

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: City of Plano

Program: Helping Partners Referral Service

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- ~~NA~~ 4 - Copy of Organization's latest tax return accepted by IRS
- ~~NA~~ 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- ~~NA~~ 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- ~~NA~~ Site/Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: _____

Staff

3/19/10 10:30Am
Date & Time

FUND SUMMARIES

Combined Budget

	Actuals 2007-08	Budget 2008-09	Re-Est 2008-09	Budget 2009-10	% Change 2009-10
BEGINNING BALANCES					
Operating Funds:					
General Fund	\$45,683,660	\$29,280,321	\$44,741,546	\$25,874,676	-11.6%
Water & Sewer Fund	4,823,608	4,021,400	12,430,047	8,224,030	104.5%
Sustainability & Environ. Services Fund	2,492,748	1,532,722	1,968,275	1,083,437	-29.3%
Convention & Tourism Fund	4,069,927	2,651,475	4,056,600	2,121,269	-20.0%
Municipal Drainage Utility Fund	4,601,223	2,545,828	4,783,774	2,308,190	-9.3%
Recreation Revolving Fund	481,915	383,050	530,291	378,035	-1.3%
Municipal Golf Course Fund	75,039	70,251	59,483	13,458	-80.8%
Property Management Fund	382,247	448,108	432,081	432,555	-3.5%
Community Access TV Fund	253,185	153,914	338,475	115,863	-24.7%
TOTAL OPERATING FUNDS	\$62,863,552	\$41,087,070	\$69,340,572	\$40,551,513	-1.3%
Debt Service Funds:					
General Obligation	\$4,754,700	\$4,287,993	\$5,491,973	\$3,084,063	-28.1%
Water & Sewer Revenue	640,655	197,632	207,060	322,766	63.3%
TOTAL DEBT SERVICE FUNDS	\$5,395,355	\$4,485,625	\$5,699,033	\$3,406,829	-24.1%
TOTAL BEGINNING BALANCES	\$68,258,907	\$45,572,695	\$75,039,605	\$43,958,341	-3.5%
REVENUES & TRANSFERS IN					
Operating Funds:					
General Fund	\$208,198,257	\$210,842,939	\$208,231,883	\$209,742,302	-0.5%
Water & Sewer Fund	100,558,078	112,947,318	107,829,544	117,307,178	3.9%
Sustainability & Environ. Services Fund	21,603,380	22,416,581	21,884,296	22,323,558	-0.4%
Convention & Tourism Fund	7,751,460	7,813,053	7,063,360	7,168,305	-8.3%
Municipal Drainage Utility Fund	5,152,093	5,078,110	5,080,113	5,092,613	0.3%
HUD Grant Fund	1,793,210	1,819,163	1,547,167	1,890,971	3.9%
Recreation Revolving Fund	3,122,698	3,110,733	3,110,475	3,096,823	-0.4%
Municipal Golf Course Fund	849,583	891,000	855,000	877,000	-1.6%
Property Management Fund	88,331	53,431	39,431	44,431	-16.8%
Community Access TV Fund	1,017,878	994,876	824,269	827,272	-16.8%
TOTAL OPERATING FUNDS	\$350,134,968	\$365,967,205	\$356,465,537	\$368,370,453	0.7%
Debt Service Funds:					
General Obligation	\$38,638,998	\$38,464,286	\$38,453,976	\$40,756,202	6.0%
Water & Sewer Revenue	2,965,499	2,220,000	2,210,000	2,210,000	-0.5%
TOTAL DEBT SERVICE FUNDS	\$41,604,497	\$40,684,286	\$40,663,976	\$42,966,202	5.6%
TOTAL REVENUE & TRANSFERS IN	\$391,739,465	\$406,651,491	\$397,129,513	\$411,336,654	1.2%
Less: Interfund Transfers	20,302,945	21,228,281	21,931,487	22,071,302	4.0%
NET BUDGET REVENUE	\$371,436,520	\$385,423,210	\$375,198,026	\$389,265,352	1.0%
TOTAL AVAILABLE FUNDS	\$439,695,427	\$430,995,905	\$450,237,631	\$433,223,693	0.5%
APPROPRIATIONS & TRANSFERS OUT					
Operations:					
General Fund	\$209,140,371	\$223,319,551	\$227,098,753	\$219,018,795	-1.9%
Water & Sewer Fund	92,951,639	109,358,645	112,035,561	116,482,742	6.5%
Sustainability & Environ. Services Fund	22,127,853	23,307,729	22,769,134	22,655,239	-2.8%
Convention & Tourism Fund	7,764,787	9,761,888	8,998,691	8,617,022	-11.7%
Municipal Drainage Utility Fund	4,969,542	5,671,041	7,555,697	6,018,465	6.1%
HUD Grant Fund	1,793,210	1,819,163	1,547,167	1,890,971	3.9%
Recreation Revolving Fund	3,074,322	3,239,324	3,262,731	3,269,547	0.9%
Municipal Golf Course Fund	865,139	939,300	901,025	840,349	-10.5%
Property Management Fund	38,497	8,100	38,957	7,857	-3.0%
Community Access TV Fund	932,588	1,061,676	1,046,881	869,337	-18.1%
TOTAL OPERATIONS	\$343,657,948	\$378,486,417	\$385,254,596	\$379,670,324	0.3%

FUND SUMMARIES

	Actuals 2007-08	Budget 2008-09	Re-Est 2008-09	Budget 2009-10	% Change 2009-10
Debt Service Funds:					
General Obligation	\$37,901,725	\$40,973,622	\$40,861,886	\$42,558,520	3.7%
Water & Sewer Revenue	3,399,094	2,094,294	2,094,294	2,112,050	0.8%
TOTAL DEBT SERVICE FUNDS	\$41,300,819	\$43,067,916	\$42,956,180	\$44,670,570	3.6%
TOTAL APPROPRIATIONS & TRANSFERS OUT	\$384,958,767	\$421,554,333	\$428,210,776	\$424,340,894	0.7%
Less: Interfund Transfers	20,302,945	21,228,281	21,931,487	22,071,302	4.0%
NET BUDGET APPROPRIATIONS	\$364,655,822	\$400,326,052	\$406,279,289	\$402,269,592	0.5%
ENDING BALANCES					
Operating Funds:					
General Fund	\$44,741,546	\$16,803,709	\$25,874,676	\$16,598,183	-1.2%
Water & Sewer Fund	12,430,047	7,610,074	8,224,030	9,048,465	18.9%
Sustainability & Environ. Services Fund	1,968,275	641,574	1,083,437	751,756	17.2%
Convention & Tourism Fund	4,056,600	702,640	2,121,269	672,552	-4.3%
Municipal Drainage Utility Fund	4,783,774	1,952,897	2,308,190	1,382,338	-29.2%
Recreation Revolving Fund	530,291	254,460	378,035	205,311	-19.3%
Municipal Golf Course Fund	59,483	21,950	13,458	50,109	128.3%
Property Management Fund	432,081	493,439	432,555	469,129	-4.9%
Community Access TV Fund	338,475	87,114	115,863	73,797	-15.3%
TOTAL OPERATING FUNDS	\$69,340,572	\$28,567,857	\$40,551,513	\$29,251,641	2.4%
Debt Service Funds:					
General Obligation	\$5,491,973	\$1,778,657	\$3,084,063	\$1,281,744	-27.9%
Water & Sewer Revenue	207,060	323,338	322,766	420,716	30.1%
TOTAL DEBT SERVICE FUNDS	\$5,699,033	\$2,101,995	\$3,406,829	\$1,702,460	-19.0%
TOTAL ENDING BALANCES	\$75,039,605	\$30,669,853	\$43,958,341	\$30,954,101	0.9%
TOTAL APPROPRIATIONS & ENDING BALANCES	\$439,695,427	\$430,995,905	\$450,237,631	\$433,223,693	0.5%

Plano City Council (Board of Directors)

Wednesday, March 17, 2010
10:49 AM

Site Map | Resize Text | Espanol | 中文 |



HOME

Home > City Hall > City Government > Mayor and City Council

INFORMATION

CITY OF PLANO ELECTION INFORMATION

MUNICIPAL CODE

OPEN RECORDS REQUESTS

AMERICANS WITH DISABILITIES ACT

NEW ORDINANCES

CONFLICTS DISCLOSURE STATEMENT

CITY ORGANIZATIONAL CHART

CITY MANAGER AND EXECUTIVE STAFF

STRATEGIC PLAN

COUNCIL APPOINTED BOARDS AND COMMISSIONS

CITY COUNCIL ON DEMAND

CITY COUNCIL APPOINTMENTS

COUNCIL DISTRICT MAP

MAYOR AND CITY COUNCIL

MAYOR AND CITY COUNCIL



Plano is governed by a Council-Manager form of government where the Council sets City policy and the Manager is responsible for City operations. The City Council consists of the Mayor and seven City Council members, all of whom are elected citywide. Citizen advisory boards and commissions add to the governing process. The mission of the City of Plano is to provide outstanding services and facilities, through cooperative efforts with our citizens, that contribute to the quality of life in our community. The City has approximately 1,949 full time employees and 641 part time employees.

CITY COUNCIL

There are eight Council places (each identified with numbers running one through eight) in the City of Plano which includes the place of Mayor (Place six). All Council Members run and serve at large which means that all Council Members represent the entire City and likewise the entire City may vote for all eight places as they come due regardless of where they may reside in the City.

That aside, there is one distinction. Of the eight Council Places, candidates running and serving in Places one, two, three, and four must reside in the same numbered district. The map identifying the districts can be viewed [here](#). Residing in the first four districts is the only distinction separating Council Members in Places one through four from Places five through eight.

Place One - District One
Place Two - District Two
Place Three - District Three
Place Four - District Four

The Plano City Council normally meets the second and fourth Mondays of each month with Executive Session beginning at 5 p.m., immediately followed by Preliminary Open Meeting, and the Regular Meeting at 7 p.m. in the Plano Municipal Center, Council Chamber, 1520 K Ave. During the month of July, Council meeting dates are revised.

You may direct your concerns to the Mayor and any Council Member.



Phil Dyer
Mayor
Place 6

White



Thomas H. Muehlenbeck
City Manager

White

972-941-7107
phildyer@plano.gov



Pat Miner
Place 1
972-941-7107
patminer@plano.gov

White

972-941-7121
tomm@plano.gov



Ben Harris
Place 2
972-941-7107
benharris@plano.gov

White

Vacant
Place 3
972-941-7107



Lissa Smith
Place 4
972-941-7107
lissasmith@plano.gov

White



Harry LaRosiliere
Mayor Pro Tem
Place 5
972-941-7107
hlarosiliere@plano.gov

African American



Jean Callison
Place 7
972-941-7107
jcallison@plano.gov

White



Lee Dunlap
Deputy Mayor Pro Tem
Place 8
972-941-7107
ldunlap@plano.gov

White

All Council members live in Plano.

Council Related Information:

[City of Plano Council Appointed Boards and Commissions](#)

[City Council Appointments to Various Committees and Organizations](#)

All Council Members can be reached at:

City of Plano

Phone: (972) 941-7107

Fax: (972) 423-9587

1520 Avenue K

P. O. Box 860358

Plano, Texas 75086-0358 (Collin & Denton Counties)

[City Organizational Chart](#)

[City Council District Map](#)

[Link to Texas Ethics Commission for Local Government Officer Conflicts Disclosure Statement – Form CIS](#)

[2006 Filed CIS Forms](#)

Home Rule City - Council elected at-large (4 from specific geographic area; 4, including Mayor, from no specific geographic area); 3-year terms; term limited.

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Questions or comments? Email webmaster@plano.gov or call (972)941-7000. [Privacy Policy](#)

Education

- University of Texas at Dallas, Masters in Management, 1998
- University of Texas at Dallas, Bachelors Degree in Marketing, 1984
- University of Colorado, Certification in Volunteer Management, 1994

Additional Certificates and Training include: Certified Volunteer Management, University of Denver 1992; Certified Public Administration, UTD 2000, [Emergency Management Training](#) 1) Emergency Operation Center; 2) Incident Command Systems; 3) Donations Management; 4) Volunteer Management in Disaster; 5) CERT (Community Emergency Response Team) Trainers Program 6) Integrated Emergency Management Course at EMI (8/04), and the 7) Public Information Officer course (4/04) 8) American Red Cross Shelter Training 4/06 9) NIMS 700, 100, 200, 300 completed.

Professional Experience

University of North Texas

Spring 2009

Adjunct Professor, taught Volunteer Management Concepts and Applications

Volunteer Resources Group, City of Plano, Texas

1989-present

Volunteer Resources Supervisor: Responsibilities include management and strategic planning; program development and design; establishment of public and private partnerships; and evaluation of the overall direction of the VIP (Volunteers in Plano), Workplace CARES (City Advocates Recruiting Employees into Service), and the Emergency Volunteer Resource Center and Call Center programs.

a) On-going Management and Strategic Planning

- Develop and implement a strategic plan, new programs, goals, and review process.
- Direct City staff in utilizing volunteers and provide training and support in areas of supervision, risk management, discipline and evaluations.
- Develop and implement a comprehensive (internal and external) marketing and media campaign, marketing materials and the quarterly newsletter.
- Recruit, interview, and screen all participants for proper placement and qualifications; supervise, direct, handle risk management, and discipline problems; evaluate volunteers, staff placement, and programs.
- Develop recognition programs and materials for volunteers and city staff.
- Adapt and maintain program policies and procedures and training manuals; develop volunteer management training courses; Manage annual budgets and appropriate records and reports.

b) Development and Design of Programs

- Consistently create, design, market, and maintain new programs including Circle of Success Homework Center; Workplace CARES, Emergency Volunteer Resource Center; Small Talk; Traffic Survey; and Smoke Detector Program.
- Conduct needs assessments and analyses of departments for the development of job descriptions and programs.
- Target marketing to capitalize on volunteer trends and community demographics.
- Design and develop brochures, newsletters, articles, videos, and manuals for program promotion.
- Oversee a City employee volunteer program that includes Mentors, Adopt an Angel (including employee adoptions), Groundhog Day, Salvation Army Bell Ringers, and Success Closet.

c) Establishment of Public and Private Partnerships

- Create relationships and partnerships with businesses, schools, and community organizations.
- Act as City Liaison to Collin County Volunteer Organizations Active in Disaster.
- Conduct presentations and attend fairs to enhance awareness of volunteer activities.
- Encourage participation in the expansion, enhancement, and delivery of services.
- Provide opportunity to share knowledge and expertise that complement staff and services.

- Assist organization in determining how volunteer activities fit within the overall strategic plan.

Additional Experience

Marketing and Special Events Coordinator for RSVP Plus, Dallas, Texas 1984 - 1989

- Served as liaison with corporate sponsors.
- Conducted fundraising, programming and public relations activities.
- Developed brochures and training seminars.

Involvement and Accomplishments

- Adjunct professor at UNT teaching Volunteer Management Concepts and Applications
- Trainer at National League of Cities, Points of Light Foundation, the Innovation Group, and numerous cities and volunteer organizations.
- Contributing author and has published articles in many topics related to Volunteer Management to local and state magazines.
- Elected and serving on the founding board of AL!VE, (Association of Leaders in Volunteer Engagement), which serves to enhance and sustain the spirit of volunteerism by fostering collaboration and networking, promoting professional development, and providing advocacy.
- Named Citizen Corp Council representative for the City of Plano
- Past President of Collin County Volunteer Organizations Active in Disaster (VOAD)
- Past President and Membership Chair for National Association of Volunteer Programs in Local Government
- Past member of Collin County Collaboration on Youth Volunteers; the University of North Texas Consortium for the Development of a Masters Program in Volunteer Management; and the Collin County Community College Advisory Board for Service Learning.
- Past winner of the Texas Governor's Volunteer Administrator and Leadership Award
- Past President of Collin County Association of Directors of Volunteers
- Founder and Past President of Municipal Volunteer Administrators of the Metroplex
- Co-producer of three videos for promoting United Way and VIP programs.
- Graduate of Leadership Plano
- Toastmasters International levels completed -- CTM, ATM, ATM Bronze

Program Achievements

- Recognized as a model programs and winner of:
 - Volunteer Administrator of the Year, 2009 from the National Association of Volunteer Programs in Local Government to Corina Sadler, Volunteer Coordinator
 - the Distinguished Service Award from the Association of Volunteer Administration October, 2003
 - The Civic and Leadership Group Award from the Collin County Volunteer Center for the Senior Center, 2004 & Teen Youth Group, 2003.
 - Volunteer of the Year Award in 1989, 1992, 2003 from Collin County Volunteer Center
- The Volunteers Resource Group continues to expand programming to accommodate citizens and City needs, Workplace CARES and Emergency Volunteer resource Center and grew over ten-fold under my direction.
- As a model program in the field of Volunteerism, requests for assistance in starting or mentoring programs come to me from across the U.S. on a regular basis.
- Workplace CARES, our employee volunteer program, fosters cooperation between the public and private sectors and improves corporate image and employee morale. It also builds positive attitudes in the workplace and increases the spirit of volunteerism to the benefit of the community.