City of Plano Staff Review Checklist
2010 Consolidated Grant Application

Agency: City of Plano

Program: First Time Homebuyer Assistance

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 - Co~~py 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 - Or~~ganization's Audit Information Certification Form
- NA ☐ ~~Pro~~gram Service 8 - Detailed Annual Program Budget
- NA ☐ ~~Site /E~~quipment 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: [signature] 3/19/10 10:40am

Staff 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

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

SHARE

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

972-941-7121
tomm@plano.gov

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

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.

HOME | CALENDAR | CONTACT | REQUEST SERVICE |

Copyright 2009 The City of Plano. 1520 Avenue K, Plano, TX 75074. Map to City Hall
Questions or comments? Email webmaster@plano.gov or call (972)941-7000. Privacy Policy

Christina Dorrance Day, AICP

Professional Experience

♦ ***City of Plano, Texas*** 6/98 to present

Manager of Community Services Division, Planning Department

- administer federal CDBG, HOME and city service grant programs of more than $2.2 million, including oversight of grants for 34 subrecipient agencies
- manage City housing rehabilitation, homebuyer assistance, and homeless prevention activities
- manage day labor center with three staff members and as many as 300 laborers
- responsible for Recovery Act HUD funds in excess of $832,000 and associated programs/projects
- reinvention of day labor practices and standards including modification of staffing, communications, and facility resulting in dramatic improvement in customer satisfaction and operational efficiency
- staff liaison to Community Relations Commission, annual report to City Council
- strong focus on process improvements for the division, including financial management, grant management, and housing rehabilitation programs

Senior Planner in Development Review Division, Planning Department

- supervise planning technicians, manage volunteers assisting with division tasks
- staff Planning and Zoning Commission and support for zoning cases before City Council
- review plans and work with developers and property owners in development review and zoning processes
- planning and implementation of process improvements for the division

Planner in Planning and Information Division, Planning Department

- update and create documents such as 1999 Land Use Assumptions, annual Development Reports, and Comprehensive Plan chapters
- coordinate interdepartmental website team, planning awards, and demographic analysis
- staff Plano Census 2000 Complete Count Committee
- respond directly to customer requests for information and assistance

♦ ***Association of Central Oklahoma Governments*** 8/96 to 5/98

Research Assistant in Community Development Planning and Services

- communicate with and coordinate projects between local governments
- update regional land use using ArcView GIS, local knowledge, and aerial photography
- manage metropolitan area employment databases for transportation modeling
- addressing, census data research, and interpretation of maps
- delineation of metropolitan census tracts for year 2000 census by estimating population changes
- staff member for metropolitan Area-wide Planning and Technical Advisory Committee and Intermodal Transportation Technical Committee
- volunteer time as a weekly tutor in organizational partnership with Britton Elementary School

♦ ***Oklahoma State Senate*** Communications Division 2/96 to 8/96

Carl Albert Intern in Media Relations

- directly assist Senators on written weekly columns in a politically sensitive, election year environment
- writing both print and audio press releases and delivery to appropriate sources
- ability to research and explain local and state legislative issues
- time-sensitive, high-pressure work atmosphere

♦ ***Oklahoma State Department of Vo-Tech Education*** 8/95 to 12/95

Public Policy Intern in Strategic Planning and Policy Research

- analyze, summarize, and report on external information
- project group member working to determine and achieve goals within the division and cross-functional teams
- pilot an internet research software system and lead initial software training for the Issues Management Team

Education

Certificate of Executive Development **2004**
Management Preparation Program of Plano, Plano, TX
Certificate in Mediation Dispute Resolution **2004**
City of Plano, Plano, TX
Certificate in Public Management **2002**
University of Texas at Dallas, Richardson, TX
Master of Regional and City Planning **1998**
University of Oklahoma, Norman, OK
Bachelor of Science in Political Science **1996**
Oklahoma State University, Stillwater, OK

Leadership Experience, Qualifications, and Awards

- ***U.S. Department of Housing and Urban Development***
  - Certified HOME Program Specialist in Regulations 2008
  - Certified HOME Program Specialist in Administration 2009
- ***National Community Development Association***
  - Community Development Block Grant Certification 2007
- ***American Institute of Certified Planners***
- ***American Planning Association***
  - Board of Directors Nomination Subcommittee 2007
- ***American Planning Association - Texas Chapter***
  - Treasurer, Executive Board 2005 – 2007
  - Chapter President's Award 2004
  - Website Manager, Board of Directors 2000 – 2004
  - Web Enhancement Committee 1999 – 2000
- ***City Planners Association of Texas***
  - Vice President 2003 – 2005
  - Website Coordinator 2000 – 2002
- ***Other Recent Activities***
  - Leadership Plano Class 27 2010
  - City of Plano Employee Advisory Commission 2008
  - City of Plano Extended Sick Leave Bank Board 2007 – 2008
  - Chase Oaks Church Life Group Champion 2007 – 2010
  - PISD HOSTS mentoring 1999 – 2003
  - Chase Oaks Church Women's Retreat Committee 2002
  - Chase Oaks Church Life Group women's coordinator 2001 – 2003
- ***University of Oklahoma***
  - Student Planning Association – Vice President 1997-98
  - U.S. Presidential Management Nominee
  - Highest Academic Achievement Award
  - Oklahoma APA Member
- ***Oklahoma State University***
  - Stout Hall Government – President 1994-95; Treasurer 1993-94
  - Award of Excellence 1994; 1995
  - Senior Honorary Award 1995