



Post Office Box 9010

Addison, Texas 75001-9010

5300 Belt Line Road

(972) 450-7000  
FAX (972) 450-7043

## **AGENDA**

### **REGULAR MEETING OF THE CITY COUNCIL**

**SEPTEMBER 14, 2004**

**7:30 P.M.**

**COUNCIL CHAMBERS**

**5300 BELT LINE ROAD**

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### **REGULAR SESSION**

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Item #R1 – Consideration of Old Business

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Item #R2 – Consent Agenda

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## CONSENT AGENDA

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#2a – Approval of the Minutes for the August 14, 2004 and August 24, 2004 Council Meetings.

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#2b – Consideration of approval of award of bid and Resolution authorizing the City Manager to enter into a contract in the amount of \$68,496.00 with American Landscape Systems for annual landscape and irrigation maintenance in Addison Circle and Addison Circle Park.

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#2c – Consideration of a Resolution authorizing the City Manager to enter into a contract in the amount of \$142,605.00 with Paradigm Traffic Systems, Inc. as sole source for the purchase of vehicle video detection equipment for Belt Line Road signalized intersections.

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Item #R3 – **PUBLIC HEARING** on the Town’s annual budget for the fiscal year beginning October 1, 2004 and ending September 30, 2005.

Attachments:

1. Council Agenda Item Overview
2. Budget

Administrative Recommendation:

Administration recommends approval.

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Item #R4 – Consideration of an Ordinance amending the Town of Addison annual budget for the fiscal year ending September 30, 2004.

Attachments:

1. Council Agenda Item Overview
2. Amendments
3. Ordinance

Administrative Recommendation:

Administration recommends approval.

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Item #R5 – **PUBLIC HEARING** and consideration of an Ordinance approving a Special Use Permit for a Christmas tree lot, including yard decorations, located at 14223 Dallas Parkway, on application from Mr. Jeff Patton of Patton's Corner.

Attachments:

1. Docket Map
2. Staff Report
3. Plans

The Planning and Zoning Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the above-cited request subject to no conditions.

Voting Aye: Chafin, Doepfner, Jandura, Knott Mellow  
Voting Nay: None  
Absent: Benjet, Bernstein

Administrative Recommendation:

Administration recommends approval.

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Item #R6 – **PUBLIC HEARING** and consideration of an Ordinance approving 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 4980 Belt Line Road, Suite 150, on application from Chat's Coffee House, represented by Mr. Roger B. LaPointe.

Attachments:

1. Docket Map
2. Staff Report
3. Plans

The Planning and Zoning Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the request for 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:

1. All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow

Voting Nay: None

Absent: Benjet, Bernstein

Administrative Recommendation:

Administration recommends approval.

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Item #R7 – **PUBLIC HEARING** and consideration of an Ordinance approving a Special Use Permit for a restaurant, located at 4980 Belt Line Road, Suite 100, on application from Grand Buffet Chinese Restaurant, represented by Mr. Chaucer Chern.

Attachments:

1. Docket Map
2. Staff Report

### 3. Plans

#### The Planning and Zoning Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the request for a Special Use Permit for a restaurant, subject to the following conditions:

1. All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow

Voting Nay: None

Absent: Benjet, Bernstein

#### Administrative Recommendation:

Administration recommends approval.

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Item #R8 – **PUBLIC HEARING** and consideration of an Ordinance amending an existing Planned Development District (#595) and approving development plans for a an office/warehouse building, located at 4300 Excel Parkway, on application from Raymond Construction Company, represented by Mr. Charles Raymond.

#### Attachments:

1. Docket Map
2. Staff Report
3. Plans

#### The Planning and Zoning Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the request to amend an existing Planned Development (#595) and approve development plans for an office/warehouse building, subject to the following conditions:

1. At the time of building permit application, the applicant shall submit complete civil design drawings.
2. The plan shall be stamped by a licensed landscape architect, and calculations showing the landscaped percentage of the site shall be added to the plan, prior to the issuance of a building permit.
3. The dumpster enclosure shall be made out of the same material as the

building, shall have gates on the front, and shall be large enough to hold all refuse containers on the site.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow  
Voting Nay: None  
Absent: Benjet, Bernstein

Administrative Recommendation:

Administration recommends approval.

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Item #R9 – **PUBLIC HEARING** and consideration of an Ordinance amending a Special Use Permit for a public building to be used by the federal government, located at 4900 Airport Parkway, on application from the United States Postal Service, represented by Mr. Dennis Delisse of MPI Architects.

Attachments:

1. Docket Map
2. Staff Report
3. Memorandum from Angela Washington
4. Letter from Mr. Kent Hope
5. Letter from Mr. J. J. Horan
6. Plans

The Planning and Zoning Commission Findings:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval to amend a Special Use Permit for a public building to be used by the federal government, subject to the following conditions:

1. All of the planting beds and turf shall be renovated and replanted according to the original landscaping plan, or an alternative planting plan needs to be submitted for review and approval.
2. Final civil drawings shall be approved prior to issuance of a building permit.
3. The existing fence that runs north and south on the east property line shall be replaced with a new wooden (site barring) fence.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow  
Voting Nay: None  
Absent: Benjet, Bernstein

Administrative Recommendation:

Administration recommends approval.

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Item #R10 – Consideration of a Resolution of the Town of Addison, Texas, authorizing the Cities Aggregation Power Project, Inc. (CAPP) to negotiate an electric supply agreement for deliveries of electricity effective January 1, 2005; authorizing the City Manager or other designated city official to sign a contract with CAPP for the Town of Addison's 2005 electricity needs; and committing to budget for energy purchases in 2005 and to honor the Town of Addison's commitments to purchase power for its electrical needs in 2005 through CAPP.

Attachments:

1. Council Agenda Item Overview
2. Resolution

Administrative Recommendation:

Administration recommends approval.

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Item #R11 – Consideration of approval of award of bid and a Resolution authorizing the City Manager to enter into a contract in the amount of \$35,680.00 with DCC, Inc. for annual maintenance of display fountains and waterfall pumping systems.

Attachments:

1. Council Agenda Item Overview
2. Bid Sheet

Administrative Recommendation:

Administration recommends approval.

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Item #R12 – Consideration of a Resolution authorizing the City Manager to enter into a contract in the amount of \$12,210.00 with Phoenix Fabricators and Erectors, Inc. for repainting of two existing Addison logos on and the application of two additional Addison logos to the elevated water storage reservoir.

Attachments:

1. Council Agenda Item Overview
2. Proposals

Administrative Recommendation:

Administration recommends approval.

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Adjourn Meeting

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Posted 5:00 p.m.  
September 9, 2004  
Carmen Moran  
City Secretary

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**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.**

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

August 14, 2004

8:00 a.m. –Stone Cottage, Addison Conference Centre  
15650 Addison Road

Present: Mayor Wheeler, Councilmembers Braun, Chow, Hirsch, Niemann, Silver, Turner  
Absent: None

Item #WS1 – Discussion of the General Fund Recommendations.

No action taken.

Item #WS2 – Discussion of the Hotel Fund Recommendations.

No action taken.

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

\_\_\_\_\_  
Mayor

Attest:

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

## OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

August 24, 2004  
6:00 p.m. - Council Chambers  
5300 Belt Line Road

Present: Mayor Wheeler, Councilmembers Braun, Chow, Hirsch, Niemann, Silver,  
Turner  
Absent: None

### Item #R1 – Consideration of Old Business

The following employees were introduced to the Council: Julie Wyatt (Court), Phil Darnell (Police) and David Jones (Fire).

Ron Whitehead, City Manager, announced the success of Symphonic Saturdays in Esplanade Park during the month of August. The following upcoming events were also announced: Visioning Committee meeting will be held on Saturday, August 28, 2004 at 8:00 a.m. in the Addison Conference Centre; The North Texas Commission will have a luncheon on Monday, August 30, 2004 at the DFW Hyatt; the Addison Business Association (ABA) will have a meeting on Wednesday, September 1, 2004; the next Visioning Committee meeting will be held on September 11, 2004; and Oktoberfest will be held on September 16-19, 2004.

### Item #R2 – Consent Agenda

Item #2a was considered separately.

Item #2b – Consideration of approval of a purchase in the amount of \$26,679.28 to Houston-Galveston Area Council (HGAC) for an Outdoor 160KW Diesel Generator Set and Automatic Transfer Switch for the Addison Airport Lighting System. (Approved)

Item #2c – Consideration of approval of award of bid and a Resolution authorizing the City Manager to enter into a contract in the amount of \$34,9645.00 with Fitco for the purchase of seven (7) treadmills for the Addison Athletic Club. (Approved) (R04-066)

Item #2d – Ratification of Fuel Tank Lease Settlement Agreement (Addison Airport) between the Town of Addison, Texas and Ray Stern, R. Stern Holdings Limited Partnership, Stern Air, Inc., and R. Stern F.B.O. Limited Partnership. (Approved)

Councilmember Silver moved to duly approve the above listed items. Councilmember Chow seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #2a – Approval of the Minutes for the August 10, 2004 Council Meeting.

Councilmember Chow moved to approve the Minutes of the August 10, 2004 Council meeting with the correction of a typographical error and correction of item #2p, reflecting Councilmember Chow's second. Councilmember Silver seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R3 – Presentation of Recreation Management 2004 Design Award for the Addison Athletic Club Expansion and Outdoor Leisure Pool project.

Mayor Wheeler presented the 2004 Design Award to Slade Strickland, Director of Parks and Recreation.

Item #R4 – Appointment of members to the Addison Visioning Committee.

Councilmember Turner moved to duly approve Bill Knopick as a member to the Addison Visioning Committee. The committee members are:

Mayor Scott Wheeler	Paula Jandura
Mayor Pro Tempore Joe Chow	Sharon Kilmartin
Deputy Mayor Pro Tempore Jimmy Niemann	Frank Klein
Councilmember Tom Braun	Bill Knopick
Councilmember Greg Hirsch	Paul Koch
Councilmember Fredric Silver	Mickey Munir
Councilmember Glynda Turner	Dave Oldfield
Richard Chamberlain	Mark Sommer
Jae Chung	Cathy Ways
Ann Crews	Brent Wicker
Ron Fredrick	Allen Wood
Charles Heath	

Councilmember Braun seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R5 – Consideration of approval of members to the 2004-2005 class of Leadership Metrocrest.

Councilmember Hirsch moved to duly approve Elizabeth Knott, 14925 Oaks North Drive, as a member to the 2004-2005 class of Leadership Metrocrest. Councilmember Silver seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner

Voting Nay: None

Absent: None

Item #R6 – **PUBLIC HEARING** and consideration of an Ordinance for regulating the fees that may be charged for non-consent tows within the Town of Addison by Tow Truck Service Companies.

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

Councilmember Niemann moved to duly pass Ordinance No. 004-037 regulating the fees that may be charged for non-consent tows within the Town of Addison by Tow Truck Service Companies. Councilmember Turner seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner

Voting Nay: None

Absent: None

Item #R7 – Consideration of a Resolution approving an agreement with RD&F Advertising to produce the 2005 Addison calendar and authorizing the City Manager to execute the Agreement.

Councilmember Turner moved to duly pass Resolution No. R04-067 authorizing the City Manager to enter into an agreement with RD&F Advertising to produce the 2005 Addison calendar, subject to final approval by the City Manager. Councilmember Chow seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner

Voting Nay: None

Absent: None

Item #R8 – Consideration of approval and a Resolution authorizing the City Manager to enter into an agreement in the amount of \$91,325.00 with Secure Control Systems for renovations to the detention facilities mechanical systems, door control systems, intercom systems and miscellaneous repairs.

Councilmember Chow moved to duly pass Resolution No. R04-068 authorizing the City Manager to enter into an agreement in the amount of \$91,325.00 with Secure Control Systems for renovations to the detention facilities mechanical systems, door control systems, intercom systems and miscellaneous repairs. Councilmember Braun seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner

Voting Nay: None

Absent: None

Item #R9 – Consideration of a Resolution terminating and canceling a contract in the amount of \$78,048.00 with James Enterprises, Inc. for custodial services for Town facilities.

Councilmember Silver moved to duly pass Resolution No. R04-069 terminating and canceling a contract in the amount of \$78,048.00 with James Enterprises, Inc. for custodial services for Town facilities. Councilmember Braun seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R10 – Consideration of approval of award of bid and a Resolution authorizing the City Manager to enter into a contract in the amount of \$84,888.00 with Members Building Services, Inc. for custodial services for Town facilities.

Councilmember Niemann moved to duly pass Resolution No. R04-070 authorizing the City Manager to enter into a contract in the amount of \$84,888.00 with Members Building Services, Inc. for custodial services for Town facilities. Councilmember Chow seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R11 – Consideration of approval of the Assumption and Assignment of the Ground Lease between Town of Addison as Landlord and Piedmont/Hawthorne Holdings, Inc., (the Assignor) to Piedmont Hawthorne Aviation, Inc. (the Assignee).

Councilmember Turner moved to dully approve the Assumption and Assignment of the Ground Lease between Town of Addison as Landlord and Piedmont/Hawthorne Holdings, Inc., (the Assignor) to Piedmont Hawthorne Aviation, Inc. (the Assignee). Councilmember Silver seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R12 – Consideration of Landlord's consent and a Resolution approving a sub-lease by R. Stern F.B.O. Limited Partnership at Addison Airport to FirstAIR ADS Corp.

Mayor Wheeler opened the meeting as a courtesy public hearing. Mr. Ron Frederick and Mr. Jack Hopkins spoke in opposition to this item. There were no other questions or comments. Mayor Wheeler closed the meeting as a courtesy public hearing.

Councilmember Chow moved to duly pass Resolution No. R04-071 approving a sub-lease by R. Stern F.B.O. Limited Partnership at Addison Airport to FirstAIR ADS Corp, subject to the language be revised with clarification of minimum standards and subject to final approval by the City Attorney. Councilmember Braun seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Silver, Turner  
Voting Nay: Niemann  
Absent: None

Item #R13 – Consideration of an Ordinance authorizing the issuance and sale of Town of Addison, Texas, General Obligation Bonds, Series 2004 in the aggregate principal amount of \$10,695,000.00 and levying a tax for the payment thereof; awarding the sale thereof; approving an official statement; and enacting other provisions relating to the subject.

Councilmember Silver moved to duly pass Ordinance No. 004-038 authorizing the issuance and sale of the Town's General Obligation Bonds, Series 2004 in the aggregate principal amount of \$10,695,000.00 and levying a tax for the payment thereof; awarding the sale thereof; approving an official statement; and enacting other provisions relating to the subject. Councilmember Turner seconded. The motion carried.

Voting Aye: Wheeler, Braun, Chow, Hirsch, Niemann, Silver, Turner  
Voting Nay: None  
Absent: None

Item #R14 – Presentation of the Finance Department's Quarterly Review for the quarter ending June 30, 2004.

No action taken.

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

\_\_\_\_\_  
Mayor

Attest:

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

**Council Agenda Item: #2b**

**SUMMARY:**

Staff is recommending that the Council award a bid totaling \$68,496.00 to American Landscape Systems for annual landscape and irrigation maintenance in Addison Circle and Addison Circle Park. This is an annual renewable contract that can be extended for five (5) twelve-month periods. The contract period is October 1, 2004 to September 30, 2005.

**FINANCIAL IMPACT:**

Budgeted Amount: **Total Funding Available FY 2004-2005 - \$80,000.00**

- Parks operations Budget – Addison Circle Areas - \$50,000
- Special Events Budget – Addison Circle Park - \$30,000

Cost: **\$68,496.00**

\$40,000 will be funded out of the FY 2004-05 parks operations budget, and \$28,496 will be funded out of the FY 2004-05 special events budget.

**BACKGROUND:**

Fourteen contractors attended the mandatory pre-bid meeting and site walk-through. Eight bids were received, which are listed on the attached bid tabulation form. 228 contractors were notified via the DemandStar bidding service, and 21 picked up specifications. The hourly rate listed on the bid tabulation form is for labor cost to repair work outside the scope of repairs to the irrigation system, such as main line breaks or valve replacements. These type of unforeseen repairs are seldom needed.

The scope of work involved under this contract includes turnkey landscape and irrigation maintenance. The Addison Circle areas consist of all trees and tree wells throughout Addison Circle, Bosque Park, Esplanade Park, Blueprints roundabout area and the landscaping around the Addison Conference and Theatre Centre parking lot on Morris Avenue. By comparison, the existing Addison Circle maintenance contract with TruGreen is \$39,746 for approximately 100,000 square feet. This comes out to \$0.39 per square foot per year, which is the same per foot cost that American Bid.

The Addison Circle Park primarily consists of turf maintenance; thus, the per foot cost is considerably less at approximately \$0.09 per foot.

**RECOMMENDATION:**

American Landscape Systems has successfully completed several projects for the Town, including the Athletic Club Landscaping, Arapaho Phase II streetscape, Spectrum Drive streetscape and Addison Circle Park. They have one year's experience maintaining Addison Circle Park, which was part of the original construction contract; therefore, they understand the quality level expected.

Staff recommends approval.

**Landscape Maintenance-Addison Circle and Addison Circle Park  
Bid NO 04-30**

**DUE: August 23, 2004**

**2:00 PM**

<b>BIDDER</b>	<b>SIGNED</b>	<b>Bid Bond</b>	<b>Monthly Maintenance</b>	<b>Annual Total</b>	<b>Misc. Irrigation Repairs-Hourly Rate</b>
American Landscape Systems	y	y	\$5,708.00	<b>\$68,496.00</b>	\$45.00
Valley Crest	y	y	\$6,175.00	<b>\$74,100.00</b>	\$45.00
Carruthers	y	y	\$6,622.14	<b>\$79,465.68</b>	\$70.00
TruGreen Land Care	y	y	\$7,528.00	<b>\$90,336.00</b>	\$65.00
Lawns of Dallas	y	y	\$7,812.50	<b>\$93,750.00</b>	\$65.00
American Civil Constructors	y	y	\$8,126.43	<b>\$97,517.16</b>	\$50.00
Greener Pastures	y	y	\$9,330.00	<b>\$111,960.00</b>	\$75.00
LMI Landscapes	y	y	\$9,492.78	<b>\$113,913.36</b>	\$60.00
Forest Hills Lawn Svc Inc.		N	Disqualified - no bid bond		

*Minok Suh*

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Minok Suh, Purchasing Coordinator

*Corey Gayden*

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Witness

**Council Agenda Item: #2c**

**SUMMARY:**

This item is to purchase vehicle video detection equipment for all nine Belt Line Road signalized intersections.

**FINANCIAL IMPACT:**

Budgeted Amount: \$150,000.00

Cost: \$142,605.00

Funds to be transferred from Street Improvement Funds – 2000 Bond Election

**BACKGROUND:**

In October, Public Works will be resurfacing Belt Line Road from Dallas Parkway to Marsh Lane. This resurfacing project will destroy all existing vehicle detection loops. The replacement cost of these loops is \$104,000.00.

A few years ago we standardized our traffic signal equipment with Econolite traffic signal controllers and Econolite's video vehicle detection system (see attached August 23, Sole-Source memo from Robin Jones). This equipment was first installed at the Midway/Dooley intersection and has since been installed at all new or updated intersections. Paradigm Traffic Systems, Inc. is the sole distributor of Econolite Control Products in the State of Texas (see attached letter from Econolite Control Products).

This agenda item is to request approval to spend \$142,605.00 on vehicle video detection cameras and equipment from Paradigm Traffic Systems, Inc.

**RECOMMENDATION:**

Staff is requesting authorization to purchase Econolite vehicle video detection equipment for \$142,605.00 from Paradigm Traffic Systems, Inc.

Addison!

MEMO

To: Bryan Langley

From: Robin Jones

Date: August 23, 2004

Re: Econolite Vehicle Video Detection Equipment – Sole Source

A few years ago the Public Works Department standardized our traffic signal equipment with Econolite traffic signal controllers and Econolite's vehicle video detection system. This equipment was first installed at the Midway/Dooley intersection and has since been installed at all new or updated intersections.

As complete compatibility is always an issue with traffic signal equipment, as well as the availability of competent service technicians, we will continue using Econolite equipment for all future traffic signal upgrades. This includes our Town wide signal system upgrade program approved by Council in early August.

Paradigm Traffic Systems, Inc., of Fort Worth is the sole distributor of Econolite Control Products in the State of Texas (see attached letter from Econolite).

For the reasons mentioned above, I consider Paradigm Traffic Systems the sole source provider for vehicle video detection equipment in the Town of Addison.

City of Addison – Public Works Operations

August 23, 2004

To Whom It May Concern:

This letter is to confirm that Paradigm Traffic Systems is the sole distributor for Econolite Control Products, Inc. in the State of Texas. This includes the Econolite Autoscope and Solo Pro product lines. For your entire Econolite product needs please contact Ian Lee with Paradigm Traffic Systems.

Sincerely,



Patty Johnson  
Distribution Manager  
Econolite Control Products, Inc.  
[pjohnson@econolite.com](mailto:pjohnson@econolite.com)

CC: Ian Lee  
Paradigm Traffic Systems



**Council Agenda Item: #R3****SUMMARY:**

In accordance with state law, a public hearing has been scheduled for the September 14, 2004 Council meeting. No action is needed or contemplated at this time.

**FINANCIAL IMPACT:**

The revised city manager's budget would appropriate \$66,890,480. There is no direct financial impact associated with the public hearing.

**BACKGROUND:**

On July 30, 2004, the city manager filed with the city secretary his proposed budget for the 2005 fiscal year. During the intervening weeks various changes have been incorporated and a revised version has been developed for the public hearing. The major modifications, by fund, are listed below.

General Fund

- ◆ Revenue was increased \$105k to recognize increased sales tax collections this year. Although the property tax rate was reduced from 47.66¢ to 47.60¢, slight changes in the distribution of the General fund and Debt service fund rates resulted in the General fund receiving an additional \$10k.
- ◆ Expenditures increased \$269k. The increase is net of the following changes:
  - In place of a 5% merit raise that was to be effective 10/1/04, the budget reflects a 3% merit raise 10/1/04 and a 5% across-the-board raise effective 1/1/05. The impact of the raises for FY 2005 is only \$232k. The affect of the raises increases salaries in the projected years an average annual \$337k.
  - Funding (\$30,000) for the holiday open house has been added.
  - Deleted from the budget was the retaining wall (\$21,000). The citywide master plan (\$20,000) was deleted from the General fund and will instead be funded through the Arbor fund.
  - Minor adjustments in other departments that increased expenditures \$48k.
  - Ending fund balance of \$6,023,820 is \$43,650 more than the 25% minimum floor.

Other Operating Funds

The change in salaries had a minor impact to other operating funds: Hotel - \$12k; Airport - \$4k; Utility - \$15k. Also, in the Airport fund, debt service increased \$22k due to the slightly larger scope of capital projects.

Capital Project Funds

The timing of projects, especially the construction of the Belt Line Road Resurfacing project, had a net impact of increasing capital project expenditures \$761k.

**RECOMMENDATION:**

Council adoption of the budget is scheduled for the next meeting on September 28<sup>th</sup>. The public hearing is the last opportunity to discuss further modification to the budget.

# TOWN OF ADDISON

## CITY MANAGER'S *REVISED* FISCAL YEAR 2004 – 2005 ANNUAL BUDGET



**Developed for Public Hearing  
September 14, 2004**

**TOWN OF ADDISON**  
**CITY MANAGER *REVISED* BUDGET**  
**FOR THE FISCAL YEAR**  
**ENDING SEPTEMBER 30, 2005**

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# TOWN OF ADDISON

## CITY MANAGER'S REVISED 2004-05 BUDGET SUMMARY *Including Major Items of Interest and Comparison with 2003-04 Budget*

*The following is a summary of the revised city manager proposed 2004-2005 fiscal year annual budget of the Town of Addison to be considered at a public hearing scheduled for the September 14, 2004 Council meeting.*

1. **Budget appropriates \$66,890,480, an increase of \$4,256,030 or 6.8%** more than the previous year's budget. The increase is attributed to a greater scope of capital projects during the 2005 fiscal year.
2. **Revenues total \$48,041,030, an increase of \$1,779,940 or 3.8%** compared to the 2003-04 budget. The increase is a result of application of Dallas Area Rapid Transit local assistance funds for extension of Arapaho Road, a higher tax levy for General fund functions, and a modest resurgence in sales tax revenue. Significant changes to selected revenues are shown below:
  - Intergovernmental grants, up \$585,000
  - Property taxes, up \$619,400 or 5.1%
  - Non-property taxes (sales, alcoholic beverage, and hotel occupancy) up \$546,310 or 4.1%
3. **The property tax rate is proposed to increase from 42.28¢ per \$100 appraised value to 47.60¢.** The increased rate is due solely to the reduction in appraised values (see below). *If values had remained constant, the tax rate would have increased to 44.47¢.*
4. **Appraised values for 2004 (used for 2005 levy) total \$2,696,490,400, a decline of 6.7%** from certified 2003 values. With the new tax rate, the property taxes paid by the average homeowner in Addison will increase \$122.61 to \$962.75.
5. **Total staffing (all funds) is at 269.6 FTE** (full-time equivalent), a decline of 0.6 FTE in workforce. The change comes about from deleting a vacant patrol officer position in the Police department and modifying a technician in the Human Resources department from a part-time position to a full-time position.
7. The budget proposes a **merit pay increase for employees averaging 3%** of salaries effective October 1, 2004 and a 5% across-the-board increase effective January 1, 2005.
8. The budget anticipates an average **10% increase in cost of providing life, health, and medical benefits.**

9. The budget envisions over **\$18.4 million being spent on capital projects** that include:

• Addison Road Widening	\$ 2,216,700
• Arapaho Road Extension and Bridge	\$ 12,131,160
• Belt Line Road Resurfacing	\$ 1,250,000
• South Quorum / Inwood Median Park	\$ 495,000
• Parkview at Addison Circle Park	\$ 350,000
• Initial construction of new Airport Fuel Farm	\$ 900,000
• Water and Sewer Line Projects	\$ 603,000

*(Note: project amounts reflect anticipated expenditures for the year; total project budgets are greater than the amounts shown)*

**TOWN OF ADDISON**  
**COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS SUBJECT TO APPROPRIATION**  
*City Manager Revised 2004-05 Annual Budget With Comparisons to 2003-04 Budget*

	General Fund	Special Revenue Funds		Debt Service Funds		Capital Project Funds			Proprietary Funds			TOTAL	
		Hotel	Combined Other	General	Occupancy Tax Revenue	Streets	Parks	Combined Bonds	Airport	Utility	Combined Replacement	2004-05	2003-04
BEGINNING BALANCES	\$ 7,150,690	\$ 4,818,660	\$ 163,050	\$ 1,520,960	\$ 716,740	\$ 5,610,150	\$ 667,770	\$ 16,704,480	\$ 1,514,990	\$ 3,740,960	\$ 2,908,000	\$ 45,516,450	\$ 40,600,720
REVENUES:													
Ad valorem tax	6,932,300	-	-	5,773,800	-	-	-	-	-	-	-	12,706,100	12,086,700
Non-property taxes	10,541,400	3,400,000	-	-	-	-	-	-	-	-	-	13,941,400	13,395,090
Franchise fees	2,722,800	-	-	-	-	-	-	-	-	-	-	2,722,800	2,567,680
Licenses and permits	398,020	-	-	-	-	-	-	-	-	-	-	398,020	369,800
Intergovernmental	-	-	-	-	-	740,000	-	-	30,000	-	-	770,000	185,000
Service fees	1,140,790	1,053,000	-	-	-	-	-	-	1,035,000	7,771,800	1,151,320	12,151,910	12,240,970
Fines and penalties	737,400	-	35,000	-	-	-	-	-	-	60,000	-	832,400	830,650
Rental income	130,000	425,000	-	-	-	-	-	-	3,070,000	-	-	3,625,000	3,662,200
Interest & other income	136,100	57,400	28,000	75,000	10,000	85,000	5,000	232,000	35,000	113,500	116,400	893,400	923,000
TOTAL REVENUES	22,738,810	4,935,400	63,000	5,848,800	10,000	825,000	5,000	232,000	4,170,000	7,945,300	1,267,720	48,041,030	46,261,090
Transfers from other funds	-	-	-	-	704,610	-	-	-	-	-	-	704,610	750,000
TOTAL AVAILABLE RESOURCES	29,889,500	9,754,060	226,050	7,369,760	1,431,350	6,435,150	672,770	16,936,480	5,684,990	11,686,260	4,175,720	94,262,090	87,611,810
EXPENDITURES:													
General government	5,867,040	-	15,000	-	-	-	-	-	-	-	253,000	6,135,040	5,693,980
Public Safety	12,514,800	-	25,600	-	-	-	-	-	-	-	570,600	13,111,000	14,664,370
Urban development	567,180	-	-	-	-	-	-	-	-	-	-	567,180	538,490
Streets	1,405,930	-	-	-	-	-	-	-	-	-	38,000	1,443,930	1,534,650
Parks & Recreation	3,521,730	-	70,000	-	-	-	-	-	-	-	25,000	3,616,730	3,379,130
Tourism	-	5,018,060	-	-	-	-	-	-	-	-	-	5,018,060	4,712,090
Aviation	-	-	-	-	-	-	-	-	3,079,580	-	-	3,079,580	3,513,090
Utilities	-	-	-	-	-	-	-	-	-	5,988,490	-	5,988,490	5,628,250
Debt service	-	-	-	6,105,050	706,110	-	-	-	397,340	2,295,780	-	9,504,280	8,978,330
Capital projects	-	-	-	-	-	4,816,560	350,000	12,448,630	40,000	771,000	-	18,426,190	13,992,070
TOTAL EXPENDITURES	23,876,680	5,018,060	110,600	6,105,050	706,110	4,816,560	350,000	12,448,630	3,516,920	9,055,270	886,600	66,890,480	62,634,450
Transfers to other funds	-	704,610	-	-	-	-	-	-	-	-	-	704,610	750,000
ENDING FUND BALANCES	\$ 6,012,820	\$ 4,031,390	\$ 115,450	\$ 1,264,710	\$ 725,240	\$ 1,618,590	\$ 322,770	\$ 4,487,850	\$ 2,168,070	\$ 2,630,990	\$ 3,289,120	\$ 26,667,000	\$ 24,227,360

Total Revenues \$ 48,041,030  
Decrease in fund balance 18,849,450  
Total Appropriable funds \$ 66,890,480

Total Appropriations \$ 66,890,480

**TOWN OF ADDISON**  
**PROPERTY TAX DISTRIBUTION**  
**CALCULATIONS**  
*City Manager Revised 2004-05 Budget*

<b>2004 CERTIFIED TAX ROLL &amp; LEVY:</b>			
Appraised Valuation (100%)			\$ 2,696,490,360
Rate Per \$100			<u>\$ 0.4760</u>
<b>TOTAL TAX LEVY</b>			<b>\$ 12,835,290</b>
Percent of Current Collection			<u>98.76%</u>
Estimated Current Tax Collections			<u>\$ 12,676,100</u>
<b>SUMMARY OF TAX COLLECTIONS:</b>			
Current Tax			\$ 12,676,100
Delinquent Tax			10,000
Penalty and Interest			<u>20,000</u>
<b>TOTAL 2004-05 TAX COLLECTIONS</b>			<u><u>\$ 12,706,100</u></u>
<b>PROPOSED DISTRIBUTION:</b>			
	<u>TAX</u> <u>RATE</u>	<u>% OF</u> <u>TOTAL</u>	<u>AMOUNT</u>
General Fund:			
Current Tax			\$ 6,915,930
Delinquent Tax			5,460
Penalty and Interest			<u>10,910</u>
Total General Fund	\$0.2597	54.56%	<u>6,932,300</u>
Debt Service Fund:			
Current Tax			5,760,170
Delinquent Tax			4,540
Penalty and Interest			<u>9,090</u>
Total Debt Service Fund	<u>\$0.2163</u>	<u>45.44%</u>	<u>5,773,800</u>
<b>TOTAL DISTRIBUTION</b>	<u><b>\$0.4760</b></u>	<u><b>100.00%</b></u>	<u><b>\$ 12,706,100</b></u>

**TOWN OF ADDISON**  
**BUDGETED DEPARTMENTAL STAFFING SUMMARY**

*City Manager Revised 2004-05 Annual Budget*

						Difference
	2001	2002	2003	2004	2005	05-04
General fund:						
City manager	8.80	9.50	9.50	10.00	10.00	-
Economic development	-	-	-	-	-	-
Finance	11.00	11.00	11.50	12.00	12.00	-
General Services	7.70	8.40	8.40	9.00	9.00	-
Municipal court	4.10	4.10	4.50	4.70	4.70	-
Human resources	4.00	4.30	4.30	4.30	4.70	0.40
Information technology	5.00	6.00	6.00	6.00	6.00	-
Police	81.60	81.10	84.80	84.80	83.80	(1.00)
Criminal justice programs	4.00	4.00	-	-	-	-
Fire	55.00	55.00	55.00	55.00	55.00	-
Development Services	6.00	6.00	6.00	6.00	6.00	-
Streets	6.40	6.40	6.40	6.00	6.00	-
Parks	20.00	20.00	20.00	20.00	20.00	-
Recreation	12.40	12.40	15.40	17.90	17.90	-
<b>Total General fund</b>	<b>226.00</b>	<b>228.20</b>	<b>231.80</b>	<b>235.70</b>	<b>235.10</b>	<b>(0.60)</b>
Hotel fund	14.20	15.00	13.00	14.50	14.50	-
Airport fund	2.40	3.20	3.20	2.00	2.00	-
Public Safety fund	-	-	0.20	-	-	-
Street capital project fund	2.10	2.10	2.10	-	-	-
2002 capital project fund	-	-	0.50	-	-	-
Utilities	13.40	13.40	15.40	18.00	18.00	-
<b>TOTAL ALL FUNDS</b>	<b>258.10</b>	<b>261.90</b>	<b>266.20</b>	<b>270.20</b>	<b>269.60</b>	<b>(0.60)</b>

All positions are shown as full-time equivalent (FTE).

**TOWN OF ADDISON**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES BY SOURCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
Ad valorem taxes:				
Current taxes	\$ 5,711,397	\$ 6,276,440	\$ 6,200,000	\$ 6,915,930
Delinquent taxes	17,310	5,210	(30,000)	5,460
Penalty & interest	27,346	10,410	25,000	10,910
Non-property taxes:				
Sales tax	8,971,759	9,270,000	9,379,900	9,755,100
Alcoholic beverage tax	724,520	732,090	843,400	786,300
Franchise / right-of-way use fees:				
Electric franchise	1,462,463	1,503,800	1,558,800	1,605,600
Gas franchise	132,410	139,030	236,970	213,200
Telecommunication access fees	753,501	821,940	769,600	792,700
Cable franchise	95,771	96,910	101,300	104,300
Street rental fees	6,000	6,000	6,000	7,000
Licenses and permits:				
Business licenses and permits	145,459	142,390	141,960	143,550
Building and construction permits	241,365	227,410	251,800	254,470
Service fees:				
General government	707	710	710	710
Public safety	746,411	755,710	698,500	719,000
Urban development	4,188	2,150	2,780	2,050
Streets and sanitation	193,434	184,890	178,010	177,980
Recreation	68,133	64,890	68,810	68,810
Interfund	145,596	153,550	153,550	172,240
Court fines	686,311	720,650	715,790	737,400
Interest earnings	108,448	144,500	109,000	113,600
Rental income	141,902	130,000	130,000	130,000
Other	116,339	17,500	21,630	22,500
<b>TOTAL REVENUES</b>	<b>\$ 20,500,770</b>	<b>\$ 21,406,180</b>	<b>\$ 21,563,510</b>	<b>\$ 22,738,810</b>

**TOWN OF ADDISON**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 8,575,659	\$ 7,661,910	\$ 8,014,640	\$ 7,150,690
REVENUES:				
Ad valorem taxes	5,756,053	6,292,060	6,195,000	6,932,300
Non-property taxes	9,696,279	10,002,090	10,223,300	10,541,400
Franchise fees	2,450,145	2,567,680	2,672,670	2,722,800
Licenses and permits	386,824	369,800	393,760	398,020
Service fees	1,158,469	1,161,900	1,102,360	1,140,790
Fines and penalties	686,311	720,650	715,790	737,400
Interest earnings	108,448	144,500	109,000	113,600
Rental income	141,902	130,000	130,000	130,000
Other	116,339	17,500	21,630	22,500
TOTAL REVENUES	<u>20,500,770</u>	<u>21,406,180</u>	<u>21,563,510</u>	<u>22,738,810</u>
TOTAL RESOURCES AVAILABLE	<u>29,076,429</u>	<u>29,068,090</u>	<u>29,578,150</u>	<u>29,889,500</u>
EXPENDITURES:				
General Government:				
City manager	1,005,731	1,142,230	1,141,140	1,211,560
Finance	907,176	939,390	952,800	1,013,730
General Services	558,060	732,550	675,790	647,680
Municipal court	358,862	391,480	387,500	412,680
Human resources	296,331	305,860	305,480	392,040
Information technology	894,823	966,560	926,350	1,045,350
Combined services	654,533	791,000	809,610	770,500
Council projects	241,351	236,840	222,680	373,500
Public safety:				
Police	6,215,985	6,928,390	6,705,810	7,304,400
Fire	4,824,394	5,055,800	4,979,260	5,210,400
Development services	485,810	538,490	528,330	567,180
Streets	1,504,349	1,519,650	1,494,720	1,405,930
Parks and Recreation:				
Parks	1,801,320	2,205,040	2,186,150	2,229,020
Recreation	1,313,062	1,079,890	1,111,840	1,292,710
TOTAL EXPENDITURES	<u>21,061,787</u>	<u>22,833,170</u>	<u>22,427,460</u>	<u>23,876,680</u>
ENDING FUND BALANCE	<u>\$ 8,014,642</u>	<u>\$ 6,234,920</u>	<u>\$ 7,150,690</u>	<u>\$ 6,012,820</u>

**TOWN OF ADDISON**  
**HOTEL SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 6,358,382	\$ 5,150,870	\$ 5,328,080	\$ 4,818,660
REVENUES:				
Hotel/Motel occupancy taxes	3,346,197	3,393,000	3,375,000	3,400,000
Proceeds from special events	860,123	896,000	1,033,800	1,053,000
Conference centre rental	349,230	371,000	311,100	350,000
Theatre centre rental	53,469	74,200	76,250	75,000
Interest earnings and other	72,676	104,900	67,400	57,400
TOTAL REVENUES	<u>4,681,695</u>	<u>4,839,100</u>	<u>4,863,550</u>	<u>4,935,400</u>
TOTAL AVAILABLE RESOURCES	<u>11,040,077</u>	<u>9,989,970</u>	<u>10,191,630</u>	<u>9,754,060</u>
EXPENDITURES:				
Visitor services administration	823,874	752,110	729,480	769,700
Marketing	1,037,116	945,480	844,140	891,470
Special events	1,870,577	1,670,690	1,828,260	2,000,850
Conference centre	721,460	839,410	723,190	850,260
Performing arts	518,969	504,400	497,900	505,780
Capital projects	-	-	-	-
TOTAL EXPENDITURES	<u>4,971,996</u>	<u>4,712,090</u>	<u>4,622,970</u>	<u>5,018,060</u>
OTHER FINANCING SOURCES (USES):				
Transfer to debt service fund	(740,000)	(750,000)	(750,000)	(704,610)
Expanded levels of service	-	-	-	-
TOTAL OTHER FINANCING (USES)	<u>(740,000)</u>	<u>(750,000)</u>	<u>(750,000)</u>	<u>(704,610)</u>
ENDING FUND BALANCE	<u>\$ 5,328,081</u>	<u>\$ 4,527,880</u>	<u>\$ 4,818,660</u>	<u>\$ 4,031,390</u>

**TOWN OF ADDISON**  
**PUBLIC SAFETY SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 42,071	\$ 38,170	\$ 37,480	\$ 28,880
REVENUES:				
Court awards	3,453	5,000	6,100	5,000
Interest earnings and other	1,617	1,000	800	1,000
TOTAL REVENUES	<u>5,070</u>	<u>6,000</u>	<u>6,900</u>	<u>6,000</u>
TOTAL AVAILABLE RESOURCES	<u>47,141</u>	<u>44,170</u>	<u>44,380</u>	<u>34,880</u>
EXPENDITURES:				
Supplies	7,034	5,000	5,000	20,600
Contractual services	2,624	7,500	10,500	5,000
TOTAL EXPENDITURES	<u>9,658</u>	<u>12,500</u>	<u>15,500</u>	<u>25,600</u>
ENDING BALANCE	<u>\$ 37,483</u>	<u>\$ 31,670</u>	<u>\$ 28,880</u>	<u>\$ 9,280</u>

**TOWN OF ADDISON**  
**MUNICIPAL COURT SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ -	\$ 46,570	\$ 108,240	\$ 65,840
REVENUES:				
Court security fees	68,848	25,000	15,000	15,000
Court technology fees	70,182	20,000	20,000	20,000
Interest earnings and other	(80)	1,000	3,600	4,000
TOTAL REVENUES	<u>138,950</u>	<u>46,000</u>	<u>38,600</u>	<u>39,000</u>
TOTAL AVAILABLE RESOURCES	<u>138,950</u>	<u>92,570</u>	<u>146,840</u>	<u>104,840</u>
EXPENDITURES:				
Personal services	12,282	19,570	15,000	15,000
Maintenance	18,425	-	-	-
Capital outlay	-	-	66,000	-
TOTAL EXPENDITURES	<u>30,707</u>	<u>19,570</u>	<u>81,000</u>	<u>15,000</u>
ENDING BALANCE	<u>\$ 108,243</u>	<u>\$ 73,000</u>	<u>\$ 65,840</u>	<u>\$ 89,840</u>

**TOWN OF ADDISON**  
**ARBOR SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 38,796	\$ 33,500	\$ 58,430	\$ 68,330
REVENUES:				
Recycling proceeds	12,864	9,000	12,000	12,000
Contributions	7,774	5,000	5,000	5,000
Interest earnings and other	714	600	900	1,000
TOTAL REVENUES	<u>21,352</u>	<u>14,600</u>	<u>17,900</u>	<u>18,000</u>
TOTAL AVAILABLE RESOURCES	<u>60,148</u>	<u>48,100</u>	<u>76,330</u>	<u>86,330</u>
EXPENDITURES:				
Maintenance and materials	-	36,200	8,000	70,000
Contractual services	1,723	-	-	-
TOTAL EXPENDITURES	<u>1,723</u>	<u>36,200</u>	<u>8,000</u>	<u>70,000</u>
ENDING BALANCE	<u>\$ 58,425</u>	<u>\$ 11,900</u>	<u>\$ 68,330</u>	<u>\$ 16,330</u>

**GENERAL OBLIGATION DEBT SERVICE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 1,881,494	\$ 2,156,040	\$ 2,113,420	\$ 1,520,960
REVENUES:				
Ad valorem taxes	6,420,465	5,794,640	5,695,000	5,773,800
Interest earnings and other	85,790	75,000	65,000	75,000
TOTAL REVENUES	<u>6,506,255</u>	<u>5,869,640</u>	<u>5,760,000</u>	<u>5,848,800</u>
TOTAL AVAILABLE RESOURCES	<u>8,387,749</u>	<u>8,025,680</u>	<u>7,873,420</u>	<u>7,369,760</u>
EXPENDITURES:				
Debt Service - Principal	2,160,522	3,305,080	3,305,080	2,728,540
Debt Service - Interest	4,102,800	3,036,380	3,036,380	3,365,510
Fiscal fees	11,003	7,500	11,000	11,000
TOTAL EXPENDITURES	<u>6,274,325</u>	<u>6,348,960</u>	<u>6,352,460</u>	<u>6,105,050</u>
ENDING BALANCE	<u>\$ 2,113,424</u>	<u>\$ 1,676,720</u>	<u>\$ 1,520,960</u>	<u>\$ 1,264,710</u>

**TOWN OF ADDISON**  
**OCCUPANCY TAX DEBT SERVICE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 245,443	\$ 616,530	\$ 617,970	\$ 716,740
REVENUES:				
Interest earnings	4,463	10,000	12,000	10,000
TOTAL REVENUES	4,463	10,000	12,000	10,000
TOTAL AVAILABLE RESOURCES	249,906	626,530	629,970	726,740
EXPENDITURES:				
Debt Service - Principal	350,000	340,000	340,000	450,000
Debt Service - Interest	21,105	322,230	322,230	254,610
Fiscal fees	827	1,500	1,000	1,500
TOTAL EXPENDITURES	371,932	663,730	663,230	706,110
OTHER FINANCING SOURCES (USES):				
Transfer from Hotel fund	740,000	750,000	750,000	704,610
TOTAL OTHER FINANCING (USES)	740,000	750,000	750,000	704,610
ENDING BALANCE	\$ 617,974	\$ 712,800	\$ 716,740	\$ 725,240

**TOWN OF ADDISON**  
**STREET CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 6,404,913	\$ 4,807,170	\$ 5,143,680	\$ 5,610,150
REVENUES:				
DART Grants	520,882	155,000	2,267,150	740,000
Interest earnings and other	120,412	100,000	100,000	85,000
TOTAL REVENUES	<u>641,294</u>	<u>255,000</u>	<u>2,367,150</u>	<u>825,000</u>
TOTAL AVAILABLE RESOURCES	<u>7,046,207</u>	<u>5,062,170</u>	<u>7,510,830</u>	<u>6,435,150</u>
EXPENDITURES:				
Personal services	201,220	100,000	60,000	50,000
Engineering and contractual services	777,224	45,700	70,000	194,550
Construction and equipment	924,087	2,981,600	1,062,910	4,572,010
TOTAL EXPENDITURES	<u>1,902,531</u>	<u>3,127,300</u>	<u>1,192,910</u>	<u>4,816,560</u>
OTHER FINANCING SOURCES (USES):				
Transfer to parks capital project fund	-	-	(707,770)	-
TOTAL OTHER FINANCING (USES)	<u>-</u>	<u>-</u>	<u>(707,770)</u>	<u>-</u>
ENDING BALANCE	<u>\$ 5,143,676</u>	<u>\$ 1,934,870</u>	<u>\$ 5,610,150</u>	<u>\$ 1,618,590</u>

**TOWN OF ADDISON**  
**PARKS CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ 667,770
REVENUES:				
Intergovernmental	-	-	-	-
Bond proceeds	-	-	-	-
Interest earnings and other	-	-	-	5,000
Developer contributions	-	-	-	-
TOTAL REVENUES	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
TOTAL AVAILABLE RESOURCES	<u>-</u>	<u>-</u>	<u>-</u>	<u>672,770</u>
EXPENDITURES:				
Administration:				
Personal services	-	-	4,000	-
Engineering, and contractual services	-	-	36,000	-
Construction and equipment	-	-	-	350,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>40,000</u>	<u>350,000</u>
OTHER FINANCING SOURCES (USES):				
Transfer from street capital project fund	-	-	707,770	-
TOTAL OTHER FINANCING (USES)	<u>-</u>	<u>-</u>	<u>707,770</u>	<u>-</u>
ENDING BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 667,770</u>	<u>\$ 322,770</u>

**TOWN OF ADDISON**  
**2000 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ 1,352,732	\$ 395,940	\$ 343,320	\$ 239,030
REVENUES:				
Interest earnings and other	33,012	6,000	5,500	2,000
TOTAL REVENUES	<u>33,012</u>	<u>6,000</u>	<u>5,500</u>	<u>2,000</u>
TOTAL AVAILABLE RESOURCES	<u>1,385,744</u>	<u>401,940</u>	<u>348,820</u>	<u>241,030</u>
EXPENDITURES:				
Personal services	-	-	15,000	10,000
Engineering and contractual services	289,178	35,120	71,330	231,030
Construction and equipment	2,426,747	85,760	23,460	-
TOTAL EXPENDITURES	<u>2,715,925</u>	<u>120,880</u>	<u>109,790</u>	<u>241,030</u>
OTHER FINANCING SOURCES (USES):				
Transfer from 2002 Capital Project Fund	1,673,496	-	-	-
TOTAL OTHER FINANCING (USES)	<u>1,673,496</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ 343,315</u>	<u>\$ 281,060</u>	<u>\$ 239,030</u>	<u>\$ -</u>

**TOWN OF ADDISON**  
**2002 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ -	\$ 9,014,590	\$ 9,033,710	\$ 5,379,010
REVENUES:				
Bond proceeds	15,095,000	-	-	-
Interest earnings and other	169,363	150,000	125,000	75,000
TOTAL REVENUES	<u>15,264,363</u>	<u>150,000</u>	<u>125,000</u>	<u>75,000</u>
TOTAL AVAILABLE RESOURCES	<u>15,264,363</u>	<u>9,164,590</u>	<u>9,158,710</u>	<u>5,454,010</u>
EXPENDITURES:				
Personal services	26,670	150,000	90,000	50,000
Engineering and contractual services	676,438	500,000	950,000	300,000
Construction and equipment	3,854,053	6,241,290	2,739,700	2,831,160
TOTAL EXPENDITURES	<u>4,557,161</u>	<u>6,891,290</u>	<u>3,779,700</u>	<u>3,181,160</u>
OTHER FINANCING SOURCES (USES):				
Transfer to 2000 Capital Project Fund	(1,673,496)	-	-	-
TOTAL OTHER FINANCING (USES)	<u>(1,673,496)</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ 9,033,706</u>	<u>\$ 2,273,300</u>	<u>\$ 5,379,010</u>	<u>\$ 2,272,850</u>

**TOWN OF ADDISON**  
**2003 CONFERENCE CENTRE AND EVENT SITE CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ -	\$ 984,000	\$ 1,040,440	\$ 421,440
REVENUES:				
Bond proceeds	8,000,000	-	-	-
Interest earnings and other	6,741	25,000	18,000	5,000
TOTAL REVENUES	<u>8,006,741</u>	<u>25,000</u>	<u>18,000</u>	<u>5,000</u>
TOTAL AVAILABLE RESOURCES	<u>8,006,741</u>	<u>1,009,000</u>	<u>1,058,440</u>	<u>426,440</u>
EXPENDITURES:				
Personal services	272	10,000	7,000	5,000
Bond sale costs	69,264	-	-	-
Engineering and contractual services	511,091	50,000	120,000	50,000
Construction and equipment	6,385,677	949,000	510,000	371,440
TOTAL EXPENDITURES	<u>6,966,304</u>	<u>1,009,000</u>	<u>637,000</u>	<u>426,440</u>
ENDING FUND BALANCE	<u>\$ 1,040,437</u>	<u>\$ -</u>	<u>\$ 421,440</u>	<u>\$ -</u>

**TOWN OF ADDISON**  
**2004 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ 10,665,000
REVENUES:				
Bond proceeds	-	-	10,695,000	-
Interest earnings and other	-	-	-	150,000
TOTAL REVENUES	-	-	10,695,000	150,000
TOTAL AVAILABLE RESOURCES	-	-	10,695,000	10,815,000
EXPENDITURES:				
Personal services	-	-	-	50,000
Bond sale costs	-	-	30,000	-
Engineering and contractual services	-	-	-	450,000
Construction and equipment	-	-	-	8,100,000
TOTAL EXPENDITURES	-	-	30,000	8,600,000
ENDING FUND BALANCE	\$ -	\$ -	\$ 10,665,000	\$ 2,215,000

**TOWN OF ADDISON**  
**AIRPORT ENTERPRISE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
<b>INCOME STATEMENT</b>				
Operating revenues:				
Operating grants	25,263	\$ 30,000	\$ 30,000	\$ 30,000
Fuel flowage fees	1,040,323	1,100,000	990,000	1,000,000
Rental	2,879,569	3,087,000	2,880,000	3,070,000
User fees	16,126	30,000	40,000	35,000
Total operating revenues	<u>3,961,281</u>	<u>4,247,000</u>	<u>3,940,000</u>	<u>4,135,000</u>
Operating expenses:				
Town - Personal services	248,869	244,720	254,360	284,070
Town - Supplies	6,835	10,500	8,900	15,000
Town - Maintenance	15,559	18,810	22,810	23,250
Town - Contractual services	414,297	387,040	412,900	407,520
Grant - Maintenance	25,812	60,000	60,000	60,000
Operator - Operations & Maintenance	1,002,740	1,729,020	1,550,020	1,248,740
Operator - Service Contract	1,076,765	1,063,000	990,000	1,041,000
Total operating expenses	<u>2,790,877</u>	<u>3,513,090</u>	<u>3,298,990</u>	<u>3,079,580</u>
Net operating income	<u>1,170,404</u>	<u>733,910</u>	<u>641,010</u>	<u>1,055,420</u>
Non-Operating revenues (expenses):				
Interest earnings and other	101,120	35,000	33,250	35,000
Interest on debt, fiscal fees, & other	-	-	(3,300)	(200,680)
Net non-operating revenues (expenses)	<u>101,120</u>	<u>35,000</u>	<u>29,950</u>	<u>(165,680)</u>
Net income (excluding depreciation)	<u>\$ 1,271,524</u>	<u>\$ 768,910</u>	<u>\$ 670,960</u>	<u>\$ 889,740</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 1,271,524</u>	<u>\$ 768,910</u>	<u>\$ 670,960</u>	<u>\$ 889,740</u>
Sources (uses) of working capital:				
Retirement of long-term debt	-	-	-	(196,660)
Net additions to fixed assets with grants	-	(218,000)	(85,840)	(40,000)
Other net additions to fixed assets	(712,568)	(1,814,000)	(850,440)	-
Net sources (uses) of working capital	<u>(712,568)</u>	<u>(2,032,000)</u>	<u>(936,280)</u>	<u>(236,660)</u>
Net increase (decrease) in working capital	558,956	(1,263,090)	(265,320)	653,080
Beginning fund balance	<u>1,221,354</u>	<u>1,912,940</u>	<u>1,780,310</u>	<u>1,514,990</u>
Ending fund balance	<u>\$ 1,780,310</u>	<u>\$ 649,850</u>	<u>\$ 1,514,990</u>	<u>\$ 2,168,070</u>

**TOWN OF ADDISON**  
**UTILITY ENTERPRISE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
<b>INCOME STATEMENT</b>				
Operating revenues:				
Water sales	\$ 3,173,283	\$ 3,660,800	\$ 3,524,800	\$ 3,670,800
Sewer charges	3,539,966	4,038,000	4,035,000	4,100,000
Tap fees	1,150	1,000	9,000	1,000
Penalties	51,795	65,000	57,000	60,000
Total operating revenues	<u>6,766,194</u>	<u>7,764,800</u>	<u>7,625,800</u>	<u>7,831,800</u>
Operating expenses:				
Water purchases	2,126,634	2,195,800	2,143,000	2,274,100
Wastewater treatment	1,678,811	1,619,700	1,661,300	1,646,200
Utility operations	1,584,989	1,812,750	1,613,550	2,068,190
Total operating expenses	<u>5,390,434</u>	<u>5,628,250</u>	<u>5,417,850</u>	<u>5,988,490</u>
Net operating income	<u>1,375,760</u>	<u>2,136,550</u>	<u>2,207,950</u>	<u>1,843,310</u>
Non-Operating revenues (expenses):				
Interest earnings and other	96,605	113,500	59,000	113,500
Interest on debt, fiscal fees, & other	(929,694)	(869,010)	(869,010)	(826,780)
Net non-operating revenues (expenses)	<u>(833,089)</u>	<u>(755,510)</u>	<u>(810,010)</u>	<u>(713,280)</u>
Net income (excluding depreciation)	<u>\$ 542,671</u>	<u>\$ 1,381,040</u>	<u>\$ 1,397,940</u>	<u>\$ 1,130,030</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 542,671</u>	<u>\$ 1,381,040</u>	<u>\$ 1,397,940</u>	<u>\$ 1,130,030</u>
Sources (uses) of working capital:				
Retirement of long-term debt	(1,571,125)	(1,096,630)	(1,096,630)	(1,469,000)
Net affect of debt refunding	799,588	-	-	-
Net additions to fixed assets	(1,134,626)	(811,600)	(296,500)	(771,000)
Net sources (uses) of working capital	<u>(1,906,163)</u>	<u>(1,908,230)</u>	<u>(1,393,130)</u>	<u>(2,240,000)</u>
Net increase (decrease) in working capital	(1,363,492)	(527,190)	4,810	(1,109,970)
Beginning fund balance	<u>5,099,644</u>	<u>3,605,680</u>	<u>3,736,150</u>	<u>3,740,960</u>
Ending fund balance	<u>\$ 3,736,152</u>	<u>\$ 3,078,490</u>	<u>\$ 3,740,960</u>	<u>\$ 2,630,990</u>
Reserved for Infrastructure Replacement / Rehabilitation	<u>\$ 2,388,540</u>	<u>\$ 1,671,430</u>	<u>\$ 2,386,500</u>	<u>\$ 1,133,870</u>

**TOWN OF ADDISON**  
**INFORMATION TECHNOLOGY INTERNAL SERVICE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
<b>INCOME STATEMENT</b>				
Operating revenues:				
Department contributions:	\$ 609,723	\$ 591,960	\$ 591,960	\$ 518,640
Total operating revenues	<u>609,723</u>	<u>591,960</u>	<u>591,960</u>	<u>518,640</u>
Operating expenses:				
Contractual services	5,834	-	2,500	2,500
Total operating expenses	<u>5,834</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>
Net operating income	<u>603,889</u>	<u>591,960</u>	<u>589,460</u>	<u>516,140</u>
Non-operating Revenues:				
Interest earnings and other	17,640	20,000	16,000	20,000
Net non-operating revenues	<u>17,640</u>	<u>20,000</u>	<u>16,000</u>	<u>20,000</u>
Net income (exclucing depreciation)	<u>\$ 621,529</u>	<u>\$ 611,960</u>	<u>\$ 605,460</u>	<u>\$ 536,140</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (exclucing depreciation)	\$ 621,529	\$ 611,960	\$ 605,460	\$ 536,140
Sources (uses) of working capital:				
Capital hardware/software:				
General government	(747,359)	(165,000)	(65,000)	-
Public safety	-	(159,000)	(259,000)	(380,100)
Net sources (uses) of working capital	<u>(747,359)</u>	<u>(324,000)</u>	<u>(324,000)</u>	<u>(380,100)</u>
Net increase (decrease) in working capital	(125,830)	287,960	281,460	156,040
Beginning fund balance	1,075,113	910,680	949,280	1,230,740
Ending fund Balance	<u>\$ 949,283</u>	<u>\$ 1,198,640</u>	<u>\$ 1,230,740</u>	<u>\$ 1,386,780</u>

**TOWN OF ADDISON**  
**CAPITAL REPLACEMENT INTERNAL SERVICE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimated 2003-04	Budget 2004-05
<b>INCOME STATEMENT</b>				
Operating revenues:				
Department contributions	\$ 724,857	\$ 761,310	\$ 761,310	\$ 632,680
Total operating revenues	<u>724,857</u>	<u>761,310</u>	<u>761,310</u>	<u>632,680</u>
Operating expenses:				
Other	4,098	2,500	2,500	2,500
Total operating expenses	<u>4,098</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Net operating income	<u>720,759</u>	<u>758,810</u>	<u>758,810</u>	<u>630,180</u>
Non-Operating revenues:				
Interest earnings and other	54,002	50,000	45,000	46,400
Proceeds from sale of assets	18,008	50,000	-	50,000
Net non-operating revenues	<u>72,010</u>	<u>100,000</u>	<u>45,000</u>	<u>96,400</u>
Net Income (Excluding depreciation)	<u>\$ 792,769</u>	<u>\$ 858,810</u>	<u>\$ 803,810</u>	<u>\$ 726,580</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 792,769</u>	<u>\$ 858,810</u>	<u>\$ 803,810</u>	<u>\$ 726,580</u>
Sources (uses) of working capital:				
Acquisition of capital equipment:				
General government	-	-	-	(248,000)
Public safety	(229,760)	(2,508,680)	(2,775,980)	(190,500)
Urban development	-	(15,000)	(15,000)	-
Streets	-	-	(5,800)	(38,000)
Parks and recreation	(26,256)	(58,000)	(58,000)	(25,000)
Net source (use) of working capital	<u>(256,016)</u>	<u>(2,581,680)</u>	<u>(2,854,780)</u>	<u>(501,500)</u>
Net increase (decrease) in working capital	536,753	(1,722,870)	(2,050,970)	225,080
Beginning fund balance	3,191,481	3,189,340	3,728,230	1,677,260
Ending fund balance	<u>\$ 3,728,234</u>	<u>\$ 1,466,470</u>	<u>\$ 1,677,260</u>	<u>\$ 1,902,340</u>

**TOWN OF ADDISON**  
**GENERAL FUND LONG-TERM FINANCIAL PLAN**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-2003	Estimated 2003-2004	Budget 2004-2005	Year 1 Projected 2005-2006	Year 2 Projected 2006-2007	Year 3 Projected 2007-2008	Year 4 Projected 2008-2009
<b>BEGINNING BALANCE</b>	\$8,575,659	\$8,014,640	\$7,150,690	\$6,012,820	\$4,808,600	\$4,083,710	\$3,951,520
<b>REVENUES:</b>							
Ad valorem taxes	5,756,053	6,195,000	\$6,932,300	7,541,400	\$8,236,000	\$8,996,500	\$9,829,100
Non-property taxes	9,696,279	10,223,300	10,541,400	10,857,600	11,183,300	11,518,800	11,864,400
Franchise fees	2,450,145	2,672,670	2,722,800	2,804,500	2,888,600	2,975,300	3,064,600
Licenses and permits	386,824	393,760	398,020	410,000	422,300	435,000	448,100
Intergovernmental	-	-	-	-	-	-	-
Service fees	1,158,469	1,102,360	1,140,790	1,175,000	1,210,300	1,246,600	1,284,000
Fines and penalties	686,311	715,790	737,400	759,500	782,300	805,800	830,000
Interest income	108,448	109,000	113,600	117,000	120,500	124,100	127,800
Rental income	141,902	130,000	130,000	133,900	137,900	142,000	146,300
Miscellaneous	116,339	21,630	22,500	23,200	23,900	24,600	25,300
Other sources	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>20,500,770</b>	<b>21,563,510</b>	<b>22,738,810</b>	<b>23,822,100</b>	<b>25,005,100</b>	<b>26,268,700</b>	<b>27,619,600</b>
<b>EXPENDITURES:</b>							
Operating:							
Personal services	13,978,385	15,046,390	16,381,970	17,145,000	17,865,100	18,615,400	19,397,200
Supplies	786,328	884,500	941,910	960,700	979,900	999,500	1,019,500
Maintenance	1,882,717	1,715,240	1,998,750	1,664,750	1,731,300	1,800,600	1,872,600
Contractual services	2,906,201	3,084,550	3,362,950	3,192,980	3,288,800	3,387,500	3,489,100
Capital replacement/lease	1,279,496	1,298,230	1,132,340	1,356,820	1,356,820	1,289,820	1,289,820
Capital outlay	228,660	398,550	58,760	58,800	58,800	58,800	58,800
Other uses	-	-	-	647,270	449,270	249,270	150,170
<b>TOTAL EXPENDITURES</b>	<b>21,061,787</b>	<b>22,427,460</b>	<b>23,876,680</b>	<b>25,026,320</b>	<b>25,729,990</b>	<b>26,400,890</b>	<b>27,277,190</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,014,642</b>	<b>\$7,150,690</b>	<b>\$6,012,820</b>	<b>\$4,808,600</b>	<b>\$4,083,710</b>	<b>\$3,951,520</b>	<b>\$4,293,930</b>
<b>Amount greater (less) than 25% minimum balance</b>	2,749,195	1,543,825	43,650	(1,447,980)	(2,348,788)	(2,648,703)	(2,525,368)
<b>Debt issuance variable:</b>							
Beginning debt outstanding	\$35,353,908	\$33,193,386	\$40,583,306	\$37,854,766	\$47,204,766	\$43,501,523	\$39,596,814
Principal retired	2,160,522	3,305,080	2,728,540	2,980,000	3,703,243	3,904,709	4,067,836
Principal issued	-	10,695,000	-	12,330,000	-	-	-
Ending debt outstanding	\$33,193,386	\$40,583,306	\$37,854,766	\$47,204,766	\$43,501,523	\$39,596,814	\$35,528,977
<b>Tax rate variables:</b>							
Taxable values (thousands)	\$ 3,110,454	\$ 2,886,242	\$ 2,696,490	\$ 2,777,385	\$ 2,860,707	\$ 2,946,528	\$ 3,034,924
General fund rate	\$0.1890	\$0.2201	\$0.2597	\$0.2743	\$0.2908	\$0.3084	\$0.3271
Debt service fund rate	\$0.2109	\$0.2027	\$0.2163	\$0.2000	\$0.1942	\$0.1885	\$0.1831
Total	\$0.3999	\$0.4228	\$0.4760	\$0.4743	\$0.4850	\$0.4969	\$0.5102
<b>Staffing variable:</b>							
Full-time equivalent positions	231.8	235.7	235.1	235.1	235.1	235.1	235.1
Average cost per FTE	\$60,304	\$63,837	\$69,681	\$72,926	\$75,989	\$79,181	\$82,506

**TOWN OF ADDISON**  
**HOTEL SPECIAL REVENUE FUND LONG-TERM FINANCIAL PLAN**  
*City Manager Revised 2004-05 Budget*

	Actual 2002-03	Estimate 2003-04	Year 1 Budget 2004-05	Year 1 Projected 2005-06	Year 2 Projected 2006-07	Year 3 Projected 2007-08	Year 4 Projected 2008-09
<b>BEGINNING FUND BALANCE</b>	\$ 6,358,382	\$ 5,328,080	\$ 4,818,660	\$ 4,030,270	\$ 3,010,450	\$ 2,081,730	\$ 1,123,460
<b>REVENUES:</b>							
Hotel/Motel occupancy taxes (HOT)	3,346,197	3,375,000	3,400,000	3,502,000	3,607,060	3,715,270	3,826,730
Proceeds from special events	860,123	1,033,800	1,053,000	1,095,120	1,138,920	1,184,480	1,231,860
Conference centre rental	349,230	311,100	350,000	364,000	378,560	393,700	409,450
Theatre rental	53,469	76,250	75,000	78,000	81,120	84,360	87,730
Interest and other	72,676	67,400	57,400	58,550	59,720	60,910	62,130
<b>TOTAL REVENUES</b>	<b>4,681,695</b>	<b>4,863,550</b>	<b>4,935,400</b>	<b>5,097,670</b>	<b>5,265,380</b>	<b>5,438,720</b>	<b>5,617,900</b>
<b>EXPENDITURES:</b>							
Visitor services	823,874	729,480	769,700	787,910	806,960	826,890	847,730
Marketing	1,037,116	844,140	892,590	910,500	928,770	947,410	966,420
Special events	1,870,577	1,828,260	2,000,850	2,082,410	2,167,360	2,255,850	2,348,010
Conference centre	721,460	723,190	850,260	994,750	970,030	1,097,180	1,021,300
Performing arts	518,969	497,900	505,780	636,030	614,270	557,650	521,170
Capital projects	-	-	-	-	-	-	-
Transfers to other funds/debt service	740,000	750,000	704,610	705,890	706,710	712,010	711,790
<b>TOTAL EXPENDITURES</b>	<b>5,711,996</b>	<b>5,372,970</b>	<b>5,723,790</b>	<b>6,117,490</b>	<b>6,194,100</b>	<b>6,396,990</b>	<b>6,416,420</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 5,328,081</b>	<b>\$ 4,818,660</b>	<b>\$ 4,030,270</b>	<b>\$ 3,010,450</b>	<b>\$ 2,081,730</b>	<b>\$ 1,123,460</b>	<b>\$ 324,940</b>
Amount greater (less) than 25% minimum balance	\$ 4,085,082	\$ 3,662,918	\$ 2,775,475	\$ 1,657,550	\$ 709,883	\$ (297,785)	\$ (1,101,218)
<b>Hotel Occupancy Tax Variables:</b>							
Number of rooms	3,944	4,011	4,011	4,011	4,011	4,011	4,011
Average revenue per room	\$848	\$841	\$848	\$873	\$899	\$926	\$954

**TOWN OF ADDISON**  
**AIRPORT FUND LONG-TERM FINANCIAL PLAN**  
*City Manager Revised 2004-05 Budget*

	Actual 2002-2003	Estimated 2003-2004	Budget 2004-2005	Year 1 Projected 2005-2006	Year 2 Projected 2006-2007	Year 3 Projected 2007-2008	Year 4 Projected 2008-2009
<b>BEGINNING WORKING CAPITAL</b>	<b>\$ 1,221,354</b>	<b>\$ 1,780,310</b>	<b>\$ 1,514,990</b>	<b>\$ 2,145,837</b>	<b>\$ 2,365,264</b>	<b>\$ 2,193,731</b>	<b>\$ 1,872,058</b>
<b>NET INCOME</b>							
Operating revenues:							
Operating grants	25,263	30,000	30,000	30,000	30,000	30,000	30,000
Fuel flowage fees	1,040,323	990,000	1,000,000	1,030,000	1,060,900	1,092,730	1,125,510
Rental	2,879,569	2,880,000	3,070,000	3,162,100	3,256,960	3,354,670	3,455,310
User fees	16,126	40,000	35,000	36,050	37,130	38,240	39,390
Total operating revenues	<u>3,961,281</u>	<u>3,940,000</u>	<u>4,135,000</u>	<u>4,258,150</u>	<u>4,384,990</u>	<u>4,515,640</u>	<u>4,650,210</u>
Operating expenses:							
Town - Personal services	248,869	254,360	284,070	298,270	313,180	328,840	345,280
Town - Supplies	6,835	8,900	15,000	15,450	15,910	16,390	16,880
Town - Maintenance	15,559	22,810	23,250	24,410	25,630	26,910	28,260
Town - Contractual services	414,297	412,900	407,520	415,670	423,980	432,460	441,110
Grant - Operations & Maintenance	25,812	60,000	60,000	60,000	200,000	60,000	60,000
Operator - Operations & Maintenance	1,002,740	1,550,020	1,248,740	1,036,150	1,108,680	1,186,290	1,269,330
Operator - Service Contract	1,076,765	990,000	1,041,000	1,093,050	1,147,700	1,205,090	1,265,340
Total operating expenses	<u>2,790,877</u>	<u>3,298,990</u>	<u>3,079,580</u>	<u>2,943,000</u>	<u>3,235,080</u>	<u>3,255,980</u>	<u>3,426,200</u>
Net operating income	<u>1,170,404</u>	<u>641,010</u>	<u>1,055,420</u>	<u>1,315,150</u>	<u>1,149,910</u>	<u>1,259,660</u>	<u>1,224,010</u>
Non-Operating revenues (expenses):							
Interest earnings and other	101,120	33,250	35,000	36,050	37,130	38,240	39,390
Interest on debt, fiscal fees, & other	-	(3,300)	(211,800)	(201,931)	(191,593)	(180,764)	(169,420)
Net Non-Operating revenues (expenses)	<u>101,120</u>	<u>29,950</u>	<u>(176,800)</u>	<u>(165,881)</u>	<u>(154,463)</u>	<u>(142,524)</u>	<u>(130,030)</u>
<b>Net income (excluding depreciation)</b>	<u>1,271,524</u>	<u>670,960</u>	<u>878,620</u>	<u>1,149,269</u>	<u>995,447</u>	<u>1,117,136</u>	<u>1,093,980</u>
<b>Sources (uses) of working capital:</b>							
Retirement of long-term debt	-	-	(207,773)	(217,642)	(227,980)	(238,809)	(250,153)
Net additions to fixed assets with grants	(160,949)	(85,840)	(40,000)	(602,200)	(939,000)	(200,000)	-
Other net additions to fixed assets	(551,619)	(850,440)	-	(110,000)	-	(1,000,000)	(1,000,000)
Net sources (uses) of working capital	<u>(712,568)</u>	<u>(936,280)</u>	<u>(247,773)</u>	<u>(929,842)</u>	<u>(1,166,980)</u>	<u>(1,438,809)</u>	<u>(1,250,153)</u>
<b>ENDING WORKING CAPITAL</b>	<b>\$ 1,780,310</b>	<b>\$ 1,514,990</b>	<b>\$ 2,145,837</b>	<b>\$ 2,365,264</b>	<b>\$ 2,193,731</b>	<b>\$ 1,872,058</b>	<b>\$ 1,715,885</b>
<b>PROJECTS</b>							
Grant Projects:							
Capital (Town's Share):							
Apron / Taxiway Construction	34200	160,949	85,840				
Terminal Building				40,000	360,000		
Runway 15/33 Overlay and Enhancement					40,000	513,000	
Airport lighting upgrade					25,000		
Taxiway rehabilitation					177,200		
Runway 15/33 Extension						426,000	
Overlay Taxiway Alpha							200,000
Total	<u>\$ 160,949</u>	<u>\$ 85,840</u>	<u>\$ 40,000</u>	<u>\$ 602,200</u>	<u>\$ 939,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>
Other Projects:							
Capital:							
Operating & Maintenance Equipment		60,000					
Land Acquisition	513,640						
Economic Development Program		515,740					
Airport Parkway Extension	37,979	274,700					
Maintenance building				110,000			
Hangar Redevelopment						1,000,000	1,000,000
Total	<u>\$ 551,619</u>	<u>\$ 850,440</u>	<u>\$ -</u>	<u>\$ 110,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

**TOWN OF ADDISON**  
**UTILITY FUND LONG-TERM FINANCIAL PLAN**  
*City Manager Revised 2004-05 Annual Budget*

	Actual 2002-2003	Estimated 2003-2004	Budget 2004-2005	Year 1 Projected 2005-2006	Year 2 Projected 2006-2007	Year 3 Projected 2007-2008	Year 4 Projected 2008-2009
<b>BEGINNING WORKING CAPITAL</b>	\$ 5,099,644	\$ 3,736,150	\$ 3,645,760	\$ 2,476,490	\$ 1,342,360	\$ 1,305,400	\$ 1,315,370
<b>NET INCOME</b>							
Operating revenues:							
Water sales	3,173,283	3,524,800	3,670,800	3,780,900	4,537,100	4,673,200	5,140,500
Sewer charges	3,539,966	4,035,000	4,100,000	4,223,000	5,067,600	5,219,600	5,741,600
Tap fees	1,150	9,000	1,000	1,000	1,000	1,000	1,000
Penalties	51,795	57,000	60,000	60,000	60,000	60,000	60,000
Total operating revenues	6,766,194	7,625,800	7,831,800	8,064,900	9,665,700	9,953,800	10,943,100
Operating expenses:							
Water purchases	2,126,634	2,143,000	2,274,100	2,365,100	2,459,700	2,558,100	2,660,400
Wastewater treatment	1,678,811	1,688,500	1,705,200	1,790,500	1,880,000	1,974,000	2,072,700
Utility operations	1,584,989	1,613,550	2,068,490	2,151,200	2,237,200	2,326,700	2,419,800
Total operating expenses	5,390,434	5,445,050	6,047,790	6,306,800	6,576,900	6,858,800	7,152,900
Net operating income	1,375,760	2,180,750	1,784,010	1,758,100	3,088,800	3,095,000	3,790,200
Non-Operating revenues (expenses):							
Interest earnings and other	96,605	59,000	113,500	74,300	40,300	39,200	39,500
Interest on bonded debt and fiscal fees	(929,694)	(869,010)	(826,780)	(635,130)	(579,060)	(512,800)	(435,490)
Net Non-Operating revenues (expenses)	(833,089)	(810,010)	(713,280)	(560,830)	(538,760)	(473,600)	(395,990)
Net income (excluding depreciation)	542,671	1,370,740	1,070,730	1,197,270	2,550,040	2,621,400	3,394,210
Sources (uses) of working capital:							
Net retirement of long-term debt	(771,537)	(1,096,630)	(1,469,000)	(1,660,000)	(1,715,000)	(2,030,230)	(2,110,000)
Net additions to fixed assets	(1,134,626)	(364,500)	(771,000)	(671,400)	(872,000)	(581,200)	(471,400)
Net sources (uses) of working capital	(1,906,163)	(1,461,130)	(2,240,000)	(2,331,400)	(2,587,000)	(2,611,430)	(2,581,400)
<b>ENDING WORKING CAPITAL</b>	\$ 3,736,152	\$ 3,645,760	\$ 2,476,490	\$ 1,342,360	\$ 1,305,400	\$ 1,315,370	\$ 2,128,180
Ending working capital as % of oper. expenses	69%	67%	41%	21%	20%	19%	30%
<b>USES OF WORKING CAPITAL</b>							
<b>Equipment</b>							
Meters		5,000	26,000	23,600	18,000	25,800	35,400
Motor vehicles	57,185			35,000			
Computer hardware	19,590		20,000				
Heavy equipment	83,917	25,500	22,000				
<b>Capital projects</b>							
Lindbergh water line replacement	14600	173,100					364,000
Mitchell/Lindbergh sewer line replacement	14700	218,642					
Marsh Lane water line replacement	93601	355,885					
Wright Brothers/Wiley Post utilities replacement	24600	39,580					
Westgrove Sewer Line Rehabilitation		68,000					
Water service line replacement program			72,000	114,000	114,000	93,000	72,000
Dallas Parkway sewer rehabilitation			104,000				
Brookhaven Club area utilities rehabilitation				310,000	600,000		
Tallisker utilities replacement	33600	166,000	250,000	88,800			
Beltway utilities rehabilitation			177,000				
Lake Forest utilities replacement						62,400	
Cotton Belt sewer line replacement					140,000		
Midway Road water line rehabilitation						400,000	
West Lindbergh/Richard Byrd sewer reha							
Addition to capital project reserve		100,000	100,000	100,000			
	\$ 947,899	\$ 364,500	\$ 771,000	\$ 671,400	\$ 872,000	\$ 581,200	\$ 471,400

**NOTE: PLAN ASSUMES A 20% AVERAGE INCREASE IN RATES IN THE 2007 FISCAL YEAR**

# TOWN OF ADDISON

## AIRPORT OPERATOR OPERATION AND MAINTENANCE BUDGET

*City Manager Proposed 2004-05 Annual Budget*

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Budget 2004-05
<b>Capital maintenance</b>				
Grounds	\$ 19,223	\$ 20,000	\$ 20,000	\$ 20,000
Gates & fencing	28,044	32,500	20,000	20,000
Buildings	9,987	17,500	10,000	12,000
Runways & taxiways	3,862	-	-	-
Lights & markings	39,470	64,000	60,000	70,500
Pavements	27,842	531,000	400,000	75,000
Hangars	39,134	138,000	120,000	50,000
Insurance	55,605	65,000	65,000	65,000
	<b>223,167</b>	<b>868,000</b>	<b>695,000</b>	<b>312,500</b>
<b>Equipment maintenance &amp; materials</b>				
Equipment & tool	16,872	6,000	6,000	35,000
Vehicle	10	-	-	-
Communications	10,509	7,000	5,000	3,000
Lubricants	18	1,000	-	-
Shop supplies	1,762	2,000	1,000	-
Small tools	1,254	3,000	2,000	3,000
Uniforms	4,350	6,000	5,000	4,000
Fuels	914	-	-	-
	<b>35,689</b>	<b>25,000</b>	<b>19,000</b>	<b>45,000</b>
<b>General &amp; administration</b>				
Customs expense	34,304	35,000	35,000	42,000
Office supplies	13,554	12,000	12,000	12,000
Rentals & leases	9,058	5,200	5,200	4,940
Telephone	36,884	30,000	30,000	30,000
Professional fees	16,289	41,000	41,000	22,500
Dues & subscriptions	7,541	3,300	3,300	5,270
Entertainment	1,682	7,200	7,200	1,200
Travel	8,579	15,000	15,000	13,330
Auto/mileage	324	-	-	-
Miscellaneous	19,763	5,500	5,500	10,200
Postage & shipping	2,734	3,600	3,600	3,600
Printing	3,910	2,000	2,000	5,000
Information technology	6,277	6,700	6,700	9,120
Meetings & presentations	10,656	-	-	10,600
Marketing & promotional	8,794	30,000	30,000	43,500
	<b>180,349</b>	<b>196,500</b>	<b>196,500</b>	<b>213,260</b>
<b>Personnel services</b>				
Salaries	381,517	451,000	451,000	470,000
Taxes & benefits	141,878	122,000	122,000	127,000
	<b>523,395</b>	<b>573,000</b>	<b>573,000</b>	<b>597,000</b>
<b>Contractual services</b>				
Capital equipment rentals & lease	114	-	-	-
Professional services	-	22,450	22,450	17,580
Electrical	2,200	-	-	-
Electric utility	30,091	36,000	36,000	54,000
Gas utility	4,115	4,230	4,230	4,000
Water & sewer utility	3,617	3,840	3,840	5,400
	<b>40,137</b>	<b>66,520</b>	<b>66,520</b>	<b>80,980</b>
<b>Total Operation &amp; Maintenance Budget</b>	<b>\$ 1,002,737</b>	<b>\$ 1,729,020</b>	<b>\$ 1,550,020</b>	<b>\$ 1,248,740</b>

## Memorandum

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**To:** The Honorable Mayor and City Council

**From:** Mario Canizares, Assistant to the City Manager

**Date:** September 9, 2004

**Subject:** FY 2004/05 Non-Profit Recommendations

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Please see the attached spreadsheet that illustrates the City Manager's Recommendation on non-profit funding for the upcoming budget. I anticipate that some of the agencies may be present to comment on their funding for next year. I have also enclosed additional information that the agencies have submitted about their organization.

If you have any questions, please let me know.

AGENCY	FY 2002/03 FUNDING LEVEL	FY 2002/03 Funding	FY 2003/04 Funding	FY 2004/05 Request	City Manager's Recommendations	Criterion 1	Criterion 2	Criterion 3	Criterion 4	Criterion 5	Criterion 6	Criterion 7	Criterion 8
<b>GENERAL FUND:</b>													
Communities in Schools	\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	✓	✓	✓	✓	✓	✓	✓	✓
H.O.P.E	\$15,000	\$5,000	\$5,000	\$9,960	\$0		✓		✓	✓	✓	✓	▪
Metrocrest Chamber	\$15,000	\$9,000	\$9,000	\$10,000	\$9,000		✓		✓	✓	✓	✓	✓
Metrocrest Family Medical Clinic	\$9,000	\$0	\$0	\$2,000	\$0		✓	✓	✓	✓			✓
Metrocrest Social Services	\$5,000	\$15,000	\$15,000	\$20,000	\$15,000	✓	✓	✓	✓	✓	✓	✓	✓
Senior Adult Services	\$5,000	\$15,000	\$15,000	\$15,000	\$15,000	✓	✓	✓	✓	✓	✓	✓	✓
Special Care & Career Services	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	✓	✓	✓	✓	✓	✓	✓	✓
The Family Place	\$0	\$5,000	\$5,000	\$10,000	\$5,000	✓	✓	✓	✓	✓	✓	✓	✓
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$94,000</b>	<b>\$94,000</b>	<b>\$111,960</b>	<b>\$89,000</b>								
<b>HOTEL FUND:</b>													
Brookhaven College	\$380,000	\$8,500	\$8,500	\$10,000	\$0		✓		✓	✓		✓	✓
Dance Council	\$15,000	\$6,600	\$6,600	\$6,600	\$6,600	✓	✓	▪	✓	✓	✓	✓	✓
DFW International	\$8,500	\$0	\$2,500	\$5,000	\$0		✓			✓			
Repertory Company Theatre	\$6,700	\$8,700	\$5,000	\$6,800	\$0	✓	✓	▪	✓	✓	▪	✓	✓
Rover Dramawerks	\$8,700	\$0	\$0	\$12,000	\$0		✓		✓				
Texas Chamber Orchestra	\$ 418,900	\$15,000	\$30,000	\$75,000	\$30,000	✓		▪	✓	✓	✓	✓	
WaterTower Theatre		\$380,000	\$380,000	\$390,000	\$380,000	✓	✓	▪	✓	✓	✓	✓	✓
<b>SUBTOTAL</b>	<b>\$ 460,900</b>	<b>\$418,800</b>	<b>\$432,600</b>	<b>\$505,400</b>	<b>\$416,600</b>								

This table identifies each of the non-profit agencies requesting funds from the Town. Staff has indicated with a check (✓) its opinion as to the adequacy of each agency's ability to meet the standard set forth in the eight (8) criterion listed on the second page.

**Non-Profit Evaluation Criteria**

Criterion #1: Does the applicant sufficiently indicate how they expect to impact Addison’s residents with quality services?

Criterion #2: Does the applicant organization demonstrate a history of providing meritorious services or programs of work?

Criterion #3: Does the applicant organization demonstrate the proportion of Addison residents they expect to serve in a quantifiable fashion?

Criterion #4: Is there measurable evidence of support for the applicant organization (i.e. ticket sales, number of participants, letters of support, other contributions, etc.)?

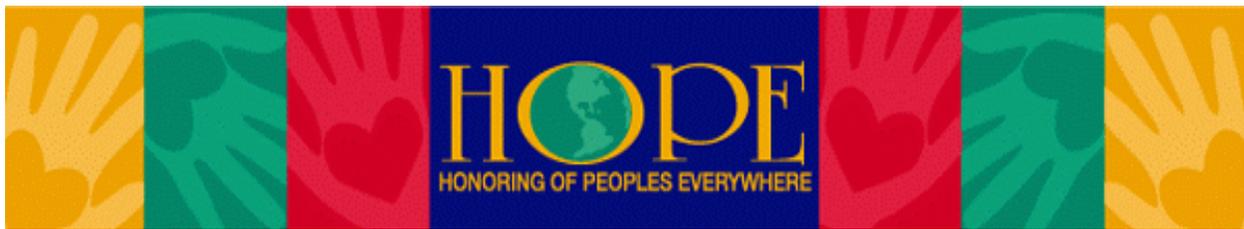
Criterion #5: Are the services proposed in concert with the Council’s stated mission and goals for the community?

Criterion #6: Does the program of work offered by the applicant organization benefit the Town by meeting a need not currently being met?

Criterion #7: Will financial support of this organization enrich community support services or the cultural resources of Addison?

Criterion #8: Does the applicant exhibit a history of administrative and financial capability necessary to realize the proposed activities successfully?

FY 04/05 Revenue Est.	\$3,400,000
15% Arts Funding Cap	15%
Funding Amt.	<u>\$510,000</u>
minus: Arts O&M	<u>(\$89,180)</u>
Arts NP Funding Amt.	\$420,820
Staff Rec. Funding	<u>(\$416,600)</u>
<b>Available Funding</b>	<u><u>\$4,220</u></u>



August 25, 2004

The Honorable R. Scott Wheeler  
Mayor  
Town of Addison  
P.O. Box 9010  
Addison, Texas 75001-9010

Dear Mayor Wheeler,

Please allow me to take a few minutes of your time to give you some additional information about Honoring of Peoples Everywhere, Inc. (H.O.P.E.), regarding our request to provide program services to Anne Frank Elementary School.

It is my understanding that the Council has concerns about the staffing of programs offered to Anne Frank Elementary School. I facilitate all programs. However, when there is more than one classroom involved, such as the Village of the Land™ presented last year, I have my administrative assistant plus trained contract labor and volunteers who work with the children. While H.O.P.E. is planning to have additional staff in 2005, it is my objective to always work with the children and staff of Anne Frank Elementary. Trying not to be partial, I must say that this school and its very multicultural population is certainly at the top of my list and one that I completely enjoy serving.

Last year, H.O.P.E. presented programming to all third and fourth graders. The fourth grade participated in the Village of the Land™ interactive program, which is time- and labor-intensive and requires multiple types of supplies in that the students compete using their nine elements of culture to build their village. This program requires items to: build a shelter, design and make the type of clothing to wear, design and artistically make the types of food they'll eat, the music, the art, the language, and tools they'll use. Student teams then have to present the types of celebrations they will have and their political system along with the other elements. After each group presents, the students vote (if they choose a democracy) which element they want to have in their village. It concludes with naming the village and a celebration.

Should the contract monies not become available, the children will miss out on our unduplicated program that helps them not only validate their culture and ethnicity, but those of others. These programs can be life-changing because the children are

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The Honorable R. Scott Wheeler  
August 25, 2004  
Page 2

shown a way to become tolerant, respectful, open to others' thoughts, thus good stewards of our mosaic community. Without the programs, the children, the school, their families, and the community suffer. Please try to provide this grant for your future citizens of Addison and their families.

Please call me if you have any question at 972.897.7055 (m). Thanking you in advance for your best consideration, I remain

Gratefully,

*Carol Vesey*

Carol Vesey  
Executive Director

Cc: Ron Whitehead  
City Manager

Cc: Members of Town Council

**Council Agenda Item: #R4**

**SUMMARY:**

Council approval is requested of an ordinance amending the Town's Annual Budget for the fiscal year ending September 30, 2004.

**FINANCIAL IMPACT:**

There is no direct financial impact associated with this item. Details of the amendments are presented in the attached materials. Below is a summary of changes in total revenues, expenditures and fund balance.

	<u>Original</u>	<u>Amended</u>
Total Revenues	\$46,261,090	\$59,256,840
Decrease in Fund Balance	<u>16,373,360</u>	<u>4,334,410</u>
Total Appropriations	<u>\$62,634,450</u>	<u>\$63,591,250</u>

**BACKGROUND:**

The annual budget is a blueprint of how financial resources are expected to be received and appropriated through the fiscal year. Inevitably, as the year progresses, variances with the budget occur in the various categories of revenue and expenditures. Each year the Finance department reviews the budget to determine which items should be recognized with formal budget amendments. Although variances occur in almost every one of hundreds of detailed financial line items the Town maintains, budget amendments are presented to Council for only a few major categories using the following primary criteria:

- Appropriations for major cost centers (departments) will be exceeded. Finance staff maintains budgetary control over operating department expenditures. Excess expenditures in one cost category are usually addressed with transfers of surpluses in other categories. However, if the excess expenditures are so large that the total department budget will be exceeded, these items must be addressed with a budget amendment.
- Revenues are significantly less than budgeted. A material shortage in a particular category may impact the ability to fund certain programs or significantly reduce fund balance.

In other words, any variance that has a detrimental impact on the Town's finances is addressed with a budget amendment. Other amendments may be presented to Council that acknowledge major increases in revenues and/or reductions in expenditures. However, these items are usually

presented in context with detrimental variances. For example, a reduction in the collection of hotel occupancy taxes will be partially offset by a reduction in visitor services advertising.

Major changes proposed for the 2004 budget are:

- ◆ Recognition of \$10,695,000 in bond proceeds from the sale that took place last month.
- ◆ Acceleration of receipt of \$2,112,150 of DART local assistance program money associated with the Arapaho Road project.
- ◆ Transfer of \$706,770 from the Streets Capital Project fund to the Parks Capital Project fund for parks associated with the Addison Circle development. This money had been originally transferred from the General fund several years ago in anticipation it would be needed for the Town's obligation to fund streets in the development. However, bond funds have been used to fund the streets, freeing the money to assist with the Town's park commitments.
- ◆ In the Hotel fund, the Special Event budget was increased \$156,500. Most of the increase is attributed to the Taste Addison event due to the costs associated with Friday Night Live, the Sunday headliner, and additional rentals. The department's increased budget is partially offset by an additional \$133,000 in event revenue.

Budget amendments have been typically presented to Council in June. The amendments have been delayed this year because Finance staff wanted to be confident of revenue and expenditure trends before recommending budget amendments. Exhibit A reflects the changes for all funds, Exhibit B details the proposed budget changes, and Exhibit C shows how the changes impact the individual funds.

#### **RECOMMENDATION:**

Staff recommends that Council approve the attached ordinance amending the Town's Annual Budget for the fiscal year ending September 30, 2004.

**TOWN OF ADDISON  
DETAIL OF RECOMMENDED FY 03-04 BUDGET AMENDMENTS**

Fund / Category	Revenues and Other Funding Sources/Uses	Expenditures						Total Department
		Personal Services	Supplies	Maintenance	Contractual Services	Debt Service /Lease	Capital Outlay	
<b>General fund / Revenues</b>								
Increase Intergovernmental Revenue	\$ 55,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total General Fund Revenues</b>	\$ 55,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>General fund / Finance</b>								
Strategic Review Study	\$ -	\$ -	\$ -	\$ -	\$ 14,700	\$ -	\$ -	\$ 14,700
<b>Total Finance</b>	\$ -	\$ -	\$ -	\$ -	\$ 14,700	\$ -	\$ -	\$ 14,700
<b>General fund / Combined Services</b>								
Additional Attorney Fees	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000
<b>Total Combined Services</b>	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ 110,000
<b>General fund / City Council Projects</b>								
Visioning Exercise Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,100	\$ -	\$ -	\$ 5,100
Cotton Belt Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -	\$ 7,500
<b>Total City Council Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ -	\$ -	\$ 12,600
<b>General fund / Fire</b>								
Department of Homeland Security Grant Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000
<b>Total Fire</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000
<b>General fund / Recreation</b>								
Increase for Termite Treatment	\$ -	\$ -	\$ -	\$ 10,800	\$ -	\$ -	\$ -	\$ 10,800
Additional Electricity Usage	\$ -	\$ -	\$ -	\$ -	\$ 19,900	\$ -	\$ -	\$ 19,900
<b>Total Recreation</b>	\$ -	\$ -	\$ -	\$ 10,800	\$ 19,900	\$ -	\$ -	\$ 30,700
<b>Hotel fund / Revenues</b>								
Increase in Taste Addison Revenue	\$ 112,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Increase in Oktoberfest Sponsorships	21,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Hotel Fund Revenues</b>	\$ 133,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Hotel fund / Visitor Services</b>								
Strategic Review Study	\$ -	\$ -	\$ -	\$ -	\$ 6,300	\$ -	\$ -	\$ 6,300
<b>Total Visitor Services</b>	\$ -	\$ -	\$ -	\$ -	\$ 6,300	\$ -	\$ -	\$ 6,300
<b>Hotel fund / Special Events</b>								
Increase in Taste Addison expenses	\$ -	\$ -	\$ -	\$ -	\$ 106,000	\$ -	\$ -	\$ 106,000
Increase in KaBoom Town expenses	\$ -	\$ -	\$ -	\$ -	\$ 28,500	\$ -	\$ -	\$ 28,500
Increase for Symphonic Saturdays	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Increase in Oktoberfest expenses	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
<b>Total Special Events</b>	\$ -	\$ -	\$ -	\$ -	\$ 156,500	\$ -	\$ -	\$ 156,500
<b>Hotel fund / Performing Arts</b>								
Non-profit funding	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
<b>Total Performing Arts</b>	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000

**TOWN OF ADDISON**  
**DETAIL OF RECOMMENDED FY 03-04 BUDGET AMENDMENTS**

Fund / Category	Revenues and Other Funding Sources/Uses	Expenditures						Total Department
		Personal Services	Supplies	Maintenance	Contractual Services	Debt Service /Lease	Capital Outlay	
<b>Public Safety Fund</b>								
Purchase of K-9	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
<b>Total Public Safety Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000
<b>Streets Capital Project fund</b>								
Increase of DART revenue for Arapaho Project	\$ 2,112,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Parks Capital Project fund	\$ (706,770)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Streets Capital Project fund</b>	\$ 1,405,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Parks Capital Project fund</b>								
Transfer from Streets Capital Project fund	\$ 706,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personal services	-	4,000	-	-	-	-	-	4,000
Engineering and contractual services	-	-	-	36,000	-	-	-	36,000
<b>Total Parks Capital Project fund</b>	\$ 706,770	\$ 4,000	\$ -	\$ 36,000	\$ -	\$ -	\$ -	\$ 40,000
<b>2004 Capital Project fund</b>								
Bond Proceeds	\$ 10,695,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bond sale costs	-	-	-	30,000	-	-	-	30,000
<b>Total 2004 Capital Project fund</b>	\$ 10,695,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
<b>Airport Fund</b>								
Strategic Review Study	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500
Additional Attorney Fees	-	-	-	50,000	-	-	-	50,000
<b>Total Airport Fund</b>	\$ -	\$ -	\$ -	\$ 60,500	\$ -	\$ -	\$ -	\$ 60,500
<b>Utility Fund</b>								
Strategic Review Study	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500
<b>Total Utility Fund</b>	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500
<b>Capital Replacement Fund</b>								
Purchase of Treadmills	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Additional Radio System Expenses	-	-	-	-	-	350,000	-	350,000
<b>Total Capital Replacement Fund</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 385,000	\$ -	\$ 385,000
<b>Municipal Court fund</b>								
Court Building Kiosks	\$ -	\$ -	\$ -	\$ 58,000	\$ -	\$ -	\$ -	\$ 58,000
CSI Software Upgrade	-	-	-	8,000	-	-	-	8,000
<b>Total Municipal Court Fund</b>	\$ -	\$ -	\$ -	\$ 66,000	\$ -	\$ -	\$ -	\$ 66,000

**TOWN OF ADDISON**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES BY SOURCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
Ad valorem taxes:				
Current taxes	\$ 5,711,397	\$ 6,276,440	\$ -	\$ 6,276,440
Delinquent taxes	17,310	5,210	-	5,210
Penalty & interest	27,346	10,410	-	10,410
Non-property taxes:				
Sales tax	8,971,759	9,270,000	-	9,270,000
Alcoholic beverage tax	724,520	732,090	-	732,090
Franchise / right-of-way use fees:				
Electric franchise	1,462,463	1,503,800	-	1,503,800
Gas franchise	132,410	139,030	-	139,030
Telecommunication access fees	753,501	821,940	-	821,940
Cable franchise	95,771	96,910	-	96,910
Street rental fees	6,000	6,000	-	6,000
Licenses and permits:				
Business licenses and permits	145,459	142,390	-	142,390
Building and construction permits	241,365	227,410	-	227,410
Intergovernmental revenue	-	-	55,600	55,600
Service fees:				
General government	707	710	-	710
Public safety	746,411	755,710	-	755,710
Urban development	4,188	2,150	-	2,150
Streets and sanitation	193,434	184,890	-	184,890
Recreation	68,133	64,890	-	64,890
Interfund	145,596	153,550	-	153,550
Court fines	686,311	720,650	-	720,650
Interest earnings	108,448	144,500	-	144,500
Rental income	141,902	130,000	-	130,000
Other	116,339	17,500	-	17,500
<b>TOTAL REVENUES</b>	<b><u>\$ 20,500,770</u></b>	<b><u>\$ 21,406,180</u></b>	<b><u>\$ 55,600</u></b>	<b><u>\$ 21,461,780</u></b>

**TOWN OF ADDISON**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 8,575,659	\$ 7,661,910	\$ 352,730	\$ 8,014,640
REVENUES:				
Ad valorem taxes	5,756,053	6,292,060	-	6,292,060
Non-property taxes	9,696,279	10,002,090	-	10,002,090
Franchise fees	2,450,145	2,567,680	-	2,567,680
Licenses and permits	386,824	369,800	-	369,800
Intergovernmental	-	-	55,600	55,600
Service fees	1,158,469	1,161,900	-	1,161,900
Fines and penalties	686,311	720,650	-	720,650
Interest earnings	108,448	144,500	-	144,500
Rental income	141,902	130,000	-	130,000
Other	116,339	17,500	-	17,500
TOTAL REVENUES	<u>20,500,770</u>	<u>21,406,180</u>	<u>55,600</u>	<u>21,461,780</u>
TOTAL RESOURCES AVAILABLE	<u>29,076,429</u>	<u>29,068,090</u>	<u>408,330</u>	<u>29,476,420</u>
EXPENDITURES:				
General Government:				
City manager	1,005,731	1,142,230	-	1,142,230
Finance	907,176	939,390	14,700	954,090
Building and fleet services	558,060	732,550	-	732,550
Municipal court	358,862	391,480	-	391,480
Human resources	296,331	305,860	-	305,860
Information technology	894,823	966,560	-	966,560
Combined services	654,533	791,000	110,000	901,000
Council projects	241,351	236,840	12,600	249,440
Public safety:				
Police	6,215,985	6,928,390	-	6,928,390
Fire	4,824,394	5,055,800	22,000	5,077,800
Development services	485,810	538,490	-	538,490
Streets	1,504,349	1,519,650	-	1,519,650
Parks and Recreation:				
Parks	1,801,320	2,205,040	-	2,205,040
Recreation	1,313,062	1,079,890	30,700	1,110,590
TOTAL EXPENDITURES	<u>21,061,787</u>	<u>22,833,170</u>	<u>190,000</u>	<u>23,023,170</u>
ENDING FUND BALANCE	<u>\$ 8,014,642</u>	<u>\$ 6,234,920</u>	<u>\$ 218,330</u>	<u>\$ 6,453,250</u>

**TOWN OF ADDISON**  
**HOTEL SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 6,358,382	\$ 5,150,870	\$ 177,210	\$ 5,328,080
REVENUES:				
Hotel/Motel occupancy taxes	3,346,197	3,393,000	-	3,393,000
Proceeds from special events	860,123	896,000	133,000	1,029,000
Conference centre rental	349,230	371,000	-	371,000
Theatre centre rental	53,469	74,200	-	74,200
Interest earnings and other	72,676	104,900	-	104,900
TOTAL REVENUES	<u>4,681,695</u>	<u>4,839,100</u>	<u>133,000</u>	<u>4,972,100</u>
TOTAL AVAILABLE RESOURCES	<u>11,040,077</u>	<u>9,989,970</u>	<u>310,210</u>	<u>10,300,180</u>
EXPENDITURES:				
Visitor services administration	823,874	752,110	6,300	758,410
Marketing	1,037,116	945,480	-	945,480
Special events	1,870,577	1,670,690	156,500	1,827,190
Conference centre	721,460	839,410	-	839,410
Performing arts	518,969	504,400	10,000	514,400
Capital projects	-	-	-	-
TOTAL EXPENDITURES	<u>4,971,996</u>	<u>4,712,090</u>	<u>172,800</u>	<u>4,884,890</u>
OTHER FINANCING SOURCES (USES):				
Transfer to Debt Service fund	<u>(740,000)</u>	<u>(750,000)</u>	<u>-</u>	<u>(750,000)</u>
ENDING FUND BALANCE	<u>\$ 5,328,081</u>	<u>\$ 4,527,880</u>	<u>\$ 137,410</u>	<u>\$ 4,665,290</u>

**TOWN OF ADDISON**  
**PUBLIC SAFETY SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 42,071	\$ 38,170	\$ (690)	\$ 37,480
REVENUES:				
Court awards	3,453	5,000	-	5,000
Interest earnings and other	1,617	1,000	-	1,000
TOTAL REVENUES	<u>5,070</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>
TOTAL AVAILABLE RESOURCES	<u>47,141</u>	<u>44,170</u>	<u>(690)</u>	<u>43,480</u>
EXPENDITURES:				
Supplies	7,034	5,000	-	5,000
Contractual services	2,624	7,500	3,000	10,500
TOTAL EXPENDITURES	<u>9,658</u>	<u>12,500</u>	<u>3,000</u>	<u>15,500</u>
ENDING BALANCE	<u>\$ 37,483</u>	<u>\$ 31,670</u>	<u>\$ (3,690)</u>	<u>\$ 27,980</u>

**TOWN OF ADDISON**  
**MUNICIPAL COURT SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ -	\$ 46,570	\$ 61,670	\$ 108,240
REVENUES:				
Court security fees	68,848	25,000	-	25,000
Court technology fees	70,182	20,000	-	20,000
Interest earnings and other	(80)	1,000	-	1,000
TOTAL REVENUES	<u>138,950</u>	<u>46,000</u>	<u>-</u>	<u>46,000</u>
TOTAL AVAILABLE RESOURCES	<u>138,950</u>	<u>92,570</u>	<u>61,670</u>	<u>154,240</u>
EXPENDITURES:				
Personal services	12,282	19,570	-	19,570
Maintenance	18,425	-	-	-
Capital outlay	-	-	66,000	66,000
TOTAL EXPENDITURES	<u>30,707</u>	<u>19,570</u>	<u>66,000</u>	<u>85,570</u>
ENDING BALANCE	<u>\$ 108,243</u>	<u>\$ 73,000</u>	<u>\$ (4,330)</u>	<u>\$ 68,670</u>

**TOWN OF ADDISON**  
**ARBOR SPECIAL REVENUE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 38,796	\$ 33,500	\$ 24,930	\$ 58,430
REVENUES:				
Recycling proceeds	12,864	9,000	-	9,000
Contributions	7,774	5,000	-	5,000
Interest earnings and other	714	600	-	600
TOTAL REVENUES	<u>21,352</u>	<u>14,600</u>	<u>-</u>	<u>14,600</u>
TOTAL AVAILABLE RESOURCES	<u>60,148</u>	<u>48,100</u>	<u>24,930</u>	<u>73,030</u>
EXPENDITURES:				
Maintenance and materials	-	36,200	-	36,200
Contractual services	1,723	-	-	-
TOTAL EXPENDITURES	<u>1,723</u>	<u>36,200</u>	<u>-</u>	<u>36,200</u>
ENDING BALANCE	<u>\$ 58,425</u>	<u>\$ 11,900</u>	<u>\$ 24,930</u>	<u>\$ 36,830</u>

**GENERAL OBLIGATION DEBT SERVICE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 1,881,494	\$ 2,156,040	\$ (42,620)	\$ 2,113,420
REVENUES:				
Ad valorem taxes	6,420,465	5,794,640	-	5,794,640
Interest earnings and other	85,790	75,000	-	75,000
TOTAL REVENUES	<u>6,506,255</u>	<u>5,869,640</u>	<u>-</u>	<u>5,869,640</u>
TOTAL AVAILABLE RESOURCES	<u>8,387,749</u>	<u>8,025,680</u>	<u>(42,620)</u>	<u>7,983,060</u>
EXPENDITURES:				
Debt Service - Principal	2,160,522	3,305,080	-	3,305,080
Debt Service - Interest	4,102,800	3,036,380	-	3,036,380
Fiscal fees	11,003	7,500	-	7,500
TOTAL EXPENDITURES	<u>6,274,325</u>	<u>6,348,960</u>	<u>-</u>	<u>6,348,960</u>
ENDING BALANCE	<u>\$ 2,113,424</u>	<u>\$ 1,676,720</u>	<u>\$ (42,620)</u>	<u>\$ 1,634,100</u>

**TOWN OF ADDISON**  
**OCCUPANCY TAX DEBT SERVICE FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 245,443	\$ 616,530	\$ 1,440	\$ 617,970
REVENUES:				
Interest earnings	4,463	10,000	-	10,000
TOTAL REVENUES	<u>4,463</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
TOTAL AVAILABLE RESOURCES	<u>249,906</u>	<u>626,530</u>	<u>1,440</u>	<u>627,970</u>
EXPENDITURES:				
Debt Service - Principal	350,000	340,000	-	340,000
Debt Service - Interest	21,105	322,230	-	322,230
Fiscal fees	827	1,500	-	1,500
TOTAL EXPENDITURES	<u>371,932</u>	<u>663,730</u>	<u>-</u>	<u>663,730</u>
OTHER FINANCING SOURCES (USES):				
Transfer from Hotel fund	740,000	750,000	-	750,000
TOTAL OTHER FINANCING (USES)	<u>740,000</u>	<u>750,000</u>	<u>-</u>	<u>750,000</u>
ENDING BALANCE	<u>\$ 617,974</u>	<u>\$ 712,800</u>	<u>\$ 1,440</u>	<u>\$ 714,240</u>

**TOWN OF ADDISON**  
**STREET CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 6,404,913	\$ 4,807,170	\$ 336,510	\$ 5,143,680
REVENUES:				
DART Grants	520,882	155,000	2,112,150	2,267,150
Interest earnings and other	120,412	100,000	-	100,000
TOTAL REVENUES	<u>641,294</u>	<u>255,000</u>	<u>2,112,150</u>	<u>2,367,150</u>
 TOTAL AVAILABLE RESOURCES	 <u>7,046,207</u>	 <u>5,062,170</u>	 <u>2,448,660</u>	 <u>7,510,830</u>
EXPENDITURES:				
Personal services	201,220	100,000	-	100,000
Engineering and contractual services	777,224	45,700	-	45,700
Construction and equipment	924,087	2,981,600	-	2,981,600
TOTAL EXPENDITURES	<u>1,902,531</u>	<u>3,127,300</u>	<u>-</u>	<u>3,127,300</u>
OTHER FINANCING SOURCES (USES):				
Transfer to Parks Capital Project fund	-	-	(706,770)	(706,770)
TOTAL OTHER FINANCING (USES)	<u>-</u>	<u>-</u>	<u>(706,770)</u>	<u>(706,770)</u>
ENDING BALANCE	<u>\$ 5,143,676</u>	<u>\$ 1,934,870</u>	<u>\$ 1,741,890</u>	<u>\$ 3,676,760</u>

**TOWN OF ADDISON**  
**PARKS CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES TO FUND BALANCE**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Intergovernmental	-	-	-	-
Bond proceeds	-	-	-	-
Interest earnings and other	-	-	-	-
Developer contributions	-	-	-	-
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
EXPENDITURES:				
Administration:				
Personal services	-	-	4,000	4,000
Engineering, and contractual services	-	-	36,000	36,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>40,000</b>
OTHER FINANCING SOURCES (USES):				
Transfer from Streets Capital Project fund	-	-	706,770	706,770
<b>TOTAL OTHER FINANCING (USES)</b>	<b>-</b>	<b>-</b>	<b>706,770</b>	<b>706,770</b>
<b>ENDING BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 666,770</b>	<b>\$ 666,770</b>

**TOWN OF ADDISON**  
**2000 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ 1,352,732	\$ 395,940	\$ (52,630)	\$ 343,310
REVENUES:				
Interest earnings and other	33,012	6,000	-	6,000
TOTAL REVENUES	<u>33,012</u>	<u>6,000</u>	<u>-</u>	<u>6,000</u>
TOTAL AVAILABLE RESOURCES	<u>1,385,744</u>	<u>401,940</u>	<u>(52,630)</u>	<u>349,310</u>
EXPENDITURES:				
Engineering and contractual services	289,178	35,120	-	35,120
Construction and equipment	2,426,747	85,760	-	85,760
TOTAL EXPENDITURES	<u>2,715,925</u>	<u>120,880</u>	<u>-</u>	<u>120,880</u>
OTHER FINANCING SOURCES (USES):				
Transfer from 2002 Capital Project Fund	1,673,496	-	-	-
TOTAL OTHER FINANCING (USES)	<u>1,673,496</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ 343,315</u>	<u>\$ 281,060</u>	<u>\$ (52,630)</u>	<u>\$ 228,430</u>

**TOWN OF ADDISON**  
**2002 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ -	\$ 9,014,590	\$ 19,120	\$ 9,033,710
REVENUES:				
Bond proceeds	15,095,000	-	-	-
Interest earnings and other	169,363	150,000	-	150,000
TOTAL REVENUES	<u>15,264,363</u>	<u>150,000</u>	<u>-</u>	<u>150,000</u>
TOTAL AVAILABLE RESOURCES	<u>15,264,363</u>	<u>9,164,590</u>	<u>19,120</u>	<u>9,183,710</u>
EXPENDITURES:				
Personal services	26,670	150,000	-	150,000
Engineering and contractual services	676,438	500,000	-	500,000
Construction and equipment	3,854,053	6,241,290	-	6,241,290
TOTAL EXPENDITURES	<u>4,557,161</u>	<u>6,891,290</u>	<u>-</u>	<u>6,891,290</u>
OTHER FINANCING SOURCES (USES):				
Transfer to 2000 Capital Project Fund	(1,673,496)	-	-	-
TOTAL OTHER FINANCING (USES)	<u>(1,673,496)</u>	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ 9,033,706</u>	<u>\$ 2,273,300</u>	<u>\$ 19,120</u>	<u>\$ 2,292,420</u>

**TOWN OF ADDISON**  
**2003 CONFERENCE CENTRE AND EVENT SITE CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
BEGINNING BALANCE	\$ -	\$ 984,000	\$ 56,440	\$ 1,040,440
REVENUES:				
Bond proceeds	8,000,000	-	-	-
Interest earnings and other	6,741	25,000	-	25,000
TOTAL REVENUES	<u>8,006,741</u>	<u>25,000</u>	<u>-</u>	<u>25,000</u>
TOTAL AVAILABLE RESOURCES	<u>8,006,741</u>	<u>1,009,000</u>	<u>56,440</u>	<u>1,065,440</u>
EXPENDITURES:				
Personal services	272	10,000	-	10,000
Bond sale costs	69,264	-	-	-
Engineering and contractual services	511,091	50,000	-	50,000
Construction and equipment	6,385,677	949,000	-	949,000
TOTAL EXPENDITURES	<u>6,966,304</u>	<u>1,009,000</u>	<u>-</u>	<u>1,009,000</u>
ENDING FUND BALANCE	<u>\$ 1,040,437</u>	<u>\$ -</u>	<u>\$ 56,440</u>	<u>\$ 56,440</u>

**2004 CAPITAL PROJECT FUND**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Budget 2003-04	Amendments	Budget 2003-04
BEGINNING BALANCE	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Bond proceeds	-	-	10,695,000	10,695,000
TOTAL REVENUES	<u>-</u>	<u>-</u>	<u>10,695,000</u>	<u>10,695,000</u>
TOTAL AVAILABLE RESOURCES	<u>-</u>	<u>-</u>	<u>10,695,000</u>	<u>10,695,000</u>
EXPENDITURES:				
Bond sale costs	-	-	30,000	30,000
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>30,000</u>	<u>30,000</u>
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,665,000</u>	<u>\$ 10,665,000</u>

**TOWN OF ADDISON**  
**AIRPORT ENTERPRISE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
<b>INCOME STATEMENT</b>				
Operating revenues:				
Operating grants	25,263	\$ 30,000	\$ -	\$ 30,000
Fuel flowage fees	1,040,323	1,100,000	-	1,100,000
Rental	2,879,569	3,087,000	-	3,087,000
User fees	16,126	30,000	-	30,000
Total operating revenues	<u>3,961,281</u>	<u>4,247,000</u>	<u>-</u>	<u>4,247,000</u>
Operating expenses:				
Town - Personal services	248,869	244,720	-	244,720
Town - Supplies	6,835	10,500	-	10,500
Town - Maintenance	15,559	18,810	-	18,810
Town - Contractual services	414,297	387,040	60,500	447,540
Grant - Maintenance	25,812	60,000	-	60,000
Operator - Operations & Maintenance	1,002,740	1,729,020	-	1,729,020
Operator - Service Contract	1,076,765	1,063,000	-	1,063,000
Total operating expenses	<u>2,790,877</u>	<u>3,513,090</u>	<u>60,500</u>	<u>3,573,590</u>
Net operating income	<u>1,170,404</u>	<u>733,910</u>	<u>(60,500)</u>	<u>673,410</u>
Non-Operating revenues (expenses):				
Interest earnings and other	101,120	35,000	-	35,000
Interest on debt, fiscal fees, & other	-	-	-	-
Net non-operating revenues (expenses)	<u>101,120</u>	<u>35,000</u>	<u>-</u>	<u>35,000</u>
Net income (excluding depreciation)	<u>\$ 1,271,524</u>	<u>\$ 768,910</u>	<u>\$ (60,500)</u>	<u>\$ 708,410</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 1,271,524</u>	<u>\$ 768,910</u>	<u>\$ (60,500)</u>	<u>\$ 708,410</u>
Sources (uses) of working capital:				
Retirement of long-term debt	-	-	-	-
Net additions to fixed assets with grants	-	(218,000)	-	(218,000)
Other net additions to fixed assets	<u>(712,568)</u>	<u>(1,814,000)</u>	<u>-</u>	<u>(1,814,000)</u>
Net sources (uses) of working capital	<u>(712,568)</u>	<u>(2,032,000)</u>	<u>-</u>	<u>(2,032,000)</u>
Net increase (decrease) in working capital	558,956	(1,263,090)	(60,500)	(1,323,590)
Beginning fund balance	<u>1,221,354</u>	<u>1,912,940</u>	<u>(132,630)</u>	<u>1,780,310</u>
Ending fund balance	<u>\$ 1,780,310</u>	<u>\$ 649,850</u>	<u>\$ (193,130)</u>	<u>\$ 456,720</u>

**TOWN OF ADDISON**  
**UTILITY ENTERPRISE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
<b>INCOME STATEMENT</b>				
Operating revenues:				
Water sales	\$ 3,173,283	\$ 3,660,800	\$ -	\$ 3,660,800
Sewer charges	3,539,966	4,038,000	-	4,038,000
Tap fees	1,150	1,000	-	1,000
Penalties	51,795	65,000	-	65,000
Total operating revenues	<u>6,766,194</u>	<u>7,764,800</u>	<u>-</u>	<u>7,764,800</u>
Operating expenses:				
Water purchases	2,126,634	2,195,800	-	2,195,800
Wastewater treatment	1,678,811	1,619,700	-	1,619,700
Utility operations	1,584,989	1,812,750	10,500	1,823,250
Total operating expenses	<u>5,390,434</u>	<u>5,628,250</u>	<u>10,500</u>	<u>5,638,750</u>
Net operating income	<u>1,375,760</u>	<u>2,136,550</u>	<u>(10,500)</u>	<u>2,126,050</u>
Non-Operating revenues (expenses):				
Interest earnings and other	96,605	113,500	-	113,500
Interest on debt, fiscal fees, & other	(929,694)	(869,010)	-	(869,010)
Net non-operating revenues (expenses)	<u>(833,089)</u>	<u>(755,510)</u>	<u>-</u>	<u>(755,510)</u>
Net income (excluding depreciation)	<u>\$ 542,671</u>	<u>\$ 1,381,040</u>	<u>\$ (10,500)</u>	<u>\$ 1,370,540</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 542,671</u>	<u>\$ 1,381,040</u>	<u>\$ (10,500)</u>	<u>\$ 1,370,540</u>
Sources (uses) of working capital:				
Retirement of long-term debt	(1,571,125)	(1,096,630)	-	(1,096,630)
Net affect of debt refunding	799,588	-	-	-
Net additions to fixed assets	<u>(1,134,626)</u>	<u>(811,600)</u>	<u>-</u>	<u>(811,600)</u>
Net sources (uses) of working capital	<u>(1,906,163)</u>	<u>(1,908,230)</u>	<u>-</u>	<u>(1,908,230)</u>
Net increase (decrease) in working capital	(1,363,492)	(527,190)	(10,500)	(537,690)
Beginning fund balance	<u>5,099,644</u>	<u>3,605,680</u>	<u>130,470</u>	<u>3,736,150</u>
Ending fund balance	<u>\$ 3,736,152</u>	<u>\$ 3,078,490</u>	<u>\$ 119,970</u>	<u>\$ 3,198,460</u>
Reserved for Infrastructure Replacement / Rehabilitation	<u>\$ 2,388,540</u>	<u>\$ 1,671,430</u>	<u>\$ 117,350</u>	<u>\$ 1,788,780</u>

**TOWN OF ADDISON**  
**INFORMATION TECHNOLOGY INTERNAL SERVICE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**

*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
<b>INCOME STATEMENT</b>				
Operating revenues:				
Department contributions:	\$ 609,723	\$ 591,960	\$ -	\$ 591,960
Total operating revenues	<u>609,723</u>	<u>591,960</u>	<u>-</u>	<u>591,960</u>
Operating expenses:				
Contractual services	5,834	-	-	-
Total operating expenses	<u>5,834</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net operating income	<u>603,889</u>	<u>591,960</u>	<u>-</u>	<u>591,960</u>
Non-operating Revenues:				
Interest earnings and other	17,640	20,000	-	20,000
Net non-operating revenues	<u>17,640</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Net income (excluding depreciation)	<u>\$ 621,529</u>	<u>\$ 611,960</u>	<u>\$ -</u>	<u>\$ 611,960</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	\$ 621,529	\$ 611,960	\$ -	\$ 611,960
Sources (uses) of working capital:				
Capital hardware/software:				
General government	(747,359)	(165,000)	-	(165,000)
Public safety	-	(159,000)	-	(159,000)
Net sources (uses) of working capital	<u>(747,359)</u>	<u>(324,000)</u>	<u>-</u>	<u>(324,000)</u>
Net increase (decrease) in working capital	(125,830)	287,960	-	287,960
Beginning fund balance	1,075,113	910,680	38,600	949,280
Ending fund Balance	<u>\$ 949,283</u>	<u>\$ 1,198,640</u>	<u>\$ 38,600</u>	<u>\$ 1,237,240</u>

**TOWN OF ADDISON**  
**CAPITAL REPLACEMENT INTERNAL SERVICE FUND**  
**STATEMENT OF INCOME AND CHANGES IN WORKING CAPITAL**  
*Amended 2003-04 Annual Budget*

	Actual 2002-03	Original Budget 2003-04	Amendments	Amended Budget 2003-04
<b>INCOME STATEMENT</b>				
Operating revenues:				
Department contributions	\$ 724,857	\$ 761,310	\$ -	\$ 761,310
Total operating revenues	<u>724,857</u>	<u>761,310</u>	<u>-</u>	<u>761,310</u>
Operating expenses:				
Other	4,098	2,500	-	2,500
Total operating expenses	<u>4,098</u>	<u>2,500</u>	<u>-</u>	<u>2,500</u>
Net operating income	<u>720,759</u>	<u>758,810</u>	<u>-</u>	<u>758,810</u>
Non-Operating revenues:				
Interest earnings and other	54,002	50,000	-	50,000
Proceeds from sale of assets	18,008	50,000	-	50,000
Net non-operating revenues	<u>72,010</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
Net Income (Excluding depreciation)	<u>\$ 792,769</u>	<u>\$ 858,810</u>	<u>\$ -</u>	<u>\$ 858,810</u>
<b>CHANGES IN WORKING CAPITAL</b>				
Net income (excluding depreciation)	<u>\$ 792,769</u>	<u>\$ 858,810</u>	<u>\$ -</u>	<u>\$ 858,810</u>
Sources (uses) of working capital:				
Acquisition of capital equipment:				
General government	-	-	-	-
Public safety	(229,760)	(2,508,680)	(350,000)	(2,858,680)
Urban development	-	(15,000)	-	(15,000)
Streets	-	-	-	-
Parks and recreation	<u>(26,256)</u>	<u>(58,000)</u>	<u>(35,000)</u>	<u>(93,000)</u>
Net source (use) of working capital	<u>(256,016)</u>	<u>(2,581,680)</u>	<u>(385,000)</u>	<u>(2,966,680)</u>
Net increase (decrease) in working capital	536,753	(1,722,870)	(385,000)	(2,107,870)
Beginning fund balance	3,191,481	3,189,340	538,890	3,728,230
Ending fund balance	<u>\$ 3,728,234</u>	<u>\$ 1,466,470</u>	<u>\$ 153,890</u>	<u>\$ 1,620,360</u>

**TOWN OF ADDISON**  
**COMBINED SUMMARY OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL FUNDS SUBJECT TO APPROPRIATION**  
*Amended 2003-04 Annual Budget*

	Special Revenue Funds			Debt Service Funds				Capital Project Funds				Proprietary Funds			TOTAL 2003-04		
	General Fund	Hotel	Combined Other	General	Occupancy Tax Revenue	Streets	Parks	2000 Bonds	2002 Bonds	2003 Bonds	2004 Bonds	Airport	Utility	Replacement	Combined	Amended	Original
<b>BEGINNING BALANCES</b>	\$ 8,014,640	\$ 5,328,080	\$ 204,150	\$ 2,113,420	\$ 617,970	\$ 5,143,680	\$ -	\$ 343,310	\$ 9,033,710	\$ 1,040,440	\$ -	\$ 1,780,310	\$ 3,736,150	\$ 4,677,510	\$ 42,033,370	\$ 40,600,720	
<b>REVENUES:</b>																	
Ad valorem tax	6,292,060	-	-	5,794,640	-	-	-	-	-	-	-	-	-	-	12,086,700	12,086,700	
Non-property taxes	10,002,090	3,393,000	-	-	-	-	-	-	-	-	-	-	-	-	13,395,090	13,395,090	
Franchise fees	2,567,680	-	-	-	-	-	-	-	-	-	-	-	-	-	2,567,680	2,567,680	
Licenses and permits	369,800	-	-	-	-	-	-	-	-	-	-	-	-	-	369,800	369,800	
Intergovernmental	55,600	-	-	-	-	2,267,150	-	-	-	-	30,000	-	-	-	2,352,750	185,000	
Service fees	1,161,900	1,029,000	-	-	-	-	-	-	-	-	1,100,000	-	7,698,800	1,353,270	12,342,970	12,240,970	
Fines and penalties	720,650	-	50,000	-	-	-	-	-	-	-	-	-	66,000	-	836,650	830,650	
Rental income	130,000	445,200	-	-	-	-	-	-	-	-	3,087,000	-	-	-	3,662,200	3,662,200	
Interest & other income	162,000	104,900	-	75,000	10,000	100,000	-	6,000	150,000	10,695,000	65,000	113,500	120,000	11,643,000	923,000		
<b>TOTAL REVENUES</b>	21,461,780	4,972,100	66,600	5,869,640	10,000	2,367,150	-	6,000	150,000	10,695,000	4,282,000	7,878,300	1,473,270	59,256,840	46,261,080		
Transfers from other funds	-	-	-	-	750,000	-	706,770	-	-	-	-	-	-	-	1,456,770	750,000	
<b>TOTAL AVAILABLE RESOURCES</b>	29,476,420	10,300,180	270,750	7,983,060	1,377,970	7,510,830	706,770	349,310	9,183,710	1,065,440	6,062,310	11,614,450	6,150,780	102,746,980	87,611,810		
<b>EXPENDITURES:</b>																	
General government	5,643,210	-	85,570	-	-	-	-	-	-	-	-	-	-	167,500	5,896,280	5,693,980	
Public Safety	12,006,190	-	15,500	-	-	-	-	-	-	-	-	-	-	3,017,680	15,039,370	14,664,370	
Urban development	538,490	-	-	-	-	-	-	-	-	-	-	-	-	15,000	553,490	538,490	
Streets	1,519,650	-	-	-	-	-	-	-	-	-	-	-	-	-	1,519,650	1,534,860	
Parks & Recreation	3,315,630	-	36,200	-	-	-	-	-	-	-	-	-	-	93,000	3,444,830	3,379,130	
Tourism	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,884,890	4,712,090	
Avalanche	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,573,590	3,513,080	
Utilities	-	-	-	-	-	-	-	-	-	-	3,573,590	-	-	-	5,638,750	5,629,250	
Debt service	-	-	-	6,348,960	663,730	-	-	-	-	-	-	-	5,638,750	-	8,978,330	8,978,330	
Capital projects	-	-	-	-	-	3,127,300	40,000	120,880	6,891,290	1,009,000	2,032,000	811,600	-	-	14,062,070	13,992,070	
<b>TOTAL EXPENDITURES</b>	23,023,170	4,884,890	137,270	6,348,960	663,730	3,127,300	40,000	120,880	6,891,290	1,009,000	30,000	8,415,990	3,293,180	63,591,250	62,634,450		
Transfers to other funds	-	750,000	-	-	-	706,770	-	-	-	-	-	-	-	-	1,456,770	750,000	
<b>ENDING FUND BALANCES</b>	\$ 6,453,250	\$ 4,665,290	\$ 133,480	\$ 1,634,100	\$ 714,240	\$ 3,676,760	\$ 666,770	\$ 228,430	\$ 2,292,420	\$ 56,440	\$ 10,665,000	\$ 456,720	\$ 2,857,600	\$ 37,698,960	\$ 24,227,360		
Total Revenues					\$ 59,256,840												
Decrease in fund balance					4,334,410												
Total Appropriable funds					\$ 63,591,250										\$ 63,591,250		

AN ORDINANCE # \_\_\_\_\_

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2004; PROVIDING THAT EXPENDITURES SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING FOR A REPEAL CLAUSE AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, THAT:

SECTION 1. That in accordance with Section 5.08 of the City Charter, Ordinance No. 003-026 of the Town of Addison, Texas, amending the 2003-04 annual budget, be amended to appropriate \$63,591,250 for budget expenditures in the particulars stated in Exhibits A, B, and C attached and made a part of this ordinance.

SECTION 2. That all ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the city not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 3. The importance of this ordinance creates an emergency and an imperative public necessity, and the ordinance shall take effect and be in force from and after its adoption.

PASSED AND APPROVED BY MAJORITY VOTE OF THE CITY COUNCIL, this the \_\_\_\_ day of \_\_\_\_\_, 2004.

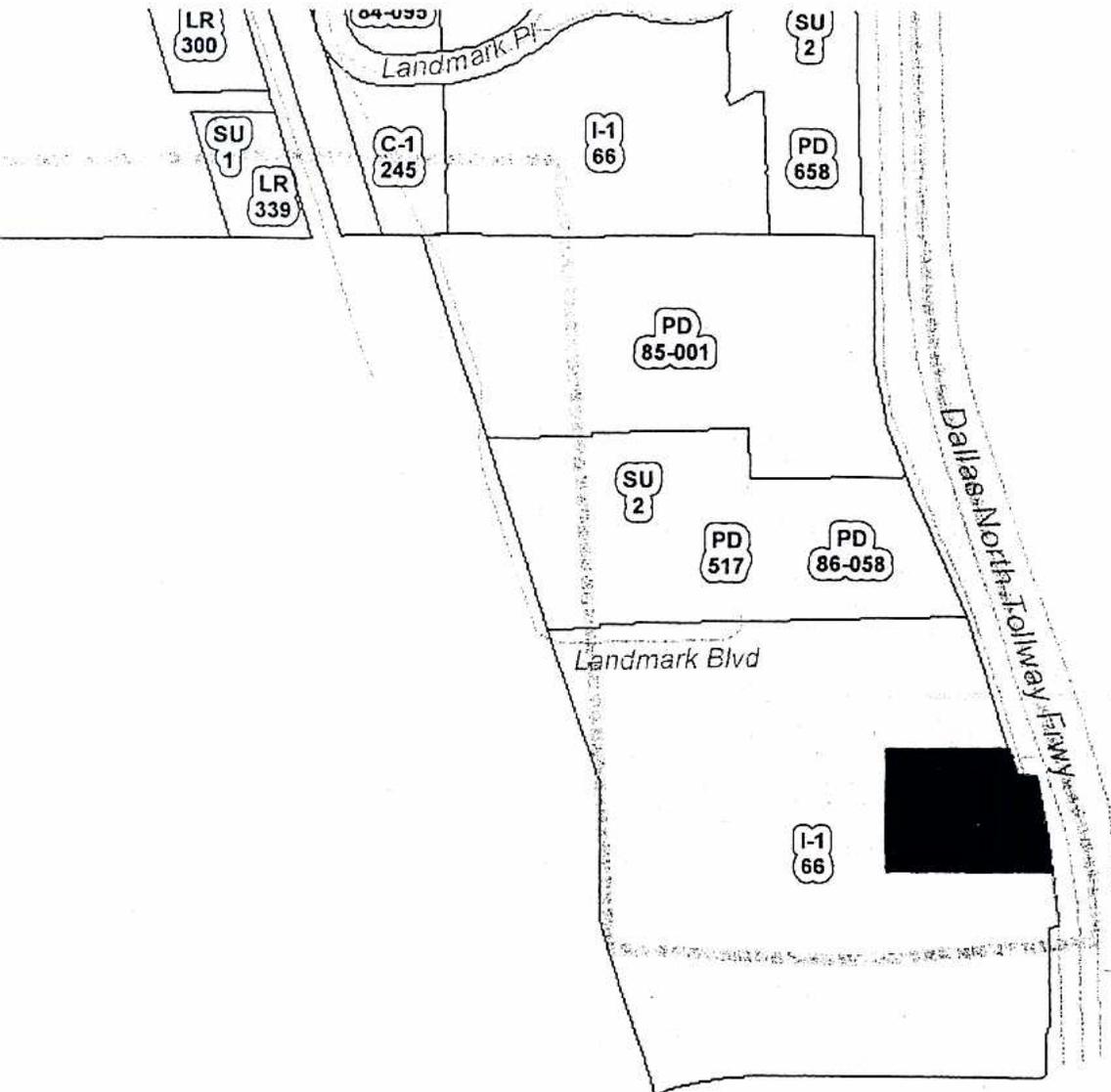
\_\_\_\_\_  
Mayor R. Scott Wheeler

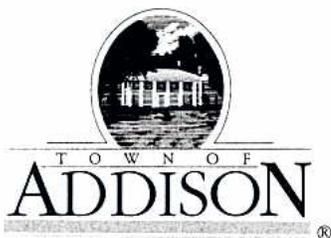
ATTEST:

\_\_\_\_\_  
Carmen Moran, City Secretary

# 1468-SUP

Case 1468-SUP/Patton's Corner. Requesting approval of a Special Use Permit for a Christmas tree lot, including yard decorations, located at 14223 Dallas Parkway, on application from Mr. Jeff Patton of Patton's Corner.





50 YEARS OF FUN!

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

August 17, 2004

STAFF REPORT

RE: Case 1468-SUP/Patton's Corner

LOCATION: 14223 Dallas Parkway

REQUEST: Requesting approval of a Special Use Permit for a pumpkin lot and a Christmas tree lot

APPLICANT: Mr. Jeff Patton

DISCUSSION:

In Addison all pumpkin lots and Christmas tree lots are required to obtain a Special Use Permit. The applicant seeks to operate a pumpkin lot on the former Ewing Buick site at 14223 Dallas Parkway. After the Fall season, the lot would be converted to a Christmas Tree lot. Mr. Patton had a Christmas tree lot at this location last year. He did a good job cleaning up the lot after the Holidays, but the temporary electrical service for the lot is still on the site. Mr. Patton should be aware that he should take the temporary service pole and electrical lines down before January 5, 2005. In addition the property at this location should be mowed and cleaned prior to the setting up of the pumpkin lot.

RECOMMENDATION:

Staff recommends approval of this request subject to no conditions.

Respectfully submitted,

Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on August 27, 2004, voted to recommend approval of the above-cited request subject to no conditions.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow  
Voting Nay: None,  
Absent: Benjet, Bernstein

To: Carmen Moran, Director Development Services

From: Lynn Chandler, Building Official

Date: August 16, 2004

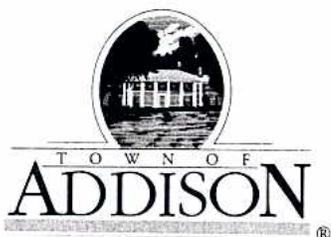
Subject: Case 1468-SUP/Patton's Corner

The applicant should be made aware that only temporary overhead electrical lines will be allowed and that any such overhead lines are to be removed at the expiration of the SUP. The overhead lines that were installed last year have never been removed. In addition the property at this location needs to be mowed, have trash removed and properly maintained.

The applicant should also be made aware that all signage shall comply with the Addison sign ordinance, permits are required and that no banners are allowed. There was some confusion last year concerning this last year.

**ITEM #R5-3  
IS NOT AVAILABLE  
ELECTRONICALLY**





Addison 50!

50 YEARS OF FUN!

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

FAX (972) 450-7043

August 19, 2004

STAFF REPORT

RE: Case 1469-SUP/Chat's Coffee House

LOCATION: 4980 Belt Line Road, Suite 150

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

APPLICANT: Chat's Coffee House, represented by Mr. Roger B. LaPointe

DISCUSSION:

Background. This lease space is located in the Plaza at the Quorum II Shopping Center. It was originally a GAP Clothing Store. The GAP closed the store in 2002 and the lease space has been vacant since. At this point, the shopping center owners want to divide up the lease space into two separate spaces. Grand Buffet Chinese Restaurant will occupy 9,030 square feet of the former GAP space and Chat's Coffee House will occupy the remaining 2,820.

In December of 2000, the owners of the shopping center obtained a change of zoning from a LR – Local Retail district to a PD – Planned Development district in order to provide for a 1/160 parking ratio for restaurant uses (1/100 for restaurants with designated valet parking). The purpose of the rezoning was to allow for additional restaurants to be developed in the center. The property owner has provided a tabulation of all uses in the center and their required parking. The staff has verified the square footages for the lease spaces, and it agrees that the center has the required amount of parking to add these this restaurant as well as the Grand Buffet Chinese Restaurant (Case 1470-SUP).

Proposed Plan. The floor plan shows a 2,820 square foot restaurant. The restaurant will be open for lunch and dinner. The applicant intends to serve alcohol, but has not made up his mind as to whether it will be full alcohol or just beer and wine. The applicant intends to offer a limited soup and sandwich menu in addition to coffee. There is a small stage for entertainment, similar to the entertainment found in Dunn Bros.

Coffee and Potbelly Sandwich Works. The kitchen will take up 579 square feet (20%) and the coffee counter, dining area, stage, and restrooms will take up the remaining 2,241 square feet (80%) of the floor area. The plans do not indicate any patio dining. However, staff asked the applicant if he thought the restaurant would want patio dining in the future, and he said he might want to place a couple of tables and chairs out front. Staff recommends that 100 square feet be added to the approved square footage for this restaurant so the applicant can add 100 square feet of patio area onto the front of the restaurant. There is not much space outside the restaurant, but it would allow the applicant to place a couple of tables and chairs on the sidewalk. The applicant should be aware that he should arrange the tables in a way so that there is at least 3 feet of clear space on the sidewalk in front of the restaurant.

Parking. Restaurant uses within this center that do not utilize designated valet parking have a parking ratio of one space per 160 square feet. Under that ratio, the restaurant requires 18 spaces. There is sufficient parking for this restaurant use. Staff feels that this restaurant will do most of its food business during the day; however, it might get a fair amount of coffee business in the evenings from customers who are waiting for the second show at the Improv or Pete's, or who are leaving the first shows and would like a cup of coffee and possibly a dessert after the show.

Landscaping. The landscaping was put in place when the center was constructed, and is generally well maintained. Slade Strickland notes in his memo that all missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Food Service Code. This restaurant will require a grease trap, and the applicant should be advised that the restaurant will be subject to all regulations contained in the Addison Food Service Ordinance.

Building Code. Lynn Chandler, the Building Official, has required the owner of this building to put a fire sprinkler system in before adding any restaurants. Mr. Chandler notes in his memo that the system must be installed before any building permits can be issued for this restaurant of Grand Buffet Chinese Restaurant.

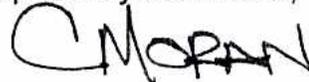
Signage. The applicant has shown signs on the plans. He should be advised that all signs for the restaurant must comply with the requirements of the Addison Sign Ordinance. In addition, the Town has a policy against the use of the term "bar" in any exterior signs. The staff realizes that this is a coffee bar as opposed to a bar that serves alcohol. However, staff believes that in fairness to other operators, even a coffee bar operator should not be allowed to use the term "bar" in exterior signs.

RECOMMENDATION:

Staff recommends approval of the 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 condition:

-All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Respectfully submitted,

A handwritten signature in black ink that reads "CMORAN". The letters are stylized and connected.

Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of your request subject to the following condition:

-All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow  
Voting Nay: None  
Absent: Benjet, Bernstein

## Memorandum

Date: August 19, 2004  
To: Carmen Moran, Director of Development Services  
From: Slade Strickland, Director of Parks and Recreation  
Subject: **Case 1469-SUP/Chat's Coffee House – Case 1470-SUP/Grand Buffet Chinese Restaurant.**

All missing plant material shown on the most recent landscape plan submitted for this center will need to be replaced. There are screening shrubs and some trees shown on the plan that are no longer there.

Staff will need to inspect the irrigation system controller to confirm that a freeze and rain sensor are installed. If they are not, these will need to be added as a condition of approval.

To: Carmen Moran, Director Development Services

From: Lynn Chandler, Building Official

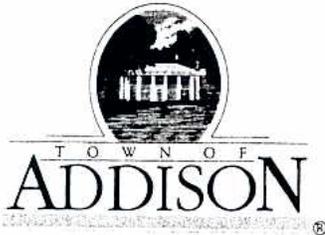
Date: August 17, 2004

Subject: Case 1469-SUP/Chats Coffee House and Case 1470-SUP/Grand Chinese Restaurant, 4900 Belt Line Rd.

I am requiring that the fire sprinkler and fire alarm system, which is being installed at this time at this location, be completed and operational before any building permit is issued.

**ITEM #R6-3  
IS NOT AVAILABLE  
ELECTRONICALLY**





Addison 50!

50 YEARS OF FUN!

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

August 18, 2004

STAFF REPORT

RE: Case 1470-SUP/Grand Buffet  
Chinese Restaurant

LOCATION: 4980 Belt Line Road, Suite 100

REQUEST: Approval of a Special Use Permit for a  
restaurant

APPLICANT: Grand Buffet Chinese Restaurant,  
Represented by Mr. Chaucer Chern

DISCUSSION:

Background. This lease space is located in the Plaza at the Quorum II Shopping Center. It was originally a GAP Clothing Store. The GAP closed the store in 2002 and the lease space has been vacant since. At this point, the shopping center owners want to divide up the lease space into two separate spaces. Grand Buffet Chinese Restaurant will occupy 9,030 square feet of the former GAP space and Chat's Coffee House will occupy the remaining 2,820.

In December of 2000, the owners of the shopping center obtained a change of zoning from a LR – Local Retail district to a PD – Planned Development district in order to provide for a 1/160 parking ratio for restaurant uses (1/100 for restaurants with designated valet parking). The purpose of the rezoning was to allow for additional restaurants to be developed in the center. The applicant has provided (in plan set) a tabulation of all uses in the center and their required parking. The staff has verified the square footages for the lease spaces, and it agrees that the center has the required amount of parking to add these this restaurant as well as the Chat's Coffee House.

Proposed Plan. The floor plan shows a 9,030 square foot restaurant. The restaurant will run a buffet, and will be open for lunch and dinner. The applicant does not intend to serve alcohol and does not want a patio. Food is served buffet style, similar to the Nu-Nu Buffet Restaurant in the shopping center at the southeast corner of Marsh and Belt Line. The kitchen will take up 2,090 square feet (30%) and the dining area and restrooms will take up the remaining 6,940 square feet (70%) of the floor area. The

plans do not indicate any patio dining. However, staff asked the applicant if he thought the restaurant would want patio dining in the future, and he said it would not.

Parking. Restaurant uses within this center that do not utilize designated valet parking have a parking ratio of one space per 160 square feet. Under that ratio, the restaurant requires 56 spaces. There is sufficient parking for this restaurant use. In addition, staff feels that this restaurant will do the bulk of its business during the day and early evening, when Improv and Pete's Dueling Pianos area closed.

Landscaping. The landscaping was put in place when the center was constructed, and is generally well maintained. Slade Strickland notes in his memo that all missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Food Service Code. This restaurant will require a grease trap, and the applicant should be advised that the restaurant will be subject to all regulations contained in the Addison Food Service Ordinance.

Building Code. Lynn Chandler, the Building Official, has required the owner of this building to put a fire sprinkler system in before adding any restaurants. Mr. Chandler notes in his memo that the system must be installed before any building permits can be issued for this restaurant of Chat's Coffee House.

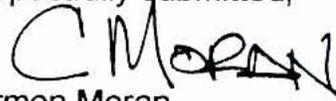
Signage. The applicant has not shown signs on the plans. He should be advised that all signs for the restaurant must comply with the requirements of the Addison Sign Ordinance.

**RECOMMENDATION:**

Staff recommends approval of the Special Use Permit for a restaurant subject to the following conditions:

-All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Respectfully submitted,



Carmen Moran  
Director of Development Services

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of your request subject to the following condition:

-All missing plant material shown on the most recent landscape plan that the staff has on file will need to be replaced prior to the issuance of a Certificate of Occupancy for the space. In addition, a freeze and rain sensor must be installed on the irrigation system, if it is not already installed.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow

Voting Nay: None

Absent: Benjet, Bernstein

## Memorandum

Date: August 19, 2004  
To: Carmen Moran, Director of Development Services  
From: Slade Strickland, Director of Parks and Recreation  
Subject: **Case 1469-SUP/Chat's Coffee House – Case 1470-SUP/Grand Buffet Chinese Restaurant.**

All missing plant material shown on the most recent landscape plan submitted for this center will need to be replaced. There are screening shrubs and some trees shown on the plan that are no longer there.

Staff will need to inspect the irrigation system controller to confirm that a freeze and rain sensor are installed. If they are not, these will need to be added as a condition of approval.

To: Carmen Moran, Director Development Services

From: Lynn Chandler, Building Official

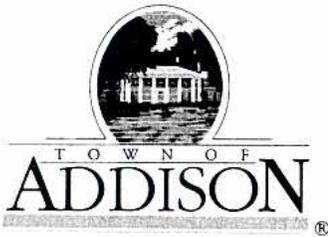
Date: August 17, 2004

Subject: Case 1469-SUP/Chats Coffee House and Case 1470-SUP/Grand Chinese Restaurant, 4900 Belt Line Rd.

I am requiring that the fire sprinkler and fire alarm system, which is being installed at this time at this location, be completed and operational before any building permit is issued.

**ITEM #R7-3  
IS NOT AVAILABLE  
ELECTRONICALLY**





50 YEARS OF FUN!

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

FAX (972) 450-7043

August 17, 2004

## STAFF REPORT

RE: Case 1471-Z/Raymond Construction

LOCATION: 4300 Excel Parkway

REQUEST: Approval of an amendment to an existing Planned Development district (#595) and approval of development plans

APPLICANT: Raymond Construction Company,  
Represented by Mr. Charles Raymond

## DISCUSSION:

Background. This property was rezoned to a Planned Development district by the city on June 10, 1980 through Ordinance #595. The eastern portion of the property was developed with the Atrium at Bent Tree office building, but this .978-acre tract has been developed. Planned Development ordinance #595 provided for all Local Retail uses, which includes an office building. This applicant owns a construction company that is currently located at 4407 N. Beltwood Parkway. He wants to purchase this site and build a freestanding building to house his construction business. The building will be constructed so it can be sub-divided into two spaces. There are two separate entrances on the front and two roll-up loading doors on the back. The owner will occupy one side and lease the other side to a tenant.

Proposed Use. The uses allowed on the property include office, but do not include warehouse. Since the original PD was written in 1980, there have been changes in the way people use office space. Many tenants wanted office space with the ability to display their merchandise in the same building. In 1991, the Town created a new use in the zoning ordinance called "office/service/showroom." That use is defined as:

Office/service/showroom: the office/showroom component is limited to a facility for the regular transaction of business and for the display of uncontainerized merchandise in a finished building setting, and the service component of this use is limited to not more than seventy-five percent (75%) of the floor area of the use.

This type of space allows for a portion of the building to be used for office space, and a portion to be used for warehouse space for products or equipment, but there is not any storage of materials or equipment outside the building. This type of use is popular with vendors who sell tile, lighting fixtures, or other supplies for builders. Most of Excel Parkway has been developed with this type of office/service/showroom use. The applicant would like to amend the Planned Development ordinance to allow office/service/showroom as an allowed use.

Proposed Plan. The applicant is planning to build an 11,760 square-foot building, with 8,820 square feet of office space with 2,940 square feet of warehouse/storage space. Parking is provided at one space per 300 for the office space, and one space per 1,000 square feet for the warehouse space. The site will require 33 spaces, and it provides 38 spaces.

Façade. The exterior of the building will be constructed of painted tilt-wall concrete panels with glass storefront along the south, east, and west façades. The façade requirements in PD ordinance state:

All building sides must be faced with face brick, stone, concrete, aluminum, glass, stucco, or with similar quality face materials. Wood veneer over approved structural frame shall be allowed when such construction is allowed by the City of Addison Building Code.

The concrete-tilt wall building will meet the requirements contained in the PD ordinance, and is consistent with the adjacent developments on Excel Parkway.

Engineering. The Public Works department has reviewed the plans, and notes that several items will have to be submitted with the engineering plans when the applicant applies for a construction permit. Those items include:

- Grading & drainage plan  
A drainage channel existing across the southern portion of the site, storm water from the property adjacent and to the east, as well as on-site drainage, must be accommodated in this channel or by construction of underground conduit.
- Existing and proposed utilities, including water, sewer, fiber optic, and franchise utilities.
- All drainage and utilities easements required on-site.
- Paving details  
Proposed driveway and median improvements must be located, dimensioned, and detailed on the civil drawings.
- Erosion control plan
- Traffic control plan
- Landscaping and irrigation plan (to be approved by Parks Dept.)

Although the items are required for a construction permit, they are not required for zoning approval, and may be submitted at time of building permit.

Landscaping. The Parks Department has reviewed the plan submitted, and notes that with some minor modifications, it meets the requirements of the ordinance. The plan must be stamped by a licensed landscape architect, and calculations showing the landscaped percentage of the site need to be added.

Dumpster. The site shows a dumpster enclosure, but do not indicate what the enclosure will be made of. The dumpster enclosure should be made out of the same material as the building, should have gates on the front, and should be large enough to hold all refuse containers on the site.

Mechanical Equipment. The plans do not show any mechanical equipment. All mechanical equipment must be properly screened with materials approved by the Town.

Signs. The applicant did not submit plans for any signs. The applicant should be aware that all signs must be permitted under the requirements of the Addison Sign ordinance, and cannot be approved through this process.

#### RECOMMENDATION:

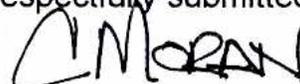
Staff finds this proposed building and use appropriate for this zoning district, and recommends approval of the amendment to Planned Development district ordinance #595 to add the use "office/service/showroom" as an allowed use. Staff further recommends approval of the proposed development plans subject to the following conditions:

-At the time of building permit application, the applicant shall submit complete civil design drawings.

.-The plan shall be stamped by a licensed landscape architect, and calculations showing the landscaped percentage of the site shall be added to the plan, prior to the issuance of a building permit.

- The dumpster enclosure shall be made out of the same material as the building, shall have gates on the front, and shall be large enough to hold all refuse containers on the site.

Respectfully submitted,



Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the request for an amendment to Planned Development district #595, and development plan approval in an existing Planned Development district, subject to the following conditions:

-At the time of building permit application, the applicant shall submit complete civil design drawings.

.-The plan shall be stamped by a licensed landscape architect, and calculations showing the landscaped percentage of the site shall be added to the plan, prior to the issuance of a building permit.

- The dumpster enclosure shall be made out of the same material as the building, shall have gates on the front, and shall be large enough to hold all refuse containers on the site.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow,  
Voting Nay: None  
Absent: Benjet, Bernstein

## **Carmen Moran**

---

**From:** Steve Chutchian  
**Sent:** Monday, August 16, 2004 2:49 PM  
**To:** Carmen Moran  
**Subject:** Planning & Zoning Commission Agenda

The following comments are submitted for items listed on the August 26, 2004 Planning & Zoning Commission Agenda:

### **Case 1468-SUP/Patton's Corner**

No Comments

### **Case 1469-SUP/Chat's Coffee House**

No Comments

### **Case 1470-SUP/Grand Buffet Chinese Restaurant**

No Comments

### **Case 1471-Z/Raymond Construction**

Engineering plans and specifications must be developed for the site and approved by the Town of Addison, including the following:

- Grading & drainage plan  
A drainage channel existing across the southern portion of the site. Stormwater from the property adjacent and to the east, as well as on-site drainage, must be accommodated in this channel or by construction of underground conduit.
- Existing and proposed utilities, including water, sewer, fiber optic, and franchise utilities.
- All drainage and utilities easements required on-site.
- Paving details  
Proposed driveway and median improvements must be located, dimensioned, and detailed on the civil drawings.
- Erosion control plan
- Traffic control plan
- Landscaping and irrigation plan (to be approved by Parks Dept.)

### **Case 1472-SUP/United States Postal Service**

Engineering plans were previously submitted for review and comments on this site. At this time, revised civil drawings have not been re-submitted or approved by the Town of Addison. Final civil drawings must be approved prior to issuance of a permit for construction.

Steve Chutchian, P.E.  
Assistant City Engineer

## **Memorandum**

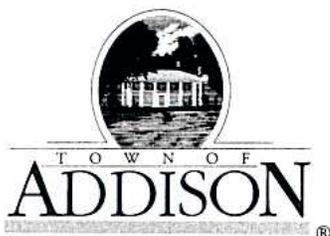
Date: August 19, 2004  
To: Carmen Moran, Director of Development Services  
From: Slade Strickland, Director of Parks and Recreation  
Subject: **Case 1471-Z/Raymond Construction**

The plan needs to be stamped by a licensed landscape architect. The landscape percentage calculations need to be included on the plan as well. Otherwise, the plan complies with the landscape regulations.

Once approved, the applicant will need to submit an irrigation plan that includes a rain and freeze sensor.

**ITEM #R8-3  
IS NOT AVAILABLE  
ELECTRONICALLY**





50 YEARS OF FUN!

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

August 19, 2004

STAFF REPORT

RE: Case 1472-SUP/U.S. Postal Service, Addison Addition

LOCATION: 4900 Airport Parkway

REQUEST: Amendment to an existing Special Use Permit public building to be used by the Federal government

APPLICANT: U.S. Postal Service, represented by Mr. Dennis Delisse of MPI Architects

DISCUSSION:

Background. Under the provisions of Article XII, SPECIAL USES, of the Addison zoning ordinance, a special use permit is required for:

- (1) Any public building to be erected or used by the City, County, State, or Federal Government in any district.

The Council approved the Special Use Permit for the Post Office on July 23, 1996 through Ordinance 096-027. When the original post office was approved, it was not expected that Addison would run mail delivery out of it. However, as soon as the post office was completed, the post office changed to one that would have mail carriers. At that point, the Postmaster requested to add temporary trailers out behind the post office to accommodate a workroom for the mail carriers. The temporary trailers have been in place on the site since 1996. At this time, the Postal Service would like to expand the building to add on a permanent workroom for mail carriers, locker rooms for carriers, and some storage space. The expansion would take place within the existing fenced yard that is already in place at the post office. The addition to the post office will not add any more space for customers or any more post office boxes.

Proposed Plan. The new post office addition will add 7,249 square feet, which will bring the total square footage of the Post Office to 20,137 square feet. The addition is brick

with concrete trim and will be finished to match the building. The bulk of the improvements will take place behind the fence that separates the public areas of the Post Office property from the "Employee Only" areas of the property. The improvements will add 25 additional parking spaces to the site. The parts of the Post Office property that are visible and accessible by the public will not change.

Landscaping. The staff has reviewed the landscape plan and notes that it needs to show calculations on the percentage of landscaping to be removed versus what will remain. In addition, the existing landscaping has not been routinely maintained. All of the planting beds and turf need to be renovated and replanted according to the original landscaping plan, or an alternative planting plan needs to be submitted for review and approval.

Engineering. The applicant has submitted engineering plans, which are currently being reviewed. The final civil drawings must be approved prior to issuance of a building permit.

#### RECOMMENDATION:

Staff recommends approval of the amendment to the existing Special Use Permit for the Addison Post Office, subject to the following conditions:

-All of the planting beds and turf shall be renovated and replanted according to the original landscaping plan, or an alternative planting plan needs to be submitted for review and approval.

-Final civil drawings shall be approved prior to issuance of a building permit.

Respectfully submitted,

A handwritten signature in black ink that reads "C. MORAN". The signature is written in a cursive style with a large, looped initial "C" and the name "MORAN" in all caps.

Carmen Moran  
Director of Development Services

**COMMISSION FINDINGS:**

The Addison Planning and Zoning Commission, meeting in regular session on August 26, 2004, voted to recommend approval of the above-cited request subject to the following conditions:

-All of the planting beds and turf shall be renovated and replanted according to the original landscaping plan, or an alternative planting plan needs to be submitted for review and approval.

-Final civil drawings shall be approved prior to issuance of a building permit.

-the existing fence that runs north and south on the east property line shall be replaced with a new wooden (site barring) fence.

Voting Aye: Chafin, Doepfner, Jandura, Knott, Mellow,

Voting Nay: None,

Absent: Benjet, Bernstein

# Memorandum

Date: August 19, 2004  
To: Carmen Moran, Director of Development Services  
From: Slade Strickland, Director of Parks and Recreation  
Subject: **Case 1472-SUP/United States Postal Service**

The landscape plan needs to show calculations on the percentage of landscaping to be removed versus what will remain. It appears that the expanded parking and road base additions will put the site below the 20 percent landscape requirement.

All of the existing landscaping has not been routinely maintained. All of the planting beds and turf need to be renovated and replanted according to the original landscaping plan, or an alternative planting plan need be submitted for review and approval if the applicant plans to change from the original plan.

## Memorandum

Date: August 19, 2004  
To: Carmen Moran, Director of Development Services  
From: Slade Strickland, Director of Parks and Recreation  
Subject: **Case 1472-SUP/United States Postal Service**

The landscape plan needs to show calculations on the percentage of landscaping to be removed versus what will remain. It appears that the expanded parking and road base additions will put the site below the 20 percent landscape requirement.

All of the existing landscaping has not been routinely maintained. All of the planting beds and turf need to be renovated and replanted according to the original landscaping plan.

## Carmen Moran

---

**From:** Steve Chutchian  
**Sent:** Monday, August 16, 2004 2:49 PM  
**To:** Carmen Moran  
**Subject:** Planning & Zoning Commission Agenda

The following comments are submitted for items listed on the August 26, 2004 Planning & Zoning Commission Agenda:

### **Case 1468-SUP/Patton's Corner**

No Comments

### **Case 1469-SUP/Chat's Coffee House**

No Comments

### **Case 1470-SUP/Grand Buffet Chinese Restaurant**

No Comments

### **Case 1471-Z/Raymond Construction**

Engineering plans and specifications must be developed for the site and approved by the Town of Addison, including the following:

- Grading & drainage plan  
A drainage channel existing across the southern portion of the site. Stormwater from the property adjacent and to the east, as well as on-site drainage, must be accommodated in this channel or by construction of underground conduit.
- Existing and proposed utilities, including water, sewer, fiber optic, and franchise utilities.
- All drainage and utilities easements required on-site.
- Paving details  
Proposed driveway and median improvements must be located, dimensioned, and detailed on the civil drawings.
- Erosion control plan
- Traffic control plan
- Landscaping and irrigation plan (to be approved by Parks Dept.)

### **Case 1472-SUP/United States Postal Service**

Engineering plans were previously submitted for review and comments on this site. At this time, revised civil drawings have not been re-submitted or approved by the Town of Addison. Final civil drawings must be approved prior to issuance of a permit for construction.

Steve Chutchian, P.E.  
Assistant City Engineer

# COWLES & THOMPSON

## MEMORANDUM

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**TO:** Carmen Moran  
Director of Development Services

**FROM:** Angela K. Washington

**RE:** Agenda Item #R7 – 4900 Airport Parkway

**DATE:** September 9, 2004

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You have received two complaint letters concerning the zoning application filed by the United States Postal Service proposing to amend the specific use permit governing property located at 4900 Airport Parkway. The letters complain that the Town is not requesting a dedication of five feet of right-of-way from the property owner to increase the width of Airport Parkway from 55 feet to 60 feet in accordance with the Town's current Thoroughfare Plan.

Right-of-way dedications are addressed when property is platted, not in the context of a zoning case. Should the property owner file an application to replat the property, requesting a dedication based on the Town's current Thoroughfare Plan would be appropriate at that time. The issue before the council in connection with the zoning case is whether the requested changes to the zoning are appropriate at the subject location from a land use perspective.

If you have any questions, please give me a call.

c: Kenneth C. Dippel  
John M. Hill

**HWK, Inc.**

Asset Management Services  
US Mail: Post Office Box 427, Addison, TX 75001  
Delivery: 15842 Addison Road, Addison, TX 75001  
Telephone: 972/239-1324  
Fax: 972/239-0026  
E-mail: [box222@family.net](mailto:box222@family.net)

September 1, 2004

Carmen Moran  
Director of Development Services  
Town of Addison  
P. O. Box 9010  
Addison, TX 75001-9010

972-450-7018 dd  
972-450-7043 fx

Re: Case No. 1472-SUP/U.S. Postal Service, Addison Addition at 4900 Airport Parkway

Dear Ms. Moran:

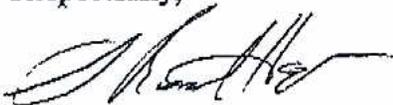
Reference my visit to your office before the August 26, 2004, Planning and Zoning Commission hearing concerning my protest regarding the referenced case. I represent the property on the west side of the post office. The Town of Addison is not asking the post office for the five (5) feet of right-of-way necessary to take Airport Parkway from 55 feet wide to 60 feet as per the thoroughfare plan.

If the Town does not ask the post office for the right-of-way, then the thoroughfare plan should be amended and the Town should not ask for it when the remaining undeveloped properties on the south side of Airport Parkway come in for development.

It does not make sense to ask for the right-of-way from the rest of us on the south side of Airport Parkway and not be uniform.

If the potential to widen Airport Parkway, as it probably will need to be, is to be preserved, then this right-of-way will be needed.

Respectfully,



S. Kent Hope



South & Western "The Specialty Company"

J.J. HORAN

President

jj-horan@southandwestern.com

September 3, 2004

**SENT VIA FAX**

Ms. Carmen Moran  
Director of Development Services  
Town of Addison  
P.O. Box 9010  
Addison, Texas 75001-9015

Fax #: 972-450-7043, 1 page

Re: Case No. 1472-SUP / U.S. Postal Service, Addison Addition at 4900 Airport Parkway

Dear Ms. Moran:

I represent two properties which are owned by SWGA Ventures, LTD located on the east side and adjacent to the U.S. Post Office. Please accept this letter as my formal protest to the above referenced case. After meeting with you during my visit to your office on August 25<sup>th</sup>, I have become aware that the Town of Addison is not asking the post office for the five (5) feet of right-of-way necessary to take Airport Parkway from 55 feet wide to 60 feet as per the thoroughfare plan.

If the Town does not ask the post office for the right-of-way, then the thoroughfare plan should be amended and the Town should not request such right-of-way from other landowners when the remaining undeveloped properties on the south side of Airport Parkway prepare for development.

The town's consideration to applying a consistent approach to all property on the south side of Airport Parkway is appreciated.

Sincerely,

J.J. Horan

**ITEM #R9-6  
IS NOT AVAILABLE  
ELECTRONICALLY**

**Council Agenda Item: #R10**

**SUMMARY:**

Council approval is requested of a resolution authorizing the city manager or his designee to execute an electric supply contract for the 2005 calendar year.

**FINANCIAL IMPACT:**

The Town of Addison spends approximately \$750,000 annually in electric power costs. Through its association with the Cities Aggregation Power Project (CAPP), the Town has been able to realize savings during calendar year 2002 of approximately \$166,000, or 21% over the price-to-beat (PTB) rates of the incumbent provider, TXU, and in calendar year 2003, we saved an estimated \$287,850 or 28.7% over PTB. In 2004, following an analysis of proposals submitted by several Retail Electric Providers (REP), CAPP selected TXU to be the provider with projected savings of between 15% and 20% over PTB.

**BACKGROUND:**

CAPP is a consortium of over 70 local governments that was created in 2001 with the deregulation of electric power in Texas. By aggregating the power load of these governments, CAPP is able to negotiate favorable pricing of electric power. Despite having experienced almost three years of deregulation, a robust market for power generation has yet to mature in Texas. In an attempt to obtain more competitive proposals, CAPP will be soliciting separate proposals for wholesale supply and retail billing of power in addition to the consolidated proposals solicited in previous years. It is anticipated CAPP will approve selection of a provider sometime in late October or early November. Pricing of electric power is based on volatile natural gas prices and is therefore very time-sensitive. CAPP member cities will need to take immediate action to accept or reject the contract. REPs maintain that any given offer will only be available for a 24-hour period. The attached resolution is a necessary step in positioning the city to capture the price that CAPP is able to achieve from its negotiations with REPs.

**RECOMMENDATION:**

The resolution authorizes the city manager or his designee to sign an electric power agreement. The designee will be Randy Moravec, the Town's finance director and member of the CAPP Board. It is recommended Council approve the attached resolution.

TOWN OF ADDISON, TEXAS

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

A RESOLUTION OF THE TOWN OF ADDISON, TEXAS, AUTHORIZING THE CITIES AGGREGATION POWER PROJECT, INC. (CAPP) TO NEGOTIATE AN ELECTRIC SUPPLY AGREEMENT FOR DELIVERIES OF ELECTRICITY EFFECTIVE JANUARY 1, 2005; AUTHORIZING THE CITY MANAGER, OR HIS DESIGNEE, TO SIGN A CONTRACT WITH CAPP FOR THE TOWN OF ADDISON'S 2005 ELECTRICITY NEEDS; AND COMMITTING TO BUDGET FOR ENERGY PURCHASES IN 2005 AND TO HONOR THE TOWN OF ADDISON'S COMMITMENTS TO PURCHASE POWER FOR ITS ELECTRICAL NEEDS IN 2005 THROUGH CAPP; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Addison, Texas (the "City") is a member of Cities Aggregation Power Project, Inc. ("CAPP"), a nonprofit political subdivision corporation dedicated to securing electric power for its more than 80 members in the competitive retail market; and

WHEREAS, CAPP negotiated favorable contract terms and a reasonable commodity price for delivered electricity in 2002, 2003, and 2004 resulting in significant savings off of the Price to Beat ("PTB") rate for its members; and

WHEREAS, preliminary information provided to the CAPP Board indicates that entering into a wholesale power contract, as distinct from a retail contract, effective January 1, 2005, may provide the greatest potential for savings for CAPP members over the regulated PTB rate; and

WHEREAS, potential wholesale power providers desire to execute a contract with one, and only one, entity rather than have unique contracts for each CAPP member; and

WHEREAS, CAPP believes that the pricing opportunity window for favorable 2005 deliveries under either a wholesale or retail agreement will be short-lived (in the September to mid-November, 2004 time period) and that CAPP must be able to commit contractually to prices within a 24-hour period in order to lock-in favorable prices regardless of whether CAPP continues its historic practice of retail agreements or enters the wholesale market; and

WHEREAS, experiences in contracting for 2002-2004 demonstrated that Retail Electric Providers demand immediate response to an offer and may penalize delay with higher prices; and

WHEREAS, it is necessary for the City to contract for a supply of electricity for 2005 or at least partially revert to PTB rates; and

**WHEREAS**, CAPP's current delivered energy prices provide savings when measured against the PTB rate, and PTB rates will likely continue to remain higher than prices CAPP can achieve on behalf of the City; and

**WHEREAS**, wholesale suppliers demand assurance that CAPP will pay for all contracted load; and

**WHEREAS**, the Town of Addison needs to assure CAPP that it will budget for energy purchases in 2005 and honor its commitments to purchase power for its electrical needs in 2005 through CAPP.

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

**Section 1.** The CAPP Board and its consultants and advisors will evaluate for the City wholesale power supply contract options for 2005 as compared to a retail electric delivery contract for 2005 and, if feasible, 2006.

**Section 2.** The City will execute a contract with CAPP that permits the CAPP Board and its consultants and advisors to negotiate and sign the 2005 electric power agreement for the City's electricity needs as a member of CAPP and commits its 2005 load pursuant to the contract recommended and approved by the CAPP Board of Directors. The City Manager, or the City Manager's designee, is hereby authorized to execute the said contract with CAPP.

**Section 3.** For the 2005 electric power agreement, the City will budget and approve funds necessary to pay electricity costs proportionate to the City's load under the supply agreement (whether wholesale or retail) arranged by CAPP.

**Section 4.** A copy of this Resolution shall be sent to Mary Bunkley with the City Attorney's office in Arlington and Geoffrey M. Gay, legal counsel to CAPP.

**Section 5.** This Resolution shall take effect immediately upon its passage.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas on this \_\_\_\_\_ day of \_\_\_\_\_, 2004, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays at a regular meeting of the City Council of the Town of Addison, Texas.

\_\_\_\_\_  
R. Scott Wheeler, Mayor

ATTEST:

\_\_\_\_\_  
Carmen Moran, City Secretary

**Council Agenda Item: #R11**

**SUMMARY:**

Staff is recommending that the Council award a bid totaling \$35,680.00 to DCC Inc. for annual maintenance of display fountains and waterfall pumping systems. DCC Inc. is presently under contract with the town to maintain the fountain systems. The present annual contract with DCC Inc. was extended to not to exceed \$30,000 due to more frequent maintenance needed for the Addison Circle Park. This contract will expire September 30, 2004.

The new contract may be extended for two (2) twelve-month periods if the contractor is performing the maintenance in a satisfactory manner. The contract period is from October 1, 2004 to September 30, 2005. Staff sent this out for re-bidding since the scope of services was significantly changed to account for the maintenance needed on the Addison Circle Park system.

**FINANCIAL IMPACT:**

Budgeted Amount:     **Total Funding Available FY 2004-05 Budget - \$45,000**  
                              **Parks Operations Budget - \$15,000**  
                              **Special Events Budget – Addison Circle Park - \$30,000**

Cost:                    **\$35,680.00**

If over budget or not budgeted, what is the budget impact? N/A

**BACKGROUND:**

Five contractors attended the mandatory pre-bid meeting and site walk-through. Two out of the five submitted bids as listed on the attached bid tabulation. 204 contractors were notified via the DemandStar bidding service and there were 10 plan holders. Staff's experience in bidding this type of work finds that there are few contractors in the DFW area that are interested. It seems that most are more interested in maintaining swimming pools instead of display fountains.

The scope of work under this contract consists of weekly cleaning of fountains to maintain proper water chemistry and maintenance of pumping/filtering systems to keep display fountains and waterfalls functioning smoothly. The fountains maintained under this contract are as follows:

- Addison Circle Park** – Interactive Fountain and Display Fountain;
- Quorum Park** – Two Display Fountains;
- Bosque Park** – One Display Fountain;
- Winnwood Park/Gazebo** – One Waterfall and One Display Fountain;
- Town Hall and Finance Building** – One Waterfall and One Display Fountain;
- Midway Meadows** – One Display Fountain;
- Les Lacs Lake** – Two Waterfalls and One Display Fountain.

The bid also included an hourly rate if additional site visits are needed for repairs or extra cleaning.

**RECOMMENDATION:**

DCC, Inc. has completed one year of contract maintenance for the town, which includes the Addison Circle Park interactive and display fountains. Staff revised the scope of work for Addison Circle Park based on the need to increase the frequency of visits to properly maintain the fountains in the park.

Staff recommends approval.

Fountain and Waterfall Maintenance

Bid NO 04-28

DUE: August 3, 2004

2:00 PM

BIDDER	SIGNED	Scheduled Fountain Maintenance Cost	Add. Site Visits for Repairs - Labor	Add. Site Visits for Extra Cleaning - Labor
D.C.C. Inc.	Y	\$35,680.00	\$60.00/hour	\$45.00/hour
KC Fountains and Scapes	Y	\$170,799.84	\$80.00/hour	\$80.00/hour

*Minok Suh*

Minok Suh, Purchasing Coordinator

*Corey Gayden*

Witness

**Council Agenda Item: #R12**

**SUMMARY:**

This item is to contract paint services for the repainting of the two existing Addison logos and apply two new additional Addison logos to the elevated water storage reservoir.

**FINANCIAL IMPACT:**

Budgeted Amount: \$0

Cost: \$12,210.00

Funding source: Utility Operations Fund – Special Services Account.

**BACKGROUND:**

As a result of the completion of Addison Circle Park and to promote the Town of Addison Councilman Hirsch has requested that the Public Works Department look into the placing of two additional logos to the elevated water storage reservoir. The reservoir currently has two logos, one facing east and one facing west. The new logos would face north and south and would be clearly visible from Addison Circle Park from the south and new development from the north. In addition to placing the new logos, Public Works would like to take the opportunity to repaint the existing logos so that all would have the same “new” appearance.

This agenda item is for discussion and approval of \$12,210.00 for Phoenix Fabricators and Erectors, Inc. to paint these new logos.

This is a 1-3 week process and paint system will match existing.

**RECOMMENDATION:**

Staff is requesting authorization to contract with Phoenix Fabricators and Erectors in the amount of \$12,210.00 to apply new logos to the elevated water storage reservoir.

Below are three proposals for two new logos and touch-up existing two:

Company Name	Amount of Proposal
Phoenix Fabricators and Erectors, Inc. (Avon, Ind).	\$12,210.00
Cunningham (Joplin, Mo.)	\$12,850.00
DMS Painting (Houston, Tx)	\$17,000.00