services for:

In the current year: 29 Next year: 35 (estimate)

Were the services that you provided in Addison successful? How can your efforts be evaluated? All of the program services we provide to the Town of Addison are evaluated on a continuous basis by our Director of Evaluation, Simeon Goodwin. Evaluation reports are provided to funders upon request.

Describe the impact of services if only partial funding is available: The current difficult funding environment makes this request even more critical and partial funding could impact our ability to serve those in need. However, The Family Place does maintain a comprehensive fundraising program including grant requests to individuals, foundations, corporate and civic organizations, federal, state and local funding entities, special events and our Thrift Shop.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?  
N/A

**I certify that the above information is correct and true to the best of my knowledge.**

Paige Flink, Executive Director 6-29-07

Name and Title (please print)

Date

Paige Flink  
Signature

6/29/07

**Completed applications must be postmarked by Friday, July 13, 2007.**



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

#7

Name of organization: WaterTower Theatre Tax ID Number: 75-1559945

Executive Director Name: Terry Martin Email: info@watertowertheatre.org

Address: 15650 Addison Road City: Addison Zip: Texas

Telephone: 972-450-6227 Fax: 972-450-6244

Web Site: www.watertowertheatre.org

Grant Contact Name: Terry Martin Title: Producing Artistic Director

Email: tmartin@watertowertheatre.org Telephone: 972-450-6229

Program title: WaterTower Theatre Program date(s): 9/26/07 – 9/30/08

Grant request for 2007/08: \$ 240,000.00

Previous grants requested: 2007: \$ 240,000.00 2006: \$ 240,000.00 2005: \$ 240,000.00

Previous grants/received: 2007: \$ 240,000.00 2006: \$ 230,000.00 2005: \$ 230,000.00

Number of paid staff: 9 Number of volunteers: 100

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

WaterTower Theatre's mission for the 21<sup>st</sup> century is to open minds with a diverse mix of plays and educational programs that inspire people to embrace live theatre. Now in its 11th season, WaterTower Theatre (WTT) produces a mainstage season consisting of five productions, typically two musicals and three plays, two holiday productions, and the Out of the Loop Festival. In addition to its mainstage season, WaterTower Theatre's arts-in-education programs include a summer academy for youth, after school drama programs at a local elementary school, Master Classes in the Meisner technique for local actors taught by Producing Artistic Director Terry Martin, and internship programs for high school and college youth.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.** WaterTower Theatre is open to the entire community, serving over 30,000 patrons annually. Highlighting the 2007-2008 season will be a return of WTT's hit Out of the Loop show *The Great American Trailer Park Musical* and our first Shakespearean production, *As You Like It*, being brought to the stage in collaboration with the SMU Meadows School of the Arts. The season also includes *The Foreigner*, a modern comic farce, *Intimate Apparel*, the winner of five national awards for best play by noted playwright Lynn Nottage, Stephen Sondheim's *A Funny Thing Happened on the Way to the Forum*, hailed as one of the American musical theatre's comedic masterpieces and *Rockin' Christmas Party*. WaterTower Theatre's highly acclaimed Out of the Loop Festival will be returning for its 7<sup>th</sup> season. WaterTower Theatre is proud to enhance the quality of life and visibility of the Town of Addison. The theatre promotes cultural tourism and promotes economic development through patronage of area businesses. Recent audience research indicates that the town of Addison is one of the top five zip code areas in which our patrons reside. That same research indicates that our patrons eat out in the Town of Addison 1-5 times a week and their favorite hotels to visit are Marriott Hotels.

**Completed applications must be postmarked by Friday, July 13, 2007.**



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ 1,102,276	\$ 1,122,605
Total Operating Expenses:	\$ 1,102,276	\$ 1,122,605

What percentage of the organization's annual revenues does this grant request represent? 35%

Please quantify the number of residents your agency provided services for:

In the current year: 3,350 Next year: 3,600

Were the services that you provided in Addison successful? How can your efforts be evaluated?

Now in its 11th season, WaterTower Theatre (WTT) has been critically acclaimed, earning over 70 Dallas Theatre League Leon Rabin nominations, 30 Leon Rabin Awards, 7 Dallas/Fort Theatre Critic's Forum Awards and numerous accolades from *The Dallas Morning News*, *Star-Telegram*, *Dallas Observer*, and *Dallas Voice*, as well as being featured on National Public Radio's *All Things Considered*. WaterTower Theatre was named "The Best Theatre in Dallas" in D Magazine's June 2007 issue.

WaterTower Theatre has become a major force in the regional theatre community, presenting over 180 performances each season. While attendance has surpassed 30,000 patrons each season, season subscribers have grown to over 2,200. In the 2005-2006 season only 5% of available tickets went unsold.

Describe the impact of services if only partial funding is made available:

Partial funding would necessitate the re-evaluation and scaling back or canceling of programming.

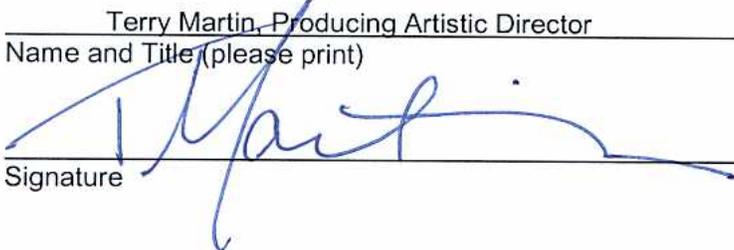
Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison? Yes  No  If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

Roger Mellow – email and mail

**I certify that the above information is correct and true to the best of my knowledge.**

Terry Martin, Producing Artistic Director 7/10/07  
Name and Title (please print) Date

  
Signature



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

#8

Name of organization: Dance Council, Inc. Tax ID Number: 23-7367007

Executive Director Name: Ralph Blackburn Email: director@thedancecouncil.org

Address: 3630 Harry Hines Blvd. City: Dallas Zip: 75219

Telephone: 214-219-2290 Fax: 214-219-2289

Web Site: www.thedancecouncil.org

Grant Contact Name: Ralph Blackburn Title: Executive Director

Email: director@thedancecouncil.org Telephone: 972-342-4588 (cell)

Program title: Taste Dance Addison Style 2007 Program date(s): August 2008

Grant request for 2007/08: \$7,000

Previous grants requested: 2007: \$6,800 2006: \$6,600 2005: \$6,600

Previous grants/received: 2007: \$6,800 2006: \$6,600 2005: \$6,600

Number of paid staff: 1 Number of volunteers: 45

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

The Dance Council (DC) is a service organization that supports and promotes all forms of dance in North Texas. The primary goal is to increase exposure and accessibility to dance at the community level. Our objectives are to expand and pique interest in dance, build greater support and audiences for dance, keep the public informed about dance, and foster participation in dance for people of all abilities and ages. We act as a central information, education, advocacy, and networking agency through a quarterly publication, weekly email blasts, website, scholarships, master classes, and festivals. Taste Dance: Addison Style! is one of many annual programs, designed to expand awareness and participation in a variety of dance styles.

**PROGRAM DESCRIPTION: Provide a brief description of the program you are requesting funds for.**

Through Taste Dance Addison Style 2008, the Dance Council entertains and educates the public through Dance. Over the past six years this summertime dance series has introduced audiences to many different kinds of dance styles from around the world and to professional dance companies from our region. All styles of Dance have been presented from African to Ballroom to Middle Eastern to Ballet. Over time the format has evolved from 4 evenings of dance at the Stone Cottage with limited seating to an afternoon festival featuring four companies at the Conference Theatre Center Complex to accommodate greater interest and attendance.

**Completed applications must be postmarked by Friday, July 13, 2007.**



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ <u>193,500</u>	\$ <u>198,800</u>
Total Operating Expenses:	\$ <u>193,000</u>	\$ <u>198,800</u>

What percentage of the organization's annual revenues does this grant request represent? 3.5%

Please quantify the number of residents your agency provided services for:

In the current year: 285 Next year: 300

Were the services that you provided in Addison successful? How can your efforts be evaluated?  
Yes, the Taste Dance Addison programs were very successful. Our efforts are evaluated in the following ways: Box office attendance and attendee's responses. Many patrons returned throughout the series and many positive comments were received from those in attendance. Our patrons are looking forward to the 2007 event next month. The grant from the Town of Addison insured the financial success of the event.

Describe the impact of services if only partial funding is made available:  
If partial funding is received, the purpose of the event will be affected. Its purpose is to expose the public to a variety of dance companies and styles. If funding is less, the number of dance companies involved would have to be decreased and its appeal would be affected.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:  
The Town of Addison distributes our flier inside the Water Bill.

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

**I certify that the above information is correct and true to the best of my knowledge.**

Ralph Blackburn, Executive Director July 13, 2007  
Name and Title (please print) Date

Ralph Blackburn  
Signature

Completed applications must be postmarked by Friday, July 13, 2007.

## Addison 2007/2008 Nonprofit Assistance Application

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**Name of Organization:** Metrocrest Family Medical Clinic      **Tax ID Number:** 752616002

**Executive Director:** Jane Hawkins, BS/RN      Email: [janehawkinsmfmc@sbcglobal.net](mailto:janehawkinsmfmc@sbcglobal.net)

**Address:** 1 Medical Parkway, Suite 140, Farmers Branch Texas      **Zip:** 75234

**Telephone:** 972-484-6336      **Fax:** 972-484-0051

**Website:** None

**Grant Contact Name:** Jane Hawkins      **Title:** Executive Director

**Email:** [janehawkinsmfmc@sbcglobal.net](mailto:janehawkinsmfmc@sbcglobal.net)      **Telephone:** 972-484-6336

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**Program title:** Metrocrest Family Medical Clinic      Established, 1995, as "On Eagles Wings, DBA Metrocrest Family Medical Clinic.

**Grant request for 2007/08:**      \$3,000,00

**Previous grants requested:** 2007: \$3,000.00

**Previous grants received:** 2007: \$3,000.00

**Number of paid staff:** Executive Director is only paid employee, which is a part-time position.

**Number of volunteers:** 87

Tax Exempt:  Yes

### **ORGANIZATION DESCRIPTION:**

The mission statement for our clinic is to provide medical care for the uninsured children and adults. Please refer to the presentation packet for detailed history and function of Metrocrest Family Medical Clinic

### **PROGRAM DESCRIPTION:**

- The MFMC conducts evening clinics which serve the uninsured population of the Metroplex cities and surrounding area. Conducting clinics during evening hours, three nights weekly, no patient is turned away unless the clinics are fully scheduled.
- The Executive Director is committed to ensuring that all persons calling the clinic for assistance are given appointments or referral to another similar medical source.
- Our clinic has an active working relationship with the Metrocrest Social Services and Senior Adult Services.
- Staffed completely by medical volunteers and others from our communities, the services provided include a physician visit. Medicine prescriptions, which may include the purchase of expensive medication through dedicated funding to the clinic.
- Laboratory testing is provided by an in-kind fund.
- MFMC works with the Project Access of the Dallas County Medical Society and other service resources to assist our clientele in accessing a higher level of medical care when indicated.

# Addison 2007/2008 Nonprofit Assistance Application

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	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$60,000.00	\$65,000.00 ( Proposed)
Total Operating Expenses:	\$59,000.00	\$64,000.00 ( Proposed)

**What percentage of the organization's annual revenues does this grant request represent?**

Approximately 5%

**Please quantify the number of residents your agency provided services:**

**In the current year (2007):** 6% of patients treated, or 33 patients - January through June, 2007  
(2006) 6 % of patients treated, or 87 Patients  
(2007)

**In 2008,** Metrocrest Family Medical Clinic expects to receive the same number, or an increase in the number or of Addison residents treated.

**Were the services that you provided in Addison successful. How can your efforts be evaluated?**

Yes, the services were successful. The effectiveness of the efforts of the clinic is evaluated through medical chart review, analysis of data collection and patient satisfaction survey follow-up telephone calls.

**Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison.**

No

**If applicable, who is the City Council member that is assigned as a liaison to your organization, In what ways do you keep him/her informed of activities within your organization?**

Roger S. Mellow is our Addison liaison to the Metrocrest Family Medical Clinic Board. Mr. Mellow attends our bi-monthly meetings and is very supportive of Clinic activities.

**I certify that the above information is correct and true to the best of my knowledge.**

Jane Hawkins BS, RN 7-10-07  
Name: Jane Hawkins, Executive Director, Metrocrest Family Medical Clinic Date

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

#10

Name of organization: Richardson Symphony Orchestra Tax ID Number: 751186008

Executive Director Name: George Landis Email: glandis@richardsonsymphony.org

Address: 2100 North Collins Boulevard, Suite 310 City: Richardson Zip: 75080

Telephone: 972-234-4195 Fax: 972-238-7514

Web Site: www.richardsonsymphony.org

Grant Contact Name: George Landis Title: President/Executive Director

Email: glandis@richardsonsymphony.org Telephone: 972-234-4195

Program title: Full orchestra performances at Anne Frank and Stark Elementary Schools

Program date(s): TBD during 2007 – 2008 school years

Grant request for 2007/08: \$22,219

Previous grants requested: 2007: \$20,460 2006: \$ \_\_\_\_\_ 2005: \$ \_\_\_\_\_

Previous grants/received: 2007: \$5,910 2006: \$ \_\_\_\_\_ 2005: \$ \_\_\_\_\_

Number of paid staff: 3 Number of volunteers: over 200

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

*Founded in 1961, the Richardson Symphony has grown with the northern part of the DFW Metroplex to become the premiere orchestra of the region. It is the resident symphony of the Charles W. Eisemann Center for Performing Arts and offers a variety of classical and pops concerts each season programmed to appeal to the varied audiences of the Richardson, Addison, Plano/Collin County, Denton County and North Dallas area.*

*The mission of the Richardson Symphony is to strengthen the appeal of symphonic music and to enrich the lives of the people of the greater Northern Metroplex (Northern Dallas, Collin and Denton counties with a population of over one million) through the presentation of affordable and accessible live, classical and pops symphonic music of the highest artistic quality.*

*The Richardson Symphony further seeks to educate current and future audiences for a lifelong involvement with symphonic music by providing high quality, comprehensive music education, including educational children's concerts, performance opportunities for young talented musicians, through the development of partnerships and collaborations with musicians, educational institutions, community organizations, and individuals.*

*Now in its forty-fifth year, the orchestra is comprised of sixty-five professional AFM Union musicians from the DFW area under the leadership of Anshel Brusilow, Music Director/Conductor. The Orchestra is supported by a dedicated Board of Directors comprising over 50 corporate and community leaders; 165 Richardson Symphony League/Debutantes/Honor Guard; as well as numerous community volunteers, all of whom contribute hundreds of hours each year and play a vital role, through fundraising efforts, in the success of the Richardson Symphony.*

**Completed applications must be postmarked by Friday, July 13, 2007.**

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

In addition to the critically-acclaimed season of six subscription series performances, the Richardson Symphony is also widely regarded as a leader in education and community outreach programs. The Lennox International Young Artists Competition for Piano and Strings annually draws talented young performers from across the nation. In addition, the orchestra is actively involved in elementary education programs for Addison students in the Dallas and Carrollton-Farmers Branch ISD's, Richardson Independent School District and in programs benefiting students at the University of North Texas and University of Texas at Dallas.

The Executive Director oversees full-time, day-to-day operations of the Richardson Symphony Orchestra. This position is supported by the Manager/Operations and Administration and the Director of Development and Community Affairs. Part-time staff who perform specialized functions supporting the orchestra include the Music Director/Conductor, Associate Conductor, Personnel Manager, Production Manager, Librarian, lecturer, and Musicians.

**PROGRAM DESCRIPTION:** Provide a brief description of the program you are requesting funds for.

Over the past two school years, the RSO has performed Peter and the Wolf for the schools serving the Town of Addison. This has brought the experience of a live orchestra (albeit a smaller than normal size group) performance to many young people for the first time. The RSO is committed to programs such as this and we view it as one of our most important missions in the communities we serve.

For 2007-2008, we are proposing the Town of Addison fund a slightly expanded orchestra program for these schools. This program will provide a full symphony orchestra concert for all elementary school children in the two public schools serving the Town of Addison: Anne Frank Elementary in Dallas and Stark Elementary in Carrollton-Farmers Branch. For 2007-2008, the Richardson Symphony would perform a variety of works demonstrating the history of the orchestra from the small ensembles used by Bach to the large orchestras of today. The 54 piece orchestra performs works by Bach, Mozart, Beethoven, Tchaikovsky, Stravinsky and film music by John Williams. The one hour program is narrated by maestro Anshel Brusilow (who is an enchanting story-teller) and is conducted by RSO assistant conductor Adron Ming. It is widely regarded as one of the finest school concert programs in the country today and will be an exciting and memorable musical experience for the children of Addison.

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	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ <u>826,235</u>	\$ <u>845,549</u>
Total Operating Expenses:	\$ <u>816,211</u>	\$ <u>839,256</u>

What percentage of the organization's annual revenues does this grant request represent? 2.6% of our projected budget for FY 2007 – 2008.

Please quantify the number of residents your agency provided services for:

During the Town of Addison's current fiscal year, the Richardson Symphony performed Peter and the Wolf for approximately 450 students and faculty of Anne Frank Elementary School in Dallas. In addition, the woodwind, brass and string chamber ensembles from the Symphony performed for several hundred businesses and community residents of Addison during lunchtime "Symphony Serenade" concerts at the Spectrum and Colonnade office buildings and at local hotels and retail locations (Dunn Brothers Coffee House, Sam's Club, the Marriott and Intercontinental Hotels, etc.). There is no charge for admission for these events. Members of the orchestra also performed at Town Hall for the 2006 Volunteer appreciation reception and will perform at Town Hall again in July, 2007 for the Meritorious Service reception. In addition, we expect several hundred more residents to experience the orchestra's chamber music groups at the August 4 and 18, 2007 "Symphonic Saturdays" concerts at Esplanade Park.

Were the services that you provided in Addison successful? How can your efforts be evaluated?

Completed applications must be postmarked by Friday, July 13, 2007.

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

The performance at Anne Frank Elementary was met with enthusiastic praise from the faculty and administrators of the school. All grade levels had been studying Peter and the Wolf as part of an integrated curriculum encompassing the arts, mathematics and history and the orchestra bringing to life the actual masterwork the students had studied made for a more impactful educational experience. The "Symphony Serenades" chamber group performances at the Spectrum and Colonnade offices and at various retail locations and hotels throughout Addison provided a unique, live music experience for the people of the community and is another way that the Town of Addison provides significant quality of life improvement programs for its citizens and business residents. As there were no tickets sold or issued for any of these events, there is no way to quantify total attendance.

Describe the impact of services if only partial funding is made available:

As all of the services we are proposing are to be offered free to the people of Addison and to children from Addison attending the Dallas and Carrollton-Farmers Branch ISD's, we would not be able to perform any of these services without the requested support from the Town of Addison.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

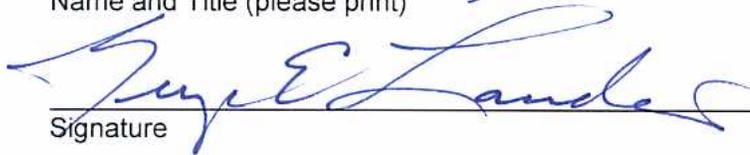
If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

The RSO does not currently have a Council member assigned as our liaison.

I certify that the above information is correct and true to the best of my knowledge.

George Landis, President  
Name and Title (please print)

7/11/07  
Date

  
Signature

**In addition to a completed application, the following attachments must be submitted with this application:**

1. A cover letter on your letterhead.
2. A completed and signed application form.
3. A current list of business and foundation donors with their contribution level.
4. Operating budget from the current year and proposed for next year.
5. A copy of the organization's audited financial statements from an independent accounting firm.
6. A copy of your organization's nonprofit 501(c)(3) status.
7. A list of the members of your board of directors, including names, titles and affiliations.
8. Any collateral that would provide additional information about your organization.

Send completed applications to:

Town of Addison  
City Manager's Office  
Attn: Mario Canizares  
P. O. Box 9010  
Addison, TX 75001-9010

Completed applications must be postmarked by Friday, July 13, 2007.



# 2007/08 NONPROFIT ASSISTANCE APPLICATION

Name of organization: Richardson Symphony Orchestra Tax ID Number: 751186008

Executive Director Name: George Landis Email: glandis@richardsonsymphony.org

Address: 2100 North Collins Boulevard, Suite 310 City: Richardson Zip: 75080

Telephone: 972-234-4195 Fax: 972-238-7514

Web Site: www.richardsonsymphony.org

Grant Contact Name: George Landis Title: President/Executive Director

Email: glandis@richardsonsymphony.org Telephone: 972-234-4195

Program title: Symphony Serenades Chamber Music Concerts Program date(s): TBD based on the needs of the Town of Addison

Grant request for 2007/08: \$30,000

Previous grants requested: 2007: \$28,279 2006: \$0 2005: \$0

Previous grants/received: 2007: \$ 24,000 2006: \$0 2005: \$0

Number of paid staff: 3 Number of volunteers: over 200

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

*Founded in 1961, the Richardson Symphony has grown with the northern part of the DFW Metroplex to become the premiere orchestra of the region. It is the resident symphony of the Charles W. Eisemann Center for Performing Arts and offers a variety of classical and pops concerts each season programmed to appeal to the varied audiences of the Richardson, Addison, Plano/Collin County, Denton County and North Dallas area.*

*The mission of the Richardson Symphony is to strengthen the appeal of symphonic music and to enrich the lives of the people of the greater Northern Metroplex (Northern Dallas, Collin and Denton counties with a population of over one million) through the presentation of affordable and accessible live, classical and pops symphonic music of the highest artistic quality.*

*The Richardson Symphony further seeks to educate current and future audiences for a lifelong involvement with symphonic music by providing high quality, comprehensive music education, including educational children's concerts, performance opportunities for young talented musicians, through the development of partnerships and collaborations with musicians, educational institutions, community organizations, and individuals.*

*Now in its forty-fifth year, the orchestra is comprised of sixty-five professional AFM Union musicians from the DFW area under the leadership of Anshel Brusilow, Music Director/Conductor. The Orchestra is supported by a dedicated Board of Directors comprising over 50 corporate and community leaders; 165 Richardson Symphony League/Debutantes/Honor Guard; as well as numerous community volunteers, all of whom contribute hundreds of hours each year and play a vital role, through fundraising efforts, in the success of the Richardson Symphony.*

**Completed applications must be postmarked by Friday, July 13, 2007.**

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

In addition to the critically-acclaimed season of six subscription series performances, the Richardson Symphony is also widely regarded as a leader in education and community outreach programs. The Lennox International Young Artists Competition for Piano and Strings annually draws talented young performers from across the nation. In addition, the orchestra is actively involved in elementary education programs for Addison students in the Dallas and Carrollton-Farmers Branch ISD's, Richardson Independent School District and in programs benefiting students at the University of North Texas and University of Texas at Dallas.

The Executive Director oversees full-time, day-to-day operations of the Richardson Symphony Orchestra. This position is supported by the Manager/Operations and Administration and the Director of Development and Community Affairs. Part-time staff who perform specialized functions supporting the orchestra include the Music Director/Conductor, Associate Conductor, Personnel Manager, Production Manager, Librarian, lecturer, and Musicians.

**PROGRAM DESCRIPTION:** Provide a brief description of the program you are requesting funds for.

Over the past year, the Town of Addison provided free chamber music concerts featuring ensembles made up of the principal players in the Richardson Symphony for a variety of businesses and retail locations around the town. These are incredibly well-received events and are a perfect example of the way the Town of Addison works to improve the quality of life for all citizens, both individuals and businesses. Over the year, RSO players have performed multiple times at venues ranging from the Spectrum and Colonnade office buildings to Town Hall to Sam's Club, the Marriott Quorum, Intercontinental Hotel, Dunn Brothers Coffee House and others. This August, the string and brass players from the orchestra will perform at Symphonic Saturdays at Esplanade Park.

The Richardson Symphony proposes to continue this program and provide free concerts throughout the Addison area, reaching hundreds of citizens where they work, shop and live. The dates and locations for these events will be developed with the aid of the Town of Addison staff and it is our intention to perform where we can do the most to bring chamber music of the highest quality directly to the people of Addison.

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ <u>826,235</u>	\$ <u>845,549</u>
Total Operating Expenses:	\$ <u>816,211</u>	\$ <u>839,256</u>

What percentage of the organization's annual revenues does this grant request represent? The requested funds for this program represent 3.5% of the projected revenue for our fiscal year 2007-2008.

Please quantify the number of residents your agency provided services for:

During the Town of Addison's current fiscal year, the Richardson Symphony performed Peter and the Wolf for approximately 450 students and faculty of Anne Frank Elementary School in Dallas. In addition, the woodwind, brass and string chamber ensembles from the Symphony performed for several hundred business and community residents of Addison during lunchtime "Symphony Serenade" concerts at the Spectrum and Colonnade office buildings and at local hotels and retail locations (Dunn Brothers Coffee House, Sam's Club, the Marriott and Intercontinental Hotels, etc.). There is no charge for admission for these events. Members of the orchestra also performed at Town Hall for the 2006 Volunteer appreciation reception and will perform at Town Hall again in July, 2007 for the Meritorious Service reception. In addition, we expect several hundred more residents to experience the orchestra's chamber music groups at the August 4 and 18, 2007 "Symphonic Saturdays" concerts at Esplanade Park.

Were the services that you provided in Addison successful? How can your efforts be evaluated?

**Completed applications must be postmarked by Friday, July 13, 2007.**

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

The performance at Anne Frank Elementary was met with enthusiastic praise from the faculty and administrators of the school. All grade levels had been studying Peter and the Wolf as part of an integrated curriculum encompassing the arts, mathematics and history and the orchestra bringing to life the actual masterwork the students had studied made for a more impactful educational experience. The "Symphony Serenades" chamber group performances at the Spectrum and Colonnade offices and at various retail locations and hotels throughout Addison provided a unique, live music experience for the people of the community and is another way that the Town of Addison provides significant quality of life improvement programs for its citizens and business residents. As there were no tickets sold or issued for any of these events, there is no way to quantify total attendance.

Describe the impact of services if only partial funding is made available:

As all of the services we are proposing are to be offered free to the people of Addison and to children from Addison attending the Dallas and Carrollton-Farmers Branch ISD's, we would not be able to perform any of these services without the requested support from the Town of Addison.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

The RSO does not currently have a Council member assigned as our liaison.

I certify that the above information is correct and true to the best of my knowledge.

George Landis, President 7/11/07

Name and Title (please print)

Date

Signature

**In addition to a completed application, the following attachments must be submitted with this application:**

1. A cover letter on your letterhead.
2. A completed and signed application form.
3. A current list of business and foundation donors with their contribution level.
4. Operating budget from the current year and proposed for next year.
5. A copy of the organization's audited financial statements from an independent accounting firm.
6. A copy of your organization's nonprofit 501(c)(3) status.
7. A list of the members of your board of directors, including names, titles and affiliations.
8. Any collateral that would provide additional information about your organization.

Send completed applications to:

**Town of Addison  
City Manager's Office  
Attn: Mario Canizares  
P. O. Box 9010  
Addison, TX 75001-9010**

**Completed applications must be postmarked by Friday, July 13, 2007.**

Addison!

# 2007/08 NONPROFIT ASSISTANCE APPLICATION

Name of organization: Richardson Symphony Orchestra Tax ID Number: 751186008

Executive Director Name: George Landis Email: glandis@richardsonsymphony.org

Address: 2100 North Collins Boulevard, Suite 310 City: Richardson Zip: 75080

Telephone: 972-234-4195 Fax: 972-238-7514

Web Site: www.richardsonsymphony.org

Grant Contact Name: George Landis Title: President/Executive Director

Email: glandis@richardsonsymphony.org Telephone: 972-234-4195

Program title: Addison Chamber Symphony Series Program date(s): TBD in March to May, 2008

Grant request for 2007/08: \$76,356

Previous grants requested: 2007: \$92,951 2006: \$ \_\_\_\_\_ 2005: \$ \_\_\_\_\_

Previous grants/received: 2007: \$0 2006: \$ \_\_\_\_\_ 2005: \$ \_\_\_\_\_

Number of paid staff: 3 Number of volunteers: over 200

Tax Exempt:  Yes  No

**ORGANIZATION DESCRIPTION: Provide a brief description of your organization, including a summary of mission statement and/or objectives.**

*Founded in 1961, the Richardson Symphony has grown with the northern part of the DFW Metroplex to become the premiere orchestra of the region. It is the resident symphony of the Charles W. Eisemann Center for Performing Arts and offers a variety of classical and pops concerts each season programmed to appeal to the varied audiences of the Richardson, Addison, Plano/Collin County, Denton County and North Dallas area.*

*The mission of the Richardson Symphony is to strengthen the appeal of symphonic music and to enrich the lives of the people of the greater Northern Metroplex (Northern Dallas, Collin and Denton counties with a population of over one million) through the presentation of affordable and accessible live, classical and pops symphonic music of the highest artistic quality.*

*The Richardson Symphony further seeks to educate current and future audiences for a lifelong involvement with symphonic music by providing high quality, comprehensive music education, including educational children's concerts, performance opportunities for young talented musicians, through the development of partnerships and collaborations with musicians, educational institutions, community organizations, and individuals.*

*Now in its forty-fifth year, the orchestra is comprised of sixty-five professional AFM Union musicians from the DFW area under the leadership of Anshel Brusilow, Music Director/Conductor. The Orchestra is supported by a dedicated Board of Directors comprising over 50 corporate and community leaders; 165 Richardson Symphony League/Debutantes/Honor Guard; as well as numerous community volunteers, all of whom contribute hundreds of hours each year and play a vital role, through fundraising efforts, in the success of the Richardson Symphony.*

*In addition to the critically-acclaimed season of six subscription series performances, the Richardson Symphony is also widely regarded as a leader in education and community outreach*

**Completed applications must be postmarked by Friday, July 13, 2007.**

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

programs. The Lennox International Young Artists Competition for Piano and Strings annually draws talented young performers from across the nation. In addition, the orchestra is actively involved in elementary education programs for Addison students in the Dallas and Carrollton-Farmers Branch ISD's, Richardson Independent School District and in programs benefiting students at the University of North Texas and University of Texas at Dallas.

The Executive Director oversees full-time, day-to-day operations of the Richardson Symphony Orchestra. This position is supported by the Manager/Operations and Administration and the Director of Development and Community Affairs. Part-time staff who perform specialized functions supporting the orchestra include the Music Director/Conductor, Associate Conductor, Personnel Manager, Production Manager, Librarian, lecturer, and Musicians.

**PROGRAM DESCRIPTION:** Provide a brief description of the program you are requesting funds for.

The Addison Chamber Symphony Series will bring a regularly-scheduled orchestra subscription series offered to all the citizens of Addison in the form of a three concert chamber symphony series to be performed in the Water Tower Theater (or at the Conference Center if the Theater is unavailable). This is an exciting opportunity to create a permanent orchestra for Addison that is ideally suited to the available concert venue. Each concert would be conceived, rehearsed and performed specifically for Addison using up to 35 players from the Richardson Symphony. Depending on availability of performance spaces, we propose the three concerts be scheduled between March and late May of 2008. The proposed series would include two classical/masterworks concerts and one light classical/pops concert. The repertoire for each concert would be:

Concert #1: "Mostly Mozart"

Eine kleine Nachtmusik (A Little Night Music) for String Orchestra  
Symphony #29 in A major  
Sinfonia concertante for violin, viola and orchestra  
Others TBD

Concert #2: "Chamber Symphony Pops"

Selections from Broadway musicals, recent film scores and big band/jazz standards.

Concert #3: "Modern Classics"

Aaron Copland: Appalachian Spring (original version for 13 instruments)  
George Gershwin: An American in Paris original version for small jazz orchestra  
Igor Stravinsky: Pulcinella Suite or Dunbarton Oaks Concerto for Orchestra  
Others TBD

As with all Richardson Symphony concerts, the audience will come from the entire population of the Addison area—anyone who may enjoy great classical and Pops repertoire performed by the only fully-professional orchestra in the northern DFW metroplex and is another unique way the Town of Addison can provide a wonderful cultural resource for its citizens.

	FISCAL YEAR 2007 BUDGETED	FISCAL YEAR 2008 PROJECTED
Total Operating Revenues:	\$ 826,235	\$ 845,549
Total Operating Expenses:	\$ 816,211	\$ 839,256

What percentage of the organization's annual revenues does this grant request represent? Nine percent of projected revenue for FY 2008.

Please quantify the number of residents your agency provided services for:

During the Town of Addison's current fiscal year, the Richardson Symphony performed Peter and the Wolf for approximately 450 students and faculty of Anne Frank Elementary School in Dallas. In addition, the woodwind, brass and string chamber ensembles from the Symphony performed for several hundred business and community residents of Addison during lunchtime "Symphony Serenade" concerts at the Spectrum and Colonnade office buildings and at local hotels and retail locations (Dunn Brothers Coffee

Completed applications must be postmarked by Friday, July 13, 2007.

Addison!

## 2007/08 NONPROFIT ASSISTANCE APPLICATION

House, Sam's Club, the Marriott and Intercontinental Hotels, etc.). There is no charge for admission for these events. Members of the orchestra also performed at Town Hall for the 2006 Volunteer appreciation reception and will perform at Town Hall again in July, 2007 for the Meritorious Service reception. In addition, we expect several hundred more residents to experience the orchestra's chamber music groups at the August 4 and 18, 2007 "Symphonic Saturdays" concerts at Esplanade Park.

Were the services that you provided in Addison successful? How can your efforts be evaluated?

The performance at Anne Frank Elementary was met with enthusiastic praise from the faculty and administrators of the school. All grade levels had been studying Peter and the Wolf as part of an integrated curriculum encompassing the arts, mathematics and history and the orchestra bringing to life the actual masterwork the students had studied made for a more impactful educational experience. The "Symphony Serenades" chamber group performances at the Spectrum and Colonnade offices and at various retail locations and hotels throughout Addison provided a unique, live music experience for the people of the community and is another way that the Town of Addison provides significant quality of life improvement programs for its citizens and business residents. As there were no tickets sold or issued for any of these events, there is no way to quantify total attendance.

This proposed Chamber Symphony Series will be a ticketed event and may be evaluated by the percentage of the available seats sold, as well as by critical and audience response to the concerts.

Describe the impact of services if only partial funding is made available:

For the first two years of this series, or until corporate sponsors can be secured, we would not be able to undertake providing a series of symphony concerts without the funding requested from the Town of Addison.

Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

The RSO does not currently have a Council member assigned as our liaison.

I certify that the above information is correct and true to the best of my knowledge.

George Lavois, President 7/11/07  
Name and Title (please print) Date

[Handwritten Signature]  
Signature

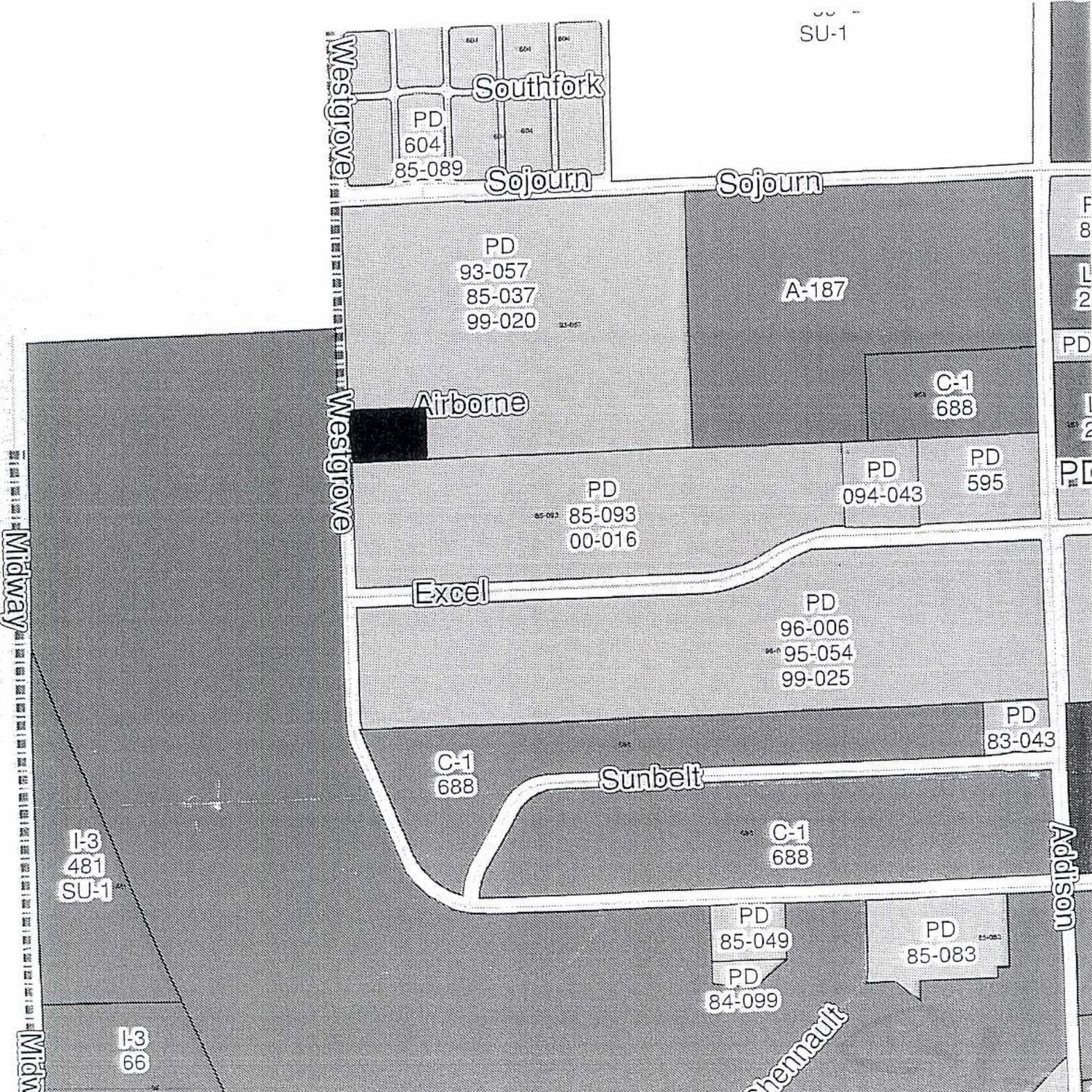
In addition to a completed application, the following attachments must be submitted with this application:

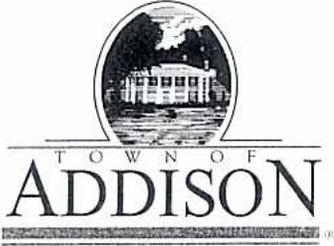
1. A cover letter on your letterhead.
2. A completed and signed application form.
3. A current list of business and foundation donors with their contribution level.
4. Operating budget from the current year and proposed for next year.
5. A copy of the organization's audited financial statements from an independent accounting firm.
6. A copy of your organization's nonprofit 501(c)(3) status.

Completed applications must be postmarked by Friday, July 13, 2007.

# 1544-Z

Case 1544-Z/Seneca Investments. Requesting approval of development plans in an existing Planned Development district (085-037, as amended by 093-057 and 099-020) in order to develop an office building with storage space, located at 16800 Westgrove Drive, on application from Seneca Investments, represented by Mr. Tony Teague.





**DEVELOPMENT SERVICES**

(972) 450-2880 Fax: (972) 450-2837

16801 Westgrove

Post Office Box 9010 Addison, Texas 75001-9010

July 19, 2007

STAFF REPORT

RE: Case 1544-Z/Seneca Investments

LOCATION: 16800 Westgrove Drive

REQUEST: Approval of development plans in an existing Planned Development district (085-037 as amended by 093-057 and 099-020)

APPLICANT: Seneca Investments, represented by Mr. Tony Teague

DISCUSSION:

Background. This property was rezoned by the Town to a Planned Development district through Ordinance 085-037, which was approved by the Council on June 25, 2005. At that time, all the property covered by the Planned Development zoning district was owned by the Airborn Company. After the property was rezoned, it was subdivided and tracts were sold off to different owners. The PD zoning was amended to add printing and publishing as an allowed use by Ordinance 093-057, which was approved on September 28, 1993. The PD zoning was amended again through Ordinance 099-020, approved by the Council on May 11, 1999, in order to approve development plans for an office complex on the Sojourn Drive side of the site.

At this point, another tract, which has been subdivided from the original tract, is being developed. This parcel is located on 1.236 acres located at 16800 Westgrove Drive. The tract is being developed as a corporate headquarters for Seneca Investments, which is a development company. Seneca Investments, and its subsidiaries, which include a management company, a construction company, and a real estate company, will be the sole tenant in the building.

Proposed Plan. The applicant is proposing a two-story office building of 23,100 square feet. It will have 17,750 square feet on the ground floor, and 5,350 square feet on the second floor. The building will contain offices and support spaces for the various companies run by Seneca Investments. The applicant is also proposing carport structures to cover the 50 parking spaces on the north side of the building. Elevations for the carport structures were not submitted.

Façade. The facades for the building provide for a mixture of materials, with large expanses of plate glass. The ordinance requires that 80% of the exterior facades be brick, stone, or plate glass, and this building will meet that requirement.

Parking. The parking requirement for this building is one space per 300 square feet. Under that ratio the site needs to provide 77 parking spaces. It provides 77 spaces, which meets the requirement.

Building Code. Lynn Chandler notes that the roof projection on the south side of the building cannot extend closer than 6.67 feet to the south property line. The roof projection will need to be modified. This is a building code requirement and cannot be waived or changed by the Commission and Council.

Fire Code. Gordon Robbins has met with the applicant and is satisfied that the fire lanes are sufficient. The architect has illustrated that an AASHTO-WB50 vehicle can effectively traverse the tightest turn on the site. In addition, fire hydrants will be required at 300-foot intervals along the length of the fire lane and must be located on the building side of the drive. Also, since the building will be equipped with fire sprinklers, a hydrant must be located within 1—feet of the Fire Department connection. All of these are fire code requirements and cannot be waived or changed by the Commission and Council.

Landscaping. Slade Strickland has reviewed the landscaping plan and finds that it meets the requirements of the ordinance.

Building Height. Joel Jenkinson, the Operations Manager at the Addison Airport has reviewed the plans, and he believes the building will not pose a hazard to air navigation or operations at the Airport. However, he suggests the applicant file a FAA Form 7460-1, (Notice of Proposed Construction or Alterations) with the SAA Southwest Region and secure an official "Determination of No Hazard" from the FAA. Staff recommends the applicant secure an official Determination of No Hazard statement from the FAA prior to the issuance of a building permit to go to vertical construction. Site work and grading permits could be issued prior to the determination being received.

It also appears that the building is within the 65 dbl noise contours for the airport. All buildings within the 65 or greater dbl noise contours for the Airport are required to file an avigation easement with the Town (form is attached) and provide noise attenuation in the building that reduces the noise level from outdoor to indoor by at least 30 decibels.

RECOMMENDATION:

Staff recommends approval of the development plans for an office building on application from Seneca Investments, subject to the following conditions:

- The applicant shall secure an official Determination of No Hazard statement from the FAA prior to the issuance of a building permit. Other permits, such as site work and grading, can be obtained prior to the issuance of the No Hazard statement.
- The property owner shall grant an avigation easement to the city.
- The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB is provided through the proposed construction. Such certification shall be provided prior to the issuance of a building permit.
- The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB was achieved with the construction. Such certification shall be provided prior to the issuance of a Certificate of Occupancy.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C Moran', written in a cursive style.

Carmen Moran  
Director of Development Services

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on July 26, 2007, voted to recommend approval of the request for development plan approval, subject to the following conditions:

-The applicant shall secure an official Determination of No Hazard statement from the FAA prior to the issuance of a building permit. Other permits, such as site work and grading, can be obtained prior to the issuance of the No Hazard statement.

-The property owner shall grant an avigation easement to the city.

-The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB is provided through the proposed construction. Such certification shall be provided prior to the issuance of a building permit.

-The applicant shall provide certification, by an acoustical expert, that a noise level reduction of 30 dB was achieved with the construction. Such certification shall be provided prior to the issuance of a Certificate of Occupancy.

Voting Aye: Bernstein, Chafin, Daseke, Gaines, Jandura, Lay, Wood

Voting Nay: None

Absent: None

# Memorandum

**To:** Carmen Moran, Director of Development Services  
**From:** Gordon C. Robbins, Deputy Fire Chief  
**Date:** Friday, July 13, 2007  
**Re:** Case 1544-Z/Seneca Investments



---

Thank you for the opportunity to review this submittal.

It appears the turn radii for the fire lane are insufficient. The designer must specify a minimum inside radius of 26-feet and a minimum outside radius of 50-feet, or illustrate that an AASHTO-WB50 vehicle can effectively traverse the tightest turn.

Fire hydrants are not shown on the submittal. Hydrants will be required at 300-foot intervals along the length of the fire lane and be located on the building side of the drive. Also, since the building will be equipped with fire sprinklers a hydrant must be located within 100-feet of the Fire Department connection (FDC).

Please contact me if I can provide additional information.

To: Carmen Moran, Director Development Services

From: Lynn Chandler, Building Official

Date: July 10, 2007

Subject: Case 1544-Z/ Seneca Investments

The applicant should be aware that the roof projection on the south of the building can not extend closer than 6.67 feet to the south property line.

## **Memorandum**

**Date:** July 17, 2007  
**To:** Carmen Moran, Director of Development Services  
**From:** Slade Strickland, Director of Parks and Recreation  
**Subject:** Case 1544-Z/Seneca Investments

The landscape plan submitted by the applicant complies with the landscape regulations.

**Carmen Moran**

---

**From:** Jenkinson, Joel [Joel.Jenkinson@wgint.com]  
**Sent:** Thursday, July 19, 2007 9:06 AM  
**To:** Pyles, Lisa; Carmen Moran  
**Subject:** RE: Seneca Investments plan

I apologize for not getting back to you on this sooner.

The proposed building site is not within the Runway Protection Zone (RPZ), which is good. My rough estimates are that the building would be about 1000 feet (perpendicular distance) from the extended centerline of runway 15/33 and between 800 and 900 feet north of the runway end. The site does lie either within or below the 7:1 transitional surface ... looking at our Part 77 (airspace) surfaces, it appears to me that the building height will be about 10 feet below the transitional surface, *i.e.*, not an obstacle, but it looks close. The site also shows as being about 20 feet higher in elevation than the north end of Runway 15, which doesn't help.

My opinion is that the building would not pose a problem, but with my opinion and a dollar you might be able to buy a cup of coffee. I would strongly urge the developer to file an FAA Form 7460-1 ("Notice of Proposed Construction or Alteration", link: <http://forms.faa.gov/forms/faa7460-1.pdf>) with the FAA Southwest Region. That's the best way to handle these issues. My expectation is that the FAA will return a "Determination of No Hazard" (but it will take them at least 30 days to get around to it). If I were the developer, I would want that FAA determination ... it's just good practice to do it when you build close to an airport. They will surely need to file Form 7460-1 when they start construction for whatever cranes they will use.

The instructions for the Form 7460-1 (also known as an "airspace study" form) are on the link provided above, along with the pertinent regulation (14 CFR Part 77), and there are conditions given when it is not necessary to file the form (for example, if a neighboring structure is higher than what you are building) ... however, if there is the slightest bit of doubt, it's always best to go ahead and file the 7460.

Please let me know if you have any additional questions.

Best Regards,

Joel Jenkinson  
Operations Manager, Addison Airport  
office: 972-392-4861  
mobile: 214-499-2490

-----Original Message-----

From: Pyles, Lisa  
Sent: Wednesday, July 18, 2007 6:21 PM  
To: 'Carmen Moran'  
Cc: Jenkinson, Joel  
Subject: RE: Seneca Investments plan

I gave that to Joel and we haven't talked about it. I'll ask him first thing tomorrow. Thanks for the reminder.

Lisa A. Pyles  
Addison Airport Director  
Office 972 392 4855  
Cell 214 683 9814  
Sent from my handheld Treo

-----Original Message-----

7/19/2007

SAMPLE  
TOWN OF ADDISON AVIGATION EASEMENT

WHEREAS, \_\_\_\_\_  
hereinafter called "Grantor", is the owner of that certain parcel of land situated in  
the Town of Addison, County of Dallas, State of Texas, to wit:

hereinafter called "Grantor's Property", and outlined on the attached map.

NOW, THEREFORE, for consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration paid by the Grantee, hereinafter named, to the Grantor, the receipt and sufficiency of which is hereby specifically acknowledged, the Grantor, its successors and assigns, subject to the provisions herein contained, hereby grants, bargains, sells and conveys unto the Town of Addison, State of Texas, its successors and assigns, the Grantee, for use and benefit of the public, a perpetual easement and right-of-way over that portion of the Grantor's land described above, in the vicinity of Addison Airport, for the purpose of the passage of all aircraft ("aircraft" being defined for the purpose of this instrument as any device now known or hereafter invented, used or designated for navigation of, or flight in the air) by whomsoever owned and operated in the air space to an infinite height above the surface of the Grantor's property, together with the right to cause in said air space noise, vibration and all other effects that may be caused by the operation of aircraft landing at or taking off from, or operated at, or on Addison Airport located in Dallas County, Texas; Grantor hereby waives, remises and releases any right or cause of action which Grantor has now, or which Grantor may have in the future against the Grantee, its successors and assigns, or Addison Airport, due to such noise, vibration, and other effects that may be caused by the operation of aircraft landing and taking off from, or operating at or on Addison Airport; the Grantor further grants that upon side property (A) no use shall be permitted that causes a discharge into the air of fumes, smoke or dust which will obstruct visibility and adversely affect the operation of aircraft or cause any interference with navigational facilities necessary to aircraft operation and (B) no development or construction shall be permitted which will interfere in any way with the safe operation of aircraft in the air space over the land described herein or at or on the Addison Airport.

To have and to hold said easement and right-of-way and all rights appertaining hereto unto the Grantee, its successors and assigns, until the Addison Airport shall be abandoned and shall cease to be used for airport purposes. It is specifically

understood and agreed that this easement, its covenants and agreements shall run with the land, which is described herein. The Grantor, on behalf of itself, its successors and assigns, further acknowledges that the easements herein granted contemplate and include all existing and future operations at Addison Airport, acknowledging that future aircraft numbers and types will most likely increase and noise patterns may also increase, in that the rights, obligations and covenants herein set forth shall not terminate or vary in the event of changes in the flight volume or noise, traffic patterns, runway lengths or locations or characteristics or type or category of aircraft using the Addison Airport, Town of Addison, Texas.

\_\_\_\_\_  
Owner

ACKNOWLEDGEMENT

STATE OF TEXAS     )  
                          )  ss.  
COUNTY OF DALLAS )

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_  
day of \_\_\_\_\_.

Witness My Hand and Official Seal,

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**Council Agenda Item #R6**

**There are no attachments for this Item.**

**Council Agenda Item #R7**

**There are no attachments for this Item.**

**Council Agenda Item #R8**

**SUMMARY:**

This item is to authorize the City Manager to execute a Construction contract with Garland Concrete, LLP in the amount of \$36,980.00 to construct a concrete foundation for the Historic Addison Train Depot.

**FINANCIAL IMPACT:**

Construction Contract Amount:       \$36,980.00

Source of Funds:                        Visitor Services Budget

**BACKGROUND:**

The train depot was relocated from 17400 Muirfield Drive in Dallas to the Town of Addison Special Events site on the evening of May 15, 2007 by Hitchcock House Movers and Levelers. It has been staged at this location awaiting the approval of the special use permit and the construction of the foundation. The special use permit was approved by the Planning and Zoning Commission on May 24, 2007 and the City Council on June 12, 2007. Upon approval of the special use permit, staff proceeded with bidding the construction of the concrete foundation. On July 16, 2007, Town Staff opened the sealed bids.

The table below summarizes the bids received for this work:

	<b>Garland Concrete, LLP</b>	<b>Rebcon, Inc.</b>
<b>Base Bid Amount</b>	\$36,980.00	\$72,000.00

**RECOMMENDATION:**

It is recommended that the Council authorize the City Manager to execute a Construction contract with Garland Concrete, LLP in the amount of \$36,980.00 to construct a concrete foundation for the Historic Addison Train Depot.

**Council Agenda Item: #R9**

**SUMMARY:**

Council is requested to take a vote of record to place on the September 25, 2007 council agenda, an ordinance adopting the tax rate of \$0.4337 per \$100 assessed value for the 2007-08 Town of Addison Annual Budget.

**FINANCIAL IMPACT:**

There is no financial impact associated with taking the vote of record.

**BACKGROUND:**

The city manager's proposed budget includes a tax rate of \$0.4337. This rate is more than the calculated effective tax rate of \$0.414286, but less than the calculated rollback rate of \$0.434087. According to state law, the Town must publish notices and hold a series of hearings prior to adopting the tax rate. Below is a schedule that meets the requirements of state law.

- August 3 Publication of effective and rollback tax rates, statements and schedules (attached to this memo).
- August 14 Meeting of Council to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
- August 17 Notice of Public Hearing on Tax Increase is the 1<sup>st</sup> quarter page notice in newspaper and Web site.
- August 28 1<sup>st</sup> Public Hearing
- September 11 2<sup>nd</sup> Public Hearing
- September 14 Notice of Vote on Tax Rate published before meeting to adopt tax rate is the 2<sup>nd</sup> quarter-page notice in newspaper before meeting and published on Web site.
- September 25 Meeting to adopt tax rate. Meeting must be between 3 to 14 days after second public hearing. Taxing unit must adopt tax rate by September 30 or within 60 days of receiving certified appraisal roll, whichever is late.

**RECOMMENDATION:**

It is recommended council take the vote of record to schedule the public hearings and establish the date of adopting the tax rate. This vote does not adopt the tax rate, but only gives the public notice that the council is adopting the rate.

**2007 Property Tax Rates in Town of Addison**

This notice concerns 2007 property tax rates for Town of Addison. It presents information about three tax rates. Last year's tax rate is the actual rate the taxing unit used to determine property taxes last year. This year's effective tax rate would impose the same total taxes as last year if you compare properties taxed in both years. This year's rollback tax rate is the highest tax rate the taxing unit can set before taxpayers can start tax rollback procedures. In each case these rates are found by dividing the total amount of taxes by the tax base (the total value of taxable property) with adjustments as required by state law. The rates are given per \$100 of property value.

**Last year's tax rate:**

Last year's operating taxes	\$9,684,294
Last year's debt taxes	\$4,764,299
Last year's total taxes	\$14,448,593
Last year's tax base	\$3,113,920,905
Last year's total tax rate	0.464000 /\$100

**This year's effective tax rate:**

Last year's adjusted taxes (after subtracting taxes on lost property)	\$14,433,712
÷ This year's adjusted tax base (after subtracting value of new property)	\$3,484,061,845
= This year's effective tax rate	0.414278 /\$100

*(Maximum rate unless unit publishes notices and holds hearings.)*

**This year's rollback tax rate:**

Last year's adjusted operating taxes (after subtracting taxes on lost property and adjusting for any transferred function, tax increment financing, and/or enhanced indigent health care expenditures)	\$9,656,686
÷ This year's adjusted tax base	\$3,484,061,845
= This year's effective operating rate	0.277167 /\$100
<b>x 1.08 = this year's maximum operating rate</b>	<b>0.299340 /\$100</b>
+ This year's debt rate	0.134747 /\$100
= This year's total rollback rate	0.434087 /\$100

**Statement of Increase/Decrease**

If Town of Addison adopts a 2007 tax rate equal to the effective tax rate of \$0.414278 per \$100 of value, taxes would increase compared to 2006 taxes by \$65,594.

**Schedule A - Unencumbered Fund Balances**

The following estimated balances will be left in the unit's property tax accounts at the end of the fiscal year. These balances are not encumbered by a corresponding debt obligation.

<b>Type of Property Tax Fund</b>	<b>Balance</b>
General Fund	\$10,384,270
General Obligation Debt Service Fund	\$1,575,170

**Schedule B - 2007 Debt Service**

The unit plans to pay the following amounts for long-term debts that are secured by property taxes. These amounts will be paid from property tax revenues (or additional sales tax revenues, if applicable).

<b>Description of Debt</b>	<b>Principal or Contract Payment to be Paid from Property Taxes</b>	<b>Interest to be Paid from Property Taxes</b>	<b>Other Amounts to be Paid</b>	<b>Total Payment</b>
General Obligation Bonds, Series 2000	\$655,000	\$97,405	\$2,000	\$754,405
General Obligation Refunding Bonds, Series 2001	\$1,125,000	\$213,422	\$1,000	\$1,339,422
General Obligation Bonds, Series 2002	\$924,769	\$410,184	\$2,000	\$1,336,953
General Obligation Bonds, Series 2004	\$580,000	\$348,137	\$2,000	\$930,137
General Obligation Bonds, Series 2005	\$135,000	\$222,962	\$2,000	\$359,962
Total Required for 2007 Debt Service				\$4,720,879
- Amount (if any) paid from funds listed in Schedule A				\$0
- Amount (if any) paid from other resources				\$0
- Excess collections last year				\$0
= Total to be paid from taxes in 2007				\$4,720,879
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2007				\$0
= Total Debt Levy				\$4,720,879

This notice contains a summary of actual effective and rollback tax rates' calculations. You can inspect a copy of the full calculations at 500 Elm Street, First Floor, Dallas, Texas 75202.

Name of person preparing this notice: David Childs

Title: Tax Assessor Collector

Date Prepared: July 30, 2007

**Council Agenda Item: #R10**

**SUMMARY:**

Council approval is sought of an agreement with the Texas Department of Public Safety (DPS) for the Town to participate in the Failure to Appear Program.

**FINANCIAL IMPACT:**

There will be no net expense to the Town with this program. When a violator comes to the Addison Court to resolve his warrant, a \$30.00 court charge will be added to other fines and fees. Of this amount, \$20.00 goes to the state, \$6.00 to the vendor, and \$4.00 goes to the court that processes the warrant.

**BACKGROUND:**

The Town of Addison Municipal Court of Record uses a variety of means to reach violators who have failed to appear in court to resolve their citations. Should offenders fail to pay their fine or appear before the court by the deadline, they are sent a letter and notified by an automated voice messaging system that a warrant will be issued for their arrest if they fail to appear. If the offender still does not appear, the Court issues a warrant, which is then entered into the North Texas Regional Public Safety Database. Once an offender is noticed by any agency in the region for a violation (e.g. speeding), the agency officer checks the database to determine whether there are any outstanding warrants. Upon seeing an Addison warrant, the offender is arrested and must pay Addison's fines and fees before being released or, if they are unable to pay the fine, transferred to the Addison jail.

Unfortunately not all offenders with warrants are caught by the regional system. In order to improve the Court's clearance rate (ranging between 75% and 80%), the Addison Court wants to participate in the DPS Failure to Appear program. The program maintains a state-wide database that the Town would enter violators with outstanding warrants. If the offender attempts to change or renew his driver's license at any DPS office, he would be denied a new driver's license until the warrant was cleared.

**RECOMMENDATION:**

It is recommended that Council approve and authorize the city manager to enter into the attached contract with the Texas Department of Public Safety.

# Interlocal Cooperation Contract

STATE OF TEXAS

§

COUNTY OF DALLAS

§

§

## I. Parties

This Interlocal Cooperation Contract ("Contract") is made and entered into between the Texas Department of Public Safety ("TDPS"), an agency of the State of Texas, and the Town of Addison, Texas, a home rule city and a political subdivision of the State of Texas (for purposes of this Contract, references to "political subdivision" are references to the Town of Addison).

## II. Overview

The purpose of this Contract is to implement the provisions of Texas Transportation Code Chapter 706 ("Chapter 706"). Pursuant to Chapter 706, a political subdivision, defined therein and in this Contract as a municipality or a county, may contract with the TDPS to provide information necessary to deny renewal of the driver license of a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the court in a matter involving any offense that a court has jurisdiction of under Chapter 4, Texas Code of Criminal Procedure.

In order to implement the provisions of Chapter 706, the TDPS has authority to contract with a private vendor identified below ("Vendor") pursuant to Texas Transportation Code §706.008. The Vendor will provide the necessary goods and services to establish an automated system ("FTA System," "FTA" meaning "Failure to Appear") whereby the necessary information provided to TDPS pursuant to Section 706.004 of the Texas Transportation Code may be accurately stored and accessed by the TDPS. Utilizing the FTA System as a source of information, the TDPS may deny renewal of a driver license to a person who is the subject of an FTA System entry.

Each political subdivision contracting with the TDPS will pay monies to the Vendor based on a fee certain established by this Contract. The TDPS will make no direct or indirect payments to the Vendor. The Vendor will ensure that accurate information is available to the TDPS, political subdivisions and persons seeking to clear their licenses at all reasonable times.

The functions, services, and/or matters set forth in this Contract are all governmental functions, services, and/or matters. The party paying for the

performance of governmental functions or services as set forth herein must make those payments from current revenues available to the paying party.

### **III. Definitions**

“Complaint” means a notice of an offense as defined in Article 27.14(d) or Article 45.019, Texas Code of Criminal Procedure.

“TDPS” means the Texas Department of Public Safety.

“Failure to Appear Program” or “FTA Program” refers to the efforts of all parties, including those system components provided by the TDPS, political subdivisions and the Vendor, including the FTA System, to implement the provisions of Chapter 706.

“Failure to Appear System” or “FTA System” refers to the goods and services, including all hardware, software, consulting services, telephone and related support services, supplied by the Vendor.

“FTA Software” refers to computer software developed or maintained now or in the future by the Vendor to support the FTA System.

“Originating Court” refers to the court in which an applicable complaint or citation has been filed for which a person has failed to appear for the complaint or citation or failed to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the court in a matter involving any offense that the court has jurisdiction of under Chapter 4, Texas Code of Criminal Procedure.

“State” refers to the State of Texas.

“Political subdivision” refers to a city or county of the State of Texas.

Unless otherwise defined, terms used herein shall have the meaning assigned by Texas Transportation Code Chapter 706 or other relevant statute. Terms not defined in this Contract or by other relevant statutes shall be given their ordinary meanings.

### **IV. Governing Law**

This Contract is entered into pursuant to Chapter 706 and to Texas Government Code Chapter 791 and is subject to the laws and jurisdiction of the State of Texas and shall be construed and interpreted accordingly.

## **V. Venue**

The parties agree that this Contract is deemed performable in Travis County, Texas, and that venue for any suit arising from the interpretation or enforcement of this Contract shall lie in Travis County, Texas.

## **VI. Application and Scope of Contract**

This Contract applies to each FTA Report (as hereinafter defined) submitted to and accepted by the TDPS or the Vendor by the political subdivision pursuant to the authority of Texas Transportation Code Chapter 706.

## **VII. Required Warning on Citation for Traffic Law Violations**

A peace officer authorized to issue citations within the jurisdiction of the political subdivision shall issue a written warning ("Warning") to each person to whom the officer issues a citation for a traffic law violation. The Warning shall be provided in addition to any other warnings required by law. The Warning must state in substance that if the person fails to appear in court for the prosecution of the offense or if the person fails to pay or satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the court, the person may be denied renewal of the person's driver's license. The written Warning may be printed on the citation or on a separate instrument.

## **VIII. FTA Report**

If a person to whom a citation and Warning has been issued fails to appear or fails to pay or satisfy a judgment as required by law, the political subdivision may submit to the TDPS an report containing the following information (the "FTA Report"):

- (1) the jurisdiction in which the alleged offense occurred;
- (2) the name of the political subdivision submitting the report;
- (3) the name, date of birth and Texas driver license number of the person who failed to appear or failed to pay or satisfy a judgment;
- (4) the date of the alleged violation;
- (5) a brief description of the alleged violation;
- (6) a statement that the person failed to appear as required by law or failed to satisfy a judgment ordering the payment of a fine and cost in the manner ordered by the Originating Court;
- (7) the date that the person failed to appear or failed to pay or satisfy a judgment; and
- (8) any other information required by the TDPS.

There is no requirement that a criminal warrant be issued in response to the person's failure to appear. The political subdivision must make reasonable efforts to ensure that all FTA Reports are accurate, complete and non-duplicative.

## **IX. Clearance Reports**

The political subdivision that files the FTA Report has a continuing obligation to review the FTA Report and to promptly submit written notice to the Vendor or the TDPS regarding the status of a person for which an FTA Report has been submitted to the TDPS (the "Clearance Report"). A Clearance Report shall be provided to the TDPS in accordance with the following:

(1) *When Submitted.* A Clearance Report shall be submitted upon the occurrence of any of the following:

(a) the payment by the person who failed to appear for a complaint or citation filed with the Originating Court of an administrative fee (the "Administrative Fee") in the amount of \$30.00 (or such other amount as may be required by law) for each complaint or citation reported to TDPS under Chapter 706 (unless the person is acquitted of the charges for which the person failed to appear); and

(i) the perfection of an appeal of the case for which the warrant of arrest was issued or judgment arose; or

(ii) the dismissal of the charge for which the warrant of arrest was issued or judgment arose; or

(iii) the posting of bond or the giving of other security to reinstate the charge for which the warrant was issued; or

(iv) the payment or discharge of the fine and cost owed on an outstanding judgment of the court; or

(v) other suitable arrangement to pay the fine and cost within the Originating Court's discretion;

or

(b) a determination by the political subdivision that the FTA Report or order of the Originating Court to pay a fine or cost relating to the person:

(i) was sent to the TDPS in error, or

(ii) has been destroyed in accordance with the political subdivision's records retention policy.

(2) *Content.* A Clearance Report shall:

(a) identify the person,

(b) state whether or not an Administrative Fee was required to be paid,

(c) advise the TDPS to lift the denial of renewal (and if the Clearance Notice is issued under subsection (1)(a) of this Section, include notification that there is no cause for the TDPS to continue to deny renewal of a person's driver's license based on the person's previous failure to appear or failure to pay or satisfy a judgment order the payment of a fine and cost in the manner ordered by the Originating Court, and

(d) state the grounds for the action.

(3) *Time for Submission.*

(a) If a Clearance Report is submitted under subsection (1)(a) of this Section, the same must be submitted within five (5) business days following the date on which all of the applicable provisions of subsection (1)(a) have been satisfied. For purposes hereof, "business day" means a day other than a Saturday, Sunday, or holiday recognized by the State of Texas.

## **X. Compliance with Law**

The political subdivision understands and agrees that it will comply with all local, state and federal laws in the performance of this Contract, including administrative rules adopted by the TDPS.

## **XI. Accounting Procedures**

An officer collecting fees pursuant to Texas Transportation Code §706.006 shall keep separate records of the funds and shall deposit the funds in the treasury of the political subdivision. The custodian of the political subdivision's treasury may deposit such fees as authorized by law. The custodian shall keep accurate and complete records of funds received and disbursed in accordance with this Contract

and the governing statutes. The custodian shall remit to the Texas Comptroller a portion of each fee collected in accordance with and as required by Texas Transportation Code §706.006.

## **XII. Payments to Vendor**

The TDPS has contracted with OmniBase Services of Texas (“Vendor”), a corporation organized and incorporated under the laws of the State of Texas, with its principal place of business in Austin, Texas, to assist with the implementation of the FTA Program.

Correspondence to the Vendor may be addressed as follows:

OmniBase Services of Texas  
7320 North Mo Pac Expressway, Suite 310  
Austin, Texas 78731  
(512) 346-6511 ext. 100; (512) 346-9312 (fax)

The political subdivision must pay the Vendor a fee of \$6.00 for each FTA Report submitted to the Vendor or to the TDPS and for which the political subdivision has collected the Administrative Fee. In the event that the person who is the subject of an FTA Report is acquitted of the underlying charge, no payment will be made to the Vendor or required of the political subdivision.

The parties agree that payment shall be made by the political subdivision to the Vendor no later than the last day of the month following the close of the calendar quarter in which the Administrative Fee was received by the political subdivision.

## **XIII. Litigation and Indemnity**

In the event that the political subdivision is aware of litigation in which this Contract or Texas Transportation Code Chapter 706 is subject to constitutional, statutory, or common-law challenge, or is struck down by judicial decision, the political subdivision shall make a good faith effort to notify the TDPS immediately.

Each party may participate in the defense of a claim or suit affecting the FTA Program, but no costs or expenses shall be incurred for any party by the other party without written consent.

To the extent authorized by law (including, without limitation, the charter of the political subdivision, if any), and subject to all and any immunity, defenses, and limitation of damages applicable or available to the political subdivision, and further subject to the provisions of Section 706.011 of the Texas Transportation

Code and other applicable law (including, without limitation, the charter of the political subdivision, if any), the political subdivision agrees to indemnify and hold harmless the TDPS against any claims, suits, actions, damages and costs of every nature or description arising out of or resulting from the political subdivision's performance of this Contract, and the political subdivision further agrees to satisfy any final, non-appealable judgment to the extent awarded on the basis of the political subdivision's performance of this Contract.

It is the agreement of the parties that any litigation involving the parties to this Contract may not be compromised or settled without the express consent of the TDPS, unless such litigation does not name the TDPS as a party.

This section is subject to the statutory rights and duties of the Attorney General for the State of Texas.

#### **XIV. Contract Modification; No Third Party Benefit**

No modifications, amendments or supplements to, or waivers of, any provision of this Contract shall be valid unless made in writing and executed in the same manner as this Contract. Except as may be provided for herein, this Contract and all of its terms and provisions are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any third person or entity.

#### **XV. Severability**

If any provision of this Contract is held to be illegal, invalid or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Contract shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof, and the remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance therefrom.

#### **XVI. Multiple Counterparts**

This agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes and all of which constitutes, collectively, one agreement. But, in making proof of this agreement, it shall not be necessary to produce or account for more than one such counterpart.

#### **XVII. Effective Date of Contract**

This Contract shall be in effect from and after the date that the final signature is set forth below. This Contract shall automatically renew on a yearly basis. However, either party may terminate this agreement upon at least thirty (30) days written notice to the other party. Notice may be given at the following addresses:

Political Subdivision  
City Manager  
Town of Addison  
PO Box 9010  
Addison, TX 75001

Texas Department of Public Safety  
Safety Project Administrator, FTA Program  
5805 North Lamar Boulevard  
Austin, Texas 78773-0001  
(512) 424-5948 [fax]

Notice is effective upon receipt or three days after deposit in the U. S. mail, whichever occurs first. After termination, the political subdivision has a continuing obligation to report dispositions and collect fees for all violators in the FTA System at the time of termination.

**TEXAS DEPARTMENT OF  
PUBLIC SAFETY**

**POLITICALSUBDIVISION\***

\_\_\_\_\_  
Oscar Ybarra  
Chief of Finance

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\*An additional page may be attached if more than one signature is required to execute this Contract on behalf of the political subdivision. Each signature block must contain the person's title and date.

**Council Agenda Item: #11**

**SUMMARY:**

Council approval is requested of a contract with the Cities Aggregation Power Project (CAPP) to purchase Renewable Energy Credits (RECs) to supplement the Town's purchase of electric power.

**FINANCIAL IMPACT:**

Each REC is priced at approximately \$5.00. The Town's estimated electric consumption for 2008 is 10,594,400 kilowatt hours (KWH). If the Town were to support 10% of its consumption with renewable energy, it would purchase 1,059 RECs (each REC is equivalent to 1,000 KWH) for a total of \$5,295. This amount would be in addition to the base cost of power which is budgeted to be \$1,308,000 for the 2007-08 fiscal year.

**BACKGROUND:**

The Town of Addison is one of the 100 members of the CAPP and purchases all of the Town's electric energy needs through CAPP. As CAPP develops more experience in the deregulated market, the CAPP Board seeks opportunities to decrease energy costs and benefit consumers. In response to interest expressed by some CAPP members to voluntarily incorporate support for renewable energy produced in Texas, the CAPP Board has created a program for members to purchase Renewable Energy Credits (RECs). The program allows a city to make the individual discretionary purchase of RECs for the calendar year beginning January 1, 2008. Purchasing RECs for calendar year 2008 will entail a lump sum cash payment by a city when the RECs are purchased (likely to be after October 1, 2007, and before December 31, 2007). A participating city will also be required to sign a contract for the purchase of RECs and register its ownership of RECs with the statewide administrator of the REC program, ERCOT.

When a renewable energy generator like a wind farm produces 1 megawatt-hour (1,000 KWH) of capacity, it produces two things – the actual megawatt hour of electric energy and one REC. Each is individually marketable; the wind generator can sell the power it produces, as well as the REC. If the wind generator elects to sell the REC, as opposed to retaining it, then the generator registers the REC with ERCOT. Retail Electric Providers (REPs) are required by law to purchase RECs (a pro-rata share of the statutory goal for renewable energy in Texas, based upon percentage of load). A customer's purchase of RECs is not mandatory. Instead, it allows a customer to support and indirectly sponsor renewable energy.

The voluntary purchase of RECs helps protect and enhance the Texas environment by ensuring that new renewable energy capacity is built in the most efficient and economical manner. It encourages the development, construction, and operation of renewable energy resources at sites that have the potential for capture and development of the resources. The Town's purchase of RECs should enhance the economic performance of renewable generation and demonstrates demand for renewable energy projects, which will ideally attract additional investment in such projects in Texas.

**RECOMMENDATION:**

Council has expressed interest in the Town pursuing conservation and sustainability initiatives. The purchase of RECs is one method for encouraging sustainable, pollution-free, energy sources. It is recommended that Council approve the attached resolution and identify the percentage of the Town's load Council would like to have associated with renewable energy, and authorize the city manager to sign the contract.

**TOWN OF ADDISON, TEXAS**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE TOWN OF ADDISON, TEXAS, AUTHORIZING THE CITIES AGGREGATION POWER PROJECT, INC. TO NEGOTIATE ON BEHALF OF THE TOWN FOR THE PURCHASE OF RENEWABLE ENERGY CREDITS (“RECs”) EFFECTIVE FOR THE 2008 CALENDAR YEAR; AUTHORIZING THE CITY MANAGER OR OTHER DESIGNATED CITY OFFICIAL TO SIGN THE STANDARD FORM REC ACCOUNT AGREEMENT WITH THE ELECTRIC RELIABILITY COUNCIL OF TEXAS, INC. (“ERCOT”) FOR THE 2008 CALENDAR YEAR; AUTHORIZING THE CITY MANAGER OR OTHER DESIGNATED CITY OFFICIAL TO REGISTER THE CITY'S OWNERSHIP OF RENEWABLE ENERGY CREDITS WITH ERCOT; COMMITTING TO BUDGET FOR THE PURCHASE OF RENEWABLE ENERGY CREDITS TO BE EFFECTIVE FOR THE 2008 CALENDAR YEAR; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Addison, Texas (the “City”) is a member of Cities Aggregation Power Project, Inc. (“CAPP”), a nonprofit political subdivision corporation dedicated to securing electric power for its 100 members in the competitive retail market; and

**WHEREAS**, the City is under contract to secure its electric energy needs through CAPP at least through December 31, 2008; and

**WHEREAS**, the CAPP Board has investigated options to allow CAPP members to voluntarily incorporate support for renewable energy into their overall energy portfolio through the purchase of Renewable Energy Credits (“RECs”); and

**WHEREAS**, the cost of RECs voluntarily purchased by the City will be in addition to the contract price for energy paid by the City because the purchase of RECs does not offset the member's cost of electricity but is instead a contribution toward increasing the state's renewable resources; and

**WHEREAS**, RECs make it possible for the City to monetarily support renewable energy by enhancing the economic performance of renewable generation and demonstrating demand for renewable energy projects, which will ideally attract additional investment in such projects; and

**WHEREAS**, RECs help ensure the new renewable energy capacity is built in the most efficient and economical manner; and

**WHEREAS**, additional renewable energy capacity in Texas protects and enhances the Texas environment for the benefit of all current and future Texans; and

**WHEREAS**, allocating \$30,000 for the purchase of RECs is approximately equivalent to 56% of the City's total annual use; and

**WHEREAS**, it is appropriate to designate Ron Whitehead, City Manager or his designee, to execute a contract for the purchase of RECs for the 2008 calendar year and to register the purchase of RECs with the REC program administrator, the Electric Reliability Council of Texas ("ERCOT"); and

**WHEREAS**, purchasing RECs for calendar year 2008 will entail a lump sum cash payment by the City when the RECs are purchased, which is likely to occur sometime after October 1, 2007 and before December 31, 2007.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:**

**Section 1.** The City desires to support the renewable energy market in Texas by voluntarily purchasing RECs for the 2008 calendar year equal to an amount not to exceed \$30,000 and authorizes CAPP consultants to negotiate the purchase of RECs on the City's behalf.

**Section 2.** The City Council hereby appoints Ron Whitehead, City Manager or his designee, to execute a contract for the purchase of RECs for the 2008 calendar year and to register the purchase with ERCOT, the statewide administrator of the RECs program.

**Section 3.** A copy of this Resolution shall be sent to Geoffrey M. Gay, legal counsel to CAPP.

**Section 4.** This Resolution shall take effect from and after its adoption

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas on this \_\_\_\_\_ day of August, 2007.

\_\_\_\_\_  
Joe Chow, Mayor

ATTEST:

By: \_\_\_\_\_  
Mario Canizares, City Secretary

APPROVED AS TO FORM:

By: \_\_\_\_\_  
John Hill, City Attorney

**Council Agenda Item: #ES1**

**There are no attachments for this item.**

**Council Agenda Item #R12**

**There are no attachments for this Item.**