

Post Office Box 9010 Addison, Texas 75001-9010  
5300 Belt Line Road  
(972) 450-7000 Fax: (972) 450-7043

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## AGENDA

### REGULAR MEETING OF THE CITY COUNCIL

AND / OR

### WORK SESSION OF THE CITY COUNCIL

6:30 PM

JUNE 8, 2010

TOWN HALL

5300 BELT LINE ROAD, DALLAS, TX 75254

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### WORK SESSION

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Item #WS1 - Presentation and discussion regarding the Town's participation in the Texas Comptroller's Leadership Circle Program.

Attachment(s):

1. Cover memo to Leadership Circle
  2. Texas Transparency Program
  3. Texas Transparency Cities
- 

Item #WS2 - Presentation and discussion of the 2010 America In Bloom "Package Your Community for Success" Beautification Program.

Attachment(s):

1. Cover Memo
  2. Final Evaluation
  3. AIB Participation Guide
- 

**REGULAR MEETING**

## Pledge of Allegiance

Item #R1- Consideration of Old Business  
Introduction of Employees  
Discussion of Events/Meetings

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Item #R2- Consent Agenda.

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#2a- Consideration and approval to award a bid for an annual service agreement in an amount estimated to be \$65,000.00, with the ability to review for four additional one-year terms at the same terms and conditions, to Illumination by Greenlee to provide for parks outdoor lighting maintenance.

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#2b- Consideration and approval of the purchase of Special Response Team body armor in an amount not to exceed \$29,000.00.

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#2c- FINAL PLAT/Lot 1 and Lot 2, Addison Water Station addition. Requesting approval of a final plat for two lots on 2.903 acres, located at the northeast and southeast corners of Arapaho Road and Surveyor Boulevard, on application from the Town of Addison, represented by Mr. Clay Barnett.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of the request for Final Plat approval for Lots 1 and 2, Addison Water Station Addition, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

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Item #R3 - Presentation by Non-Profit Organizations requesting funding for Fiscal Year 2011 for: Dance Council; Richardson Symphony Orchestra; Second Thought Theatre; WaterTower Theatre; Communities in Schools Dallas, Inc.; CONTACT Crisis Line; The Family Place; LaunchAbility (formerly Special Care and Career Services); Metrocrest Chamber of Commerce; Metrocrest Family Medical Clinic; Metrocrest Social Services and Senior Adult Services; United Basketball League - Texas Wranglers

Attachment(s):

1. Non-Profit Applications

Item #R4 - Public Hearing on the Town of Addison's Annual Budget for the Fiscal Year ending September 30, 2011.

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Item #R5 - Public Hearing regarding the proposed Charter Review Commission's Final Report.

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Item #R6 - PUBLIC HEARING Case 1598-SUP/Texadelphia. Consideration of approval of a Special Use permit for a restaurant and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, located at 5000 Belt Line Road, Suite 310, on application from Mr. John Le, of John Le, Advisors, LLC.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, and a Special use Permit for the sale of beverages for on-premises consumption only, subject to the following conditions:

-A fire sprinkler system shall be installed in the space prior to the issuance of a Certificate of Occupancy.

-The applicant shall not have any signs on the exterior of the restaurant that contain the term "bar", "saloon", or other alcohol-related terms.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

Attachment(s):

1. Docket map, staff report, and commission findings

Recommendation:

Administration recommends approval.

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Item #R7 - PUBLIC HEARING Case 1599-SUP/14801 Quorum. Consideration of approval of a Special Use Permit for a restaurant, located at 14801 Quorum Drive, on application from JP- Quorum LP, represented by Mr. David Margetts.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from 14801 Quorum Deli, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

Attachment(s):

1. Docket map, staff report and commission findings

Recommendation:

Administration recommends approval.

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Item #R8 - PUBLIC HEARING Case 1597-SUP/Tutti Frutti Yogurt. Consideration of approval of a Special Use Permit for a restaurant (yogurt shop), located in the Village on the Parkway shopping center at 5100 Belt Line Road, Suite 800, on application from Mr. Kim Pham, represented by James Harris of HARC Design Group.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from Tutti Frutti Yogurt, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler  
Voting Nay: none  
Absent: Hewitt, Wood

Attachment(s):

1. Docket map, staff report, and commission findings

Recommendation:

Administration recommends approval.

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Item #R9 - Presentation, discussion and consideration of approval of an Ordinance amending the Town's Code of Ordinances by adding thereto a new Chapter 72 establishing regulations regarding illicit discharges to the storm water drainage system, subject to final review by the City Attorney.

Attachment(s):

1. Illicit Discharge

Recommendation:

Staff recommends approval of the Illicit Discharge Ordinance subject to final review by City Attorney.

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Item #R10 - Presentation, discussion, and consideration of approval of an Ordinance amending the Town's Code of Ordinances by adding thereto a new Chapter 71 regarding erosion control, subject to final review by City Attorney.

Attachment(s):

1. Erosion control ordinance

Recommendation:

Staff recommends approval of the Erosion Control Ordinance subject to final review by City Attorney.

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Adjourn Meeting

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Posted:

Posted: 06/04/2010, Lea Dunn, 5:00PM

**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.**

# Council Agenda Item: #WS1

**AGENDA CAPTION:**

Presentation and discussion regarding the Town's participation in the Texas Comptroller's Leadership Circle Program.

**FINANCIAL IMPACT:**

N/A

**BACKGROUND:**

N/A

**RECOMMENDATION:**

N/A.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

- [Cover memo to Leadership Circle](#)
- [Texas Transparency Program](#)
- [Texas Transparency Cities](#)

Type:

- Cover Memo
- Cover Memo
- Cover Memo



# MEMO

**To: Ron Whitehead, City Manager**  
**From: Randy Moravec, CFO**  
**Re: Texas Comptroller Leadership Circle**  
**Date: June 2, 2010**

The Comptroller of Public Accounts launched the Texas comptroller Leadership Circle program in December 2009 to recognize local governments across Texas that are striving to meet a high standard for financial transparency online. Currently 60 cities have been certified through the program, with 30 receiving the “Gold” certification. The Town of Addison already complies with program requirements to receive the “Silver” certification (see attached document). We can obtain the “Gold” certification if we make the Town’s check register available for public access on the Town’s web site. It is my understanding that it takes about six weeks for the Town’s application to be processed by the Comptroller’s Office.



# Texas Comptroller Leadership Circle

## Score Introduction

### Reporting the good news about local government transparency.

The Comptroller of Public Accounts is pleased to roll out the Texas Comptroller Leadership Circle program to recognize local governments across Texas that are striving to meet a high standard for financial transparency online. We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format

**We are spotlighting local governments that are opening their books to the public; providing clear, consistent pictures of spending; and sharing information in a user-friendly format.**

that lets taxpayers easily drill down for more information.

We have developed a free, self-scoring process that will be verified by our Local Government Assistance Division.

The “Gold” designation highlights those entities that are

setting the bar in their transparency efforts, “Silver” encourages those who are making progress, while “Bronze” inspires those who are just beginning their transparency efforts.

Financial transparency is an ongoing goal for any government entity. Receiving a  “Bronze” or  “Silver” designation paves the way for achieving greater transparency and attaining a  “Gold” designation in the future.

We will award Leadership Circle designees with a certificate reflecting your Circle Award level: Gold, Silver or Bronze. We’ll spotlight you on our Texas Transparency Check-Up Web site at [www.window.state.tx.us/comptrol/checkup/](http://www.window.state.tx.us/comptrol/checkup/).

We’ll also send you a digital “Texas Comptroller Leadership Circle” seal reflecting your Award level that you can post on your Web site. Once awarded, the Leadership Circle designations last for one year from the date our office approves them. Entities will need to resubmit their score sheets annually to requalify for Leadership Circle designation.





# Texas Comptroller Leadership Circle

## Instructions

### Instructions for Scoring Leadership Circle Award Level

1. **Section A:** place a check next to each financial document that is posted on the entity's Web site.
2. **Section B:** place a check next to each financial transparency feature offered on the entity's Web site.
3. **Section C:** tally the number of points for **Section A** and **Section B**.
4. Compare point totals to the Leadership Circle Award Levels. At a minimum, Gold requires 3 points for **Section A** and 8 points for **Section B**. Silver requires 2 points for **Section A** and 7 points for **Section B**. Bronze requires 2 points for **Section A** and 5 points for **Section B**.
5. At the top of the **Contact** page, enter the name of the entity being scored, the primary point of contact and the entity's Web site, phone, e-mail and mailing address.





# Texas Comptroller Leadership Circle

## Section A

### Financial Documents Available Online

You can earn one point for each one of the following documents you have posted online:

- Budget** (1 point)
- Financial Report** (1 point)
- Check Register** (1 point)

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**Total Points**

*(Max 3 points)*

### Definitions for Section A

**Budget:** A budget serves as the financial plan for the city, county or governing body. It shows proposed spending and revenue, typically for a one-year period, in broad categories by office/department and by account type, such as salary, transportation or supplies. A more detailed budget may show data by month.

**Financial Report:** A financial report demonstrates how well the city, county or governing body managed within the proposed budget and plan. It includes a comparison of budgeted to actual expenses and revenues, typically for a one-year period, shown in the same broad categories and account types as the budget. Monthly financial or treasurer's reports are typically shown in summary only.

**Check Register:** A check register is a listing of line-item expenses showing the date, amount, to whom the payment was made, account type and purchase order number where applicable. Some check registers are searchable by vendor name and/or account type.





# Texas Comptroller Leadership Circle

## Section B

### Financial Transparency Features

**You can earn one point for having each of the following features on your entity's Web site:**

- Budget posted is for the current fiscal year *(1 point)*
- Financial report posted is for the most current year *(1 point)*
- Check register posted is for the current fiscal year *(1 point)*

**Does your Web site have the following features?**

- Date, Payee and Amount on check register? *(1 point)*
- Check register in a searchable format *(1 point)*
- Navigation tab or graphic guides readers to page with all financial documents: budget, financial report and check register *(2 points)*
- Easy to access documents – (can access in three clicks or less from the home page) *(1 point)*
- Creative use of charts or visual images to make data more understandable *(1 point)*
- Instructions on how to submit a public information request *(1 point)*
- Local government contact information available on home page *(1 point)*
- Names and contact information for current local elected officials *(1 point)*

These items are accessible with one click from the home page.

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**Financial Transparency Feature Total Points**

*(Max 12 points)*





# Texas Comptroller Leadership Circle

## Section C

### Total Leadership Circle Tally Points

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Total points for Section A *(Max 3 points)*

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Total points for Section B *(Max 12 points)*

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Total Section A and B combined points *(Max 15 points)*

### Leadership Circle Award Levels

 = 3 points for Section A, at least 8 points for Section B

 = 2 points for Section A, at least 7 points for Section B

 = 2 points for Section A, at least 5 points for Section B

# Texas Transparency

Open government is accountable government:  
a clear look at your tax dollars at work in Texas.

## Transparency by Texas Cities

The following listing provides information on how cities in Texas are providing financial transparency to the public. The Comptroller's office relies on the assistance of local governments to maintain the accuracy of these links. Cities that are not listed may e-mail us data about their websites at [transparency.update@cpa.state.tx.us](mailto:transparency.update@cpa.state.tx.us) or submit a [Leadership Circle Award application \(PDF\)](#) at any time.

### Data questions?

Members of the public who have questions about the information posted on any city website should contact the city directly.  
(Click on the city name below to find their contact information.)

## Texas Cities

Updated: May 28, 2010

City	Leadership Award	What's Online
<a href="#">Abilene</a>		<a href="#">Budget Financial Report</a>
<a href="#">Alamo Heights</a>	<a href="#">Alamo Heights' Bronze Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Allen</a>		<a href="#">Budget Financial Report</a>
<a href="#">Alvin</a>	<a href="#">Alvin's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Amarillo</a>	<a href="#">Amarillo's Silver Scorecard</a>	<a href="#">Budget (PDF) Financial Report (PDF)</a>
<a href="#">Angleton</a>	<a href="#">Angleton's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Arlington</a>	<a href="#">Arlington's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Austin</a>		<a href="#">Budget Financial Report</a>
<a href="#">Baytown</a>	<a href="#">Baytown's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Beaumont</a>		<a href="#">Budget Financial Report</a>
<a href="#">Bellaire</a>	<a href="#">Bellaire's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Belton</a>	<a href="#">Belton's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Beverly Hills</a>	<a href="#">Beverly Hills' Bronze Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Brownsville</a>		<a href="#">Budget Financial Report</a>
<a href="#">Brownwood</a>	<a href="#">Brownwood's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Bryan</a>		<a href="#">Budget Financial Report</a>
<a href="#">Burleson</a>	<a href="#">Burleson's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Canton</a>	<a href="#">Canton's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
		<a href="#">Budget</a>

<a href="#">Carrollton</a>		<a href="#">Financial Report</a>
<a href="#">College Station</a>		<a href="#">Budget</a>
<a href="#">Conroe</a>	<a href="#">Conroe's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Corpus Christi</a>	<a href="#">Corpus Christi's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Corsicana</a>	<a href="#">Corsicana's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Dallas</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Deer Park</a>	<a href="#">Deer Park's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Denison</a>	<a href="#">Denison's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Denton</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">DeSoto</a>	<a href="#">DeSoto's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Edinburg</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">El Campo</a>	<a href="#">El Campo's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">El Paso</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Everman</a>	<a href="#">Everman's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Fair Oaks Ranch</a>	<a href="#">Fair Oaks Ranch's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Farmers Branch</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Flower Mound</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Fort Worth</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Friendswood</a>	<a href="#">Friendswood's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Frisco</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Garland</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Grand Prairie</a>	<a href="#">Grand Prairie's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Harker Heights</a>	<a href="#">Harker Heights' Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Harlingen</a>	<a href="#">Harlingen's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Heath</a>	<a href="#">Heath's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Highland Park</a>	<a href="#">Highland Park's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Horseshoe Bay</a>	<a href="#">Horseshoe Bay's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Houston</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Huntsville</a>	<a href="#">Huntsville's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Hutto</a>	<a href="#">Hutto's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
		<a href="#">Budget</a>

<a href="#">Idalou</a>	<a href="#">Idalou's Gold Scorecard</a>	<a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Irving</a>	<a href="#">Irving's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Jersey Village</a>	<a href="#">Jersey Village's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Keller</a>	<a href="#">Keller's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Killeen</a>	<a href="#">Killeen's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Kirby</a>	<a href="#">Kirby's Silver Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Lake Jackson</a>	<a href="#">Lake Jackson's Gold Scorecard</a>	<a href="#">Budget (PDF)</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Lakeway</a>	<a href="#">Lakeway's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Laredo</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">League City</a>	<a href="#">League City's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Lewisville</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Longview</a>	<a href="#">Longview's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Lubbock</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Lucas</a>	<a href="#">Lucas's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Lufkin</a>	<a href="#">Lufkin's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">McAllen</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">McKinney</a>	<a href="#">McKinney's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Mesquite</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Midland</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Mission</a>		<a href="#">Budget</a> <a href="#">Financial Report (PDF)</a>
<a href="#">Missouri City</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Nacogdoches</a>	<a href="#">Nacogdoches's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Odessa</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Olmos Park</a>	<a href="#">Olmos Park's Bronze Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Pasadena</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Pearland</a>		<a href="#">Budget</a> <a href="#">Financial Report</a>
<a href="#">Pharr</a>	<a href="#">Pharr's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Plano</a>	<a href="#">Plano's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
<a href="#">Reno</a>	<a href="#">Reno's Gold Scorecard</a>	<a href="#">Budget</a> <a href="#">Financial Report</a> <a href="#">Check Register</a>
		<a href="#">Budget</a>

<a href="#">Richardson</a>		<a href="#">Financial Report</a>
<a href="#">Round Rock</a>	<a href="#">Round Rock's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">San Angelo</a>	<a href="#">San Angelo's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">San Antonio</a>		<a href="#">Budget Financial Report</a>
<a href="#">Seabrook</a>	<a href="#">Seabrook's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Sealy</a>	<a href="#">Sealy's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Stephenville</a>	<a href="#">Stephenville's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Sugar Land</a>		<a href="#">Budget Financial Report</a> (click Publications)
<a href="#">Temple</a>	<a href="#">Temple's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">The Colony</a>	<a href="#">The Colony's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Tyler</a>	<a href="#">Tyler's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Vinton</a>	<a href="#">Vinton's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">Waco</a>		<a href="#">Budget (PDF) Financial Report</a>
<a href="#">Weatherford</a>	<a href="#">Weatherford's Gold Scorecard</a>	<a href="#">Budget Financial Report Check Register</a>
<a href="#">West University Place</a>	<a href="#">West University Place's Bronze Scorecard</a>	<a href="#">Budget (PDF) Financial Report</a>
<a href="#">Whitehouse</a>	<a href="#">Whitehouse's Gold Scorecard</a>	<a href="#">Budget (PDF) Financial Report (PDF) Check Register (PDF)</a>
<a href="#">White Settlement</a>	<a href="#">White Settlement's Silver Scorecard</a>	<a href="#">Budget Financial Report</a>
<a href="#">Wichita Falls</a>		<a href="#">Budget Financial Report</a>
<a href="#">The Woodlands</a>		<a href="#">Budget Financial Report</a>

Source: Texas State Data Center (Population Estimate for July 1, 2007)

Required Plug-ins  
[ [Adobe Reader](#) ]

[Texas.gov](#) | [Statewide Search from the Texas State Library](#) | [State Link Policy](#) | [Texas Homeland Security](#) | [Report Fraud](#)

**Susan Combs**, Texas Comptroller • [Window on State Government](#) • [Contact Us](#)  
[Privacy and Security Policy](#) | [Accessibility Policy](#) | [Link Policy](#) | [Public Information Act](#) | [Compact with Texans](#)

# Council Agenda Item: #WS2

**AGENDA CAPTION:**

Presentation and discussion of the 2010 America In Bloom "Package Your Community for Success" Beautification Program.

**FINANCIAL IMPACT:**

N/A.

**BACKGROUND:**

N/A.

**RECOMMENDATION:**

N/A.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

- [Cover Memo](#)
- [Final Evaluation](#)
- [AIB Participation Guide](#)

Type:

- Backup Material
- Backup Material
- Backup Material

**SUMMARY:**

Staff, on behalf of the Addison Arbor Foundation, registered the Town of Addison for the 2010 America in Bloom “Package Your Community for Success” national beautification competition for communities with populations ranging from 10,001-15,000.

Mr. Jack Clasen, a visiting America in Bloom judge, will present and answer the Council’s questions about the program.

**BACKGROUND:**

Staff registered Addison in the America in Bloom “participant only” category in the 2009 competition to gain an unbiased perspective on how the town measured up to the following America in Bloom judging criteria:

- **Tidiness Effort**
- **Environmental Effort**
- **Community Involvement**
- **Heritage**
- **Urban Forestry**
- **Landscaped Areas**
- **Floral Display**
- **Turf and Ground Cover Areas.**

The 2009 Evaluation Form is attached For the Council’s review.

The awards will be announced in September 2010 in St. Louis, Missouri.



## 2009 EVALUATION FORM

**Municipality:** Addison, Texas

**Population Category:** 15,001 – 20,000

**Bloom Rating:** Participant-Only Category

*The municipality will be judged based on efforts in management, planning, maintenance, improvement, and innovation of the following:*

**Municipality's representatives met:**

Slade Strickland, Director of Parks and Recreation Town of Addison

Joe Chow, Mayor

Lea Dunn, Assistant Town Manager

**Judges:**

*Diane Clasen*

*Marlborough Packard*

**Visiting date:**

June 8 & 9, 2009

## **General Comments and Suggestions:**

The beauty of the Town of Addison, Texas and the obvious depth of planning and commitment inherent make Addison a showplace on the prairie. The community with its welcoming and competent representatives made judging here a pleasant and rewarding experience.

A mere 4.4 square miles, Addison provides a big punch with its high quality residential neighborhoods, its hundreds of businesses including many corporate or regional headquarters, its over 170 restaurants and over 20 hotels, and its many events including three major events annually. This town of 15,000 residents daily serves an estimated 200,000 business people, shoppers, and visitors. To add to this exciting mix, the Town of Addison is the owner of the country's second busiest general aviation airport. Optimally positioned in the Dallas North Parkway area, less than 15 miles from downtown Dallas, Addison is successfully leveraging its cosmopolitan uptown image.

Worthy of mention is "The Addison Way", a delivering of impeccable service and product. The Addison Way" attitude is a central pillar of the way things are done in Addison. It is a style of delivery referred to offhandedly by members of all sectors and at all levels in the community.

*The first and perhaps most important suggestion is to encourage the Town of Addison to enter the America in Bloom Competition next year as a full competitor. The works already completed combined with the projects planned and under construction demonstrate attention to quality and respect for the natural and manmade environment. Addison would be a very serious competitor in its class.*

*The second general suggestion is addressed in some of the criteria and is reinforced here. Efforts toward "branding" with the "Addison Blue" color at gateways and throughout the town could be continued and expanded to create "in an instant", even on a subconscious level, the realization that the individual is in a special place.*

*Diane Clasen*  
**Coordinating Judge**

## **1. Tidiness Effort**

Green spaces, medians and boulevard strips, streets, sidewalks, curbs, ditches, road shoulders, signage (in good repair, sufficient, etc.), scrap yards, unattended and vacant lots, buildings, garbage receptacles and disposal, lack of weeds and noxious weeds, litter, dog fouling, notices/posters, graffiti, vandalism, general maintenance of the hardscape (such as lamp posts, benches, etc.).

*Comments and suggestions:*

### **Municipal**

Nearly the entire Town of Addison was clean, orderly, and litter free.

Graffiti mitigation was effective as very little graffiti was observed.

Signage was in good repair and user friendly.

Public roads, sidewalks, and trails were clean, neatly paved, and very attractively landscaped.

Vacant lots seemed to be monitored, and were mowed and fenced.

Weeds were few and far between and evidence of an ongoing mitigation program was obvious. Noxious yellow nutsedge, Dallas grass, and poison oak are fairly well controlled, but were seen in the beds at the Athletic Club's outdoor pool.

The hardscape was in good repair with successful efforts made to paint the traffic signal supports a neutral color so as to make them less obtrusive.

All of the street and path lighting was well designed and complimented the environment.

*Perhaps these same lighting fixtures could be painted with the refreshing signature "Addison Blue" color of some of the large sculptural and structural elements found in Addison. This would easily create, almost subconsciously, the sense that you are in or are entering the Town of Addison.*

The municipal buildings are well maintained and are all expertly landscaped.

Addison is effectively using utility easements for dog parks and as areas through which trails can be built to further connect schools, shopping, and other trails throughout the community.

The municipality has done an outstanding job of providing many, conveniently located dog waste collection stations.

Homeowners have several active homeowners associations that actively work with the city towards beautification. *Awards might be a useful tool in recruiting even more volunteer participation.*

*Creating unique bus stops as signature spaces would support and encourage Addison's*

*commitment to alternative commuting, shopping, and traveling.*

## **Commercial**

The commercial sector built after landscape ordinances were put in place are beautiful, clean, tidy, and in very good condition.

Dumpsters are screened from view.

Buildings facing Inwood Road and some of the railroad corridor buildings reflect the less stringent attention to design and landscape of Addison's earlier history. Almost all of these older buildings show signs of deferred maintenance. *A suggestion would be for the municipality to develop a program of low interest loans for façade and landscaping to encourage these business owners to improve the appearance of their establishments and grounds.*

## **Residential**

In general residential properties are in good to excellent condition. *Single family residence awards and multifamily residence awards for tidiness and beautification efforts would be a way to increase appearances.*

Residents are commended for their attention to cleaning up after their pets.

In at least one neighborhood common areas were ceded to the city to provide landscaping, consistent with the city standards.

## **2. Environmental Effort**

Sustainable development: Policies and by-laws, waste reduction, sanitary landfill, hazardous waste collection (oil, paint, chemicals, used batteries, etc), sewage disposal, transfer/recycle stations, recycling (paper, glass, metal, plastic, electronics, etc), composting, Integrated Pest Management (IPM), water source and conservation, naturalization, air quality issues, environmental clean up activities, controlled burns, environmentally friendly transportation.

*Comments and suggestions:*

### **Municipal**

When contacted by residents the Town of Addison will pick up curbside brush within 48 hours. This brush is then chipped and used on beds throughout the community.

For the past four years the EarthKind Environmental Landscape Management philosophy has been applied to soil enhancement so nutrients in the local soil are more readily available to landscape plants and so less water is needed to sustain the landscape. The research-based EarthKind model stresses soil preparation (tilling 3-5 inches of finished compost into soil) and avoiding fertilizers and pesticides. Once plants are in the ground, a 3 inch thick layer of mulch is applied. When possible mulch made from local trees is recommended because it contains the soil microbes needed to decompose local plant material quickly and efficiently. As the mulch decomposes it provides nutrients for plants and for earthworms. Keeping the mulch at a 3 inch depth provides necessary nutrients and eliminates the need for fertilizers. Healthy plants have fewer pest problems.

Addison has a state of the art weather station which controls their irrigation systems based on feedback related to temperature, humidity, wind, and precipitation.

Addison has adopted a clean fleet vehicle policy purchasing electric hybrid and flex-fuel vehicles which generate far fewer carbon emissions than traditional fuel vehicles.

Educating residents and businesses by example is part of a strong commitment made by the local government. EarthKind Roses, xeriscaping, and expanded shale soil additives are some examples of the government's lead by example educational programs.

The implementation of Dark Sky lighting is a positive step towards maintaining a suburban feel in this urban environment

*A municipal composting program using city plant waste with opportunities for the community to use the finished product would be a way to use vegetative material now discarded.*

*The various contractors who tend the municipal and residential landscape should be strongly encouraged to contribute to the recycling of yard waste.*

*Expanded efforts to involve the commercial sector of Addison in the recycling program would greatly compliment the residential effort.*

## **Commercial**

Recent construction of LEED certified housing is certainly a positive step. The expression of support by the city encourages other developers to follow this model of environmental responsibility.

*Code and ordinance changes to require environmentally sound building practices on new construction and remodeled buildings would provide the city a leadership role in the effort to tame waste and pollution problems.*

*Thought could be given to making recycling an easy and natural part of businesses' waste programs.*

## **Residential**

Recycling of appropriate household trash is an active and fiscally successful program.

*Thought could be given to making recycling an easy and natural part of multifamily residential units' waste programs.*

*A city sponsored composting program using residential yard waste other than brush to create a stockpile of usable organic soil conditioner would utilize a resource currently discarded. The heavy clay soil would benefit from this organic addition.*

### **3. Community Involvement**

Citizen's involvement in projects for the betterment and enjoyment of the entire community; AIB committee, horticulture/garden clubs, 4-H, school children, seniors, service groups, etc.; volunteers involved in long and short term projects & recreational programs (e.g., Family Day, Clean-Up Day, etc.).

*Comments and suggestions:*

#### **Municipal**

Volunteer efforts range from community maintenance of dog waste facilities in dog parks to community monitoring of trail lighting.

While Addison does not have a designated AIB committee the entire city government seems to be supportive and involved.

The city has also used the expertise of Master Gardeners who reside in the community.

The Addison Arbor Foundation plays a strong role in supporting the landscape of the town's parks and greenways.

*A small but stable group of long term residents exists in Addison who participates in group activities at the Athletic Club. An outreach to this group may provide a wealth of community members willing to work with the city at various levels toward maintaining the beauty of the city.*

#### **Commercial**

Support from local sponsors such as Mary Kay and other corporate entities have been positive.

The sharing of commercial parking spaces during major events has been a common contribution which is appreciated by the participants at these events.

*More active solicitation of local businesses and corporations, hotels, and restaurants may result in stronger volunteer participation by these institutions.*

*Many of the homes in Addison are "second homes" which suggests that the owners may have connections to the corporate world and may have contacts that could facilitate greater involvement in Addison.*

#### **Residential**

The community is very involved in the activities at the Athletic Club and participation is enjoyed by residents of all ages.

The small residential population of the community and the proximity to a large metropolitan area (Dallas) creates a competitive situation whereby many of the usual community participation opportunities occur outside of Addison.

*Carefully constructed partnerships with surrounding communities offering community involvement activities may be possible. These partnerships at their best would appreciate and mitigate the population disparities.*

*Addison has an ideal location for a community garden at North Addison Park where there is a modern sculpture of a family farm house which acts as a picnic patio, actual sculptures of “food pyramids”, and eye level depictions of members of the different food groups. What a terrific location to continue teaching about healthy food through a “hands on” community garden.*

#### **4. Heritage**

Museums, archives, history books & interpretative programs; policies & by-laws; resource availability; preservation & restoration of buildings, homes, churches, cemeteries; heritage sites and/or monuments; heritage parks, gardens & trees; artifacts; historical society; heritage advisory committee, etc.

*Comments and suggestions:*

#### **Municipal**

Since Addison, Texas is essentially a brand-new community with an identity rooted in the late 20<sup>th</sup> century, “heritage” in the traditional sense of the word, does not really apply. The vast majority of heritage is yet to happen in Addison with created heritage building and a sense of identity just coming into its own. Intelligently planned and sharply focused on creating a sense of place Addison is moving brilliantly toward the future.

The citizens and planners are using the same concepts that have created the most successful of American cities. The town’s planning begins with a close look at resources, opportunities, and deficits. After a detailed assessment is made, the march forward begins. Addison’s assets include a sophisticated transportation system, neighboring communities who did not sell alcohol, and a stock of developable land. In addition the town has been able to offer a very competitive tax rate. The deficits include a small geographic footprint and no established economic base. The careful mix of commercial, residential, and corporate entities combined with the ability to serve alcohol with dinner makes Addison a natural for the 170+ restaurants in this four and one half square mile town. These restaurants serve the greater Dallas metropolitan area as well as many hotel guests.

A key decision made by Addison was to become a premier stage for events of all sizes. The suburban yet urban setting, landscaped to perfection, makes this a pleasant venue for a variety of events.

A few remnants from Addison’s past still exist. They consist of an old parsonage from an African-American chapel, an adaptively rehabilitated bank and school, and the historic Stone Cottage at the theater. The cottage has been renovated and is in use at the theater complex. Much of the building has been altered, preventing official historic recognition. However, it still retains many of its character defining elements and remains a useful addition to Addison.

*Efforts to restore the parsonage would create a useable space and at the same time refer to an earlier less hectic time in Addison.*

*Efforts to encourage continued use of the schoolhouse and bank as recognizable fragments of the past would create a meaningful counterpoint to the modernity that surrounds them.*

In the historic landscape a few groves of native trees and a few naturalized wooded areas remain. Several large and ancient trees in the remnant areas have been dedicated as memorials.

## **Commercial**

The only current use of historic structures is the occupation of the bank, school, stone cottage, and town hall.

*Addison might consider a façade easement program to maintain these as recognizable elements of the past.*

*Commercial sponsorship of sidewalk signage similar to the railroad stops currently in place would provide site specific reminders of the former uses of various parts of the city.*

## **Residential**

Since very few of the current residences meet the criteria for historic designation community participation is moot.

The Town Hall retains all of its original residential charm and is sited in the proper context. This is perhaps the best example of an earlier period in Addison's history.

*Addison is event oriented and has roots in the railroad and cotton culture. These historic topics may inspire themes for future events.*

## **5. Urban Forestry**

Written policies, by-laws & regulations, long & short term plans; distribution, variety & suitability of trees; new plantings; urban tree program; qualified personnel or access to trained individual(s); inventory or database; frequency of surveys; care & maintenance programs; preservation of heritage trees & woodlots; scheduled succession plantings.

*Comments and suggestions:*

### **Municipal**

Urban forestry practices are sophisticated, of high quality, and informed by a clear philosophy.

Practices are supported by regulations which appear to have widespread public support.

A plan of action is evident in the urban forest itself. Prior to the development of Addison no forest existed save for a few naturalized trees on former habitation sites and along White Rock Creek. These remnant bits of forest are preserved and are part of the park system. All other trees have been planted by the city.

Addison is located in the Texas Blackland Prairie Ecological Region and so was prairie in the past with the soil not suitable for tree growth. The forest that now exists in Addison is well researched and the varieties of trees are suitable for the soil and water available in this arid climate.

Considering the small size of Addison the number of inventoried trees is surprising. The process of tending and maintain the forest is ongoing and dynamic. At least 8,000 trees have been planted over the past few decades. As trees experience trauma or disease they are replaced with appropriate specimens. And when a tree is not suitable overall, or is not sited in an appropriate location, a new more compatible choice is made.

All personnel involved in the planning, protection, and maintenance of the urban forest are trained and either licensed or certified. Additionally, these employees have many years of experience and continuing education.

*With the understanding that trees have spacing needs in order to be healthy and grow to a desired shape some of the tree plantings were in obvious rows. The regularity of the row planting of these trees might be softened by an understory planting or path and sightline realignment.*

*The variety of tree plantings was impressive as were the many trees in the natural areas.*

*Tree identification signage would enhance the park users' experience.*

*In Celestial Park tree labels were seen however the accompanying trees had been removed and not replaced.*

*Periodic oases of trees would provide much needed shade, particularly near playground equipment, benches, and picnic tables.*

## **Commercial**

With the exception of some older industrial areas, all of the commercial tree forest is within or exceeds the standards set by regulation.

The municipal, commercial, and residential forest flows seamlessly.

The Mary Kay Corporation donated trees for the front of the historic stone cottage. *Other corporations could be encouraged to follow Mary Kay's lead as good corporate citizens as well as for the positive public recognition that results.*

The mall area tenants are conflicted by the perception that visibility of commercial space is compromised by trees adjacent to the road and the need for roadside forest continuity.

*Further education about signage and perhaps an incentive program for the merchants to adopt a system that allows appropriate trees and information to coexist would benefit all parties.*

*Presentation of several design choices for the merchants to choose from may foster a greater sense of ownership of the solution.*

## **Residential**

The residential urban forest is healthy and blends smoothly with municipal and commercial areas.

The municipal responsibility for the tree lawn and common spaces in much of the residential area places much of the single family tree contribution in the rear of the home so, other than the crown, much is shielded by the home. Some public areas do permit a view of backyards and the trees observed all contributed in a positive way to the forest.

*Arbor Day tree planting by the community in conjunction with the Parks Department would be a positive way to introduce a personal relationship between individuals (young and old) and trees.*

## **6. Landscaped Areas**

Overall design & suitability for location/use; native & introduced materials; good use of design principles (i.e., balance of plant material & constructed elements, (harmony, color, texture, shape, etc.); tasteful integration of hardscapes; lighting; art elements; high standards of maintenance (no weeds, good mulching practices, clean edges); site rejuvenation & rehabilitation.

*Comments and suggestions:*

### **Municipal**

Landscaped areas demonstrated thought, planning and a clear sense of design. The conceptual aspect of the design was clear and evident throughout the city. Landscaped areas were evenly spread across the city and exhibited a wide variety of species suitable to the climate and geology of Addison. Many areas support sustainable species and demonstrate the implementation of eco-design concepts.

Rejuvenation and rehabilitation, where appropriate, was evident across the city and all city personnel are highly trained and qualified to tend to the extensive landscaped areas.

Training is emphasized as is compliance with state and federal regulations.

Maintenance was clearly an ongoing process guided by both preplanning and response to immediate need.

Pride of workmanship was evident in all personnel encountered.

*The many park paths and trails seem well designed for both pedestrian and bicycle traffic. The provision of bicycle racks at appropriate locations along the paths and at destination points would encourage cyclists to use the fine facilities provided.*

*Some areas on both the paths and in the parks would be more comfortable for users with either hardscape shade provisions or relocation of some seating to shaded areas.*

*While very little litter was observed anywhere in Addison, providing more strategic waste receptacles, ideally including provision for recycling, would offer a convenient way to dispose of refuse and enhance recycling efforts.*

*Painting some hardscape objects with a signature color would help to brand the area as Addison. (“Addison Blue”?)*

*Research on trail and path connections and the potential use may help inform choices in construction and connection. If you build it will they come?*

## **Commercial**

All new commercial and multifamily units present the same high quality landscaping as the municipality, in most places the two blend seamlessly.

The commercial landscape at the city center is bold, innovative, and offers sculpture of a scale usually not sustainable in the city budget.

The blend of commercial and municipal landscape creates a true sense of civilitas in Addison.

*The older commercial areas should continue to be monitored closely and short of compliance with current regulations should be kept clean and debris free.*

## **Residential**

All single family residential areas displayed excellent landscaping. The design was either professionally executed or reflected skilled homeowner attention.

Multifamily units were all acceptable ranging from good in the older units to superior on some of the newer construction. All multi-family neighborhoods were pleasant and welcoming and in a well maintained condition. *Municipal recognition of special efforts at multi-family sites would add value to those sites and create a positive competition for excellence in landscape consistent with the "Addison Way".*

*Owners should be offered instruction on good composting techniques, mulching, and trimming techniques. This could be accomplished through classroom instruction or in brochure or booklet form.*

## **7. Floral Displays**

Arrangement, originality, distribution, location, diversity, balance, harmony, high quality maintenance, flower beds, carpet bedding, containers, baskets, window boxes, good use and integration of annuals, perennials, bulbs, and ornamental grasses.

*Comments and suggestions:*

### **Municipal**

Floral displays are tended to by the same employees who tend the urban forest and they are equally as well trained in this aspect. They are licensed and certified and remain aware of regulations and laws as they apply to floriculture.

Floral displays are an integrated part of the whole landscape process in Addison and a harmonious part of the whole. The design concepts are solid and professional and delight the senses. The seasons are reflected in the displays and the plants are suitable for the climate and soil. Floral displays are changed two-three times per year according to season.

*Edgy designs that relate to Addison's three big events could reinforce the dynamism of Addison and of these popular attractions and serve as a living reminder of the upcoming spectacular.*

*Unique color schemes and stand alone displays would emphasize the excellent but more traditional floral displays in the city.*

### **Commercial**

Commercial floral displays were less ubiquitous than the municipal displays but all were professional and well conceived.

*A competition during the holidays or some other time might provide the commercial residents the motivation needed to go the extra mile once a year in their displays.*

### **Residential**

Residential floral displays exhibit a high degree of sophistication and skill. Creative expressions abound in the residential sector and the displays were fresh and vital and fit comfortably in the landscape.

All displays were maintained at a high level.

*The residential floral displays could be further supported by the city with monthly awards for themes: (KaBoom, Taste of Addison, or seasonal expressions.)*

*An annual choice of color(s) or flower could encourage more involvement in floral displays, particularly in multifamily buildings.*

*Instruction in container gardening by the Master Gardeners or a similar group could help those residents with little or no places to garden realize that they too can have a garden. This forum could provide education about which plants would be most successful considering climate parameters.*

## **8. Turf and Ground Cover Areas**

Quality of turf as well as use of naturalization, ground covers and wildflowers; good turf management practices (maintenance, mowing height/frequency, use of Integrated Pest Management [IPM], fertilization program, irrigation, water restrictions, etc.); sport fields, athletic parks, and other active & passive recreation areas maintained to appropriate specifications.

*Comments and suggestions:*

### **Municipal**

The quality of turf and groundcovers in most locations was excellent. The use of different turf types and the willingness to try different turf covers for better performance is notable.

All turf was maintained in excellent condition. All active use areas have the most effective turf applications.

Turf management is scheduled and timely as is attention to efficient water and fertilizer use. During drought, water conservation is practiced as is enforcement of night time watering only.

Experimentation with a variety of groundcovers has led to very successful groundcovers in an environment with many varying needs. The installation of successful groundcovers is ongoing and the high cost of groundcover plants results in a delay of planting in all areas of need.

The city has a highly trained irrigation staff to complement their state of the art weather station monitoring system.

All city workers are fully trained in safe pesticide use which includes meticulous record keeping of material use and exposure.

Mulching covers are widely used and conserve moisture, prevent erosion, and provide pleasant visual and walking experiences. The mulch is produced by the city and often includes the leafy plant parts. The use of leafy mulch reintroduces nitrogen and other nutrients into the soil at no extra cost.

*Not all areas needing mulch have been attended to. A schedule of monitoring and maintenance of mulched areas, similar to the mowing and weeding program, would make the mulching program as successful as other endeavors.*

*More use of native grasses, such as buffalo grass would present an opportunity for the residents to view native, naturalized prairie. This type of treatment would depend on monitoring to remove non-native species.*

### **Commercial**

The commercial turf, mulch, and groundcover are consistently in very good condition.

Commercial areas are maintained by service contracts and consist of much smaller surfaces than the municipal properties. Maintenance of these properties is similar to residential areas in that the focus is smaller and more easily managed.

Groundcover displays using traditional materials were well executed and maintained.

*Attempts at naturalization on commercial sites were not observed and is recommended.*

*Periodic concept changes with a variety of groundcovers would convey a more dynamic corporate image while demonstrating to the public an awareness of place and sensitivity to the community.*

*This corporate “leading by example” could result in an increased interactivity between the community and the corporate entity.*

## **Residential**

Single family residential turf and groundcover demonstrated careful attention to detail and visual stability. The home as castle, with proper and respectful grounds, seemed to be the common thread in the several distinct neighborhoods. Each groundcover and turf design was unique to the home reflecting the individuality of the owner.

The concept of cooperative and collaborative design with individuality respected was experienced in each separate residential community.

Multi-family housing mirrored less of the individual aspirations of the tenants, but it expressed the carefully designed comfort of collective agreement on safe and comfortable turf and groundcover arrangements.

*Commercial turf and groundcover practices are focused on practical as well as aesthetic goals while single family arrangements serve a very specific audience.*

## Questions on organization:

Yes No N/A

- .   Were the judges provided with the completed 'Municipal Information Form' prior to their arrival? *The judges appreciated receiving the community portfolio prior to the time they began traveling so they could prepare for their visit to Addison.*
- .   Was there an initial orientation meeting with introductions?
- .  Was this with the mayor and/or members of council?
- .   or the AIB committee?
- .   Were the judges given a schedule and map of tour at first meeting? *A map delineating each day's tour provides an opportunity for the judges to get their bearings & to have an idea of what to expect during their visit. This also provides a forum to discuss any adjustments. FYI, in the future--it is helpful if the judges are dropped off at their hotel for a bit of time to review your community's materials and to freshen up after they are picked up and before touring begins.*
- .   Did the itinerary provide for seeing about 80 percent of the community?
- .   Was the guide knowledgeable about the community and horticultural aspects?
- .   Were the judges able to ask questions and modify the schedule if they felt there was not enough time spent on a judging criteria?
- .  Did the judges meet with the media?
- .   Were the judges asked to give presentations?
- .   Were the judges able to meet with and talk to volunteers?
- .   Was enough time allotted to view the community?
- .   Was enough time allotted to complete the evaluation forms in a quiet place?
- .   Were the judges given an opportunity to contact the next municipality?

## **DEFINITIONS**

-- **Municipality/Public properties:** Parks and open spaces, roads, roadsides, sidewalks, cemeteries, schools and sports facilities, empty lots and brownfields. (*Municipal employees*). Includes -- **Institutional:** hospitals, churches, military bases, assisted living, universities & colleges

-- **Commercial Sector:** shopping centers, stores, office buildings, restaurants, service stations, railway and bus stations (*Owners/staff*).

Includes - **Industrial:** refineries, chemical and manufacturing plants, mining, etc.

-- **Private properties/Citizens:** Residences, condominiums, town houses, planned communities, apartment buildings, gated communities, manufactured home communities

America in Bloom ... Planting Pride in Our Communities  
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## Package Your Community for Success

with America in Bloom®

### Participation Guide

America in Bloom is an independent, non-profit 501(c)(3) organization dedicated to promoting nationwide beautification programs and personal and community involvement through the use of flowers, plants, trees, and other environmental and lifestyle enhancements. America in Bloom provides educational programs, resources, and the challenge of a friendly competition between participating communities across the country.



## Will America in Bloom participation Make a Difference in your community?

Participants have experienced:

- increased civic pride and community involvement
- better cooperation among municipal government, organizations, business, and private citizens ... everyone works toward a common goal: a better place to live, work, play, and visit
- visible results
- valuable information and feedback from judges
- increased property values
- increased economic development and a positive impact on the retail industry
- increased tourism and a positive impact on hospitality industry
- decreased vandalism
- information and cultural exchanges with neighboring, national, and international communities



## How does America in Bloom work?

*Utica, New York*

Your Community:

- registers to participate in America in Bloom
- pays a registration fee according to population size
- receives information and guidance from AIB
- welcomes qualified AIB judges when they visit your community to evaluate its efforts
- sends representatives to an Educational Symposium and Awards Ceremony
- receives recognition for your efforts
- is declared an America in Bloom Champion if it receives the highest score in your population category
- receives a detailed report evaluating efforts, including recommendations for future activities

## How to involve your community in America in Bloom

### Step 1: Participation starts with you

- visit [www.americainbloom.org](http://www.americainbloom.org) for detailed program information

### Step 2: Form a local AIB Committee

- a typical organizing committee is comprised of resourceful local citizens dedicated to improving their community
- suggested committee members include: member of municipal council, members of associations, businesses, organizations interested in horticulture, heritage, and improving community life, volunteers, media

### Step 3: Involve Your Municipality

- contact municipal departments (parks and recreation, economic development, tourism) about AIB participation
- communicate your municipality's responsibilities:
  - support of town council
  - encourage community involvement
  - prepare for the judging in April, May, June or July.
  - provide lodging for one to three nights (depending on community size) for two judges
  - provide transportation for the judges while in your community

*Bemidji, Minnesota*





*Be recognized at the Symposium and Awards Program.*

#### Step 4: Register your community

- registration form available online at [www.americainbloom.org](http://www.americainbloom.org)
- register to enter the contest or select the new participant-only category
- participant-only category:
  - receives evaluation but does not receive score or bloom rating
  - does not receive an award at symposium
- your committee receives the AIB Registration Package which includes everything you need to get started, including:
  - evaluation grid (what the judges look for)
  - how to organize an effective working committee
  - ideas and suggestions for a local contest involving the entire community
  - examples of successful efforts from other communities

**NEW!**

#### Step 5: Survey your community

- look at your community with "new eyes"
- determine what enhancement programs are already active (ie. Arbor Day, Keep America Beautiful, local clean-up initiatives, etc.)

- inventory your community's assets, interests, and abilities in each of the eight evaluation criteriane

#### Step 6: Work together to plan

- develop a list of projects
- keep plans simple and focused
- don't try to "do it all at once"; best results come from ongoing efforts
- develop a plan to:
  - encourage volunteers
  - inform the media
  - attract business partnerships
  - attract partnering organizations

#### Step 7: Fulfillment

- implement your plans throughout the year
- involve your entire community
- involve the media
- shared purpose is fun, meaningful, and gets things done

#### Step 8: Host the judges

- prepare materials for the judges that reflect all criteria on the evaluation grid
- make good use of the time they are in your community
- judges' tour and activities should take into account all of the categories on the evaluation grid

#### Step 9: The Educational Symposium and Awards Ceremony

- hosted by a different AIB city each year in the fall
- informative community improvement and beautification symposium
- tours of the host city
- all AIB participants and interested persons are invited to attend
- valuable opportunity to exchange information with colleagues from other municipalities
- all contestants receive recognition with a special mention for excellent achievement
- winners receive a trophy
- all communities are showcased and promoted
- media alerted by America in Bloom

#### Step 10: Celebrate the pride you planted in your community

- America in Bloom is more than winning an award
- recognize and celebrate the efforts of everyone in your community who helped make a difference
- celebrate the pride of the results
- review the Judge's Evaluation, a valuable benchmark of how you did, and where to improve in the future
- register to enter your community the following year

## What participants have said...

*"The City of Loveland was a AIB national winner. We appreciate this honor! As a former Loveland Council Member and Mayor ... I can honestly say that the 25-page AIB document that we had received from our judges was the most extensive, in depth, and well written evaluation of the City that I have ever seen. It was better than other city-hired/well-paid consultants' reports that I had received over the many years of my city government service."*

- Donna Lajcak, Loveland, Ohio

*"... America in Bloom has been a great program to get the whole community involved and enthused over the appearance and beauty of the city. Our Mayor, Dennis Clough is very supportive of the program which has become infectious with many positive results."*

- Robert Perry, Director of Planning and Economic Development, City of Westlake, Ohio

*"As a city planner it was good exercise for my skills, my community was rewarded by winning the Jefferson Award for volunteerism and our business corridor initiated a business association to further the work that had begun."*

- Sherrie Cochran, City Planner, Tupelo, Mississippi

*"I looked at my community with new eyes when the judges were here."*

- Carol Potter, Director of Cadillac Visitors Bureau, Cadillac, Michigan

*"Besides the fun facts that we all found out about our city, we asked our city to pull together and make a difference in many areas, especially in community involvement."*

- Lori Inks, Rocky River, Ohio

*"Yes, we found the experience was very rewarding for our community ... We learned this year ... that City Officials respond better to "some of the needs in the community" when judges are coming in to check on us! ... some of our plans that were developed because of AIB were brought to fruition this year ... I sincerely do not believe any of this would have been accomplished if we had not begun "building pride in our community" through AIB participation ... Actually, we (the volunteers) used the judge's visit as a tool to get the city to do extra cleaning and landscaping projects that should have been done regularly."*

- Judy Hulsey, Lavonia, Georgia



*Grand Central Partnership, New York City*

## Why Judges?

- to offer hands-on advice and encouragement
- to provide qualitative evaluations
- community inspection takes place during April, May, June, or July (depending on your climate)
- a team of two qualified AIB

- judges will visit each community in a population category
- judges review efforts in the entire community, municipal departments, commercial sector, service organizations and clubs, and volunteer groups

## Who are the Judges?

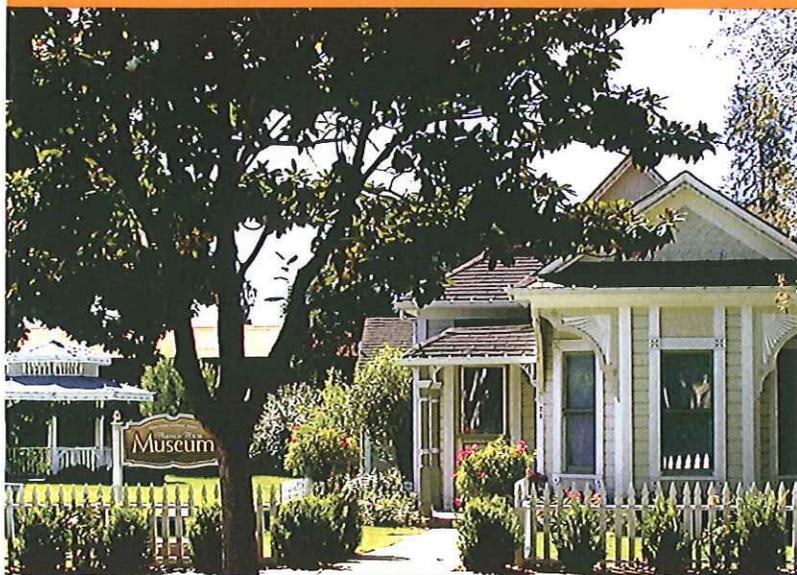
- qualified horticulture professionals including extension agents, master gardeners, arborists, parks superintendents
- volunteer their time, expertise, and experience
- dedicated to community involvement and improvement

# What do the Judges Look for During Their Visit

*Eight America in Bloom categories are evaluated:*

## 1 Floral Displays

- arrangements, originality, distribution, location of flowers
- color, variety, harmony
- maintenance of flowerbeds, planters, containers, and window boxes



*Arroyo Grande, California*

## 2 Tidiness

- greenspaces, medians, boulevards, sidewalks, streets, ditches, road shoulders
- amount of garbage, debris, and weeds
- amount of visual clutter: signage, posted notices, graffiti

## 3 Landscaped Areas

- overall design and plant suitability for location and use
- harmony, color, texture, shape
- tasteful integration of art elements
- high standards of maintenance

## 4 Urban Forestry

- municipal policies, bylaws, and regulation plans - both short and long term
- distribution of trees, variety, suitability
- new plantings, main street programs, new survey developments
- preservation of heritage trees, woodlots, and re-planting procedures
- proper maintenance practices

## 5 Heritage

- museums, archives, history books, and historical society
- policies and bylaws on preservation and restoration of buildings, homes, churches, cemeteries, sites, parks, heritage gardens, trees, monuments, and artifacts

## 6 Community

- children, teens, adults, seniors
- horticulture and garden clubs
- service organizations
- local business community

## 7 Turf & Groundcovers

- conditions of turf on sports fields, parks, cemeteries, residential and business properties
- IPM (Integrated Pest Management), fertilization programs, irrigation, and watering methods
- naturalization, use of groundcovers and wildflowers

## 8 Environmental Effort

- best practices including policies and bylaws on waste reduction
- landfills, hazardous waste handling, sewage disposal, recycling and transfer stations
- water sources and conservation, naturalization



*Aurora, Indiana*



*Red Wing, Minnesota*

## Help is available

- America in Bloom introductory video
- Talk to an AIB Judge
- Online: [www.americainbloom.org](http://www.americainbloom.org)
- America in Bloom Help Desk:  
(614) 487-1117

Package  
Your Community  
with America in Bloom®



For more information, contact  
the AIB office at  
**614-487-1117, fax 614-487-1216,**  
or email [aib@ofa.org](mailto:aib@ofa.org)

Please visit AIB's web site at  
**[www.americainbloom.org](http://www.americainbloom.org)**

# Council Agenda Item: #R 2a

## AGENDA CAPTION:

Consideration and approval to award a bid for an annual service agreement in an amount estimated to be \$65,000.00, with the ability to review for four additional one-year terms at the same terms and conditions, to Illumination by Greenlee to provide for parks outdoor lighting maintenance.

## FINANCIAL IMPACT:

This is a budgeted item in the parks department's operations budget totaling \$65,000.

## BACKGROUND:

The previous annual service agreement, which was awarded in 2008 to Kana Electric, LLC, was up for renewal on June 1, 2010. Due to the nature of the economy, staff believed that by re-bidding this contract a better value for the Town could possibly be realized. This was indeed the case, as Illuminations By Greenlee's bulb prices are 23% less than Kana's bulb prices, and Greenlee's ballast prices are almost 50% less. Staff's annual budget estimate is \$65,000, but it should end up being less than this budgeted amount resulting from the savings. The labor rate for Kana's 2008 contract was \$40 per man-hour with a 15% mark up on parts. The new 2010 labor rate and mark up on parts are summarized on the attached Bid Form submitted by Illuminations By Greenlee. Greenlee's low bid reflects a \$5 per man-hour increase with no change in the mark up on parts. It should be noted that the hourly rate is only used for miscellaneous electrical repairs, which are rarely needed. This bid consists of a one time cost to replace a single lamp and a single ballast in each type of lighting fixture located throughout the Town's parks, pedestrian trails, medians, right-of-ways, one tennis court, and outdoor lighting around municipal buildings. The bidder's were requested to submit a unit cost for changing one lamp and one ballast, so staff can check invoices against the unit costs when work is completed. Additionally, the Parks Department requested a cost to reset light timers for Daylight Saving Time and an hourly rate for miscellaneous electrical repairs not covered by bulbs and ballasts. Work orders are sent out to the contractor based on monthly light checks performed by the parks department staff and when light outages are reported by citizens. As a point of reference, the attached Bid Form submitted by Illuminations By Greenlee reflects each type of lamp located in town, with a total cost to replace one of each type of lamp and ballast at one time. The scope of work also includes replacing lamps and ballast on all pedestrian lights in the Addison Circle District, as well as, all lighting within Addison Circle Park. It does not include street lights, which are maintained by the Public Works Department or Oncor Electric.

## RECOMMENDATION:

Illuminations by Greenlee has done extensive work for the Town in years past. Their work has been very satisfactory, and staff believes they have adequate staffing, equipment and means of communication to be responsive to the Town. Staff recommends approval.

## COUNCIL GOALS:

N/A

## ATTACHMENTS:

Description:

[Bid Tabulation Form](#)

[Greenlee Bid Form](#)

Type:

Backup Material

Backup Material

**Parks Outdoor Lighting Maintenance**

**BID NO 10-16**

**DUE: May 24, 2010**

**10:30 AM**

<b>BIDDER</b>	<b>Signed</b>	<b>Bid Total</b>
Bridges Electric, Inc *	Y	\$ 204.00
Illuminations by Greenlee	Y	\$ 2,976.80
Groves Electrical Service	Y	\$ 3,084.00
Environmental Lighting Services	Y	\$ 3,407.61
Riggins Moreland Engineering **	N	\$ 3,553.50
FSG	Y	\$ 4,642.07
Kana Electrical	Y	\$ 4,759.71

*Matthew McCombs*

\_\_\_\_\_  
Matt McCombs, Management Analyst

*Ron Lee*

\_\_\_\_\_  
Witness

\* Bid was irregular due to calculation error

\* Bid was irregular due to lack of signature and missing content



70w Moon Pulse lamp E-17	\$ <u>44.90</u>
90w par 38 flood lamp	\$ <u>18.00</u>
100w MH E17 Clear	\$ <u>49.00</u>
100w MH M90 Clear	\$ <u>44.90</u>
100w DX Mercury Vapor	\$ <u>42.00</u>
100w Moon Pulse lamp E-17	\$ <u>39.50</u>
100w-ED-17MH	\$ <u>12.00</u>
26w 5137P	\$ <u>21.20</u>
100w MH Medium Base	\$ <u>12.00</u>
MH 100w/U/MED (Venture)	\$ <u>12.00</u>
MXR100/C/U/MED/0 12579 (GE)	\$ <u>26.00</u>
HPS LU 100 Med	\$ <u>34.55</u>
HPS LU150/55 Mogul Base	\$ <u>35.00</u>
175w MH	\$ <u>49.90</u>
175w-ED-17MH	\$ <u>45.00</u>
175w/U/Med (Venture)	\$ <u>14.00</u>
250 HPS, 310 watts	\$ <u>18.00</u>
250w MH	\$ <u>48.50</u>
HPS LU400 Mogul Base	\$ <u>45.00</u>
Q1000 PAR 64 MFL 43498	\$ <u>10.00</u>
1000/HOR/BT37 bulbs	\$ <u>21.00</u>
1000w MH mogul base	\$ <u>65.00</u>
400w MH mogul base	\$ <u>48.00</u>
RA-5-BLP-9-11-B	\$ <u>N/A</u>
20w G4	\$ <u>12.50</u>
26w model 5137P Compact Florescent	\$ <u>27.50</u>
40w Standard Long Life Incandescent	\$ <u>7.50</u>
50W E-17 MH	\$ <u>51.00</u>
50W MH	\$ <u>15.00</u>
50w MR16/low voltage halogen lamp	\$ <u>23.00</u>

MVR 50/U/MED (GE)	\$42.00
75w Par 38 Flood	\$12.50
75w Standard Long Life Incandescent	\$7.50
100w Mercury Vapor Reflector Flood R40	\$42.00
100w Par 38 Flood	\$17.00
100w MH Clear E17	\$42.00
EYE HR 100 clear (Iwasaki)	\$10.20
HPS LU100 Med	\$34.00
150w Par 38 Flood	\$17.00
175w MH	\$31.00
175w mercury Vapor Reflector Flood	\$46.00
175W R40 Mercury Vapor	\$18.00
EYE HR 175 clear (Iwasaki)	\$18.00
HPS LU400 Mogul Base	\$48.00
Quartz Filament Style	\$14.80
Encapsulated String Lights	\$9.25 per foot
50W T4 GY6.35	\$9.00
150CHMTG	\$56.00
13 watt PL Compact Fluorescent 35K self ballast medium base	\$22.00
50 watt Moon Pulse lamp	\$57.00

**BALLAST COST INCLUDING LABOR TO REPLACE**

35/39 watt Metal Halide ballast P.S.	\$69.00
50 watt Metal Halide ballast P.S.	\$75.75
✓ 70 watt Metal Halide ballast P.S.	\$82.00
✓ 100 watt Metal Halide ballast P.S.	\$79.00
✓ 150 watt Metal Halide ballast P.S.	\$80.00
✓ 175 watt Metal Halide ballast P.S.	\$90.00

175 watt Metal Halide ballast non-pulse	\$ <u>70.00</u>
✓ 250 watt Metal Halide ballast non-pulse	\$ <u>75.00</u>
1000 watt Metal Halide ballast non-pulse	\$ <u>125.00</u>
✓ 400 watt High Pressure Sodium	\$ <u>80.00</u>
100 watt High Pressure Sodium	\$ <u>80.00</u>
✓ 150 watt High Pressure Sodium	\$ <u>84.00</u>
310 watt High Pressure Sodium P.S.	\$ <u>7.50</u>
26 watt Fluorescent transformer	\$ <u>41.00</u>
1000 watt 6volt low voltage transformer	\$ <u>12.00</u>
50 watt low voltage transformer	\$ <u>48.00</u>

Total of light replacement single bulb & single ballast unit costs \$ 2,976.80  
 Cost of changing all the timers for Daylight Savings  $\$450.00 \times 2 = \underline{\$900.00}$

Labor for misc. electrical repairs  
 (Use Journeyman electrical rate) \$ 45.00 /man hour

Parts for misc. electrical repairs  
 Contractor's cost plus 15 %

Names of your primary parts suppliers:  
Greenlee Lighting, Landscape Lighting Supply, Techlight  
 \_\_\_\_\_  
 \_\_\_\_\_

State your policy regarding the number of persons responding to routine calls:  
Two men  
 \_\_\_\_\_  
 \_\_\_\_\_

What is the reach on your crane/bucket trucks? 40'

Electricians have cell phones?

Yes  No

References attached?

Yes  No

Exceptions/Comments:

QUALIFICATION OF BIDDER STATEMENT

BIDDER: Illuminations by Greentee

PROJECT: Bid #10-16 Parks Outdoor Lighting Maintenance - Annual Contra

COMPANY INFORMATION:

Number of years in electrical repair business? 44 years

Number of years at current location? 10 years

Have you or any present partners or officers failed to complete a contract: No If yes, give name of owner and/or surety?

The owner, manager, or supervisor must be reachable 24 hours a day, seven days a week, 365 days a year. Does this present a problem? No

Home Phone # — Cell # 2145341715 Answer Svc# 9724785747 Other —

Is your company located in a building zoned for business (as opposed to residential) and is there someone there eight hours a day to take phone calls, answer questions, and locate management/supervisory personal? Yes

BANKING REFERENCE:

Name of Bank Frost Bank Officer's Name Judy Huskey

Telephone Number 817-420-5342 Years business with Bank 23 years

REFERENCES:

Provide five (5) references, preferable with other municipalities, where you have similar experience to this contract. Company name, contact name, phone number, contract name/description.

Lantana Project, Larry Stipes, 972-728-5052

City of Grapevine, Tim Hamilton, 817-410-3348

Pantego Bicentennial Park, Ron Edwards, 817-274-1381

University Park City Hall, Thom Hanford, 214-987-5486

SBB Management, Various HOA's, 972-960-2800

# Council Agenda Item: #R 2b

**AGENDA CAPTION:**

Consideration and approval of the purchase of Special Response Team body armor in an amount not to exceed \$29,000.00.

**FINANCIAL IMPACT:**

\$28, 776 - Two sources of funding:

- 1) Federal funds reimbursed for last year's patrol vest purchase
- 2) Seized funds

**BACKGROUND:**

The Special Response Team's current body armor is expiring September 1, 2010 and needs to be replaced. This armor is different from the soft, concealable body armor recently purchased for general uniformed patrol. It offers much greater coverage of bullet resistant material due to the environment in which it is used: tactical entry situations where the officers are exposed at different angles. It is specially designed to be a load bearing vest where pouches can be attached to hold specialized gear, and special threat plates can be added to defeat rifle ammunition.

**RECOMMENDATION:**

Recommend awarding of bid to Protective Products, Inc.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

# Council Agenda Item: #R 2c

**AGENDA CAPTION:**

FINAL PLAT/Lot 1 and Lot 2, Addison Water Station addition. Requesting approval of a final plat for two lots on 2.903 acres, located at the northeast and southeast corners of Arapaho Road and Surveyor Boulevard, on application from the Town of Addison, represented by Mr. Clay Barnett.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of the request for Final Plat approval for Lots 1 and 2, Addison Water Station Addition, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

NA

**RECOMMENDATION:**

Administration recommends approval.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

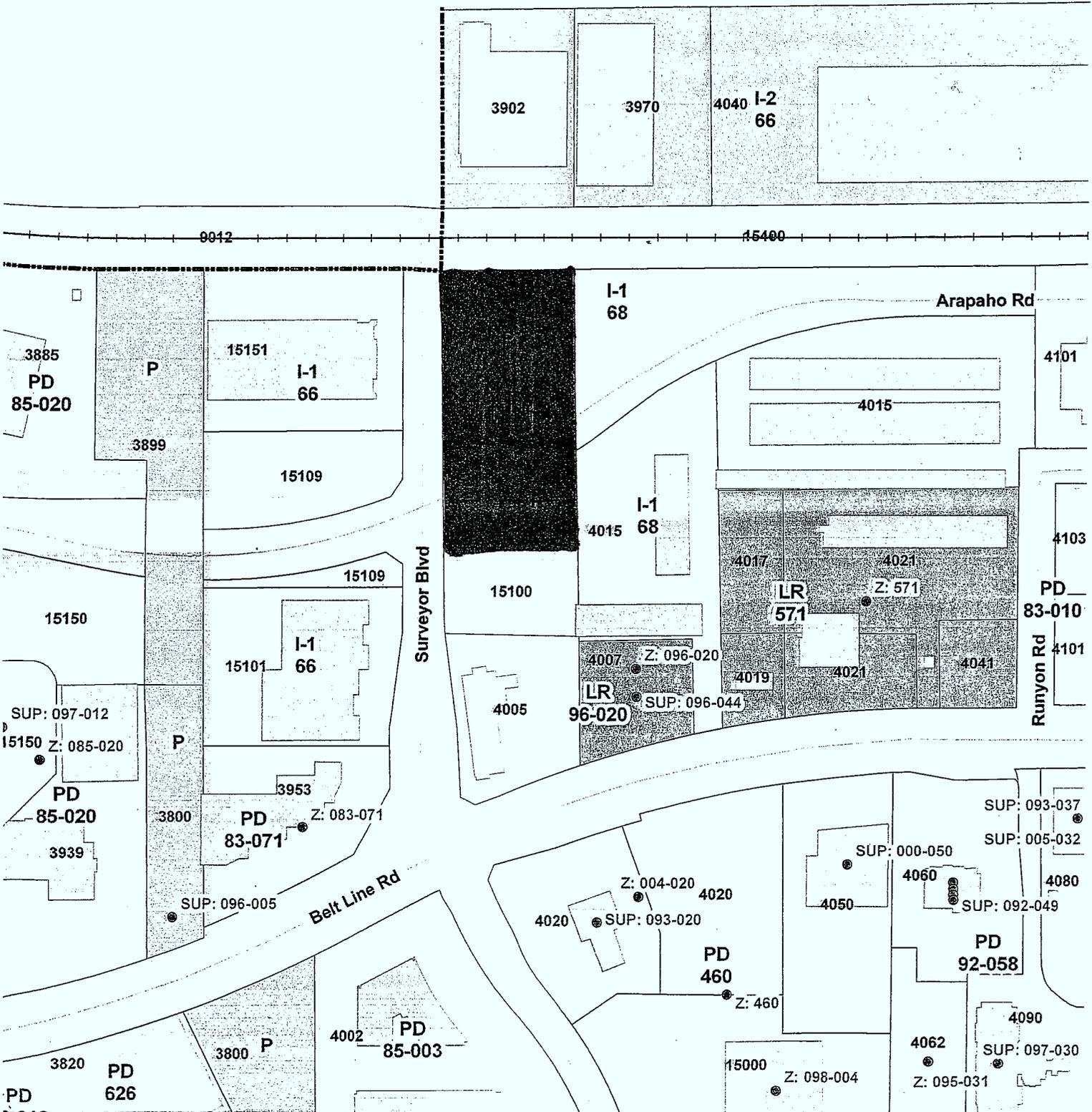
[Docket map, staff report, and commission findings](#)

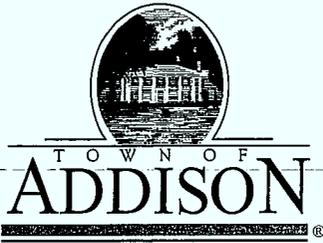
Type:

Backup Material

# FINAL PLAT/Lot 1 and Lot 2, Addison Water Station Addition

FINAL PLAT/Lot 1 and Lot 2, Addison Water Station Addition. Requesting approval of a final plat for two lots on 2.903 acres, located at the southeast corner of Arapaho Road and Surveyor Boulevard, on application from the Town of Addison, represented by Mr. Clay Barnett.





**DEVELOPMENT SERVICES**  
(972) 450-2880 Fax: (972) 450-2837

16801 Westgrove  
Post Office Box 9010 Addison, Texas 75001-9010

May 18, 2010

**STAFF REPORT**

**RE:** FINAL PLAT/Lot 1 and Lot 2  
Addison Water Station Addition

**LOCATION:** One lot of 1.143 acres and one  
lot of 1.269 acres, located in an I-  
1 District on the northeast and  
southeast corners of the  
intersection of Arapaho Road and  
Surveyor Boulevard.

**REQUEST:** Approval of a final plat

**APPLICANT:** Town of Addison, represented by  
Mr. Clay Barnett

**DISCUSSION:**

Background. The Town owns the property covered in this plat. The Surveyor Water Storage facility is located on the tract at the northeast corner of Surveyor and Arapaho Road, and the Town is proposing to construct a new elevated water storage tank on the tract to the southeast corner of Surveyor and Arapaho Road. At this point, the tract needs to be platted to subdivide the land into two lots and to officially dedicate the Arapaho Road right-of-way.

Public Works Review. Since the Town is the applicant, the Public Works Department ironed out all issues on the plat prior to it being submitted.

**RECOMMENDATION:**

Staff recommends approval of the final for Loos Field Addition subject to no conditions.

Respectfully submitted,

Carmen Moran  
Director of Development Services

FINAL PLAT/Lots 1 and 2, Addison Water Station Addition  
May 28, 2010

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of the request for Final Plat approval for Lots 1 and 2, Addison Water Station Addition, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler,

Voting Nay: none

Absent: Hewitt, Wood

# Council Agenda Item: #R3

**AGENDA CAPTION:**

Presentation by Non-Profit Organizations requesting funding for Fiscal Year 2011 for: Dance Council; Richardson Symphony Orchestra; Second Thought Theatre; WaterTower Theatre; Communities in Schools Dallas, Inc.; CONTACT Crisis Line; The Family Place; LaunchAbility (formerly Special Care and Career Services); Metrocrest Chamber of Commerce; Metrocrest Family Medical Clinic; Metrocrest Social Services and Senior Adult Services; United Basketball League - Texas Wranglers

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

NA

**RECOMMENDATION:**

NA

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

[Non-Profit Applications](#)

Type:

Cover Memo

**Summary of Nonprofit Grant Requests FY 2010-2011**

#R3-1

<b>Organization</b>	<b>Granted 09-10</b>	<b>Request 10-11</b>
Dance Council	\$7,200	\$7,200
Richardson Symphony Orchestra	\$30,000	\$30,000
Second Thought Theatre	\$15,000	\$20,000
WaterTower Theatre	\$390,000	\$390,000
Communities in Schools Dallas, Inc.	\$40,000	\$40,000
CONTACT Crisis Line	\$5,000	\$25,000
The Family Place	\$10,000	\$10,000
Launchability	\$5,000	\$5,000
Metrocrest Chamber of Commerce	\$10,000	\$10,000
Metrocrest Family Medical Clinic	\$3,000	\$3,000
Metrocrest Social Services	\$25,000	\$30,000
Senior Adult Services	\$17,000	\$17,000
United Basketball League - Texas Wranglers	N/A	\$30,000

Total \$557,200 \$617,200



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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

Executive Director Name: Pam Deslorieux 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: Pam Deslorieux Title: Executive Director

Email: director@thedancecouncil.org Telephone: 214-219-2290

Program title: Taste Dance: Addison Style! 2011 Program date(s): July 31, 2011

Grant request for 2010-2011: \$ \$7,200

Previous grants requested: 2009-10: \$7,200 2008-09: \$7,000 2007-08: \$7,000

Previous grants/received: 2009-10: \$7,200 2008-09: \$7,000 2007-08: \$7,000

Number of paid staff: 2 Number of volunteers: 35

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 of North Texas (DCNT) is a service organization which supports and promotes all forms of dance in North Texas. Our primary goal is to increase accessibility of and exposure to dance for the entire North Texas community. Our objectives are to expand and pique interest in dance, build greater support and audiences for dance, enhance communication among dance companies, schools and the public, and foster participation in dance for people of all ages and abilities. We act as central information, education, advocacy, and networking agency through our quarterly publication *Dance! North Texas* to 10,000 people, weekly email blasts, *Centerstage*, to 2,000 people, award winning website, [www.thedancecouncil.org](http://www.thedancecouncil.org), scholarships totaling over \$30,000 to 34 promising young dancers & teachers, master classes, and festivals. *Taste Dance: Addison Style!* is one of several annual programs, designed to expand awareness and participation in a variety of dance styles and to provide great performance venues for dance companies to perform in at a modest fee for the public.

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

*Taste Dance: Addison Style! 2011* will entertain and educate the public by presenting a variety of dance styles and encouraging audience participation. The Dance Council and the Town of Addison have enjoyed a nine year partnership in presenting this summertime dance series. Audiences are introduced to a wide variety of dance styles ranging from African to Ballroom, East Indian and Ballet. The current format is a Sunday afternoon festival featuring four companies at the Addison Conference Center.

At your request we are pleased to present this event in your August Art and Cultural Festival and plan to hold the event on July 31, 2011. We anticipate a full house due to the success of this event in 2010 and plan to set up risers in the seating area to enhance audience viewing.

**Completed applications must be received by Wednesday, May 19, 2010.**

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ <u>196,750.00</u>	\$ <u>174,580.00</u>
Total Operating Expenses:	\$ <u>196,750.00</u>	\$ <u>174,580.00</u>

What percentage of the organization's annual revenues does this grant request represent? 4%

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

In the current year: 300 -1500 Next year: 300-1500

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

Yes. The entire program was enthusiastically received and the audience participation was at a very high level. We received compliments and praise from participating artists and audience members. Appreciation was expressed by many to the town of Addison for funding this event and it is always looked forward to with anticipation for next year.

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

If partial funding is received, we would probably have to reduce the scope of the event with fewer dance companies involved which would impact the purpose. We would also have to reduce the publicity we are able to give the event with advertizing, post cards, marketing, etc.

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 one of our fliers inside the Water Bill. We designed one specifically for that purpose. In 2009 Addison provided media exposure. In 2010, Addison will provide exposure at the Jazz Music Series on July 24 at 9pm with a performance teaser by Orizon to market the July 25<sup>th</sup> *Taste Dance Addison Style Showcase*.

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? Bianca Noble is our Addison City Council Liaison. She has been invited to our board meetings and is kept abreast of DCNT in our weekly email newsletter.

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

Pam Deslorieux 5/18/10  
Name and Title (please print) Date



Signature



## 2010-2011 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: Alison Ream  
P. O. Box 9010  
Addison, TX 75001-9010

or

5300 Belt Line Road  
Dallas, TX 75254

For questions, please contact:

Alison Ream  
Administrative Intern  
972-450-7038

Completed applications must be received by Wednesday, May 19, 2010.



# 2010-2011 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 2009/10: \$ 30,000

Previous grants requested: 2009-10: \$30,000 2008-09: \$30,000 2007-08: \$30,000

Previous grants/received: 2009-10: \$30,000 2008-09: \$30,000 2007-08: \$30,000

Number of paid staff: 3 Number of volunteers: 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-ninth year, the orchestra is comprised of sixty-five professional 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 40 corporate and community leaders; 165 Richardson Symphony League/Debutantes/Honor Guard members; 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 received by Wednesday, May 19, 2010.

Addison!  
PLACE YOUR NAME HERE

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

In addition to the critically-acclaimed season of 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 around the world. In addition, the orchestra is actively involved in elementary education programs for students in the Richardson Independent School District, Addison students in the Carrollton/Farmers Branch ISD and Dallas ISD (as requested by the Town of Addison) and in programs benefiting students at the University of North Texas and University of Texas at Dallas.

The President 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 three years, the Town of Addison provided free chamber music concerts featuring ensembles made up of the principal players in the Richardson Symphony. These concerts have been held at a variety of businesses and retail locations around the town. These events have been well received at each venue 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 office buildings to Town Hall to hotels, to Dunn Brothers Coffee House and other restaurants. In addition, the RSO String Quartet performed at Grand Staff Piano Center as part of the "Urbanato Festival" in the fall of 2008. This June, the string 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 2009 ACTUAL	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$676,151	\$ 736,620
Total Operating Expenses:	\$778,010	\$ 734,892

What percentage of the organization's annual revenues does this grant request represent? 4%

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

As all of the events the RSO performs in Addison are free, non-ticketed concerts, it is not possible to provide quantitative information on attendance and the actual number of residents served. However, during the Town of Addison's current fiscal year, 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 Addison Circle One and other buildings and at local hotels and retail locations (Dunn Brothers Coffee House, the Marriott and Intercontinental Hotels, etc.). There is no charge for admission for these events. In addition, several hundred more residents experienced the

Addison!  
CITY OF ADDISON, TEXAS

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

orchestra's chamber music groups at the June, 2009 "Symphonic Saturdays" concerts at Esplanade Park.

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

*The RSO chamber group performances at the wide variety of venues 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. However, the businesses and restaurants where we perform often request that we come back again and again, feedback from the audience to our musicians is always glowingly positive and we constantly receive requests for ticket information and ticket sales from individuals who have attended our Addison performances.*

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 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:

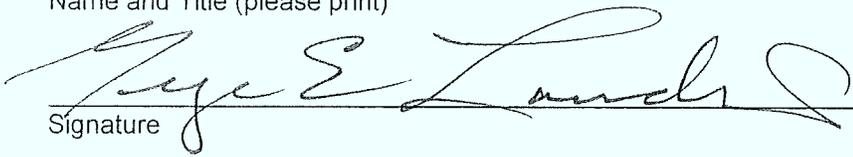
If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

We currently do not have a liaison assigned to the Richardson Symphony.

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

George E. Landis, president  
Name and Title (please print)

May 17, 2010  
Date

  
Signature



WE'RE GLAD YOU'RE HERE

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: Second Thought Theatre Tax ID Number: 11-3715673

Executive Director Name: David Leggett, Board President Email: leggett12@yahoo.com

Address: 3523 McKinney Avenue, Box 452 City: Dallas Zip: 75204

Telephone: 214-205-6994 Fax: 214-421-8176

Web Site: www.secondthoughttheatre.com

Grant Contact Name: Stew Awalt Title: Co- Artistic Director

Email: stew@secondthoughttheatre.com Telephone: 214-205-6994

Program title: Season 7 Program date(s): October 2010-June 2011

Grant request for 2010-2011: \$ 20,000

Previous grants requested: 2009-10: \$ 14,000 2008-09: \$ n/a 2007-08: \$ n/a

Previous grants/received: 2009-10: \$ 15,000 2008-09: \$ n/a 2007-08: \$ n/a

Number of paid staff: 0 Number of volunteers: 15

Tax Exempt:  Yes  No

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

Second Thought Theatre is committed to the principle that the arts can have a lasting positive effect on a community. Second Thought Theatre chose DFW as our home in 2004 and we have been striving towards that goal ever since. We aim to provide DFW audiences with quality theatrical productions that are in keeping with the highest national standards. Dedicated to producing ensemble based productions that span the canon of theatrical literature, we seek to enlighten and entertain our audiences and at the same time, we aim to foster a more united, hungry, and prosperous arts community in Dallas. Regional theatre was born in Dallas and we seek to bring it back home. The beauty of theatre is the diverse number of hands coming together to lift up a story for all to see. We hope that the Town of Addison will again add hands to this effort and join with us in our quest to bring regional theatre back to the metroplex. Our Mission: Second Thought Theatre seeks to capture the moment of creation between artist and audience. Dedicated to ensemble productions that explore challenging and dramatic works from the canon of theatrical literature, we strive to enlighten and entertain our audience by pushing the boundaries of human thought and emotion. Old works done in new ways, new works done in old ways. Everything is possible when you take a second thought.

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

Second Thought Theatre's aims in seeking funding assistance is to maintain and expand our operating budget for our 7<sup>th</sup> season --our sixth season at the Addison Conference and Theater Center— a location which we have been very glad to be able to call our home. We intend to continue to foster our own relationship with the town that has shown a commitment not only to art but to developing local artists. Our seventh season will expand from our sixth to feature four mainstage performances along with our reading series which we introduced two seasons ago in Addison to showcase and workshop new works and plays which may have potential for mainstage production in seasons to come. Second Thought also participates in WaterTower Theatre's Out of the Loop Festival every March and the Festival of Independent Theatres at the Bath House Cultural Center each July. Funding received from the Town of Addison will be used primarily to offset the cost of renting a performance space which will in turn allow us to use our Artistic and Production budgets to maintain the high quality of work for which Second Thought has made itself known for the last six years.

Completed applications must be received by Wednesday, May 19, 2010.



WE'RE GLAD YOU'RE HERE

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

FISCAL YEAR 2010  
BUDGETED

FISCAL YEAR 2011  
PROJECTED

Total Operating Revenues: \$ 55,532 \$ 58,000

Total Operating Expenses: \$ 55,141 \$ 51,965

What percentage of the organization's annual revenues does this grant request represent? 34%

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

In the current year: 2000 Next year: 2500

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

Our recent production of Neil LaBute's *Some Girl(s)*, is a ringing example of the success of our work in regards not only to its artistic merits, but financially as well. Ticket sales were high, despite a declining economy, to the point that extra chairs had to be brought in for audience seating. The show also received praise from the local media outlets. Further Second Thought can site a history of positive reviews and growing audiences since our move to Addison, immense support and enthusiasm from the DFW theater community, and an expanding subscriber base as direct indicators of the success of Second Thought Theatre.

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

Partial funding will limit the amount of season programming that Second Thought Theatre will be able to produce for its 2009-2010 season. The impact being dependent on what fraction of funds requested versus funding made available - varying from cutting back on the number of weeks each show runs up to cancelling the fourth mainstage production or reading series.

**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.**

Stew Awalt, Co-Artistic Director 14 May 2010  
Name and Title (please print) Date

Stew Awalt  
Signature



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: WaterTower Theatre \_\_\_\_\_ Tax ID Number: 75-1559945  
 Executive Director Name: Terry Martin \_\_\_\_\_ Email: tmartin@watertowertheatre.org  
 Address: 15650 Addison Road \_\_\_\_\_ City: Addison \_\_\_\_\_ Zip: 75001 \_\_\_\_\_  
 Telephone: 972-450-6230 \_\_\_\_\_ Fax: 972-450-6244 \_\_\_\_\_  
 Web Site: www.watertowertheatre.org \_\_\_\_\_  
 Grant Contact Name: Greg Patterson \_\_\_\_\_ Title: Director of Development  
 Email: gpatterson@watertowertheatre.org \_\_\_\_\_ Telephone: 972-450-6227 \_\_\_\_\_

Program title: 2010-2011 Season \_\_\_\_\_ Program date(s): Oct. 1, 2010-Sept. 30, 2011.  
 Gant request for 2010-2011: \$ 390,000 \_\_\_\_\_  
 Previous grants requested: 2009-10: \$ 390,000 \_\_\_\_\_ 2008-09: \$ 390,000 \_\_\_\_\_ 2007-08: \$ 390,000 \_\_\_\_\_  
 Previous grants/received: 2009-10: \$ 390,000 \_\_\_\_\_ 2008-09: \$ 390,000 \_\_\_\_\_ 2007-08: \$ 390,000 \_\_\_\_\_  
 Number of paid staff: 9 \_\_\_\_\_ Number of volunteers: 200 \_\_\_\_\_  
 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 is to open minds with a diverse mix of plays and educational programs that inspire people to experience and embrace live theatre.*

Now in its 14th season, WaterTower Theatre was formed in 1996 with 136 brave subscribers. WaterTower Theatre will begin its 2010-2011 season with more than 2,200 subscribers and a budget of just under \$1.3 million.

WTT consistently earns rave reviews in *The Dallas Morning News*, *Fort Worth Star-Telegram*, *Dallas Observer*, and other local publications. With 104 Dallas Theatre League Leon Rabin Award Nominations and 28 wins to its credit, as well as 16 Dallas Fort Worth Theatre Critics Forum Awards, WaterTower Theatre was featured in *D Magazine* in June 2007 and was heralded as "The Best Theater in Dallas."

A committed and intrepid producer of new work, the theatre has presented 5 world premiere productions and 13 regional premiere productions to date. WaterTower Theatre's tradition of world premiere programming includes the musicals *Song of Motherhood* and *Blind Lemon: Prince of Country Blues*. Dramatic world premieres include *Free Fall* with Sandy Duncan, *Baptized to the Bone* by Dave Johnson (which is enjoying a healthy post-WaterTower Theatre

**Completed applications must be received by Wednesday, May 19, 2010.**

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

life) and *A Country Life*, Producing Artistic Director Terry Martin's southern adaptation of Anton Chekhov's *Uncle Vanya*. Both *Blind Lemon* and *A Country Life* earned WaterTower Theatre a Dallas Theatre League Leon Rabin Award for Best New Work.

WaterTower Theatre is committed to nurturing emerging talent and expanding audiences. The annual Out of the Loop Festival strives to present new work by local and national writers.

A major part of WaterTower Theatre's education program partners professional artists and technicians with students at our Summer Performing Arts Conservatory, where students ages 6 - 18 learn "life skills through theatre skills." In addition, master classes and workshops for professional performers offer an opportunity for continued education at the local level.

### Operating in the Black:

With the exception of a small operating deficit in 2007-2008, and a small deficit in 2008-2009 as a result of the economic downturn, WTT has operated in the "black" for the past 15 years. WTT does not carry an accumulated deficit; rather, the organization has a small "cash reserve" surplus in order to offset the vagaries of the economy or any unforeseen revenue shortfalls.

WaterTower Theatre is in the midst of writing a new Strategic Plan to cover the next five years. The plan will focus on strategies needed to ensure sufficient funds to support the ongoing growth of the artistic and education programs of WaterTower Theatre. The strategic planning process is being led by the Board of Directors with senior staff involvement.

### Operational Budgeting Process:

The operational budgeting process for WaterTower Theatre is a four-part process that begins at the senior staff level with an annual retreat where short and long-range plans are discussed and ultimately form part of a strategic plan. Each department head develops a strategic plan for the year from which an operational projected expense and income budget is developed. That budget is then presented to the Board's Executive Committee for review and vetting and, if necessary, a second budget may be developed based upon that Committee's input. The final budget is then given to the Board for review, discussion and approval.

WaterTower Theatre's management does not present to the Board a deficit budget. WaterTower Theatre's budgeting history has been to project revenues (earned and contributed) very conservatively and to manage expenses prudently. This is evidenced by the fact that the theatre does not carry any debt and has rarely had a year-end operating deficit.

Even as the theatre is exploring new programmatic growth opportunities, the strategies under consideration – which may ultimately become part of our new strategic plan – are being conservatively projected.

### Board and Staff Interaction:

As part of the strategic planning process which is underway, the Board has established several "Task Force" committees: Facilities, Marketing, Development, Finance and Board Governance. These committees report to the Strategic Planning Committee. These committees do not

**Completed applications must be received by Wednesday, May 19, 2010.**

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

replace our existing committees: Development, Spotlight Gala, Board Resources, Corporate Sponsorship, Women of WaterTower Theatre, Young Benefactors and The Corporate Council.

The Board President and Treasurer work directly with the Producing Artistic Director on all key governance, budgeting and financial responsibility matters.

The Board of Directors meets monthly and each Board Committee meets on at least a quarterly basis, if not more frequently during the performance season. The Finance Committee Chair meets with WTT's Business Manager on a monthly basis to review year-to-date financials and year-end budget (income and expense) projections.

The Development Committee is Co-Chaired by two WaterTower Theatre Board members. This Committee oversees the strategic direction of our fundraising efforts under the staff leadership of Greg Patterson.

The senior staff holds weekly staff meetings where both strategic and tactical operational issues are discussed by department and collaborative decisions are made on key issues.

### Effectiveness and Efficiency of the Organization:

WaterTower Theatre operates with a small administrative and production staff; however, each department head brings years of experience to their respective areas of concern.

This coming season, a continuing emphasis is being placed on development and fundraising with an expanded development department that now consists of a Director of Development, a Development Associate – Individual Giving and a Development Associate – Corporations and Foundations. This is part of WaterTower Theatre's overall strategic plan to expand its donor base in readiness to provide greater operational revenue stability and a solid funding base to support programmatic expansion.

WaterTower Theatre's fundraising efforts have continued to grow over the past two years by more than 30% each year. In 2008-2009, contributed income was \$602,000; in 2009-2010 contributed income will exceed \$705,000. In 2010-2011, contributed income is projected/budgeted to be \$808,000.

Of particular note is that in 2007, the ratio of expense to contributed income was 33% (the cost of each dollar raised was 33 cents). In 2010, that figure is 21.7% and in 2010 the ratio is projected to be 22% (a less than .3% increase to raise more than \$100,000 than in the previous season). These significant contributed income increases can be credited to the highly regarded programming, increases in the donor base over the past two years, a strategic and carefully managed approach to development and donor stewardship, and broader awareness of WaterTower Theatre's artistic programs within the philanthropic community.

The most significant growth is in the area of individual giving which has seen a 35% increase this season. This growth will provide a platform for a planned major gift program in the next 2-3 years.

Many of WaterTower Theatre's new donor affinity groups have made a significant impact on the theatre's fundraising efforts. Women of WaterTower Theatre has 115 members, Young

**Completed applications must be received by Wednesday, May 19, 2010.**

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Benefactors for WaterTower Theatre has 25 members and The Corporate Council 23 members. Many (52%) of the individuals and businesses are new donors to WaterTower Theatre.

### Organizational Stability:

Terry Martin will celebrate his 12<sup>th</sup> anniversary season with WaterTower Theatre at the beginning of the 2010-2011 season. He has directed more than 41 productions during his tenure at WaterTower Theatre and he is widely acknowledged to be one of the leading stage directors in the country. His productions consistently garner strong critical, donor and subscriber praise.

The company's Business Manager/Education Director Landrie Bock has been employed with WTT for more than 14 years, and the Artistic Associate/Communications Manager James Lemons has been in his position for over 10 years. The company's Director of Development Greg Patterson joined the staff 2 years ago, bringing decades of national and international senior arts management experience to the organization.

There is strong and engaged Board leadership at WTT, with leaders in the fields of business, accounting, law, finance, media and community leaders. Five Board members are Addison residents and/or have their offices in the Town.

### WaterTower Theatre in the Community

WaterTower Theatre produces a wide range of dramatic literature – comedies, drama and musicals. At WTT you can see classics by the great writers of Western literature as well as new works by up-and-coming authors who provide us with original thoughts, fresh ideas, and up-to-the-minute expressions that reflect our modern and ever-changing lives.

In addition, WaterTower Theatre offers a range of education and community programs including student matinees, a Summer Conservatory and an After-School program that brings the arts directly into the classroom. These programs are examples of WaterTower Theatre's strong ties with and connection to the communities we serve, as well as our commitment to developing the audience of tomorrow. We believe passionately in the power of theatre to change lives and the positive effects it has on our youth.

WaterTower Theatre offers a discounted student ticket price and often invites seniors and those less fortunate to attend dress rehearsals of its productions for free. Next season, WaterTower Theatre is planning to offer two to four student matinee performances of "Our Town" for area schools.

Most WaterTower Theatre productions feature at least one audience talk-back with the cast, which are free to all ticket-holders.

Many of WaterTower Theatre's professional staff participate in local volunteer service, including holding positions on the Addison Business Association board and Second Thought Theatre's Advisory Committee, as well as participation in Association of Fundraising Professionals, Society of Stage Directors and Choreographers, Addison Circle Neighborhood Association and Theatre Communications Group, etc.

**Completed applications must be received by Wednesday, May 19, 2010.**

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

WaterTower Theatre's Board of Directors represents a cross-section of Dallas' business and community leaders. The staff and Board represent a diversity of cultures, ages and genders. WaterTower Theatre's audience also represents a cross-section of the Dallas community. Depending on the programming, WTT regularly attracts, in consistently high numbers (5% or more), patrons from our African-American, Hispanic, Asian and Gay & Lesbian communities. Moreover, 40% of WTT's audience (based on a 2007 in-theatre survey) is 45 years or younger. This number is significant because it is higher than most regional theatres sustain. This is a reflection of the artistic merits and values our community places on WaterTower Theatre's programming and our efforts to engage audiences in issues that resonate with all cultures and age groups.

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

In an effort to continue to grow and expand the theatrical experience for our patrons and to continue to create unique designs for each production, WaterTower Theatre would be honored to receive a \$390,000 grant from the Town of Addison specifically to be used towards production design for the 2010-2011 season as well as support general operating needs, including administration, marketing and development.

The majority of the funding will be used to attract the very best professional actors, directors and theatrical designers for our productions and to provide them with the production resources necessary to continue to grow and develop WTT's artistic achievements.

The 2010-2011 line-up will consist of 6 plays. In addition, the Company will continue to produce its 10-day Out of the Loop Fringe Festival and education programs.

The cost of producing world-class theatre while keeping ticket prices accessible is high. The average production costs between \$65,000 to \$100,000 to produce (depending on the size of the cast, complexity of staging, the cost of royalties – which can range between 10% to 20% of the gross box office receipts -- and other related production costs, such as travel for out-of-town actors, lodging, etc).

Approximately 90% of the professional artists employed by WaterTower Theatre (actors, designers, directors, backstage professionals) are local and live in the metroplex. WaterTower Theatre is one of the few Texas regional theatres that have consistently made it a priority to support the local artist community. This is a benefit to the Town of Addison and surrounding areas because it supports a vibrant community culture.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ 1,198,593	\$ 1,241,431
Total Operating Expenses:	\$ 1,198,593	\$ 1,241,431

What percentage of the organization's annual revenues does this grant request represent? 30%

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

In the current year: 34,000 Next year: 36,000

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

Yes. WaterTower Theatre continues to play to sold-out houses and the Company's donor base is expanding rapidly. All of this information is quantified by ticket sales and contributed revenue numbers.

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

WaterTower Theatre will most likely be required to reduce the number of productions it produces for the 2010-2011 season, reduce or eliminate its education programs, and/or cut back the number of full-time and part-time staff by approximately 50%. Depending on the amount of partial funding, it may also impact the price of individual single tickets (due to the nature of our subscription renewal cycle, subscription prices have already been set and the renewal cycle underway, therefore, we cannot increase the cost of subscriptions to mitigate against any shortfalls in Town funding).

Additionally, if partial funding is received and WaterTower Theatre has to reduce its number of productions for the 2010-2011 season this will require the Company to refund our subscribers an apportioned amount of the cost of their subscriptions.

WaterTower Theatre currently raises 55% of its income from contributions. Of that amount, 30% comes from the Town of Addison funding. Without that funding, WaterTower Theatre would be required to increase ticket prices by as much as 50%. This would bring the cost of single tickets at the low end to \$45 per person and at the high end to just over \$100 per person. By comparison, the most inexpensive ticket to the Dallas Theater Center is \$24 currently.

Finally, if WaterTower Theatre reduces its season then this will have an impact on the local economy. Using the widely acknowledged 2.5 economic multiplier effect, which approximates the economic impact an arts organization has on the local economy, the financial impact on Town businesses (restaurants, shops, etc.) could be a significant impact. Currently, WaterTower Theatre injects back into the Addison economy \$3.25 million. Indeed, the Town's 2009-2010 season contribution to WaterTower Theatre of \$390,000 resulted in \$975,000 in money to local Addison businesses.

Completed applications must be received by Wednesday, May 19, 2010.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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?

Tom Braun is our Council Member representative this season. We keep Tom informed through regular mailings, emails and invitations to WaterTower Theatre events.

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

Terry Martin 5/19/10  
Name and Title (please print) Date

[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.
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: Alison Ream  
P. O. Box 9010  
Addison, TX 75001-9010

or

5300 Belt Line Road  
Dallas, TX 75254

**For questions, please contact:**

Alison Ream  
Administrative Intern  
972.450.7038

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: Communities In Schools Dallas Region, Inc.(CISDR) Tax ID Number: 75-2044117

Executive Director Name: Sandra G. Chavarria Email: sandyc@cisdallas.org

Address: 8700 N. Stemmons Freeway, Ste. 125 City: Dallas Zip: 75247

Telephone: 214-827-0955 Fax: 214-827-2198

Web Site: www.cisdallas.org

Grant Contact Name: Betsy Holland Title: Director of Development

Email: betsya@cisdallas.org Telephone: 214-827-0955 ext. 234

Program title: Communities In Schools at Janie Stark and Montgomery Primary

Program date(s): September 1, 2010-August 31, 2011

Grant request for 2010-2011: \$40,000

Previous grants requested: 2009-10: \$ 40,000 2008-09:\$ 40,000 2007-08: \$ 60,000

Previous grants/received: 2009-10: \$ 40,000 2008-09:\$ 40,000 2007-08: \$ 40,000

Number of paid staff: 125 Number of volunteers: 910

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, middle and/or high 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 during the 2006-07 school year, it became necessary to expand the delivery of our services to Montgomery Primary School. The mission of Communities In Schools Dallas Region (CISDR) is to help students at-risk of failure stay in school, achieve academically and graduate, to become productive and contributing members of our communities.

CISDR's Six Components of program services positively affect both the physical and emotional wellness of the child, and are designed to meet the following specific program **OBJECTIVES:**

1. Increase attendance rates--85% of case managed students will improve their attendance
2. Improve academic performance--85% of case managed students will improve in academics
3. Improve behavior--85% of case managed students will improve their behavior
4. Increase promotion rate--90% of case managed students will be promoted to the next grade
5. Reduce overall dropout rates--95% of case managed students will stay in school

CISDR programs serve as a life-line for these students and their families, providing guidance and connecting them to much need community resources. Without the support and guidance of CISDR staff and programs, these children are often confined to a predetermined future with limited chances of achieving success in school or life.

Completed applications must be received by Wednesday, May 19, 2010.

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

**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 and Montgomery Primary School. 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.

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

1. Academic Support -- providing support in all educational areas as needed to encourage student achievement and success in their academic endeavors. In addition to CISDR staff, a committed community volunteer force is teamed up with students and provides assistance with academic tutoring, chess clubs, homework and reading clubs, and TAKS preparation.
2. Supportive Guidance -- one-on-one and/or group services that address students' individualized needs. Areas of focus may include attendance, attitude, and behavior counseling; mentoring; peer mediation; and violence prevention groups.
3. Health and Human Services -- services that promote the increase of health and hygiene and healthy life style awareness, and coordinate the delivery of support services such as medical and dental care, school supplies and clothing. Other activities may include agency referrals, food distribution, basic nutrition and hygiene classes, eye exams and provision of glasses, sponsorship of health fairs and preventative screenings, and victims of crime assistance.
4. 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, parenting skills classes, college information nights, and parent appreciation events.
5. 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.

CISDR's integrated case management model will be used following this flow:

1. Recommendation-student or parent is recommended to CISDR
2. Parental Consent-Parental consent is obtained for working with the student
3. Student Registration-Student and family profile information is captured
4. Assessment/reassessment- Student/family issues are identified for service delivery
5. Service Plan Development- Individualized plan is developed
6. Service Delivery- Services are provided through CISDR and other community resources
7. Monitoring- On-going monitoring of the student's /families progress
8. Progress- Determinations are made as to the level of attainment.
9. Closeout- Student files are completed and closed out at the end of the school year.
10. Outcomes- Final assessments are completed to determine outcomes.

CISDR currently has a bilingual Mobile Service Team of professionals who travel to schools providing extensive services such as: 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. In addition to the core services, CISDR students participate in programs and partnerships specially developed in response to the community need.

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ 6,475,449	\$ 6,604,958
Total Operating Expenses:	\$ 6,008,430	\$ 6,128,599

What percentage of the organization's annual revenues does this grant request represent? 0.6%

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

In the current year: 542 Next year: 550

Of the **394** at-risk students case managed by CISDR at Janie Stark Elementary and Montgomery Primary in the 2009-2010 school year, **197** resided in the Town of Addison. An additional **267 Addison students** at Janie Stark and Montgomery received small group or one-time assistance and **78 Addison family members/parents** received assistance in the 2009-2010 school year. During the past year, CISDR campus professionals at Janie Stark and Montgomery Primary delivered 126 after school academic programs, made 57 home visits, held 96 Enrichment programs and made 20 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 2009-2010 school year after September 2010. However, in 2008-2009, 100% of those students case managed remained in school, 100% were promoted to the next grade, 98% of those students assessed for attendance and/or behavior showed improvement, and 94% of those assessed for academics 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 during the 2010-2011 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? Bianca R. Noble is our liaison. We provide her with quarterly reports regarding the programs and student 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 May 18, 2009  
Name and Title (please print) Date

[Signature]  
Signature



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

WE'RE GLAD YOU'RE HERE

Name of organization: CONTACT Crisis Line Tax ID Number: 75-1285960

Executive Director Name: Benaye Y. Rogers Email: brogers@contactcrisisline.org

Address: P.O. Box 800742 City: Dallas, TX Zip: 75380

Telephone: 972-233-0866 Fax: 972-233-2427

Web Site: www.contactcrisisline.org

Grant Contact Name: Carol Casmus Title: Grants & Development Associate

Email: ccasmus@contactcrisisline.org Telephone: 972-233-0866 x317

Program title: Crisis Help Line Program date(s): Ongoing

Grant request for 2010-2011: \$ 25,000.00

Previous grants requested: 2009-10: \$ 5,000.00 2008-09: \$ \_\_\_\_\_ 2007-08: \$ \_\_\_\_\_

Previous grants/received: 2009-10: \$ 5,000.00 2008-09: \$ \_\_\_\_\_ 2007-08: \$ \_\_\_\_\_

Number of paid staff: 11 Number of volunteers: 123

Tax Exempt:  Yes  No

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

**Our Mission:** CONTACT is a value based organization focused on making a *human connection*. We seek to serve people on a basic level. Every day someone is left feeling alone in a circumstance that overwhelms them to the breaking point. CONTACT stands in the gap between what they see as a condition of hopeless despair and the light that lies beyond the darkness of their situation. Therefore, our mission statement is one based on the value of others and a position of hope. *"Every day we serve people from teens to seniors, facing daily life challenges. Through 24-hour free confidential listening, comfort, and a connection to resources, education, and emergency assistance, we give people the ability to take back control of their lives."*

**Our Background:** In 1966, at the Munger Place United Methodist Church in Dallas, a class of 150 people began extensive training as telephone help line volunteers following the Life Line Program which was founded three years earlier in Sydney, Australia by Reverend Dr. Alan Walker. On March 27, 1967 CONTACT Dallas became the first center in the United States and the model agency for a nationwide network of crisis intervention lines known as CONTACT USA. Today, CONTACT USA has grown to more than 60 centers in 21 states. A member of the American Association of Suicidology, and certified and accredited by CONTACT USA, CONTACT Crisis Line answers more than 40,000 calls per year and provides resources and referrals to thousands of persons in the Greater Dallas area each year.

Completed applications must be received by Wednesday, May 19, 2010.



## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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### Description of Current Programs and Services:

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CONTACT Crisis Line's services are divided into four core agency programs:

- Crisis Prevention and Resource Services: From our Susan and Ben Odom Call Center, more than **120** specially trained volunteer Crisis Line Specialists support callers 24 hours a day with crisis prevention services, as well as referring them to other community agencies if further assistance is needed. Adult Help Line: 972-233-2233
- CONTACTPlus Program (*formerly Emergency Aid Program, EAP*): Provides free transportation for individuals in a potentially life-threatening situation to a safe place or an emergency unit at a hospital; DART day passes for critical transportation needs; and essential prescription funding for life-sustaining medications.
- Teen CONTACT: A program dedicated to teens by providing telephone crisis prevention services and distributing valuable resource information on teen-related issues to school counselors, youth groups and parents. Teen Help Line Number: 972.233.TEEN(8336)
  - *This outreach program actually takes services out of the call center and into classrooms, youth centers and churches, providing large and small group presentations in both English and Spanish*
- Community Engagement: The expansion of all of our programs to the Spanish-speaking community. CONTACT now has two Spanish-language lines available in our Call Center. In addition, all CONTACT materials and presentations are available in Spanish. This program is creating awareness of the services and available resources and making them accessible to a previously underserved segment of our community. Currently, we are one of only eleven Crisis Help Lines in the nation to offer Help Line services to the Latino community.

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

### The Crisis Help Line – The Susan and Ben Odom Call Center

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The heart of CONTACT is the 24-hour, 7-day a week Susan and Ben Odom Call Center. The phone lines are staffed by more than 120 compassionate volunteers who have each completed a certified 40-hour training course, which is supplemented with continuing education and re-certification courses throughout the year.

The CONTACT Crisis Line receives approximately 115 calls per day from individuals in varying degrees of emotional distress. Our goal is to take those individuals *from breaking point to turning point*. Roughly five percent are suicide crisis calls. **And we don't just listen.** Options are discussed and callers are provided with supportive resource information from our listings of more than 6,000 agencies, hospitals, churches, shelters, transportation services, and legal and mental health professionals in an eight-county area, to ensure that they know how and where to receive continued assistance. Our information and referral program is one of the most comprehensive in the city of Dallas.

Through the Susan and Ben Odom Call Center we also offer our CONTACTPlus Program, which is one of a kind in the City of Dallas and surrounding areas. This program allows us to transport callers, including domestic violence victims, the homeless and teen runaways (or throw-aways) from dangerous and/or life threatening situations to local shelters or hospitals.

Completed applications must be received by Wednesday, May 19, 2010.



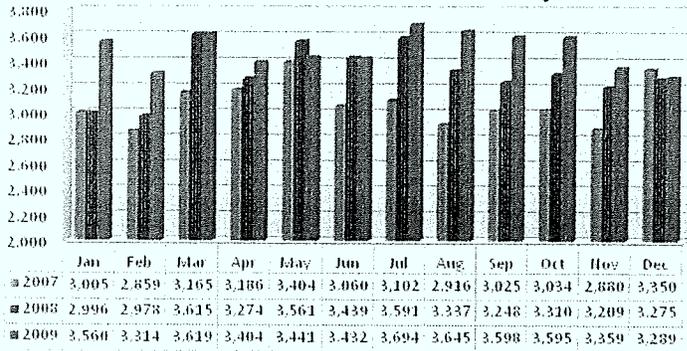
# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Because of the unique and comprehensive nature of the program, Parkland Hospital has partnered with CONTACT to roll-over after-hour calls from their Rape Crisis Line. In addition, CONTACT Crisis Line was selected to participate in the 1-800-SUICIDE Hope Line and the National Suicide Prevention Lifeline, accepting calls nationally as well as in our local area.

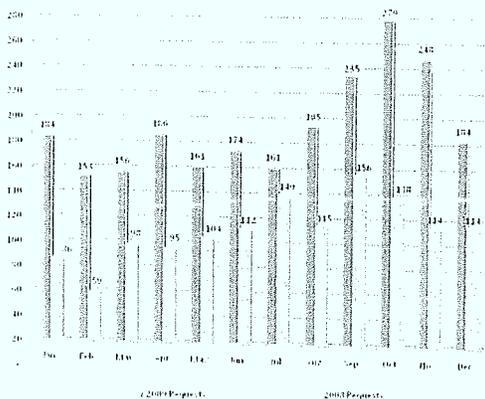
## Why Now?

In 2009, we experienced nearly a 6% increase in call volume to the Susan and Ben Odom Call Center over the previous year. At the same time, the severity of the calls increased tremendously, which is evidenced by the fact that requests for emergency aid jumped 74% during this same period. We expect the escalation in demand to continue with the addition of the two Spanish-language phone lines in the Susan and Ben Odom Call Center and the current economic uncertainty that is causing undue stress in many households.

**Calls To CONTACT Crisis Line By Month**



**Requests for Emergency Aid**



Completed applications must be received by Wednesday, May 19, 2010.

## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

### The Cost of Suicide

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The average medical cost of a suicide in Texas is **\$4,042**, while the average work-loss cost for the life of that individual is **\$1.2 million**, according to the Suicide Prevention Resource Center. The suicide rate in Dallas County averages 12.1 per 100,000 people. Based on our 2008 population estimate of 2,412,827 people, the cost of suicides is more than **\$353 million** in Dallas County alone. This figure does not include the cost of unsuccessful suicide attempts. In addition, there are other costs that are not so easy to tally. A suicide not only affects the individual who takes this drastic step, but his or her family, neighbors, friends, employers, co-workers, and the whole community. Preventing suicides saves money in the emergency room, at primary and long-term care settings, at school, in the workplace, the community and at home.

### How Does CONTACT Make a Difference?

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*One dramatic example of how CONTACT helps people in need was demonstrated recently when Terry, one of our volunteer Crisis Line Specialists, received a call from a young man who was taking pills to bring about his death during the conversation. The caller was not seeking help, rather wanting someone to be with him as he died. Terry managed to establish a rapport with 'Jake' and was able to keep him on the line until police arrived to give appropriate medical treatment. Thanks to Terry's patience, tremendous crisis line skills, and calm management of the potentially lethal situation, Jake is still alive today.*

*Another Caller, Howard, dials us up with some frequency, sometimes as often as twice per day. Over the years, our volunteers have come to know Howard. He has not been known to call because of a specific or life-threatening crisis. He suffers a mild form of depression and often just needs a listening ear and a friendly voice on the other end of the phone. Last September, our volunteers began to report a change in Howard's tone. He was reporting financial difficulties and sounded truly frightened. It was soon learned that he is diabetic and had not had anything to eat for two days for lack of money. After doing a safety assessment, our Crisis Line Specialists determined that he was 'in danger'.*



*we contacted Adult Protective Services to do an onsite safety assessment.*

*Thanks to five consecutive days of documentation by some very astute and caring Crisis Line Specialists, Howard's problem was recognized and identified. He is now enjoying regular visits from Meals on Wheels and the Visiting Nurses Association. He still calls CONTACT regularly but is **no longer at the breaking point.***

These are but two of hundreds of stories we hear about the life-changing impact of CONTACT Crisis Line. A former teen caller was so inspired by the help she received through Teen CONTACT that she now serves as an active member of the Teen Board, a group of high school students who work to create greater awareness within their school community.

Continued partnership with **The Town of Addison** will ensure that our callers dealing with the impact of life's challenges will be provided a listening ear, information and referrals, intervention and transportation or prescription assistance, when needed.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ <u>1,082,615.74</u>	\$ <u>1,000,489.00</u>
Total Operating Expenses:	\$ <u>1,055,693.64</u>	\$ <u>977,990.05</u>

What percentage of the organization's annual revenues does this grant request represent? 2.5%

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

In the current year: N/A Next year: N/A

We respond to callers and provide services to all areas of the Metroplex. Because of the promise of confidentiality and anonymity to our clients, we do not track or even inquire about the origin of the call unless faced with an emergency of life-threatening situation. For this reason, we are unable to maintain records of the number of individuals who are helped specifically from Addison.

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

*The success of our program is determined in the following ways:*

- During each call, volunteers are required to ask if the call is helpful for the caller's needs and these responses are tracked in our iCarol software.
- The number of calls is evaluated on the Spanish-language lines, the teen lines and the adult lines. These reports are reviewed regularly by the Director of Volunteer Services and the President to determine areas of improvement
- Regular communication is maintained with partner agencies to ensure the flow of feedback information.
- Calls are randomly monitored to ensure that our proven crisis intervention model is being employed and that other resources are being offered appropriately.

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

CONTACT's Crisis Help Line is an ongoing program that has been operating for 43 years. If partial funding was made available, we would certainly proceed with the program and continue to seek additional sources of revenue. CONTACT has a committed Board of Directors who work year-round to secure funding for all CONTACT services provided to the Greater Dallas area. In addition to these vested volunteers, the CONTACT staff has created partnerships with various high-level donors, corporations and community organizations that believe in the CONTACT mission and work to ensure it continues for years to come.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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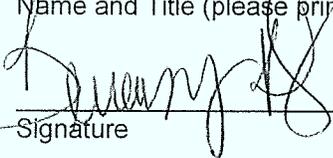
Has your organization received or is now receiving any support in the form of in-kind services (Event Support) from the Town of Addison?  Yes  No If yes, please explain:

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?

Joe Chow is a member of our Board of Directors. Kimberly Lay was previously Chairman of the Board of Directors.

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

Benaye Y. Rogers, President	May 12, 2010
Name and Title (please print)	Date



Signature

Attachments:

- Attachment A: Foundation Contributions for the past 12 months
- Attachment B: 2010 Operating Budget (2011 Budget will be available in December)
- Attachment C: 2008 Audited Financial Statements (2009 Audit is currently in progress)
- Attachment D: Documentation of 501(c)(3) status from IRS
- Attachment E: 2010 Board of Directors
- Attachment F: Fact Sheet
- Attachment G: Collateral Material; Annual Report, Brochure



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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: 214-559-2170 Fax: 214-443-7787  
 Web Site: www.familyplace.org  
 Grant Contact Name: Kathryn Wisdom Title: Funding & Compliance Coordinator  
 Email: kwisdom@familyplace.org Telephone: 214-443-7720

Program title: Metrocrest Outreach Program Program date(s): Ongoing  
 Grant request for 2010-2011: \$ 10,000  
 Previous grants requested: 2009-10: \$ 10,000 2008-09: \$ 10,000 2007-08: \$ 10,000  
 Previous grants/received: 2009-10: \$ 10,000 2008-09: \$ 5,000 2007-08: \$ 5,000  
 (Agency) Number of paid staff: 123 Number of volunteers: 115  
 (Program) Number of paid staff: 12 Number of volunteers: 10  
 Tax Exempt:  Yes  No

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

For victims of family violence, The Family Place is the Dallas area's leading organization delivering proven programs that address emotional and physical abuse and incest. The Family Place provides free, comprehensive services that prevent violence and fully support women, children and men on their path from fear to safety. The Family Place was the first family violence prevention agency in the Dallas area. In its 32-year history, The Family Place has counseled more than 165,000 clients, provided lifesaving shelter to more than 17,000 women, children and men, and answered more than 440,000 calls for help. The Family Place has helped more than 15,000 batterers learn how to change their abusive behavior and reaches more than 10,000 students each year through its youth education programs. All of the client services at The Family Place are available in Spanish and English.

One of the largest family violence agencies in the state, The Family Place provides comprehensive services for all family members experiencing domestic violence—victims and abusers—including counseling services, emergency shelter and transitional housing. The Family Place empowers domestic violence victims to lead nonviolent and independent lives and educates the community about the nature and extent of domestic violence. All of the services at The Family Place are available in Spanish and English. Programs include 24-hour hotline, emergency shelter, transitional housing, child care, community-based counseling in Latin and African-American communities and geographically underserved neighborhoods, children's counseling, youth violence prevention programs, counseling for adult survivors of incest and childhood sexual assault, court-ordered counseling for abusers, court advocacy for victims, court-ordered supervised visitation and monitored exchange of children in families with a history of spousal abuse.

Completed applications must be received by Wednesday, May 19, 2010.



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## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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

Adult group counseling for victims of family violence is provided in English and in Spanish and covers a variety of topics to assist the clients in:

- Getting information and education about domestic violence
- Building confidence and self-esteem
- Learning to build a support system and how to utilize the system effectively
- Learning to break the isolation that has occurred due to the violent relationship
- Setting and achieving goals

Counselors also assist clients in setting housing and employment goals. We are able to provide referrals for long-term counseling as needed. Every woman who receives services in the Metrocrest Outreach Program can receive counseling for her children including individual counseling, play therapy and group counseling. The Family Place's services for child victims of family violence are designed to increase the physical and emotional safety of children by providing a variety of counseling services individually adapted to meet each child's needs.

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$7,005,086	\$7,332,781
Total Operating Expenses:	\$7,488,870	\$7,872,464

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: 15 Next year: 20

Were the services that you provided in Addison successful? How can your efforts be evaluated?  
Yes. In 2009 the program served 160 English-speaking women and their children and 135 Spanish-speaking women and their children as well as 788 Metrocrest students through our Youth Education and Prevention Services in Metrocrest schools. The Family Place adheres to the evaluation protocols established by the United Way as detailed in their publication *Measuring Program Outcomes: A Practical Approach* (1996). The effectiveness of a program is measured by the collection of data of operational indicators at pre-determined time frames. Data collection methods may include observation by trained staff, pre and post-test surveys, questionnaires, interviews, etc. As much as possible, The Family Place utilizes data captured by our Management Information System to generate outcomes. Indicators are tailored to outcome objectives and can consist of clinical instruments, skill-set inventories, observed episodes of behavior, etc. An evaluation report for the Metrocrest Outreach Services is attached.

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

We need your support of this program to provide these critical services for victims of family violence living and working in the Metrocrest. At this point, based on known and expected funding, we have a significant funding deficit in the program of \$48,379 in 2010. Your support would make a significant difference for the vulnerable women and children we serve.

Completed applications must be received by Wednesday, May 19, 2010.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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                    X 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?

Blake W. Clemens is the Addison City Council member assigned as a liaison to The Family Place. Mr. Clemens participated in a site visit at the Metrocrest office in 2009 to learn more detailed information about the services we provide.

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

Paige Flink, Executive Director  
Name and Title (please print)

5/18/10  
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: Alison Ream  
P. O. Box 9010  
Addison, TX 75001-9010

or

5300 Belt Line Road  
Dallas, TX 75254

For questions, please contact:

Alison Ream  
Administrative Intern  
972.450.7038

Completed applications must be received by Wednesday, May 19, 2010.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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Name of organization: LaunchAbility (Formerly Special Care & Career Services)  
Tax ID Number: 75-1189353

Executive Director Name: Cathy Packard Email: cathyp@launchability.org

Address: 4350 Sigma, Suite 100 City: Dallas Zip: 75244-4421

Telephone: (972) 991-6777, ext. 112 Fax: (972) 991-6361

Web Site: www.LaunchAbility.org

Grant Contact Name: Julia Nicol Title: Grant Writer

Email: julian@LaunchAbility.org Telephone: (972) 991-6777, ext. 119

Program title: Early Childhood Intervention & Supported Employment Program date(s): ongoing

Grant request for 2010-2011: \$ 5,000

Previous grants requested: 2009-10: \$ 5,000 2008-09: \$ 7,500 2007-08: \$ 5,000

Previous grants/received: 2009-10: \$ 5,000 2008-09: \$ 5,000 2007-08: \$ 5,000

Number of paid staff: 49 FT, 10 PT Number of volunteers: 60+

Tax Exempt:  Yes  No

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

The mission of LaunchAbility is to help children and adults with developmental disabilities achieve their maximum potential and lead fulfilling lives within our community. We fulfill our mission through three core programs: Early Childhood Intervention (ECI), Supported Employment (SE), and Childcare Champions™. Our ECI program is part of a federally mandated, statewide initiative to provide therapies and other services to babies and toddlers who exhibit any type of delay or disability at the age when they are most able to adapt. Our SE program helps adults with cognitive disabilities such as Down syndrome, autism spectrum disorder, and traumatic brain injury, find and keep good jobs with good wages, consistent with their abilities and interests, through customized employment services and ongoing support to ensure long-term success. Both programs help individuals to become independent and self-sufficient. Childcare Champions™ enhances the quality of child care across Dallas by teaching child care workers to identify and interact appropriately with babies and toddlers of all types of abilities

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

Our ECI program serves children with conditions such as autism, spina bifida, cerebral palsy, Down syndrome, impaired vision, speech difficulties, fine motor skill delays, and hearing

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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?

Don Daseke is our City Council liaison and has attended our Board of Trustee meetings.

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

Cathy Packard, CEO May 19, 2009  
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: Alison Ream  
P. O. Box 9010  
Addison, TX 75001-9010**

or

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

**For questions, please contact:**

Alison Ream  
Administrative Intern  
972.450.7038

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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difficulties. After an in-depth screening and evaluation process, our speech therapists, physical therapists, occupational therapists, social workers, licensed professional counselor, nurse, dietitian, and Early Intervention Specialists work with children and their families to help the children reach their maximum potential. In fiscal year 2008-2009, we served 764 children and their families (unduplicated) in the northwest quadrant of Dallas County and a small portion of southeast Denton County. During the first eight months of fiscal year 2009-2010, we served 19 Addison residents. Our agency's ECI program is recognized as a best practices study site by the Texas Department of Assistive and Rehabilitative Division (DARS) of ECI and is the sole provider of ECI services in Addison.

Our SE program clients receive career assessment, placement in jobs that match their skills to the needs of the employers, on-the-job training, and ongoing support to ensure they keep their jobs. We partner with the Texas Department of Rehabilitative Services to deliver the most comprehensive and innovative supported employment program in the area. One cognitively disabled person placed in a job saves tax payers \$47,000 per year (Disability-Dispelling the Myths, Centers for Workforce Properties, Affiliate of US Chamber of Commerce). We currently work with six Addison employers including the Addison Athletic Club.

The requested funds will be used only to serve children and adults who receive our services in Addison.

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ 3,876,646	\$ 3,954,179
Total Operating Expenses:	\$ 3,874,489	\$ 3,954,179

What percentage of the organization's annual revenues does this grant request represent? 0.1%

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

In the current year: 19 resident children & 7 adults employed at Addison businesses

Next year: 19 resident children & 7 adults employed at Addison businesses

Were the services that you provided in Addison successful? How can your efforts be evaluated?  
Our services were very successful. Client participation and progress were carefully documented. Results of effort were reviewed and evaluated semi-annually.

Describe the impact of services if only partial funding is made available:  
Any decrease in funding would reduce the number of adult clients we have the capacity to serve through SE. A funding cut could negatively impact staff time and resources available to serve existing and future clients who live (and/or work) in Addison. Also, it would impact Addison employers who could benefit from hiring our SE 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, would be affected by a reduction in our ability to provide continued outreach to find the children in need of the services.

**For every \$1 invested in ECI and SE programs, \$17 is returned to the community.**

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: Metrocrest Chamber of Commerce Tax ID Number: 75-1047178

Executive Director Name: Greg Vaughn Email: greg@metrocrestchamber.com

Address: 1204 Metrocrest Dr. City: Carrollton Zip: 75006

Telephone: (972) 416-6600 Fax: (972) 416-7874

Web Site: www.metrocrestchamber.com

Grant Contact Name: Greg Vaughn Title: President

Email: greg@metrocrestchamber.com Telephone: (972) 416-6600

Program title: Economic Development Program date(s): 01/01/2011 – 12/31/2011

Grant request for 2010-2011: \$ 10,000

Previous grants requested: 2009-10: \$ \$10,000 2008-09: \$15,000 2007-08: \$10,000

Previous grants/received: 2009-10: \$10,000 2008-09: \$10,000 2007-08: \$10,000

Number of paid 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 mission of the Metrocrest Chamber of Commerce is to provide leadership in the development of business, a pro-business climate which can operate in harmony with the citizens of the community it serves and promote the civic, commercial and economic welfare of the Metrocrest. The Chamber accomplishes this mission by administering programs targeted in three primary areas:

1. Business and Community Development – Programs directed externally toward enhancing Metrocrest communities and strengthening the broader business climate.
2. Member Services – Programs directed toward improving the profitability of member businesses of the Metrocrest Chamber of Commerce.
3. Organization Development – Internally directed programs targeted toward providing the resources necessary to achieve the Chamber’s mission.

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

The Chamber is requesting funds to support those initiatives of the Chamber Program related to economic development: small business education/assistance, workforce development, business & community development, legislative advocacy, and business/community promotion

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$356,365	\$356,365
Total Operating Expenses:	\$356,365	\$356,365

What percentage of the organization's annual revenues does this grant request represent? 2.8%

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

In the current year: difficult to measure Next year: difficult to measure

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

Yes. The Chamber measures success by the stability of the Addison commercial tax base, tax revenues and employment base, as well as the growth and retention of Addison member-businesses.

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

The Chamber will continue to provide economic development services to the extent feasible by collective economic development budget.

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 has provided in-kind or discounted use of Addison Conference Center for Chamber events.

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?

Council member Blake Clemens serves as ex-officio member of the Chamber Board of Directors; Councilman Neil Resnik is in the first year of an elected three-year term on the Chamber Board.

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

Greg Vaughn, President May 19, 2010  
Name and Title (please print) Date

Signature

**Completed applications must be received by Wednesday, May 19, 2010.**



## 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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***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: Alison Ream  
P. O. Box 9010  
Addison, TX 75001-9010**

**or**

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

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**For questions, please contact:**

Alison Ream  
Administrative Intern  
972.450.7038

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: **Metrocrest Family Medical Clinic** Tax ID Number: **75-2616002**  
 Executive Director Name: **Jane Wood Hawkins** Email: **janehawkinsmfmc@sbcglobal.net**  
 Address: **One Medical Parkway, Suite 140** City: **Farmers Branch, Texas** Zip: **75234**  
 Telephone: **972-484-6336** Fax: **972-484-0051**  
 Web Site : **Under development**  
 Grant Contact Name: **Jane Wood Hawkins** Title: **Executive Director**  
 Email: **janehawkinsmfmc@sbcglobal.net** Telephone: **972-484-6336**

Program title: **Charitable Medical Clinic** Program date(s): **Ongoing service for past 18 years**  
 Grant request for 2010-2011: **\$3000.00**  
 Previous grants requested: 2009-10: **\$3000.00** 2008-09: **\$3000.00** 2007-08: **\$3000.00**  
 Previous grants/received: 2009-10: \$-10: **\$3000.00** 2008-09: **\$3000.00** 2007-08: : **\$3000.00**  
 Number of paid staff: **1.3** Number of volunteers: **80**  
 Tax Exempt:  **Yes**  **No**

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

Metrocrest Family Medical Clinic is a 501(c) (3) charitable medical clinic which serves the four cities of the Metrocrest and surrounding ZIP codes with medical care. Clinic services have been expanded to include day, evening and weekend clinics and are held to provide access to medical care to the uninsured population. Additional specialty clinic services are now available. Patients with complex medical problems are offered individualized consultations regarding diet and disease management. This service is provided without expectation of financial compensation or consideration of residential status or ethnicity or residency status. Those patients not appropriate for the clinic due to stated medical condition are assisted in obtaining medical care elsewhere. Medical/social services remain a large part of our overall service.

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

Medical services are provided in a clinical medical setting. All medical care is provided by volunteer physicians, nurses and lay volunteers. Many have been volunteers with MFMC since its beginnings in 1996. Clinics are scheduled during day, evening and weekend hours to enable clients to access our services without mission valuable work opportunities. Specialty services include general medicine, gynecological services, Ear, nose and throat clinics and dedicated dermatology and diabetes care programs. Metrocrest is now a medical home for Project Access Dallas, which gives our qualified clients access to advanced medical services, including advanced diagnostics, surgical procedures and \$1500.00 per year in pharmacy benefits. Addison residents attending our clinic are introduced to the services of the Dallas County Medical Society PAD program. Most Addison applicants qualify for these services.

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ 69,367.00	\$76,960.00
Total Operating Expenses:	\$69,367.00	\$76,960.00

What percentage of the organization's annual revenues does this grant request represent? **3.4% of Budget**

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

In the current year: **Greater than 40 individuals** Next year: **Depending on the economic health of our Nation, State and Communities, 40 individuals.**

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

**Yes, very much so. We have been able to provide medical assistance to Addison residents who would not have otherwise been able to access these services. Clients are able to access higher levels of medical care including diagnostic studies and treatments.**

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

**The impact would be hard to predict, but Metrocrest FMC would make effort to compensate for the loss of funding.**

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?

**We have been so privileged to have Roger Mellow as our Addison Liaison to the Board of Metrocrest Family Medical Clinic. He has been consistently supportive and wise with is advice and guidance. Mr. Mellow attends most Board meetings. He also received the monthly Update newsletter and clinic calendars.**

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

Jane Wood Hawkins Executive Director  
Name and Title (please print) Date

Jane Wood Hawkins May 18, 2010  
Signature



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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 Rd, Suite 100 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 x 16

Program title: Comprehensive Emergency Assistance Program date(s): 10/1/2010-9/30/2011

Grant request for 2010-2011: \$30,000

Previous grants requested: 2009-10: \$25,000 2008-09: \$25,000 2007-08: \$20,000

Previous grants/received: 2009-10: \$25,000 2008-09: \$25,000 2007-08: \$20,000

Number of paid staff: 7 ft & 5 pt (plus 10 pt at MSS Thrift Store) Number of volunteers: 1,491

Tax Exempt:  Yes  No

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

The mission of Metrocrest Social Services (MSS) is to provide emergency assistance and comprehensive programs to move families toward self-sufficiency; serving residents of Carrollton, Farmers Branch, Addison, Coppell, and zip code 75287 in Denton County. MSS provides services to families who are in crisis due to insufficient income and resources to adequately meet their needs. Caseworkers develop a program plan with families to stabilize the crisis and move the family toward self-sufficiency. In order to achieve this goal, MSS makes referrals as needed for budgeting, food stamps, child support, education, and legal aid. Caseworkers follow up on the referral process to determine the client's progress. This plan and the financial assistance provided by the agency fundamentally change the family's economic situation and move them towards independence.

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

Metrocrest Social Services provides financial comprehensive, short-term emergency assistance in the form of rent, utilities, food, prescriptions, bus vouchers, gasoline cards, and more to improve life situations of clients. MSS also provides information and referral services, employment assistance, and clothing and furniture from the Metrocrest Thrift Store. Seasonal programs include Back-to-School supplies and shoes, November holiday food and December holiday gifts and food.

Completed applications must be received by Wednesday, May 19, 2010.



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ 2,232,300	\$ 2,396,790
Total Operating Expenses:	\$ 2,232,300	\$ 2,437,089

What percentage of the organization's annual revenues does this grant request represent? 1.1%

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

In the current year: 496 (FY2009) Next year: 545

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

Metrocrest Social Services outcomes measurement process shows that in 2009, 92.46% of clients who received financial assistance (rent and/or utilities) retained their housing for 60 days. Consistent follow-up of clients receiving rent or utility assistance is maintained at 30 days and 60 days thus giving us the opportunity to report our success.

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

The level of services provided to families depends on the amount of funding awarded. A reduction in funding from the Town of Addison will limit the number of families who can be served.

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

The Addison Employee Action Committee's annual Summer Food Drive benefits MSS as well as the Addison Community 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?**

Council Member Bianca Noble serves as the Town of Addison liaison on the MSS Board. Bianca is an active participant in Board activities and regularly attends meetings. Her reports on Addison news and her participation in MSS Board discussions are valuable to the agency.

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

Bunny Summerlin, Executive Director May 18, 2010  
Name and Title (please print) Date

Bunny Summerlin  
Signature



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

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

Executive Director Name: Gregory Gerendas Email: gregory.gerendas@senioradultservices.org

Address: One Medical Parkway, Professional Plaza I, Ste. 115

City :Farmers Branch Zip:75234

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

Web Site:www.senioradultservies.org

Grant Contact Name: Same as Above Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Program title: Social Services for Seniors and Caregivers Program date(s): Oct. 1, 2010 – Sept. 30, 2011

Grant request for 2010-2011: \$17,000

Previous grants requested: 2009-10: \$17,000 2008-09:\$17,000 2007-08: \$15,000

Previous grants/received: 2009-10: \$17,000 2008-09:\$17,000 2007-08: \$15,000

Number of paid staff: 8.5 FTE Number of volunteers: 300 Individuals

Tax Exempt:  Yes  No

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

For over 30 years Senior Adult Services has improved the lives of seniors and caregivers by providing practical solutions to people facing the challenges of aging. By giving seniors options, respecting their choices, supporting family caregivers and involving the community in delivering services, SAS helps local residents live independently longer and with increased safety by providing a comprehensive program of information and direct services which help seniors live better even as they deal with short or long term changes in their abilities.

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

Funds are needed to help older adults stay "Healthy @ Home," by providing information and advice on resources, service coordination, home delivered meals, transportation, home repairs/reducing falls, vials of life, a monthly newsletter, and a weekly email newsletter (called the *Friday Flash*). Senior Adult Services will also provide case management, outreach, intake and monthly monitoring for participants of Project Lifesaver, a recent program lead by the Addison Police Department, which will locate persons with dementia/Alzheimer's Disease should they wander.

**Completed applications must be received by Wednesday, May 19, 2010.**



# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2010 BUDGETED	FISCAL YEAR 2011 PROJECTED
Total Operating Revenues:	\$764,003	\$730,900
Total Operating Expenses:	\$764,003	\$730,900

What percentage of the organization's annual revenues does this grant request represent? 2.25%

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

In the current year: 43 (5/1/09 – 4/30/10)      Next year: 50

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

Yes, clients work with the client services coordinators to determine their needs, develop goals, and measure how many of their personal goals were achieved. Surveys of clients to evaluate home repair, meals and transportation show a high degree of satisfaction with the services and an increased ability to live independently.

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

With increased costs for both staff and program supplies such as meals and gasoline for transportation, a reduction in funding would decrease the services the organization could provide to Addison residents.

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 annual Bookworm Bash used book sale.

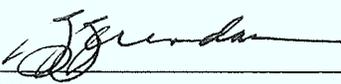
If applicable, who is the City Council member that is assigned as a liaison to your organization? In what ways do you keep him/her of activities within your organization?

Roger Mellow is Addison's liaison to Senior Adult Services board of directors. He receives monthly financial reports, quarterly program reports and attends bi-monthly board meetings. He also is an active participant on the organization's Investment and Finance Committee.

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

Gregory Gerendas, Executive Director  
Name and Title (please print)

May 19, 2010  
Date

  
Signature



WE'RE GLAD YOU'RE HERE

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

Name of organization: UBL Texas Wranglers Tax ID Number: 35-2349357

Executive Director Name: Ozzie Denson Email: coachdenson@yahoo.com

Address: 1200 East Davis Street Suite 115 City: Mesquite  
Zip: \_\_\_\_\_

telephone: 972-781-8120 Fax: 972-329-2007

Web Site: www.ublhoops.com

Grant Contact Name: Ozzie Denson Title: Executive Director

Email: coachdenson@yahoo.com Telephone: 972-781-8120

Program title: National High School Basketball Association (NHSBA) Program  
date(s): June 2010-June 2011

Grant request for 2010-2011: \$ 225,000

Previous grants requested: 2009-10: \$ n/a 2008-09: \$ n/a 2007-08: \$ n/a

Previous grants/received: 2009-10: \$ n/a 2008-09: \$ n/a 2007-08: \$ n/a

Number of paid staff: 75 Number of volunteers: 50

Tax Exempt: Yes

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

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

The Texas Wranglers Pro Basketball Team in Addison Texas'. The UBL has Teams in Texas , Arkansas, Oklahoma, Missouri, Mississippi, Tulsa, Kansas

Completed applications must be received by Wednesday, May 19, 2010.



WE'RE GLAD YOU'RE HERE

# 2010-2011 NONPROFIT ASSISTANCE APPLICATION

	FISCAL YEAR 2009 BUDGETED	FISCAL YEAR 2010 PROJECTED
Total Operating Revenues:	\$ _____	\$ 204,200
Total Operating Expenses:	\$ _____	\$ 204,200

What percentage of the organization's annual revenues does this grant request represent? 100%

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

In the current year: 100 Next year: 300

Were the services that you provided in Addison successful? How can your efforts be evaluated?  
Yes, fill up the hotel rooms, spend money in Addison

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

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 yes, please explain:  
Teams from the UBL stay in Hotels in Addison

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?

Chris Terry

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

Ozzie Denson UBL/ Deuntate Copeland (NHSBA)

6/2/2010

Name and Title (please print)

Date

Signature

Completed applications must be received by Wednesday, May 19, 2010.

Page { PAGE } of { NUMPAGES }

# Council Agenda Item: #R4

**AGENDA CAPTION:**

Public Hearing on the Town of Addison's Annual Budget for the Fiscal Year ending September 30, 2011.

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

A Public Hearing is provided to hear any comments from the public regarding the Fiscal Year 2011 Budget.

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

No Attachments Available

Type:

# Council Agenda Item: #R5

**AGENDA CAPTION:**

Public Hearing regarding the proposed Charter Review Commission's Final Report.

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

The Commission's Report was presented by Linda Groce, Chairman, at the Council meeting on May 25, 2010.

**RECOMMENDATION:**

NA

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

# Council Agenda Item: #R6

## **AGENDA CAPTION:**

PUBLIC HEARING Case 1598-SUP/Texadelphia. Consideration of approval of a Special Use permit for a restaurant and a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, located at 5000 Belt Line Road, Suite 310, on application from Mr. John Le, of John Le, Advisors, LLC.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, and a Special use Permit for the sale of beverages for on-premises consumption only, subject to the following conditions:

- A fire sprinkler system shall be installed in the space prior to the issuance of a Certificate of Occupancy.
- The applicant shall not have any signs on the exterior of the restaurant that contain the term "bar", "saloon", or other alcohol-related terms.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

## **FINANCIAL IMPACT:**

NA

## **BACKGROUND:**

NA

## **RECOMMENDATION:**

Administration recommends approval.

## **COUNCIL GOALS:**

N/A

## **ATTACHMENTS:**

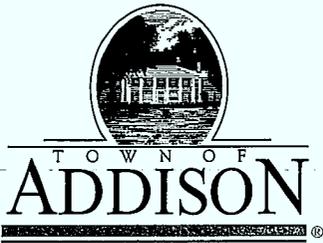
Description:

[Docket map, staff report, and commission findings](#)

Type:

Backup Material





May 18, 2010

**STAFF REPORT**

**RE:** Case 1598-SUP/Texadelphia

**LOCATION:** 5000 Belt Line Road, Suite 310

**REQUEST:** Approval of a Special Use Permit for a restaurant, and a Special Use Permit for the sale of alcoholic beverages for on-Premises consumption only

**APPLICANT:** Mr. John Le, of John Le, Advisors, LLC

**DISCUSSION:**

Background. This lease space was formerly CD World. It is located between Freebirds and Ziziki's Mediterranean Taverna (formerly Volo's Mediterranean Taverna). Since the space has never been a restaurant, it requires a Special Use Permit. Texadelphia also wants to serve beer and wine; therefore, it requires a Special Use Permit for the sale of alcoholic beverages for on-premises consumption only. Texadelphia is a sandwich shop that features Philly Cheese Steak sandwiches, along with other kinds of sandwiches.

Proposed Plan. The floor plan indicates the proposed lease space will be 2,612 square feet. It will be a "fast-casual" restaurant where customers order at a counter and serve themselves for drinks. The restaurant will feature stools and counter seating along with nine plasma screen TVs.

Facades. The applicant is not showing any changes to the existing glass store-front facades.

Parking. This restaurant is in a Planned Development district with its own unique parking ratio. The parking ratio for retail uses is 1 space per 200 square feet, and the parking ratio for office uses is 1 space per 300 square feet. However, the parking ratio for restaurant uses in this center is 1 space per 160 square feet, which is more generous than the standard ratio of 1 space per 100 square feet. The applicant has submitted a tenant roster and allocation for the parking in the center. The center

requires 465 spaces for all uses in the center, and the site contains 466 spaces, one space beyond the requirement.

Building and Fire Code. The applicant is changing the occupancy on this space from a retail occupancy to a restaurant occupancy. The Town's Building and Fire codes require that an A-2 occupancy of more than 1,500 square feet must have a fire sprinkler system. The staff will require the fire sprinkler system be shown on the permit plans, and it must be installed prior to the issuance of a Certificate of Occupancy.

Landscaping. The landscaping for this center is already in place and is well maintained.

Food Service Code. Neil Gayden notes that this space has never been occupied by a foodservice related business. The restaurant will be subject to all regulations contained in the Addison Food Service Ordinance, including the requirement for a grease trap.

Signage. The applicant has not shown any drawings showing the proposed signs for the space. The applicant should be aware that all signage for the restaurant must comply with the requirements of the Addison Sign Ordinance. In addition, the applicant should be aware that the Town has a policy against the use of the term "bar", "saloon", or other alcohol-related terms on exterior signs.

#### RECOMMENDATION:

Staff recommends approval of the Special Use Permit for a restaurant, and approval of the Special Use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to the following conditions:

-A fire sprinkler system shall be installed in the space prior to the issuance of a Certificate of Occupancy.

-The applicant shall not have any signs on the exterior of the restaurant that contain the term "bar", "saloon", or other alcohol-related terms.

Respectfully submitted,



Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, and a Special use Permit for the sale of alcoholic beverages for on-premises consumption only, subject to the following conditions:

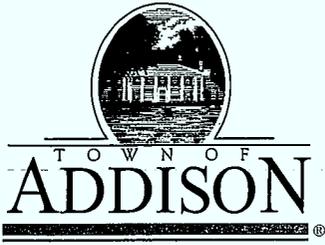
-A fire sprinkler system shall be installed in the space prior to the issuance of a Certificate of Occupancy.

-The applicant shall not have any signs on the exterior of the restaurant that contain the term "bar", "saloon", or other alcohol-related terms.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood



**DEVELOPMENT SERVICES**  
(972) 450-2880 Fax: (972) 450-2837

16801 Westgrove  
Post Office Box 9010 Addison, Texas 75001-9010

**To: Carmen Moran, Director Development Service**

**From: Lynn Chandler, Building Official**

**Date: May 17, 2010**

**Subject: Case 1598-SUP/Texadelphia**

The occupancy of this space has changed from M, Mercantile, to A-2, Restaurant and the fire area exceeds 1500 square feet. Therefore a fire sprinkler system will be required. The space shall also be separated from the two adjacent spaces with occupancy separation walls if they are not already in place.

## Carmen Moran

---

**From:** Gordon Robbins  
**Sent:** Monday, May 10, 2010 10:41 AM  
**To:** Carmen Moran  
**Subject:** Case 1598-SUP/Texadelphia

Due to the floor area and occupant load for this proposed A2 occupancy; a fire sprinkler system must be installed before the Fire Dept can endorse the SUP for this submittal.

Thank you,

**Gordon C. Robbins | Deputy Fire Chief | Fire Marshal**

Town of Addison | 4798 Airport Pkwy | Addison TX 75001  
ofc 972.450.7220 | fax 972.450.7208 | [grobbins@addisontx.gov](mailto:grobbins@addisontx.gov)  
[http://www.addisontx.gov/departments/fire\\_dep/](http://www.addisontx.gov/departments/fire_dep/)

# Council Agenda Item: #R7

**AGENDA CAPTION:**

PUBLIC HEARING Case 1599-SUP/14801 Quorum. Consideration of approval of a Special Use Permit for a restaurant, located at 14801 Quorum Drive, on application from JP-Quorum LP, represented by Mr. David Margetts.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from 14801 Quorum Deli, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler Voting Nay: none Absent: Hewitt, Wood

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

NA

**RECOMMENDATION:**

Administration recommends approval.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

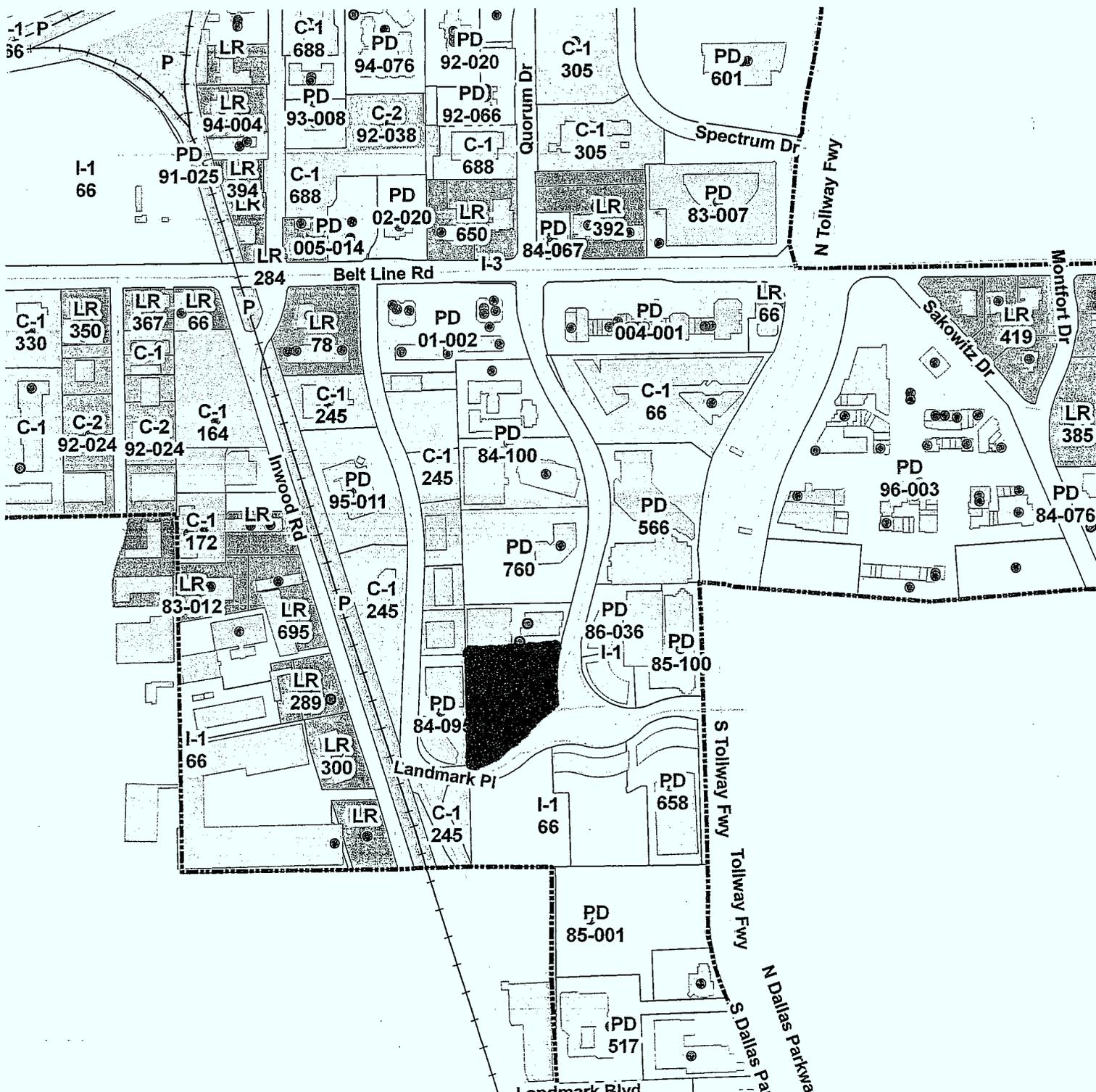
[Docket map, staff report and commission findings](#)

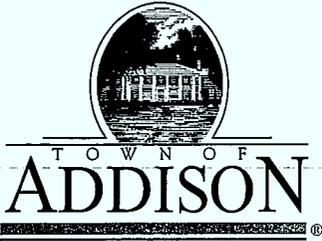
Type:

Backup Material

# 1599-SUP

**PUBLIC HEARING** Case 1599-SUP/14801 Quorum. Requesting approval of a Special Use Permit for a restaurant, located at 14801 Quorum Drive, on application from JP- Quorum LP, represented by Mr. David Margetts.





**DEVELOPMENT SERVICES**  
(972) 450-2880 Fax: (972) 450-2837

16801 Westgrove  
Post Office Box 9010 Addison, Texas 75001-9010

May 19, 2010

**STAFF REPORT**

**RE:** Case 1599-SUP/14801 Quorum Deli

**LOCATION:** 14801 Quorum Drive

**REQUEST:** Approval of a Special Use Permit for a Restaurant (office building deli).

**APPLICANT:** JP-Quorum LP, represented by Mr. David Margetts

**DISCUSSION:**

Background. The applicant in this request seeks to open a 1,221 square foot deli and sandwich shop in an existing office building at 14801 Quorum Drive. The building at 14801 was recently purchased and is being completely renovated. Several large tenants are scheduled to move into the building within the coming months, and the owners would like to provide a deli/sandwich shop as a convenience for the new tenants. Several other office buildings in this area already have delis, but the staff checked the records, and there has never been a deli or restaurant use in this building. Therefore, a Special Use Permit is required.

Proposed Plan. The floor plan indicates the space will be with a food prep and wash area, a sandwich board, steam table, and soup container. The space will offer self serve drinks and also bottled drinks available from coolers. The deli will provide seating for customers with six, four-top tables and three two-top tables.

Landscaping. The landscaping for this office building is already in place. The Parks Department notes that it meets the requirements of the ordinance and is generally well-maintained.

Parking. An office building deli does not require a separate parking ratio. The staff believes that all of the customers to this deli will be tenants or visitors to the office building. Therefore, it is parked at the same one space per 300 square foot ratio as the other uses in the building. There is sufficient parking for this use.

Food Service Code. The deli will be subject to all regulations contained in the Addison Food Service Ordinance.

Façade. The applicant is not planning to make any changes to the existing facades for the lease space.

Signage. The applicant has not shown any signs for the space. Typically, a deli of this sort does not have any signs on the exterior of the building. However, the applicant should be aware that all signage for the restaurant must comply with the requirements of the Addison Sign Ordinance.

**RECOMMENDATION:**

Staff recommends approval of the Special Use Permit for a restaurant subject to no conditions.

Respectfully submitted,

A handwritten signature in black ink that reads "C Moran". The "C" is large and loops around the "M", and "Moran" is written in a cursive style.

Carmen Moran  
Director of Development Services

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**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from 14801 Quorum Deli, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

## Carmen Moran

---

**From:** Gordon Robbins  
**Sent:** Monday, May 10, 2010 10:41 AM  
**To:** Carmen Moran  
**Subject:** Case 1599-SUP

---

The Fire Department has no conditions regarding the SUP for this case.

### **Gordon C. Robbins | Deputy Fire Chief | Fire Marshal**

Town of Addison | 4798 Airport Pkwy | Addison TX 75001  
ofc 972.450.7220 | fax 972.450.7208 | [grobbins@addisontx.gov](mailto:grobbins@addisontx.gov)  
[http://www.addisontx.gov/departments/fire\\_dep/](http://www.addisontx.gov/departments/fire_dep/)

# Council Agenda Item: #R8

**AGENDA CAPTION:**

PUBLIC HEARING Case 1597-SUP/Tutti Frutti Yogurt. Consideration of approval of a Special Use Permit for a restaurant (yogurt shop), located in the Village on the Parkway shopping center at 5100 Belt Line Road, Suite 800, on application from Mr. Kim Pham, represented by James Harris of HARC Design Group.

COMMISSION FINDINGS: The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from Tutti Frutti Yogurt, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler Voting Nay: none Absent: Hewitt, Wood

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

NA

**RECOMMENDATION:**

Administration recommends approval.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

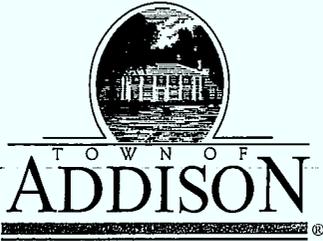
Description:

[Docket map, staff report, and commission findings](#)

Type:

Backup Material





**DEVELOPMENT SERVICES**

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

16801 Westgrove

Post Office Box 9010 Addison, Texas 75001-9010

May 19, 2010

**STAFF REPORT**

**RE:** Case 1597-SUP/Tutti Frutti Yogurt

**LOCATION:** 5100 Belt Line Road, Suite 800

**REQUEST:** Approval of a Special Use Permit for a Restaurant (yogurt shop).

**APPLICANT:** Mr. Kim Pham, represented by Mr. James Harris of HARC Design Group

**DISCUSSION:**

Background. The applicant in this request seeks to open a 1,500 square foot yogurt shop in the Village on the Parkway. The yogurt shop features 16 different kinds of yogurt which is dispensed through eight self-service yogurt machines with various toppings provided. Customers choose their own portions and then pay by the ounce for the yogurt plus toppings.

Proposed Plan. The floor plan indicates the space will be fitted out with eight yogurt machines and a counter for 18 cold toppings (usually fruit) and 30 dry toppings (various kinds of crushed candy bars, nuts, and sprinkles). Customers dispense their own yogurt and add their own toppings, then pay by the ounce.

The shop offers 15 four-top tables and six stools for counter seating. The applicant did not indicate tables or chairs outside, but it is not unusual for yogurt shops to have some outside seating. The shop did not indicate any dispensers for beverages, but may offer coffee or bottled drinks.

Landscaping. The landscaping for this center is already in place. The Parks Department notes that it meets the requirements of the ordinance and is generally well-maintained.

Parking. The parking for this center is set at a mixed-use ratio of one space per 250 square feet for all uses. There are two large lots at the south end of the center which provide ample parking for all uses. There is sufficient parking for this use.

Food Service Code. The restaurant will be subject to all regulations contained in the Addison Food Service Ordinance.

Façade. The applicant is not planning to make any changes to the existing facades for the lease space.

Signage. The applicant has not shown any signs for the space. The applicant should be aware that all signage for the restaurant must comply with the requirements of the Addison Sign Ordinance.

**RECOMMENDATION:**

Staff recommends approval of the Special Use Permit for a restaurant subject to no conditions.

Respectfully submitted,

A handwritten signature in black ink that reads "CMORAN". The letters are stylized and connected, with a large "C" and "M" at the beginning.

Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on May 27, 2010, voted to recommend approval of a Special Use Permit for a restaurant, on application from Tutti Frutti Yogurt, subject to no conditions.

Voting Aye: Arfsten, DeFrancisco, Doherty, Oliver, Wheeler

Voting Nay: none

Absent: Hewitt, Wood

## Carmen Moran

---

**From:** Gordon Robbins  
**Sent:** Monday, May 10, 2010 10:41 AM  
**To:** Carmen Moran  
**Subject:** Case 1597-SUP/Tutti Frutti Yogurt

The Fire Department has no conditions regarding the SUP for this case.

**Gordon C. Robbins | Deputy Fire Chief | Fire Marshal**

Town of Addison | 4798 Airport Pkwy | Addison TX 75001  
ofc 972.450.7220 | fax 972.450.7208 | [grobbs@addisontx.gov](mailto:grobbs@addisontx.gov)  
[http://www.addisontx.gov/departments/fire\\_dep/](http://www.addisontx.gov/departments/fire_dep/)

# Council Agenda Item: #R9

## AGENDA CAPTION:

Presentation, discussion and consideration of approval of an Ordinance amending the Town's Code of Ordinances by adding thereto a new Chapter 72 establishing regulations regarding illicit discharges to the storm water drainage system, subject to final review by the City Attorney.

## FINANCIAL IMPACT:

NA

Project Manager: Clay Barnett

## BACKGROUND:

On March 23, 2010, Town of Addison staff, in conjunction with Halff Associates and Teague, Nall and Perkins, presented a work session item to Council on the details of upcoming ordinances for the Storm Water Management Phase II compliance. Part of the Town's commitment included passing two ordinances for year three of the five year plan. This first ordinance is for Illicit Discharge.

The purpose of this ordinance is to provide for the health, safety and general welfare of the citizens of Addison through regulating non-storm water discharge to the storm drainage system. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with the requirements of the National Pollutant Discharge Elimination System (NPDES) and Texas Pollutant Discharge Elimination System (TPDES) permit process.

The objectives of this ordinance are:

- (1) To regulated the contribution of pollutants to the municipal separate storm sewer system (MS4) by storm water discharge by any user;
- (2) To prohibit Illicit Discharges and Illicit Connections to the municipal separate storm sewer system;
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance;
- (4) To provide appropriate enforcement procedures and actions for ordinance violations.

## RECOMMENDATION:

Staff recommends approval of the Illicit Discharge Ordinance subject to final review by City Attorney.

## COUNCIL GOALS:

N/A

## ATTACHMENTS:

Description:

[Illicit Discharge](#)

Type:

Cover Memo

## CHAPTER 72 ILLICIT DISCHARGE ORDINANCE

### SECTION 1. PURPOSE/INTENT

The purpose of this ordinance is to provide for the health, safety, and general welfare of the citizens of the Town of Addison through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) and Texas Pollutant Discharge Elimination System (TPDES) permit process. The objectives of this ordinance are:

- (1) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user;
- (2) To prohibit Illicit Discharges and Illicit Connections to the municipal separate storm sewer system;
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this ordinance;
- (4) To provide appropriate enforcement procedures and actions for ordinance violations.

### SECTION 2. DEFINITIONS

The following words, terms, and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

***Authorized Enforcement Personnel*** means employees or designees of the Town of Addison authorized to enforce this ordinance.

*Best Management Practices (BMPs)* include schedules of activities, prohibitions of practices, general good house keeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

*Clean Water Act* means the federal Water Pollution Control Act (33 U.S.C. ' 1251 et seq.), and any subsequent amendments thereto.

*Construction Activity* means any activity subject to NPDES or TPDES Construction Permits. These include construction projects resulting in land disturbance of **one acre or more**. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

*Hazardous Materials* means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

*Illegal Discharge* means any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section X of this ordinance.

*Illicit Connections* are defined as any of the following:

Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyances which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or,

Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

*Industrial Activity* means activities subject to NPDES Industrial Permits as defined in 40 CFR, Section 122.26 (b)(14).

*National Pollutant Discharge Elimination System (NPDES) Storm Water Discharge Permit* means a permit issued by the Environmental Protection Agency (EPA) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

*Non-Storm Water Discharge* means any discharge to the storm drain system that is not composed entirely of storm water.

*Person* means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

*Pollutant* means anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and

fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

*Premises* means any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

*Storm Drainage System* means publicly-owned facilities by which storm water is collected and/or conveyed, also known as a municipal separate storm sewer system (MS4). The MS4 includes but is not limited to any roads with drainage systems, bar ditches, municipal streets, gutters, curbs, inlets, piped storm drains, culverts, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

*Storm Water* is any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

*Stormwater Pollution Prevention Plan* means a document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

*Texas Pollutant Discharge Elimination System (TPDES) Storm Water Discharge Permit* means a permit issued by the Texas Commission on Environmental Quality (TCEQ) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

*Wastewater* means any water or other liquid, other than uncontaminated storm water, discharged from a facility.

### **SECTION 3. APPLICABILITY**

This ordinance shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by the Town of Addison.

### **SECTION 4. RESPONSIBILITY FOR ADMINISTRATION**

The **authorized enforcement personnel** shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the **authorized enforcement personnel** may be delegated by the **Town of Addison** to persons or entities acting in the beneficial interest of or in the employ of the agency.

### **SECTION 5. COMPATIBILITY WITH OTHER REGULATIONS.**

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the

requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

## **SECTION 6. SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this Ordinance or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Ordinance.

## **SECTION 7. ULTIMATE RESPONSIBILITY.**

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

## **SECTION 8. DISCHARGE PROHIBITIONS.**

### **8.1. Prohibition of Illegal Discharges.**

No person shall discharge or cause to be discharged into the municipal storm drain system or watercourses any materials, including but not limited to pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than storm water.

The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

(a) The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing or other potable water sources, landscape irrigation or lawn watering, diverted stream flows, rising ground water, ground water infiltration to storm drains, uncontaminated pumped ground water, foundation or footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, individual residential washing of vehicles, natural riparian habitat or wet-land flows, swimming pools (if dechlorinated - less than one PPM chlorine), fire fighting activities, and any other water source not containing Pollutants.

(b) Discharges or flow from fire fighting, and other specified in writing by the Town of Addison as being necessary to protect public health and safety.

(c) Dye testing is an allowable discharge, but requires a verbal notification to the Town of Addison prior to the time of the test.

(d) The prohibition shall not apply to any non-storm water discharge permitted under an NPDES or TPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the EPA or TCEQ, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

## **8.2. Prohibition of Illicit Connections.**

(a) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.

(b) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(c) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.

(d) Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system or the sanitary sewer system upon approval of the Town of Addison.

(e) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the Town of Addison requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the Town of Addison.

## **SECTION 9. SUSPENSION OF MS4 ACCESS.**

### **9.1 Suspension due to Illicit Discharges in Emergency Situations**

The Town of Addison may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or Waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the MS4 or Waters of the United States, or to minimize danger to persons.

## **9.2 Suspension due to the Detection of Illicit Discharge**

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The authorized enforcement personnel will notify a violator of the proposed termination of its MS4 access. The violator may petition the authorized enforcement agency for a reconsideration and hearing.

A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the authorized enforcement personnel.

## **SECTION 10. INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES.**

Any person subject to an industrial or construction activity NPDES or TPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the Town of Addison prior to the allowing of discharges to the MS4.

## **SECTION 11. MONITORING OF DISCHARGES**

### **11.1. Applicability.**

This section applies to all facilities that have storm water discharges associated with industrial activity, including construction activity.

### **11.2. Access to Facilities.**

(a) The authorized enforcement personnel shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to the authorized enforcement personnel.

(b) Facility operators shall allow the authorized enforcement personnel ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES or TPDES permit to discharge storm water, and the performance of any additional duties as defined by state and federal law.

(c) The authorized enforcement personnel shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the authorized enforcement agency to conduct monitoring and/or sampling of the facility's storm water discharge.

(d) The authorized enforcement personnel has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.

(e) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the Town of Addison and shall not be replaced. The costs of clearing such access shall be borne by the operator.

(f) Unreasonable delays in allowing the authorized enforcement personnel access to a permitted facility is a violation of a storm water discharge permit and of this ordinance. A person who is the operator of a facility with a NPDES or TPDES permit to discharge storm water associated with industrial activity commits an offense if the person denies the authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this ordinance.

(g) If the authorized enforcement personnel has been refused access to any part of the premises from which stormwater is discharged, and he/she is able to demonstrate probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this ordinance or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

## **SECTION 12. REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES.**

Town of Addison will adopt requirements identifying Best Management Practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the U.S. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES or TPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part

of a stormwater pollution prevention plan (SWPPP) as necessary for compliance with requirements of the NPDES or TPDES permit.

### **SECTION 13. WATERCOURSE PROTECTION.**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

### **SECTION 14. NOTIFICATION OF SPILLS.**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or water of the U.S. said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by phone or facsimile no later than the next business day. Notifications in person or by phone shall be confirmed by written notice addressed and mailed to the **Town of Addison Director of Public Works** within three business days of the phone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

### **SECTION 15. ENFORCEMENT.**

#### **15.1. Notice of Violation.**

Whenever the Town of Addison finds that a person has violated a prohibition or failed to meet a requirement of this Ordinance, the authorized enforcement personnel may order compliance by written notice of violation to the responsible person. Such notice may require without limitation:

- (a) The performance of monitoring, analyses, and reporting;
- (b) The elimination of illicit connections or discharges;
- (c) That violating discharges, practices, or operations shall cease and desist;

- (d) The abatement or remediation of storm water pollution or contamination hazards and the restoration of any affected property; and
- (e) Payment of a fine to cover administrative and remediation costs; and
- (f) The implementation of source control or treatment BMPs.

If abatement of a violation and/or restoration of affected property is required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by a designated governmental agency or a contractor and the expense thereof shall be charged to the violator.

#### **SECTION 16. APPEAL OF NOTICE OF VIOLATION**

Any person receiving a Notice of Violation may appeal the determination of the authorized enforcement agency. The notice of appeal must be received within days from the date of the Notice of Violation. Hearing on the appeal before the appropriate authority or his/her designee shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the municipal authority or their designee shall be final.

#### **SECTION 17. ENFORCEMENT MEASURES AFTER APPEAL**

If the violation has not been corrected pursuant to the requirements set forth in the Notice of Violation, or, in the event of an appeal, within days of the decision of the municipal authority upholding the decision of the authorized enforcement personnel, then authorized enforcement personnel shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

#### **SECTION 18. COST OF ABATEMENT OF THE VIOLATION**

Within      days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within days. If the amount due is not paid within a timely manner as determined by the decision of the municipal authority or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

Any person violating any of the provisions of this article shall become liable to the city by reason of such violation. The liability shall be paid in not more than 12 equal

payments. Interest at the rate of percent per annum shall be assessed on the balance beginning on the [REDACTED]st day following discovery of the violation.

#### **SECTION 19. INJUNCTIVE RELIEF**

It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. If a person has violated or continues to violate the provisions of this ordinance, the Town of Addison may petition for a preliminary or permanent injunction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

#### **SECTION 20. COMPENSATORY ACTION**

In lieu of enforcement proceedings, penalties, and remedies authorized by this Ordinance, the Town of Addison may impose upon a violator alternative compensatory actions, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc.

#### **SECTION 21. VIOLATIONS DEEMED A PUBLIC NUISANCE**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

#### **SECTION 22. CRIMINAL PROSECUTION**

Any person that has violated or continues to violate this ordinance shall be liable to criminal prosecution to the fullest extent of the law, and shall be subject to a criminal penalty of [REDACTED] dollars per violation per day and/or imprisonment for a period of time not to exceed [REDACTED] days.

The Town of Addison may recover all attorney's fees court costs and other expenses associated with enforcement of this ordinance, including sampling and monitoring expenses.

#### **SECTION 23. REMEDIES NOT EXCLUSIVE**

The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the Town of Addison to seek cumulative remedies.

# Council Agenda Item: #R10

## **AGENDA CAPTION:**

Presentation, discussion, and consideration of approval of an Ordinance amending the Town's Code of Ordinances by adding thereto a new Chapter 71 regarding erosion control, subject to final review by City Attorney.

## **FINANCIAL IMPACT:**

NA

Project Manager: Clay Barnett

## **BACKGROUND:**

On March 23, 2010, Town of Addison staff, in conjunction with Halff Associates and Teague, Nall and Perkins, presented a work session item to Council on the details of upcoming ordinances for the Storm Water Management Phase II compliance. Part of the Town's commitment included passing two ordinances for year three of the five year plan. The second ordinance is for Erosion Control.

Generally, the most environmentally dangerous period of development is the initial construction phase when land is cleared of vegetation and graded to create a proper surface for construction. The removal of natural vegetation and topsoil makes the exposed area particularly susceptible to erosion, causing transformation of existing drainage areas and disturbance of sensitive areas. In order to minimize the impacts of erosion, and ensure compliance with our Storm Water Management Plan, the Erosion Control Ordinance will need to be passed.

The purpose of this ordinance is to ensure compliance of erosion control practices including:

- (1) To regulate sediments and pollutants from entering drainage areas
- (2) To establish legal authority to ensure compliance with implementing and maintain erosion control measures shown in submitted Erosion Control Plans
- (3) To provide appropriate enforcement procedures and actions for ordinance violations.

## **RECOMMENDATION:**

Staff recommends approval of the Erosion Control Ordinance subject to final review by City Attorney.

## **COUNCIL GOALS:**

N/A

## **ATTACHMENTS:**

Description:

[Erosion control ordinance](#)

Type:

Cover Memo

## CHAPTER 71 EROSION CONTROL

### Sec. 1. Definitions

The following words, terms, and phrases, when used in this Article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

*Below ground installations* means activity that causes excess sediment laden water, concrete sawing wash water, wash water or drilling mud pumped from an excavation or structure and shall be treated as sediment laden runoff for erosion control purposes.

*Building Official* means the Building Official for the Town of Addison or their designee.

*Construction Activities* means construction activities that require a building permit.

*Director of Public Works* means the Director of Public Works for the Town of Addison or their designee.

*Erosion control plan* means a site plan with necessary details, showing the property where land disturbing activity will take place and showing the locations and types of devices, procedures and practices to be used to control erosion and sedimentation.

*Final approval* means completion of a project, site or building in accordance with Town of Addison requirements and ordinances. In the case of a building, a Certificate of Occupancy is issued.

*Land disturbing activity* means any activity, including but not limited to excavation, planting, tilling, and grading, which disturbs **5,000 or more square feet** of the natural or improved vegetative ground cover so as to expose soil to the erosive forces of rain, storm water runoff or wind. All installations and maintenance of franchise utilities such as telephone, gas, electric, etc., shall be considered land disturbing activities.

*Manual* means the **Town of Addison Erosion and Sediment Control Manual/NCTCOG Manual of Best Management Practices??**, as amended from time to time. A current copy of the Manual shall be kept on file in the office of the Department of Public Works.

*Off-site borrow area* means a source of earth fill material used in the construction of embankments or other earth fill structures, that is located on another parcel of property other than where the principal construction is occurring.

*Off-site sedimentation* means deposit of soil material beyond the limits of the property undergoing land disturbing activity or in public streets, alleys or drainage facilities in an amount sufficient to constitute a threat to public safety and comfort.

*Off-site spoil area* means an area on another parcel of property, other than where the principal construction is occurring, where excess earth, rock or construction material is disposed of.

*Permanent erosion control devices* means devices or practices installed prior to final approval and maintained after final approval to prevent or minimize the erosion and deposit of soil materials. Such devices may include, but shall not be limited to, permanent seeding, sod, storm drain channels, channel linings, storm drain pipes, outlet velocity control structures and storm water detention structures.

*Permanent ground cover* means permanent vegetative cover on all bare soil areas of a property not covered by a permanent structure or landscaping improvements, including but not limited to, live sod, perennial grasses or other materials which lessen runoff and soil erosion on the property.

*Phased occupancy* means use or inhabitation of a single structure or other portion of a project as such structure or portion thereof is completed, but before the project as a whole is fully completed and finally approved by Town.

*Related land area* includes the property where the principal land disturbing activity is taking place, all adjacent property, off-site borrow areas, off-site spoil areas, off-site properties necessary for required utility extensions, and off-site areas for required street improvements.

*Responsible party* means a business entity, franchised utility company, developer, property owner, contractor or holder of a building permit who is required to comply with the terms of this Article.

*Staging area* means an on-site or off-site location used by a Contractor to store materials for a project, to assemble portions of equipment or structures, to store equipment or machinery, to park vehicles, or for other construction related uses.

*Stop work order* means the suspension of all Town permits with no approvals or inspections of work for the site or project being performed.

*Temporary erosion control devices* means devices installed or practices implemented and maintained during land disturbing activities to prevent, minimize or control the erosion and deposit of soil materials.

## **Sec. 2. Authority**

(a) Federal and State Regulations. Current Federal Regulations (Section 402 of the Clean Water Act) and State Regulations (Chapter 26 of the Texas Water Code) require all owners/operators of storm water discharges from industrial activities to apply for and operate pursuant to Texas Pollutant Discharge Elimination System (TPDES) General Permit TXR150000 hereafter referred to as the “State Permit”. The State Permit regulates land disturbing activities that result in the disturbance of one or more acres of total land area, including areas smaller than one acre that are part of a larger common plan of development or sale.

A Responsible Party engaging in a regulated land disturbing activity is responsible for compliance with the Texas Commission on Environmental Quality (TCEQ) State Permit. The Responsible Party shall submit to TCEQ a Notice of Intent (NOI) or Construction Site Notice for coverage under the State Permit, and shall also provide the Director of Public Works with a copy of the NOI or Construction Site Notice prior to beginning any land disturbing activity.

A Responsible Party engaging in a regulated land disturbing activity shall prepare a Storm Water Pollution Prevention Plan (SWPPP) satisfying all requirements of the State Permit. A copy of the SWPPP shall be provided to the Director of Public Works prior to the start of any land disturbing activity. The SWPPP shall be prepared by either a Registered Professional Engineer licensed in the State of Texas, a Certified Professional in Erosion and Sediment Control (CPESC) or a Certified Professional in Storm Water Quality (CPSWQ).

Any Responsible Party not in compliance with the TPDES General Permit TXR150000 shall be in violation of this ordinance as well as State and Federal Law and shall be subject to all local, state and federal enforcements.

## **Sec. 3. Erosion Control Required.**

(a) Application of Article. A Responsible Party engaging in any land disturbing activity shall prepare an Erosion Control Plan and submit that Plan to the Town for approval. This Article shall apply regardless of whether a Responsible Party is required to obtain a permit from the Town in order to conduct such land disturbing or construction activity. The Responsible Party shall also be held liable for violations of this Article committed by third parties engaging in activities related to the Responsible Party’s project.

(b) Erosion Control Plan Implementation and Compliance. Each Responsible Party shall implement and maintain the erosion control measures shown on its approved Erosion Control Plan in order to minimize the erosion and the transport of silt, earth,

topsoil, etc., by water runoff or construction activities, beyond the limits of the Responsible Party's site onto Town streets, drainage easements, drainage facilities, storm drains or other Town property prior to beginning any land disturbing activity.

(c) Off-Site Borrow, Spoil and Staging Areas. Where applicable, off-site borrow areas, spoil areas and construction staging areas shall be considered as part of the project site and shall be governed by this Article.

(d) Related Land Areas. The erosion control requirements of this Article shall apply to all related land areas. Additionally, when land disturbing activity occurs on a project, all disturbed land areas related to the project shall have permanent erosion control established before final occupancy of structures located thereon or final acceptance of the subdivision may be obtained. This section applies whether or not a building permit is required.

(e) Below Ground Installations. All discharges resulting from below ground installations shall be passed through Town approved erosion control device(s) or removed from the site and properly disposed of.

#### **Sec. 4. Erosion Control Plans.**

(a) Plan Requirements Generally. Each Erosion Control Plan required by this Article shall clearly identify all erosion and sediment control measures to be installed and maintained throughout the duration of the project for which that Plan is submitted. The Responsible Party shall install and maintain erosion control devices in accordance with their Town approved Erosion Control Plan as required by this Article.

#### **Sec. 5. Non-Residential and Multi-Family Construction.**

When construction or land disturbing activities are conducted as part of a Non-Residential or Multi-Family construction project, permanent erosion control shall be established prior to the occupancy of any non-residential or multi-family structure. Phased occupancy will be allowed only when there are no outstanding erosion control violations for the project for which the request is made.

#### **Sec. 6. Residential Subdivisions-Compliance.**

In addition to the other requirements of this Article, when construction or land disturbing activities are conducted as part of a Residential Subdivision project, the following shall apply:

(a) Erosion Control Deposit Account. Prior to approval of the final plat by the Planning and Zoning Commission, the Developer shall submit an Erosion Control

Plan for approval by the Town and shall pay an erosion control deposit to the Town in the amount of \$100.00 per lot. The deposit shall be posted to ensure implementation and continued maintenance of the Town approved Erosion Control Plan for the development as required by this Ordinance. No inspection of any type may be performed on a project or portion thereof until a Town approved Erosion Control Plan is implemented by the Responsible Party.

(b) Final Acceptance. Permanent erosion control devices and when applicable, temporary erosion control devices, as specified in the approved Erosion Control Plan shall be installed and maintained prior to final acceptance of a subdivision. The Developer for such subdivision shall continue to maintain all temporary erosion control devices until permanent erosion control has been established on all those lots within the subdivision for which a building permit has not been issued.

(c) Transfer of Property by Developer. If the Developer sells all of the lots in a subdivision to one purchaser, that purchaser becomes the Responsible Party for the subdivision, is liable for violation of this Article and shall post an erosion control deposit as required by this Article. The balance remaining in the original Developer's account shall be released as provided herein upon the submission of written proof of transfer of lots or a new erosion control deposit by the purchaser. As required by this Article, the purchaser shall post an erosion control deposit with Town.

(d) Deductions from Erosion Control Deposit Account/Stop Work Orders/Citation. Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted by a Developer. If a Developer fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, Town shall provide such party with written notice of noncompliance identifying the nature of the noncompliance. Such notice shall also inform the Developer of the circumstances under which a deduction from their deposit account will be made and the time frame for the filing of an appeal of such action by Town. The Developer shall have twenty-four (24) hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site to which notice of noncompliance was issued. Correction shall include sediment clean-up, erosion control device repair, erosion control device maintenance and/or installation of additional erosion control devices to prevent re-occurrence of the violation. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the Director of Public Works.

At the end of the twenty-four (24) hour cure period, Town shall re-inspect the site and shall deduct a re-inspection fee of \$150.00 from the Developer's erosion control deposit account. If at the time of such re-inspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, Town may issue a stop work order and issue a citation for each violation of this Article. All deductions from a Developer's erosion control deposit account may be appealed as provided in Section 14-101 of this Ordinance.

(e) Erosion Control Deposit Account Balance - Deposit Refund. After building permits have been issued for seventy-five percent (75%) of the lots within the development, the Developer may request the return of the remainder of their deposit by submitting a written request to the Public Works Department. However, the Developer shall continue to maintain temporary erosion control devices on those remaining lots for which building permits have not been issued and for any other areas upon which permanent erosion control has not been established. The balance of the deposit remaining in an account after deductions for all violations have been made shall be refunded within thirty (30) days of receipt of the written request for refund along with a list of all deductions made from their deposit account. The Responsible Party shall have the right of appeal as set forth in Section 14-101 of this Chapter.

(f) Erosion Control Deposits. Erosion control deposits posted pursuant to the requirements of this Article shall not accrue interest.

## **Sec. 7. Franchised Utility Companies.**

Subject to the terms of its franchise agreement with Town, including but not limited to terms regarding permits, a franchised utility company engaging in land disturbing activities within the Town of Addison shall comply with the following:

(a) Erosion Control Plan. Prior to beginning any land disturbing activity or upon the effective date of this ordinance, an Erosion Control Plan shall be submitted for approval by the Town.

(b) Stop Work Order/Citation. Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted for such site. If a Responsible Party fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, Town shall provide such party with written notice of noncompliance identifying the nature of such noncompliance. The Responsible Party shall have twenty-four (24) hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site where the violation occurred. Correction shall include sediment clean-up, erosion control device repair, and erosion control device maintenance. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the Director of Public Works.

At the end of the 24-hour cure period, Town shall re-inspect the site. If at the time of such re-inspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, Town may issue a stop work order and issue a citation for each violation of the Town's erosion control requirements. To obtain a re-inspection for removal of the stop work order, a request for re-inspection must be submitted.

## **Sec. 8. Farming and Ranching Activities.**

Prior to beginning any land disturbing activity or upon the effective date of this ordinance, a Responsible Party engaging in land disturbing activities for farming and ranching purposes shall submit an Erosion Control Plan for approval by the Town. The approved Erosion Control Plan shall be implemented and erosion control devices shall be maintained as specified in the Plan. A Responsible Party engaging in farming or ranching activities shall comply with all other general requirements of this Ordinance.

### **Sec. 9. Residential Lots with a Building Permit.**

When land disturbing activities are conducted on a residential lot for which a building permit must be issued, the Responsible Party shall comply with the following:

(a) Erosion Control Plan. Prior to approval of a building permit for a residential lot by the Town, the Contractor or other Responsible Party obtaining the building permit shall submit an Erosion Control Plan for approval by the Town. No inspection may be performed on a project until a Town-approved Erosion Control Plan is implemented.

(b) Stop Work Order/Citation. Town shall inspect the erosion control devices located at a site for compliance with the approved Erosion Control Plan submitted for such site. If a Responsible Party fails to implement or maintain erosion control devices as specified in their approved Erosion Control Plan, Town shall provide such party with written notice of noncompliance identifying the nature of such noncompliance. The Responsible Party shall have twenty-four (24) hours to bring their erosion control devices into compliance with the approved Erosion Control Plan for the site where the violation occurred. Correction shall include sediment clean-up, erosion control device repair, erosion control device maintenance, and/or installation of additional erosion control devices to prevent re-occurrence of the violation. The 24-hour cure period may be extended for inclement weather or other factors at the discretion of the **Building Official**.

At the end of the 24-hour cure period, Town shall re-inspect the site and may assess a re-inspection fee. If at the time of such re-inspection, the erosion control devices at the site have not been brought into compliance with the approved Erosion Control Plan, Town may issue a stop work order and issue a citation for each violation of the Town's erosion control requirements. When a stop work order has been issued, a re-inspection fee shall be assessed. To obtain a re-inspection for removal of the stop work order, a request must be submitted therefore and a re-inspection fee, as set by the **Building Inspection Department** of the Town of Addison, shall be paid.

(c) Removal of Erosion Control Devices. Upon final occupancy or upon establishing permanent ground cover on a lot, all temporary erosion control devices shall be removed.

## Sec. 10. Enforcement.

(a) Violations. It shall be an offense for a Responsible Party or a third party performing work on a project to violate any of the requirements of this Article, including, but not limited to, the following:

- (1) Conducting any land disturbing or construction activity without an approved Erosion Control Plan for the location where the violation occurred.
- (2) Failing to install erosion control devices or to maintain erosion control devices throughout the duration of land disturbing activities, in compliance with the approved Erosion Control Plan for the location where the violation occurred.
- (3) Failing to remove off-site sedimentation that is a direct result of land disturbing activities where such off-site sedimentation results from the failure to implement or maintain erosion control devices as specified in an approved Erosion Control Plan for the location where the violation occurred.
- (4) Allowing sediment laden water resulting from below ground installations to flow from a site without being treated through an erosion control device.
- (5) Failing to repair damage to existing erosion control devices, including replacement of existing grass or sod.

(b) Notice of Violation. Written notice of violation shall be given to the Responsible Party or their job site representative as identified in the Erosion Control Plan for a site. Such notice shall identify the nature of the alleged violation and the action required to obtain compliance with the approved Erosion Control Plan.

(c) Class C Misdemeanor. Any person, firm, or corporation violating any of the provisions or terms of this Article shall be deemed guilty of a Class C misdemeanor and, upon conviction thereof, be subject to a fine **not exceeding \$1000** for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

## Sec. 11. Appeals.

(a) Appeal to Director of Public Works. Upon notice of noncompliance, a Responsible Party may appeal the Town's decision to take deductions from their erosion control deposit pursuant to **Section \_\_\_\_\_** of this Article, by filing a written appeal to the Director of Public Works within seven (7) days of Town's written notice of its intent to

make such deduction for costs as allowed herein. An appeal filed pursuant to this section shall specifically state the basis for the aggrieved party's challenge to the Town's authority to take deductions under this Article.

(b) Standard for Appeals. When reviewing an appeal filed pursuant to this Section, the Director of Public Works shall evaluate all evidence submitted. The burden of proving that a violation of this Article occurred shall be on the Town. The Town shall provide evidence sufficient to reasonably support a determination that the Responsible Party failed to comply with the requirements of this Article as alleged by the Town.

(c) Issuance of Opinion by Director. Decisions of the Director of Public Works shall be issued within twenty (20) days of Town's receipt of the written appeal. Decisions of the Director of Public Works shall be final.