



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**

**AND / OR**

### **WORK SESSION OF THE CITY COUNCIL**

**6:30 PM**

**MAY 22, 2012**

**TOWN HALL**

**ADDISON TOWN HALL, 5300 BELT LINE, DALLAS, TX 75254**

---

### **WORK SESSION**

---

Item            Discussion regarding Communities in Schools - Dallas.  
#WS1 -

---

### **REGULAR MEETING**

---

#### **Pledge of Allegiance**

Item #R1- Announcements and Acknowledgements regarding Town  
and Council Events and Activities

Introduction of Employees

Discussion of Events/Meetings

---

Item #R2- Consent Agenda.

---

#2a- Approval of Minutes for the May 8, 2012 Regular Council Meeting.

---

#2b- Approval of a marketing sponsorship for \$50,000.00 for the Cavanaugh Flight Museum (CFM) for their 2012 marketing program.

---

#2c- Approval of an award of bid to Concord Commercial Services, Inc., for reception millwork modifications and finish upgrades to the Service Center Lobby in an amount not to exceed \$100,000.

---

#2d- Approval of a contract with Wallace Controls and Electric in an amount not to exceed \$40,000 for replacement of the motor protection equipment at Surveyor Pump Station.

---

Item #R3 Consideration and approval of an Ordinance canvassing the results of the general Municipal Election held on May 12, 2012 and an Ordinance canvassing the results of the special Bond Election held on May 12, 2012.

Attachment(s):

1. Ordinance Canvassing General Election
  2. Ordinance Canvassing Bond Election
- 

Item #R4 Presentation, discussion and consideration of approval of the appointment of Mayor Pro Tempore and Deputy Mayor Pro Tempore.

---

Item #R5 Consideration, discussion and approval of a resolution supporting the appointment of Laura Maczka as the representative to the Regional Transportation Council of the North Central Texas Council of Governments.

-

Attachment(s):

1. Richardson RTC Resolution

---

Item #R6 Discussion and Consideration of an Appointment of a Member to the Planning and Zoning Commission.

-

---

Item #R7 Discussion and consideration of the approval of an ordinance adding Section 38-55 to the Town Code of Ordinances regarding the Addison Fire Department, including its organizational structure, functions, and existence.

-

Recommendation:

Staff recommends approval.

---

Item #R8 Discussion and consideration of the approval of an ordinance amending various sections of the Town Code of Ordinances to accurately reflect the fire department organizational structure , roles and responsibilities.

-

Recommendation:

Staff recommends approval.

---

Item #R9 Presentation, discussion and consideration of the approval of a Resolution adopting the revised Town of Addison

-

Basic Emergency Management Plan as required by the State of Texas.

Attachment(s):

1. Basic Emergency Plan Resolution & Signature Pages
2. Basic Plan NIMS
3. Emergency Management Exhibit

Recommendation:

Staff recommends approval.

---

Item #R10 - Discussion of the Department of Financial & Strategic Services Quarterly Review for the quarter and year-to-date ended March 31, 2012.

Attachment(s):

1. Q2 FY12 Quarterly Financial Report

---

Item #R11 - Discussion and consideration of approval of a Resolution to deny Atmos Energy Corp., Mid-Tex Division's proposed rate increase pending further settlement discussions and to prevent Atmos Energy Corp., Mid-Tex Division's proposed rate increase from automatically taking effect on June 11, 2012.

Attachment(s):

1. Exhibit A
2. Atmos Rate Increase Denial Resolution

Recommendation:

Staff recommends approval of the denial resolution.

---

Item  
#R12 - Consideration and approval authorizing the City Manager to execute amendment number 3 to the existing Program Project Management Services agreement with R.H.Shackelford , Inc. through September 30, 2012 in the amount not to exceed \$189,531.39.

Attachment(s):

1. Amendment Number 3

Recommendation:

Staff recommends approval.

---

Item  
#ES1 - Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney to seek the advice of its attorney about contemplated litigation, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

---

Item  
#R13 - Discussion and consideration of any action regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

---

Adjourn Meeting

---

Posted:

Chris Terry, 5/18/2012, 5:00 pm

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

## Council Agenda Item: #WS1

**AGENDA CAPTION:**

Discussion regarding Communities in Schools - Dallas.

**FINANCIAL IMPACT:**

**BACKGROUND:**

Background will be presented at the work session.

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## Council Agenda Item: #R 2a

**AGENDA CAPTION:**

Approval of Minutes for the May 8, 2012 Regular Council Meeting.

**FINANCIAL IMPACT:**

N/A

**BACKGROUND:**

N/A

**RECOMMENDATION:**

N/A

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

[May 8 Minutes](#)

Type:

Backup Material

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

May 8, 2012

6:30 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

Upstairs Conference Room

Council Members Present:

Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow, Resnik

Absent:

None

**Work Session**

Item #WS1 - Presentation and discussion regarding Addison Arbor Foundation projects.

\_\_\_\_\_  
Mayor-Todd Meier

Attest:

\_\_\_\_\_  
City Secretary-Chris Terry

**OFFICIAL ACTIONS OF THE ADDISON CITY  
COUNCIL**

# REGULAR MEETING

May 8, 2012

6:30 PM - Town Hall

Addison Town Hall, 5300 Belt Line, Dallas, TX 75254

Chris Terry, 5/4/2012, 5:00 PM

Council Members Present:

Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow, Resnik

Absent:

None

## REGULAR MEETING

Item #R1 - Announcements and Acknowledgements regarding Town and Council Events and Activities

Item #R2 - Consent Agenda

#2a - Approval of Minutes for the April 24, 2012 Regular Council Meeting.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow, Resnik

Voting Nay: None

#2b - Approval of the assignment of rights, duties and obligations regarding the Project Planning and Performance Management system (P3) from Intellacuity LLC. to BI-PM Consulting.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow,

Resnik

Voting Nay: None

#2c - Approval for the Town's Economic Development Department to incur expenses not to exceed \$3,000 to host a luncheon in Austin with staff from the Governor's Office of Economic Development to provide an overview of the Town and its economic development endeavors, visitor services, and Addison Airport.

A motion to Approve was made by Council Member Blake Clemens.

The motion was seconded by Council Member Bruce Arfsten.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow,

Resnik

Voting Nay: None

Item #R3 - PUBLIC HEARING Case 1653-SUP/Salata - Addison.

Public hearing, discussion and consideration of approval of an ordinance changing the zoning on property located at 4930 Belt Line Road, Suite 110, which property is currently zoned PD 001-002, by approving for that property a Special Use Permit for a restaurant on application from Salata, represented by Mr. Dustin Hubbard, of Texana Builders.COMMISSION FINDINGS:The Addison Planning and Zoning Commission, meeting in regular session on April 26, 2012, voted to table the request for approval of an ordinance approving a Special Use Permit for a restaurant, located at 4930 Belt Line Road, Suite 110, and on application from Salata – Addison, until a special meeting to be held on May 8, 2012. Voting Aye: Angel, Doherty, Groce, Hewitt, Oliver, Stockard, WoodVoting Nay: noneAbsent: none

Carmen Moran and David Fuller, Retail Connection, spoke regarding this item.

A motion to Approve was made by Council Member Kimberly Lay.

The motion was seconded by Council Member Neil Resnik.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow,  
Resnik

Voting Nay: None

Item #R4 - Presentation and discussion regarding a proposal to host a Collaborative Adaptive Sensing of the Atmosphere (CASA) radar site in Addison.

There was no action taken.

Item #R5 - Discussion and consideration of approval authorizing the Town Staff to seek quotations for the purchase of cameras and monitoring systems for Vitruvian Park bridge areas.

A motion to Approve was made by Council Member Neil Resnik.

The motion was seconded by Council Member Chris DeFrancisco.

The motion result was: Passed

Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow,  
Resnik

Voting Nay: None

Item #ES1 - Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney to seek the advice of its attorney about contemplated litigation, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

Council entered Executive Session at 8:25 pm

Council left Executive Session at 9:02 pm

There was no action taken.

Item #R6 - Discussion and consideration of any action regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

A motion to Approve was made by Council Member Kimberly Lay.  
The motion was seconded by Council Member Chris DeFrancisco.  
The motion result was: Passed  
Voting Aye: Arfsten, Clemens, DeFrancisco, Lay, Meier, Mellow,  
Resnik  
Voting Nay: None

---

Mayor-Todd Meier

Attest:

---

City Secretary-Chris Terry

## Council Agenda Item: #R 2b

**AGENDA CAPTION:**

Approval of a marketing sponsorship for \$50,000.00 for the Cavanaugh Flight Museum (CFM) for their 2012 marketing program.

**FINANCIAL IMPACT:**

This item is fully funded in the Hotel Fund within the 2011-12 fiscal year budget.

Budgeted Amount: \$50,000

**BACKGROUND:**

The CFM is requesting \$50,000 from the Town of Addison to support their annual marketing program. Attached is a letter of request along with an attached media plan indicating where the CFM plans to expend their 2012 marketing funds.

**RECOMMENDATION:**

Staff recommends approval.

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

- [CFM Grant Request](#)
- [CFM Marketing Budget](#)

Type:

- Backup Material
- Backup Material



April 11, 2012

Lea Dunn  
Town of Addison  
Deputy City Manager  
5300 Belt Line Road  
PO Box 9010  
Addison, TX 75001-9010

Re: Marketing Grant

Dear Lea,

Cavanaugh Flight Museum is requesting \$ 50,000 to help with our marketing efforts for 2012.

In 2011, we spent over \$120,000 for advertising in various media outlets and special promotions to increase the exposure of the Cavanaugh Flight Museum in Addison, TX. Attached is a summary of our fiscal year 2012 marketing budget. One of our main focuses for 2012 is increasing the aircraft ride program for the museum. In addition to exposure for the museum and Addison, the town has already seen benefits from out of town visitors patronizing local hotels and restaurants, not to mention additional fuel sales at the airport. You will notice advertising budget allocated to European publications in our effort to attract international visitors to the museum for our ride program. We have also started a training program geared towards out of town clients. This strategy has already paid dividends as we have brought in over 500 visitors from other countries; Addison airport and the Cavanaugh flight museum are becoming international household names with the aviation enthusiast!

CFM is positioned to be the premier ride program in the world with more variety of aircraft to experience in one location than any other entity currently offering warbird rides, we just need to get the word out. Your support is crucial in our continued success at the museum and we appreciate it very much!

If you have any questions please don't hesitate to call me at 214-415-2666.

Blue Skies,

  
Doug Jeanes  
Executive Director  
Cavanaugh Flight Museum

**Board of Directors**

Doug Jeanes

Jim Cavanaugh

Jerry Crawford

Steven DeWolf

Tom Doell

Greg Hanson

*Honorary*

Congressman  
Pete Sessions  
U.S. Congress

Congressman  
Sam Johnson  
U.S. Congress

State Senator  
John Carona  
Texas State Senate

**Cavanaugh Flight Museum**

501(C) 3 Non-Profit Educational Organization - [www.cavanaughflightmuseum.com](http://www.cavanaughflightmuseum.com)  
Addison Airport, 4572 Claire Chennault, Addison, Texas 75001 (972) 380-8800

**Cavanaugh Flight Museum  
Advertising/Marketing Budget  
Fiscal YR 2012**

Dallas Morning News	
Web Search Engine and Print ads	\$ 48,000
European Publications	12,000
Travel Host of Dallas	6,720
Shuttle/ Van Wrap	4,500
CFM Literature	35,000
Addison and North Dallas Media	15,265
ICAS – International Council of Air Shows- Las Vegas	3,000
AirVenture – Oshkosh WI	5,000
Sun-n-Fun, Lakeland FL	5,000
DFW Folder Display	8,400
Total Budget	<b>\$ 142,885.00</b>

Dated October 2011

## **Council Agenda Item: #R 2c**

### **AGENDA CAPTION:**

Approval of an award of bid to Concord Commercial Services, Inc., for reception millwork modifications and finish upgrades to the Service Center Lobby in an amount not to exceed \$100,000.

### **FINANCIAL IMPACT:**

This is a non-budgeted item that will require a mid-year budget item.

Estimated cost: \$75,000 - \$100,000

### **BACKGROUND:**

This past year a position was added to the Human Resources department as a customer service enhancement for the Service Center facility. Karla Horton has been a wonderful addition to the Service Center and is doing a great job greeting guests to the facility and providing an enhanced level of service which has resulted in many complements from the public.

To further this enhancement and create a more open inviting atmosphere for conducting business at the Service Center, we are proposing the following facility modifications to the Service Center lobby.

- oRemove the built-in counters at both sides of the lobby – Developmental Services & Public Works.

- oCreate a more open work space in the lobby where staff can greet, work, review documents and interact with our customers. (Residents, Contractors, Developers, etc.)

Other enhancements of the project include:

- oUpdated energy efficient lobby lighting (T-5's direct / indirect lighting)

- oNew front entry doors

o Adding much needed meeting space (New Conference Room) and creating a more efficient work space

o Tile floor will be updated – (need to run power/ data in floor to work table)

o 2<sup>nd</sup> Floor conference room

§ New energy lighting

§ Windows added

Nine bids were received. Two bids were disqualified. The lowest responsible bid is from Concord Commercial Services, Inc., in the amount of \$72,649.00. Concord has successfully done work for the Town previously and all of the references checked were favorable.

**RECOMMENDATION:**

Staff recommends approval.

**COUNCIL GOALS:**

Mindful Stewardship of Town Resources, Provide Superior Public Safety, Customer Service, Social and Health Services to the Community

**ATTACHMENTS:**

Description:

[Cover Memo](#)

[Bid Tab](#)

Type:

Cover Memo

Backup Material

## **Council Agenda Item:**

### **SUMMARY:**

Consideration and approval of an award of bid to Concord Commercial Services, Inc., for reception millwork modifications and finish upgrades to the Service Center Lobby in an amount not to exceed \$100,000.

### **FINANCIAL IMPACT:**

This is a non-budgeted item that will require a mid-year budget item.  
Estimated cost: \$75,000 - \$100,000

### **BACKGROUND:**

This past year a position was added to the Human Resources department as a customer service enhancement for the Service Center facility. Karla Horton has been a wonderful addition to the Service Center and is doing a great job greeting guests to the facility and providing an enhanced level of service which has resulted in many compliments from the public.

To further this enhancement and create a more open inviting atmosphere for conducting business at the Service Center, we are proposing the following facility modifications to the Service Center lobby.

- Remove the built-in counters at both sides of the lobby – Developmental Services & Public Works.
- Create a more open work space in the lobby where staff can greet, work, review documents and interact with our customers. (Residents, Contractors, Developers, etc.)

Other enhancements of the project include:

- Updated energy efficient lobby lighting (T-5's direct / indirect lighting)
- New front entry doors
- Adding much needed meeting space (New Conference Room) and creating a more efficient work space
- Tile floor will be updated – (need to run power/ data in floor to work table)
- 2<sup>nd</sup> Floor conference room
  - New energy lighting
  - Windows added

Nine bids were received. Two bids were disqualified. The lowest responsible bid is from Concord Commercial Services, Inc., in the amount of \$72,649.00. Concord has successfully done work for the Town previously and all of the references checked were favorable.

### **RECOMMENDATION:**

Staff recommends approval.

Attachment: Bid Tab

**Town of Addison**

Bid 12-12 Reception Millwork Modification & Finish Upgrade

Due: May 3, 2012 - 2:00 PM

Bid Tabulation

Company	Bid Bond	Signed	Base Bid	Alt. No. 1	Alt. No. 2	Alt. No. 3	Unit Price
RKM General Contractors	Y	Y	\$ 84,500.00	\$ 7,000.00	\$ 14,000.00	\$ 11,500.00	\$ 30.00
Concord Commercial Services Inc	Y	Y	\$ 45,713.00	\$ 6,495.00	\$ 14,354.00	\$ 6,087.00	\$ 41.25
Walbridge Construction LLC	DID NOT ATTEND MANDATORY PRE-BID MEETING. RETURNED BID TO OWNER BEFORE BID OPEN COMMENCED						
Furstenberg Construction Co.	Y	Y	\$ 99,485.00	\$ 9,200.00	\$ 17,775.00	\$ 5,900.00	\$ -
Brunson Construction	Y	Y	\$ 63,065.00	\$ 3,036.00	\$ 21,407.00	\$ 3,467.00	\$ 60.00
LDM Design and Construction	Y	Y	\$ 87,122.05	\$ 3,744.00	\$ 5,530.80	\$ 10,200.00	\$ 150.00
Sco Bilt Contractors, Inc	Y	Y	\$ 95,000.00	\$ 6,500.00	\$ 24,500.00	\$ 7,225.00	\$80/CREW
Coast to Coast Construction Inc	Y	Y	\$ 125,000.00	\$ 6,000.00	\$ 8,000.00	\$ 7,500.00	\$ 35.00
Westcliffe Inc	N	N	\$ 62,224.22	\$ 3,620.00	\$ 7,181.00	\$ 4,166.00	\$ 25.00

*Jerry Lewandowski*

Purchasing and Billing Supervisor

*Mark Acevedo*

Director of General Services

## Council Agenda Item: #R 2d

**AGENDA CAPTION:**

Approval of a contract with Wallace Controls and Electric in an amount not to exceed \$40,000 for replacement of the motor protection equipment at Surveyor Pump Station.

**FINANCIAL IMPACT:**

This item was budgeted in the FY12 Utilities operations budget.

**BACKGROUND:**

The Surveyor Pump Station was built in 1978 and has electrical system monitoring and protection equipment that has become outdated and some replacement parts are no longer available. Upgrades of monitoring and protection equipment will be needed to insure continuous water supply to the Town.

The town received three quotes for this project, and Wallace Controls and Equipment was the low bidder.

**RECOMMENDATION:**

Staff recommends approval.

**COUNCIL GOALS:**

Provide Superior Public Safety, Customer Service, Social and Health Services to the Community

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## Council Agenda Item: #R3

**AGENDA CAPTION:**

Consideration and approval of an Ordinance canvassing the results of the general Municipal Election held on May 12, 2012 and an Ordinance canvassing the results of the special Bond Election held on May 12, 2012.

**FINANCIAL IMPACT:**

**BACKGROUND:**

NA

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

- [Ordinance Canvassing General Election](#)
- [Ordinance Canvassing Bond Election](#)

Type:

Backup Material  
Backup Material

**TOWN OF ADDISON, TEXAS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, CANVASSING AND DECLARING THE RESULTS OF THE GENERAL ELECTION OF OFFICERS HELD ON MAY 12, 2012 FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS FOR TWO (2) YEAR TERMS OF OFFICE EACH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the Town of Addison, Texas (the "City") heretofore ordered and called a general election to be held on the 12<sup>th</sup> day of May, 2012 within the City for the purpose of electing one three Council Members for two (2) year terms of office each (the "Election"); and

**WHEREAS**, notice of the Election was given pursuant to and in accordance with applicable law, and the Election was duly and lawfully conducted and held on May 12, 2012, and the returns of the Election have been delivered in accordance with law to the City Council as the canvassing authority for the Election; and

**WHEREAS**, a quorum of the City Council as required by law met on May 22, 2012 for the purpose of canvassing the returns and declaring the results of the Election as set forth herein.

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

Section 1. The above and foregoing recitals to this Ordinance are true and correct and are incorporated herein and made a part of this Ordinance for all purposes.

Section 2. Canvass of General Election.

A. A tabulation of the returns of the general election of officers of the City held on May 12, 2012, called and ordered for the purpose of electing three Council Members for two (2) year terms of office each, is attached hereto as Exhibit A and incorporated herein and made a part hereof for all purposes. A summary of the said tabulation of returns for the general election set forth in the attached Exhibit A, showing the total votes received by each of the candidates, is as follows:

**Council Member, Two Year Term:**

<u>Name of Candidate</u>	<u>Total Votes</u>
Janelle Moore	676
Margie Gunther	649
Neil Resnik	666
Austen Spoons	140

B. In accordance with the foregoing and pursuant to applicable law, including the Texas Election Code and the City's Home Rule Charter, the City Council finds, determines and declares the results of said general election to be that:

Janelle Moore, Margie Gunther, and Neil Resnik are each elected to the office of Council Member of the City for a term of (2) years.

Section 3. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance is held invalid or unconstitutional by the final, valid judgment or decree of a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 4. Effective Date. This Ordinance shall take effect immediately from and after its passage and approval.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas, on this the 22nd day of May, 2012.

\_\_\_\_\_  
Todd Meier, Mayor

ATTEST:

By: \_\_\_\_\_  
Chris Terry, City Secretary

APPROVED AS TO FORM:

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

**EXHIBIT A**  
**TO ORDINANCE NO. \_\_\_\_\_**

Town of Addison, Texas  
General Election – May 12, 2012  
Tabulation of Returns (Unofficial)

**FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS:**

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
Janelle Moore	194	251	1	5	3	0	34	30	0	24	23	0	0	0	0	62	49	0	676
Margie Gunther	183	234	1	8	3	0	36	27	0	29	20	0	0	0	0	61	47	0	649
Neil Resnik	188	246	0	8	4	0	32	20	0	27	23	0	0	0	0	66	52	0	666
Austen Spooms	18	51	0	5	0	0	7	5	0	7	21	0	0	0	0	9	17	0	140

**TOWN OF ADDISON, TEXAS**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, CANVASSING AND DECLARING THE RESULTS OF THE SPECIAL ELECTION HELD ON MAY 12, 2012 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE TOWN CERTAIN PROPOSITIONS PERTAINING TO THE ISSUANCE OF BONDS; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the Town of Addison, Texas (the "City") heretofore ordered and called a special election to be held on the 12<sup>th</sup> day of May, 2012 within the City for the purpose of submitting certain propositions pertaining to the issuance of bonds as set forth in the City ordinance ordering and calling the said election (the "Election"); and

**WHEREAS**, notice of the Election was given pursuant to and in accordance with applicable law, and the Election was duly and lawfully conducted and held on May 12, 2012, and the returns of the Election have been delivered in accordance with law to the City Council as the canvassing authority for the Election; and

**WHEREAS**, a quorum of the City Council as required by law met on May 22, 2012 for the purpose of canvassing the returns and declaring the results of the Election as set forth herein.

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

Section 1. The above and foregoing recitals to this Ordinance are true and correct and are incorporated herein and made a part of this Ordinance for all purposes.

Section 2. Canvass of General Election.

A. A tabulation of the returns of the special bond election held on May 12, 2012, called and ordered for the purpose of submitting certain propositions to the qualified voters of the City pertaining to the issuance of bonds as set forth in the City ordinance ordering and calling the said election, is attached hereto as Exhibit A and incorporated herein and made a part hereof for all purposes. A summary of the said tabulation of returns for the special bond election set forth in the attached Exhibit A, showing the total votes received for and against each measure or proposition, is as follows:

<u>Proposition</u>	<u>Number of "Yes" (For) Votes</u>	<u>Number of "No" (Against) Votes</u>	<u>Total Votes</u>
--------------------	--	---	------------------------

PROPOSITION NO. 1

“Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$29,500,000 for the purpose of providing funds for permanent public improvements, to-wit: engineering, constructing, reconstructing, improving, repairing, developing, extending and expanding streets, thoroughfares, bridges, interchanges, intersections, grade separations, sidewalks and other public ways of the Town, including related streetscape improvements, public utility improvements, storm drainage facilities and improvements, signalization and other traffic controls, street lighting, and the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

726

215

941

PROPOSITION NO. 2

“Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$10,000,000 for the purpose of providing funds for permanent public improvements, to-wit: relocating utilities currently located in or adjacent to the Belt Line Road right-of-way and acquiring, constructing, and developing Belt Line Road roadway and streetscape improvements and the acquisition of land therefor; such bonds to mature serially within

728

212

940

not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

PROPOSITION NO. 3

“Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$7,000,000 for the purpose of providing funds for permanent public improvements, to-wit: the acquisition and improvement of land and interests in land to provide improvements, additions and access to the Addison Municipal Airport; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

617                      324                      941

PROPOSITION NO. 4

“Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$3,000,000 for the design, construction, acquisition and improvement of public parking facilities for

646                      297                      943

the Addison Arts and Events District, including the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

PROPOSITION NO. 5

“Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$2,000,000 for the purpose of providing funds for permanent public improvements, to-wit: acquisition of high speed communications equipment and related wireless network infrastructure for connection with the Town’s data network, including automated meter reading and live monitoring infrastructure for law enforcement and first responders, parks and neighborhoods and airport security; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

735

203

938

PROPOSITION NO. 6

“Shall the City Council of the Town of Addison, Texas be authorized issue general obligation bonds of said Town in the aggregate principal amount of \$3,500,000 for public park improvements and improvements to Town pedestrian/bicycle trails, including neighborhood lighting, landscaping, signage and the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?”

734

206

940

B. In accordance with the foregoing and pursuant to applicable law, including the Texas Election Code and the City’s Home Rule Charter, the City Council finds, determines and declares the results of the special bond election to be that each of the propositions were approved and passed.

Section 3. Severability. The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance is held invalid or unconstitutional by the final, valid judgment or decree of a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 4. Effective Date. This Ordinance shall take effect immediately from and after its passage and approval.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas, on this the 22nd day of May, 2012.

---

Todd Meier, Mayor

ATTEST:

By: \_\_\_\_\_  
Chris Terry, City Secretary

APPROVED AS TO FORM:

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

**EXHIBIT A  
TO ORDINANCE NO. \_\_\_\_\_**

Town of Addison, Texas  
Special Bond Election – May 12, 2012  
Tabulation of Returns (Unofficial)

**Proposition No. 1:** Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$29,500,000 for the purpose of providing funds for permanent public improvements, to-wit: engineering, constructing, reconstructing, improving, repairing, developing, extending and expanding streets, thoroughfares, bridges, interchanges, intersections, grade separations, sidewalks and other public ways of the Town, including related streetscape improvements, public utility improvements, storm drainage facilities and improvements, signalization and other traffic controls, street lighting, and the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	191	267	1	8	8	0	43	32	0	35	34	0	0	0	0	48	59	0	726
<b>AGAINST</b>	56	80	0	5	1	0	8	10	0	8	11	0	0	0	0	23	13	0	215

**Proposition No. 2:** Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$10,000,000 for the purpose of providing funds for permanent public improvements, to-wit: relocating utilities currently located in or adjacent to the Belt Line Road right-of-way and acquiring, constructing, and developing Belt Line Road roadway and streetscape improvements and the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	195	264	1	6	8	0	43	26	0	34	32	0	0	0	0	58	61	0	728
<b>AGAINST</b>	53	82	0	7	1	0	7	15	0	9	12	0	0	0	0	14	12	0	212

**Proposition No. 3:** Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$7,000,000 for the purpose of providing funds for permanent public improvements, to-wit: the acquisition and improvement of land and interests in land to provide improvements, additions and access to the Addison Municipal Airport; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	164	221	1	8	7	0	36	23	0	29	28	0	0	0	0	49	51	0	617
<b>AGAINST</b>	84	123	0	5	2	0	15	18	0	14	17	0	0	0	0	24	22	0	324

**Proposition No. 4:** Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$3,000,000 for the design, construction, acquisition and improvement of public parking facilities for the Addison Arts and Events District, including the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	173	225	1	7	7	0	35	25	0	38	34	0	0	0	0	49	52	0	646
<b>AGAINST</b>	76	120	0	6	2	0	16	15	0	6	11	0	0	0	24	21	0	297	

**Proposition No. 5:** Shall the City Council of the Town of Addison, Texas be authorized to issue general obligation bonds of said Town in the aggregate principal amount of \$2,000,000 for the purpose of providing funds for permanent public improvements, to-wit: acquisition of high speed communications equipment and related wireless network infrastructure for connection with the Town's data network, including automated meter reading and live monitoring infrastructure for law enforcement and first responders, parks and neighborhoods and airport security; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	200	268	1	8	7	0	43	30	0	39	33	0	0	0	0	52	54	0	735
<b>AGAINST</b>	48	76	0	5	1	0	8	11	0	4	11	0	0	0	0	21	18	0	203

**Proposition No. 6:** Shall the City Council of the Town of Addison, Texas be authorized issue general obligation bonds of said Town in the aggregate principal amount of \$3,500,000 for public park improvements and improvements to Town pedestrian/bicycle trails, including neighborhood lighting, landscaping, signage and the acquisition of land therefor; such bonds to mature serially within not to exceed twenty-five (25) years from their date, to be issued in one or more series and sold at such prices and bear interest at such rates as shall be determined within the discretion of the City Council under the laws of the State in effect at the time of such issuance; and to provide for the payment of the principal of and interest on said bonds by levying ad valorem taxes to be assessed and collected annually in an amount sufficient to pay the annual interest on and to create a sinking fund to redeem said bonds as they become due?

	Precinct 5997 Early Voting	Precinct 5997 Election Day Voting	Precinct 5997 Prov EV/ED	Precinct 6003 Early Voting	Precinct 6003 Election Day Voting	Precinct 6003 Prov EV/ED	Precinct 6005 Early Voting	Precinct 6005 Election Day Voting	Precinct 6005 Prov EV/ED	Precinct 6007 Early Voting	Precinct 6007 Election Day Voting	Precinct 6007 Prov EV/ED	Precinct 6008 Early Voting	Precinct 6008 Election Day Voting	Precinct 6008 Prov EV/ED	Precinct 6011 Early Voting	Precinct 6011 Election Day Voting	Precinct 6011 Prov EV/ED	Total Votes
<b>FOR</b>	197	277	1	5	7	0	38	29	0	39	36	0	0	0	54	51	0	734	
<b>AGAINST</b>	52	68	0	8	1	0	12	12	0	4	9	0	0	0	19	21	0	206	

## Council Agenda Item: #R4

**AGENDA CAPTION:**

Presentation, discussion and consideration of approval of the appointment of Mayor Pro Tempore and Deputy Mayor Pro Tempore.

**FINANCIAL IMPACT:**

**BACKGROUND:**

N/A

**RECOMMENDATION:**

n/a

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## Council Agenda Item: #R5

**AGENDA CAPTION:**

Consideration, discussion and approval of a resolution supporting the appointment of Laura Maczka as the representative to the Regional Transportation Council of the North Central Texas Council of Governments.

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

The Regional Transportation Council is a 40 member independent transportation policymaking body which determines how regional transportation funds should be spent. The municipalities of Richardson, Addison, Murphy, Wylie, and Sachse share one representative. Kimberly Lay, from Addison, has served most recently as the representative. However, Ms. Lay is not running for re-election, and her seat will become vacant.

**RECOMMENDATION:**

NA

**COUNCIL GOALS:**

Promote Quality Transportation Services

**ATTACHMENTS:**

Description:

[Richardson RTC Resolution](#)

Type:

Backup Material

## **Council Agenda Item: #R6**

**AGENDA CAPTION:**

Discussion and Consideration of an Appointment of a Member to the Planning and Zoning Commission.

**FINANCIAL IMPACT:**

NA

**BACKGROUND:**

Commissioner Jennifer Hewitt's second term on the Planning and Zoning Commission will expire on May 25, 2012. Commissioner Hewitt was appointed by Council Member Clemens.

**RECOMMENDATION:**

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## **Council Agenda Item: #R7**

### **AGENDA CAPTION:**

Discussion and consideration of the approval of an ordinance adding Section 38-55 to the Town Code of Ordinances regarding the Addison Fire Department, including its organizational structure, functions, and existence.

### **FINANCIAL IMPACT:**

None

### **BACKGROUND:**

The Fire Department is working towards achieving accredited agency status from the Commission on Fire Accreditation International (CFAI) as part of our continuous improvement model demonstrating compliance with established national industry best practices. One of the core competencies in the CFAI process located in Category I, Governance and Administration is to demonstrate the department is legally established. On review of the Towns Code of Ordinances, the fire chief found the department was deficient in this core performance criterion.

The town's attorney has prepared an ordinance and language adding Section 38-55 amending the Town's Code of Ordinances affirming the ongoing and continued existence of the Addison Fire Department, describing the position of Fire Chief and the duties and responsibilities thereof, the Fire Department personnel, and the Fire Department functions and duties. The proposed ordinance will meet the criterion in the CFAI process demonstrating the department is legally established.

### **RECOMMENDATION:**

Staff recommends approval.

### **COUNCIL GOALS:**

Provide Superior Public Safety, Customer Service, Social and Health Services to the Community

**ATTACHMENTS:**

Description:

Type:

No Attachments Available

## **Council Agenda Item: #R8**

### **AGENDA CAPTION:**

Discussion and consideration of the approval of an ordinance amending various sections of the Town Code of Ordinances to accurately reflect the fire department organizational structure , roles and responsibilities.

### **FINANCIAL IMPACT:**

None

### **BACKGROUND:**

In the approved FY-12 budget; the fire department re-organized as part of the town's reduction in force eliminating the Fire Prevention-Deputy Fire Chief. The town's attorney has prepared an ordinance and language amending various sections of the Town's Code of Ordinances by removing references to the Fire Prevention Chief or Fire Marshal and referring instead to the Fire Chief or the Fire Chief's designee or the person appointed by the Fire Chief to be in charge of the Fire Prevention Division of the Fire Department.

### **RECOMMENDATION:**

Staff recommends approval.

### **COUNCIL GOALS:**

Provide Superior Public Safety, Customer Service, Social and Health Services to the Community

### **ATTACHMENTS:**

Description:

Type:

No Attachments Available

## Council Agenda Item: #R9

### AGENDA CAPTION:

Presentation, discussion and consideration of the approval of a Resolution adopting the revised Town of Addison Basic Emergency Management Plan as required by the State of Texas.

### FINANCIAL IMPACT:

None

### BACKGROUND:

The Government Code of Texas requires that local jurisdictions revise, update and adopt their Emergency Management Plan every five years. The current plan is due for revision on or before September 2012.

The town's emergency management coordinator (fire chief) and emergency management interns have revised the Basic Emergency Management Plan and supporting Annexes to the latest version of the Texas Department of Emergency Management (TDEM) plan templates and required verbiage. No significant operational changes or changes in operational responsibilities have been made to the plan. Once the Plan is adopted by Resolution; the fire chief will submit the Plan and supporting Annexes to the TDEM for final review and approval.

### RECOMMENDATION:

Staff recommends approval.

### COUNCIL GOALS:

Provide Superior Public Safety, Customer Service, Social and Health Services to the Community

### ATTACHMENTS:

Description:

- [Basic Emergency Plan Resolution & Signature Pages](#)
- [Basic Plan NIMS](#)
- [Emergency Management Exhibit](#)

Type:

Resolution Letter  
Backup Material  
Exhibit

# **APPROVAL & IMPLEMENTATION**

## **THE TOWN OF ADDISON**

### **Emergency Management Plan**

THIS EMERGENCY MANAGEMENT PLAN IS HEREBY APPROVED. THIS PLAN IS EFFECTIVE IMMEDIATELY AND SUPERCEDES ALL PREVIOUS EDITIONS.

---

TODD MEIER  
MAYOR

---

DATE

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

**A RESOLUTION BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS TO ADOPT THE REVISED EMERGENCY MANAGEMENT PLAN IN ORDER TO ENHANCE THE TOWN OF ADDISON EMERGENCY PREPAREDNESS.**

WHEREAS, THE TOWN OF ADDISON IS EXPOSED TO MANY HAZARDS, ALL OF WHICH HAVE THE POTENTIAL FOR DISRUPTING THE COMMUNITY, CAUSING CASUALTIES, AND DAMAGING OR DESTROYING PUBLIC OR PRIVATE PROPERTY; AND,

WHEREAS, THE TOWN OF ADDISON HAS THE PRIMARY ROLE IN IDENTIFYING AND MITIGATING HAZARDS, PREPARING FOR AND RESPONDING TO, AND MANAGING THE RECOVERY FROM EMERGENCY SITUATIONS THAT AFFECT THE TOWN; AND,

WHEREAS, THE TOWN OF ADDISON HAS ORGANIZED ITS RESOURCES FOR THE BENEFIT OF RESIDENTS AND BUSINESSES AFFECTED DURING A DISASTER; AND,

WHEREAS, THE TOWN OF ADDISON EMERGENCY MANAGEMENT PLAN HAS RECENTLY BEEN REVISED INCLUDING CONFORMANCE WITH THE FEDERALLY MANDATED NATINAL INCIDENT MANAGEMENT SYSTEM; NOW, THEREFORE,

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

THAT, THE CITY COUNCIL DOES HEREBY ADOPT THE REVISED TOWN OF ADDISON EMERGENCY MANAGEMENT PLAN TO ENHANCE ITS EMERGENCY PREPAREDNESS.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, THIS THE 8<sup>TH</sup> DAY OF MAY 2012.

---

TODD MEIER; MAYOR

ATTEST:

---

CITY SECRETARY

**EMERGENCY MANAGEMENT  
PLAN  
FOR  
TOWN OF ADDISON**

*Addison!*

# **APPROVAL & IMPLEMENTATION**

## **THE TOWN OF ADDISON**

### **Emergency Management Plan**

THIS EMERGENCY MANAGEMENT PLAN IS HEREBY APPROVED. THIS PLAN IS EFFECTIVE IMMEDIATELY AND SUPERCEDES ALL PREVIOUS EDITIONS.

---

TODD MEIER  
MAYOR

---

DATE

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

**A RESOLUTION BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS TO ADOPT THE REVISED EMERGENCY MANAGEMENT PLAN IN ORDER TO ENHANCE THE TOWN OF ADDISON EMERGENCY PREPAREDNESS.**

WHEREAS, THE TOWN OF ADDISON IS EXPOSED TO MANY HAZARDS, ALL OF WHICH HAVE THE POTENTIAL FOR DISRUPTING THE COMMUNITY, CAUSING CASUALTIES, AND DAMAGING OR DESTROYING PUBLIC OR PRIVATE PROPERTY; AND,

WHEREAS, THE TOWN OF ADDISON HAS THE PRIMARY ROLE IN IDENTIFYING AND MITIGATING HAZARDS, PREPARING FOR AND RESPONDING TO, AND MANAGING THE RECOVERY FROM EMERGENCY SITUATIONS THAT AFFECT THE TOWN; AND,

WHEREAS, THE TOWN OF ADDISON HAS ORGANIZED ITS RESOURCES FOR THE BENEFIT OF RESIDENTS AND BUSINESSES AFFECTED DURING A DISASTER; AND,

WHEREAS, THE TOWN OF ADDISON EMERGENCY MANAGEMENT PLAN HAS RECENTLY BEEN REVISED INCLUDING CONFORMANCE WITH THE FEDERALLY MANDATED NATINAL INCIDENT MANAGEMENT SYSTEM; NOW, THEREFORE,

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

THAT, THE CITY COUNCIL DOES HEREBY ADOPT THE REVISED TOWN OF ADDISON EMERGENCY MANAGEMENT PLAN TO ENHANCE ITS EMERGENCY PREPAREDNESS.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, THIS THE 8<sup>TH</sup> DAY OF MAY 2012.

---

TODD MEIER; MAYOR

ATTEST:

---

CITY SECRETARY



# TABLE OF CONTENTS

## BASIC PLAN

I.	AUTHORITY .....	6
	A. Federal .....	6
	B. State .....	6
	C. Local .....	6
II.	PURPOSE .....	7
III.	EXPLANATION OF TERMS .....	7
	A. Acronyms .....	7
	B. Definitions .....	7
IV.	SITUATION AND ASSUMPTIONS .....	10
	A. Situation .....	10
	B. Assumptions.....	11
V.	CONCEPT OF OPERATIONS .....	11
	A. Objectives .....	11
	B. General .....	12
	C. Operational Guidance.....	13
	D. Incident Command System (ICS) .....	14
	E. ICS - EOC Interface.....	14
	F. STATE, FEDERAL & OTHER ASSISTANCE.....	15
	G. Emergency Authorities .....	16
	H. Activities by Phases of Emergency Management .....	17
VI.	ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES .....	18
	A. Organization.....	18
	B. Assignment of Responsibilities .....	19
VII.	DIRECTION AND CONTROL .....	30
	A. General .....	30
	B. Emergency Facilities .....	31
	C. Line of Succession .....	32
VIII.	READINESS LEVELS.....	32
IX.	ADMINISTRATION AND SUPPORT.....	35
	A. Agreements and Contracts .....	35
	B. Reports.....	35
	C. RECORDS.....	35
	D. TRAINING.....	36
	E. CONSUMER PROTECTION.....	36
	F. Post-Incident and Exercise Review .....	37

X. PLAN DEVELOPMENT AND MAINTENANCE .....	37
A. Plan Development .....	37
B. Distribution of Planning Documents .....	37
C. Review .....	38
D. Update.....	38

**ATTACHMENTS**

Attachment 1: Distribution List.....	1-1
Attachment 2: References.....	2-1
Attachment 3: Organization for Emergency Management .....	3-1
Attachment 4: Emergency Management Functional Responsibilities.....	4-2
Attachment 5: Annex Assignments.....	5-1
Attachment 6: Summary of Agreements & Contracts .....	6-1
Attachment 7: Incident Command System Summary .....	7-1

**ANNEXES** (distributed under separate cover)

Annex A – Warning .....	A-1
Annex B – Communications .....	B-1
Annex C – Shelter & Mass Care .....	C-1
Annex D – Radiological Protection .....	D-1
Annex E – Evacuation.....	E-1
Annex F – Firefighting .....	F-1
Annex G – Law Enforcement .....	G-1
Annex H – Health & Medical Services .....	H-1
Annex I – Public Information .....	I-1
Annex J – Recovery .....	J-1
Annex K – Public Works & Engineering .....	K-1
Annex L – Energy & Utilities.....	L-1
Annex M – Resource Management.....	M-1
Annex N – Direction & Control .....	N-1
Annex O – Human Services .....	O-1
Annex P – Hazard Mitigation.....	P-1
Annex Q – Hazardous Materials & Oil Spill Response .....	Q-1
Annex R – Search & Rescue.....	R-1
Annex S – Transportation .....	S-1
Annex T – Donations Management.....	T-1
Annex U – Legal .....	U-1
Annex V – Terrorist Incident Response .....	V-1
Annex W – Airport.....	W-1
Annex X – Information Technology.....	X-1

# BASIC PLAN

## I. AUTHORITY

### A. Federal

1. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
2. Emergency Planning and Community Right-to-Know Act, 42 USC Chapter 116
3. Emergency Management and Assistance, 44 CFR
4. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
5. Homeland Security Act of 2002
6. Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
7. Homeland Security Presidential Directive. HSPD-3, Homeland Security Advisory System
8. National Incident Management System
9. National Response Plan
10. National Strategy for Homeland Security, July 2002
11. Nuclear/Radiological Incident Annex of the National Response Plan

### B. State

1. Government Code, Chapter 418 (Emergency Management)
2. Government Code, Chapter 421 (Homeland Security)
3. Government Code, Chapter 433 (State of Emergency)
4. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
5. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
6. Executive Order of the Governor Relating to Emergency Management
7. Executive Order of the Governor Relating to the National Incident Management System
8. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
9. The Texas Homeland Security Strategic Plan, Part I and II, December 15, 2003
10. The Texas Homeland Security Strategic Plan, Part III, February 2004

### C. Local

1. Town of Addison Code of Ordinances Chapter 2, Section 2-72.
2. Town of Addison Code of Ordinances Chapter 30, Section 30-31 through 30-37 dated 1982.
3. INTER-LOCAL AGREEMENTS AND CONTRACTS. SEE THE SUMMARY IN ATTACHMENT 6.
4. TOWN OF ADDISON CHARTER SECTION 2.08 (W, X) (POWERS OF THE CITY COUNCIL).
5. TOWN OF ADDISON CHARTER SECTION 11.26 (DISASTER CLAUSE).

## II. PURPOSE

This Basic Plan outlines the Town of Addison's approach to emergency operations, and is applicable to the Town of Addison. It provides general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response, and recovery. The plan describes our emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local officials, departments, and agencies. The primary audience for the document includes the Mayor and other elected officials, emergency management staff, department and division heads and their senior staff members, leaders of local volunteer organizations that support emergency operations and others who may participate in our mitigation, preparedness, response, and recovery efforts.

## III. EXPLANATION OF TERMS

### A. Acronyms

AAR	After Action Report
ARC	American Red Cross
CFR	Code of Federal Regulations
DDC	Disaster District Committee
DHS	Department of Homeland Security
EOC	Emergency Operations or Operating Center
EPI	Emergency Public Information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency, an element of the U.S. Department of Homeland Security
Hazmat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive 5
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
NIMS	National Incident Management System
NRP	National Response Plan
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
SOPs	Standard Operating Procedures
SOC	State Operations Center
TRRN	Texas Regional Response Network
TSA	The Salvation Army

### B. Definitions

1. Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being managed by an ICS

organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

2. Disaster District. Disaster Districts are regional state emergency management organizations mandated by the Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of Highway Patrol Districts and Sub-Districts of the Texas Department of Public Safety. The Town of Addison resides in Disaster District 1A (Garland).
3. Disaster District Committee. The DDC consists of a Chairperson (the local Highway Patrol captain or command lieutenant) and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating the use of, committing, and directing state resources within the district to respond to emergencies. The Town of Addison DDC Chairperson resides at the Department of Public Safety offices in Garland.
4. Emergency Operations or Operating Center. Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation. The Town of Addison emergency operating center is located at fire station one in the training room, 4798 Airport Parkway, Addison, TX 75001.
5. Public Information. Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
6. Emergency Situation. As used in this plan, this term is intended to describe a range of situations, from a minor incident to a catastrophic disaster. It includes the following:
  - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
    - 1) Involves a limited area and/or limited population.
    - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
    - 3) Warning and public instructions are provided in the immediate area, not community-wide.
    - 4) One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
    - 5) May require limited external assistance from other local response agencies or contractors.
    - 6) For the purposes of the NRP, incidents include the full range of occurrences that require an emergency response to protect life or property.
  - b. Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
    - 1) Involves a large area, significant population, or important facilities.

- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) May require community-wide warning and public instructions.
  - 4) Requires a sizable multi-agency response operating under an incident commander.
  - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
  - 6) The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
  - 7) For the purposes of the NRP, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lesson or avert the threat of catastrophe in any part of the United States.
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
- 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by all local response agencies operating under one or more incident commanders.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
  - 6) The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
  - 7) For the purposes of the NRP, a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRP, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are *Incidents of National Significance*.
7. Hazard Analysis. A document, published separately from this plan, that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.
  8. Hazardous Material (Hazmat). A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable,

reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

9. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
10. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.
11. Stafford Act. The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
12. Standard Operating Procedures. Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. May also be referred to as Standard Operating Guidelines (SOGs).

**IV. SITUATION AND ASSUMPTIONS**

**A. Situation**

The Town of Addison is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1. More detailed information is provided in our Hazard Analysis, published separately.

**Figure 1**

**HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence* (See below)	Estimated Impact on Public Health & Safety			Estimated Impact On Property		
		Limited	Moderate	Major	Limited	Moderate	Major
<i>Natural</i>							
Drought	OCCASIONAL	MODERATE			LIMITED		
Earthquake	UNLIKELY	LIMITED			LIMITED		
Flash Flooding	OCCASIONAL	LIMITED			LIMITED		
Flooding (river or tidal)	UNLIKELY	LIMITED			LIMITED		
Hurricane	UNLIKELY	LIMITED			LIMITED		
Subsidence	LIKELY	LIMITED			MODERATE		
Tornado	LIKELY	MODERATE			MAJOR		

Wildfire	UNLIKELY	LIMITED	LIMITED
Winter Storm	LIKELY	MODERATE	MODERATE
<b>Technological</b>			
Aircraft Accident	OCCASIONAL	LIMITED	MAJOR
Energy/Fuel Shortage	UNLIKELY	LIMITED	LIMITED
Hazmat/Oil Spill (fixed site)	OCCASIONAL	LIMITED	LIMITED
Hazmat/Oil Spill (transport)	OCCASIONAL	LIMITED	LIMITED
Major Structural Fire	OCCASIONAL	MODERATE	MODERATE
Nuclear Facility Incident	UNLIKELY	MAJOR	MAJOR
Water System Failure	UNLIKELY	MAJOR	MAJOR
<b>Security</b>			
Civil Disorder	UNLIKELY	LIMITED	LIMITED
Enemy Military Attack	UNLIKELY	LIMITED	LIMITED
Terrorism	UNLIKELY	MODERATE	MODERATE
* <b>Likelihood of Occurrence:</b> Unlikely, Occasional, Likely, or Highly Likely			

## B. Assumptions

1. The Town of Addison will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations, affecting the Town of Addison. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation actions, such as floodplain management, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of emergency responders and other personnel, and conducting periodic emergency drills and exercises can improve our readiness to deal with emergency situations.
5. EOC staff requiring support services such as secretaries, assistants, technical staff, etc. must arrange to have them present via the annexes they are responsible for.

## V. CONCEPT OF OPERATIONS

### A. Objectives

The objectives of the Town's emergency management program are to protect public health and safety and preserve public and private property.

## B. General

1. It is our responsibility to protect public health and safety and preserve property from the effects of hazardous events. We have the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the Town of Addison.
2. It is impossible for government to do everything that is required to protect the lives and property of our population. Our citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. We will assist our citizens in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
3. The Town of Addison is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. The state and federal governments offer programs that provide some assistance with portions of these responsibilities.
4. To achieve our objectives, we have organized an emergency program that is both integrated (employs the resources of government, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, preparedness, response, and recovery). This plan is one element of our preparedness activities.
5. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn the public during any emergency situation, whatever the cause.
6. Departments and agencies tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments and agencies are charged with ensuring the training and equipment necessary for an appropriate response are in place.
7. This plan is based upon the concept that the emergency functions that must be performed by many departments or agencies generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.
8. We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPD)-5. Our adoption of NIMS will provide a consistent approach to the effective management of situations involving natural or man-made disasters, or terrorism. NIMS allows us to integrate our response activities using a set of standardized organizational structures designed to improve

interoperability between all levels of government, private sector, and nongovernmental organizations.

9. This plan, in accordance with the National Response Plan (NRP), is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage and recover from attacks, major disasters, and other emergencies that occur. In the event of an Incident of National Significance, as defined in HSPD-5, we will integrate all operations with all levels of government, private sector, and nongovernmental organizations through the use of NRP coordinating structures, processes, and protocols.

### **C. Operational Guidance**

We will employ the six components of the NIMS in all operations, which will provide a standardized framework that facilitates our operations in all phases of emergency management. Attachment 7 provides further details on the NIMS.

1. Initial Response. Our emergency responders will be the first on the scene of an emergency situation. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from our local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. Implementation of ICS
  - a. The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
  - b. For some types of emergency situations, a specific incident scene may not exist in the initial response phase and the EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an incident command post may be established, and direction and control of the response transitioned to the Incident Commander.
3. Source and Use of Resources.
  - a. The Town of Addison will use our own resources, all of which meet the requirements for resource management in accordance with the NIMS, to respond to emergency situations, purchasing supplies and equipment if necessary, and request assistance if our resources are insufficient or inappropriate. §418.102 of the Government Code provides that Dallas County should be the first channel through which a municipality requests assistance when its resources are exceeded. If additional resources are required, Addison will:

- 1) Summon those resources available to us pursuant to inter-local agreements. See Attachment 6 to this plan, which summarizes the inter-local agreements and identifies the officials authorized to request those resources.
  - 2) Summon emergency service resources that we have contracted for. See Attachment 6.
  - 3) Request assistance from volunteer groups active in disasters.
  - 4) Request assistance from industry or individuals who have resources needed to deal with the emergency situation.
- b. When external agencies respond to an emergency situation within the Town of Addison, we expect them to conform to the guidance and direction provided by our incident commander, which will be in accordance with the NIMS.

#### **D. Incident Command System (ICS)**

1. We intend to employ the ICS, an integral part of the NIMS, in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. A summary of ICS is provided in Attachment 7.
2. The incident commander is responsible for carrying out the ICS function of command -- managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the incident commander and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different departments or agencies may be assigned to separate staff sections charged with those functions.
3. An incident commander using response resources from one or two departments or agencies can handle the majority of emergency situations. Departments or agencies participating in this type of incident response will normally obtain support through the Town of Addison and/or automatic/mutual aid agreements.
4. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency. Attachment 7 provides additional information on Unified and Area Commands.

#### **E. ICS - EOC Interface**

1. For major emergencies and disasters, the Emergency Operations Center (EOC) will be activated. The EOC is located at Fire Station One in the training room, 4798 Airport Parkway, Addison, TX 75001. When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The incident commander is generally responsible for field operations, including:

- a. Isolating the scene.
  - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
  - c. Warning the population in the area of the incident and providing emergency instructions to them.
  - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
  - e. Implementing traffic control arrangements in and around the incident scene.
  - f. Requesting additional resources from the EOC.
3. The EOC is generally responsible for:
- a. Providing resource support for the incident command operations.
  - b. Issuing community-wide warning.
  - c. Issuing instructions and providing information to the general public.
  - d. Organizing and implementing large-scale evacuation.
  - e. Organizing and implementing shelter and mass arrangements for evacuees.
  - f. Coordinating traffic control for large-scale evacuations.
  - g. Requesting assistance from the State and other external sources.
4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable and the allocation of resources to specific field operations will be coordinated through the EOC.

## **F. State, Federal, & Other Assistance**

### **1. State & Federal Assistance**

- a. If Town of Addison and local resources are inadequate to deal with an emergency situation, we will request assistance from the State. State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. As noted previously, cities must request assistance from their county before requesting state assistance
- b. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson (Highway patrol captain), who is located at the Department of Public Safety District Office in Garland at 350 West IH 30, Garland, TX 75043 (214) 861-2155 or (214) 861-2000. See Appendix 2 to Annex M, Resource Management, for a form that can be used to request state assistance. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson. A request for state assistance must be made by the Town of Addison Mayor and may be made by telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

- c. The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the district to the State Operations Center (SOC) in Austin for action.
- d. Dallas County Office of Security & Emergency Management also has resources available in case of a disaster. They may be contacted as follows:

Dallas County  
Homeland Security & Emergency Management  
Records Building  
509 Main Street  
Room 305  
Dallas, TX  
(214) 653-7980 [M-F 8 to 4:30]  
(469) 865-9461 24 Hour Duty Phone

## 2. Other Assistance

- a. If resources required to control an emergency situation are not available within the State, the Governor may request assistance from other states pursuant to a number of interstate compacts or from the federal government through the Federal Emergency Management Agency (FEMA).
- b. For major emergencies and disasters for which a Presidential declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments. The *National Response Plan (NRP)* describes the policies, planning assumptions, concept of operations, and responsibilities of designated federal agencies for various response and recovery functions. The *Nuclear/Radiological Incident Annex of the NRP* addresses the federal response to major incidents involving radioactive materials.
- c. FEMA has the primary responsibility for coordinating federal disaster assistance. No direct federal assistance is authorized prior to a Presidential emergency or disaster declaration, but FEMA has limited authority to stage initial response resources near the disaster site and activate command and control structures prior to a declaration and the Department of Defense has the authority to commit its resources to save lives prior to an emergency or disaster declaration. See Annex J, Recovery, for additional information on the assistance that may be available during disaster recovery.
- d. The NRP applies to Stafford and non-Stafford Act incidents and is designed to accommodate not only actual incidents, but also the threat of incidents. Therefore, NRP implementation is possible under a greater range of incidents.

## G. Emergency Authorities

- 1. Key federal, state, and local legal authorities pertaining to emergency management are listed in Section I of this plan.

2. Texas statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergency situations. If necessary, the Mayor shall use these powers during emergency situations. These powers include:
  - a. Emergency Declaration. In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained in Annex U, Legal.
  - b. Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster. These powers include:
    - 1) Suspending procedural laws and rules to facilitate a timely response.
    - 2) Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
    - 3) Restricting the movement of people and occupancy of premises.
    - 4) Prohibiting the sale or transportation of certain substances.
    - 5) Implementing price controls.

A local disaster declaration activates the recovery and rehabilitation aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance. See Annex U, Legal, for further information on disaster declarations and procedures for invoking emergency powers.

- c. Authority for Evacuations. State law provides a county judge or mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

## **H. Activities by Phases of Emergency Management**

1. This plan addresses emergency actions that are conducted during all four phases of emergency management.
  - a. Mitigation

The Town of Addison will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Our mitigation program is outlined in Annex P, Mitigation.

b. Preparedness

The Town of Addison will conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the Town's emergency management program are:

- 1) Providing emergency equipment and facilities.
- 2) Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- 3) Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- 4) Conducting periodic drills and exercises to test our plans and training.

c. Response

The Town of Addison will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning, emergency medical services, firefighting, law enforcement operations, evacuation, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

d. Recovery

If a disaster occurs, the Town of Addison will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. Our recovery program is outlined in Annex J, Recovery.

<b>VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES</b>
--

**A. Organization**

1. General

Most departments and agencies within the Town of Addison have emergency functions in addition to their normal day-to-day duties. During emergency situations, our normal organizational arrangements are modified to facilitate emergency operations. Our

governmental organization for emergencies includes an executive group, emergency services, and support services. Attachment 3 depicts our emergency organization.

## 2. Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group for the Town of Addison includes the Mayor, City Manager(s), and Emergency Management Coordinator(s).

## 3. Emergency Services

Emergency services include the Incident Commander and those departments, agencies, and groups with primary emergency response actions. The incident commander is the person in charge at an incident site.

## 4. Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources.

## 5. Volunteer and Other Services

This group includes organized volunteer groups and businesses that have agreed to provide certain support for emergency operations.

# **B. Assignment of Responsibilities**

## 1. General

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel may be assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the department or agency that has legal responsibility for that function or possesses the most appropriate knowledge and skills. Other officials, departments, and agencies may be assigned support responsibilities for specific emergency functions. Attachment 4 summarizes the general emergency responsibilities of local officials, department and agency heads, and other personnel.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Plan and annex assignments are outlined in Attachment 5. Listed below are general responsibilities assigned to the Executive Group, Emergency Services, Support Services, and other Support Agencies. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

### 3. Executive Group Responsibilities

#### a. The Mayor will:

- 1) Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- 2) Monitor the emergency response during disaster situations and provides direction where appropriate.
- 3) With the assistance of the Marketing and Communications Manager (Public Information Officer), keep the public informed during emergency situations.
- 4) With the assistance of the legal staff, declare a local state of disaster, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- 5) Request assistance from other local governments or the State when necessary
- 6) Direct activation of the EOC.

#### b. The City Manager will:

- 1) Implement the policies and decisions of the governing body (City Council) relating to emergency management.
- 2) Organize the emergency management program and identify personnel, equipment, and facility needs.
- 3) Assign emergency management program tasks to departments and agencies.
- 4) Ensure that departments and agencies participate in emergency planning, training, and exercise activities.
- 5) Coordinate the operational response of local emergency services.
- 6) Coordinate activation of the EOC and supervise its operation.

#### c. The Emergency Management Coordinator and/or assistant EMC will:

- 1) Serve as the staff advisor to the Mayor and City Manager on emergency management matters.
- 2) Keep the Mayor, City Manager, and governing body apprised of our preparedness status and emergency management needs.
- 3) Coordinate local planning and preparedness activities and the maintenance of this plan.
- 4) Prepare and maintain a resource inventory.
- 5) Arrange appropriate training for local emergency management personnel and emergency responders.
- 6) Coordinate periodic emergency exercises to test our plan and training.
- 7) Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
- 8) Activate the EOC when required.
- 9) Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- 10) Coordinate with organized volunteer groups and businesses regarding emergency operations.

#### 4. Common Responsibilities

All emergency services and support services will:

- a. Provide personnel, equipment, and supplies to support emergency operations upon request.
- b. Develop and maintain SOPs for emergency tasks.
- c. Provide trained personnel to staff the incident command post and EOC and conduct emergency operations.
- d. Provide current information on emergency resources for inclusion in the Resource List in Appendix 1 to Annex M, Resource Management.
- e. Report information regarding emergency situations and damage to facilities and equipment to the Incident Commander and/or the EOC.

#### 5. Emergency Services Responsibilities

a. The Incident Commander will:

- 1) Manage emergency response resources and operations at the incident site command post to resolve the emergency situation.
- 2) Determine and implement required protective actions for response personnel and the public at an incident site.

b. Warning.

- 1) Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain Annex A (Warning) to this plan and supporting SOPs. The warning function may be delegated to the Public Safety Communications Manager and/or the Communications Supervisor.
- 2) Emergency tasks to be performed include:
  - a) Receive information on emergency situations.
  - b) Alert key local officials of emergency situations.
  - c) Disseminate warning information and instructions to the public through available warning systems.
  - d) Disseminate warning and instructions to special facilities such as schools and hospitals.

c. Communications.

- 1) Primary responsibility for this function is assigned to the Communications Supervisor who will prepare and maintain Annex B (Communications) to this plan and supporting SOPs.

- 2) Emergency tasks to be performed include:
  - a) Identify the communications systems available with the local area and determine the connectivity of those systems, and ensure their interoperability.
  - b) Develop plans and procedures for coordinated use of the various communications systems available in this jurisdiction during emergencies.
  - c) Determine and implement means of augmenting communications during emergencies, including support by volunteer organizations.
- d. Radiological Protection.
  - 1) Primary responsibility for this function is assigned to the EMS/Training Division Deputy Chief, who will prepare and maintain Annex D (Radiological Protection) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Maintain inventory of radiological equipment.
    - b) Ensure response forces include personnel with current training in radiological monitoring and decontamination.
    - c) Respond to radiological incidents and terrorist incidents involving radiological materials.
    - d) Make notification concerning radiological incidents to state and federal authorities.
- e. Evacuation.
  - 1) Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain Annex E (Evacuation) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Identify areas where evacuation has been performed or may be needed in the future and determine the population(s) at risk.
    - b) Perform evacuation planning for known risk areas to include route selection and determination of traffic control requirements.
    - c) Develop simplified planning procedures for ad hoc evacuations.
    - d) Determine emergency public information requirements.
    - e) Perform evacuation planning for special needs facilities (schools, hospitals, nursing homes, and other institutions).
- f. Firefighting.
  - 1) Primary responsibility for this function is assigned to the Fire Chief who will prepare and maintain Annex F (Firefighting) to this plan and supporting SOPs.
  - 2) Emergency tasks to be performed include:
    - a) Fire prevention activities.
    - b) Fire detection and control.

- c) Hazardous material and oil spill response.
- d) Terrorist incident response.
- e) Evacuation support.
- f) Post-incident reconnaissance and damage assessment.
- g) Fire safety inspection of temporary shelters.
- h) Prepare and maintain fire resource inventory.

g. Law Enforcement.

- 1) Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain Annex G (Law Enforcement) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintenance of law and order.
  - b) Traffic control.
  - c) Terrorist incident response.
  - d) Provision of security for vital facilities, evacuated areas, and shelters.
  - e) Access control for damaged or contaminated areas.
  - f) Warning support.
  - g) Post-incident reconnaissance and damage assessment.
  - h) Prepare and maintain law enforcement resource inventory.

h. Health and Medical Services.

- 1) Primary responsibility for this function is assigned to the Deputy Chief for Emergency Medical Services/Training who will prepare and maintain Annex H (Health & Medical Services) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate health and medical care and EMS support during emergency situations.
  - b) Public health information and education.
  - c) Inspection of food and water supplies.
  - d) Develop emergency public health regulations and orders.
  - e) Coordinate collection, identification, and internment of deceased victims.

i. Direction and Control.

- 1) Primary responsibility for this function is assigned to the City Manager and EMC. The EMC will prepare and maintain Annex N (Direction & Control) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Direct and control our local operating forces.
  - b) Maintain coordination with neighboring jurisdictions and the Disaster District in Garland.

- c) Maintain the EOC in an operating mode or be able to convert the designated facility space into an operable EOC rapidly.
- d) Assigns representatives, by title, to report to the EOC and develops procedures for crisis training.
- e) Develops and identifies the duties of the staff, use of displays and message forms, and procedures for EOC activation.
- f) Coordinates, in consultation with the Police Chief, the evacuation of areas at risk.

j. Hazardous Materials & Oil Spill.

- 1) The primary responsibility for this function is assigned to the Fire Chief who will prepare and maintain Annex Q (Hazardous Material & Oil Spill Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) In accordance with OSHA regulations, establish ICS to manage the response to hazardous materials incidents.
  - b) Coordinate external technical assistance and equipment support for hazmat incident.
  - c) Establish the hazmat incident functional areas (e.g., Hot Zone, cool zone, Cold Zone, etc.)
  - d) Determine and implement requirements for personal protective equipment for emergency responders.
  - e) Initiate appropriate actions to control and eliminate the hazard in accordance with established hazmat response guidance and SOPs.
  - f) Determine areas at risk and which public protective actions, if any, should be implemented.
  - g) Apply appropriate firefighting techniques if the incident has, or may, result in a fire.
  - h) Determines when affected areas may be safely reentered.

k. Search & Rescue.

- 1) The primary responsibility for this function is assigned to the Fire Chief who will prepare and maintain Annex R (Search and Rescue) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate and conduct search and rescue activities.
  - b) Identify requirements for specialized resources to support rescue operations.
  - c) Coordinate external technical assistance and equipment support for search and rescue operations (see Metrocrest Area Rescue Team Directory in Search & Rescue Annex).

l. Terrorist Incident Response.

- 1) Primary responsibility for this function is assigned to the Police Chief who will prepare and maintain Annex V (Terrorist Incident Response) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Coordinate and carry out defensive anti-terrorist activities, including criminal intelligence, investigation, protection of facilities, and public awareness activities.
  - b) Coordinate and carry out offensive counter-terrorist operations to neutralize terrorist activities.
  - c) Carry out terrorism consequence operations conducted in the aftermath of a terrorist incident to save lives and protect public and private property.
  - d) Ensure required notification of terrorist incidents is made to state and federal authorities.

## 6. Support Services Responsibilities

### a. Shelter and Mass Care.

- 1) Primary responsibility for this function is assigned to the Dallas Area Chapter of the American Red Cross via the Director of Parks & Recreation and/or Parks Operations Manager and/or Recreation Manager who will prepare and maintain Annex C (Shelter and Mass Care) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Perform emergency shelter and mass care planning.
  - b) Coordinate and conduct shelter and mass care operations with other departments, relief agencies, and volunteer groups.

### b. Public Information.

- 1) Primary responsibility for this function is assigned to the Marketing & Communications Manager who will prepare and maintain Annex I (Emergency Public Information) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish a Joint Information Center (JIC)
  - b) Conduct on-going hazard awareness and public education programs.
  - c) Pursuant to the Joint Information Center (JIS), compile and release information and instructions for the public during emergency situations and responds to questions relating to emergency operations.
  - d) Provide information to the media and the public during emergency situations.
  - e) Arrange for media briefings.
  - f) Compiles print and photo documentation of emergency situations.

### c. Recovery.

- 1) Primary responsibility for this function is assigned to the Deputy City Manager who will prepare and maintain Annex J (Recovery) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Establish and train a damage assessment team using local personnel. Coordinate the efforts of that team with state and federal damage assessment personnel who may be dispatched to assist us.
  - b) Assess and compile information on damage to public and private property and needs of disaster victims and formulate and carry out programs to fill those needs.
  - c) If damages are beyond our capability to deal with, compile information for use by our elected official (The Mayor) in requesting state or federal disaster assistance.
  - d) If we are determined to be eligible for state or federal disaster assistance, coordinate with state and federal agencies to carry out authorized recovery programs.

d. Public Works & Engineering.

- 1) Primary responsibility for this function is assigned to the Town of Addison Public Works Director who will prepare and maintain Annex K (Public Works & Engineering) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Protect government facilities and vital equipment where possible.
  - b) Assess damage to streets, bridges, traffic control devices, and other public facilities.
  - c) Direct temporary repair of vital facilities.
  - d) Restore damaged roads and bridges.
  - e) Restoration of contract waste treatment and disposal systems.
  - f) Arrange for debris removal.
  - g) General damage assessment support.
  - h) Building inspection support.
  - i) Provide specialized equipment to support emergency operations.
  - j) Support traffic control and search and rescue operations.
  - k) Identify requirements for emergency drinking water and portable toilets to the agency responsible for mass care.

e. Utilities.

- 1) Primary responsibility for this function is assigned to the Oncor Electric via the Public Works Director who will prepare and maintain Annex L (Utilities) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Prioritize restoration of utility service to vital facilities and other facilities.

- b) Arrange for the provision of emergency power sources where required.
- c) Identify requirements for emergency drinking water and portable toilets to the department or agency responsible for mass care.
- d) Assess damage to, repair, and restore public utilities.
- e) Monitor recovery activities of privately owned utilities.

f. Resource Management.

1) Primary responsibility for this function is assigned to the Finance Director who will prepare and maintain Annex M (Resource Management) to this plan and supporting SOPs. The Town's Special Events Manager will also be assigned to assist in this function.

2) Emergency tasks to be performed include:

- a) Maintain an inventory of emergency resources.
- b) During emergency operations, locates supplies, equipment, and personnel to meet specific needs.
- c) Maintain a list of suppliers for supplies and equipment needed immediately in the aftermath of an emergency.
- d) Establish emergency purchasing procedures and coordinate emergency procurements.
- e) Establish and maintain a manpower reserve and coordinate assignment of reserve personnel to departments and agencies that require augmentation.
- f) Coordinate transportation, sorting, temporary storage, and distribution of resources during emergency situations.
- g) Establish staging areas for resources, if required.
- h) During emergency operations, identify to the Donations Management Coordinator those goods, services, and personnel that are needed.
- i) Maintain records of emergency-related expenditures for purchases and personnel.

g. Human Services.

1) Primary responsibility for this function is assigned to the Parks and Recreation Director. Prepare and maintain Annex O (Human Services) to this plan and supporting SOPs

2) Emergency tasks to be performed include:

- a) Identify emergency feeding sites.
- b) Identify sources of clothing for disaster victims.
- c) Secure emergency food supplies.
- d) Coordinate the operation of shelter facilities operated by the American Red Cross.
- e) Coordinate special care requirements for disaster victims such as the aged, special needs individuals, and others.
- f) Coordinate the provision of disaster mental health services to disaster victims, emergency workers, and/or others suffering trauma due to the emergency incident/disaster.

h. Hazard Mitigation.

- 1) The primary responsibility for this function is assigned to the Fire Chief who will prepare and maintain Annex P (Hazard Mitigation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Maintain the local Hazard Analysis.
  - b) Identify beneficial pre-disaster hazard mitigation projects and seek approval from local officials to implement such projects.
  - c) In the aftermath of an emergency, determine appropriate actions to mitigate the situation and coordinate implementation of those actions.
  - d) Coordinate and carry out post-disaster hazard mitigation program.

i. Transportation.

- 1) The primary responsibility for this function is assigned to the Director of General Services who will prepare and maintain Annex S (Transportation) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Identifies local public and private transportation resources and coordinates their use in emergencies.
  - b) Coordinates deployment of transportation equipment to support emergency operations.
  - c) Establishes and maintains a reserve pool of drivers, maintenance personnel, parts, and tools.
  - d) Maintains records on use of transportation equipment and personnel for purpose of possible reimbursement.

j. Donations Management.

- 1) The primary responsibility for this function is assigned to the Salvation Army and Assistant EMC or Donations Coordinator who will prepare and maintain Annex T (Donations Management) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Compile resource requirements identified by the Resource Management staff.
  - b) Solicit donations to meet known needs.
  - c) Establish and implement procedures to receive, accept or turn down offers of donated goods and services, and provide instructions to donors of needed goods or services.
  - d) In coordination with the Resource Management staff, establish a facility to receive, sort, and distribute donated goods.

k. Legal.

- 1) The primary responsibility for this function is assigned to the Town Attorney who will prepare and maintain Annex U (Legal) to this plan and supporting SOPs.
- 2) Emergency tasks to be performed include:
  - a) Advise local officials on emergency powers of local government and procedures for invoking those measures.
  - b) Review and advise our officials on possible legal issues arising from disaster operations.
  - c) Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
  - d) Advise local officials and department heads on record-keeping requirements and other documentation necessary for the exercising of emergency powers.

I. Airport.

- 1) The primary responsibility for this function rests with the Airport Manager. Prepare and maintain Annex (W) (Airport Services) to this plan and supporting SOP's.
- 2) Emergency tasks to be performed include:
  - a) Protect Airport Facilities and vital navigation equipment where possible.
  - b) Coordinate activities with the Federal Aviation Administration.
  - c) Direct temporary repair of vital facilities.
  - d) Provide specialized equipment to support airport emergency operations.
  - e) Conduct general damage assessment at airport facilities.

m. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of our Mayor and/or City Manager and/or Emergency Management Coordinator.

7. Volunteer & Other Services

a. Volunteer Groups. The following are local volunteer agencies that can provide disaster relief services and traditionally have coordinated their efforts with our local government.

- 1) DALLAS Chapter, American Red Cross.

Provides shelter management, feeding at fixed facilities and through mobile units, first aid, replacement of eyeglasses and medications, provision of basic clothing, and limited financial assistance to those affected by emergency situations. The Red Cross also provides feeding for emergency workers.

- 2) The Salvation Army.

Provides emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and

household items. It also provides referrals to government and private agencies for special services.

3) Southern Baptist Convention Disaster Relief.

Provides mobile feeding units staffed by volunteers. Active in providing disaster childcare, the agency has several mobile childcare units. Can also assist with clean-up activities, temporary repairs, reconstruction, counseling, and bilingual services.

4) RACES.

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

b. Business Support.

The following businesses have agreed to provide support for emergency operations as indicated:

- 1) Public Works Emergencies: MasTec North America, Inc., 4747 Irving Boulevard, Suite 221, Dallas, TX 75247 (214) 571-2500.

<b>VII. DIRECTION AND CONTROL</b>
-----------------------------------

**A. General**

1. The Mayor is responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations, all in compliance with the NIMS. During disasters, the Mayor may carry out those responsibilities from the EOC or other designated locations.
2. The City Manager will provide overall direction of the response activities of all our departments. During major emergencies and disasters, the City Manager will normally carry out those responsibilities from the EOC.
3. The Emergency Management Coordinator will manage the EOC.
4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response at an incident site.
5. During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the incident commander. Each department and division is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If our own resources are insufficient or inappropriate to deal with an emergency situation, we may request assistance from other jurisdictions, organized volunteer groups, or the State. The process for requesting State or federal assistance is covered in section V.F of this plan; also see the Request for Assistance form in Annex M, Appendix 2. External agencies are expected to conform to the general guidance and directed provided by our senior decision-makers.

## **B. Emergency Facilities**

1. Incident Command Post. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an incident command post or command posts will be established in the vicinity of the incident site(s). As noted previously, the incident commander will be responsible for directing the emergency response and managing the resources at the incident scene.
2. Emergency Operating Center. When major emergencies and disasters have occurred or appear imminent, designated personnel will activate our EOC, which is located at the Addison Fire Department Station One in the Training Room, 4798 Airport Parkway, Addison, TX 75001.
3. The following individuals are authorized to activate the EOC:
  - a. Mayor
  - b. City Manager and/or Deputy/Assistant City Managers
  - c. Emergency Management Coordinator or Assistant EMC.
4. The general responsibilities of the EOC are to:
  - a. Assemble accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
  - b. Working with representatives of emergency services, determine and prioritize required response actions and coordinate their implementation.
  - c. Provide resource support for emergency operations.
  - d. Suspend or curtail government services, recommend the closure of schools and businesses, and cancellation of public events.
  - e. Organize and activate large-scale evacuation and mass care operations.
  - f. Provide emergency information to the public.
5. Representatives of those departments and agencies assigned emergency functions in this plan will staff the EOC. EOC operations are addressed in Annex N (Direction and Control). The interface between the EOC and the incident command post is described in paragraph V.E above.
6. Our Alternate EOC is located at the Addison Police Department, 4799 Airport Parkway, Addison, TX. This facility will be used if our primary EOC becomes unusable.
7. We have minimal mobile command and control vehicles, operated by the Police and Fire Departments that may be used as an incident command post. These units are very basic and provide a location to get out of the weather at the scene of an emergency.

### **C. Line of Succession**

1. The line of succession for the Mayor is:
  - a. Mayor Pro Tempore
  - b. Deputy Mayor Pro Tempore
  - c. Senior Council Member
2. The line of succession for City Manager is:
  - a. Deputy City Manager
  - b. Assistant City Manager
3. The line of succession for the Emergency Management Coordinator is:
  - a. Assistant Emergency Management Coordinator
  - b. Battalion Chief-Operations
4. The lines of succession for each of our department and agency heads shall be in accordance with the SOPs established by those departments and agencies.

<b>VIII. READINESS LEVELS</b>
-------------------------------

- A.** Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. Based on State of Texas recommendations, we use a four-tier system. Readiness Levels will be determined by the Mayor or City Manager or, for certain circumstances, the Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.
- B.** The following Readiness Levels will be used as a means of increasing our alert posture.
  1. Level 4: Normal Conditions
    - a. Emergency incidents occur and local officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from other jurisdictions pursuant to established inter-local agreements.
    - b. The normal operations of government are not affected.
  2. Level 3: Increased Readiness

- a. Increased Readiness refers to a situation that presents a greater potential threat than “Level 4”, but poses no immediate threat to life and/or property. Increased readiness actions may be appropriate when situations similar to the following occur:
  - 1) Weather Threat. A weather system has developed that has the potential to impact the Addison area. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining staff availability and placing personnel on-call.
  - 2) Tornado Watch indicates possibility of tornado development. Readiness actions may include increased situation monitoring and placing selected staff on alert.
  - 3) Flash Flood Watch indicates flash flooding is possible due to heavy rains occurring or expected to occur. Readiness actions may include increased situation-monitoring, reconnaissance of known trouble spots, deploying warning signs.
  - 4) Wildfire Threat. During periods of extreme wildfire threat, readiness actions may include deploying additional resources to areas most at risk, arranging for standby commercial water tanker support, conducting daily aerial reconnaissance, or initiating burn bans.
  - 5) Mass Gathering For mass gatherings with previous history of problems, readiness actions may include reviewing security, traffic control, fire protection, and first aid planning with organizers and determining additional requirements.
  - 6) Terrorist Activities. When terrorist activities have occurred within the United States but not within the Dallas/Fort Worth area.
- b. Declaration of “Level 3” will generally require the initiation of the “Increased Readiness” activities identified in each annex to this plan.

### 3. Level 2: High Readiness

- a. High Readiness refers to a situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public. Actions could be triggered by severe weather warning information issued by the National Weather Service such as:
  - 1) Weather Threats. A weather system may impact the local area within 72 hours. Readiness actions may include continuous storm monitoring, identifying worst-case decision points, increasing preparedness of personnel and equipment, updating evacuation checklists, verifying evacuation route status, and providing the public information for techniques to protect homes and businesses on the evacuation routes.
  - 2) Tornado Warning. Issued when a tornado has actually been sighted in the Addison vicinity or indicated by radio, and may strike in the Addison area. Readiness actions may include activating the EOC, continuous situation monitoring, and notifying the public about the warning.

- 3) Flash Flood Warning. Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken. Readiness actions may include notifying the public about the warning, evacuating low-lying areas, open shelters to house evacuees, and continuous situation monitoring.
  - 4) Winter Storm Warning. Issued when heavy snow, sleet, or freezing rain are forecast to occur separately or in a combination. Readiness actions may include preparing for possible power outages, putting road crews on stand-by to clear and/or sand the roads, and continuous situation monitoring.
  - 5) Mass Gathering. Civil disorder with relatively large-scale localized violence is imminent. Readiness actions may include increased law enforcement presence, putting hospitals and fire departments on alert, and continuous situation monitoring.
  - 6) Terrorist Activities. When terrorist activities have occurred within the Dallas/Fort Worth area.
- b. Declaration of a “Level 2” will generally require the initiation of the “High Readiness” activities identified in each annex to this plan.
4. Level 1: Maximum Readiness
- a. Maximum Readiness refers to a situation in which hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a “Level 2” event. Actions could also be generated by severe weather warning information issued by the National Weather Service combined with factors making the event more imminent.
- 1) Weather Threats. The evacuation decision period is nearing for an approaching weather system that may impact the local area. Readiness actions may include continuous situation monitoring, cull activation of the EOC, recommending precautionary actions for special facilities, placing emergency personnel and equipment into position for emergency operations, and preparing public transportation resources for evacuation support.
  - 2) Tornado Warning. A tornado has been sited in the Addison area or moving towards the Addison area. Readiness actions may include taking immediate shelter and putting damage assessment teams on stand-by.
  - 3) Flash Flood Warning. Flooding is imminent or occurring at specific locations. Readiness actions may include evacuations, rescue teams on alert, sheltering evacuees and/or others displaced by the flooding, and continuous monitoring of the situation.
  - 4) Mass Gathering. Civil disorder is about to erupt into large-scale and widespread violence. Readiness actions may include having all EMS units on stand-by, all law enforcement present for duty, notify the DDC that assistance may be needed and keep them apprised of the situation, and continuous situation monitoring is required.

- 5) Terrorist Activities. When terrorist activities have occurred around the Addison area.
  - b. Declaration of "Level 1" will generally require the initiation of the "Maximum Readiness" activities identified in each annex to this plan.

<b>IX. ADMINISTRATION AND SUPPORT</b>
---------------------------------------

**A. Agreements and Contracts**

1. Should resources of the Town of Addison prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the local officials authorized to request assistance pursuant to those documents.
2. In an effort to facilitate assistance pursuant to mutual aid agreements, our available resources are identified and are a part of the Texas Regional Response Network (TRRN).
3. The agreements and contracts pertinent to emergency management that we are a party to are summarized in Attachment 6.

**B. Reports**

1. Hazardous Materials Spill Reporting. If the Town is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the department or agency responsible for the spill shall make the required report. See Annex Q, Hazardous Materials and Oil Spill Response, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.
2. Initial Emergency Report. This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and we may need assistance from other local governments or the State. See Annex N, Direction and Control for the format and instructions for this report.
3. Situation Report. A daily situation report should be prepared and distributed by the EOC during major emergencies or disasters. See Annex N, Direction and Control, for the format of and instructions for this report.
4. Other Reports. Several other reports covering specific functions are described in the annexes to this plan.

## C. Records

### 1. Record Keeping for Emergency Operations

The Town of Addison is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- a. Activity Logs. The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:
  - 1) Activation or deactivation of emergency facilities.
  - 2) Emergency notifications to other local governments and to state and federal agencies.
  - 3) Significant changes in the emergency situation.
  - 4) Major commitments of resources or requests for additional resources from external sources.
  - 5) Issuance of protective action recommendations to the public.
  - 6) Evacuations.
  - 7) Casualties.
  - 8) Containment or termination of the incident.
- b. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.
- c. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:
  - 1) Personnel costs, especially overtime costs
  - 2) Equipment operations costs
  - 3) Costs for leased or rented equipment
  - 4) Costs for contract services to support emergency operations
  - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

### 2. Preservation of Records

- a. In order to continue normal government operations following an emergency situation or disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each department is responsible for preparation of annexes to this plan and will include protection of vital records in its SOPs.

- b. If records are damaged during an emergency situation, the Town will seek professional assistance to preserve and restore them.

**D. Training**

It will be the responsibility of each agency director to ensure that agency personnel, in accordance with the NIMS, possess the level of training, experience, credentialing, currency, physical and medical fitness, or capability for any positions they are tasked to fill.

**E. Consumer Protection**

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be referred to the Director of Finance, who will pass such complaints to the Consumer Protection Division of the Office of the Attorney General.

**F. Post-Incident and Exercise Review**

The EMC or Assistant EMC is responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified, and an individual, department, or agency will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

<b>X. PLAN DEVELOPMENT AND MAINTENANCE</b>
--

**A. Plan Development**

The Mayor is responsible for approving and promulgating this plan.

**B. Distribution of Planning Documents**

1. The Mayor shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those individuals, departments, divisions, agencies, etc. and organizations tasked in this document. Copies should also be set-aside for the EOC and other emergency facilities.
2. The Basic Plan should include a distribution list (See Attachment 1 to this plan) that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes our emergency management organization and basic operational concepts.

### C. Review

The Basic Plan and its annexes shall be reviewed annually by local officials. The Mayor and/or Emergency Management Coordinator will establish a schedule for the annual review of planning documents by those tasked in them.

### D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or government structure occur.
2. The Basic Plan and its annexes must be revised or updated by a formal change at least **every five years**. Responsibility for revising the Basic Plan is assigned to the Emergency Management Coordinator. Responsibility for revising or updating the annexes to this plan is outlined in Section VI.B, Assignment of Responsibilities, as well as in each annex. For details on the methods of updating planning documents as well as more information on when changes should be made, refer to Chapter 3 of the Division of Emergency Management (DEM) *Local Emergency Management Planning Guide* (DEM-10).
3. Revised or updated planning documents will be provided to all departments, divisions agencies, etc. and individuals tasked in those documents.
4. §418.043(4) of the Government Code provides that DEM shall review local emergency management plans. The process for submitting new or updated planning documents to DEM is described in Chapter 6 of the DEM-10. The Emergency Management Coordinator is responsible for submitting copies of planning documents to our DEM Regional Liaison Officer for review.

### ATTACHMENTS:

1. Distribution List
2. References
3. Organization for Emergencies
4. Functional Responsibility Matrix
5. Annex Assignments
6. Summary of Agreements & Contracts
7. National Incident Management System

<b>ATTACHMENT 1 DISTRIBUTION LIST</b>
---

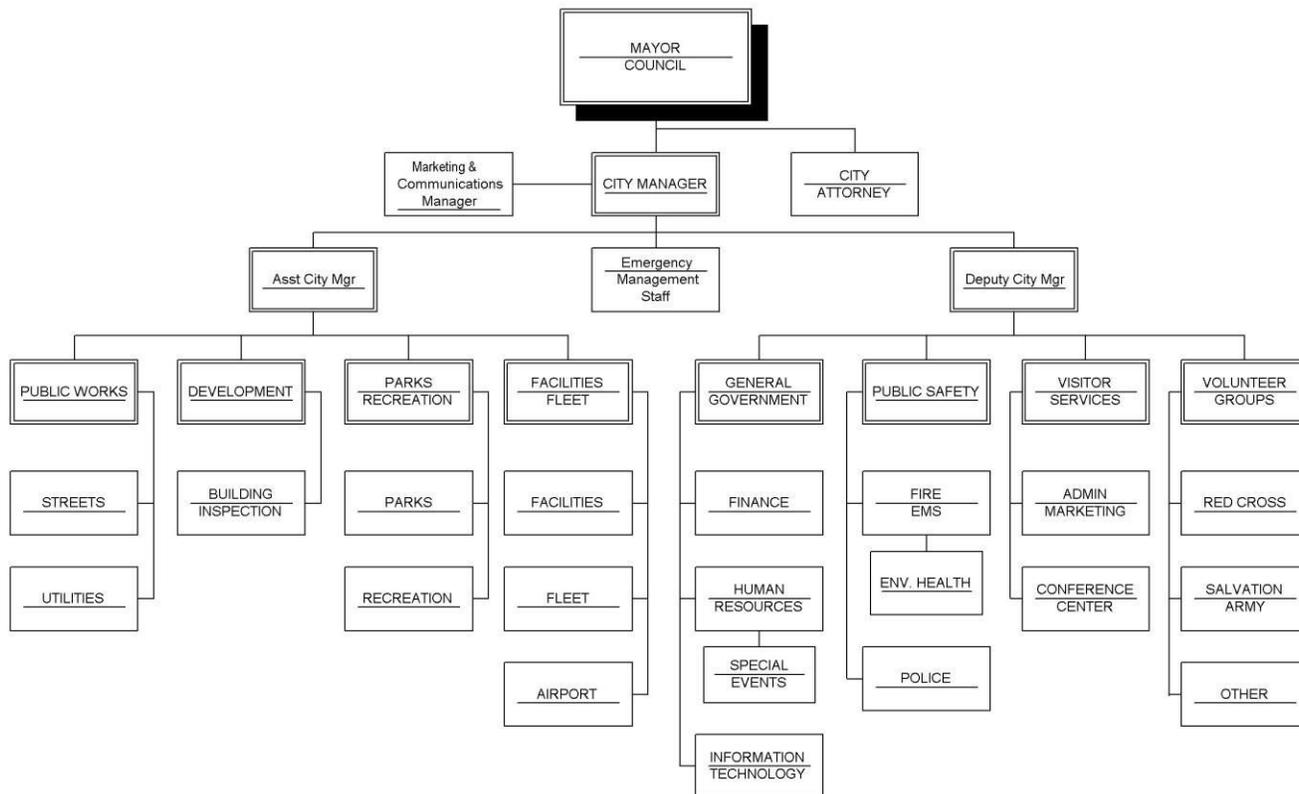
<u>Jurisdiction/Agency Plan</u>	<u>Basic Plan</u>	<u>Annexes</u>
Town of Addison Mayor	1	Compact Disk (CD)
		All
City Manager	1	CD
Deputy City Manager	1	CD
Assistant City Manager	1	CD
Emergency Management Coordinator	1	CD
Assistant Emergency Management Coordinator	1	CD
City Secretary	1	CD
Addison Police Chief	1	CD
Fire Chief	1	CD
Battalion Chief-Operations	3	CD
Deputy Fire Chief-EMS/Training	1	CD
Finance Director	1	CD
Town Public Works Director	1	CD
Human Resources Director	1	CD
City Attorney	1	CD
RACES Officer	1	CD
DISD Transportation Director	1	CD
Dallas Local Emergency Planning Committee	1	CD
American Red Cross	1	CD
The Salvation Army	1	CD
Public Safety Communications Supervisor	1	CD
Parks & Recreation Director	1	CD
Information Technology Director		CD
General Services Director	1	CD
Airport Manager	1	CD
DEM Regional Liaison Officer	1	CD

## ATTACHMENT 2 REFERENCES

1. Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide*, DEM-10
2. Texas Department of Public Safety, Governor's Division of Emergency Management, *Disaster Recovery Manual*
3. Texas Department of Public Safety, Governor's Division of Emergency Management, *Mitigation Handbook*
4. FEMA, Independent Study Course, IS-288: *The Role of Voluntary Organizations in Emergency Management*
5. FEMA, *State and Local Guide (SLG) 101: Guide for All-Hazard Emergency Operations Planning*
6. U. S. Department of Homeland Security, National Response Plan
7. 79<sup>th</sup> Texas Legislature, House Bill 3111
8. Charter of the Town of Addison, Texas, 1978
9. Code of Ordinances, Town of Addison, Texas, 1999

**ATTACHMENT 3  
ORGANIZATION FOR EMERGENCY MANAGEMENT**

**Town of Addison  
Organization Chart for Activation of the Emergency Management Plan**



**ATTACHMENT 4  
EMERGENCY MANAGEMENT FUNCTIONAL RESPONSIBILITIES**

	Warning	Communications	Shelter & Mass Care	Radiological Protection	Evacuation	Firefighting	Law Enforcement	Health & Medical	Emergency Public Information	Recovery	Public Works & Engineering	Utilities	Resource Management	Direction & Control	Human Services	Hazard Mitigation	Hazmat & Oil Spill Response	Search & Rescue	Transportation	Donations Management	Legal	Terrorist Incident Response	Airport	Support
Mayor														C										
City Manager														P										
EMC														C										
Law Enforcement	P	P			P		P															P		
Fire Service				P		P		P								P	P	P						
Public Works											P	P												
Utilities (TXU)												S												
Airport Manager																							P	
Development Services																								S
Human Resources													S											
Finance Director													P											S
Facilities & Fleet Svcs																			P					
Town Attorney																					P			
Deputy City Manager					S				S					S							S			
American Red Cross			P																					
Marketing & Comm. Mgr.								P																
Assistant City Manager					S					P	S	S				P								
Parks & Recreation			C												P									
Assistant EMC														S		S				C				
Salvation Army																					P			
Information Services																								S
Visitor Services																								S
Special Events													C											

P – INDICATES PRIMARY RESPONSIBILITY  
S – INDICATES SUPPORT RESPONSIBILITY  
C – INDICATES COORDINATION RESPONSIBILITY

**ATTACHMENT 5  
ANNEX ASSIGNMENTS**

<b>ANNEX</b>	<b>ASSIGNED TO:</b>
Annex A: Warning	Police Department
Annex B: Communications	Police Department
Annex C: Shelter & Mass Care	American Red Cross/ Parks & Recreation
Annex D: Radiological Protection	Fire Department
Annex E: Evacuation	Police Department
Annex F: Firefighting	Fire Department
Annex G: Law Enforcement	Police Department
Annex H: Health and Medical Services	Fire Department
Annex I: Public Information	Marketing & Communications Manager
Annex J: Recovery	Assistant City Manager
Annex K: Public Works & Engineering	Public Works Department
Annex L: Utilities	Public Works Department & TXU
Annex M: Resource Management	Finance Department
Annex N: Direction & Control	Mayor, City Manager & EMC
Annex O: Human Services	Parks & Recreation Department
Annex P: Hazard Mitigation	Fire Department
Annex Q: Hazardous Materials & Oil Spill Response	Fire Department
Annex R: Search & Rescue	Fire Department
Annex S: Transportation	Facilities & Fleet Services
Annex T: Donations Management	Salvation Army
Annex U: Legal	Town Attorney
Annex V: Terrorist Incident Response	Police Department
Annex W: Airport Operations	Airport Director
Annex X: Information Technology	Information Technology Department

**ATTACHMENT 6  
SUMMARY OF AGREEMENTS & CONTRACTS**

**Agreements**

*Description:* **Dallas County Fire Mutual Aid Agreement**  
*Summary of Provisions:* **Boundary Descriptions, Apparatus Covered, 2011**  
*Officials Authorized to Implement:* **City Council**  
*Costs:* **N/A**  
*Copies Held By:* **Addison Fire Department Administration Files**

*Description:* **Addison, Carrollton, and Farmers Branch Automatic Aid Agreement**  
*Summary of Provisions:* **Boundary Drop Descriptions, 3-1994**  
*Officials Authorized to Implement:* **City Council**  
*Costs:* **N/A**  
*Copies Held By:* **Addison Fire Department Administration Files**

*Description:* **Statement of Agreement between Dallas Area Chapter of the American Red Cross and the Town of Addison**  
*Summary of Provisions:* **Shelter and Mass Care Agreement, 11-2003**  
*Officials Authorized to Implement:* **City Manager**  
*Costs:* **N/A**  
*Copies Held By:* **Addison Fire Department Administration Files**

## ATTACHMENT 7 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) SUMMARY

### A. BACKGROUND

1. NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
2. NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

### B. COMPONENTS

1. Command and Management. The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
  - a. Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.

#### 1) FEATURES OF ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- a) Common Terminology. ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
- b) Organizational Resources. All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
- c) Manageable Span of Control. Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.
- d) Organizational Facilities. Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.

- e) Use of Position Titles. All ICS positions have distinct titles.
- f) Reliance on an Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
- g) Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- h) Accountability. ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.

## 2) UNIFIED COMMAND

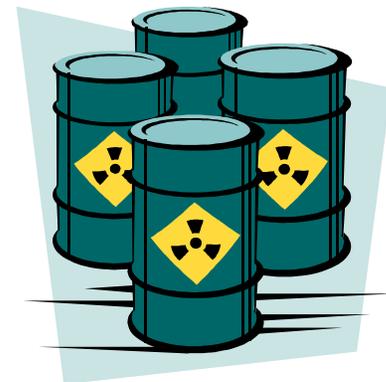
- a) Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
- b) ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

## 3) AREA COMMAND

- a) An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- b) The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate ICPs.
- 
- b. Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
  - c. Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS *National Incident Management System Plan*, dated March 2004.
- 
- 2. Preparedness. Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
  - 3. Resource Management. All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
  - 4. Communications and Information Management. Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
  - 5. Supporting Technologies. This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
  - 6. Ongoing Management and Maintenance. The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

# EMERGENCY MANAGEMENT PLAN FOR TOWN OF ADDISON





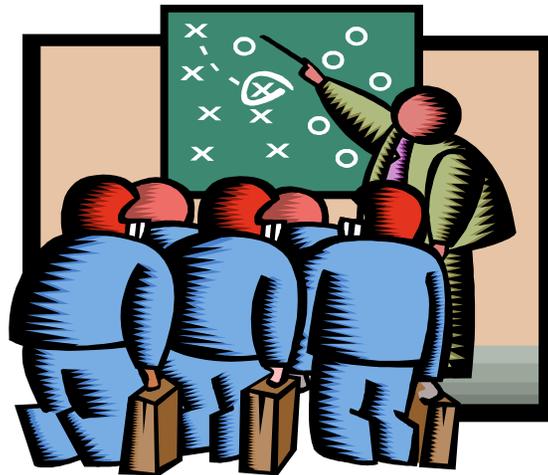
## Legal Authorities

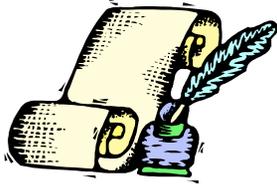


- 418.1015 Emergency Management (EM) Directors:
  - a) The presiding officer of the governing body of an incorporated city is designated as the EM Director for the officer's political jurisdiction
  - b) EM Director serves as the Governor's designated agent in the administration and supervision of duties under this chapter
  - c) A EM Director may designate a person to serve as the EM Coordinator

# Local Plan

- 418.106 Local and Inter-jurisdictional Emergency Plans
- Every local agency shall prepare and keep current an emergency management plan
- Required update and revision every 5-years





# Declaration



TEXAS STATUTES AND THE EXECUTIVE ORDER OF THE GOVERNOR RELATING TO EMERGENCY MANAGEMENT PROVIDE LOCAL GOVERNMENT, PRINCIPALLY THE CHIEF ELECTED OFFICIAL, WITH A NUMBER OF POWERS TO CONTROL EMERGENCY SITUATIONS. IF NECESSARY, THE MAYOR SHALL USE THESE POWERS DURING EMERGENCY SITUATIONS. THESE POWERS INCLUDE:

- EMERGENCY DECLARATION. IN THE EVENT OF RIOT OR CIVIL DISORDER, THE MAYOR MAY REQUEST THE GOVERNOR TO ISSUE AN EMERGENCY DECLARATION FOR THIS JURISDICTION AND TAKE ACTION TO CONTROL THE SITUATION. USE OF THE EMERGENCY DECLARATION IS EXPLAINED IN ANNEX U, LEGAL.
- Disaster Declaration. When an emergency situation has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may by executive order or proclamation declare a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act *on an appropriate local scale* in order to cope with the disaster.



## Direction; Command & Control



- First responders; on-scene incident commander
- Beyond the capabilities of town assets and routine mutual resources-request EOC activation (full or partial)
- EOC activated (Mayor, City Manager; Coordinator)
- Request assistance to Dallas County
- Request assistance to State thru Garland DPS office
- Request for federal assistance from State



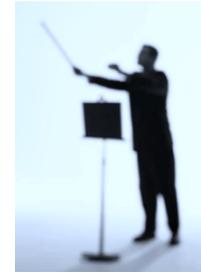
# Executive Group



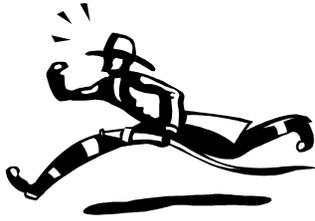
- THE MAYOR WILL:
  - ESTABLISH OBJECTIVES AND PRIORITIES FOR THE EMERGENCY MANAGEMENT PROGRAM AND PROVIDE GENERAL POLICY GUIDANCE ON THE CONDUCT OF THAT PROGRAM.
  - MONITOR THE EMERGENCY RESPONSE DURING DISASTER SITUATIONS AND PROVIDES DIRECTION WHERE APPROPRIATE.
  - WITH THE ASSISTANCE OF THE MARKETING AND COMMUNICATIONS MANAGER (PUBLIC INFORMATION OFFICER), KEEP THE PUBLIC INFORMED DURING EMERGENCY SITUATIONS.
  - WITH THE ASSISTANCE OF THE LEGAL STAFF, DECLARE A LOCAL STATE OF DISASTER, REQUEST THE GOVERNOR DECLARE A STATE OF EMERGENCY, OR INVOKE THE EMERGENCY POWERS OF GOVERNMENT WHEN NECESSARY.
  - REQUEST ASSISTANCE FROM OTHER LOCAL GOVERNMENTS OR THE STATE WHEN NECESSARY
  - DIRECT ACTIVATION OF THE EOC.



# Executive Group



- THE CITY MANAGER WILL:
- IMPLEMENT THE POLICIES AND DECISIONS OF THE GOVERNING BODY (CITY COUNCIL) RELATING TO EMERGENCY MANAGEMENT.
- ORGANIZE THE EMERGENCY MANAGEMENT PROGRAM AND IDENTIFY PERSONNEL, EQUIPMENT, AND FACILITY NEEDS.
- ASSIGN EMERGENCY MANAGEMENT PROGRAM TASKS TO DEPARTMENTS AND AGENCIES.
- ENSURE THAT DEPARTMENTS AND AGENCIES PARTICIPATE IN EMERGENCY PLANNING, TRAINING, AND EXERCISE ACTIVITIES.
- COORDINATE THE OPERATIONAL RESPONSE OF LOCAL EMERGENCY SERVICES.
- Coordinate activation of the EOC and supervise its operation



# Executive Group



- THE EMERGENCY MANAGEMENT COORDINATOR AND/OR ASSISTANT EMC WILL:
  - SERVE AS THE STAFF ADVISOR TO THE MAYOR AND CITY MANAGER ON EMERGENCY MANAGEMENT MATTERS.
  - *KEEP THE MAYOR, CITY MANAGER, AND GOVERNING BODY APPRISED OF OUR PREPAREDNESS STATUS AND EMERGENCY MANAGEMENT NEEDS.*
  - COORDINATE LOCAL PLANNING AND PREPAREDNESS ACTIVITIES AND THE MAINTENANCE OF THIS PLAN.
  - PREPARE AND MAINTAIN A RESOURCE INVENTORY.
  - ARRANGE APPROPRIATE TRAINING FOR LOCAL EMERGENCY MANAGEMENT PERSONNEL AND EMERGENCY RESPONDERS.
  - COORDINATE PERIODIC EMERGENCY EXERCISES TO TEST OUR PLAN AND TRAINING.
  - MANAGE THE EOC, DEVELOP PROCEDURES FOR ITS OPERATION, AND CONDUCT TRAINING FOR THOSE WHO STAFF IT.
  - ACTIVATE THE EOC WHEN REQUIRED.
  - PERFORM DAY-TO-DAY LIAISON WITH THE STATE EMERGENCY MANAGEMENT STAFF AND OTHER LOCAL EMERGENCY MANAGEMENT PERSONNEL.
  - COORDINATE WITH ORGANIZED VOLUNTEER GROUPS AND BUSINESSES REGARDING EMERGENCY OPERATIONS.

# Mayor & Policy Group/Council

- Non-operational; policy guidance and decisions
- Unified voice-unified presence
- Main focus-manage public expectations about what government can and cannot do and/or provide during and after a disaster
- Reassure citizens
- Be familiar with our plan and general capabilities



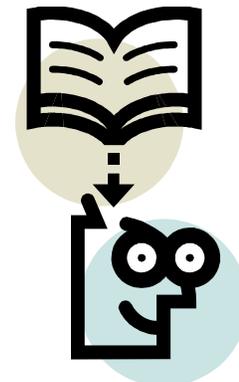
# Mayor & Policy Group

- Media Tips-Publics Perception of the Response and Recovery Efforts
  - Only discuss what you know to be factual
  - Describe what emergency responders and community leaders (you) are doing to mitigate the situation
  - Advise the public what they can or cannot do
  - Share positives; avoid focusing on problems or negatives
  - Work closely with Carrie, Ron and our media consultants



# Training

- FEMA & Presidential Directive-National Incident Management System (NIMS) required training
- IS-700 & IS-800 required for elected officials
- IS-100 recommended
- <http://training.fema.gov/IS/NIMS.asp>



## Council Agenda Item: #R10

### **AGENDA CAPTION:**

Discussion of the Department of Financial & Strategic Services Quarterly Review for the quarter and year-to-date ended March 31, 2012.

### **FINANCIAL IMPACT:**

There is no financial impact directly associated with the publication of the quarterly financial report.

### **BACKGROUND:**

The Town of Addison's financial policies require the publication of a financial report within sixty days of the end of a fiscal quarter. This material is being provided in advance for Council's review. Staff will be available to answer questions at the May 22 meeting.

### **RECOMMENDATION:**

### **COUNCIL GOALS:**

Mindful Stewardship of Town Resources, Conduct the Business of the Town in a Fiscally Responsible Manner

### **ATTACHMENTS:**

Description:

[Q2 FY12 Quarterly Financial Report](#)

Type:

Backup Material

Department of Financial & Strategic Services  
*Quarterly Review*

*For the Period Ended March 31, 2012*

---

---

*Town of Addison  
May 2012*

# *Quarter Ended 3/31/12*

## *Table of Contents*

---

	Pages
Executive Dashboards .....	i-ii
Memorandum to the City Manager .....	1-2
<b>Financial Section:</b>	
Executive Summary of Operating Funds, Actual Compared to Budget .....	3
General Fund, Quarterly Statement of Revenues Compared to Budget.....	4
General Fund, Quarterly Statement of Expenditures Compared to Budget .....	5
Hotel Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	6
Economic Development Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	7
Advanced Funding Grant Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	7
Reimbursement Grant Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	8
ARRA Grant Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	8
Street Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	9
Parks Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	9
2002 Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	10
2004 Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	10
2006 Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	11
2008 Capital Project Fund, Quarterly Statement of Revenues and Expenditures Compared to Budget .....	11
Airport Fund, Quarterly Statement of Revenues, Expenditures and Changes in Working Capital Compared to Budget .....	12
Utility Fund, Quarterly Statement of Revenues, Expenditures and Changes in Working Capital Compared to Budget .....	13
Schedule of Sales Tax Collections and Related Analyses .....	14
Hotel Occupancy Tax Collection by Hotel Service Type .....	15
Interim Statement of Cash Receipts and Disbursements .....	16
Collateral Summary .....	17
<b>Attachments:</b>	
First Southwest Portfolio Report and Statement of Compliance .....	Attached

# Executive Dashboard – 2nd Quarter, 2012 Fiscal Year

## Financial Indicators

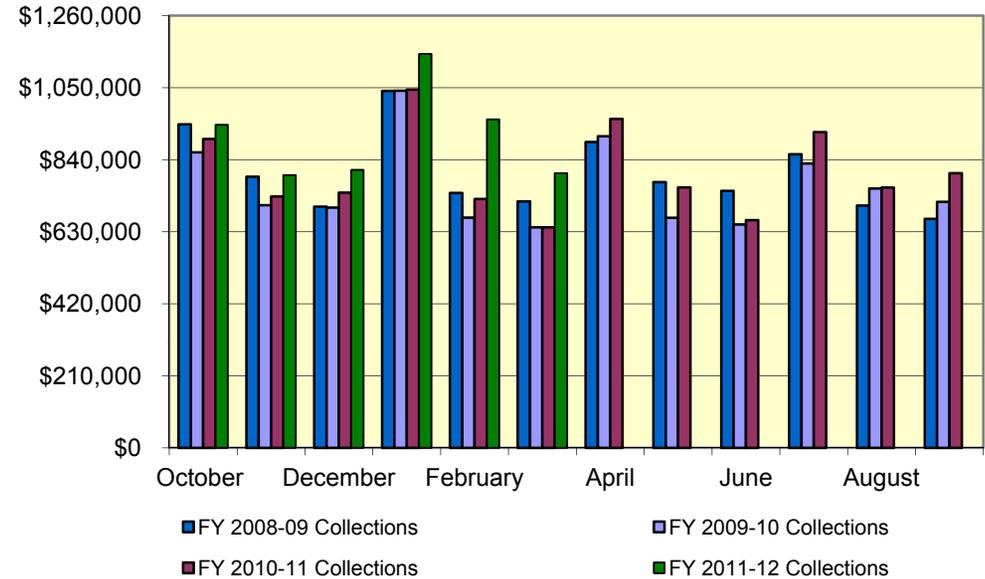
### Key Revenue Sources:

	FY12 Budget	FY12 Projection*	Variance (Unfavorable)
Ad Valorem Taxes	\$17,257,100	\$17,308,660	\$51,560
Sales Taxes	\$9,565,340	\$10,743,570	\$1,178,230
Franchise Fees	\$2,597,000	\$2,597,000	\$0
Licenses and Permits	\$728,490	\$1,028,490	\$300,000
Court Fines	\$1,143,500	\$1,143,500	\$0
Hotel Tax	\$4,100,000	\$4,100,000	\$0
Fuel Flowage Fees	\$630,000	\$630,000	\$0
Water and Sewer Charges	\$10,744,700	\$10,744,700	\$0

### Key Expenditures:

	FY12 Budget	FY12 Projection*	Variance (Unfavorable)
General Fund	\$27,630,880	\$27,630,880	\$0
Hotel Fund	\$6,533,530	\$6,533,530	\$0
Airport Operations	\$3,590,930	\$3,590,930	\$0
Utility Dept.	\$2,751,750	\$2,751,750	\$0

### Addison Sales Tax Collections



### Overall Fund Outlook:

General Fund



Airport Fund



Hotel Fund



Utility Fund

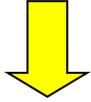


\*Using data through March 31, 2012

# Executive Dashboard – 2nd Quarter, 2012 Fiscal Year

## Economic Indicators

### Occupancy Indicators:

Office Occupancy  Up from 76.5% to 78.2%      Retail Occupancy  Down from 88.3% to 83.7%

Report Q2 2012 vs. Q2 2011    Source: Q2 2011 CoStar ; Q2 2012 Xceligent

### Hotel Indicators:

Hotel Occupancy  2012 up 2.7% from 2011      RevPAR  2012 down \$0.03 from 2011

Source: STR Report – March 2012 vs. March 2011

### Area Economic Indicators:

Area Employment  Up from 92.0% to 92.9%      Texas Leading Indicators Index \*  2012 up 0.66% from 2011

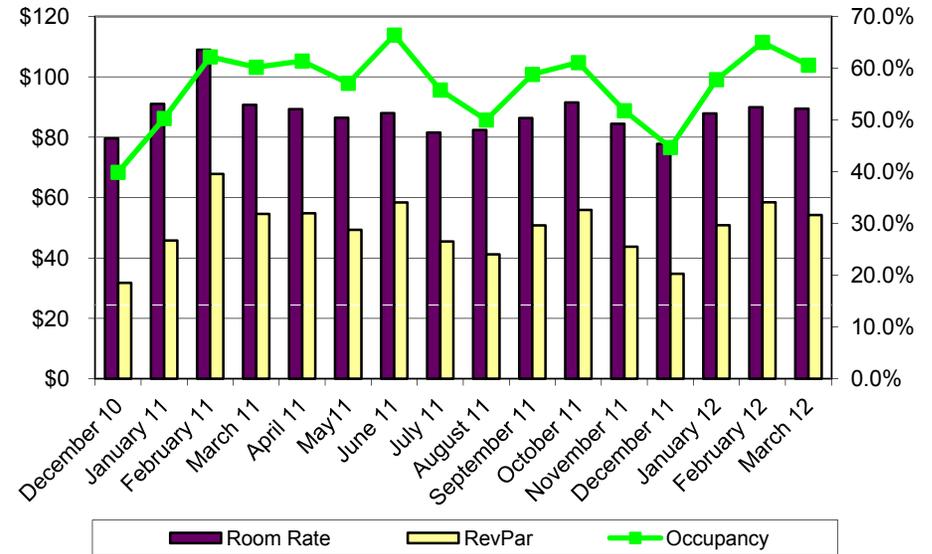
Source: Dallas Federal Reserve Q2 2012 vs. Q2 2011.

\*Data for Q2 2012 was only available through February 29, 2012.

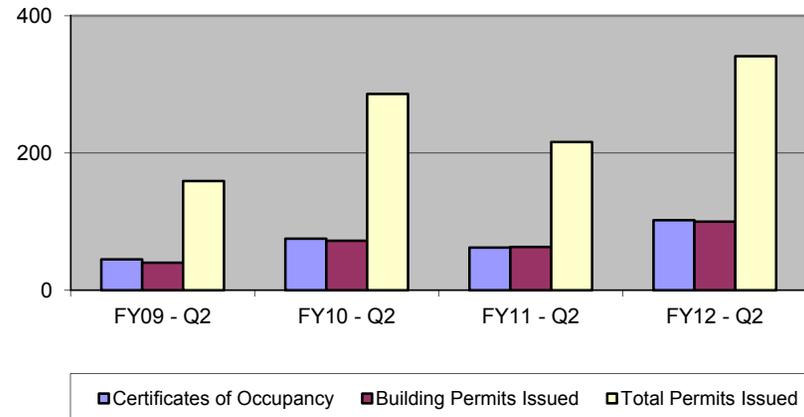
### Building Permit Activity:

	FY 2011 (thru March 31st)	FY 2012 (thru March 31st)
Certificates of Occupancy	125	150
Building Permits Issued	125	226
Total Permits Issued	480	603
Total Valuation	\$23,009,323	\$62,478,363

### Hotel Industry Statistics



### Comparison of Permit Activity





# MEMO

**To:** Ron Whitehead, City Manager  
**From:** Marisa Perry, CPA, Financial Services Manager  
**Re:** Second Quarter Financial Review  
**Date:** May 22, 2012

## GENERAL FUND

- Revenues for the first half of the fiscal year totaled \$19.9 million, which is \$1.6 million or 8.5% more than received this time last year. Property tax collections are slightly above budget as delinquent tax collections and penalties are higher than expected. Sales tax collections total \$5.5 million, a 13.9% increase over the previous year, indicating a continuing economic improvement. Licenses and permits are more than double the previous year's collections due to applications for Keller Springs Lofts and Allegro Phase II.
- Expenditures totaled \$12.7 million through March 31, 2012, which is 45.9% of budget and \$66k or 0.5% more than spent this time last year. All departments appear to be on pace with budget. Council Projects has spent 76.9% of budgeted expenditures due to the payment of non-profit grant funding in the fall.

## HOTEL FUND

- For the first six months, revenues totaled \$2.8 million, an increase of \$209k from this time last year. Hotel occupancy tax (HOT) collections are continuing to improve, and collections through March 31, 2012 are \$114k or 5.8% greater than one year ago. The decrease in special event proceeds is offset by an increase in rental revenue.
- Hotel fund expenditures of \$2.7 million are 36.9% of budget and \$1.6 million less than a year ago. FY2011 expenditures were higher due to making ready the Visitor Services offices and the Visit Addison facilities at Village on the Parkway.

## **AIRPORT FUND**

- Operating revenue for the first half of the fiscal year totaled \$1.8 million, slightly more than the previous year. The decrease in fuel flowage fees is offset by the increase in rental income.
- Operating expenses through March 31, 2012 amounted to \$1.2 million, resulting in net income of \$558k. The FY2012 budget anticipates \$897k in expenditures for the Town's local match for capital improvement projects to take place later this year.

## **UTILITY FUND**

- For the first six months, the fund recorded \$3.9 million in operating revenues, a \$210k increase from the year before. The increased revenue is attributed to the new utility rate structure, offset by a slight 0.4% decrease in the volume of water sold over the six month period.
- Operating expenses totaled \$3.3 million, bringing net income to \$664k. Working capital declined \$2.2 million due to capital project expenses for the elevated storage tank and scheduled debt service payments.

## **CASH AND INVESTMENT REPORT**

- Cash for all funds as of March 31, 2012 totaled \$39.1 million, an increase of \$3.2 million from the previous quarter. The increase is attributed to property tax collections in January which impact the General, Economic Development, and Debt Service Funds. Balances in the capital project funds declined as expected because of planned capital project expenses for the Belt Line Streetscape, the Vitruvian Park development, and Redding Trail.
- The Town's average investment yield to maturity at the end of March was 0.39 percent, an increase from the previous quarter's yield of 0.33 percent. This yield is higher than the TexPool benchmark of 0.12 percent. The average weighted maturity declined from 198 days to 188 days.
- As recommended by First Southwest Asset Management, we have invested in commercial paper up to the maximum threshold set in the Town's investment policy. In addition, we will continue to seek out CDs and callable agency securities in order to maximize yields.

## TOWN OF ADDISON

### EXECUTIVE SUMMARY OF MAJOR OPERATING FUNDS FOR THE QUARTER ENDED MARCH 31, 2012 UNAUDITED ACTUAL AMOUNTS COMPARED TO THE 2012 ADOPTED BUDGET AND PREVIOUS YEAR ACTUAL FOR SAME PERIOD

*All Amounts Expressed in Thousands of Dollars*

	General Fund			Hotel Fund			Airport Fund			Utility Fund			Total Major Operating Funds*		
	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual	Budget	Actual	PY Actual
<b>RESOURCES</b>															
Ad Valorem Tax	\$ 10,812	\$ 10,847	\$ 10,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,812	\$ 10,847	\$ 10,300
Non-Property Tax	10,305	5,646	5,030	4,100	2,067	1,953	-	-	-	-	-	-	14,405	7,713	6,983
Franchise Fees	2,597	1,509	1,437	-	-	-	-	-	-	-	-	-	2,597	1,509	1,437
Service/Permitting/License Fees	2,137	1,242	910	1,727	348	381	666	308	343	10,828	3,922	3,712	15,358	5,821	5,346
Rental, Interest and Other Income	1,374	667	679	776	366	238	3,570	1,498	1,495	(36)	(21)	4	5,684	2,510	2,415
Transfers and Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Resources</b>	<b>27,226</b>	<b>19,911</b>	<b>18,356</b>	<b>6,603</b>	<b>2,781</b>	<b>2,572</b>	<b>4,235</b>	<b>1,807</b>	<b>1,838</b>	<b>10,793</b>	<b>3,901</b>	<b>3,716</b>	<b>48,856</b>	<b>28,399</b>	<b>26,481</b>
<b>APPLICATION OF RESOURCES</b>															
Personal Services	18,450	8,491	8,828	1,628	659	547	324	173	109	1,261	609	631	21,662	9,933	10,114
Supplies and Materials	1,294	579	527	210	96	119	63	7	8	128	46	43	1,694	728	697
Maintenance	2,115	803	687	558	204	1,408	2,355	744	931	597	136	145	5,625	1,887	3,170
Contractual Services	4,682	2,241	2,027	4,041	1,324	1,767	850	320	470	5,635	2,456	2,328	15,208	6,341	6,592
Capital Equipment Amortization	1,084	542	536	57	28	33	-	-	-	24	12	13	1,164	582	582
Capital Equipment/Projects	7	33	19	40	11	9	957	79	1,214	1,330	1,211	282	2,334	1,334	1,525
Transfers and Other Uses**	-	-	350	670	335	335	390	195	195	3,215	1,607	1,574	4,275	2,137	2,453
<b>Total Application of Resources</b>	<b>27,631</b>	<b>12,690</b>	<b>12,974</b>	<b>7,204</b>	<b>2,657</b>	<b>4,217</b>	<b>4,938</b>	<b>1,519</b>	<b>2,927</b>	<b>12,189</b>	<b>6,077</b>	<b>5,015</b>	<b>51,962</b>	<b>22,942</b>	<b>25,133</b>
<b>Net Change in Fund Balances</b>	<b>\$ (405)</b>	<b>\$ 7,221</b>	<b>\$ 5,382</b>	<b>\$ (601)</b>	<b>\$ 124</b>	<b>\$ (1,646)</b>	<b>\$ (703)</b>	<b>\$ 288</b>	<b>\$ (1,089)</b>	<b>\$ (1,397)</b>	<b>\$ (2,176)</b>	<b>\$ (1,299)</b>	<b>\$ (3,106)</b>	<b>\$ 5,457</b>	<b>\$ 1,348</b>

**Notes:**

\* Totals may not exactly match due to rounding.

\*\* Transfers and other uses includes interfund transfers and and retirement of debt in the Airport and Utility funds.

**TOWN OF ADDISON**  
**GENERAL FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
Ad Valorem taxes:						
Current taxes	\$ 10,783,840	\$ 8,839,865	\$ 10,765,066	99.8%	\$ 10,269,571	99.0%
Delinquent taxes	9,540	40,094	54,597	572.3%	5,831	59.2%
Penalty & interest	19,090	18,776	27,384	143.4%	24,390	1861.8%
Non-property taxes:						
Sales tax	9,565,340	2,906,614	5,453,780	57.0%	4,789,299	51.1%
Alcoholic beverage tax	740,000	192,102	192,102	26.0%	240,706	25.1%
Franchise / right-of-way use fees:						
Electric franchise	1,500,000	344,097	822,783	54.9%	762,714	50.8%
Gas franchise	215,000	204,559	204,559	95.1%	219,959	88.0%
Telecommunication access fees	650,000	167,517	332,684	51.2%	334,720	51.5%
Cable franchise	225,000	75,568	145,478	64.7%	115,219	57.6%
Street rental fees	7,000	1,250	3,500	50.0%	4,500	56.5%
Licenses and permits:						
Business licenses and permits	171,540	28,168	66,872	39.0%	57,354	34.3%
Building and construction permits	556,950	185,361	523,615	94.0%	218,304	48.1%
Service fees:						
General government	50,650	125	185	0.4%	59	9.1%
Public safety	746,080	205,779	360,893	48.4%	348,975	46.1%
Urban development	3,000	420	690	23.0%	810	15.3%
Streets and sanitation	337,630	94,287	169,023	50.1%	160,935	50.3%
Recreation	86,800	16,457	28,894	33.3%	31,615	39.8%
Interfund	184,300	46,075	92,150	50.0%	92,150	50.0%
Court fines	1,143,500	311,694	553,067	48.4%	519,542	42.4%
Interest earnings	30,000	7,014	5,535	18.4%	15,802	19.8%
Rental income	153,000	40,362	64,237	42.0%	73,250	47.9%
Other	47,730	25,138	43,890	92.0%	70,002	120.7%
<b>Total Revenues</b>	<b>\$ 27,225,990</b>	<b>\$ 13,751,321</b>	<b>\$ 19,910,987</b>	<b>73.1%</b>	<b>\$ 18,355,707</b>	<b>68.5%</b>

# TOWN OF ADDISON

## GENERAL FUND

### FY 2012 QUARTERLY STATEMENT OF EXPENDITURES COMPARED TO BUDGET

*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
General Government:						
City manager	\$ 1,225,440	\$ 297,436	\$ 597,556	48.8%	\$ 783,322	51.3%
Financial & strategic services	909,820	178,558	402,882	44.3%	397,102	47.3%
General services	783,380	190,276	348,367	44.5%	369,266	44.7%
Municipal court	501,730	108,055	218,947	43.6%	215,378	42.3%
Human resources	552,740	137,358	274,097	49.6%	171,051	32.9%
Information technology	1,290,000	421,600	681,053	52.8%	591,194	44.6%
Combined services	617,270	138,293	295,599	47.9%	323,930	53.7%
Council projects	262,330	21,251	201,760	76.9%	217,832	73.2%
Public safety:						
Police	7,344,420	1,702,458	3,539,066	48.2%	3,669,535	48.1%
Emergency communications	1,259,040	138,083	477,458	37.9%	501,715	43.4%
Fire	5,877,700	1,333,709	2,786,427	47.4%	2,754,289	47.6%
Development services	902,300	199,831	425,420	47.1%	410,840	45.7%
Streets	1,648,510	372,510	652,140	39.6%	609,633	34.0%
Parks and Recreation:						
Parks	2,976,220	559,685	1,170,685	39.3%	990,276	39.1%
Recreation	1,479,980	315,920	618,526	41.8%	618,164	41.7%
<b>Total Expenditures</b>	<b>\$ 27,630,880</b>	<b>\$ 6,115,022</b>	<b>\$ 12,689,982</b>	<b>45.9%</b>	<b>\$ 12,623,527</b>	<b>45.5%</b>

# TOWN OF ADDISON

## HOTEL FUND

### FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET

*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Hotel/Motel occupancy taxes	\$ 4,100,000	\$ 1,097,032	\$ 2,066,810	50.4%	\$ 1,952,812	55.0%
Proceeds from special events	1,727,000	291,624	347,937	20.1%	381,141	22.7%
Conference centre rental	488,750	105,325	231,788	47.4%	183,053	36.6%
Visit Addison rental	193,000	62,516	91,819	47.6%	-	0.0%
Theatre centre rental	78,000	20,209	37,944	48.6%	41,553	13.7%
Interest and miscellaneous	15,800	1,775	4,407	27.9%	12,997	94.2%
<b>Total Revenues</b>	<b>6,602,550</b>	<b>1,578,481</b>	<b>2,780,705</b>	<b>42.1%</b>	<b>2,571,556</b>	<b>42.5%</b>
<b>Expenditures and other uses:</b>						
Visitor services	1,053,700	178,107	372,395	35.3%	596,732	54.3%
Visit Addison	610,740	120,103	258,731	42.4%	1,445,907	328.5%
Marketing	763,910	127,971	256,354	33.6%	331,105	45.3%
Special events	2,461,960	165,052	678,829	27.6%	613,948	25.7%
Conference centre	1,080,980	216,836	453,856	42.0%	436,420	42.4%
Performing arts	562,240	14,300	301,611	53.6%	458,538	82.9%
<b>Other financing uses:</b>						
Transfer to debt service fund	670,000	167,500	335,000	50.0%	335,000	50.0%
<b>Total Expenditures and Other Uses</b>	<b>\$ 7,203,530</b>	<b>\$ 989,869</b>	<b>\$ 2,656,776</b>	<b>36.9%</b>	<b>\$ 4,217,650</b>	<b>61.0%</b>

**NOTES:**

1) Amounts spent by special project:

Public Relations	\$ 315,250	\$ 38,129	\$ 83,136	26.4%	\$ 103,497	32.9%
Oktoberfest	529,640	-	7,287	1.4%	5,760	1.0%
Kaboom Town	247,140	-	2,750	1.1%	339	0.1%
Calendar	30,000	1,055	19,396	64.7%	57,649	115.3%
Hotel Support Program	200,000	24,086	51,045	25.5%	35,517	13.7%
Taste Addison	599,440	2,756	4,256	0.7%	40,149	6.7%
Shakespeare Festival	46,500	15,500	48,002	103.2%	48,092	103.4%
Summer Jazz Festival	44,320	-	152	0.3%	97	0.2%
WorldFest	224,350	187	185,384	82.6%	213,453	99.2%
Book Fair	2,900	-	1,730	59.7%	2,032	69.6%
Weekend to Wipe Out Cancer	13,000	-	-	0.0%	69	0.5%
Vitruvian Park Events	92,000	6,683	138,667	150.7%	-	0.0%
<b>TOTAL</b>	<b>\$ 2,344,540</b>	<b>\$ 88,396</b>	<b>\$ 541,804</b>	<b>23.1%</b>	<b>\$ 506,654</b>	<b>21.5%</b>

**TOWN OF ADDISON**  
**ECONOMIC DEVELOPMENT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
<b>Ad Valorem taxes:</b>						
Current taxes	\$ 548,980	\$ 450,059	\$ 548,076	99.8%	\$ -	0.0%
Delinquent taxes	490	(723)	15	3.1%	-	0.0%
Penalty & interest	970	601	1,039	107.1%	-	0.0%
Business license fee	150,000	56,850	56,850	37.9%	-	0.0%
Interest income and other	500	515	794	158.8%	244	0.0%
Transfer from General Fund	-	-	-	0.0%	350,000	50.0%
<b>Total Revenues and Other Sources</b>	<b>700,940</b>	<b>507,302</b>	<b>606,774</b>	<b>86.6%</b>	<b>350,244</b>	<b>50.0%</b>
<b>Expenditures:</b>						
Personal services	136,040	34,678	66,379	48.8%	-	0.0%
Supplies	11,420	2,140	4,625	40.5%	3,725	0.0%
Maintenance	6,000	-	-	0.0%	-	0.0%
Contractual services	597,630	123,555	180,030	30.1%	30,210	4.3%
Capital replacement/lease	2,700	675	1,350	50.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 753,790</b>	<b>\$ 161,049</b>	<b>\$ 252,384</b>	<b>33.5%</b>	<b>\$ 33,935</b>	<b>4.8%</b>

**TOWN OF ADDISON**  
**ADVANCED FUNDING GRANT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Intergovernmental	\$ -	\$ 3,360	\$ 3,360	0.0%	\$ 1,461,645	58.5%
Interest earnings and other	2,500	22	475	19.0%	426	608.6%
<b>Total Revenues</b>	<b>2,500</b>	<b>3,382</b>	<b>3,835</b>	<b>153.4%</b>	<b>1,462,071</b>	<b>58.5%</b>
<b>Expenditures:</b>						
Contractual services	-	10	144	0.0%	-	0.0%
Construction and equipment	-	-	-	0.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 10</b>	<b>\$ 144</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>

**TOWN OF ADDISON**  
**REIMBURSEMENT GRANT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Intergovernmental	\$ 10,000	\$ 8,554	\$ 12,454	124.5%	\$ 522,350	746.2%
Total Revenues	<u>10,000</u>	<u>8,554</u>	<u>12,454</u>	124.5%	<u>522,350</u>	<u>746.2%</u>
<b>Expenditures:</b>						
Personal services	10,000	533	533	5.3%	5,582	29.1%
Supplies	-	4,806	6,093	0.0%	2,455	306.9%
Contractual services	-	-	-	0.0%	-	0.0%
Construction and equipment	-	31,302	41,207	0.0%	536,827	N/A
Total Expenditures	<u>\$ 10,000</u>	<u>\$ 36,641</u>	<u>\$ 47,833</u>	478.3%	<u>\$ 544,864</u>	<u>778.4%</u>

**TOWN OF ADDISON**  
**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) GRANT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Intergovernmental	\$ 188,000	\$ 55,199	\$ 55,199	29.4%	\$ 49,574	35.4%
Total Revenues	<u>188,000</u>	<u>55,199</u>	<u>55,199</u>	29.4%	<u>49,574</u>	<u>35.4%</u>
<b>Expenditures:</b>						
Personal services	188,000	55,199	55,199	29.4%	159,536	114.0%
Supplies	-	387	1,586	0.0%	-	0.0%
Total Expenditures	<u>\$ 188,000</u>	<u>\$ 55,586</u>	<u>\$ 56,785</u>	30.2%	<u>\$ 159,536</u>	<u>114.0%</u>

**TOWN OF ADDISON**  
**STREET CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest income and other	\$ 6,500	\$ 1,356	\$ 2,668	41.1%	\$ 3,806	41.8%
Total Revenues	<u>6,500</u>	<u>1,356</u>	<u>2,668</u>	41.1%	<u>3,806</u>	41.8%
<b>Expenditures:</b>						
Engineering and contractual services	-	-	-	0.0%	-	0.0%
Construction and equipment	819,400	-	-	0.0%	-	0.0%
Total Expenditures	<u>\$ 819,400</u>	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	0.0%

**TOWN OF ADDISON**  
**PARKS CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest income and other	\$ 350	\$ 7,038	\$ 7,123	2035.3%	\$ 827	26.9%
Total Revenues	<u>350</u>	<u>7,038</u>	<u>7,123</u>	2035.3%	<u>827</u>	26.9%
<b>Expenditures:</b>						
Engineering and contractual services	-	597	9,421	0.0%	10,132	104.5%
Construction and equipment	142,510	75,882	83,715	58.7%	88,580	34.0%
Total Expenditures	<u>\$ 142,510</u>	<u>\$ 76,478</u>	<u>\$ 93,135</u>	65.4%	<u>\$ 98,712</u>	36.5%

**TOWN OF ADDISON**  
**2002 CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest earnings and other	\$ -	\$ 317	\$ 1,005	0.0%	\$ 3,934	27.3%
Total Revenues	<u>-</u>	<u>317</u>	<u>1,005</u>	0.0%	<u>3,934</u>	<u>27.3%</u>
<b>Expenditures:</b>						
Engineering and contractual services	-	79,383	104,457	0.0%	169,591	169.6%
Construction and equipment	-	542,163	745,338	0.0%	-	0.0%
Total Expenditures	<u>\$ -</u>	<u>\$ 621,546</u>	<u>\$ 849,795</u>	0.0%	<u>\$ 169,591</u>	<u>33.9%</u>

**TOWN OF ADDISON**  
**2004 CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest earnings and other	\$ 1,500	\$ 332	\$ 696	46.4%	\$ 958	19.0%
Total Revenues	<u>1,500</u>	<u>332</u>	<u>696</u>	46.4%	<u>958</u>	<u>19.0%</u>
<b>Expenditures:</b>						
Construction and equipment	165,110	283,005	283,005	171.4%	-	0.0%
Total Expenditures	<u>\$ 165,110</u>	<u>\$ 283,005</u>	<u>\$ 283,005</u>	171.4%	<u>\$ -</u>	<u>0.0%</u>

**TOWN OF ADDISON**  
**2006 CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest earnings and other	\$ 1,000	\$ 135	\$ 427	42.7%	\$ 944	23.3%
Total Revenues	<u>1,000</u>	<u>135</u>	<u>427</u>	42.7%	<u>944</u>	<u>23.3%</u>
<b>Expenditures:</b>						
Engineering and contractual services	180,000	-	-	0.0%	-	0.0%
Construction and equipment	-	84,866	84,866	0.0%	-	0.0%
Total Expenditures	<u>\$ 180,000</u>	<u>\$ -</u>	<u>\$ -</u>	0.0%	<u>\$ -</u>	<u>0.0%</u>

**TOWN OF ADDISON**  
**2008 CAPITAL PROJECT FUND**  
**FY 2012 QUARTERLY STATEMENT OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Revenues:</b>						
Interest earnings and other	\$ 25,000	\$ 5,424	\$ 11,047	44.2%	\$ 307,134	146.0%
Total Revenues	<u>25,000</u>	<u>5,424</u>	<u>11,047</u>	44.2%	<u>307,134</u>	<u>146.0%</u>
<b>Expenditures:</b>						
Engineering and contractual services	107,820	146,490	287,345	266.5%	626,531	0.0%
Construction and equipment	598,570	93,747	692,865	115.8%	5,457,083	45.1%
Total Expenditures	<u>\$ 706,390</u>	<u>\$ 240,237</u>	<u>\$ 980,210</u>	138.8%	<u>\$ 6,083,614</u>	<u>50.3%</u>

# AIRPORT FUND

## FY 2012 QUARTERLY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES TO WORKING CAPITAL COMPARED TO BUDGET

*With Comparative Information from Prior Fiscal Year*

Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Operating revenues:</b>						
Operating grants	\$ 50,000	\$ -	\$ -	0.0%	\$ -	0.0%
Fuel flowage fees	630,000	169,908	285,549	45.3%	316,672	37.4%
Rental	3,488,020	911,460	1,483,558	42.5%	1,455,860	42.0%
User fees	35,540	15,486	22,640	63.7%	26,707	69.5%
Other income	10,300	10,194	11,083	107.6%	-	0.0%
<b>Total operating revenues</b>	<b>4,213,860</b>	<b>1,107,048</b>	<b>1,802,830</b>	<b>42.8%</b>	<b>1,799,239</b>	<b>40.8%</b>
<b>Operating expenses:</b>						
Town - Personal services	323,730	80,884	173,492	53.6%	109,029	42.9%
Town - Supplies	62,600	3,044	6,905	11.0%	8,057	37.0%
Town - Maintenance	33,300	9,535	22,383	67.2%	15,185	51.8%
Town - Contractual services	544,670	113,480	190,518	35.0%	186,917	39.1%
Grant - Maintenance	100,000	17,000	18,650	18.7%	64,151	64.2%
Operator operation & maintenance	2,221,430	372,337	702,636	31.6%	851,347	37.5%
Operator service contract	305,200	76,267	129,930	42.6%	283,186	85.8%
<b>Total operating expenses</b>	<b>3,590,930</b>	<b>672,545</b>	<b>1,244,513</b>	<b>34.7%</b>	<b>1,517,873</b>	<b>43.6%</b>
<b>Net operating income</b>	<b>622,930</b>	<b>434,503</b>	<b>558,318</b>	<b>89.6%</b>	<b>281,366</b>	<b>30.3%</b>
<b>Non-Operating revenues (expenses):</b>						
Interest earnings and other	21,320	2,014	3,822	17.9%	38,768	250.9%
Interest on debt, fiscal fees & other	(115,090)	(28,773)	(57,545)	50.0%	(62,710)	50.0%
<b>Total non-operating revenues (expenses)</b>	<b>(93,770)</b>	<b>(26,759)</b>	<b>(53,723)</b>	<b>57.3%</b>	<b>(23,942)</b>	<b>21.8%</b>
<b>Net income (excluding depreciation)</b>	<b>\$ 529,160</b>	<b>\$ 407,744</b>	<b>\$ 504,595</b>	<b>95.4%</b>	<b>\$ 257,424</b>	<b>31.4%</b>
<b>CHANGES IN WORKING CAPITAL</b>						
<b>Net income (excluding depreciation)</b>	<b>\$ 529,160</b>	<b>\$ 407,744</b>	<b>\$ 504,595</b>	<b>95.4%</b>	<b>\$ 257,424</b>	<b>31.4%</b>
<b>Sources (uses) of working capital:</b>						
Retirement of long-term debt	(275,000)	(68,750)	(137,500)	50.0%	(132,500)	50.0%
Net additions to fixed assets with grants	(897,300)	(990)	(990)	0.1%	(1,214,003)	97.5%
Other net additions to fixed assets	(60,000)	(78,099)	(78,099)	130.2%	-	0.0%
<b>Net sources (uses) of working capital</b>	<b>(1,232,300)</b>	<b>(147,839)</b>	<b>(216,589)</b>	<b>17.6%</b>	<b>(1,346,503)</b>	<b>85.9%</b>
<b>Net increase (decrease) in working capital</b>	<b>(703,140)</b>	<b>259,905</b>	<b>288,005</b>	<b>-41.0%</b>	<b>(1,089,079)</b>	<b>145.6%</b>
<b>Beginning fund balance</b>	<b>1,601,980</b>	<b>2,041,094</b>	<b>2,012,994</b>	<b>125.7%</b>	<b>2,124,403</b>	<b>122.0%</b>
<b>Ending fund balance</b>	<b>\$ 898,840</b>	<b>\$ 2,300,999</b>	<b>\$ 2,300,999</b>	<b>256.0%</b>	<b>\$ 1,035,324</b>	<b>104.2%</b>

## UTILITY FUND

### FY 2012 QUARTERLY STATEMENT OF REVENUES, EXPENDITURES AND CHANGES TO WORKING CAPITAL COMPARED TO BUDGET

*With Comparative Information from Prior Fiscal Year*

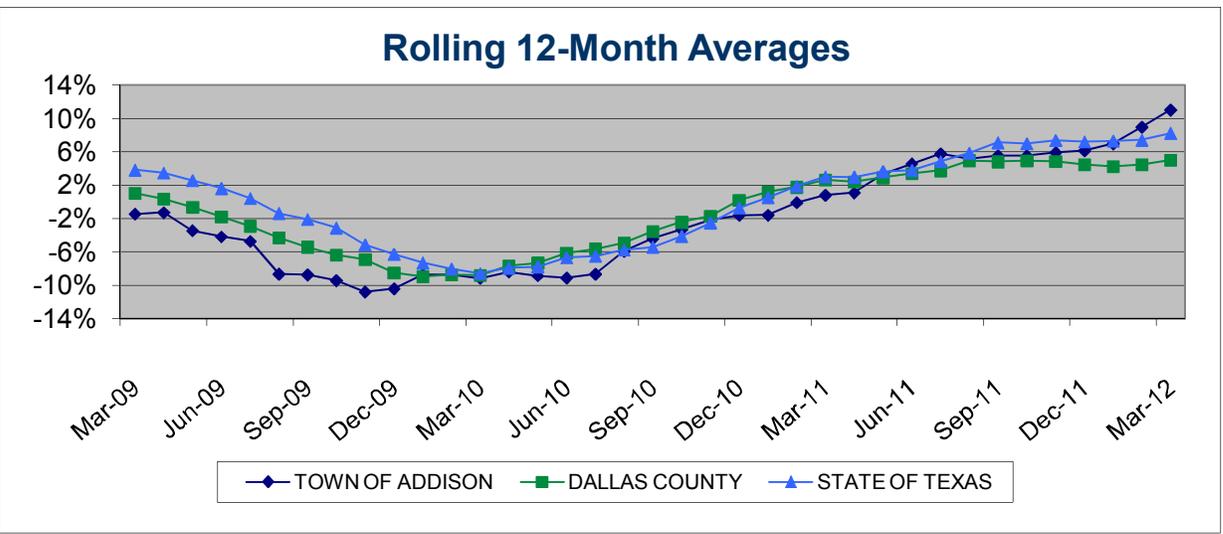
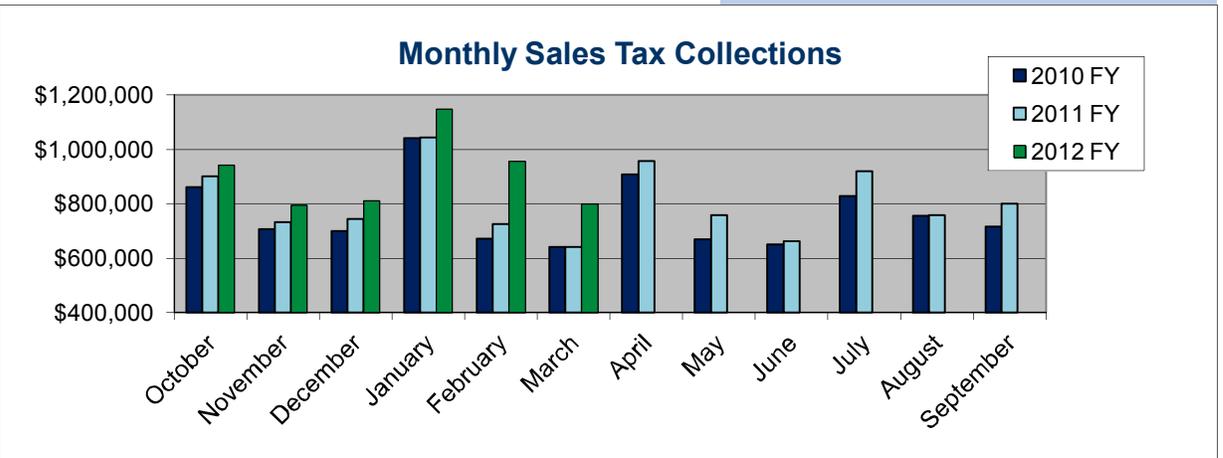
Category	FY2011-12				FY2010-11	
	Budget	2nd Quarter	Year-to-Date	YTD as % of Budget	Year-to-Date	YTD as % of Budget
<b>Operating revenues:</b>						
Water sales	\$ 6,019,700	\$ 938,827	\$ 2,016,862	33.5%	\$ 1,916,939	35.1%
Sewer charges	4,725,000	1,061,558	1,865,865	39.5%	1,756,274	37.3%
Tap fees	10,000	2,400	5,505	55.1%	4,945	21.8%
Penalties	73,500	21,563	33,823	46.0%	33,561	47.9%
<b>Total operating revenues</b>	<b>10,828,200</b>	<b>2,024,348</b>	<b>3,922,055</b>	<b>36.2%</b>	<b>3,711,719</b>	<b>36.2%</b>
<b>Operating expenses:</b>						
Water purchases	2,841,200	701,677	1,190,075	41.9%	1,094,114	40.4%
Wastewater treatment	2,051,700	605,101	985,657	48.0%	972,362	49.1%
Utility operations	2,751,750	526,881	1,082,809	39.3%	1,092,669	41.3%
<b>Total operating expenses</b>	<b>7,644,650</b>	<b>1,833,659</b>	<b>3,258,542</b>	<b>42.6%</b>	<b>3,159,145</b>	<b>43.1%</b>
<b>Net operating income</b>	<b>3,183,550</b>	<b>190,690</b>	<b>663,513</b>	<b>20.8%</b>	<b>552,574</b>	<b>18.9%</b>
<b>Non-Operating revenues (expenses):</b>						
Interest earnings and other	(35,600)	(11,413)	(21,278)	59.8%	4,241	65.2%
Interest on debt, fiscal fees & other	(459,830)	(114,958)	(229,915)	50.0%	(261,840)	50.0%
<b>Total non-operating revenues (expenses)</b>	<b>(495,430)</b>	<b>(126,370)</b>	<b>(251,193)</b>	<b>50.7%</b>	<b>(257,599)</b>	<b>49.8%</b>
<b>Net income (excluding depreciation)</b>	<b>\$ 2,688,120</b>	<b>\$ 64,319</b>	<b>\$ 412,319</b>	<b>15.3%</b>	<b>\$ 294,975</b>	<b>12.2%</b>
<b>CHANGES IN WORKING CAPITAL</b>						
<b>Net income (excluding depreciation)</b>	<b>\$ 2,688,120</b>	<b>\$ 64,319</b>	<b>\$ 412,319</b>	<b>15.3%</b>	<b>\$ 294,975</b>	<b>12.2%</b>
<b>Sources (uses) of working capital:</b>						
Retirement of long-term debt	(2,754,800)	(688,700)	(1,377,400)	50.0%	(1,311,885)	50.0%
Transfer of debt proceeds	1,000,000	500,000	500,000	50.0%	-	0.0%
Net additions to fixed assets	(2,330,000)	(1,504,730)	(1,710,915)	73.4%	(282,334)	7.5%
<b>Net sources (uses) of working capital</b>	<b>(4,084,800)</b>	<b>(1,693,430)</b>	<b>(2,588,315)</b>	<b>63.4%</b>	<b>(1,594,219)</b>	<b>24.9%</b>
<b>Net increase (decrease) in working capital</b>	<b>(1,396,680)</b>	<b>(1,629,111)</b>	<b>(2,175,996)</b>	<b>155.8%</b>	<b>(1,299,244)</b>	<b>32.5%</b>
<b>Beginning fund balance</b>	<b>2,364,190</b>	<b>2,176,610</b>	<b>2,723,494</b>	<b>115.2%</b>	<b>5,851,222</b>	<b>116.4%</b>
<b>Ending fund balance</b>	<b>\$ 967,510</b>	<b>\$ 547,499</b>	<b>\$ 547,499</b>	<b>56.6%</b>	<b>\$ 4,551,978</b>	<b>443.7%</b>

# TOWN OF ADDISON

## Schedule of Sales Tax Collections and Related Analyses

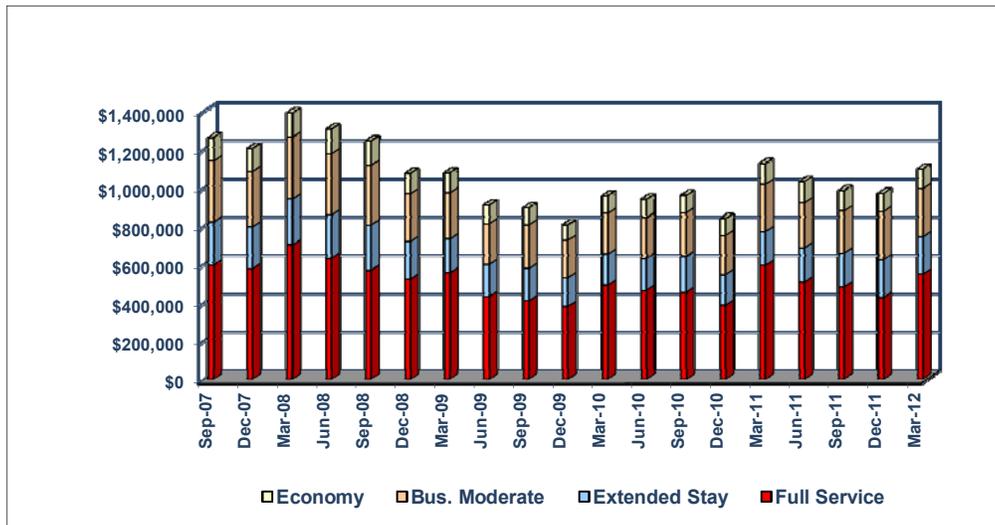
*For the fiscal year ending September 30, 2012*

	TOWN OF ADDISON				DALLAS COUNTY		STATE OF TEXAS	
	2011-12 Collections		% Change from Prior Year		% Change from Prior Year		% Change from Prior Year	
	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative	Monthly	Cumulative
October	\$ 941,812	\$ 941,812	4.6%	4.6%	5.3%	5.3%	5.7%	5.7%
November	795,061	1,736,873	8.5%	6.4%	0.1%	3.0%	8.6%	7.0%
December	810,293	2,547,166	8.9%	7.2%	2.9%	3.0%	8.3%	7.4%
January	1,148,174	3,695,340	10.0%	8.0%	0.9%	2.3%	6.7%	7.2%
February	957,579	4,652,919	32.0%	12.2%	3.2%	2.5%	8.0%	7.3%
March	800,861	5,453,780	24.6%	13.9%	10.3%	3.6%	15.1%	8.4%
April								
May								
June								
July								
August								
September								
Budget 11-12:		\$ 9,565,340						
Projected Year End		\$ 10,743,570						



**TOWN OF ADDISON HOTEL OCCUPANCY TAX COLLECTION**  
**Hotels By Service Type for the Quarter and Year-to-Date Ended March 31, 2012**  
**With Comparisons to Prior Year**

	Rooms		2nd Quarter FY 12		12 to 11 % Diff.	YTD FY 12		12 to 11 % Diff.
	Number	Percentage	Amount	Percentage		Amount	Percentage	
<b>Full Service</b>								
Marriott Quorum	535	14%	\$ 196,951	18%	-13%	\$ 341,490	17%	-12%
Intercontinental	532	13%	235,673	21%	-5%	413,815	20%	8%
Crowne Plaza	429	11%	116,588	11%	-1%	220,424	11%	5%
	<u>1,496</u>	<u>38%</u>	<u>549,212</u>	<u>50%</u>	<u>-8%</u>	<u>975,730</u>	<u>47%</u>	<u>-1%</u>
<b>Extended Stay</b>								
Budget Suites	344	9%	3,188	0%	-24%	8,261	0%	19%
Hawthorne Suites	70	2%	15,692	1%	24%	28,121	1%	21%
Marriott Residence	150	4%	49,993	5%	2%	96,257	5%	4%
Summerfield Suites	132	3%	32,146	3%	37%	57,891	3%	21%
Homewood Suites	128	3%	44,310	4%	-4%	90,082	4%	3%
Springhill Suites	159	4%	49,126	4%	21%	111,168	5%	43%
	<u>983</u>	<u>25%</u>	<u>194,455</u>	<u>18%</u>	<u>11%</u>	<u>391,781</u>	<u>19%</u>	<u>17%</u>
<b>Business Moderate</b>								
Marriott Courtyard Quorum	176	4%	66,849	6%	0%	143,441	7%	23%
LaQuinta Inn	152	4%	33,518	3%	1%	60,178	3%	-1%
Marriott Courtyard Proton	145	4%	41,646	4%	-5%	91,958	4%	17%
Holiday Inn Express	102	3%	31,133	3%	-13%	62,088	3%	-3%
Hilton Garden Inn	96	2%	44,599	4%	21%	82,428	4%	11%
Holiday Inn - Arapaho	101	3%	24,396	2%	-12%	46,461	2%	-1%
Comfort Inn	86	2%	9,712	1%	276%	17,288	1%	119%
	<u>858</u>	<u>22%</u>	<u>251,853</u>	<u>23%</u>	<u>2%</u>	<u>503,842</u>	<u>24%</u>	<u>12%</u>
<b>Economy</b>								
Motel 6	126	3%	18,063	2%	-2%	35,277	2%	4%
Hampton Inn	159	4%	44,366	4%	-12%	86,259	4%	-8%
Quality Inn	115	3%	9,294	1%	-26%	17,775	1%	-16%
Comfort Suites	78	2%	18,069	2%	26%	34,008	2%	26%
Super 8	78	2%	8,351	1%	2%	15,591	1%	8%
Best Value	60	2%	3,369	0%	-9%	6,547	0%	-7%
	<u>616</u>	<u>16%</u>	<u>101,512</u>	<u>9%</u>	<u>-6%</u>	<u>195,458</u>	<u>9%</u>	<u>-1%</u>
<b>TOTAL</b>	<u>3,953</u>	<u>100%</u>	<u>\$ 1,097,032</u>	<u>100%</u>	<u>-2%</u>	<u>\$ 2,066,810</u>	<u>100%</u>	<u>5%</u>



**TOWN OF ADDISON**  
**INTERIM STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
For the Quarter Ending March 31, 2012

Fund	Balance 12/31/2011	Quarter Receipts	Quarter Disbursements	Balance 3/31/2012
<b>General Fund</b>	\$ 9,337,583	\$ 23,002,433	\$ 15,704,995	\$ 16,635,021
<b>Special Revenue Funds:</b>				
Hotel	1,357,648	1,319,022	1,027,066	1,649,604
Economic Development	366,824	962,023	615,769	713,078
Public Safety	21,744	7,337	3,505	25,576
Municipal Court	427,003	249,053	230,884	445,172
Advanced Funding Grant	67,186	44,813	82,164	29,835
Reimbursement Grant	(2,715,473)	1,139,054	35,586	(1,612,005)
ARRA Grant	385	55,200	55,586	(1)
<b>Debt Service Funds:</b>				
G. O. Bonds	2,223,580	9,712,750	9,991,311	1,945,019
Hotel Revenue Bonds	985,497	168,097	594,756	558,838
<b>Capital Projects Funds:</b>				
Streets	1,587,251	1,357	-	1,588,608
Parks	91,012	7,038	76,809	21,241
2002 G.O. Bonds	653,407	318	594,575	59,150
2004 G.O. Bonds	439,959	333	268,854	171,438
2006 G.O. Bonds	157,931	135	41,421	116,645
2008 C.O. Bonds	6,527,079	5,424	269,110	6,263,393
<b>Enterprise Funds:</b>				
Utility	5,897,517	2,264,407	6,348,180	1,813,744
Airport	2,304,204	1,154,893	1,151,297	2,307,800
<b>Internal Service Funds:</b>				
Capital Replacement	3,580,203	149,318	25,086	3,704,435
Information Technology	2,596,376	146,146	52,885	2,689,637
<b>TOTAL - ALL FUNDS</b>	<b>\$ 35,906,916</b>	<b>\$ 40,389,151</b>	<b>\$ 37,169,839</b>	<b>\$ 39,126,228</b>

Note: Cash inflows and outflows represent revenues, expenditures, and investment transactions.

<b>INVESTMENTS BY MATURITY AND TYPE</b>				
For the Quarter Ending March 31, 2012				
	Type	% of Portfolio	Yield to Maturity	Amount
	Pools	21.39%	0.12%	\$ 8,008,299
	Agencies	26.46%	0.33%	9,908,055
	Bank CD's	17.51%	0.58%	6,555,468
	Treasuries	5.35%	0.06%	2,001,524
	Commercial Paper	29.29%	0.56%	10,965,134
<b>Total Investments</b>		<b>100.00%</b>	<b>0.39%</b>	<b>37,438,480</b>
	Accrued Interest Earnings			40,697
	Demand Deposits			1,647,051
<b>TOTAL</b>				<b>\$ 39,126,228</b>

**COLLATERAL SUMMARY**

The first and most important objective for public funds investments is safety of assets. Therefore, all non-government security investments and bank accounts in excess of FDIC coverage must be secured by collateral. The bank balances and investments are monitored on a regular basis for appropriate coverage by marking the collateral to market. Collateral levels are adjusted to secure the varying levels of receipts throughout the fiscal year.

**Town of Addison  
Collateral Analysis  
Demand Deposit Cash  
March 31, 2012**

<b>Pledging Institution</b>	<b>Safekeeping Location</b>	<b>Account Title</b>	<b>Pledged Security Description</b>	<b>Security Par Value</b>	<b>Market Value</b>	<b>FDIC Insurance</b>	<b>Ending Bank Balance</b>	<b>Difference Over(Under)</b>
Frost Bank	Federal Reserve	Operating	GNMA due 10/15/2037	\$ 316,154	\$ 353,771			
Frost Bank	Federal Reserve	Operating	GNMA due 10/15/2037	923,170	1,033,011			
				<u>\$ 1,239,325</u>	<u>\$ 1,386,782</u>	<u>\$ 950,369</u>	<u>\$ 700,369</u>	<u>\$ 1,636,782</u>



## First Quarter of Calendar Year 2012 Review

GDP in the fourth quarter of 2011 capped a year of steady, if unspectacular growth with a 3% annualized gain. However, for the entire 12 month period, the U.S. economy grew just 1.6%. The below average growth was generated during an extended period of unprecedented monetary and fiscal stimulus. At the January FOMC meeting, committee members pushed back the time frame during which the overnight rate is expected to “remain at exceptionally low levels” from at least “mid-2013” to “late 2014.” In February, Congress passed both an extension of the payroll tax cut and an extension of long-term unemployment benefits for the remainder of 2012. Although the bipartisan agreement reduced the maximum number of weeks unemployment benefits can be paid, without this extension 3.5 million Americans would not have received checks. While all of these extensions may sound appropriate during a period of sluggish economic growth and high unemployment, the unfunded expenses will come at a cost. The payroll tax cut alone will add \$100 billion to the deficit. However, with the stimulus remaining firmly in place, economic data continued to improve, confidence rose, the stock markets rallied, and with the help of the fourth mildest U.S. winter in history, the critical labor market and retail sales numbers made encouraging headway.

The apparent improvement in data managed to push bond yields upward from near record lows, thereby undermining accommodative Fed policy. Bernanke made a round of speaking appearance in March probably to reiterate that the Fed did not expect to waiver from its stated position to keep the overnight funds rate at the zero-to-0.25% level where it has been entrenched since December 2008. In Bernanke’s words, “it’s far too early to declare victory.” In fact, by quarter’s end, rising gasoline prices had become a serious concern and threatened to derail relatively brisk consumer spending. An old rule of thumb is that every one penny increase at the gas pump extracts one billion dollars from consumer’s pockets on an annual basis. So far this year, the average gas price has increased by 60 cents.

The situation in Europe quieted down after Greece avoided bond default by accepting its second bailout in February. Unfortunately, the lull may prove temporary. The extremely unpopular €130 billion rescue plan could be threatened by the outcome of national elections as soon as April. The Greek economy has been in severe recession for the past five years, during which time its economy contracted by a massive 20%. The Greek unemployment rate is estimated at 21%, but tops 50% for 15- to 24-year old workers. Spain, the fourth largest Euro-zone country, made negative headlines later in the quarter after announcing its debt-to-GDP ratio would likely soar from 68.5% in 2011 to a forecasted 79.8% in 2012. Spain is also in recession and has unemployment figures nearly identical to those of Greece. There has been recent talk in the media on the possibility that Spain may require rescue funds in the near future. U.S. banks were generally thought to be well insulated from the crisis overseas, but questions lingered as to their financial soundness. Thus, the financial markets drew a sigh of relief as the results of the Fed “stress tests” for U.S. banks proved better than most had expected. The test was extremely stringent under a scenario that included 13% unemployment, a 50% drop in stocks and a further 20% decline in housing prices. Only four of 19 institutions failed in one or more measures. The positive results are an indication the banks have strengthened their balance sheets and fortified themselves against a financial crisis like that of 2008.

### **EMPLOYMENT**

Job creation was an economic strong point in January and February as business payrolls rose by an average of 257,000. However, March was a disappointment as just 120,000 jobs were added, well below the Bloomberg median forecast for 205,000 and the lowest in five months. On a positive note, the Bureau of Labor Statistics pointed out employment has now risen by 3.6 million from its low point in February 2010, leaving roughly five million jobs to recoup from recession lows. The unemployment rate actually declined from 8.3% to 8.2% in March, a deceiving figure made possible as the total number of Americans actively looking for work continued to fall. There are currently 12.7 million unemployed workers. Among these, 5.3 million have been unemployed for 27 weeks or more. The number of people employed “part-time for economic reasons” fell from

8.1 million to 7.7 million. The significant number of involuntary part-time workers is another reason why it has been so difficult to whittle away the recessionary job losses - employers typically restore reduced hours before hiring new workers. The U6 measure of unemployment fell from 14.9% to 14.5%. This much larger number includes discouraged and part-time workers, and anyone who would accept a full-time position if offered to them.

## **HOUSING**

The housing sector has probably reached a bottom ...but it's a mighty low bottom. CNN-Money reported that U.S. home prices had dropped another 4% in the final quarter of the year, returning to price levels of 10 years ago. It was the biggest quarterly drop since 2008, and according to the S&P Case-Schiller Home Price Index, prices have now fallen 33.8% from their peak in early 2006. This is either a good thing or a bad thing depending on whether you're a buyer or a seller. Potential buyers, and those still able to refinance, continue to benefit from record low lending rates - Freddie Mac reported its 30-year mortgage index had averaged a historical low of 3.89% in February. Although existing home sales were marginally higher in the initial months of the year, new home sales fell. Part of this can be attributed to the fact that there simply aren't as many new homes available for sale - at last count, an estimated 150,000. As a result, a small resurgence of building has begun. Building permits rose by 5.1% in February to 717,000, the highest level in 3½ years. Much of this increase represents the construction of multi-family housing. As homeownership decreases, the number of renters has soared relative to the available rental units.

## **CONSUMER SPENDING**

Both the Conference Board's measure of consumer confidence and the University of Michigan consumer sentiment survey reached their highest level in a year, and consumer spending has increased along with confidence. Retail sales rose by an unexpectedly strong 1.1% in February after a solid 0.6% revised gain in January. Although much of the February increase was attributed to robust car and light truck sales, ex-auto sales were still up 0.9%. Annualized sales of cars and trucks were above 15 million in February, up from 13.2 million a year ago and 10.5 million before that. There is ample reason to expect solid sales going forward as the average age of cars and trucks on U.S. roads reached an all-time high of 10.8 years in 2011. According to a story in U.S. News & World Report, the average vehicle age has increased steadily from just 8.5 years in 1995. Part of the longer lifespan has to do with improved product reliability, but some of the increase in past years was probably related to the economic downturn.

## **INFLATION**

In order for the Fed to maintain its super accommodative stance, inflation must remain tame. It's debatable whether this is actually happening. The Fed's inflation objective is around 2%. But rising energy prices have elevated headline inflation above the objective level and made Fed policy critics uneasy. The February Consumer Price Index (CPI) rose by 0.4% and 2.9% year-over-year. Most of this increase was energy related, but if food and energy prices are excluded, core CPI is still up 2.2% on a year-over-year basis. Fortunately, the Fed's preferred inflation measure, Personal Consumption Expenditures (PCE), was increasing at a more benign 1.3% rate in the fourth quarter.

## **THE FED**

Although the Fed declared on January 25th that it expected to keep the overnight funds rate at "exceptionally low levels" at least until late 2014, the better-than-expected economic data and somewhat elevated inflation, has caused a number of Fed officials to publically express dissenting opinions. Both Richmond Fed President Lacker (current FOMC voting member) and St. Louis Fed President Bullard (not an FOMC voting member this year) recently said the Fed might need to tighten monetary policy as soon as next year. Dallas Fed President Fisher told Fox Business News that "although growth is slower than we would like, it is gaining momentum ...and we will not support further quantitative easing under these circumstances..." and Philadelphia Fed President Plosser said the Fed should not use its balance sheet as a regular tool for monetary policy. Even Bernanke instilled some doubt late in the quarter, appearing on CBS's 60-Minutes saying "...we've never issued a guarantee. We've said very clearly that that's our best estimate ...but of course if the economy looks different, if things get a lot stronger or a lot weaker we'll have to change our plans." Perhaps Bernanke regretted his word choice because a day after the program aired, he told an audience at the National Association for Business Economics that

“hiring is still significantly below pre-crisis levels,” and “unemployment is still above the long term sustainable level,” and that further improvements in the unemployment rate would need to be supported by continued accommodative policies.

### **STOCK MARKET MOVEMENT**

U.S. stock markets enjoyed another period of big gains as the Dow rose 8% and the S&P 12%, marking their strongest first quarters since 1998, while the NASDAQ surged nearly 19% for its best first quarter showing since 1991. Recall that in the final quarter of 2011, the DOW rose 12%, while the S&P was up 11.2%. As a result, an estimated \$3.6 trillion has been restored to U.S. equity values since October. With cash earning virtually nothing and the bull market for bonds possibly near the end of a long and prosperous run, stocks have gained favor. The DOW topped the 13,000 level for the first time since May 2008, and has now risen more than 100% from 2009 first quarter lows. There are plenty of experts questioning the ongoing strength of the U.S. equity markets, but many businesses are lean and flush with cash, borrowing costs are at record lows and confidence has rebounded in the last six months. Besides, most investment alternatives are less palatable. So, a case is still being made for stocks, even at the current four-year highs. The broad market S&P 500 index currently trades at 14.6x reported earnings. Although this is the highest valuation since July, it's well below the 16.4x average over the past 58 years.

	<b>DOW</b>	<b>S&amp;P 500</b>	<b>NASDAQ</b>
<b>3/31/11</b>	12,320	1,326	2,781
<b>12/31/11</b>	12,218	1,258	2,605
<b>3/31/12</b>	13,212	1,408	3,092
<b>% Change for Q1-2012</b>	+ 8.1%	+ 12.0%	+ 18.7%
<b>% Change for 12 Months</b>	+ 7.2%	+ 6.2%	- 11.2%

### **INTEREST RATES**

		<b>Fed Funds</b>	<b>3 mo T-bill</b>	<b>6 mo T-bill</b>	<b>2 yr T-note</b>	<b>5 yr T-note</b>	<b>10 yr T-note</b>
<b>Last</b>	12/31/11	0.00%	0.01%	0.06%	0.24%	0.83%	1.88%
<b>High</b>		0.00%	0.11%	0.15%	0.39%	1.20%	2.38%
<b>Low</b>		0.00%	0.01%	0.02%	0.21%	0.71%	1.80%
<b>End</b>	3/31/12	0.00%	0.06%	0.08%	0.28%	0.89%	2.02%

### **PORTFOLIO ACTIVITY SINCE DECEMBER 31<sup>ST</sup>**

- A total of \$9.0 million rolled off during the quarter. Two agency notes totaling \$4mm were called away prior to maturity. There were three maturities including one bank CD for \$2 million, one Treasury note for \$2 million, and one corporate CP issue for \$1 million.
- The Town made seven new purchases totaling \$15 million. The maturing CD was rolled over into a new one-year CD for \$2 million. There was a \$2 million investment in a callable agency with a two-year final maturity and \$1mm invested in a non-callable agency maturing in December 2013. Finally, there were four separate purchase of corporate CP totaling \$10 million, as we sought to take advantage of relatively high yields in this sector. The weighted average yield on these purchases was 0.526%, roughly five times higher than the 0.10% average yield of TexPool during the quarter.

### **SUMMARY / OUTLOOK**

It was a good quarter. The U.S. economy is definitely getting better. A Bloomberg survey taken at the end of March showed 34% of respondents thought the economy was improving, the highest since January 2004. Bloomberg reported that corporate bond sales in the U.S. reached a historical high of \$427 billion in the first quarter, crushing the previous record of \$397 billion from a year ago, while Thomson Reuters reported that municipal bond issuance had totaled \$78.9 billion, a 68% jump from the same period in 2011. But we still have a long way to go. The GDP

contraction rate during the last recession was 5.1%, the worst downturn in seven decades, and the unemployment rate is still 3% higher than the 20-year average. Bernanke addressed an audience of economists in late March saying, among other things, that “the better job numbers seem out of sync with the pace of economic expansion.” Typically, a 1% decline in the rate of unemployment is associated with a 3% increase in output. Since the U.S. economy only grew at a 1.7% rate in 2011, the 0.9 percentage point drop in unemployment is a bit puzzling. Some have attributed it to a period of “over-firing” by fearful businesses during the downturn and a subsequent restocking of labor as the recession faded from memory. If this is true, we could have experienced an acceleration of hiring which may be hard to sustain at the projected GDP growth rate of between 2-2.5%. According to FTN Financial, in order for the Fed to reach its unemployment target of 5-5.6% by 2015, it would take three years of 4-4.5% GDP. Central forecasts are nowhere near this high.

The next two to three quarters should provide unobstructed, if moderate, economic growth, but there is a great big problem looming at the end of the year - the “cans” that have been kicked down the road have stacked up. In less than nine months, all of the Bush tax cuts will expire (again) along with the temporary payroll tax cuts (again) and provisions for long-term unemployment benefits. At the same time, automatic budget cuts are scheduled to begin, and with no Federal budget likely to be in place, another debt ceiling compromise will have to be reached. Throw in the November elections and the environment for critical negotiations is likely to be sour. This negativity serves only to support the case for the Fed to maintain its accommodative monetary policy. A premature increase in interest rates would likely compound the contraction. With the U.S. economy out of recession for nearly three years, a “double-dip” is no longer possible, but political leaders fear the next downturn, and aren’t anxious to be associated with actions that could be viewed as a trigger. In late March, the House of Representatives crushed a compromise budget proposal similar to the bipartisan Simpson-Bowles plan by a 382-38 vote that would have reduced the federal deficit by more than \$4 trillion over 10 years. Proposals by President Obama and House Budget Committee Chairman Paul Ryan also failed. As a result, the U.S. will operate without a budget for the fourth straight year.

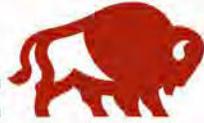
The *short-term* outlook is relatively bright. Monetary and fiscal accommodation will be in place to feed the economy at least through the end of the year. But as the end of the year approaches, some hard choices will have to be made. The words coming out of Bernanke’s mouth suggest that the Fed will do what it can to cushion the fall if politicians can agree on a significant combination of expense cuts and revenue increases which would most certainly curtail economic growth next year. Even the automatic spending cuts scheduled to begin in 2013 will have a detrimental effect on economic growth with token across-the-board cuts of \$1.2 trillion over 10 years. Raising interest rates would nullify the cuts. The Wall Street Journal reported that net interest costs on outstanding Treasury debt have dropped below 2% this year from 4.7% in 2007. If the government were forced to pay interest at 2007 rates, interest costs would soar by \$350 billion. If you wanted an argument to support an artificially low rate environment for a prolonged period, this is it.

#### **PROJECTED STRATEGY FOR THE SECOND QUARTER 2012:**

With yields on local government investment pools (LGIP’s) anchored around 0.10%, our investment strategy is expected to remain largely unchanged. We will seek to minimize low-yielding balances held in these LGIP’s in favor of higher yielding commercial paper and bank CD’s. High quality domestic CP has offered attractive yields in the 0.40% to 0.70% range for six- to nine-month terms, while select bank CD’s offer similar yields in the 12- to 18-month range. These positions will be augmented with callable agency securities having final maturities out 18 to 36 months, as they continue to provide one of the very few yield enhancing options.

**FirstSouthwest**

A PlainsCapital Company



## Investment Portfolio Summary

**Town of Addison**

*Addison!*

**For the Quarter Ended**

**March 31, 2012**

Prepared by  
FirstSouthwest Asset Management



---

---

For the Quarter Ended  
March 31, 2012

This report is prepared for the **Town of Addison** (the "Entity") in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the Entity's investment officers and includes the disclosures required in the PFIA. To the extent possible, market prices have been obtained from independent pricing sources.

The investment portfolio complied with the PFIA and the Entity's approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

Officer Names and Titles:

Maria Dominguez Financial services manager  
Butch assistant to the City Manager

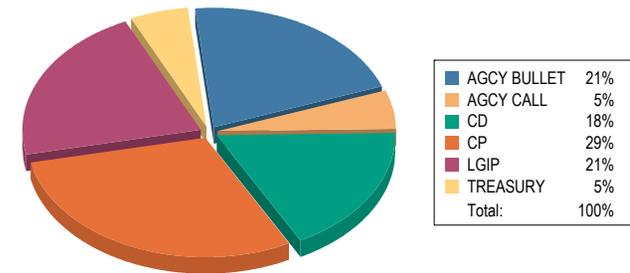
**Account Summary**

**Allocation by Security Type**

Beginning Values as of 12/31/11

Ending Values as of 03/31/12

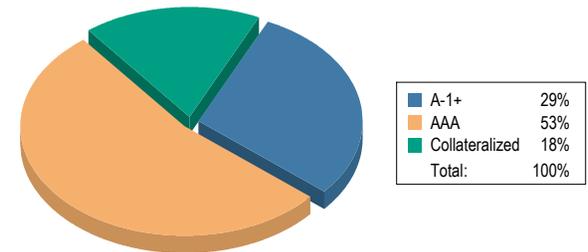
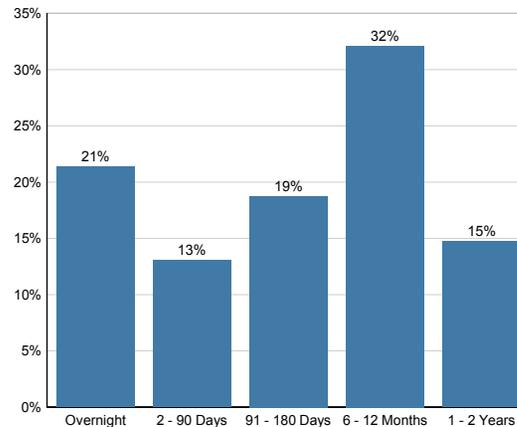
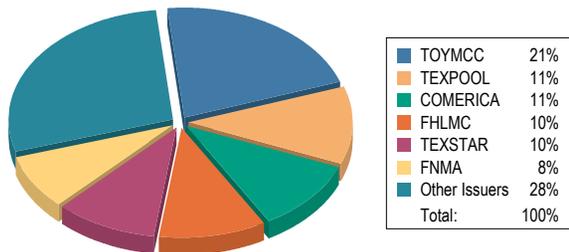
Par Value	36,086,158.99	37,448,766.77
Market Value	36,131,169.99	37,446,518.77
Book Value	36,126,558.33	37,438,480.26
Unrealized Gain / Loss	4,611.66	8,038.51
<b>Market Value %</b>	<b>100.12%</b>	<b>99.99%</b>
Weighted Avg. YTW	0.333%	0.392%
Weighted Avg. YTM	0.333%	0.392%



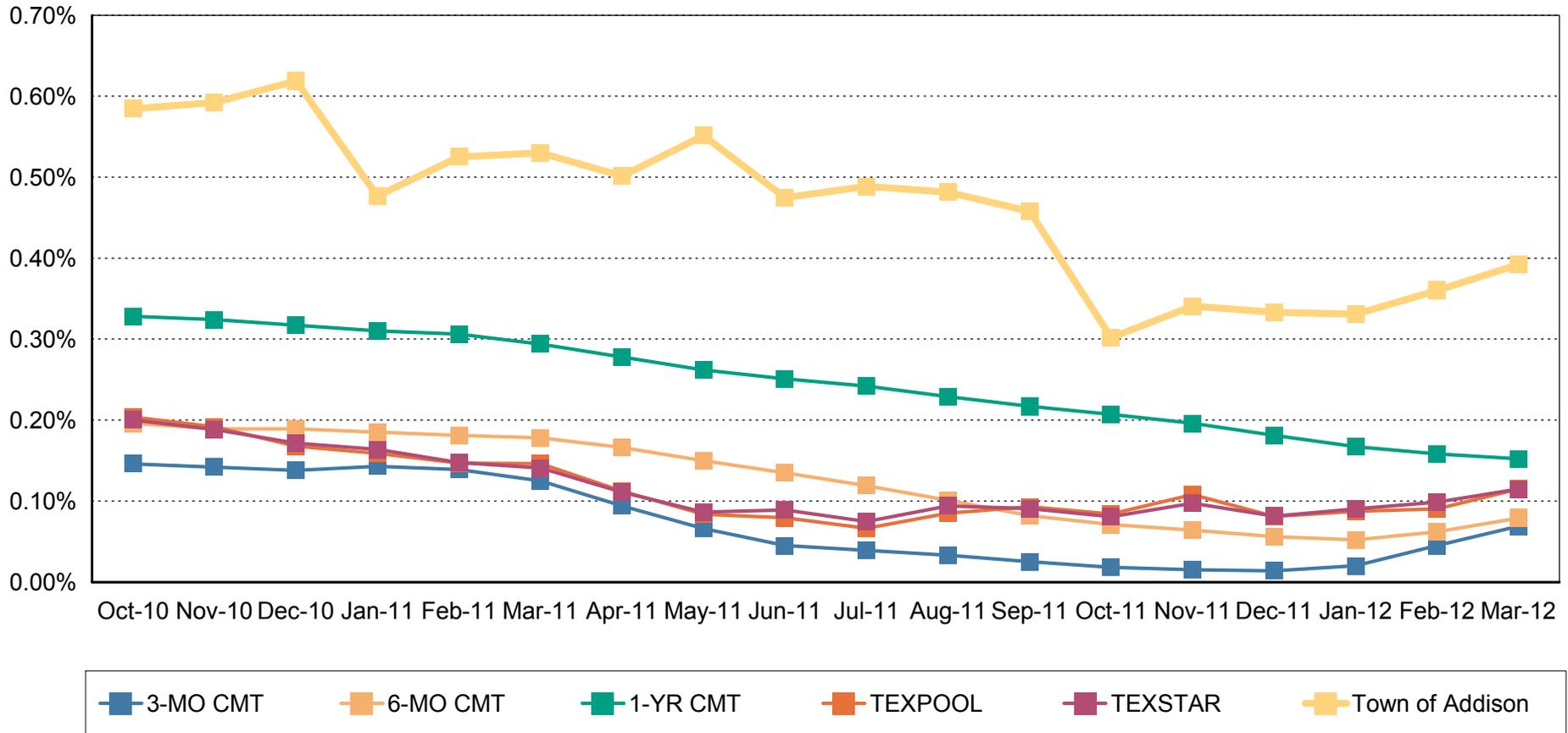
**Allocation by Issuer**

**Maturity Distribution %**

**Credit Quality**



**Weighted Average Days to Maturity: 188**



**Note 1:** CMT stands for Constant Maturity Treasury. This data is published in Federal Reserve Statistical Release H.15 and represents an average of all actively traded Treasury securities having that time remaining until maturity. This is a standard industry benchmark for Treasury securities. The CMT benchmarks are moving averages. The 3-month CMT is the daily average for the previous 3 months, the 6-month CMT is the daily average for the previous 6 months, and the 1-year and 2-year CMT's are the daily averages for the previous 12-months.

**Note 2:** Benchmark data for TexPool is the monthly average yield.

**Note 3:** Benchmark data for TexSTAR is the monthly average yield.



**Town of Addison**  
**Detail of Security Holdings**  
 As of 03/31/2012

CUSIP	Settle Date	Sec. Type	Sec. Description	CPN	Mty Date	Next Call	Call Type	Par Value	Purch Price	Orig Cost	Book Value	Mkt Price	Market Value	Days to Mty	Days to Call	YTM	YTW
<b>Pooled Funds</b>																	
TEXPOOL		LGIP	TexPool					4,250,267.55	100.000	4,250,267.55	4,250,267.55	100.000	4,250,267.55	1		0.115	0.115
TEXSTAR		LGIP	TexSTAR					3,758,030.96	100.000	3,758,030.96	3,758,030.96	100.000	3,758,030.96	1		0.115	0.115
3128X9D80	04/13/11	AGCY BULET	FHLMC	1.125	04/25/12			2,885,000.00	100.846	2,909,407.10	2,886,575.99	100.060	2,886,731.00	25		0.304	0.304
912828NE6	05/03/11	TREAS NOTE	U.S. Treasury	0.750	05/31/12			2,000,000.00	100.500	2,010,000.00	2,001,523.60	100.100	2,002,000.00	61		0.285	0.285
36959HGJ0	01/20/12	CP - DISC	GE Capital Corp		07/18/12			2,000,000.00	99.830	1,996,600.00	1,997,960.00	99.915	1,998,304.00	109		0.341	0.341
31398AYM8	06/27/11	AGCY BULET	FNMA	1.750	08/10/12			3,000,000.00	101.646	3,049,382.97	3,015,822.03	100.570	3,017,100.00	132		0.276	0.276
3024A0HE8	11/18/11	CP - DISC	FCAR Owner Trust		08/14/12			1,000,000.00	99.550	995,500.00	997,750.00	99.894	998,942.00	136		0.603	0.603
3133XYWB7	05/19/11	AGCY BULET	FHLB	0.875	08/22/12			1,000,000.00	100.680	1,006,800.00	1,002,119.51	100.280	1,002,800.00	144		0.333	0.333
89233GKF2	01/20/12	CP - DISC	Toyota Mtr Cr		10/15/12			3,000,000.00	99.507	2,985,205.00	2,989,164.99	99.769	2,993,070.00	198		0.663	0.663
89233GM37	03/09/12	CP - DISC	Toyota Mtr Cr		12/03/12			4,000,000.00	99.567	3,982,664.44	3,984,146.68	99.630	3,985,180.00	247		0.583	0.583
CD-6693	09/08/11	CD	Comerica Bk CD	0.570	12/10/12			2,005,685.38	100.000	2,005,685.38	2,005,685.38	100.000	2,005,685.38	254		0.571	0.571
89233GMM5	03/27/12	CP - DISC	Toyota Mtr Cr		12/21/12			1,000,000.00	99.604	996,039.72	996,113.33	99.603	996,025.00	265		0.532	0.532
CD-8993-2	01/19/12	CD	Comerica Bk CD	0.560	01/21/13			2,042,563.48	100.000	2,042,563.48	2,042,563.48	100.000	2,042,563.48	296		0.561	0.561
CD-2270	10/07/11	CD	ViewPoint Bk CD	0.599	04/08/13			2,507,219.40	100.000	2,507,219.40	2,507,219.40	100.000	2,507,219.40	373		0.599	0.599
3134G3BF6	03/27/12	AGCY BULET	FHLMC	0.625	12/23/13			1,000,000.00	100.356	1,003,560.00	1,003,537.36	100.380	1,003,800.00	632		0.419	0.419
313378K83	03/12/12	AGCY CALL	FHLB	0.410	03/12/14	09/12/12	QRTLY	2,000,000.00	100.000	2,000,000.00	2,000,000.00	99.940	1,998,800.00	711	165	0.410	0.410
<b>Total for Pooled Funds</b>								<b>37,448,766.77</b>	<b>100.135</b>	<b>37,498,926.00</b>	<b>37,438,480.26</b>	<b>99.995</b>	<b>37,446,518.77</b>	<b>188</b>		<b>0.392</b>	<b>0.392</b>
<b>Total for Town of Addison</b>								<b>37,448,766.77</b>	<b>100.135</b>	<b>37,498,926.00</b>	<b>37,438,480.26</b>	<b>99.995</b>	<b>37,446,518.77</b>	<b>188</b>		<b>0.392</b>	<b>0.392</b>



**Town of Addison**  
**Investment Transactions**  
 From 01/01/2012 to 03/31/2012

Trade Date	Settle Date	CUSIP	Security Type	Security Description	Coupon	Mty Date	Call Date	Par Value	Price	Principal Amount	Int Purchased / Received	Total Amount	Realized Gain / Loss	YTM	YTW
------------	-------------	-------	---------------	----------------------	--------	----------	-----------	-----------	-------	------------------	--------------------------	--------------	----------------------	-----	-----

**Total for All Portfolios**

Transaction Type	Quantity	Total Amount	Realized G/L	YTM	YTW
Total Calls	4,000,000.00	4,000,000.00		0.727	0.425
Total Maturities	5,039,736.82	5,039,736.82		0.443	
Total Purchases	15,040,689.63	15,006,390.73		0.526	0.526
Total Income Payments	0.00	64,523.96			
Total Capitalized Interest	8,446.15	8,446.15			

## **Council Agenda Item: #R11**

### **AGENDA CAPTION:**

Discussion and consideration of approval of a Resolution to deny Atmos Energy Corp., Mid-Tex Division's proposed rate increase pending further settlement discussions and to prevent Atmos Energy Corp., Mid-Tex Division's proposed rate increase from automatically taking effect on June 11, 2012.

### **FINANCIAL IMPACT:**

There is no direct financial impact with this action.

### **BACKGROUND:**

On January 31, 2012, Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company") filed with Atmos Cities Steering Committee ("ACSC") city members that exercise original jurisdiction a request for a rate increase in excess of \$49 million. ACSC members passed resolutions suspending the effective date of the proposed increase to allow ACSC attorneys and consultants to study the request. A summary of the consultants' findings is attached as Exhibit A. The ACSC Settlement Committee has met with Company officials to negotiate a settlement. While ACSC has given the Company a settlement offer, Atmos Mid-Tex does not want to provide a written offer before the expiration of city jurisdiction on June 11, 2012.

The ACSC Settlement Committee recommends the ACSC cities pass resolutions denying Atmos Mid-Tex's proposed rate increase. The denial resolution will prevent the Company's proposed rate increase from automatically taking effect on June 11, 2012, and allow more time to engage in settlement discussions. Atmos will appeal the denial to the Railroad Commission which will trigger a 185-day time frame for action by the Commission. Settlement will hopefully occur before a hearing takes place.

### **RECOMMENDATION:**

Staff recommends approval of the denial resolution.

### **COUNCIL GOALS:**

Conduct the Business of the Town in a Fiscally Responsible Manner, Provide For A Diversified Business Climate, Take actions

to make Addison a leader in sustainable development and operations that protect and enhance the Town's quality of life

**ATTACHMENTS:**

Description:

- [Exhibit A](#)
- [Atmos Rate Increase Denial Resolution](#)

Type:

- Exhibit
- Resolution Letter

## Exhibit A

### ACSC Consultants' Recommended Adjustments to Atmos Mid-Tex's 2012 Statement of Intent to Increase Rates<sup>1</sup>

Following a review of the Company's 2012 Statement of Intent, ACSC consultants found justification for an approximately \$77 million decrease to the Company's requested revenue, resulting in a \$23 million decrease to the current rates charged by Atmos Mid-Tex. ACSC consultants' recommendation for a rate decrease is based upon the following major components:<sup>2</sup>

- Lowering the Company's return on equity from 10.9% to 9.5%, resulting in a revenue requirement decrease of over \$30 million
- Removing the Company's improper post-test year adjustment to add plant from January to March 2012, resulting in a revenue requirement decrease of approximately \$5 million
- Removing the Company's proposal for an energy efficiency plan to be funded only by ratepayers, resulting in a revenue requirement decrease of over \$1 million
- Various adjustments to accumulated deferred income tax, resulting in a revenue requirement decrease of approximately \$10 million
- Recognizing new depreciation rates as filed by the Company (without adjustment by ACSC consultants), resulting in a revenue requirement decrease of approximately \$15 million
- Various adjustments to the Company's requested level of operating and maintenance (O&M) expense, resulting in a revenue requirement decrease of over \$8 million
- Reducing rate base to account for ratepayer supplied funds relating to other post-employment benefits (FASB 106), resulting in a revenue requirement decrease of over \$8 million
- Cap residential customer charge at \$9.00, instead of Atmos' requested \$18.00.

---

<sup>1</sup> All figures are adjustments resulting in a revenue requirement impact to Atmos' filed case system-wide. Factoring out Dallas, the ACSC cities would see slight decreases in the numbers listed above.

<sup>2</sup> Please note that the adjustments listed are on a stand-alone basis, and may have a different impact when combined with the other adjustments.

**TOWN OF ADDISON, TEXAS**

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

**A RESOLUTION OF THE TOWN OF ADDISON, TEXAS DENYING ATMOS ENERGY CORP., MID-TEX DIVISION'S ("ATMOS MID-TEX") REQUESTED RATE CHANGE; REQUIRING THE COMPANY TO REIMBURSE THE CITY'S REASONABLE RATEMAKING EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING THAT NOTICE OF THIS RESOLUTION BE PROVIDED TO ATMOS MID-TEX'S AND ATMOS CITIES STEERING COMMITTEE'S LEGAL COUNSEL; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Addison, Texas ("City") is a gas utility customer of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company"), and is a regulatory authority under the Gas Utility Regulatory Act ("GURA") and under Chapter 104, §104.001 et seq., Tex. Util. Code, of GURA, has exclusive original jurisdiction over Atmos Mid-Tex's rates, operations, and services within the City; and

**WHEREAS**, the City is a member of the Atmos Cities Steering Committee ("ACSC"), a coalition of over 150 similarly situated cities served by the Company that have joined together to facilitate the review and response to natural gas issues affecting rates charged in the Atmos Mid-Tex Division; and

**WHEREAS**, pursuant to the terms of the agreement settling the Company's 2007 Statement of Intent to increase rates, ACSC and the Company worked collectively to develop a Rate Review Mechanism ("RRM") tariff that allows for an expedited rate review process controlled in a three-year experiment by ACSC as a substitute to the current GRIP process instituted by the Legislature; and

**WHEREAS**, ACSC and the Company agreed to extend the RRM process in reaching a settlement in 2010 on the third RRM filing; and

**WHEREAS**, in 2011, ACSC and the Company engaged in good faith negotiations regarding the continuation of the RRM process, but were unable to come to ultimate agreement; and

**WHEREAS**, on or about January 31, 2012, the Company filed a Statement of Intent with the cities retaining original jurisdiction within its Mid-Tex service division to increase rates by approximately \$49 million; and

**WHEREAS**, Atmos Mid-Tex proposed March 6, 2012, as the effective date for its requested increase in rates; and

**WHEREAS**, the City suspended the effective date of Atmos Mid-Tex's proposed rate increase for the maximum period allowed by law and thus extended the City's jurisdiction until June 4, 2012; and

**WHEREAS**, on April 25, 2012, the Company extended the effective date for its proposed rates by one week, which similarly extended the City's jurisdiction until June 11, 2012; and

**WHEREAS**, the ACSC Executive Committee hired and directed legal counsel and consultants to prepare a common response to the Company's requested rate increase and to negotiate with the Company and direct any necessary litigation; and

**WHEREAS**, ACSC's consultants conducted a review of the Company's requested rate increase and found justification that the Company's rates should be decreased; and

**WHEREAS**, ACSC and the Company have engaged in settlement discussions but will be unable according to Company representations to reach settlement in sufficient time for cities to act before June 11, 2012; and

**WHEREAS**, failure by ACSC members to take action before June 11, 2012 would allow the Company the right to impose its full request on residents of said ACSC members; and

**WHEREAS**, the ACSC Settlement Committee recommends denial of the Company's proposed rate increase in order to continue settlement discussions pending the Company's appeal of cities' denials to the Railroad Commission of Texas; and

**WHEREAS**, the GURA § 103.022 provides that costs incurred by cities in ratemaking activities are to be reimbursed by the regulated utility.

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

Section 1. That the rates proposed by Atmos Mid-Tex to be recovered through its gas rates charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the City and that said existing rates are reasonable.

Section 3. That the City's reasonable rate case expenses shall be reimbursed by the Company.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. A copy of this Resolution shall be sent to Atmos Mid-Tex, care of David Park, Vice President Rates & Regulatory Affairs, at Atmos Energy Corporation, Mid-Tex Division, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

Section 6. This Resolution shall take effect upon its passage and approval.

**PASSED AND APPROVED** by the City Council of the Town of Addison, Texas this 22nd day of May, 2012.

\_\_\_\_\_  
Mayor Todd Meier

ATTEST:

By: \_\_\_\_\_  
Chris Terry, City Secretary

APPROVED AS TO FORM:

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

## **Council Agenda Item: #R12**

### **AGENDA CAPTION:**

Consideration and approval authorizing the City Manager to execute amendment number 3 to the existing Program Project Management Services agreement with R.H.Shackelford , Inc. through September 30, 2012 in the amount not to exceed \$189,531.39.

### **FINANCIAL IMPACT:**

Funds are available in the Capital Projects budgets and the FY12 Streets and Utilities Operating Budgets.

### **BACKGROUND:**

In November 2010, the Town selected R.H. Shackelford from a list of 11 firms who submitted an RFQ to provide Program/Project Management Professional Services in an effort to provide additional support on an as needed basis for current and future projects. R.H. Shackelford has assisted the Town on a number of projects such as Spring Valley Road improvements, Vitruvian Improvements, and Beltline Lighting and Landscaping Improvements. Their current agreement expired March 30, 2012. The proposed amendment would provide funds for the close out of the BeltLine Lighting and Landscaping Project, the on-going inspection of the Elevated Storage Tank, the work on the Vitruvian weir/upstream Bella improvements, other miscellaneous projects as requested and on-going engineering review of plans on an as needed basis. In addition the amendment also provides funds to assist staff in developing a request for proposal for the selection of engineering firms to assist with the next phase of the proposed BeltLine improvements. Finally the agreement allocates funds to assist staff in developing ongoing maintenance schedules and budgets for the Public Works Department and a proposed staffing organizational chart based on those requirements.

### **RECOMMENDATION:**

Staff recommends approval.

### **COUNCIL GOALS:**

Mindful Stewardship of Town Resources, Provide Superior Public Safety, Customer Service, Social and Health Services to the

Community, Conduct the Business of the Town in a Fiscally Responsible Manner

ATTACHMENTS:

Description:

[Amendment Number 3](#)

Type:

Cover Memo

**RFQ 11-04 Program /Project Management Professional Services  
Amendment No. 3**

Company: R.H. Shackelford, Inc.

Amendment to Existing Program Project Management Services thur September 30, 2012

**PRICE/COST SCHEDULE**

Discipline & Job Classification	Principal & Consultant RHSI / CFA / URS / APEX / JQA / SRM / Lwanda		
		2012 Base Year	
PROGRAM / PROJECT MGMT	TOTAL HRS	RATE	TOTAL
1. Principal	284	\$161.40	\$45,837.60
2. Project Manager	390	\$129.48	\$50,497.20
3. Architect / Engineer Professional		\$105.16	
4. Engineer II	104	\$112.38	\$11,687.52
5. Construction/Project Mgr	117	\$130.60	\$15,280.20
6. Assistant Construction Mgr		\$103.27	
7. Project Assistant		\$66.82	
8. Senior Estimator	28	\$155.22	\$4,346.16
9. Estimator II	50	\$99.64	\$4,982.00
10. Estimator I		\$66.15	
11. Senior Inspector	0	\$85.04	\$0.00
12. Inspector	295	\$72.89	\$21,502.55
13. Project Professional	384	\$91.12	\$34,990.08
14. Specification Writer		\$79.51	
15. CADD Technician		\$58.75	
16. Estimator II	50	\$99.64	
17. Administrative	8	\$51.01	\$408.08
<b>PAGE 1 of 1</b>			<b>\$189,531.39</b>

Amendment will be invoiced monthly on a hourly basis, owner will only be invoiced for those hours worked. This amendement covers all project listed below until September 30, 2012.

This Amendment will cover the Surveyor EST, Vitruvian Weir/Upstream Bella projects Construction Phase Construction Management & Inspection. The RFQ Development and the Design Phases for the Beltline Underground Utilities project. Continued review of the Public Works Department, Permit Review and Assistance, Program Management and Purchasing Assistance.

Other Miscellaneous Projects as assigned are estimated and will be utilized on an "as needed basis." All these project costs will be paid for from the Capital Budget.

**BREAKDOWN - BY PROJECT**

	ESTIMATED HRS	ESTIMATED COST BASED ON HRS
<b>BELTLINE - CONSTRUCTION PHASE (Project Closeout)</b>		
Construction Manager	8	
Senior Inspector	0	
Inspector	48	
Project Professional	0	
		\$4,543.71
<b>SURVEYOR EST - CONSTRUCTION PHASE</b>		
Construction Manager	21	
Inspector	7	
		\$3,252.88
<b>VITRUVIAN WEIR / UPSTREAM BELLA - CONSTRUCTION PHASE</b>		
Construction Manager	48	
Inspector	240	
Project Professional	48	
		\$28,137.00
<b>RFQ for Design of BELTLINE - UNDERGROUND UTILITIES</b>		
Project Manager	48	
Project Professional	16	
		\$7,672.72
<b>BELTLINE - UNDERGROUND UTILITIES - DESIGN PHASE</b>		
Project Manager	176	
Engineer II	24	
Senior Estimator	8	
Estimator II	10	
Project Professional	108	
		\$37,563.63
<b>OTHER MISC PROJECTS AS REQUESTED</b>		
Project Manager	80	
Engineer II	40	
Senior Estimator	20	
Estimator II	40	
Project Professional	160	
		\$36,521.90
<b>ESTIMATED TOTAL (ABOVE PROJECTS)</b>		<b>\$117,691.84</b>
<b>PERMIT REVIEW AND OTHER ENGINEERING AS REQUESTED (5 MONTHS)</b>		
Principal	80	
Project Manager	80	
Engineer II	40	
Construction Manager	40	
Project Professional	40	
<b>ESTIMATED TOTAL (ABOVE PROJECTS)</b>		<b>\$36,633.66</b>
<b>PUBLIC WORKS DEPT REVIEW</b>		
Principal	204	
Project Manager	6	
Project Professional	12	
Administrative	8	
<b>ESTIMATED TOTAL (ABOVE PROJECTS)</b>		<b>\$35,203.27</b>
	1,660	<b>\$189,528.77</b>

## **Council Agenda Item: #ES1**

### **AGENDA CAPTION:**

Closed (executive) session of the Addison City Council pursuant to Section 551.071, Tex. Gov. Code, to conduct a private consultation with its attorney to seek the advice of its attorney about contemplated litigation, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

### **FINANCIAL IMPACT:**

n/a

### **BACKGROUND:**

n/a

### **RECOMMENDATION:**

n/a

### **COUNCIL GOALS:**

N/A

### **ATTACHMENTS:**

Description:

No Attachments Available

Type:

## **Council Agenda Item: #R13**

**AGENDA CAPTION:**

Discussion and consideration of any action regarding the Vitruvian Park public infrastructure (park and streetscape improvements), and the Spring Valley Road widening and extension of Vitruvian Way, construction contracts and projects.

**FINANCIAL IMPACT:**

n/a

**BACKGROUND:**

n/a

**RECOMMENDATION:**

n/a

**COUNCIL GOALS:**

N/A

**ATTACHMENTS:**

Description:

Type:

No Attachments Available