Town of Sunnyvale
Town Council
Monday, June 25, 2012

Joint Executive Session with P&Z
5:00 p.m.

Joint Workshop with P&Z
6:00 p.m.

Regular Meeting
7:00 p.m.
CALL MEETING TO ORDER

CALL TOWN COUNCIL MEETING TO ORDER

CALL PLANNING AND ZONING COMMISSION MEETING TO ORDER

EXECUTIVE SESSION
Recess into executive session pursuant to Chapter 551, Subchapter D of the Texas Government Code:

EXECUTIVE SESSION AGENDA:

A. SECTION 551.071 – PENDING LITIGATION CONSULTATION WITH ATTORNEY

1. ICP VS. TOWN OF SUNNYVALE

END OF EXECUTIVE SESSION
Reconvene into open session and take any action necessary as a result of the Executive Session.

CONSIDER ANY OFFICIAL ACTION ON THE EXECUTIVE SESSION CLOSED MEETING ITEMS:

A. SECTION 551.071 – PENDING LITIGATION CONSULTATION WITH ATTORNEY

1. ICP VS. TOWN OF SUNNYVALE

ADJOURN.

ALL LOCATIONS IDENTIFIED ARE IN THE TOWN OF SUNNYVALE UNLESS OTHERWISE INDICATED. FOR A DETAILED PROPERTY DESCRIPTION, PLEASE CONTACT THE BUILDING OFFICIAL AT TOWN HALL. ALL ITEMS ON THE AGENDA ARE FOR POSSIBLE DISCUSSION AND ACTION. PLEASE TURN OFF ALL TELEPHONES AND HANDHELD COMMUNICATION DEVICES WHILE IN ATTENDANCE AT THIS MEETING.

THE SUNNYVALE TOWN COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND 551.086 (ECONOMIC DEVELOPMENT).
THE TOWN OF SUNNYVALE IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA). REASONABLE ACCOMMODATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED TO THOSE WHO PROVIDE NOTICE TO THE DIRECTOR OF COMMUNITY SERVICES AT 972-226-7177 AT LEAST 48 HOURS PRIOR TO THE MEETING.

THE FOREGOING NOTICE WAS POSTED IN THE FOLLOWING LOCATIONS:

   SUNNYVALE ISD 417 E. TRIPP ROAD
   SUNNYVALE LIBRARY AT 402 TOWER PLACE

I HEREBY CERTIFY THAT THE FOREGOING NOTICE WAS POSTED ON JUNE 22, 2012, IN THE FOLLOWING LOCATION AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING:

   TOWN HALL AT 127 N. COLLINS ROAD

______________________________
LESLIE MALONE, TOWN SECRETARY
AGENDA
TOWN OF SUNNYVALE TOWN COUNCIL
PLANNING AND ZONING COMMISSION
JOINT WORKSHOP SESSION
JUNE 25, 2012
6:00 P.M.

CALL MEETING TO ORDER

WORKSHOP DISCUSSION:
WORKSHOP ITEMS ARE FOR PRESENTATION AND DISCUSSION ONLY AND NO FORMAL ACTION WILL BE TAKEN AT THIS WORKSHOP.

1. PRESENTATION AND DISCUSSION REGARDING THE APPLICATION OF VCZ DEVELOPMENT, LLC REGARDING THE APPLICANT’S PROPOSED AMENDMENTS TO A PREVIOUSLY APPROVED CONCEPT PLAN FOR A 96 UNIT QUAD-HOME PROJECT LOCATED AT 201 PLANTERS ROAD.

ADJOURN.

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TOWN HALL AT 127 N. COLLINS ROAD

________________________________________
LESLEY MALONE, TOWN SECRETARY
INIVOCATION

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER
Mayor calls the Meeting to order, state the date and time. State Councilmember’s present and declare a quorum present.

PUBLIC FORUM
Citizens may speak on any matter other than personnel matters or matters under litigation. No Town Council actions or discussion will be taken until such matter is placed on the agenda and posted in accordance with law.

PUBLIC HEARING
Open or continue public hearing, consider testimony and other information provided, close public hearing, and take necessary action with respect to the following:

1. APPLICATION FOR SITE PLAN, PRELIMINARY AND FINAL PLAT
   
   APPLICANT: TOWN OF SUNNYVALE
   AT OR ABOUT: 502 BARNES BRIDGE
   REQUEST: ELEVATED WATER STORAGE FACILITY

2. CONSIDER ORDINANCE # 12-11: AN ORDINANCE AMENDING ZONING ORDINANCE NO. 324, DURY PASSED BY THE TOWN COUNCIL ON JANUARY 31, 2000; AS AMENDED BY ORDINANCE NOS 324,332,338, 339 AND 460, AND AS FURTHER AMENDED FROM TIME TO TIME; SO AS TO CHANGE THE ZONING CLASSIFICATION, AND THE TOWN'S ZONING MAP, FROM THE GENERAL BUSINESS (GB), HIGHWAY COMMERCIAL (HC) AND INDUSTRIAL (I) ZONING DISTRICTS TO A MASTER PLANNED DEVELOPMENT DISTRICT (MPD-01) ON A CERTAIN PROPERTY IN THE TOWN OF SUNNYVALE, DALLAS COUNTY, TEXAS, GENERALLY LOCATED SOUTH OF U.S. HIGHWAY 80 AND NORTH OF T.C. LUPTON DRIVE, AND ALSO GENERALLY LOCATED WEST OF COLLINS ROAD AND EAST OF THE WESTERN TOWN LIMIT, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS: WITH RESPECT TO THE PROPERTY OWNED BY RKS TEXAS INVESTMENTS, LTD., AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS WITHIN EXHIBIT 1 ATTACHED HERETO; AND PROVIDING FOR CONFLICTS AND SEVERABILITY

3. 2012 ANNUAL CONSUMER CONFIDENCE WATER REPORT
DISCUSSION/ACTION ITEMS

4. PRESENTATION OF CASH HANDLING AND INTERNAL CONTROLS ASSESSMENT – TOWN STAFF AND WEBB WATCH

5. PRESENTATION/DISCUSSION OF MID-YEAR BUDGET REVIEW

6. DISCUSS STATUS AND TIMELINE OF COMPREHENSIVE PLAN UPDATE – APPOINT RFP REVIEW COMMITTEE

7. DISCUSS/APPOINT AUDIT COMMITTEE

8. DISCUSS BOARD AND COMMISSION APPLICATIONS

9. CALENDARING SESSION - SCHEDULING OF WORKSHOPS REGARDING FY 2013 BUDGET AND HOME RULE EFFORT

10. MAYOR AND COUNCIL REQUESTS FOR FUTURE STAFF UPDATES AND AGENDA ITEMS

EXECUTIVE SESSION
Recess into executive session pursuant to Chapter 551, Subchapter D of the Texas Government Code:

Sec. 551.074. PERSONNEL MATTERS
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

Municipal Court Judge
Town Secretary

END OF EXECUTIVE SESSION
Reconvene into open session and take any action necessary as a result of the Executive Session. Consider any official action on the executive session closed meeting items.

ADJOURN

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GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), 551.072 (DELIBERATION ABOUT REAL PROPERTY), 551.073 (DELIBERATIONS ABOUT GIFTS AND DONATIONS), 551.074 (PERSONNEL MATTERS), 551.076 (DELIBERATIONS ABOUT SECURITY DEVICES), AND 551.086 (ECONOMIC DEVELOPMENT).

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TOWN HALL AT 127 N. COLLINS ROAD

__________________________________________
LESLIE MALONE, TOWN SECRETARY
STAFF REPORT

DATE: June 21, 2012

TO: Town Council

FROM: Community Development Department

SUBJECT: Site Plan, Preliminary Plat & Final Plat
Polly Road Estates, Block 2, Lot 1
Proposed Water Tower Site
File No. 1318

PAGES: 1

The Town of Sunnyvale has made application for a site plan, preliminary plat and final plat for the subject project. The proposed project is for a One (1) Million Gallon Elevated Water Storage Tank located on the southwest corner of Barnes Bridge Road and Polly Road. The proposed water tank is part of the Town's water system expansion in order to provide adequate water supply to the citizens of Sunnyvale.

There were seven (7) notices mailed and none returned as of June 21, 2012.

Engineering staff has been working with Town consultant and TxDOT consultant on issues pertaining to the water tank location. Construction plans are continuing to be worked on and are approximately seventy (70%) percent complete. The tank yard is to be enclosed by an ornamental metal fence with landscape screening around the west, north and east sides of the fence. The south side is screened by existing trees. It is the engineering departments intentions to save all existing trees currently on the site. As part of the project, we may need to trim or remove a few trees in order to construct the tank but will keep it to a minimum.

The site plan and plats were recommended for approval by Planning & Zoning Commission on June 18, 2012.

Staff is recommending approval of the of the site plan, preliminary and final plat subject to approval of the final engineering plans.
TOWN OF SUNNYVALE
127 N Collins Road
Sunnyvale, Texas 75182
(972) 203-4188

PROPERTY INFORMATION
Addition Name: Barnes Bridge
Address/Location: 5027 Barnes Bridge
Lot(s): 1
Block: 1
Current Zoning: SF-2
# of Acres: 1.627
# of Lots: 1
# of Units: 

APPLICANT INFORMATION
Name: Town of Sunnyvale
Company: 
Mailing Address: 127 N Collins
City: Sunnyvale
State: TX
Zip: 75182
Phone: (972) 226-7177
Fax: (972) 226-1950

OWNER INFORMATION
Name: Same as Above
Company: 
Mailing Address: 
City: 
State: 
Zip: 
Phone: 
Fax: 
Email: 

SITE PLAN APPLICATION SUBMITTAL REQUIREMENTS
(See Fee Schedule for all Amounts)

- Preliminary Plat & Checklist 24"x36", 4 copies (folded) 
- Final Plat & Checklist 24"x36", 4 copies (folded) 
- Amended Plat & Checklist* 24"x36", 4 copies (folded) 
- Minor Plat & Checklist* 24"x36", 4 copies (folded) 
- Replat & Checklist* 24"x36", 4 copies (folded) 
- Preliminary Site/Concept Plan & Checklist 24"x36", 4 copies (folded) 
- Site Plan & Checklist 24"x36", 4 copies (folded) 
- Landscape Plan & Checklist 24"x36", 4 copies (folded) 
- Building Elevations 24"x36", 4 copies (folded) 
- Photometric/Lighting 24"x36", 2 copies (folded) 
- Tree Survey & Checklist 24"x36", 4 copies (folded) 
- Civil Engineering Plans 2 Sets (rolled) 
  *Use final plat checklist
OWNER AUTHORIZATION

Check one of the following:

☐ I will represent the application myself; or

☐ I authorize ______________________________ (name of applicant) to represent this application on my behalf. The named applicant shall be the principal person for responding to all requests and to attend all meetings.

I waive the statutory time limit for plat approval in accordance with Section 212.009 of the Local Government Code.

Owner’s Signature: ___________________________ Date: ______________

STATE OF TEXAS
COUNTY OF: Dallas

BEFORE ME, a Notary Public, on this day personally appeared ______________________________, who, under oath, stated the following: "I hereby certify that I am the owner or authorized corporate representative for the purposes of this application; that all information submitted herein is true and accurate."

Subscribed and sworn to before me this ___ day of ____________, 20________

[Notary Public Seal]

Notary Public in and for the State of Texas

This application is not considered accepted by the Town until the Town Engineer or Chief Building Official has signed below.

[Signature]
Town Engineer

[Signature]
Chief Building Official
Notice of Application for Site, Plan preliminary and final plat
Town of Sunnyvale

The Town of Sunnyvale has received a request by Town of Sunnyvale for approval of a Site Plan, Preliminary and final plat for an elevated water storage tank. The property being developed is located at 502 Barnes Bridge Rd and is shown on the attached exhibit.

TOWN OF SUNNYVALE BARNES BRIDGE 1 MG ELEVATED TANK – WILLIAM ROWE
ABSTRACT 1236 PG 390, TRACK31.1, 1.627 ACRES

The Planning and Zoning Commission will hear this application on June 18, 2012 and the Town Council will consider the application on June 25, or July 9, 2012. The hearings will be conducted in open session at Town Hall, 127 Collins Road at 7:00 P.M. If you have comments on this application, you may present them in person at these meetings or may submit written comments at any time on or before date of the hearings.

The Site Plan application and supporting documents are on file at Town Hall and may be examined at no charge. For further information contact the development department at 972-203-4188.

If you wish to submit a written response, please fill out and return this notice as soon as possible.

☐ I am in favor of the Site Plan
☐ I am opposed to the Site Plan

Explanation:


Signature: ________________________________
Printed Name: ________________________________
Address: ________________________________
Date: ________________________________
MEMORANDUM

To: Scott Campbell, Town Manager
   Town Council Members

From: Sherry Sefko, Planning Consultant

Subject: Sunnyvale Centre – Master Planned Development (MPD) zoning request

Date: June 22, 2012

At the Town’s request, we have reviewed the above-mentioned project for conformance with the Town’s procedures governing the formation of a Master Planned Development (MPD) zoning district, and also with respect to the Town’s long-range planning objectives as set forth in its adopted Comprehensive Plan and Land Use Diagram. We and Town staff have met with the applicant on several occasions in order to gain a full understanding of the proposed development, and the following comments are based upon the applicant’s latest MPD submittal which was received by the Town on Friday June 22, 2012.

The Planning & Zoning Commission reviewed this rezoning request at their June 18, 2012 regular meeting, and has forwarded their recommendation for approval to the Town Council for its consideration on June 25, 2012. The Commission’s recommendation for approval was subject to a series of modifications to the MPD development standards (cited as Exhibit 1 in the MPD adopting ordinance), and we believe all of such modifications have been made pursuant to the Commission’s motion and affirmative vote on the 18th.

Conformance with the Comprehensive Plan and Land Use Diagram

The proposed MPD is styled in such a way that essentially retains the base zoning of the various land parcels included in it. The base zoning districts reflect, and are in conformance with, the Town’s adopted Land Use Diagram. Since the MPD retains these base districts for each land parcel, all land uses that are allowed in the base zoning district for each parcel (by right or by CUP) are also retained in the MPD, and some additional uses are cited in the MPD development standards (Exhibit 1 in the adopting ordinance) as allowed by right in any location within the MPD (Section IV.B).

Most of the uses allowed in the respective base zoning districts (by right or by CUP) seem to be, in our opinion, appropriate for the respective land parcels. However, there are a few exceptions which have now been excluded from the entire MPD (consistent with the Planning & Zoning Commission’s recommendation), as cited in Section IV.D of the development standards (Exhibit 1).
Conformance with the MPD Zoning Procedures

In general, the procedural aspects of the proposed MPD district are in compliance with Section 17A of the Zoning Ordinance. However, the Concept Plan associated with the MPD zoning request is not exactly to the level of detail normally required by the Town’s MPD criteria in Section 17A (which can be acceptable if the Town Council agrees that it is detailed enough to satisfy the “purpose and intent” of the MPD district), and this is largely, and understandably, because the applicant does not yet know for certain the exact tenants/users of each component of the development. It is our understanding that the applicant will, as the next step in further designing and developing the MPD, submit an MPD Development Plan that will show the required higher level of detail regarding individual site layouts, building orientations, etc. In accordance with Section 17A, the process for approving that more detailed Development Plan will entail another zoning process similar to that being used currently in establishing the MPD (i.e., public notification, public hearing, etc. to amend the MPD zoning district) in order to amend and enhance the original MPD’s approved Concept Plan (Exhibit A). It is also understood that the applicant may, due to the phased nature of this large-scale development, submit a more detailed MPD Development Plan(s) for segments of the overall MPD as those become more known with regard to anticipated final users/tenants in specific areas, and that there may be more than one detailed MPD Development Plan submitted as amendments to the overall MPD for each major development area (e.g., for the HC tract, for the Industrial tract, for the major anchor(s) retail area, etc.). Subsequent to approval of an MPD Development Plan for each portion of the overall MPD, the applicant will then, as the last/third step in the MPD development process (and in accordance with Section 17A), submit a final Site Plan along with associated construction/engineering plans for final review and approval of each individual development site within the overall complex, in accordance with the Town’s normal site plan/engineering review process.
TOWN OF SUNNYVALE, TEXAS
ORDINANCE NO. 12-11

AN ORDINANCE AMENDING ZONING ORDINANCE NO. 324, DULLY
PASSED BY THE TOWN COUNCIL ON JANUARY 31, 2000; AS AMENDED
BY ORDINANCE NOS 324,332,338, 339 AND 460, AND AS FURTHER
AMENDED FROM TIME TO TIME; SO AS TO CHANGE THE ZONING
CLASSIFICATION, AND THE TOWN’S ZONING MAP, FROM THE GENERAL
BUSINESS (GB), HIGHWAY COMMERCIAL (HC) AND INDUSTRIAL (I)
ZONING DISTRICTS TO A MASTER PLANNED DEVELOPMENT DISTRICT
(MPD-01) ON A CERTAIN PROPERTY IN THE TOWN OF SUNNYVALE,
DALLAS COUNTY, TEXAS, GENERALLY LOCATED SOUTH OF U.S.
HIGHWAY 80 AND NORTH OF T.C. LUPTON DRIVE, AND ALSO
GENERALLY LOCATED WEST OF COLLINS ROAD AND EAST OF THE
WESTERN TOWN LIMIT, AND MORE PARTICULARLY DESCRIBED AS
FOLLOWS:

WITH RESPECT TO THE PROPERTY OWNED BY RKS TEXAS
INVESTMENTS, LTD., AND BEING MORE PARTICULARLY DESCRIBED BY
METES AND BOUNDS WITHIN EXHIBIT 1 ATTACHED HERETO; AND
PROVIDING FOR CONFLICTS AND SEVERABILITY.

WHEREAS, an application for a change in zoning classification from General Business (GB),
Highway Commercial (HC), and Industrial (I) to a Master Planned Development district (MPD-01)
on the tracts described within Exhibit 1 attached hereto and incorporated as if fully set forth herein,
owned by RKS Texas Investments, Ltd., has heretofore been submitted; and

WHEREAS, the Town Council finds that the proper notices as required by law have been given to
all adjoining property owners, and to the general public of the Town of Sunnyvale; and

WHEREAS, the Planning and Zoning Commission of the Town of Sunnyvale has reviewed the
application at a public hearing held on June 18, 2012, and has recommended approval by the Town
Council of a change to the property’s zoning classification, and to the Town’s Zoning Map, from the
General Business (GB), Highway Commercial (HC) and Industrial (I) zoning districts to a Master
Planned Development district (MPD-01) for the property described within Exhibit 1 attached hereto; and

WHEREAS, the Town Council has received the Planning and Zoning Commission’s
recommendation regarding the zoning change request, and has itself reviewed the zoning change
request, taking into regard recommendations made by the Planning and Zoning Commission and by
Town staff, and also taking into regard comments and testimony received from the public in a public
hearing held on June 25, 2012; and

WHEREAS, the Town Council finds and determines that changing the zoning to a Master Planned
Development district (MPD-01) will make such requested change consistent with the Town’s adopted Comprehensive Plan and Land Use Diagram, and with the purposes of the Town’s zoning regulations; and

WHEREAS, the Town Council hereby approves the zoning change request for the subject property, as described within Exhibit 1 attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SUNNYVALE, TEXAS;

SECTION 1. That the above recitals are found to be true and correct and are incorporated herein for all purposes.

SECTION 2. The Town Council hereby approves the request to change the zoning classification from General Business (GB), Highway Commercial (HC) and Industrial (I) to the new Master Planned Development zoning classification MPD-01 for the property described within Exhibit 1 attached hereto and located in the Town of Sunnyvale, Dallas County, Texas (the “Property”), and, hereby amends the Zoning Map of the Town of Sunnyvale, Texas accordingly.

SECTION 3. All ordinances and provisions of ordinances of the Town of Sunnyvale, Texas, that are in conflict with this Ordinance shall be and the same are hereby repealed to the extent in conflict, and all ordinances and provisions of ordinances of said Town not so expressly repealed are hereby retained in full force and effect.

SECTION 4. It is the intent of the Town Council that each paragraph, sentence, subdivision, clause, phrase and section of this Ordinance be deemed severable, and should any such paragraph, sentence, subdivision, clause, phrase or section be declared invalid or unconstitutional for any reason, such declaration of invalidity or unconstitutionality shall not be construed to affect the validity of those provisions of the ordinance left standing, nor the validity of any code or ordinance as a whole.

SECTION 5. This Ordinance shall be effective immediately upon passage, publication and approval by the Town Council, and it is so ordained.

DULY PASSED AND ADOPTED by the Town Council of the Town of Sunnyvale, Texas, on this the ___ day of ________________, 2012.

Jim Phaup, Mayor, Town of Sunnyvale, Texas

ATTEST:
Leslie Malone, Secretary, Town of Sunnyvale, Texas
B.J. Anderson Company made application on behalf of RKS Sunnyvale, LLC for the rezoning of Sunnyvale Centre project. The proposed rezoning area is generally bounded by US Hwy 80, Collins Rd and TC Jupton. The total area of the project is approximately 123 acres. There are two tracts involved in the rezoning. One tract being 108 acres which is bounded by the above mentioned streets and a 15 acre tract at the southeast corner of US Hwy 80 and Planters Road. The current zoning on the properties is a mixed use of General Business, Highway Commercial and Industrial.

The applicant has requested and submitted for a Master Planned Development District under the MPD Ordinance 525. Town staff has worked with the applicant to get to the point of the attached MPD District Regulations document.

There were eighteen (18) notices mailed and two (2) returned in favor as of June 19, 2012.

The following are comments that are supported by staff, acknowledged by the owner and was recommended for approval by Planning & Zoning Commission on June 18, 2012. These comments are broken down by sections in accordance with the MPD document. The MPD document that is attached for your review reflects the recommended changes listed below:

**Regulations**

Please label the overall document as “EXHIBIT 1”.

Sec I
A.7 - Remove “(a) for residential....” up (b) since there are no residential uses allowed within MPD area. Change paragraph to state that building materials will be in accordance with Sec 20.8 of the Zoning Ordinance.

A.9 - Remove Paragraph.

Sec III
A - Change the word "submittal" to "procedural".
E - Need to add language that states if site construction starts on any approved site plan and stops for a period of 8 months, the Town Staff shall have the right to review the site plan for current compliance prior to restart of construction activities.

Sec IV
A. Edit first sentence as follows: "Permitted uses shall be those allowed within the applicable base zoning district, except as provided in subsections B, C and D below."

B.5 - Revised to read “Medical Laboratories”.

B.8 - Remove the word "with". No kennels will be allowed.

B.14 - Revised to read as follows “Restaurants with or without outdoor patios and a maximum of seven (7) restaurants with drive through lanes.” Drive through pharmacies, banks and cleaners will be not affected by this requirement.

Need to add a subsection D as follows:

D. The following uses shall be prohibited within all portions of the MPD:
   1. Airport or heliport
   2. Animal feed processing and storage
   3. Any use authorized in Section 14.2 or in this section that requires service by private truck
   4. Bulk materials sales and storage
   5. Boat sales or storage
   6. Bus, recreational vehicle, truck or trailer storage
   7. Distribution center, large
   8. Establishment or expansion of a permitted use with outside storage exceeding 20 percent of lot area
   9. Industrial or manufacturing, heavy
   10. Landscape Nursery or Tree Farm
   11. Leather and allied products manufacturing
   12. Manufactured home sales
   13. Motor freight terminal
   14. Recycling or reclamation plant or salvage yard
   15. Rock quarries, sand, gravel and earth excavations
   16. Trailer sales or leasing – trailers, all lengths
   17. Truck sales or leasing – semi-trucks and heavy load trucks
   18. Water distillation or wholesale water bottling

Sec V
A.1 - Maximum height should be fifty-eight (58) feet.

A.2 - Building height for Parcel A, which is adjacent to residential, should be changed to thirty-nine (39) feet for any use.

B.1 - Front yard setbacks shall be forty (40) feet along Collins Rd and Hwy 80, twenty-five (25) feet along T.C. Lupton and Riverstone Drive, all others shall be in accordance with current zoning ordinance.

B.2 - Paragraph revised to remove notation to residential uses other than existing. Side and rear yard setback adjacent to existing residential shall be in accordance with the zoning ordinance. No minimum side yard will re required as long as the following requirements are met: 1) No more than
two adjacent pad sites shall abut each other; 2) any landscape buffer displaced due to zero lot line shall be relocated to other parts of the site; 3) all building and fire codes shall be adhered to.

B.3 - Paragraph removed since the language will not apply.

D - Paragraph removed since density shall be in accordance to zoning ordinance.

E.2 - Paragraph revised to read “Parking space requirements shall be in accordance to zoning ordinance”. The following is an example of the parking count requested. Restaurant use - 3000 sf building, which most are this size or larger, parking required would be 14 spaces for an occupancy load of 45 and above customers. The numbers do not work and would create major parking issues within the development.

Sec VII
A - Remove the third sentence starting with “For the purposes of…..”. Any open space areas provided shall not be included in the required buffer or interior parking area calculations. Open space shall be provided in addition to other required landscape areas. Tree mitigation shall be calculated for each lot based on the proportional area for each lot to the total development. Using this method will spread the tree mitigation over the entire site and not just within small pockets on the site and easier to track..

E - In the last sentence, remove the words "development plan" due to landscape plan will be reviewed and approved at site plan stage.

Sec VIII
A - remove all notation to "residential".

Sec IX
A.1 - Change all notations of “solid screening” to “solid masonry screening”.

A.5 - Remove paragraph. Town Council has the right to grant any variances therefore the statement is not needed.

Exhibit D - Design Standards

Sec I
A - Remove the remaining part of the sentence after the word “Property”.

B.1 - Add to the end of the sentence “…. Exhibit D only as it pertains to Trade Dress or areas not visible from public view “.

F.2 - Revised to read "Refer to Section V.A".

F.3.a - After "Wall planes” change word “should” to “shall”.

Sec H
2.a. - Revise the paragraph to read as follows: “Internal streets (loop road) shall be separated from parking lots by a green space with a minimum width of ten (10) feet. Sidewalk a maximum of five (5) feet wide can be included within the ten (10) foot green space.”

Sec J
4. - Remove the words “islands or landscaped”.

Page 3
TOWN OF SUNNYVALE
127 N Collins Road  Sunnyvale, Texas 75182  (972) 226-7177
Sec L
  f.i - **Remove paragraph** since no residential uses are allowed.
  g - **Remove paragraph** - Town Council has the authority to grant variances to any item.

Sec N
  1.a - Change five (5) foot side buffer to seven and one half (7.5) feet. Also change the notation to a total buffer width of ten (10) feet to fifteen (15) feet. This buffer reduces the current buffer requirement by twenty-five (25) percent. Also a note needs to added that a ten (10) foot buffer is required between Loop Road and parking lots.

Sec O
  2 - In the third sentence, change "Two (2)" to Three (3) ornamental".

Sec P
  1 - In the second sentence, add the word "large" after "one (1)".
  3 - Add this sentence at the end: "The interior landscape area shall not include any buffer or other required landscape areas.

Sec R
  3.c - Need to add language that states where the railing options can be found, i.e. "Design Criteria Manual".

Sec T
  3 - Provide us with a photo of all typical light standards for the project for review and to be included as an exhibit to the MPD
  4 - Change the maximum pole height in the last sentence to thirty (30) feet and add statement "except for areas along the Loop Road and the internal area bounded by the Loop Road and T.C. Lupton

Sec V - **Remove section** it is redundant.

Sec W
  1.b - **Remove paragraph as stated.** It does not apply.
  2.b - In the first sentence, change "four (4) shrubs" to "eight (8) shrubs".

Sec X - **Remove paragraph.**

**Exhibit E - Sign Regulations**

Sec A
  3.i - Add to the definitions that limits non-commercial messages to be community, school, Town or national events only.
  3.k - At the end of the sentence the words "within the legal description area of the MPD.

Sec I
  4 - Monument signs to be revised as follows:
  Along US Hwy 80 - Ten (10) feet in height and total of sixty-five (65) square feet. Along Collins Road eight (8) feet in height and fifty-six (56) square feet and along TC Lupton - Six (6) feet in height and
total of forty eight (48) square feet. Also add to the paragraph that no signs will be allowed within public easements.

5 - In the last sentence, change the distance of twenty (20) feet to ten (10) feet.

Sec J - Development signs shall be limited to one sign each to a lot/block. Should the lot have frontage on one or more streets, then one set of signs can be placed per street frontage.

With regards to the proposed signs for the project, staff has the following comments:

Refer to Exhibit N - Sign indicated by "B" should be moved to within the limits of the MPD areas.

Refer to Exhibit O-3 - The proposed height indicated on view 01 and C shall be reduced to thirty (30) feet for an overall height.

Refer to Exhibit O-4 - Sign E reduced to ten (10) feet tall for US Hwy 80 frontage, eight (8) feet for Collins and six (6) feet for all other streets.

Refer to Exhibit R - Buffer for side yard should be 7.5 feet and 10 feet along Loop Road which is shown at the top of the page. Also the 10 foot buffer along the Loop Road shall have a minimum of two (2) trees and 10 shrubs or other landscaping per lot.
**TOWN OF SUNNYVALE**
127 N Collins Road
Sunnyvale, Texas 75182
(972) 203-4188

**PROPERTY INFORMATION**

<table>
<thead>
<tr>
<th>Addition Name:</th>
<th>Sunnyvale MPD</th>
<th>Address/Location:</th>
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<td># of Acres:</td>
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<td># of Lots:</td>
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**APPLICANT INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mike Anderson</th>
<th>Company:</th>
<th>B.J. Anderson Company</th>
</tr>
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<tbody>
<tr>
<td>Mailing Address:</td>
<td>3819 Towne Crossing, Suite 200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Mesquite</td>
<td>State:</td>
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<tr>
<td>Zip:</td>
<td>75150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>(972) 285-0141</td>
<td>Fax:</td>
<td>(972) 698-9238</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email:</td>
<td><a href="mailto:mike@bjanderson.net">mike@bjanderson.net</a></td>
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</table>

**OWNER INFORMATION**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Rick Sheldon</th>
<th>Company:</th>
<th>RKS Sunnyvale, LLC</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
<td>601 Sonterra</td>
<td></td>
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<tr>
<td>City:</td>
<td>San Antonio</td>
<td>State:</td>
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<tr>
<td></td>
<td></td>
<td>Email:</td>
<td><a href="mailto:mike@bjanderson.net">mike@bjanderson.net</a></td>
</tr>
</tbody>
</table>

**ZONING APPLICATION SUBMITTAL REQUIREMENTS**

(See Fee Schedule for all Amounts)

- Concept Plan  
  24"x36", 5 copies (folded)  
  Fee: $1713.80

- Checklist

- Legal Description

- Letter stating reason for request
OWNER AUTHORIZATION

Check one of the following:

☐ I will represent the application myself; or

☐ I authorize [Name of Applicant] (name of applicant) to represent this application on my behalf. The named applicant shall be the principal person for responding to all requests and to attend all meetings.

Owner's Signature: __________________________ Date: 1-26-12

STATE OF TEXAS
COUNTY OF: Bexar

BEFORE ME, a Notary Public, on this day personally appeared [Name], who, under oath, stated the following: "I hereby certify that I am the owner or authorized corporate representative for the purposes of this application; that all information submitted herein is true and accurate."

Subscribed and sworn to before me this 26th day of April, 2012.

Notary Public in and for the State of Texas

This application is not considered accepted by the Town until the Town Engineer or Chief Building Official has signed below.

[Signature]
Town Engineer

[Signature]
Chief Building Official
EXHIBIT "A"

PROPOSED USES SHALL BE INCLUDE RETAIL, COMMERCIAL, HOSPITALITY, ENTERTAINMENT, OFFICE, AND RESTAURANT. OTHER USES IN ADDITION TO THESE ARE PROPOSED AS NOTED IN SPECIFIC AREAS ON THE PLAN.

LIMIT OF PD
123.18 acres

TRACT 1
108.16 acres

PARCEL "A"

CONCEPT PLAN
Notice of Application for Zoning Change  
Town of Sunnyvale

The Town of Sunnyvale has received a request by Mike Anderson for a change of zoning for their property located at S.W. corner highway 80 and S. Collins (400 highway 80, 332 Highway 80 & 200 planters, shown on the attached exhibit.

The applicant is requesting a master planned development (MPD) which is a change of zoning from highway commercial (HC), Industrial (I), and General Business (GB).

The Planning and Zoning Commission will hear this application on June 18, 2012, 2006 and the Town Council will consider the application on June 25 or July 9 2012, 2006. The hearings will be conducted in open session at Town Hall, 127 Collins Road at 7:00 P.M. If you have comments on this application, you may present them in person at these meetings or may submit written comments at any time on or before date of the hearings.

The Zoning Change application and supporting documents are on file at Town Hall and may be examined at no charge. For further information contact the development department at 972-203-4188.

If you wish to submit a written response, please fill out and return this notice as soon as possible.

☐ I am in favor of the zoning change
☐ I am opposed to the zoning change

Explanation: WE BELIEVE THIS WILL BE A FAVORABLE ZONING CHANGE FOR THE AREA

Signature:

Printed Name: BERT BROWN, Authorized Agent Of Sunnyvale RealEst.
Address: 2355 E. Cottonwood Parkway, Salt Lake City, UT 84121
Date: 6/18/12
Notice of Application for Zoning Change
Town of Sunnyvale

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If you wish to submit a written response, please fill out and return this notice as soon as possible:

☑ I am in favor of the zoning change

☐ I am opposed to the zoning change

Explanation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature:  

Printed Name:

Address:

Date: 

317 Tripp Rd

190 S. Collins Rd

6/11/12
Notice of Application for Zoning Change
Town of Sunnyvale

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If you wish to submit a written response, please fill out and return this notice as soon as possible.

☐ I am in favor of the zoning change
☐ I am opposed to the zoning change

Explanation:

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Signature: _______________________________________________

Printed Name: ___________________________________________

Address: _______________________________________________

Date: ___________________________________________________
EXHIBIT 1

MASTER PLANNED DEVELOPMENT DISTRICT REGULATIONS

I. Definitions

A. Definitions. Words that are not defined in this MPD Ordinance shall be defined as provided in the Zoning Ordinance. If no definition is provided in the Zoning Ordinance, words shall have their ordinary and customary meanings according to Webster's dictionary. The defined terms listed below shall have the following definitions:

1. Base zoning district means the following zoning districts, as they apply to the Property on the date of the adoption of this MPD Ordinance: GB, HC, and I, as illustrated on the Concept Plan.

2. Concept Plan means the Concept Plan attached as Exhibit A, as amended from time to time.


4. Development plan means the development plan(s) contemplated by Chapter 17A of the Zoning Ordinance.

5. Front property line means any property line adjacent to a public or private street.

6. Loading area means a built-in dock area, raised above the surrounding grade, for the purpose of loading/unloading delivery trucks or vehicles.

7. Masonry is as defined in 20.8, A(1)(a)1-6 of the Zoning Ordinance, brick, stone, tilt-up concrete with aggregate exposed, or texture coated or textured and colored surface, poured or cast in place concrete with a design exterior approved through the development plan or site plan approval process, decorative haydite, concrete blocks, tile, glass curtain walls, glass blocks, hardi-board, or stucco.

8. Open space and useable open space means privately maintained surface areas, whether publicly or privately owned, that are not covered with an enclosed building or a vehicular surface such as a parking space or driveway. This definition shall apply for purposes of all open space requirements in this MPD Ordinance, the Design Criteria Manual, and the Zoning Ordinance, regardless of any definitions or provisions in the Design Criteria or Zoning Ordinance to the contrary.

9. Property means the property described on Exhibit B and depicted on Exhibit C.
10. Public area means an area used as a public or private street or drive, a pedestrian walkway, or a pedestrian plaza, or an area occupied by parking spaces.

11. Service area means a designated area for service to the occupant including loading/unloading, maintenance and deliverables, where no built-in dock is present.

12. Side property line means any property line that is not adjacent to a public or private street.

13. Site plan means the site plan(s) contemplated by Chapter 17A of the Zoning Ordinance.

14. Trade Dress means architectural features that contain a tenant's or owner's unique or distinct colors, materials, elements, shapes, designs, or other similar features that are trademarked, service marked, or copyrighted designs that identify a regional or national business that presents to the public a recognizable brand or business concept. Trade Dress may apply to buildings, signs, and other structures.


II. APPLICABLE REGULATIONS

A. Development and use of the Property shall comply with the provisions of this MPD Ordinance, the Zoning Ordinance, and the Design Criteria Manual. For purposes of the Zoning Ordinance, the provisions applicable to the base zoning district shall apply, except as otherwise modified by this MPD Ordinance. Amendments to the Zoning Ordinance and Design Criteria Manual adopted subsequent to the adoption of this MPD Ordinance shall not apply to the Property. In the event of a conflict between the Zoning Ordinance and this MPD Ordinance, this MPD Ordinance shall control. In the event of a conflict between the Design Criteria Manual and this MPD Ordinance, this MPD Ordinance shall control.

B. Notwithstanding anything to the contrary, no overlay district regulations shall apply to the Property, including, but not limited to, the regulations for the U.S. 80 overlay district, the TC Lupton overlay district, or the Town Center overlay district.

III. CONCEPT PLAN AND PROCEDURAL REQUIREMENTS

A. The provisions of this MPD Ordinance shall supersede Chapter 17A of the Zoning Ordinance, except for the submittal requirements. Procedural requirements shall be per Chapter 17A.

B. Development and use of the Property shall be generally consistent with preliminary development concept illustrated on the Concept Plan attached as Exhibit A. The Concept Plan is merely illustrative of development concepts, and is not intended to be an exact or final representation of the specific development.
C. The initial Concept Plan attached as Exhibit A is deemed to meet the minimum requirements of Chapter 17A of the Zoning Ordinance.

D. The Town Administrator may approve a minor amendment to approved architectural elevations and design standards applicable to the Property if the amendment is necessary to accommodate standard floor plans, site designs, or architectural requirements of a commercial user or a specific user’s Trade Dress. Such amendments shall not promote a design aesthetic that is fundamentally inconsistent with the overall site design aesthetic, except as otherwise allowed Trade Dress.

E. Any approved development plan or site plan shall be valid for twenty-four (24) months from the date of its approval. If construction begins pursuant to a building permit within the twenty-four (24) months, the development and/or site plan shall not expire and shall be valid. The Planning and Zoning Commission may, prior to expiration of the development plan or site plan, extend for up to twelve (12) months the time for which the plan is valid. If site construction starts on any approved site plan and stops for a period of 8 months, the Town Staff shall have the right to review the site plan for current compliance prior to restart of construction activities.

IV. **General Use Standards**

A. Permitted uses shall be those allowed within the applicable base zoning district. For example, if the base zoning district allows a use by right, such use shall be permitted by right within the area of the Property governed by that base zoning district, and if the base zoning district allows a use by CUP, such use shall be permitted by CUP within the area of the Property governed by that base zoning district.

B. The additional uses listed below are permitted by right at any location within the Property. Such uses shall have their ordinary and customary meanings, except as otherwise noted.

1. Convention facilities.
2. Fitness and health centers.
3. Gasoline sales. Maximum ten (10) dispensing units per site or location. Maximum two (2) units per island or five (5) islands per site or location. Note: A pump is one dispensing unit, whether it has two (2) hoses or not, it may have one (1) each side.
4. Hotel or motel, as defined in the Zoning Ordinance.
5. Medical Laboratories.
7. Museums.
8. Veterinarian clinics without outside kennels.
9. Candy and tobacco stores.
10. Convenience store.
11. Drug store or pharmacy.
12. Retail, general, which shall be defined as any retail shop or store, regardless of size or products sold.
13. Grocery or food store.
14. Restaurants with or without outdoor patios. A maximum of seven (7) restaurants with drive through lanes will be allowed throughout the property within the MPD.
15. Cafeterias.

C. Private clubs are permitted by CUP and shall comply with Section 19.9 of the Zoning Ordinance.

D. The following uses shall be prohibited within all portions of the MPD:
   1. Airport or heliport.
   2. Animal feed processing and storage.
   3. Any use authorized in Section 14.2 or in this section that requires service by private track.
   4. Bulk materials, sales, and storage.
   5. Boat sales and storage.
   6. Bus, recreational vehicle, truck or trailer storage.
   7. Distribution center, large.
   8. Establishment or expansion of a permitted use with outside storage exceeding twenty percent (20%) of lot area.
   9. Industrial or manufacturing, heavy.
   10. Landscape nursery or tree farm.
   11. Leather and allied products manufacturing.
   12. Manufactured home sales.
   14. Recycling or reclamation plant or salvage yard.
   15. Rock quarries, sand, gravel and earth excavations.
16. Trailer sales or leasing – trailers, all lengths.
17. Truck sales or leasing – semi-trucks and heavy load trucks.
18. Water distillation or wholesale water bottling.

V. DEVELOPMENT STANDARDS

A. Building Height.

1. Except as otherwise provided in this paragraph, the maximum building height shall be fifty-eight feet (58’), measured from grade at the building.
2. Maximum building height in Parcel A as noted on the Concept Plan is thirty-nine feet (39’).
3. The maximum building height may be increased up to ten (10) additional feet if additional setbacks from residential zoning of two feet (2’) are provided for every additional one foot (1’) in height above the allowed height.
4. Notwithstanding the foregoing, the Town Administrator may approve towers and other similar vertical elements at a maximum height of seven feet (7’) above maximum height (noted in V., A., 1, 2, and 3, above) upon a determination that such increase in height will not adversely affect neighboring properties or to accommodate Trade Dress. There is no maximum number of stories.

B. Building Setbacks.

1. The minimum setback from a front property line shall be forty feet (40’) along Collins Road and Hwy. 80, twenty-five feet (25’) along T.C. Lupton and E. Riverstone Drive and all others shall be in accordance with the Zoning Ordinance.
2. Except as otherwise provided in this paragraph, no minimum setback from a side property line shall be required.
   a. Side and rear setback adjacent to existing residential shall be in accordance with the Zoning Ordinance.
   b. No minimum side yard setback will be required at the pad sites along Hwy. 80 and Collins Road as long as the following requirements are met: 1) No more than two adjacent pad sites shall abut each other; 2) any landscape buffer displaced due to zero lot line shall be relocated to other parts of the site; and 3) all building and fire codes shall be adhered to. Otherwise, minimum setback from a side property line at those pad sites shall be twenty-five feet (25’).

C. Lot Width. The minimum lot width shall be 150 feet (150’).
D. Parking Standards.

1. Typical parking spaces shall be twenty feet (20’) in depth by nine feet (9’) in width. However, the space can be reduced to eighteen feet (18’) depth if a two foot (2’) overhang is provided. The two foot (2’) overhang cannot be over a required buffer area. Typical two-way drive aisles serving 90º parking shall be a minimum of twenty-four feet (24’) in width. Two-way drive aisles serving 60º parking to be a minimum of twenty-two feet (22’) in width. Two-way drive aisles serving 45º to 30º parking shall be a minimum of twenty feet (20’) in width.

VI. DESIGN STANDARDS

A. Development of the Property shall comply with the Design Criteria Manual, as modified by this MPD Ordinance, including Exhibit D.

VII. LANDSCAPING AND TREE PRESERVATION

A. Development shall comply with the minimum landscaping requirements for the base zoning district, except as otherwise provided in this Section VII or on Exhibit D. Tree mitigation calculation shall be calculated on the basis of the entire Property, rather than on a lot by lot basis. Endeavor to distribute the tree mitigation throughout the property in the MPD in lieu of placing them in a single location. Each development plan and site plan submittal shall be accompanied by a tabulation demonstrating compliance with the tree mitigation requirements on a Property-wide basis.

B. Trees that are planted to mitigate for the removal of protected trees may be planted at any location within the Property, and are not required to be planted on the same lot from which trees were removed.

C. All trees that are of six inch (6”) caliper or more, measured forty-eight inches (48”) above grade are "Protected Trees," except the following species: Hackberry/Hercules Club, Bois D’Arc, Chinaberry, Willow, Mulberry, Cottonwood, Mimosa, Mesquite, and Honey Locust.

D. Pedestrian walks are required to be a minimum of five feet (5’) in width.

E. Landscaped beds shall be no less than one hundred (100) square feet in area, excluding landscaped beds within a parking lot, unless smaller landscaped beds are authorized as part of the site plan approval process.

F. Landscape materials shall be grouped in tree clusters and plant bed masses to create a more naturalistic appearance. Tree spacing may be adjusted as long as the total tree count complies with applicable requirements.

VIII. SIGNAGE

A. The sign regulations set forth on Exhibit E shall be the exclusive sign regulations applicable to the Property.
IX. **MISCELLANEOUS**

A. Screening

1. All references to screening in this MPD Ordinance that do not specify the type or height of required screening shall mean one of the following methods of screening: (1) a landscaped berm that is a minimum of five feet in width topped with a solid masonry screening wall that, in combination with the berm, achieves a minimum of six feet in height; (2) a solid masonry screening wall that is a minimum of six feet in height; (3) a row of evergreen shrubs capable of providing a continuous screen at least six feet in height at maturity; or (4) any combination of the first three screening methods. Screening wall adjacent to residential is to be of masonry construction.

2. Notwithstanding Section IX.A.1, the minimum height of screening around loading areas shall be one foot (1’) above the equipment or trucks located in the loading area, up to a maximum height of fourteen feet (14’) above the loading area pavement. No screening is required except where a loading area faces or can be seen from a public area.

3. Notwithstanding Section IX.A.1, the minimum height of screening around utility equipment shall be one foot (1’) above the top of the equipment. Utility equipment screening shall be modified if necessary to meet utility company requirements.

4. Landscaping used as screening must be a minimum of four feet (4’) in height at the time of planting, and shall be a minimum of seventy-five percent (75%) opaque.

5. Exhibit F illustrates screening requirements for loading areas and service areas.

B. The Property may be developed in phases, and infrastructure may be constructed on a phased basis.

C. Notwithstanding anything to the contrary, this MPD Ordinance, the Zoning Ordinance, and the Design Criteria Manual shall not be applied to prohibit designs protected by Trade Dress.

X. **EXHIBITS**

The following exhibits are attached hereto and incorporated herein for all purposes:

- Exhibit A  Concept Plan
- Exhibit B  Metes and Bounds Description of the Property
- Exhibit C  Depiction of the Property
- Exhibit D  Design Standards
- Exhibit E  Sign Regulations
- Exhibit F  Screening of Loading Areas and Service Areas
- Exhibit G-1  Examples of Building Design Elements
- Exhibit G-2  Examples of Building Design Elements
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<td>Exhibit J-2</td>
<td>Screening of Parking Areas</td>
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<td>Exhibit K</td>
<td>Examples of Identity Elements</td>
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<td>Exhibit L-1</td>
<td>Examples of Banners, Blade Signs, Directional Signs, &amp; Identity Elements</td>
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<td>Examples of Kiosks and Projecting Signs</td>
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<td>Exhibit P</td>
<td>Development and Sale Signs</td>
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<td>Exhibit Q</td>
<td>Landscaping/Buffering Between Pad Sites</td>
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<td>Exhibit R</td>
<td>Buffers</td>
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EXHIBIT "A"

PROPOSED USES SHALL BE INCLUDE RETAIL, COMMERCIAL, HOSPITALITY, ENTERTAINMENT, OFFICE, AND RESTAURANT. OTHER USES IN ADDITION TO THESE ARE PROPOSED AS NOTED IN SPECIFIC AREAS ON THE PLAN.

LIMIT OF PD
123.18 acres
(total)

TRACT 1
106.18 acres
Vacant Zoning: OB

TRACT 2
15.00 acres
Vacant Zoning: HC

PARCEL "A"
Vacant Zoning: I
Medical Use

CONCEPT PLAN
EXHIBIT B
METES AND BOUNDS DESCRIPTION OF THE PROPERTY

TRACT 1
108.1896 ACRE PARCEL

BEING all that certain lot, tract or parcel of land situated in the City of Sunnyvale, Dallas County, Texas, out of the T. Colwell Survey, Abstract No. 335 and the J.P. Lawrence Survey, Abstract No. 807, the T. D. Coats Survey, Abstract No. 331 and being the 17.071 acre tract of land conveyed to RKS Texas Investments, L.P, as recorded in Instrument No. 20070073831 of the Deed Records of Dallas County, Texas, the 61.415 acre tract of land called Tract 4 as conveyed to RKS Texas Investments, L.P, as recorded in Instrument No. 200600385571 of the Deed Records of Dallas County, Texas, the 9.22 acre tract of land called Tract 3 as conveyed to RKS Texas Investments, L.P as recorded in Instrument No. 200600385571 of the Deed Records of Dallas County, Texas, a portion of the 36.72 acre property called Tract 6 as conveyed to RKS Texas Investments, L.P, as recorded in Instrument No. 200600385571 of the Deed Records of Dallas County, Texas, and a portion of the right of ways as conveyed on the Street and Easement Dedication Plat known as T.C. Lupton Boulevard (formerly called Clay Road), Colwell Street and East Riverstone Drive as shown on the plat recorded in Volume 87034 at Page 959 of the Deed Records of Dallas County, Texas, and being more particularly described in composite by metes and bounds as follows:

BEGINNING at a point for the intersection of the Southerly right-of- way of U.S. Highway No. 80 (variable width right of way) and the East right-of-way line of T. C. Lupton Boulevard (formerly called Clay Road) (100 foot right of way at this point) as recorded in Volume 87034, Page 959 of the Map Records of Dallas County, Texas;

THENCE South 79° 27’ 02” East and following along the South right-of- way line of U.S. Highway No. 80 for a distance of 630.03 feet to a point for corner;

THENCE South 70° 15’ 46” East and continuing along the South right-of- way line of U.S. Highway No. 80 for a distance of 607.00 feet to a point for corner;

THENCE South 75° 52’ 19” East and continuing along the South right-of- way line of U.S. Highway No. 80 for a distance of 501.40 feet to a point for corner;

THENCE South 79° 39’ 19” East and continuing along the South right-of- way line of said U.S. Highway No. 80 for a distance of 325.00 feet to a point for corner at the Northwest end of a corner clip at the intersection of said South right-of- way line of Interstate Highway No. 20 and the West right-of-way line of State Highway No. 352 – Collins Road;
THENCE South 42° 31’ 25” East and following along the said corner clip, for a distance of 120.19 feet to a point for the Southeast end of said corner clip, same being on the West right-of-way line of State Highway No. 352 – Collins Road;

THENCE South 02° 42’ 03” East and following along said West right-of-way line of State Highway No. 352 – Collins Road, (100 foot wide right-of-way) for a distance of 483.53 feet to a point for corner;

THENCE South 33° 43’ 13” West and continuing along said West right-of-way line of State Highway No. 352 – Collins Road and passing the intersection of the West right-of-way line of State Highway No. 352 – Collins Road and the Northerly line of T. C. Boulevard (100 foot wide right-of-way at this point) at a distance of 1400.00 feet and continuing along for a distance of 1480.00 feet to a point along the South right of way of T.C. Lupton Boulevard and continuing further for a distance of 1769.00 feet to the Northeast corner of Lot 1 of the Texas Regional Medical Center Addition, an addition to the Town of Sunnyvale, Texas, according to the plat thereof as recorded under County Clerks File Number 200900267460 of the Map Records of Dallas County, Texas;

THENCE North 56° 16’ 47” West and following along the line of said Lot 1 of the Texas Regional Medical Center Addition for a distance of 315.00 feet to a point for corner;

THENCE North 33° 43’ 13” East and continuing along the line of said Lot 1 of Texas Regional Medical Center Addition and passing the corner of said Lot 1, same being the South right of way line of the aforesaid T. C. Lupton Boulevard for a distance of 319.01 feet to a point in the center of said T. C. Lupton Boulevard;

THENCE North 56° 16’ 55” West along the center of T. C. Lupton Boulevard for a distance of 83.47 feet to a point for the beginning of a curve to the left having a radius of 670.00 feet with a central angle of 34° 12’ 23”, and a chord bearing North 73° 20’ 35” West at a distance of 394.08 feet;

THENCE Northwesterly along said curve to the left and continuing along the center of said T. C. Lupton Boulevard for an arc distance of 400.00 feet to a point for corner;

THENCE South 89° 33’ 38” West and continuing along the center of said T. C. Lupton Boulevard for a distance of 113.93 feet to the beginning of a curve to the right having a radius of 600.00 feet with a central angle of 28° 32’ 18” and a chord bearing North 76° 10’ 12” West at a distance of 295.77 feet;

THENCE Northwesterly along said curve to the right and continuing along the center of said T. C. Lupton Boulevard, for an arc distance of 298.85 feet to a point for corner;
THENCE South 25° 02’ 13” West and departing the centerline of said T. C. Lupton Boulevard for a distance of 382.59 feet to a point for corner, said point being a corner of Lot 4 of the Texas Regional Medical Center Addition, an addition to the City of Sunnyvale, Texas, according to the plat thereof as recorded in Volume 20080035538 of the Deed Records of Dallas County, Texas, Texas, said point also being a corner of Samuel Park Farms East, an addition to the City of Mesquite, Texas, according to the plat thereof as recorded in Volume 83213 at Page 3417 of the Deed Records of Dallas County, Texas;

THENCE South 89° 33’ 38” West and following along the North line of a 15 foot alley as shown on said plat of Samuel Park Farms East, and being common to the aforementioned 36.72 acre tract of land conveyed to RKS Investments, L.P. as recorded in Volume 200600385571 of the Deed Records of Dallas County, Texas for a distance of 710.73 feet to the Southwest corner of said 36.72 acre tract and also being in the East line of the aforementioned 100 foot right of way conveyed to Texas Power and Light Company;

THENCE North 00° 12’ 10” East and following along the East line of said 100 foot Texas Power and Light Company right of way tract for a distance of 849.55 feet to a point for corner in the center of East Riverstone Drive (60 foot right of way);

THENCE North 89° 27’ 40” East and following along the centerline of said East Riverstone Drive for a distance of 552.13 feet to a point in the center of the aforesaid T. C. Lupton Boulevard (80 foot right of way);

THENCE North 00° 12’ 10” East and following along the center of said T. C. Lupton Boulevard for a distance of 570.68 feet to a point for corner;

THENCE South 89° 27’ 40” West and following the center of Cowell Street (60 foot right of way) for a distance of 552.13 feet to a point for corner at its intersection with the said East line of said 100 foot Texas Power and Light Company right of way tract;

THENCE North 00° 12’ 10” East and following along the East line of said 100 foot Texas Power and Light Company right of way tract for a distance of 289.11 feet to a point for corner;

THENCE North 89° 42’ 11” East for a distance of 77.90 feet to a point for the Southeast corner of a tract of land conveyed to the State of Texas as recorded in Volume 3627 at Page 351 of the Deed Records of Dallas County, Texas;

THENCE North 00° 34’ 35” West and following along the East line of said State of Texas tract for a distance of 579.68 feet to a point for corner;

THENCE North 49° 33’ 26” East and continuing along the East line of said State of Texas tract for a distance of 64.27 feet to the Northeast corner of said State of
Texas tract and being in the South right of way line of the aforesaid U.S. Highway No. 80;

THENCE South 79° 27’ 02” East and continuing along the South right of way line of said U. S. Highway No. 80 for a distance of 569.57 feet to the POINT OF BEGINNING and CONTAINING 108.1896 ACRES OF LAND, more or less,

**TRACT 2**
**15.000 ACRE PARCEL**

BEING all that certain lot, tract or parcel of land situated in the City of Sunnyvale, Dallas County, Texas, out of the T. Colwell Survey, and being a portion of the 36.61 acre property called Tract 2 as conveyed to RKS Texas Investments, L.P, as recorded in Instrument No. 200600385571 of the Deed Records of Dallas County, Texas a portion of Planters Road right of way as conveyed by the Street and Easement Dedication Plat as recorded in Volume 87034 at Page 959 of the Deed Records of Dallas County, Texas, and being more particularly described by metes and bounds as follows:

COMMENCING at a point for the intersection of the Southerly right-of-way of U.S. Highway No. 80 (variable width right of way) and the East right-of-way line of T. C. Lupton Boulevard (formerly called Clay Road) (100 foot right of way at this point) as recorded in Volume 87034, Page 959 of the Map Records of Dallas County, Texas;

THENCE North 79° 27’ 02” West and following along the South right of way line of said U. S. Highway No. 80 for a distance of 569.57 feet to a point;

THENCE North 79° 45’ 41” West and continuing along the South right of way line of said U. S. Highway No. 80 for a distance of 222.18 feet to the POINT OF BEGINNING for this description, said point being the intersection of the South right of way line of U. S. Highway No. 80 with the West line of a right of way conveyed to Texas Power and Light Company as recorded in Volume 369 at Page 35 of the Deed Records of Dallas County, Texas, and also being the Northeast corner of the aforementioned 36.61 acre property called Tract 2 as conveyed to RKS Texas Investments, L.P, as recorded in Instrument No. 200600385571 of the Deed Records of Dallas County, Texas;

THENCE South 00° 12’ 10” West and following along the common line of said 36.61 acre tract and the Texas Power and Light Company right of way for a distance of 593.02 feet to a point for corner;

THENCE North 79° 34’ 07” West for a distance of 1116.79 feet to a point for corner in the center of Planters Road (60 foot right of way)

THENCE North 00° 32’ 20” West and following along the center of said Planters Road for a distance of 585.62 feet to a point for corner in the aforesaid South right of way line of U. S. Highway No. 80;

THENCE South 83° 00’ 08” East and following along the South right of way line of said U. S. Highway No. 80 and passing the Northwest corner of the aforesaid referenced 36.62 acre tract of land called Tract 2 as conveyed to RKS Investments, L.P. as recorded in Instrument No. 200600385571 of the Deed.
Records of Dallas County, Texas at a distance of 30.26 feet and continuing along the South right of way line of said U. S. Highway No. 80 for a distance of 144.82 feet to a point for corner;

THENCE South 79° 34’ 07” East and continuing along the South right of way line of said U. S. Highway No. 80 for a distance of 978.37 feet to POINT OF BEGINNING and CONTAINING 15.000 ACRES OF LAND, more or less,
EXHIBIT "C"

LIMIT OF PD
123.18 acres
(total)

TRACT 1
105.18 acres

TRACT 2
15.00 acres

DEPICTION OF
PROPERTY BOUNDARY
EXHIBIT D
DESIGN STANDARDS

The Design Criteria Manual shall be modified as set forth on this Exhibit D. In addition, no overlay district regulations in the Design Criteria Manual shall apply to the Property.

I. SITE DESIGN AND PLANNING PRINCIPALS

A. DESIRABLE DESIGN ELEMENTS

1. The sign regulations set forth on Exhibit E shall be the exclusive sign regulations applicable to the Property.

B. UNDESIRABLE DESIGN ELEMENTS

a. Metal siding is permitted only as authorized in Section I(K)(2) of this Exhibit D, only as it pertains to Trade Dress or if it is not visible to public areas.

b. A service area may be located in an area visible from a public street if it is screened.

C. TREE PRESERVATION, TREE MITIGATION, AND NATURAL FEATURES

1. The provision related to linear parks, open space, and greenbelts along existing drainage patterns with a minimum width of seventy-five feet (75’) shall be optional, not mandatory.

D. RURAL CHARACTER DESIGN ELEMENTS

The section of the Design Criteria Manual entitled "Rural Character Design Elements" is not applicable to the Property.

E. HISTORIC PRESERVATION

The section of the Design Criteria Manual entitled "Historic Preservation" is not applicable to the Property.

F. BUILDINGS

1. Orientation

a. The rear facade of a building may face any public or private street; however, the rear facade shall be treated with the same attention to detail as a finished front or side elevation, and any service areas that face the street shall be screened.

b. If a building faces a loading area or service area, the loading area or service area must be screened.

c. Buildings may be oriented to face each other or to face pedestrian or vehicular circulation areas or parking areas.
d. Buildings and vehicular circulation areas shall be designed to include marked pedestrian crossing areas to minimize pedestrian/vehicle conflicts.

e. Buildings may be clustered, where appropriate, to create opportunities for plazas and pedestrian malls; however, such clustering shall not be required.

2. Height

Refer to Section V (A) of this MPD Ordinance.

3. Scale

a. Wall planes shall not run in a continuous direction more than seventy five feet (75') without an offset of at least two feet (2') unless the building design incorporates at least five (5) of the following elements:

- Canopies, awnings
- Overhangs
- Recesses or projections of 12” or more in horizontal or 24” or more in vertical plane.
- Arcades or colonnades
- Outdoor patios or plazas
- Display windows
- Architectural details, such as tile work or moldings, integrated into building façade
- Integrated planters or wing walls that incorporate landscape and sitting areas
- Variety of masonry coursing
- Pitched roofs with multiple pitch angles and/or peaked roof forms
- Courtyards between buildings
- Exposed rafters at eaves
- Arbors
- Architectural upgraded accent lighting

See Exhibits G-1 and G-2 for examples of building design elements.
4. **Hierarchy**
   
a. The subsection in the Design Criteria Manual entitled "Gateway Buildings" under the heading "Hierarchy" shall not apply to the Property.

**G. PLAZAS AND OPEN SPACES**

1. Pavers and paving patterns or colors shall be incorporated into courtyards and plazas to add additional interest and enhance the aesthetic quality of the spaces.

**H. VEHICULAR CIRCULATION**

1. **Primary Site Entrances**
   
a. In designing entries into development tracts, the developer shall provide at least one "primary" entry to parking lots. The use of landscaped medians and/or special paving to identify primary entries is encouraged.

b. In designing entries into development tracts, the developer shall provide "secondary" entries to parking lots from streets. Paving material, plants, signs, and lighting should generally coordinate with primary entrance treatments, although landscaping intensity and sign sizes may be reduced.

2. **Internal Drives**
   
a. Internal streets (loop road only) shall be separated from parking lots by a green space with a minimum width of ten feet (10’). Sidewalk of a maximum of five feet (5’) wide can be included within the ten foot (10’) green space.

3. **Drop Off Areas**
   
a. Bollards or other similar separation elements shall be installed at designated pedestrian drop-off locations to provide protection for buildings and pedestrian walkways.

4. **Service Areas**
   
a. Service areas shall be located away from major public streets and building entrances where possible. If service areas are located near major public streets or building entrances, they shall be screened.

**I. PEDESTRIAN CIRCULATION**

1. **Sidewalks**
   
a. Pavers or stamped or colored concrete are required in accent areas adjacent to non-residential buildings where shown on an approved site plan.
2. Pedestrian Circulation in Parking Lots
   a. Pedestrian crosswalks across service drives shall be provided to allow pedestrians to reach major entrances from parking lots.
   b. Where major pedestrian routes within parking lots cross streets or drives, use of textured or colored paving materials or changes in paving color are required to distinguish the route.
   c. No maximum walking distance from parking spaces to building entries shall apply.
   d. Medians and pedestrian pathways may be used to separate rows of parking, but shall not be required.

J. PARKING
   1. Where opportunities exist, multiple buildings are encouraged to be clustered in a coordinated design. Nothing herein shall prohibit individual buildings with surrounding parking areas.
   2. Large parking areas are not required to be divided into a series of smaller connected lots.
   3. No more than twelve (12) parking stalls in a row are permitted without separation by a landscape island. Required landscape islands shall be at least one hundred seventy (170) square feet and a minimum of eight feet (8’) in width at intermediate islands within parking rows and ten feet (10’) in width at end islands.
   4. There shall be no requirement for landscaped medians between every other parking bay.
   5. See Exhibit H for requirements for landscape islands and medians in non-residential parking lots.
   6. No dead end parking lots are allowed without a fifty-foot (50’) radius turnaround.

K. ARCHITECTURAL CRITERIA
   1. Awnings
      a. Where awnings are used, they should be an integral part of the building design. Awnings may vary in form, color, location, and mounting arrangements, and should complement the overall building design, as illustrated on Exhibit I.
2. Building Materials and Colors

a. Building materials should vary in type and texture and include native stone, brick, cementitious stucco, textured or burnished concrete units, texture coated or textured and colored concrete, metal siding, ceramic tile, or concrete tiles. Alternative materials that achieve similar looks and are of high quality and low maintenance may be approved as part of the development plan or site plan approval process.

b. All non-residential buildings must be constructed of ninety percent (90%) masonry, exclusive of doors, windows, or glass surfaces. Of the required masonry surface, no more than forty percent (40%) may be cementitious stucco. Cementitious stucco, when used, must have integral color. The masonry requirement shall only apply to facades that are oriented to face a public area.

c. The use of highly reflective materials and surfaces, such as polished metal, or other materials that generate glare shall not be allowed, particularly at the pedestrian level, unless used as accent pieces.

d. In most instances, only one to two dominant building materials should be utilized on a single structure. This limitation does not apply to accent materials.

e. Specific masonry construction materials and colors are permitted in accordance with the "Building Materials and Colors" section of the Design Criteria Manual, as well as in accordance with the definition of masonry in Section 20.8, A(1)(a)1-6 of the Zoning Ordinance. Masonry colors may be white or earth tone, including, but not limited to light gray and light brown, in addition to all other permitted colors. Metal siding is allowed in accordance with Section 20.8, A.3. except that galvanized finish is allowed.

f. Painted surfaces are not limited to the colors designated in the Design Criteria Manual.

g. The colors of an awning should be complimentary to the color of the building to which the awning is attached, and different shades of colors are encouraged, as illustrated on Exhibit I.

L. EXISTING ZONING REQUIREMENTS AFFECTING ARCHITECTURAL CRITERIA

1. Section 20.7 of the Zoning Ordinance does not apply. The following recommendations apply in lieu of the provisions of Section 20.8 of the Zoning Ordinance and the section of the
Design Criteria Manual entitled "Existing Zoning Requirements Affecting Architectural Criteria":

a. Except as expressly provided in this MPD Ordinance, the provisions of Section 20.8 of the Zoning Ordinance shall not apply.

b. The standards for acceptable masonry construction types identified in Section 20.8 (A)(1)(a)(1)-(6) of the Zoning Ordinance shall apply.

c. The provisions of Section 20.8(B)-(E) shall apply. Concrete roofing tile is a permitted roofing material.

d. Hardiboard is a permitted masonry material, but shall not exceed ten percent (10%) of the masonry area of a facade.

e. Cementitious stucco, when used, must have integral color. When a building facade faces a public area, stucco colors shall be selected from an earth tone palette.

f. Masonry percentages:

i. A minimum of ninety percent (90%) of each non-residential exterior facade, excluding doors and windows, facing a public area shall be constructed of masonry veneer construction. Plain haydite or concrete block facades must be veneered with another decorative masonry material. No more than seventy percent (70%) of a facade may be glass. Facades that do not face a public area may be constructed of any material other than wood or corrugated metal. Where prefabricated metal is used, it shall be twenty-six (26) gauge or lesser gauge structural steel (i.e., Butler or Delta prefabricated metal buildings). Stucco shall be limited to forty percent (40%) of the required masonry area on a facade. Hardiboard shall be limited to ten percent (10%) of the required masonry area of a facade.

M. ROOF TREATMENT

1. Rooflines that run in a continuous plane for more than seventy-five feet (75') should be avoided along any facade that faces a public area unless an offset or jog of a minimum of two feet (2') is provided along the roof plane or parapet wall to provide for better visual interest.

2. All rooftop equipment, including satellite dishes and antennae, must be fully screened from view from any adjacent public area and street and must be located below the highest vertical element of the building.
3. Roof treatments for fuel sales canopies should incorporate pitched roofs or other architectural elements to add visual interest. Columns for canopies must be entirely encased with masonry to match or complement the primary building. Except for Trade Dress protected designs, the canopy band face must be consistent with the main structure and may not be backlit or used for signage other than signage to identify a logo.

N. COUNTRY LANES, PARKWAYS AND THOROUGHFARES

1. Commercial Abutting Commercial

   a. There shall be a landscape buffer a minimum of seven and one half feet (7.5') in width between a parking lot and the internal property line creating a total buffer area of a minimum of fifteen feet (15') in width between separate parking areas on adjacent lots at pad sites along Hwy. 80 and Collins Rd. as illustrated on Exhibit Q. A ten foot (10') green space is required between the Loop Road and the parking lot pavement. See Exhibit R. No landscape buffer shall be required at drive connections, at shared drive aisles where a parking lot is shared by two separate owners, or within a continuous grouping of adjacent buildings separated by one or more property lines.

   b. Commercial buffers shall be planted with a minimum of three (3) large trees that are each a minimum of three inches (3") in caliper or four (4) small trees for every 1,000 square feet of buffer area. Planting beds shall be curvilinear. Three (3) ornamental trees may be substituted for one (1) large tree up to a maximum of 50% of required large trees. See Exhibit R.

   c. In the buffer area shared by two lots, each property owner shall be required to provide 1/2 of the total tree requirement on his lot. When both sides are landscaped, the total tree requirement in N.1.b. above will be provided. See Exhibit Q.

   d. Pedestrian walks shall be required to be a minimum of five feet (5') in width.

   e. Landscape material shall be grouped in informal tree clusters and plant bed masses to create a more naturalistic appearance. Therefore, tree spacing may be adjusted, as long as the total count remains as required.

2. Turf Areas

   a. Turf areas outside the R.O.W. within the development may be planted with prairie or '609' buffalo grass (Buchloe Dactyloides), which is drought tolerant and requires minimal irrigation and fertilization; along streets within the ROW, turf areas should be planted with common or Tiffany Bermuda turf grass.
O. PERIMETER PARKING LOT LANDSCAPING

1. Street and Thoroughfare buffers shall comply with Section 20.5, B.3., A.2. of the Zoning Ordinance.

2. Landscaping shall be provided between the right-of-way and adjacent parking lots and drives in accordance with this Section 1.O. One shade tree shall be planted for every forty (40) linear feet or one (1) small tree for every thirty (30) linear feet, excluding driveways. Three (3) ornamental trees and five (5) shrubs may be substituted for one (1) large tree up to a maximum of 50% of the required large trees. See Exhibit R.

3. Parking lots shall also be screened from adjacent rights-of-way with a berm, plantings, or screening wall that is a minimum of three feet (3') in height. Screening is not required to be offset. See Exhibits J-1 and J-2 for illustrations of required parking lot screening.

4. Plantings should be grouped in meandering beds and provide variations in depth and texture to create a naturalistic screen.

P. INTERIOR PARKING LOT LANDSCAPING

1. Landscape islands are required at the terminus of each parking bay. Within each island, one (1) large shade tree or two (2) ornamental trees shall be planted. At least one (1) tree shall be planted for every four hundred (400) square feet of required landscaped area within a parking lot. No more than 50% of the required large trees may be eliminated. See Exhibit H.

2. Landscape islands shall be seeded, sodded, or mulched; covered with decomposed granite; or planted with groundcover.

3. Landscape area shall be fifteen percent (15%) of the parking/drive areas. The interior landscape area shall not include any buffer or other required landscape areas.

Q. LANDSCAPE ADJACENT TO BUILDINGS

1. Plantings are encouraged near buildings and along walkways to soften the experience, and are not required adjacent to buildings.

2. Landscape islands shall be seeded, sodded, or mulched; covered with decomposed granite; or planted with groundcover.

R. MISCELLANEOUS

1. All landscaping shall be maintained to retain a neat and orderly appearance.
2. LEED requirements are encouraged, but are not required.

3. Walls/Railing
   a. All concrete walls must have a masonry veneer or be textured and patterned with a "form liner" (a concrete formed texture or pattern).
   b. Untreated concrete walls and plain or painted CMU walls are prohibited except below grade and in locations that are not visible from a public area.
   c. Railing shall be designed in accordance with Railing Option 1 and Railing Option 2 as shown in the Design Criteria Manual or a design of similar quality if the railing is visible from a public area.

S. SITE FURNISHING GUIDELINES
1. Site furnishings shall be made from corrosion resistant, high quality topcoat finishing or coated with zinc rich epoxy and finished with a polyester power coating (commercial grade). Site furnishings may also be made from stained and varnished wood.

2. Site furnishings may utilize recycled metal or other recycled materials.

T. LIGHTING
1. The lighting specifications in this Section I.T apply in lieu of any lighting requirements in the Design Criteria Manual and Zoning Ordinance.

2. Exterior lighting should be used to provide illumination for entry drives, parking areas, service and loading areas, pathways and courtyards on private property (not in R.O.W.). Avoid light pollution and glare. All exterior light fixtures should be designed and coordinated as a “family” of compatible fixtures which relate to the architectural character of the buildings on a site. In addition, the requirements for landscape lighting shall comply with the Zoning Ordinance.

3. Approved Fixtures: (See Exhibit S for example fixtures)
   a. Parking Lot Lighting
b. Pedestrian Accent Lighting

1) VISIONAIRE LIGHTING Decorative ODEN SERIES ODN-2 OR ODN-1 Fixture Series / AMERICAN LIGHT POLE RTS SERIES.

ODN-2-T5-400-PS-5-AML-SL-C6-H5 WITH DECORATIVE ARM # VSPA8.
Color: METALLIC SILVER. 14’ POLE: RTS-14-65-11-AB-PC-XXX-SBC.
Pole Color: METALLIC SILVER.
LAMP: OSRAM SYLVANIA # MS400/PS/BU-ONLY.
Note: Double mounting and banner arms optional.

c. Bollard Lighting

1) Visionaire Lighting, Torneo Bollard. TOR1-8R42-70-PS-5-AB-SL-VRB.
Color: METALLIC SILVER.
LAMP: OSRAM SYLVANIA # M70/U/MED.

4. Parking and drive areas shall be illuminated to a minimum average of 2 fc and a maximum average of 6 fc on a maintained basis. Parking lot light sources shall be metal halide. Yellow/orange source lights are prohibited. Maximum intensity at property line of adjacent residential zoning is to be .2 fc. Poles to be setback minimum 1/2 of pole height from residential zoned property. Maximum pole height is thirty feet (30’), except for areas along the Loop Road and the internal area bounded by the Loop Road and T.C. Lupton. Maximum pole height in those areas is forty feet (40’).

5. All building mounted light fixtures shall be hooded or shielded, with light directed downward or upward along the face of the building.

6. Any building flood lighting shall be ground or building mounted, concealed source. Special consideration may be given to other types of facade lighting on individual basis.

7. Festoon type lighting will be allowed in entertainment plazas and outdoor restaurants.

8. Site identification graphics and signs shall be lighted internally or from ground mounted locations. Light fixtures should be screened from view in front of the sign.
U. SPECIAL ENHANCEMENT FEES


V. OPEN SPACE AND LANDSCAPING

1. Open Space

   a. A minimum of one quarter (1/4) acre of useable open space that is pedestrian-oriented shall be provided for every eight (8) acres within the Property at full build out of the Property, rather than on a site by site basis as the Property is developed over time. Such open space shall include at least three (3) of the following elements: (1) seating areas; (2) enhanced landscaping (above the minimum landscaping requirements); (3) a fountain; (4) public art; (5) a plaza; (6) sidewalks; (7) a pavilion; or (8) arbors.

   b. The open space requirements in Subsections 1(a) and 1(b) above shall be the exclusive open space requirements applicable to the Property.

2. Additional Landscaping Requirements

   a. A landscaped buffer a minimum of twenty-five feet (25') in width shall be provided along the frontage of lots that abut U.S. 80 right-of-way. A minimum of twenty-five percent (25%) of the buffer area shall be composed of native grasses or TXDOT approved wildflower mixes to provide for a natural landscape appearance.

   b. A minimum of three (3) trees that are a minimum of three inches (3") in caliper and a minimum of eight (8) shrubs that are a minimum of five (5) gallons in size shall be planted for every two thousand (2,000) square feet of buffer area along U.S. 80. No trees are required to be planted in utility easements, unless allowed by the utility company. In addition, the buffer shall include undulating berms that are a minimum of three feet (3') in height, a wall that is a minimum of three feet (3') in height, or shrub plantings a minimum of three feet (3') in height to create a natural buffer along U.S. 80.

   c. The use of informal plant groupings may be used to provide a naturalistic appearance along highway frontage.

   d. The landscaping requirements in Sections 2(a) through 2(c) above shall apply to portions of the Property fronting on U.S. 80 in lieu of otherwise applicable requirements for landscaping and buffers along street frontage.
EXHIBIT E
SIGN REGULATIONS

A. SIGNAGE DESIGN – GENERAL

1. Purpose. The purposes stated in Chapter 29 of the Zoning Ordinance are incorporated herein by reference.

2. Applicability. The sign regulations on this Exhibit E shall apply to all uses other than multi-family. Multi-family uses shall comply with the sign regulations applicable to multi-family uses and zoning districts, as set forth Chapter 29 of the Zoning Ordinance.

3. Definitions

   a. Decorative Banner means a premise sign located on a banner attached to a building or a street light pole. Typically not for names of an individual tenant. See Exhibit L-1 for an example.

   b. Billboard means a freestanding non-premise sign.

   c. Blade sign means a small projecting sign mounted perpendicular to a building. See Exhibit L-1 for an example.

   d. Commercial message means a message placed or caused to be placed before the public by a person or business enterprise directly involved in the manufacture or sale of the products, property, accommodations, services, attractions, or activities or possible substitutes for those things which are the subject of the message and that refers to the offer for sale or existence for sale of products, property, accommodations, services, attractions, or activities; or attracts attention to a business or to products, property, accommodations, services, attractions, or activities that are offered or exist for sale or for hire.

   e. Directional sign means a sign the sole purpose of which is to direct pedestrian and vehicular traffic to businesses within the Property. See Exhibit L-1 for examples.

   f. Electronic messaging sign means a premise sign displaying static images that intermittently change, such as signs that include LED/LCD elements or other electronic changeable message technology.

   g. Identity element means a freestanding sign that may or may not display a commercial message, but is typically used to identify the development, a specific area within the development, or a building. See Exhibit K and Exhibit L-1 for examples of identity elements.

   h. Kiosks sign means a multi-sided structure for the display of signs. See exhibit L-2 for examples.
i. Noncommercial message means any message that is not a commercial message – limited to community, Town, school, or national events only.

j. Non-premise sign means a sign that is not a premise sign.

k. Premise means the entire Property within the legal description of the MPD.

l. Premise sign means any sign the message of which relates to the premises on which it is located.

m. Projecting sign means a premise sign that is mounted perpendicular to the wall of a building. See Exhibit L-2 for examples.

n. Sign means any device, flag, light, figure, picture, letter, word, message, symbol, plaque, poster, display, design, painting, drawing, billboard, wind device, or other thing visible from outside the lot on which it is located. A sign does not include searchlights and landscape features that display no words or symbols, government flags, works of art that are not designed, intended or used to advertise, or temporary holiday decorations.

o. Wall sign means a premise sign attached to a building and mounted parallel to the facade of the building.

4. General

a. Notwithstanding anything to the contrary, any sign that may display a commercial message may also display a noncommercial message, either in place of or in addition to the commercial message, so long as the sign complies with other requirements of this Exhibit E that do not pertain to the content of the message displayed.

b. Notwithstanding anything to the contrary, any sign that may display one type of noncommercial message may also display any other type of noncommercial message, so long as the sign complies with other requirements of this Exhibit E that do not pertain to the content of the message displayed.

c. Except as otherwise provided herein, the permitting requirement for signs located in Chapter 29 of the Zoning Ordinance shall apply.

d. Except as otherwise provided herein, all signs shall be premise signs.

e. Signs should be oriented so that sight lines at intersections are not obstructed.

f. Solid masonry bases are required on freestanding signs.

g. Landscaping shall be incorporated at the base of a freestanding sign located on a lot adjacent to the boundary of the Property, and shall consist of a minimum four foot (4’) deep landscape bed on all sides of the sign.
5. Illumination
   a. Signs may be internally illuminated or illuminated by external sources, such as street lights, ground lights, or pedestrian lights.
   b. Individually illuminated signs, whether illuminated with individual illuminated letters or back-lit, are encouraged.
   c. Internally illuminated cabinet signs are limited to Trade Dress only.
   d. Illuminated electronic messaging signs are only allowed on site signage, directional signs, and user signs.

6. The area of a sign shall be calculated in accordance with the definition for "sign area" in Chapter 29 of the Zoning Ordinance. Notwithstanding the foregoing, no part of the sign structure or background support will be included in the calculation of the size of a sign.

B. DIRECTIONAL SIGNS

1. Traffic control and vehicular or pedestrian directional signs may be placed along internal drives, parking lot areas, and pedestrian walks. A maximum of twenty (20) such signs are permitted on the Property. No such sign shall exceed five feet, six inches (5'6") in height. See Exhibit L-1 for examples of permitted directional signs.

C. WALL SIGNS

1. Wall signs shall not project from the surface of which they are mounted more than twelve inches (12”).
2. Wall signs shall not project more than six inches (6”) above the roofline or parapet wall line (whichever is taller), unless mounted on a wall or feature element that rises above the roofline or parapet wall line.
3. See Exhibits M-1 and M-2 for examples of permitted wall signs.
4. Wall Signs:
   a. On multi-tenant buildings, one front wall sign is allowed per tenant. If the tenant is a corner tenant or the space continues through to the other “front” building side, then one wall sign shall be permitted on each exterior wall for that tenant allowing a maximum of two (2) wall signs.
   b. Freestanding buildings on outparcel or pad sites may have signage on 3 sides, but signs are to be smaller on 2 sides – see (c).
   c. The maximum area of a wall sign on the front or rear building facade shall be a maximum of two (2) square feet per linear foot of wall length or ten percent (10%) of the area of the building façade, whichever is less. The
maximum area of a wall sign on the side building facade shall be a maximum of one and one half (1-1/2) square feet per linear foot on side building facades or seven and one half percent (7.5%) of the area of the building facade, whichever is less. Wall sign area on multi-tenant buildings shall be calculated based upon the entire wall length, not on individual tenant spaces. The total area allowed is then divided between the number of tenant spaces in the building.

d. Letter heights shall comply with the following provisions:

1) Tenants with less than 10,000 square feet of floor area may have letters that are a maximum of forty-two inches (42") in height. Such signs are encouraged, but not required, to meet the following design standards: (i) signs should consist of individually mounted letters consisting of five inches (5") deep metal with a plexiglass face or metal face; (ii) plexiglass letters should be mounted on one-eighth inch (1/8") thick aluminum plate cloud on 2"x12" metal wireway; (iii) wireway should be painted to match the wall upon which the sign is mounted; (iv) wireway should be attached to the building with concealed, non-corrosive fasteners; and (v) letters should be internally illuminated or should be metal-faced can letters with backlighting. See Exhibits L-1, L-2, M1, and M2 for examples of permitted walls signs.

2) Tenants with 10,000-14,999 square feet of floor area may have letters that are a maximum of forty-eight inches (48") in height.

3) Tenants with 15,000-23,999 square feet of floor area may have letters that are a maximum of sixty inches (60") in height.

4) Tenants with 24,000-49,999 square feet in floor area may have letters that are a maximum of seventy-two inches (72") in height.

5) Tenants with 50,000 square feet or more in floor area are not subject to restrictions on the height of letters.

6) Sign sizes may be increased by the City Council as part of the development plan or site plan approval process.

D. PROJECTING SIGNS AND BLADE SIGNS

1. Projecting signs and blade signs should be made of metal, wood or fiberglass.

2. Projecting signs and blade signs should be hung at a ninety degree (90°) angle to the building facade. Signs should be pinned slightly away from the building to increase visibility, but shall not project beyond the property line or over a vehicular surface.
3. Projecting signs shall not exceed twenty (20) square feet in area, eight feet (8’) in height, and four and one half feet (4.5’) in width.

4. Blade signs shall be no more than ten (10) square feet in size, three feet (3’) in height, and four and a half feet (4.5’) in width.

5. A minimum eight and a half foot (8.5’) clearance is required between the bottom of a blade sign or projecting sign and a pedestrian sidewalk.

6. See Exhibits L1 and L2 for examples of permitted projecting signs and blade signs.

E. WINDOW SIGNS

1. Individual letters may be placed on the interior surface of the window.

2. Letters shall be white, black, or gold leaf paint.

3. The maximum letter size shall be three inches (3”) in height.

4. A maximum of three window signs are permitted per tenant.

F. CANOPY SIGNS / AWNING SIGNS

1. Signs printed on, painted on, or attached onto a canopy or awning shall not exceed two-thirds of the width of the canopy or awning and shall consist of no more than one line of lettering not exceeding six inches (6”) in height, and shall be located on the valance of such canopy or awning. In addition to lettering, the valance of the awning or canopy may contain graphic depictions that do not exceed four (4) square feet in area. Awning and canopy signs shall not be internally illuminated.

G. KIOSK SIGNS

1. Kiosk signs may be premise signs, non-premise signs, or display a non-commercial message. No kiosk sign shall exceed eight feet (8’) in height and thirty (30) square feet in area; however, a round kiosk sign may be a maximum of fifty (50) square feet in area. Kiosk signs may be internally or externally illuminated. A maximum of ten (10) kiosk signs are permitted. Kiosk signs may be premise or non-premise signs.

H. DECORATIVE BANNERS

1. Decorative Banners consisting of cloth, vinyl, or a similar material that is weather resistant and rustproof may be attached to a building or light pole, subject to the following restrictions:
   a. No banner shall exceed thirty six (36) square feet in area.
   b. A minimum clearance of twelve feet (12’) is required between the bottom of the banner and any paved surface.
   c. No banner shall project more than three feet (3’) from the pole or building to which it is attached.
d. Banners on street light poles shall be spaced a minimum of one hundred feet (100’) apart.

e. Banners attached to buildings shall be spaced a minimum of thirty feet (30’) apart.

f. Notwithstanding anything to the contrary herein, no permit shall be required to change a banner, although a permit shall be required for the original hardware used to mount the banner.

I. SITE SIGNAGE

1. A comprehensive site signage program for the major signs is provided in the Master Sign Plan attached as Exhibit N and design elevations attached as Exhibits O-1 through O-4. All of the signs shown in these exhibits are permitted at the locations generally shown on Exhibit N, although none of these signs are required to be constructed.

2. Existing billboards on the Property are authorized to remain and are considered legal, non-conforming signs.

3. Electrical messaging signage is allowed on premise signs, provided that no sign may display streaming video or have messages that change more frequently than once every eight (8) seconds.

4. A monument sign is permitted for each lot with street frontage. The maximum size shall be sixty-five (65) square feet and ten feet (10’) in height on Hwy. 80, maximum fifty-six (56) square feet and eight feet (8’) in height on Collins Rd., and maximum forty-eight (48) square feet and six feet (6’) in height on TC Lupton and elsewhere within the MPD property. All monument signs shall have a five foot (5’) setback from the nearest property line. See Exhibit O-4 for examples of permitted monument signs. These signs shall be positioned on the site visible from the public R.O.W. No signs will be allowed in public easements.

5. A maximum of five identity elements are permitted within the Property. All identity elements must be set back at least fifty feet (50’) from the right-of-way. No identity element may project more than ten feet (10’) above the nearest adjacent building. Identity elements shall not display more than five words.

J. DEVELOPMENT & SALES SIGNS

One development and sales sign is allowed on each lot; however, if lot front on more than one street, then one additional sign will be allowed per each street frontage. Development and sales signs shall have a unified appearance throughout the Property. See Exhibit P.
Required:
Any combination of wall, berm, and evergreen trees/shrubs can be used to provide a solid screen a min. 1 foot above all service yard equipment and loading areas, up to 10' or 14' - see document
EXHIBIT G-1
EXAMPLES OF BUILDING DESIGN ELEMENTS
EXHIBIT H
LANDSCAPING IN LANDSCAPED ISLANDS AND MEDIANS

Notes:
1. For parking lots over 100 spaces: one curb island for every 12 parking spaces or 108’ apart
2. One tree per curb island min
3. One tree per 400sf of landscaping area within parking lot

End islands must have min. 10’R unless part of fire lane, then min 30’R.
SCREENING OF PARKING AREAS

SECTION: PLANTING

SECTION: BERM

SECTION: WALL OR FENCE

3' (MIN.) LOW WALL/FENCE

3' (MIN.) EVERGREEN PLANTING (MIN.)
EXHIBIT J-2
SCREENING OF PARKING AREAS

RESTAURANT PATIOS
(SPECIAL RESTRICTIONS)

10' ENCROACHMENT INTO LANDSCAPE ZONE ALLOWED FOR PATIOS (IF BUFFER IS MIN. 25' DEEP)
EXHIBIT K
EXAMPLES OF IDENTITY ELEMENTS
EXHIBIT L-1
EXAMPLES OF BANNERS, BLADE SIGNS, DIRECTIONAL SIGNS, AND IDENTITY ELEMENTS

DIRECTIONAL, IDENTITY SIGN

DIRECTIONAL, BLADE SIGN

DIRECTIONAL SIGN

DIRECTIONAL, BANNER, BLADE SIGN
KIOSK SIGN EXAMPLE

PROJECTING SIGN EXAMPLE
OVERALL WALL AND SIGN ELEVATION
SECONDARY TOWER/SIGN
NOTE: TENANT SIGN AREA MAY BE INCREASED AN ADDITIONAL 150 SQ.FT.

PRIMARY TOWER/SIGN WALL
NOTE: SIGNAGE SHALL BE FOR TENANT NAMES OR DEVELOPMENT/CENTER IDENTIFICATION ONLY
NOTE: TENANT SIGN AREA MAY BE INCREASED AN ADDITIONAL 200 SQ.FT.
01 Pylon Elevation

- 10' x 5' Tenant Sign Panel
- 10' x 3'6" Tenant Sign Panel
- 7' x 3'6" Tenant Sign Panel
- 12'0" Sign Panel
- 8'0"

02 Street Elevation

- 10'0"
- 24" Freestanding Sign
- 8'0"
- 6'0"
- 18" Wall Sign

Keyplan
Note: Position and spacing varies at other locations.

Pylon Sign and Entry Wall
EXHIBIT O-4
PERMITTED SITE SIGN DESIGNS

02 ELEVATION

12'-0"
16" FREESTANDING SIGN
8'-0"

SUNNYVALE CENTRE
TENANT tenant tenant

DRIVEWAY

HEIGHT:
10' ON HWY 80
8' ON COLLINS
6' ON T.C. LUPTON

TENANT SIGN PANEL:
65 SF ON HWY 80
56 SF ON COLLINS
48 SF ON T.C. LUPTON

E

PAD MONUMENT

US HWY 80

01 ELEVATION

8'-0"
2'x4' TENANT SIGN PANELS

3'x5' TENANT SIGN PANELS

DEVELOPMENT MONUMENT

02 ELEVATION

DEVELOPMENT MONUMENT / IDENTITY

KEYPLAN
Note: Position and spacing varies at other locations.

STREET ELEVATION

12'-0"
16" FREESTANDING SIGN
8'-0"

SUNNYVALE CENTRE
TENANT tenant tenant

DRIVEWAY

3'x5' TENANT SIGN PANELS

DEVELOPMENT MONUMENT

#OS015 TWS
05/30/2010
EXHIBIT P
DEVELOPMENT AND SALE SIGNS

Project Announcement Sign Examples
(Actual Sign Design May Vary)
EXHIBIT Q
LANDSCAPING/BUFFERING BETWEEN PAD SITES

Notes:
1. For parking lots over 100 spaces; one curb island for every 12 parking spaces or 108' apart.
2. One tree per curb island min.
3. One tree per 400sf of landscaping area within parking lot.
4. Each property owner will be required to provide 1/2 of total required trees in the portion of buffer on their lot. When both sides are landscaped the total tree requirements will be provided.

If adjacent development already exists, perimeter strip may be reduced to 5' on 2nd development.
GREEN SPACE AND PLANTING REQUIRED ON INTERNAL LOOP ROADS-MIN. (2) TREES AND (10) SHRUBS PER LOT

COMMERCIAL BUFFER 5' WIDTH REQUIRED
(3) Large trees, 3" cal. or (4) small trees per 1,000 s.f. of buffer area; less drives
(3) Ornamental trees may be substituted for up to 50% of the required large trees.

STREET BUFFER PER ZONING ORDINANCE
(1) Large trees, 3" cal. per 40 l.f.
(2) Ornamental trees and (5) shrubs may be substituted for up to 50% of the required large trees.
Total L.F. shall exclude driveways.

Required sidewalk
Area outside R.O.W. can be 'Buffalograss'
R.O.W. area: 'Tifway' Bermudagrass
The architectural bollard presents a distinctive nautical look, and Torneo complements similar post and wall mount fixtures in the same application. Durable construction. Provides smooth, 360-degree symmetrical low level illumination. Ideal for boardwalks, entrances, walkways, bridges, plazas, courtyards, driveways, and landscaped areas.

NOTE:
*Color and height will vary from photographs.
*Some poles will have banner arm brackets.

Parking Lot Lighting and Pedestrian Accent Lighting
(Single head and Double head examples)

Bollard Lighting
AGENDA ITEM SUMMARY – ITEM # 3

ANNUAL WATER QUALITY REPORT

DEPT – ADMIN & PUBLIC WORKS

DATE – JUNE 25, 2012

The Texas Commission on Environmental Quality (TCEQ) requires all public water systems to mail the attached annual water quality report to all residents, and to conduct a public hearing on the report. The report reflects no issues of concern, violations, or required corrective measures. There have been no issues with water samples for this reporting period, or contaminant levels that exceeding TCEQ regulations.
Consumer Confidence Report: Information Required in All Consumer Confidence Reports

Public Water System Name:  TOWN OF SUNNYVALE

Year this report covers:  2  0  1  1

Public Water System ID Number:  5  7  0  0  5  9

(972) 226-7177
(Your public water system's telephone number)

For more information regarding this report contact:

Name:  JOHNNY W. MEEKS

Phone:  (972) 226-7177

Este reporte incluye información importante sobre el agua para tomar. Para asistencia en español, favor de llamar al teléfono

(972) 226-7177  (telephone number for assistance in Spanish).

You may be more vulnerable than the general population to certain microbial contaminants, such as Cryptosporidium, in drinking water. Infants, some elderly, or immunocompromised persons such as those undergoing chemotherapy for cancer; those who have undergone organ transplants; those who are undergoing treatment with steroids; and people with HIV/AIDS or other immune system disorders can be particularly at risk from infections. You should seek advice about drinking water from your physician or health care provider. Additional guidelines on appropriate means to lessen the risk of infection by Cryptosporidium are available from the Safe Drinking Water Hotline at (800) 426-4791.
Consumer Confidence Report: Information Required in All Consumer Confidence Reports

This report is intended to provide you with important information about your drinking water and the efforts made by the water system to provide safe drinking water.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPAs Safe Drinking Water Hotline at (800) 426-4791.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pickup substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:
- Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Pesticides and herbicides, which may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.
- Radioactive contaminants, which can be naturally-occurring or be the result of oil and gas production and mining activities.

Contaminants may be found in drinking water that may cause taste, color, or odor problems. These types of problems are not necessarily causes for health concerns. For more information on taste, odor, or color of drinking water, please contact the system’s business office.

In order to ensure that tap water is safe to drink, the EPA prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water that must provide the same protection for public health.
Consumer Confidence Report: Information Required in All Consumer Confidence Reports

Definitions

Maximum Contaminant Level Goal or MCLG: The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Maximum Contaminant Level or MCL: The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum residual disinfectant level goal or MRDLG: The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Maximum residual disinfectant level or MRDL: The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

MFL: million fibers per liter (a measure of asbestos)

mrem/year: millirems per year (a measure of radiation absorbed by the body)

na: not applicable

NTU: nephelometric turbidity units (a measure of turbidity)

pCi/L: picocuries per liter (a measure of radioactivity)

ppb: micrograms per liter (µg/L) or parts per billion - or one ounce in 7,350,000 gallons of water

ppm: parts per million, or milligrams per liter (mg/L)

ppt: parts per trillion, or nanograms per liter (ng/L)

ppq: parts per quadrillion, or pictograms per liter (pg/L)

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing.

TOWN OF SUNNYVALE
(name of public water system)

is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at http://www.epa.gov/safewater/lead.
Consumer Confidence Report
Information Specific to Your Community Public Water System

Year this report covers:  2011

Source(s) of Water

Type(s) of water:  Surface water
Any commonly used name of the body(ies) of water:  Lake Lavon, Lake Cooper, and Lake Tawakoni
Location(s) of the body(ies) of water:  Collin County, Delta County, and Hunt County

Source Water Assessment Protection

The TCEQ has completed a Source Water Assessment for all drinking water systems that own their sources. This report describes the susceptibility and types of constituents that may come into contact with the drinking water source based on human activities and natural conditions. The system(s) from which we purchase our water received the assessment report. For more information on source water assessments and protection efforts at our system, contact Johnny W. Meeks.
Notice of Any Opportunity for Public Input

Date: 06/25/2012  
Time: 7:00 p.m.  
Location: 127 Collins Road  
Phone Number: (972) 226-7177

### Inorganic Contaminants

<table>
<thead>
<tr>
<th>Name of Inorganic Contaminant</th>
<th>Collection Date</th>
<th>Highest Level Detected</th>
<th>Range of Levels Detected</th>
<th>MCLG</th>
<th>MCL (unless treatment technique or action level is specified)</th>
<th>Unit of MCLG and MCL</th>
<th>Was This a Violation?</th>
<th>Likely Source of Contamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nitrate (measured in Nitrogen)</td>
<td>2011</td>
<td>0.322</td>
<td>0.322-0.322</td>
<td>10</td>
<td>10 ppm</td>
<td>ppm</td>
<td>N</td>
<td>Runoff from fertilizer use; leaching from septic tanks; sewage; erosion from natural deposits</td>
</tr>
<tr>
<td>Nitrite (measured as Nitrogen)</td>
<td>2011</td>
<td>Levels lower than detect level</td>
<td></td>
<td>1</td>
<td>1 ppm</td>
<td>ppm</td>
<td>N</td>
<td>Runoff from fertilizer use; leaching from septic tanks; sewage; erosion from natural deposits</td>
</tr>
</tbody>
</table>
### Synthetic Organic Contaminants including Pesticides and Herbicides

<table>
<thead>
<tr>
<th>Name of Organic Contaminant</th>
<th>Collection Date</th>
<th>Highest Level Detected</th>
<th>Range of Levels Detected</th>
<th>MCLG</th>
<th>MCL (unless treatment technique or action level is specified)</th>
<th>Unit of MCLG and MCL</th>
<th>Was This a Violation?</th>
<th>Likely Source of Contamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dalapon</td>
<td>7-26-2006</td>
<td>Levels lower than detect level</td>
<td>0-0</td>
<td>200</td>
<td>200 ppb</td>
<td>N</td>
<td>Runoff from herbicide used on rights of way.</td>
<td></td>
</tr>
</tbody>
</table>

### Disinfectants and Disinfection By-Products

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

<table>
<thead>
<tr>
<th>Name of Disinfectant Chloramines</th>
<th>Average Level</th>
<th>Min Level</th>
<th>Max Level</th>
<th>MRDL</th>
<th>MRDLG</th>
<th>Unit</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloramines</td>
<td>1.61 mg/l</td>
<td>.53 mg/l</td>
<td>2.2 mg/l</td>
<td>4</td>
<td>4</td>
<td>ppm</td>
<td>Disinfectant used to To control microbes</td>
</tr>
<tr>
<td>Name of Disinfectants and Disinfection By-Products</td>
<td>Collection Date</td>
<td>Highest Level Detected</td>
<td>Range of Levels Detected</td>
<td>MCLG</td>
<td>MCL</td>
<td>Units</td>
<td>Was This a Violation?</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>-----------------</td>
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<td>-------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Haloacetic acids</td>
<td>2011</td>
<td>17</td>
<td>17-17</td>
<td>n/a</td>
<td>60</td>
<td>ppb</td>
<td>N</td>
</tr>
<tr>
<td>TTHMs (Total trihalomethanes)</td>
<td>2011</td>
<td>48</td>
<td>47.6-47.6</td>
<td>n/a</td>
<td>80</td>
<td>ppb</td>
<td>N</td>
</tr>
</tbody>
</table>
AGENDA ITEM SUMMARY – ITEM # 4

PRESENTATION OF CASH HANDLING AND INTERNAL CONTROLS ASSESSMENT
DEPT – ADMIN/FINANCE

DATE – JUNE 25, 2012

Mayor Phaup provided council a copy of the above referenced report prior to the last council meeting. Monday night attorney Walt McCool and our consultants, Webb Watch, will present their report and findings. Another copy of the report is attached.
Cash Handling Internal Control Assessment – Town of Sunnyvale

McCool Law Firm, P.C.

Webb Watch Corporation
4/11/2012
McCool Law Firm, P.C. – Town of Sunnyvale Cash Handling Assessment  
April 11, 2012

**Table of Contents**

Overview .................................................................................................................................................................................. 2

Objective and Scope ........................................................................................................................................................................... 2

General Observations ......................................................................................................................................................................... 2

Recommendations ............................................................................................................................................................................. 3

Other Efficiency Considerations ...................................................................................................................................................... 10

Limitations....................................................................................................................................................................................... 11
Overview
Webb Watch Corporation (WWC) was engaged, by McCool Law Firm, P.C. (Client), to perform an assessment of the Town of Sunnyvale’s (Town) cash handling internal controls. WWC did not perform any procedures related directly or indirectly to the alleged misconduct at the City, which is currently being investigated by the Dallas County Sherriff (Sheriff). WWC did not review or validate any results of the investigation, nor verify any financial figures given by the Town, the Client, or other sources. WWC asked general questions and examined basic documents related to the overall issue within the misconduct in order to provide the most accurate internal control recommendations possible. All investigative work was left to law enforcement. The Objective and Scope section below will further define the purpose of WWC’s assessment.

Objective and Scope
As described in the Overview, WWC performed an assessment of the Town’s cash handling internal controls for the Client. WWC focused on the central cash handling facility located at 127 North Collins Road, Sunnyvale, TX 75182. This facility is the central collection point for cash processes within the Town. WWC performed specific procedures for Utility Billing, Court, Building Inspections, Library, and Animal Control. WWC’s assessment of internal controls occurs at a point in time with recommendations meant to be implemented and changed in future operations. As such, areas such as property tax collection were not part of the assessment since the Town stopped collecting payments in October 2011. For the purposes of this report, the term cash or cash handling shall include the collection of revenue sources for payment types including cash, check, money order, ACH, credit card, and other similar payment options.

In order to complete the assessment, WWC performed procedures to understand the Town’s internal controls and make recommendations on those controls. WWC performed several different types of procedures including interviews, observations, document examination, data analysis, analytical procedures, information systems inquiries, and other similar procedures during the months of December 2011 and January 2012 with initial recommendations to the Client being provided in January 2012. WWC did not verify or attempt to verify the implementation of or operating effectiveness of internal controls, but focused on the design of the process. The level and type of procedures implemented were based on WWC’s professional judgment, but limited only to internal controls.

General Observations
While not unusual given the size of the Town’s employee base, WWC noted that several key internal control gaps existed within the cash handling process, which are covered in the recommendations presented below. At the time of the assessment, the internal control environment was not fully designed to meet all normal cash handling objectives, prevent and detect misconduct, provide for timely reporting and reconciliation, secure the cash and cash equivalents, or provide Town management with assurances of the accuracy of the cash collection balances.
Recommendations

Based on the Objective and Scope presented, WWC presents the following recommendations to the Client for the Town. Each recommendation should be analyzed and understood using a cost-benefit approach. In most cases, the optimal situation was recommended with a possible secondary option if the first option proves too costly. That being said, it is the responsibility of the Client and the Town to implement and act on the recommendations. WWC is not responsible for the accurate and appropriate implementation of the recommendations below. For the Client’s understanding, WWC has grouped the recommendations into specific groups to help determine the possible importance of each recommendation when compared to others. WWC strongly advises the Client to instruct the Town to implement each and every recommendation; however, WWC understands that not all recommendations may be practical or useful to the Client and the Town. The groups are as follows:

- High – Significant risk of a breakdown in process objectives if the recommendation is not implemented.
- Medium – Moderate risk of a breakdown in process objectives if the recommendation is not implemented.
- Low – Some risk of a breakdown in process objectives if the recommendation is not implemented.

A breakdown in process objectives could result in failure of management’s specific objectives, failure to follow policies or procedures, inability to meet one or more financial statement assertions, increased potential for misappropriation of assets, and many other possibilities. Finally, it is important to note that many of the recommendations can be implemented with little to no monetary cost to the Town; however, the change may result in additional staff time or process redesign.

<table>
<thead>
<tr>
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<th>Importance</th>
<th>Town’s Response</th>
<th>Town Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Policy and Procedures</td>
<td>A written cash handling policy does not exist for the Town.</td>
<td>Implement a written, approved Town cash handling policy. The policy should cover all cash handling locations and document key steps, controls, and processes.</td>
<td>High</td>
<td>A Cash Handling Policy is under development.</td>
<td>In Progress</td>
</tr>
<tr>
<td>2</td>
<td>Policy and Procedures</td>
<td>Written cash handling procedures do not exist for the Town.</td>
<td>Document key cash handling procedures that the Town performs to comply with the implemented policy. These include beginning of day, end of day, deposit, and many others.</td>
<td>High</td>
<td>A Cash Handling Procedures Manual is under development.</td>
<td>In Progress</td>
</tr>
<tr>
<td>3</td>
<td>Policy and Procedures</td>
<td>Updated job descriptions do not exist or are not kept up-to-date for all cash handling positions.</td>
<td>Document the roles and responsibilities for each position in performing cash handling responsibilities.</td>
<td>Low</td>
<td>Job descriptions will be updated by the Human Resources and Finance Departments.</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
### McCool Law Firm, P.C. – Town of Sunnyvale Cash Handling Assessment

**April 11, 2012**

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<tr>
<td>4</td>
<td>System</td>
<td>Incode users have been granted administrative access to all modules regardless of role or position, thus duties are not appropriately segregated within Incode (i.e., cash handling, non-cash adjustments, journal entries, custody of the assets, etc.).</td>
<td>First, examine all users’ tasks and responsibilities. Remove users from the modules which are unnecessary for their job responsibilities. For example, court would not need access to accounts payable. Second, customize the access ability for each person within each necessary module. The customization would include user groups and rights such as read-only, post, edit, etc.</td>
<td>High</td>
<td>Roles have been reviewed and appropriate access right adjustments have been made.</td>
<td>Implemented</td>
</tr>
<tr>
<td>5</td>
<td>System</td>
<td>Generic Incode user IDs exist such as “front desk” or “permit technician.”</td>
<td>Remove all generic user IDs from Incode. All employees should only use Incode under their own user ID and password. In addition, user IDs should not be position based (i.e. finance director).</td>
<td>High</td>
<td>Login can be department specific and passwords are unique to the terminal operator.</td>
<td>Implemented</td>
</tr>
<tr>
<td>6</td>
<td>System</td>
<td>Incode administrative rights and access reside within a user department (i.e., a super user).</td>
<td>Incode access rights are not periodically reviewed by Town personnel. First, consider shifting the administration of user ID access and passwords to a person or function outside of the user department. Second, implement a formal approval process to change user ID access rights including hiring, termination, and position changes. The formal process should include a signed memo requesting the change and explaining the reason for the change. The memo should be approved and signed by the new administrator. Third, perform and document an annual (at least) review of Incode access rights and make any necessary modifications.</td>
<td>High</td>
<td>User ID and access will be determined by the Finance Department and Town Manager. At least annually a review will be made of all Incode access rights.</td>
<td>Implemented</td>
</tr>
<tr>
<td>7</td>
<td>System</td>
<td>At times, individual, named user IDs are shared by employees when the user performs a login to allow processing of transaction from a single workstation.</td>
<td>Users should only process transactions on their station under their user ID.</td>
<td>High</td>
<td>Terminals have been changed to be accessed only by the individual assigned to that Terminal. No terminal sharing.</td>
<td>Implemented</td>
</tr>
<tr>
<td>Number*</td>
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</table>
| 8       | Cash Collections Process          | Employees share cash drawers/bags when taking money (i.e., court electronic drawer, utility billing cash bag)  
Locking cash drawers and/or bags are not used for all employees or collection methods.                                                                 | Implement separate cash drawers/bags for each employee. Ideally, each cashier (considering maximum shift size) should be operating out of an electronic drawer linked to Incode (i.e., court). A less expensive alternative would be to implement locking (with a key) bank bags stored in locking desk drawers. The bank bag keys should be maintained by each cashier. In either case, cashiers should never operate out of the same drawer/bag. | High       | Each cash handler has their own cash drawer or cash bag that is under their Single Control. | Implemented |
<p>| 9       | Cash Collections Process          | Utility payments are not always immediately entered into the Utility Billing module. At times, the recording of the payment is delayed for several days.                                                   | Implement or change the collection process to require all payments to be immediately entered and applied in Incode by the cashier. Walk-in payments should be applied immediately in Incode with a system receipt being provided to the customer. Mail payments should be scanned and applied in Incode on the same day. If Incode receipts cannot be utilized, a manual, pre-numbered/carbon copy receipt should be issued. | High       | Payments are expected to be posted within 24 hours (excluding weekends and holidays) of receipt. Cross training will be considered in areas when staff are out of office for more than a day. | Implemented |
| 10      | Cash Collections Process          | A specific dual counting process does not exist for opening the mail or retrieving payments from the drop-box outside of Town hall.                                                                    | Implement a mail/drop-box log for two individuals to open and document the mail/drop-box including signatures and dates for the total amount received. Process the mail/drop-box immediately in a batch using the remittance machine. | Medium     | Due to the low risk of mail payments and staffing limitations, the Town will not implement this recommendation. | Not Implemented |
| 11      | Cash Collections Process          | Scanned checks, using the remittance machine, are not restrictively stamped or voided on the face of the check. This is simply performed in the electronic bank file.                                         | Consider updating the remittance machine to physically endorse and mark the checks as they are processed through the machine. If not possible or cost effective, consider creating a “void or processed” indicator on all physical check copies. Also consider the security of the processed checks. They should be locked in a restricted cabinet or area. | Medium     | The scanner has been updated to print a unique ID number on the back of the check as it is scanned. | Implemented |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>12</td>
<td>Cash Collections Process</td>
<td>The remittance machine does not scan any kind of customer bill, but only the check copies.</td>
<td>Determine if the remittance machine can be configured to scan and apply payments directly to Incode as the check is scanned.</td>
<td>Medium</td>
<td>Research into the whether the current Incode system can support this as well the cost of converting a substantial part of the Town’s payment system is required.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>13</td>
<td>Cash Collections Process</td>
<td>Incode system flags are not utilized for specific situations such as non-sufficient funds (NSF) checks.</td>
<td>Determine if Incode will allow system flags to be placed on customer accounts with outstanding balances, fees, or other similar items. A flag typically creates a pop-up box upon opening the customer’s account.</td>
<td>Low</td>
<td>Returned checks are monitored through the adjustment and past due Incode applications.</td>
<td>Implemented</td>
</tr>
<tr>
<td>14</td>
<td>Cash Collections Process</td>
<td>Logs are not utilized when cash is exchanged between departments and the central cashier (transfer of possession of cash).</td>
<td>Implement basic cash logs for exchanging cash between locations and/or departments. The log should include the date, amount, signature of the receiver, signature of the deliverer, and any notes. Second, consider having remote locations perform their own deposit and dual counting process.</td>
<td>High</td>
<td>Exchanges between departments are rare - to change large bills - and require two people.</td>
<td>Implemented</td>
</tr>
<tr>
<td>15</td>
<td>Cash Collections Process</td>
<td>No signs asking customers to request a receipt copy are present.</td>
<td>Post signs asking customers to request Incode-generated receipt copies as evidence of their payment.</td>
<td>Low</td>
<td>There is no signage to the effect in Town Hall.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>16</td>
<td>Cash Collections Process</td>
<td>The animal control department does not maintain a standard pre-numbered receipt book, but individually printed and created pre-numbered receipts.</td>
<td>Implement a standard carbon-copy, pre-numbered receipt book. Maintain all receipt copies for each year documenting the purpose of the payment. Document any gaps in receipt numbers.</td>
<td>Low</td>
<td>This process is in place.</td>
<td>Implemented</td>
</tr>
<tr>
<td>17</td>
<td>Deposit Process</td>
<td>Deposits are made on an infrequent basis.</td>
<td>Deposits should be made on a daily basis based on the implemented cash handling policy. If deposits are not made daily, total cash on hand amount should trigger the deposit.</td>
<td>High</td>
<td>The deposit process has been implemented as suggested.</td>
<td>Implemented</td>
</tr>
<tr>
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<tr>
<td>18</td>
<td>Deposit Process</td>
<td>The cash balance sheet is not appropriately designed to document the cashier and reviewer of each daily deposit.</td>
<td>Implement a cash handling sheet that contains a place to document the money received, the under/over amount, notes, signatures, and dates. Signature locations should be available for both the cashier and a reviewer.</td>
<td>High</td>
<td>New cash balancing sheet is being used with the suggested changes.</td>
<td>Implemented</td>
</tr>
<tr>
<td>19</td>
<td>Deposit Process</td>
<td>The deposit is typically handled by a single person at some point in the process.</td>
<td>Dual counts should be utilized for all cash deposits. Typically, cashiers should blind count their drawer down to the starting balance. A supervisor would then count the cash and agree it to Incode in the presence of the cashier. After that, the deposit would be placed into a tamper-proof bank bag. The two individuals would document, sign, and seal the bag together. The starting balance and drawer would be placed in the safe along with the sealed deposit bag.</td>
<td>High</td>
<td>Cash is verified by two individuals and initialed. Cash and any checks that fail to scan are placed in tamper-proof bags with the initial of two individuals and logged in with a unique cash bag number. The courier verifies the unique tamper-proof bag number against the log and initials as courier. Start up cash is under Single Control and placed in a locked bag and placed in the safe.</td>
<td>Implemented</td>
</tr>
<tr>
<td>20</td>
<td>Deposit Process</td>
<td>Tamper-proof bank bags are not utilized. Thus, no tamper-proof log is maintained.</td>
<td>Implement tamper-proof bags for the deposit process. The bags should be tracked and logged based on usage. Cashiers and supervisors should sign the bag (both pieces), log, and cash count sheets. Any re-opened bags should be documented on the log with a supervisor signature.</td>
<td>High</td>
<td>This has been implemented.</td>
<td>Implemented</td>
</tr>
<tr>
<td>21</td>
<td>Deposit Process</td>
<td>Pre-numbered deposit slips are not utilized.</td>
<td>If available, consider implementing pre-numbered deposit slips. Agree the used deposit slips to the sequential numbered receipt copy within the deposit book.</td>
<td>Medium</td>
<td>This is mitigated by the use of pre-numbered deposit bags and posting history reports (recommendation 19).</td>
<td>Not Implemented</td>
</tr>
<tr>
<td>22</td>
<td>Deposit Process</td>
<td>Several cash balance sheets reflect a starting balance of $200; however, the amount was crossed out and replaced with a range of</td>
<td>Implement cash handling starting balance for all cash drawers. Include the starting balance in the approved policy.</td>
<td>High</td>
<td>Cash drawer beginning balance will always start at a pre-determined amount. Should an over/short occur it will be processed through the over/short application of the Incode system on the day of</td>
<td>Implemented</td>
</tr>
</tbody>
</table>
## Cash Handling Assessment
April 11, 2012

<table>
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<td></td>
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<td>numbers between $110 and $120 to support the balancing of the transactions.</td>
<td></td>
<td></td>
<td>occurrence. Cash drawers will be verified at the end of each day even if no cash transactions occurred.</td>
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<tr>
<td>23</td>
<td>Deposit Process</td>
<td>The supporting documentation for the deposits is inconsistent (i.e., missing copies of deposit slips, copies versus originals, unusual use of white-out, pen on the yellow deposit slip copy, and differences between deposit slips and balancing sheets).</td>
<td>Document the expectations for supporting documentation in the approved cash handling policy. Provide periodic cash handling training for all cash handling employees.</td>
<td>High</td>
<td>Expectations for supporting documentation will be managed through the Finance Department. Incomplete or inconsistent support documents will be researched by the Finance Department. Checks that fail to scan are sent to the bank as a manual deposit. This happens infrequently with money orders, government issued checks, and checks not of standard size or intricate artwork. Permits is the exception due to the nature of fees collected. Fees are split between Town funds (i.e. impact, water &amp; general) but paid by one check and require a manual deposit.</td>
<td>Implemented</td>
</tr>
<tr>
<td>24</td>
<td>Deposit Process</td>
<td>The bank deposit process requires added security.</td>
<td>Ideally, an armored car should pick-up all bank deposits. If not cost effective, consider using the Sherriff or other peace officer.</td>
<td>High</td>
<td>The Town will consider the options available to deliver the deposit to the bank.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Reporting Process</td>
<td>Incode access logs/audit logs are not periodically reviewed by Town personnel.</td>
<td>Periodically review all Incode logs/audit logs for unusual activity. The review should be performed by the Director of Finance, Town Manager, and any other necessary personnel.</td>
<td>Medium</td>
<td>Quarterly access/audit logs will be reviewed for unusual activity by the Finance Administrator and reported to the Town Manager.</td>
<td>Implemented</td>
</tr>
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<tr>
<td>26</td>
<td>Reporting Process</td>
<td>Non-cash activity (i.e., voids, adjustments, credits, deletions) are not reviewed by any Town personnel.</td>
<td>Review all non-cash adjustment entries from all modules on at least a weekly basis. The review should be performed by an employee with sufficient understanding of the process and trends. The reviewing employee should not have access to make non-cash adjustments. If they do, someone outside of the process should also review their entries.</td>
<td>High</td>
<td>Monthly all non-cash adjustment entries will be reviewed the by the Finance Administrator and appropriate Department Director.</td>
<td>Implemented</td>
</tr>
<tr>
<td>27</td>
<td>Reporting Process</td>
<td>Badge access activity is not periodically reviewed by Town personnel.</td>
<td>Periodically review the badge access activity/logs for unusual trends or patterns (i.e., entry at 4 AM, multiple rejections, etc.). The review should be performed by the Director of Finance, Town Manager, and any other necessary personnel.</td>
<td>Medium</td>
<td>Monthly badge access activity will be reviewed by the Community Services Director and reported to the Town Manager.</td>
<td>Implemented</td>
</tr>
<tr>
<td>28</td>
<td>Security</td>
<td>The safe is located within the “network/server” room, which is not securable or lockable due to the setup of the room (e.g., the door must remain open to allow ventilation of the computer equipment).</td>
<td>Consider creating a vault room for the safe. A vault room would typically include the safe, camera, and door with a badge access reader. Only those with cash access requirements should access the vault area, which should be restricted by the badge access reader.</td>
<td>Medium</td>
<td>The server room and adjacent areas will need to be re-configured and staff will research the Town’s options and cost.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>29</td>
<td>Security</td>
<td>The combination to the safe is not changed periodically.</td>
<td>Consider changing the combination to the safe periodically and/or when someone with cash handling responsibilities transfers or leaves the Town.</td>
<td>Medium</td>
<td>The combination of the safe was changed on December 21, 2011 and will be changed when a code holder leaves the Town or is re-assigned.</td>
<td>Implemented</td>
</tr>
<tr>
<td>30</td>
<td>Security</td>
<td>The network/server room is not restricted by badge access.</td>
<td>If a vault room is created, a badge access reader should be considered. The badge access to the vault would allow the Town to restrict the personnel as well as the date and time of entry into the room. Depending on the badge system, logs would be generated for successful and failed entry attempts.</td>
<td>Medium</td>
<td>This possibility will be researched in conjunction with item 28.</td>
<td>Long Range Planning and Budgeting</td>
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Completed under the supervision of McCool Law Firm, P.C.
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<tr>
<td>31</td>
<td>Security</td>
<td>Video cameras are not present in any of the cash handling areas including the front counter, office area, or network/server room.</td>
<td>Consider installing cameras in all cash handling areas. Cameras should cover the public areas outside the window, the cashier stations, the network/server room, and any other locations where money is taken or transported within the central cash handling area.</td>
<td>High</td>
<td>This possibility will be researched by Staff.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>32</td>
<td>Security</td>
<td>Security glass is not present at the front counters.</td>
<td>Consider implementing security glass at the front counter to restrict the public’s access to the cash handling areas.</td>
<td>High</td>
<td>This option was researched in the past and Staff will update that information for consideration.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>33</td>
<td>Security</td>
<td>Non-cash handling employees have access to the cash handling area due to building design.</td>
<td>Consider redesigning the cash handling area to reduce non-essential employee access to the cash handling area.</td>
<td>High</td>
<td>Limited given building design.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>34</td>
<td>Security</td>
<td>Two exterior doors and one interior door (jury room) are not secured with badge access.</td>
<td>Install badge access readers on the two exterior doors and the jury room door. If the cash handling area is re-designed, one exterior door may not need to have an additional badge added.</td>
<td>High</td>
<td>This possibility will be researched by Staff.</td>
<td>Long Range Planning and Budgeting</td>
</tr>
<tr>
<td>35</td>
<td>Security</td>
<td>Panic buttons are not tested on a periodic basis.</td>
<td>Consider implementing a periodic test for each panic button on an annual basis.</td>
<td>Medium</td>
<td>Panic buttons will be tested annually.</td>
<td>Implemented</td>
</tr>
</tbody>
</table>

*The number of the recommendations does not imply a specific, ordinal relationship, but simply a reference number to discuss the item.

**Other Efficiency Considerations**

- Determine if the remittance machine could be configured to automatically apply payments to the Incode system when scanning and processing checks.
- Evaluate the implementation of a lock-box system with a bank or other financial institution.
- Determine if check scanners for walk-up windows could be implemented to reduce the amount of onsite checks maintained.
Limitations

WWC did not perform our procedures, work, examinations, or any other similar steps in accordance with Generally Accepted Auditing Standards, the Institute of Internal Audit Standards, Government Accountability Office Standards, or any other authoritative body, thus WWC’s assessment does not constitute an audit, compilation, review, attestation service, or fraud examination. WWC is not a public accounting firm. WWC did not test the implementation or operating effectiveness of internal controls in this process. The examination of documents was meant to confirm, support, or deny information obtained in other areas of the assessment. If additional work had been completed by WWC outside of the scope of WWC’s assessment, it is possible that additional items could have been identified. These items may or may not have been significant to the process and results.
Attached please find information regarding the FY 2012 mid-year budget review. Staff will present this information Monday night to facilitate questions and discussion. This has been posted as a discussion item only to provide additional time for council review. The first meeting in July will include an action item (ordinance) for consideration of the recommended budget amendments.
Please find the attached information regarding the FY 2011-2012 General Fund Operating Budget to include a summary of current activities and recommended adjustments for the fiscal year. I offer the following general comments:

**GENERAL FUND**

**General Fund Revenue:** The General Fund has performed well for the first half of the fiscal year. Total revenues are in line at 75% of the annual budgeted amount, and we are recommending budget amendments that result in a total increase in General Fund Revenues of $142,781 or 3%. The attached narrative from our Finance Director addresses the revenue trends for the year.

**General Fund Expenditures:** General Fund Expenditures have performed well, with total expenditures at 45% of annual budget at the midway point of the fiscal year. Staff recommends adjustments that result in a total increase in General Fund expenditures of $140,640, or 3%. The only activity with significant variation from budget is ‘Contractual Services’ line item within the Town Manager departmental budget, which is at 78% budget at the mid-way point of the fiscal year. You will recall that the 2012 budget included ‘legal/consulting fees’ to address pending litigation, general legal services, the Home Rule effort, the 190 Committee effort, a zoning ordinance clean-up, and an update to the comprehensive plan. Three months after the beginning of the 2012 fiscal year, the Town was served with a new lawsuit, thereby increasing legal fees expenditures for litigation. Additionally, the S.H. 190 Citizen’s Advisory Committee effort was comprised of eleven (11) sessions, almost twice the amount used for budget planning purposes; increasing the facilitation costs. Facilitation for the Home Rule effort has also exceeded expected costs, although is nearing conclusion. Staff is recommending an increase in the ‘legal and consulting fees’ line item to address these issues, and to allow the Town to move forward with planned projects for the year, specifically the comprehensive plan and zoning ordinance updates. Savings in other areas of the general fund, combined with a projected increase in revenues accommodates this adjustment.
General Fund Summary: As you can see, the net affect of the recommended general fund adjustments yields a $5,212 fund balance increase, as compared to the budgeted increase of $3,071. The General Fund has performed well overall for the first half of the fiscal year, and staff recommends the adjustments depicted in the attached detail.
## Legal and Consulting Fee Detail

<table>
<thead>
<tr>
<th></th>
<th>YTD 03.31.12</th>
<th>2011-2012 Budget</th>
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</thead>
<tbody>
<tr>
<td>Zoning</td>
<td>3,500</td>
<td>15,000</td>
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<tr>
<td>Vulcan Materials</td>
<td>117,476</td>
<td>170,000*</td>
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<td>Dews Dell</td>
<td>14,901</td>
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<tr>
<td>ICP</td>
<td>45,253</td>
<td></td>
</tr>
<tr>
<td>Charter</td>
<td>30,000</td>
<td>15,000</td>
</tr>
<tr>
<td>SH190</td>
<td>7,863</td>
<td>15,000</td>
</tr>
<tr>
<td>Comp Planning</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>General Business</td>
<td>19,135</td>
<td>50,000</td>
</tr>
<tr>
<td><strong>Total 601-6402</strong></td>
<td><strong>238,128</strong></td>
<td><strong>315,000</strong></td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SH190</td>
<td>4,620</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total 601-6403</strong></td>
<td><strong>4,620</strong></td>
<td><strong>5,000</strong></td>
</tr>
</tbody>
</table>

* Described in Budget Planning as Current Litigation.
Memo

To: Scott Campbell, Town Manager
From: Elizabeth Hopkins
CC: Department Directors
Date: 6/22/2012
Re: Mid Year Budget Report – March YTD

Please find the attached YTD budget report for fiscal year 2011-2012 for the first half of the fiscal year.

**General Fund**

**Revenue:** Total General Fund revenues for the first half of the fiscal year are $3,511,740, which is 75% of budget or $1,172,075 favorable.

Ad Valorem Property Taxes and Penalties collected YTD are $2,359,546 or 99% of the $2,391,808 budget. The bulk of property taxes are collected in January when due.

YTD Franchise Tax collections are $404,081, 48% of the $845,822 budgeted. The annual natural gas fee received was $226,577, budgeted at $277,822. Of the budgeted $445,000 for electric franchise, we have only received one quarterly payment of $124,666, with three payments remaining. Numerous “Other” fees related to telephone, cable, and solid waste make up the remaining $52,838, which are budgeted at $123,000.

Sales Tax recorded YTD is $417,854 or 58% of the $720,000 budget and about $118K favorable.

Building Permit revenue YTD is $26,311 or 56% of the $47,000 budgeted. Construction and Zoning Permits revenues are $25,562 or 71% of the $36,000 budget. Developer Fees collected are $22,213, $17,213 favorable to the $5,000 budget.

YTD Court related revenues are $236,183 or 56% of the $425,000 budget.

Other Governments and Fund-Transfers-In have a combined budget of $133,000. The money is transferred in at year end.

Ambulance collections YTD are $15,031 or 33% of the $46,000 budget. And, of the several Misc. Revenues, annual budget $27,000, $1,202 has been collected YTD. Misc Revenues are primarily made up of credit card processing fees, library fees, code mowing, town hall/park rental and insurance rebates.
**Expenses:** Total General Fund expenses YTD are $2,113,554 or 45% of $4,676,259 annual budget and $224,576 favorable.

*Town Secretary, Finance, Court, Parks & Streets, Community Development, and Non-Departmental* are on or below budget YTD.

*Town Manager* is unfavorable to YTD budget by about $97,651 due to legal/consulting fees.

*Patrol Services* is unfavorable to YTD budget by about $11,362 due to increased building maintenance and W/C insurance premiums paid early in the year.

*Library* is unfavorable to YTD budget by about $1,785 due to wages and benefits.

**Water Fund**

**Revenues:** The Water Fund’s total revenues are $1,138,209 or 41% of budget and reflect winter watering months.

**Expenses:** Water Fund’s YTD expenses are $1,248,790 or 41% of budget. No abnormal spending was noted.

**4A Funds**

No abnormalities were noted.

**4B Funds**

No abnormalities were noted.
Town of Sunnyvale

Mid Year Budget Review

General Fund

Prepared by: Finance 06.22.12
## General Fund Summary

### 11 General Fund

<table>
<thead>
<tr>
<th>Revenue Summary</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100 Taxes</td>
<td>4,178,440</td>
<td>3,957,630</td>
<td>3,181,483</td>
<td>80.39%</td>
<td>76,463</td>
<td>2%</td>
<td>4,034,093</td>
</tr>
<tr>
<td>5300 Permits, Fees &amp; Fines</td>
<td>797,252</td>
<td>694,700</td>
<td>329,056</td>
<td>47.37%</td>
<td>85,268</td>
<td>12%</td>
<td>779,968</td>
</tr>
<tr>
<td>5400 Transfers In</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5500 Other Revenue</td>
<td>500,970</td>
<td>27,000</td>
<td>1,319</td>
<td>4.89%</td>
<td>(18,950)</td>
<td>-70%</td>
<td>8,050</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>5,476,662</strong></td>
<td><strong>4,679,330</strong></td>
<td><strong>3,511,857</strong></td>
<td><strong>75.05%</strong></td>
<td><strong>142,781</strong></td>
<td><strong>3%</strong></td>
<td><strong>4,822,111</strong></td>
</tr>
</tbody>
</table>

### Expenditure Summary

<table>
<thead>
<tr>
<th>Expenditure Summary</th>
<th>Actual 2010-2011</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Town Manager</td>
<td>844,051</td>
<td>605,416</td>
<td>388,129</td>
<td>64.11%</td>
<td>254,893</td>
<td>42%</td>
<td>860,309</td>
</tr>
<tr>
<td>02 Town Secretary</td>
<td>158,850</td>
<td>166,328</td>
<td>68,281</td>
<td>41.05%</td>
<td>(23,165)</td>
<td>-14%</td>
<td>143,163</td>
</tr>
<tr>
<td>03 Finance</td>
<td>174,664</td>
<td>165,141</td>
<td>44,343</td>
<td>26.85%</td>
<td>(24,581)</td>
<td>-15%</td>
<td>140,560</td>
</tr>
<tr>
<td>04 Court</td>
<td>210,729</td>
<td>212,112</td>
<td>100,700</td>
<td>47.47%</td>
<td>11,042</td>
<td>5%</td>
<td>223,154</td>
</tr>
<tr>
<td>05 Parks &amp; Streets</td>
<td>1,277,369</td>
<td>1,011,076</td>
<td>328,855</td>
<td>32.53%</td>
<td>(22,197)</td>
<td>-2%</td>
<td>988,879</td>
</tr>
<tr>
<td>06 Community Development</td>
<td>259,248</td>
<td>294,157</td>
<td>119,932</td>
<td>40.77%</td>
<td>(37,842)</td>
<td>-13%</td>
<td>256,315</td>
</tr>
<tr>
<td>07 Contract Police</td>
<td>1,271,060</td>
<td>1,313,924</td>
<td>668,324</td>
<td>50.86%</td>
<td>(1,072)</td>
<td>0%</td>
<td>1,312,852</td>
</tr>
<tr>
<td>08 Fire &amp; EMS</td>
<td>477,203</td>
<td>436,343</td>
<td>172,323</td>
<td>39.49%</td>
<td>(8,786)</td>
<td>-2%</td>
<td>427,557</td>
</tr>
<tr>
<td>09 Library</td>
<td>129,426</td>
<td>133,562</td>
<td>68,566</td>
<td>51.34%</td>
<td>7,899</td>
<td>6%</td>
<td>141,461</td>
</tr>
<tr>
<td>10 Non-Departmental</td>
<td>531,795</td>
<td>338,200</td>
<td>154,102</td>
<td>45.57%</td>
<td>(15,551)</td>
<td>-5%</td>
<td>322,649</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>5,334,397</strong></td>
<td><strong>4,676,259</strong></td>
<td><strong>2,113,554</strong></td>
<td><strong>45.20%</strong></td>
<td><strong>140,640</strong></td>
<td><strong>3%</strong></td>
<td><strong>4,816,899</strong></td>
</tr>
</tbody>
</table>

| Excess or (Deficit) Revenue/Expenditures | 142,265 | 3,071 | 1,398,304 | 2,141 | 5,212 |

GFRevenue & Expenditure Summary
### General Fund Revenue Detail

#### 11 General Fund Revenues

<table>
<thead>
<tr>
<th>5100 - Taxes</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Taxes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5111 Current Year Taxes</td>
<td>2,376,861</td>
<td>2,342,808</td>
<td>2,291,974</td>
<td>97.83%</td>
<td>0</td>
<td>0%</td>
<td>2,342,808</td>
</tr>
<tr>
<td>5112 Delinquent Taxes - 1 Year</td>
<td>17,842</td>
<td>31,000</td>
<td>24,045</td>
<td>77.57%</td>
<td>0</td>
<td>0%</td>
<td>31,000</td>
</tr>
<tr>
<td>5113 Delinquent Taxes - 2 Years</td>
<td>10,642</td>
<td>0</td>
<td>11,730</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5114 Delinquent Taxes - 3 Years</td>
<td>5,220</td>
<td>0</td>
<td>9,263</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5115 Delinquent Taxes - Over 3 Years</td>
<td>221</td>
<td>0</td>
<td>261</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5119 Rollback Taxes - Ad Valorem</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5120 Penalty &amp; Interest Ad Valorem</td>
<td>19,931</td>
<td>18,000</td>
<td>22,273</td>
<td>123.74%</td>
<td>12,000</td>
<td>67%</td>
<td>30,000</td>
</tr>
<tr>
<td>5130 Franchise Taxes - Other</td>
<td>96,172</td>
<td>83,000</td>
<td>31,509</td>
<td>37.96%</td>
<td>0</td>
<td>0%</td>
<td>83,000</td>
</tr>
<tr>
<td>5131 Franchise Taxes - Electric</td>
<td>483,744</td>
<td>445,000</td>
<td>124,666</td>
<td>28.01%</td>
<td>0</td>
<td>0%</td>
<td>445,000</td>
</tr>
<tr>
<td>5132 Franchise Taxes - Gas</td>
<td>277,822</td>
<td>277,822</td>
<td>226,577</td>
<td>81.55%</td>
<td>(51,245)</td>
<td>-18%</td>
<td>226,577</td>
</tr>
<tr>
<td>5133 Franchise - Solid Waste</td>
<td>57,061</td>
<td>40,000</td>
<td>21,329</td>
<td>53.32%</td>
<td>0</td>
<td>0%</td>
<td>40,000</td>
</tr>
<tr>
<td>5135 Alcoholic Beverage Tax</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5136 Collection Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5140 Sales Tax Receipts</td>
<td>832,915</td>
<td>720,000</td>
<td>417,854</td>
<td>58.04%</td>
<td>115,708</td>
<td>16%</td>
<td>835,708</td>
</tr>
<tr>
<td><strong>Revenue Category Total</strong></td>
<td>4,178,440</td>
<td>3,957,630</td>
<td>3,181,483</td>
<td>80.39%</td>
<td>76,463</td>
<td>1.93%</td>
<td>4,034,093</td>
</tr>
</tbody>
</table>
### General Fund Revenue Detail

<table>
<thead>
<tr>
<th>11 General Fund Revenues</th>
<th>Actual YTD</th>
<th>Actual % Of Budget</th>
<th>Recommend Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>5300-Permits, Fees &amp; Fine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5311 Building Permits | 58,680 | 47,000 | 26,311 | 55.98% | 13,000 | 28% | 60,000 |
| 5312 Elec/Plmbg/Heat/Air Permits | 6,300 | 5,000 | 2,925 | 58.50% | 0 | 0% | 5,000 |
| 5313 Zoning & Plat Permits | 17,525 | 10,000 | 10,887 | 108.87% | 5,000 | 50% | 15,000 |
| 5314 Health Permits | 4,490 | 4,000 | 1,575 | 39.38% | (1,000) | -25% | 3,000 |
| 5315 Other Permits | 8,026 | 8,000 | 4,425 | 55.31% | 0 | 0% | 8,000 |
| 5316 Contractor's Registration Fee | 9,150 | 9,000 | 5,750 | 63.89% | 0 | 0% | 9,000 |
| 5317 Developer 3% Fee for Engineering | 28,617 | 5,000 | 22,213 | 444.25% | 17,213 | 344% | 22,213 |
| 5318 Applications - Building/Construction | 0 | 0 | 0 | 0.00% | 0 | 0% | 0 |
| 5319 Engineering Related Fees | 1,200 | 0 | 1,400 | 0.00% | 1,400 | 0% | 1,400 |
| 5321 Library Fines | 2,309 | 2,000 | 803 | 40.17% | 0 | 0% | 2,000 |
| 5322 Court Fines & Fees | 370,497 | 425,000 | 181,971 | 42.82% | 47,367 | 11% | 472,367 |
| 5323 Court Technology Fund | 0 | 0 | 0 | 0.00% | 0 | 0% | 0 |
| 5324 Municipal Court Security Fund | 0 | 0 | 0 | 0.00% | 0 | 0% | 0 |
| 5336 DSO Arrest/Warrant Fees | 51,514 | 0 | 28,927 | 0.00% | 0 | 0% | 0 |
| 5350 Adm. Fees/Def Dr Fees/Other | 56,827 | 0 | 25,286 | 0.00% | 0 | 0% | 0 |
| 5360 Ambulance Billing Revenue | 46,336 | 46,000 | 15,031 | 32.68% | 0 | 0% | 46,000 |
| 5361 Town Hall Rental | 1,325 | 700 | 1,080 | 154.29% | 1,800 | 257% | 2,500 |
| 5364 Animal Control/Impound Fees | 585 | 0 | 285 | 0.00% | 300 | 100% | 300 |
| 5365 Code Mowing | 872 | 0 | 178 | 0.00% | 178 | 100% | 178 |
| 5388 Operating Transfer In - Water | 25,000 | 25,000 | 0 | 0.00% | 0 | 0% | 25,000 |
| 5389 Operating Transfer In - 4A | 12,000 | 12,000 | 0 | 0.00% | 0 | 0% | 12,000 |
| 5390 Operating Transfer In - 4B | 96,000 | 96,000 | 0 | 0.00% | 0 | 0% | 96,000 |
| 5399 Other Fees | 0 | 0 | 10 | 0.00% | 10 | 0% | 10 |
| **Revenue Category Total** | 797,252 | 694,700 | 329,056 | 47.37% | 85,268 | 12% | 779,968 |

GF Revenues
<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400-Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5401 SISD Fee for Collection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Revenue Category Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5500-Other Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5509 Library Fees</td>
<td>37</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5510 Interest Earned</td>
<td>1,944</td>
<td>2,000</td>
<td>804</td>
<td>40.20%</td>
<td>0</td>
<td>0%</td>
<td>2,000</td>
</tr>
<tr>
<td>5511 Due From Credit Card PMTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5512 Copies, Maps &amp; Ordinances</td>
<td>157</td>
<td>0</td>
<td>50</td>
<td>0.00%</td>
<td>50</td>
<td>100%</td>
<td>50</td>
</tr>
<tr>
<td>5513 Grant Revenue</td>
<td>276,452</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5516 Library Grant Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5517 Fire Department Grant Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5518 Dallas Co. 50% B Rd Maintenance</td>
<td>196,274</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5519 Reimbursement For Bridge Bond</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>5520 Miscellaneous Revenue</td>
<td>20,837</td>
<td>20,000</td>
<td>465</td>
<td>2.33%</td>
<td>(19,000)</td>
<td>0%</td>
<td>1,000</td>
</tr>
<tr>
<td>5521 CC &amp; Internet Processing Fee</td>
<td>5,270</td>
<td>5,000</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>5,000</td>
</tr>
<tr>
<td>5550 Sunnyvale ISD Tax Collection</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>Revenue Category Total</td>
<td>500,970</td>
<td>27,000</td>
<td>1,319</td>
<td>4.89%</td>
<td>(18,950)</td>
<td>0%</td>
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<td>% Of Budget Mid Yr</td>
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</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------</td>
<td>-------------------</td>
<td>-----------------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>----------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Labor and Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>601-6000 Wages &amp; Salaries</td>
<td>172,711</td>
<td>180,000</td>
<td>88,886</td>
<td>49.38%</td>
<td>27,910</td>
<td>15.51%</td>
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<td>0</td>
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<td>(16,264)</td>
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<td>13,677</td>
<td>53.27%</td>
<td>1,911</td>
<td>7.44%</td>
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<td>16,453</td>
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<tr>
<td>601-6103 Telephone</td>
<td>1,053</td>
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<td>50.01%</td>
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<td>117.00%</td>
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<td>100.00%</td>
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<td>601-6202 General Operating Supplies</td>
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<td>64</td>
<td>127.26%</td>
<td>150</td>
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<td>176.78%</td>
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<td>100.00%</td>
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<td>601-6207 Small Tools &amp; Equipment</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>100</td>
</tr>
<tr>
<td>601-6208 Community Events</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>100</td>
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<td>601-6209 Newsletter</td>
<td>0</td>
<td>2,500</td>
<td>1,582</td>
<td>63.27%</td>
<td>0</td>
<td>0.00%</td>
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<td>1,310</td>
<td>4,740</td>
<td>3,039</td>
<td>64.11%</td>
<td>700</td>
<td>14.78%</td>
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<td><strong>Contractual Services</strong></td>
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<td>2,947</td>
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<td>344</td>
<td>6.26%</td>
<td>(2,500)</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>601-6402 Legal &amp; Consulting Fees</td>
<td>576,625</td>
<td>315,000</td>
<td>238,127</td>
<td>75.60%</td>
<td>235,000</td>
<td>74.60%</td>
<td>550,000</td>
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<tr>
<td>601-6403 Engineering Fees</td>
<td>3,136</td>
<td>5,000</td>
<td>4,185</td>
<td>83.70%</td>
<td>0</td>
<td>0.00%</td>
<td>5,000</td>
</tr>
<tr>
<td>601-6404 Web Page Services</td>
<td>3,098</td>
<td>3,490</td>
<td>2,122</td>
<td>60.80%</td>
<td>0</td>
<td>0.00%</td>
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<tr>
<td><strong>Category Total</strong></td>
<td>585,806</td>
<td>328,990</td>
<td>244,778</td>
<td>74.40%</td>
<td>232,500</td>
<td>70.67%</td>
<td>561,490</td>
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### Town Manager

<table>
<thead>
<tr>
<th>Training/Dues/Subscriptions</th>
<th>Actual 2010-2011</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>601-6500 Dues and Subscriptions</td>
<td>3,844</td>
<td>3,160</td>
<td>2,359</td>
<td>74.65%</td>
<td>440</td>
<td>13.92%</td>
<td>3,600</td>
</tr>
<tr>
<td>601-6501 Training</td>
<td>983</td>
<td>3,000</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0.00%</td>
<td>3,000</td>
</tr>
<tr>
<td>601-6503 Mayor &amp; Council Expense</td>
<td>5,668</td>
<td>2,400</td>
<td>4,538</td>
<td>189.07%</td>
<td>4,800</td>
<td>200.00%</td>
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<td>8,560</td>
<td>6,897</td>
<td>80.57%</td>
<td>5,240</td>
<td>61.21%</td>
<td>13,800</td>
</tr>
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</table>

### Capital Outlays & Projects

| Autocad                                                | 0                | 7,000              | 5,949                 | 84.98%      | 0                           | 0.00%    | 7,000               |
| **Category Total**                                     | 0                | 7,000              | 5,949                 | 84.98%      | 0                           | 0.00%    | 7,000               |

**Department Total** 844,052 605,416 388,129 64.11% 254,893 42.10% 860,309
<table>
<thead>
<tr>
<th>Category</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor and Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>602-6000 Wages &amp; Salaries</td>
<td>78,195</td>
<td>82,500</td>
<td>34,240</td>
<td>41.50%</td>
<td>(14,190)</td>
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<tr>
<td>602-6001 Overtime</td>
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<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
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<tr>
<td>602-6002 TMRS</td>
<td>12,005</td>
<td>12,427</td>
<td>5,515</td>
<td>44.38%</td>
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<td>9,219</td>
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<td>9</td>
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<td>46.18%</td>
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<td>-16%</td>
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<td>6,060</td>
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<td>-83%</td>
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<td>602-6103 Telephone</td>
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<td>4%</td>
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</tr>
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<td>0%</td>
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<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>602-6207 Small Tools &amp; Equipment</td>
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<td>0</td>
<td>0%</td>
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<td>602-6300 Office Equip Repairs &amp; Maintenance</td>
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<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
<td>Amended Budget 2012</td>
</tr>
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<td>0.00%</td>
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<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
<td>Amended Budget 2012</td>
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<tr>
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<tr>
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<td>29.21%</td>
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<td>105</td>
<td>42.08%</td>
<td>(145)</td>
<td>-58%</td>
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<td>603-6007 Unemployment</td>
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<td>0.00%</td>
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<td>0%</td>
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<tr>
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<td>-18%</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>603-6103 Telephone/Cable</td>
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<td>720</td>
<td>0</td>
<td>0.00%</td>
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<td>0%</td>
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<tr>
<td>603-6201 Office Supplies</td>
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<td>64.52%</td>
<td>500</td>
<td>17%</td>
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<td>0.00%</td>
<td>0</td>
<td>0%</td>
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</tr>
<tr>
<td>603-6205 Preprinted Forms/Printing</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td><strong>Category Total</strong></td>
<td>2,316</td>
<td>3,920</td>
<td>1,935</td>
<td>49.37%</td>
<td>500</td>
<td>13%</td>
<td>4,420</td>
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<tr>
<td><strong>Contractual Services</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>603-6405 Contracts - Professional Services</td>
<td>22,204</td>
<td>24,000</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>24,000</td>
</tr>
<tr>
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<td>22,204</td>
<td>24,000</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>24,000</td>
</tr>
<tr>
<td><strong>Training/Dues/Subscriptions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>603-6500 Dues and Subscriptions</td>
<td>0</td>
<td>300</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>300</td>
</tr>
<tr>
<td>603-6501 Employee Training</td>
<td>0</td>
<td>1,000</td>
<td>0</td>
<td>0.00%</td>
<td>(700)</td>
<td>-70%</td>
<td>300</td>
</tr>
<tr>
<td><strong>Category Total</strong></td>
<td>0</td>
<td>1,300</td>
<td>0</td>
<td>0.00%</td>
<td>(700)</td>
<td>-54%</td>
<td>600</td>
</tr>
<tr>
<td><strong>Department Total</strong></td>
<td>174,664</td>
<td>165,141</td>
<td>44,343</td>
<td>26.85%</td>
<td>-24,581</td>
<td>-15%</td>
<td>140,560</td>
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</table>
### Court Detail

#### 11 General Fund

<table>
<thead>
<tr>
<th>604 Court</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr % Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor and Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>604-6000 Wages &amp; Salaries</td>
<td>86,600</td>
<td>77,472</td>
<td>49,726</td>
<td>64.19%</td>
<td>11,078</td>
<td>14%</td>
</tr>
<tr>
<td>604-6001 Overtime</td>
<td>8,558</td>
<td>6,000</td>
<td>563</td>
<td>9.39%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>604-6002 TMRS</td>
<td>13,057</td>
<td>11,983</td>
<td>5,239</td>
<td>43.72%</td>
<td>(1,127)</td>
<td>-9%</td>
</tr>
<tr>
<td>604-6003 Buy Back</td>
<td>6,187</td>
<td>8,000</td>
<td>1,825</td>
<td>22.82%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>604-6004 Payroll Taxes - FICA</td>
<td>6,743</td>
<td>6,997</td>
<td>3,782</td>
<td>54.05%</td>
<td>848</td>
<td>12%</td>
</tr>
<tr>
<td>604-6005 Employee Insurance</td>
<td>10,142</td>
<td>12,120</td>
<td>5,178</td>
<td>42.72%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>604-6006 Workers Comp</td>
<td>361</td>
<td>400</td>
<td>351</td>
<td>87.67%</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>604-6007 Unemployment</td>
<td>130</td>
<td>540</td>
<td>0</td>
<td>0.00%</td>
<td>243</td>
<td>45%</td>
</tr>
<tr>
<td>604-6008 Certification</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td><strong>Category Total</strong></td>
<td>131,778</td>
<td>123,512</td>
<td>66,664</td>
<td>53.97%</td>
<td>11,042</td>
<td>9%</td>
</tr>
</tbody>
</table>

#### Supplies and Materials

| 604-6201 Office Supplies | 9,976 | 7,000 | 3,271 | 46.73% | 0 | 0% | 7,000 |
| 604-6206 Postage | 792 | 4,000 | 94 | 2.34% | 0 | 0% | 4,000 |
| **Category Total** | 10,768 | 11,000 | 3,365 | 30.59% | 0 | 0% | 11,000 |

#### Contractual Services

| 604-6402 Legal Fees & Prosecuting | 23,240 | 37,700 | 13,860 | 36.76% | 0 | 0% | 37,700 |
| 604-6406 Municipal Court Judge | 38,235 | 33,000 | 15,375 | 46.59% | 0 | 0% | 33,000 |
| 604-6407 Jury Fees | 336 | 600 | 234 | 39.00% | 0 | 0% | 600 |
| 604-6408 Omni-Base Court Related | 4,200 | 4,300 | 924 | 21.49% | 0 | 0% | 4,300 |
| **Category Total** | 66,011 | 75,600 | 30,393 | 40.20% | 0 | 0% | 75,600 |
### Court Detail

#### 11 General Fund

<table>
<thead>
<tr>
<th>604 Court</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual 2010-2011 Unaudited</td>
<td>Annual Budget 2012</td>
<td>Actual YTD 03/31/2012</td>
<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
</tr>
<tr>
<td>604-6500 Dues and Subscriptions</td>
<td>913</td>
<td>500</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>604-6501 Employee Training</td>
<td>1,259</td>
<td>1,500</td>
<td>278</td>
<td>18.52%</td>
<td>0</td>
</tr>
</tbody>
</table>

**Category Total**

|  | 2,173 | 2,000 | 278 | 13.89% | 0 | 0% | 2,000 |

#### Capital Outlays & Projects

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>604-6702 Software Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>604-6708 Ticket Writer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
</tr>
</tbody>
</table>

**Category Total**

|  | 0 | 0 | 0 | 0.00% | 0 | 0% | 0 |

**Department Total**

|  | 210,729 | 212,112 | 100,700 | 47.47% | 11,042 | 5% | 223,154 |
### Parks and Streets Detail

#### 11 General Fund

<table>
<thead>
<tr>
<th>605 Parks &amp; Streets</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommended Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor and Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>605-6000 Wages &amp; Salaries</td>
<td>243,373</td>
<td>235,425</td>
<td>115,954</td>
<td>49.25%</td>
<td>3,617</td>
<td>2%</td>
<td>239,042</td>
</tr>
<tr>
<td>605-6001 Overtime</td>
<td>6,940</td>
<td>13,000</td>
<td>1,712</td>
<td>13.17%</td>
<td>(6,000)</td>
<td>-46%</td>
<td>7,000</td>
</tr>
<tr>
<td>605-6002 TMRS</td>
<td>37,442</td>
<td>34,443</td>
<td>16,970</td>
<td>49.27%</td>
<td>(1,458)</td>
<td>-4%</td>
<td>32,985</td>
</tr>
<tr>
<td>605-6003 Buy Back</td>
<td>13,151</td>
<td>14,500</td>
<td>6,363</td>
<td>43.88%</td>
<td>0</td>
<td>0%</td>
<td>14,500</td>
</tr>
<tr>
<td>605-6004 Payroll Taxes - FICA</td>
<td>20,437</td>
<td>20,114</td>
<td>9,883</td>
<td>49.14%</td>
<td>0</td>
<td>0%</td>
<td>20,114</td>
</tr>
<tr>
<td>605-6005 Employee Insurance</td>
<td>31,614</td>
<td>30,300</td>
<td>11,993</td>
<td>39.58%</td>
<td>0</td>
<td>0%</td>
<td>30,300</td>
</tr>
<tr>
<td>605-6006 Workers Comp</td>
<td>3,724</td>
<td>4,000</td>
<td>3,507</td>
<td>87.67%</td>
<td>0</td>
<td>0%</td>
<td>4,000</td>
</tr>
<tr>
<td>605-6007 Unemployment Insurance</td>
<td>895</td>
<td>1,890</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>1,890</td>
</tr>
<tr>
<td><strong>Category Total</strong></td>
<td>357,576</td>
<td>353,672</td>
<td>166,381</td>
<td>47.04%</td>
<td>(3,842)</td>
<td>-1%</td>
<td>349,830</td>
</tr>
</tbody>
</table>

#### Supplies and Materials

| 605-6102 Water - Parks | 23,999 | 16,700 | 2,549 | 15.26% | 0 | 0% | 16,700 |
| 605-6103 Telephone | 3,016 | 3,270 | 899 | 27.50% | (1,770) | -54% | 1,500 |
| 605-6104 Electricity - Park Lights | 4,368 | 9,010 | 1,839 | 20.41% | (3,010) | -33% | 6,000 |
| 605-6105 Electricity - Street Lights | 70,251 | 81,075 | 33,008 | 40.71% | (6,075) | -7% | 75,000 |
| 605-6201 Office Supplies | 840 | 1,500 | 173 | 11.51% | 0 | 0% | 1,500 |
| 605-6203 General Operating Supplies | 8,526 | 7,500 | 5,907 | 78.75% | 0 | 0% | 7,500 |
| 605-6204 Uniforms & Accessories | 2,109 | 2,700 | 2,190 | 81.12% | 0 | 0% | 2,700 |
| 605-6205 Preprinted Forms/Printing | 7 | 350 | 0 | 0.00% | 0 | 0% | 350 |
| 605-6207 Small Tools & Equipment | 5,711 | 4,000 | 2,153 | 53.83% | 0 | 0% | 4,000 |
| 605-6208 Fuel | 10,849 | 8,000 | 3,128 | 39.10% | 0 | 0% | 8,000 |
| 605-6209 Animal Control | 20,369 | 5,775 | 5,812 | 100.64% | 0 | 0% | 5,775 |
| 605-6210 Spay/Nueter - Vet | 2,722 | 5,024 | 0 | 0.00% | 0 | 0% | 5,024 |
| 605-6211 A/C Utilities | 0 | 4,200 | 1,310 | 31.19% | 0 | 0% | 4,200 |
| **Category Total** | 152,765 | 149,104 | 58,969 | 39.55% | (10,855) | -7% | 138,249 |
## Parks and Streets Detail

### 11 General Fund
#### 605 Parks & Streets

<table>
<thead>
<tr>
<th>Contractual Services</th>
<th>Actual 2010-2011 Unaudited</th>
<th>Annual Budget 2012</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommended Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>605-6301 Vehicle Repairs &amp; Maintenance</td>
<td>3,991</td>
<td>4,000</td>
<td>2,709</td>
<td>67.72%</td>
<td>0</td>
<td>0%</td>
<td>4,000</td>
</tr>
<tr>
<td>605-6302 Equipment Maintenance</td>
<td>15,619</td>
<td>9,500</td>
<td>6,200</td>
<td>65.26%</td>
<td>0</td>
<td>0%</td>
<td>9,500</td>
</tr>
<tr>
<td>605-6303 Building Maintenance</td>
<td>5,607</td>
<td>3,000</td>
<td>2,151</td>
<td>71.69%</td>
<td>0</td>
<td>0%</td>
<td>3,000</td>
</tr>
<tr>
<td>605-6304 Street Sign Replacement</td>
<td>2,919</td>
<td>10,000</td>
<td>11,755</td>
<td>117.55%</td>
<td>4,000</td>
<td>40%</td>
<td>14,000</td>
</tr>
<tr>
<td>605-6305 Ballfield/Park Maintenance</td>
<td>14,650</td>
<td>10,500</td>
<td>10,006</td>
<td>95.30%</td>
<td>6,500</td>
<td>62%</td>
<td>17,000</td>
</tr>
<tr>
<td>605-6405 Mud Jacking</td>
<td>118,076</td>
<td>75,000</td>
<td>27,621</td>
<td>36.83%</td>
<td>0</td>
<td>0%</td>
<td>75,000</td>
</tr>
<tr>
<td>605-6406 Road Maintenance</td>
<td>512,272</td>
<td>297,800</td>
<td>2,102</td>
<td>0.71%</td>
<td>0</td>
<td>0%</td>
<td>297,800</td>
</tr>
<tr>
<td>605-6407 Contract Mowing</td>
<td>41,877</td>
<td>47,000</td>
<td>13,020</td>
<td>27.70%</td>
<td>(26,000)</td>
<td>-55%</td>
<td>21,000</td>
</tr>
<tr>
<td>605-6408 Contract Tree Trimming</td>
<td>428</td>
<td>5,000</td>
<td>0</td>
<td>0.00%</td>
<td>(2,000)</td>
<td>-40%</td>
<td>3,000</td>
</tr>
<tr>
<td>605-6409 Contract Portables</td>
<td>29,679</td>
<td>24,000</td>
<td>14,008</td>
<td>58.37%</td>
<td>0</td>
<td>0%</td>
<td>24,000</td>
</tr>
<tr>
<td>605-6410 Health Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>0</td>
</tr>
<tr>
<td>605-6411 Dallas County HHW Program</td>
<td>3,180</td>
<td>4,000</td>
<td>1,851</td>
<td>46.27%</td>
<td>0</td>
<td>0%</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>Category Total</strong></td>
<td>748,297</td>
<td>489,800</td>
<td>91,421</td>
<td>18.67%</td>
<td>(17,500)</td>
<td>-4%</td>
<td>472,300</td>
</tr>
</tbody>
</table>

### Training/Dues/Subscriptions

| 605-6500 Dues and Subscriptions                           | 650                        | 1,000              | 312                    | 31.20%      | 0                             | 0%       | 1,000               |
| 605-6501 Employee Training                               | 703                        | 2,500              | 400                    | 16.00%      | 0                             | 0%       | 2,500               |
| 605-6503 Special Events                                  | 17,378                     | 15,000             | 11,371                 | 75.81%      | 10,000                        | 67%      | 25,000              |
| **Category Total**                                       | 18,731                     | 18,500             | 12,083                 | 65.31%      | 10,000                        | 54%      | 28,500              |

### Capital Outlays & Projects

| 605-6701 Michael Lane Improvement                        | 0                          | 0                  | 0                      | 0.00%       | 0                             | 0%       | 0                   |
| **Category Total**                                       | 0                          | 0                  | 0                      | 0.00%       | 0                             | 0%       | 0                   |

**Department Total**                                       | **1,277,369**               | **1,011,076**      | **328,855**            | **32.53%**  | **(22,197)**                  | **-2%**  | **988,879**          |
### Community Development Detail

<table>
<thead>
<tr>
<th>11 General Fund</th>
<th>Labor and Benefits</th>
<th>Supplies and Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>606 Community Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Actual 2010-2011</strong></td>
<td><strong>Annual Budget 2012</strong></td>
<td><strong>Supplies and Materials</strong></td>
</tr>
<tr>
<td>Unaudited</td>
<td>YTD 03/31/2012</td>
<td></td>
</tr>
<tr>
<td><strong>% Of Budget</strong></td>
<td><strong>Recommend Adjustment Mid Yr</strong></td>
<td><strong>45.00%</strong></td>
</tr>
<tr>
<td><strong>% Change</strong></td>
<td><strong>Amended Budget 2012</strong></td>
<td><strong>209,163</strong></td>
</tr>
</tbody>
</table>

#### Labor and Benefits

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual</th>
<th>Annual</th>
<th>Actual</th>
<th>% Of</th>
<th>Recommend</th>
<th>% Change</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>606-6000</td>
<td>Wages &amp; Salaries</td>
<td>149,867</td>
<td>190,526</td>
<td>66,974</td>
<td>35.15%</td>
<td>(45,526)</td>
<td>-24%</td>
<td>145,000</td>
</tr>
<tr>
<td>606-6001</td>
<td>Overtime</td>
<td>1,811</td>
<td>2,000</td>
<td>1,665</td>
<td>83.23%</td>
<td>1,000</td>
<td>50%</td>
<td>3,000</td>
</tr>
<tr>
<td>606-6002</td>
<td>TMRS</td>
<td>23,750</td>
<td>26,531</td>
<td>10,426</td>
<td>39.30%</td>
<td>(6,528)</td>
<td>-25%</td>
<td>20,003</td>
</tr>
<tr>
<td>606-6003</td>
<td>Buy Back</td>
<td>12,417</td>
<td>10,000</td>
<td>5,387</td>
<td>53.87%</td>
<td>0</td>
<td>0%</td>
<td>10,000</td>
</tr>
<tr>
<td>606-6004</td>
<td>Payroll Taxes - FICA</td>
<td>12,517</td>
<td>15,493</td>
<td>5,692</td>
<td>36.74%</td>
<td>(3,406)</td>
<td>-22%</td>
<td>12,087</td>
</tr>
<tr>
<td>606-6005</td>
<td>Employee Insurance</td>
<td>17,271</td>
<td>21,210</td>
<td>5,621</td>
<td>26.50%</td>
<td>(6,589)</td>
<td>-31%</td>
<td>14,621</td>
</tr>
<tr>
<td>606-6006</td>
<td>Workers Comp</td>
<td>3,608</td>
<td>4,150</td>
<td>3,507</td>
<td>84.50%</td>
<td>(643)</td>
<td>-15%</td>
<td>3,507</td>
</tr>
<tr>
<td>606-6007</td>
<td>Unemployment</td>
<td>0</td>
<td>945</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>945</td>
</tr>
</tbody>
</table>

**Category Total**

|                | 221,240 | 270,855 | 99,272 | 36.65% | (61,692) | -23% | 209,163 |

#### Supplies and Materials

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Actual</th>
<th>Annual</th>
<th>Actual</th>
<th>% Of Budget</th>
<th>Recommend Adjustment Mid Yr</th>
<th>% Change</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>606-6103</td>
<td>Telephone</td>
<td>1,320</td>
<td>1,352</td>
<td>469</td>
<td>34.66%</td>
<td>0</td>
<td>0%</td>
<td>1,352</td>
</tr>
<tr>
<td>606-6201</td>
<td>Office Supplies</td>
<td>2,017</td>
<td>4,000</td>
<td>2,065</td>
<td>51.62%</td>
<td>0</td>
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<tr>
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<td>Fuel</td>
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<td>0.00%</td>
<td>0</td>
<td>0%</td>
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**Category Total**

|                | 12,362 | 16,152 | 7,269  | 45.00% | 2,000 | 12% | 18,152 |

*Community Development*
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<td>Actual YTD 03/31/2012</td>
<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
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<tr>
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<tr>
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<td>0</td>
<td>0.00%</td>
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<td>0%</td>
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<td>0%</td>
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<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
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<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
</tr>
<tr>
<td>----------------------------------</td>
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<td>Actual YTD 03/31/2012</td>
<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
</tr>
<tr>
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<td>-----------------------</td>
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<td>-----------------------------</td>
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</tr>
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<tr>
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<td>100</td>
<td>1%</td>
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<td><strong>65,100</strong></td>
<td><strong>25,704</strong></td>
<td><strong>39.48%</strong></td>
<td><strong>15,100</strong></td>
<td><strong>23%</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Training/Dues/Subscriptions</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>608-6500 Dues and Subscriptions</td>
<td>1,952</td>
<td>2,500</td>
<td>2,233</td>
<td>89.32%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>608-6501 Employee Training</td>
<td>22,501</td>
<td>18,000</td>
<td>2,371</td>
<td>13.17%</td>
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<td>0%</td>
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<tr>
<td><strong>Category Total</strong></td>
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<td><strong>20,500</strong></td>
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<td><strong>0</strong></td>
<td><strong>0%</strong></td>
<td><strong>20,500</strong></td>
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<table>
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<tr>
<th>Capital Outlays &amp; Projects</th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>608-6700 Furniture &gt;$5,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>608-6701 Equipment &gt;$5,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>608-6703 Capital Equipment</td>
<td>31,070</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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<td>0%</td>
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<tr>
<td><strong>Category Total</strong></td>
<td><strong>31,070</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>0.00%</strong></td>
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<td><strong>0%</strong></td>
<td><strong>0</strong></td>
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<p>| Department Total                                         | <strong>477,203</strong>                | <strong>436,343</strong>        | <strong>172,323</strong>           | <strong>39.49%</strong>  | <strong>(8,786)</strong>                 | <strong>-2%</strong>  | <strong>427,557</strong>         |</p>
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<th>Approved Budget 2012 Unaudited</th>
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<th>% Of Budget</th>
<th>Recommend Mid Year Adjustment</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>609-6000</td>
<td>Wages &amp; Salaries</td>
<td>65,847</td>
<td>65,451</td>
<td>34,256</td>
<td>52.34%</td>
<td>4,291</td>
<td>7%</td>
<td>69,742</td>
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<tr>
<td>609-6001</td>
<td>Overtime</td>
<td>445</td>
<td>500</td>
<td>145</td>
<td>28.98%</td>
<td>0</td>
<td>0%</td>
<td>500</td>
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<tr>
<td>609-6002</td>
<td>TMRS</td>
<td>4,797</td>
<td>4,052</td>
<td>2,955</td>
<td>72.92%</td>
<td>523</td>
<td>13%</td>
<td>4,575</td>
</tr>
<tr>
<td>609-6003</td>
<td>Buy Back</td>
<td>2,972</td>
<td>3,000</td>
<td>5,229</td>
<td>174.30%</td>
<td>2,229</td>
<td>74%</td>
<td>5,229</td>
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<tr>
<td>609-6004</td>
<td>Payroll Taxes - FICA</td>
<td>5,436</td>
<td>5,275</td>
<td>3,315</td>
<td>62.85%</td>
<td>460</td>
<td>9%</td>
<td>5,735</td>
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<tr>
<td>609-6005</td>
<td>Employee Insurance</td>
<td>9,044</td>
<td>12,120</td>
<td>4,801</td>
<td>39.62%</td>
<td>0</td>
<td>0%</td>
<td>12,120</td>
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<tr>
<td>609-6006</td>
<td>Workers Comp</td>
<td>226</td>
<td>250</td>
<td>140</td>
<td>56.11%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>609-6007</td>
<td>Unemployment</td>
<td>0</td>
<td>810</td>
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<td>0.00%</td>
<td>(27)</td>
<td>-3%</td>
<td>783</td>
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**Category Total**

<table>
<thead>
<tr>
<th></th>
<th>Actual 2010-2011</th>
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<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Mid Year Adjustment</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
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</thead>
<tbody>
<tr>
<td>Total</td>
<td>88,766</td>
<td>91,458</td>
<td>50,842</td>
<td>55.59%</td>
<td>7,476</td>
<td>8%</td>
<td>98,934</td>
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**Supplies and Materials**

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>Actual 2010-2011</th>
<th>Approved Budget 2012 Unaudited</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Mid Year Adjustment</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>609-6100</td>
<td>Electricity</td>
<td>3,648</td>
<td>6,000</td>
<td>1,012</td>
<td>16.87%</td>
<td>0</td>
<td>0%</td>
<td>6,000</td>
</tr>
<tr>
<td>609-6102</td>
<td>Water</td>
<td>55</td>
<td>100</td>
<td>0</td>
<td>0.00%</td>
<td>0</td>
<td>0%</td>
<td>100</td>
</tr>
<tr>
<td>609-6103</td>
<td>Telephone</td>
<td>1,435</td>
<td>1,100</td>
<td>815</td>
<td>74.06%</td>
<td>423</td>
<td>38%</td>
<td>1,523</td>
</tr>
<tr>
<td>609-6201</td>
<td>Office Supplies</td>
<td>1,286</td>
<td>1,400</td>
<td>795</td>
<td>56.82%</td>
<td>0</td>
<td>0%</td>
<td>1,400</td>
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<tr>
<td>609-6203</td>
<td>General Operating Supplies</td>
<td>1,639</td>
<td>1,800</td>
<td>584</td>
<td>32.44%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>609-6205</td>
<td>Preprinted Forms/Printing</td>
<td>44</td>
<td>750</td>
<td>11</td>
<td>1.50%</td>
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<td>0%</td>
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<tr>
<td>609-6206</td>
<td>Postage</td>
<td>2</td>
<td>150</td>
<td>92</td>
<td>61.49%</td>
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<td>0%</td>
<td>150</td>
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<tr>
<td>609-6207</td>
<td>Small Tools &amp; Equipment</td>
<td>1,540</td>
<td>4,314</td>
<td>3,574</td>
<td>82.86%</td>
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<tr>
<td>609-6208</td>
<td>Newspaper/Magazines</td>
<td>3,139</td>
<td>2,500</td>
<td>1,660</td>
<td>66.42%</td>
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<td>609-6209</td>
<td>Book Replacement</td>
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<tr>
<td>609-6210</td>
<td>Lone Star Library Fund</td>
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<td>0</td>
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<td>0.00%</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>609-6211</td>
<td>Special Events</td>
<td>1,088</td>
<td>1,550</td>
<td>174</td>
<td>11.23%</td>
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<tr>
<td>609-6212</td>
<td>DVDs</td>
<td>784</td>
<td>2,000</td>
<td>223</td>
<td>11.16%</td>
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<td>0%</td>
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<tr>
<td>609-6213</td>
<td>Videos</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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**Category Total**

<table>
<thead>
<tr>
<th></th>
<th>Actual 2010-2011</th>
<th>Approved Budget 2012 Unaudited</th>
<th>Actual YTD 03/31/2012</th>
<th>% Of Budget</th>
<th>Recommend Mid Year Adjustment</th>
<th>% Change</th>
<th>Amended Budget 2012</th>
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<tbody>
<tr>
<td>Total</td>
<td>30,687</td>
<td>33,664</td>
<td>15,531</td>
<td>46.13%</td>
<td>423</td>
<td>1%</td>
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<td>11 General Fund 609 Library</td>
<td>Actual Unaudited 2010-2011</td>
<td>Approved Budget 2012</td>
<td>Actual YTD 03/31/2012</td>
<td>% Of Budget</td>
<td>Recommend Adjustment Mid Yr</td>
<td>% Change</td>
<td>Amended Budget 2012</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>----------------------</td>
<td>-----------------------</td>
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<td>---------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Contractual Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
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<td>609-6300 Office Machine Repair &amp; Maint</td>
<td>3,314</td>
<td>1,450</td>
<td>11</td>
<td>0.76%</td>
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<td>609-6303 Building Maintenance</td>
<td>5,558</td>
<td>4,700</td>
<td>1,859</td>
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<td>609-6500 Dues and Subscriptions</td>
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<td>210</td>
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<td>609-6501 Training</td>
<td>755</td>
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<td>113</td>
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<td>323</td>
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<tr>
<td>609-6702 Computer/Electronics &gt; $5000</td>
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<td>0</td>
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<tr>
<td>609-6703 Capital - Portable Building</td>
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<td>0.00%</td>
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<td>0%</td>
<td>0</td>
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<tr>
<td>Category Total</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
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<td>0%</td>
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<tr>
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<td>51.34%</td>
<td>7,899</td>
<td>6%</td>
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* A Actual if above budget as of 03.31.12
  B Approved Budget Amount
  C Calculated through end of year.
## Non Departmental Detail

<table>
<thead>
<tr>
<th>11 General Fund</th>
<th>610 Non-Departmental</th>
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<tr>
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<td>Actual 2010-2011 Unaudited</td>
</tr>
<tr>
<td>Labor and Benefits</td>
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<td>610-6009 Grant Expense</td>
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<td>Supplies and Materials</td>
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<td>610-6100 Electricity - Town Hall</td>
<td>27,483</td>
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<tr>
<td>610-6101 Gas - Town Hall</td>
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<tr>
<td>610-6102 Water - Town Hall</td>
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<tr>
<td>610-6103 Telephone/Cable - Town Hall</td>
<td>23,981</td>
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<tr>
<td>610-6108 Copier &amp; Printer Supplies</td>
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<tr>
<td>610-6202 Janitorial Supplies - Town Hall</td>
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<td>610-6206 Postage</td>
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<td>610-6210 Emergency Mgmt Systm &amp; Training</td>
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<td>610-6407 Professional Service/Data</td>
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<td>610-6408 Professional Services - Design</td>
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<td>610-6409 Contracts - Office Machines</td>
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<td>610-6410 Property Insurance &amp; E &amp; O</td>
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<td>610-6411 Contract Health Services</td>
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<td>------------------------------------------</td>
<td>-----------------------------</td>
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<tr>
<td><strong>Training/Dues/Subscriptions</strong></td>
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<tr>
<td>610-6505 Employee Welfare</td>
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<tr>
<td>610-6600 Merit, CL Raises, and Cont</td>
<td>25,071</td>
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<td>610-6601 Vehicle Replacement Fund</td>
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<td>610-6602 Contingency</td>
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<td>610-6603 CC Card/Online Costs</td>
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<td>610-6605 2008 Transf to Debt Service</td>
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<td>610-6607 TMRS Match Increase 1%</td>
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<td>610-6608 Bad Debt - A/R Write Off</td>
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<td>610-6610 Marazzi State Loan - Private</td>
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<td><strong>Capital Outlays &amp; Projects</strong></td>
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<td>610-6705 Drainage</td>
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</tbody>
</table>

Non-Departmental
AGENDA ITEM SUMMARY – ITEM # 6

DISCUSS STATUS AND TIMELINE OF COMPREHENSIVE PLAN UPDATE – APPOINT RFP REVIEW COMMITTEE

DEPT – ADMIN/DEVELOPMENT

DATE – JUNE 25, 2012

As reported previously, the Town received seven (7) submittals for the Comprehensive Plan Update from the following firms:

- Halff and Associates
- HOK Planning
- SEC Planning
- Jacobs
- Gorham Consulting
- Mesa Design
- Freese Nichols
- JHP Architects

Attached is another copy of the RFP for this project. The submittals include a wide range of services and fee schedules. This is an important effort and Monday night staff would like to discuss the possibility of a council subcommittee to assist in the scoring of the submittals as we formulate a recommendation of firms to interview.
REQUEST FOR PROPOSALS
Comprehensive Plan Update
Town of Sunnyvale, Texas

PURPOSE

The purpose of this RFP is to obtain competitive proposals from qualified individuals or firms, interested in carrying out a Comprehensive Plan Update for the Town of Sunnyvale, Texas.

COMMUNITY BACKGROUND

Sunnyvale has experienced significant growth and change since the adoption of its 2000 Comprehensive Plan. However, the preservation of the physical, historical, and psychological attachments to our community, a lifestyle that is based on scenic views, appreciation of the natural environment, a place to live, work, and raise families are worthwhile objectives that continue to be important to this community. Our challenge is maintaining the small town and rural character, ensuring its sustainability and accommodating smart growth, economic vitality and fiscal stability. Our community is extremely passionate about identifying ways to achieve these underlying values.

The Town of Sunnyvale is located about 15 miles east of downtown Dallas. A part of the thriving Dallas/Fort Worth Metroplex, this small, upscale community in eastern Dallas County retains a personality and flavor all its own. Sunnyvale shares borders to the north and west with the larger suburbs of Mesquite and Garland, where shopping, fine dining and entertainment are only minutes away. At the same time, the town is also bordered by the peaceful waters of Lake Ray Hubbard and the sprawling, rural expanse of Kaufman County. Sunnyvale is situated to truly benefit from the "best of both worlds".

Incorporated in 1953, Sunnyvale is a 16 square mile municipality located in eastern Dallas County and is currently 40% developed. The current population is 5,170 and the community is characterized by high quality, custom residential living with an average home value of $285,000. Sunnyvale also enjoys a solid industrial use tax base with major manufacturing and warehousing facilities, and is currently seeking ways to expand the commercial and retail tax base through enhanced economic development efforts and planning. Three years ago, the Texas Regional Medical Center at Sunnyvale, a 100-bed, acute care hospital opened its doors to the region. The Sunnyvale Independent School District opened its new high school one year ago, and will soon begin construction on a new elementary school. Even in a down economy, the Town’s total assessed valuation has increased each of the last five years as a result of quality growth and residential values that have held as compared to surrounding communities. The combination of rural character, high quality residential living, low ad-valorem taxes, and an exemplary school district make this a very desirable place to live.
PROJECT BUDGET/SCHEDULE

The project budget has not been established. Interested consultants should provide a scope of work and a practical budget for undertaking the project. The Town intends to select a consultant and begin work on updating the current Comprehensive Plan by March or April of 2012.

TASKS

The Town of Sunnyvale, Texas is requesting proposals to lead the community in the preparation and adoption of an update to the 2000 Comprehensive Plan. The planning horizon for the updated plan will be 2030. The Town seeks a consultant that will guide the creation of a community vision, growth and development policies, and implementation strategies. The consultant must be skilled in helping our community agree on a vision and the means to achieve it. The consultant should consider:

1. Public Outreach, Participation and Intergovernmental Coordination

The public participation process should involve a wide cross-section of residents, organizations and networks, appropriate meeting and discussion formats, and information dissemination. A Citizen Task Force of volunteers can assist the consultant in gathering community input. The Planning and Zoning Commission can assist the consultant at each step of the process. These roles should be defined in the consultant’s proposal.

2. Demographics and Socioeconomics

The Plan should reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant should endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations will be based.

3. Future Land Use

The Future Land Use Plan shall incorporate the residential and commercial development that has occurred since the Plan was last adopted in 2000. This element shall also provide an outlook projection based on recent development and economic trends. The Plan shall address the relationship between the environment and human activities. A general inventory of the Town’s natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectedness of the built and natural environments, and provide policy recommendations that will improve the state of balance.
4. Community Character and Urban Design

The Town recently updated its ‘Community Design Guidelines’ for commercial and retail development. This document should be used as a tool and guide to direct the continuing use and/or further development of existing design standards and guidelines for the community as a whole.

5. Housing and Neighborhood

The housing element provides an opportunity to set policy direction relative to the range of housing products offered in Sunnyvale to include diversity, and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning.

6. Transportation

The Plan should evaluate the Town’s existing Mater Thoroughfare Plan. Of significant note, the Town has recently made recommendations to the Texas Department of Transportation regarding the route of the SH 190 project through Sunnyvale. Particular consideration should be given to this recommendation as it relates to future land use in Task # 3 (the effects of SH 190 have not been included in previous planning).

7. Economic Development

The Plan shall address a range of policies that preserve and strengthen business and commerce in the Town. This element shall characterize the unique attributes of local business districts and provide an evaluation of underutilized commercial and retail space and opportunities within the Town. Projected employment and ratios of employment to housing units should be discussed.

8. Parks and Open Space

The Town’s ‘Parks, Recreation, and Open Space Master Plan’ was last updated in 2009. Elements of this plan should be considered and used as a tool in the evaluation and integration of facility inventories, trail connectivity, park accessibility, and recreational goals within the Comprehensive Plan.

9. Zoning Ordinance Updates: Depending on funding, undertake and help gain adoption of an update to the Town’s zoning regulations to bring them into alignment with the Comprehensive Plan. The decision to proceed to this task will not be made until the initial Comprehensive Plan process is underway. The consultant should include a separate proposal for this work.
RESOURCES AVAILABLE

The following resources are available on the Town website (www.townofsunnvale.org); the link to the RFP includes access to each of these documents:

- 2000 Sunnyvale Comprehensive Plan
- Sunnyvale Zoning Ordinance
- Sunnyvale Economic Development Strategic Plan
- Sunnyvale Parks and Master Plan
- Community Design Standards

SCOPE OF WORK

The following considerations are intended to guide the preparation of a Comprehensive Plan that will serve as a blueprint for the future growth and development of Sunnyvale. The resulting plan should be both a physical and policy based plan and provide implementation actions and strategies, and include illustrative maps, tables and graphics. The Comprehensive Plan should integrate all of the Town’s existing plans. Elements of the Comprehensive Plan will include, but need not be limited to:

A. Statement of Community Values

B. Desired Community, Social, and Cultural Character and Sustainability

   - Desired typologies and physical character
   - Community, scale, form and design
   - Neighborhoods
   - Gateways
   - ‘Livability’ and ‘walkability’

C. Parks, open space, and recreation

D. Historical characteristics to be preserved and enhanced

E. Community and Cultural Facilities, Programs, and Arts
F. Housing

G. Economic Development and Sustainability

H. Transportation
   - Vehicular connectivity
   - Pedestrian and bicycle connectivity
   - Streets and corridors
   - Safe routes to school
   - Short-term needs/improvements
   - Long-term needs/improvements

I. Services, Public Facilities, and Infrastructure
   - Utilities (water and wastewater)
   - Streets
   - Sidewalks and Trails
   - Parking
   - Ditches

J. Environmental Sustainability

K. Balancing, Sustainability, Land Use, Infrastructure and Zoning Practices

L. Future Land Use Map

M. Implementation strategies and actions

N. Zoning Framework (please see Task #9 above)

**DELIBERABLE PRODUCTS**

The consultant should provide 20 copies of the final Comprehensive Plan and implementation/action steps, including color maps to the Town upon adoption of the Plan. If the consultant proceeds with the update to the zoning regulations, 5 copies of the zoning regulations also shall be provided. All data and information that has been collected through the process shall be provided in digital and hard copies. All documents must be available in electronic format, text in MS Word and Adobe PDF. A future land use map shall be provided in PDF and GIS format.
PROPOSAL SUBMITTAL REQUIREMENTS

Each proposal shall use 8 ½ x 11” sheets (foldouts are acceptable for charts, sample plans, etc), and shall include ten (10) copies and one (1) electronic copy. The proposal shall be placed in a sealed envelope and marked clearly on the outside “RFP-Comprehensive Plan.”

Proposals should include:

1. Cover Letter: Cover letter shall be provided which succinctly explains the Consultant’s interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person with the Town and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm.

2. Statement of Project Understanding: Provide a one page statement outlining the philosophy of the team in approaching this project and the team’s grasp of issues and goals to address in this study.

3. Qualifications of Firm/Project Team: Provide names, titles and responsibilities of key personnel who will be responsible for the management and completion of this project. Include qualifications, experience of each, and length of time with the company.

4. Strategy and Implementation Plan: Describe your (the consultant’s) interpretation of the Town’s objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. Proposer may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.

5. Services: Describe services to be provided and any that may be specifically excluded. Describe what, if anything, the Town is expected to provide. Provide options for the Town of Carbondale to reduce the overall budget requirements for the project.

6. Organization and Staffing Plan: List any outside consultants or firms who might perform services for this project. Describe personnel organization; identify the people doing the work and whether they are employees or subcontractors.

7. Timeline: Provide a time line for completing milestones for each step and adoption of the Plan.
8. References: Give at least five (5) references for projects of similar size and scope, including at least two (2) references for projects completed during the past two years.

9. Fee Proposal: The fee proposal should be based on completion of both the comprehensive plan and zoning regulations together and the comprehensive plan only. Provide a complete list of costs per task and a total fee for the proposal, including expected reimbursable expenses (nonbinding), for completion of the scope of services set forth in the proposal. Costs must be listed in detail, i.e., itemizing each component of the work program as well as hourly rates, travel, meetings, etc. Tasks can be itemized as “optional” and bid independently to allow flexibility in fees. PROPOSAL DEADLINE: Proposals are due by Thursday, May 31 by 4:00pm to:

Scott Campbell, Town Manager
RE: Comprehensive Plan Update Proposal
Sunnyvale Town Hall
127 N. Collins Road
Sunnyvale, Texas 75182
townmanager@townofsunnyvale.org

The Town of Sunnyvale reserves the right to reject any and all proposals. All costs including travel and expenses incurred in the preparation of this proposal shall be borne by the proposing firm. All work product, whether electronic or in hard copy, will remain the property of the Town of Sunnyvale and will be provided to the Town upon completion of the contract or upon request.

**SELECTION FOR INTERVIEWS**

Following the submittal deadline, the Town will announce the “short list.” It is anticipated that the "short list" will consist of 2-3 potential consultants; this depends on the number and quality of statements received. At that time, a notice will be issued to the selected consultants so that they may prepare both written and oral presentations for the interview process.

INTERVIEWS: Interviews will be limited to 90 minutes of presentation followed by 30 minutes for questions. Only the principals assigned to the project should make presentations. A local committee will rank the finalists in order of preference based on written and oral presentations per the evaluation parameters contained in the proposal request.

**EVALUATION CRITERIA**

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. Firms selected for oral presentations will be chosen on the basis of their apparent ability to best meet the overall expectations of the Town. The Town Board of Trustees reserves the right to reject any and all submittals. The following parameters will be used to evaluate the submittals (in no particular order of priority):
Responsiveness of submittal to the RFP

Basic knowledge of the community

Understanding of the project and the objectives

Experience in integrating land use, transportation, environmental conservation, affordable housing, economic development and implementation strategies

Consensus building experience working with diverse communities

Necessary resources

Required skills

Demonstrated capability

Cost estimate that provides greatest value to the community

CONFIDENTIAL MATERIAL

All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after contract award. “Proprietary or Confidential Information” is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words “Confidential Disclosure” and placed in a separate envelope shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. Neither cost nor pricing information nor the total proposal shall be considered confidential or proprietary.

QUESTIONS REGARDING SCOPE OF SERVICES

Scott Campbell
Town of Sunnyvale
Town Manager
972-203-4111
townmanager@townofsunnyvale.org
AGENDA ITEM SUMMARY – ITEM # 7

DISCUSS/APPOINT AUDIT COMMITTEE

DEPT – ADMIN/FINANCE

DATE – JUNE 25, 2012

Staff anticipates receipt of the 2011 audit report at the end of this month. In a previous correspondence, staff recommended the appointment of an audit review committee to review the document prior to presentation to council. Staff seeks direction from council on this recommendation.
AGENDA ITEM SUMMARY – ITEM # 8

DISCUSS BOARD AND COMMISSION APPLICATIONS

DEPT – ADMIN

DATE – JUNE 25, 2012

As previously directed by council, the Town advertised for board and commission openings to include a June 15 deadline for applications. Attached are the new applications received in response to this effort. Also attached is a copy of a previous report indicating current board term status. This item is not posted for actual appointments, rather a discussion regarding how council wishes to proceed with interviews, and timing for appointments.
# TOWN OF SUNNYVALE
# BOARD OF ADJUSTMENTS

## MEMBER LIST

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<thead>
<tr>
<th>TITLE</th>
<th>MEMBER</th>
<th>ORIG. APPOINTED</th>
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<td>Fred Miller</td>
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<td>Dale Graves</td>
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<td>ALTERNATE</td>
<td>Diane (DeLaGarza) Spruill</td>
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# TOWN OF SUNNYVALE
# PLANNING ZONING COMMISSION

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<td>BILL METZGER</td>
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<td>MARGARET JACOBS</td>
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<td>CAROLYN TRAMMELL</td>
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TOWN OF SUNNYVALE

Council Appointment Fact Sheet

Appointment Sought: Library Board

Personal Information

Name: Matthew Joseph
Address: 583 N. Collins Rd.
Telephone: 972-523-5746
Sunnyvale resident since (MM/YY): 03/01
Occupation: Engineer

Background

Prior/current involvement in Town Government or related activities:
- Involved in church activities – Calvary Church; Board member
- Owner/President of BSH Engineering

Other related experience:
- Youth minister, counselor
- Taught Engineering @ Mountainview Community College; job w/ M Nike in Technical Library.

Interest & Ability

Why are you interested in serving in this capacity? (Help Town of Sunnyvale)
- Bring new, fresh ideas
- Get more folks to participate

What do you feel you can contribute to the position?
- Leadership, innovative ideas, time and talent

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they?

- Increase awareness of Town of Sunnyvale Library Programs/Policies
- Get more funding for the library through sponsorship from businesses
- Have literary competitions, find raisers, reading and writing workshops

*If you have applied in previous years, please apply again so we will have updated records.
Council Appointment Fact Sheet

Appointment Sought: LIBRARY BOARD MEMBER

Personal Information

Name: RANDY FERGUSON
Address: 293 Asilomar Ln, Sunnyvale, CA 95082
Telephone: 972-203-2285

Sunnyvale resident since (MM/YY): 02/03
Occupation: Detective - Dallas Police Department

Background

Prior/current involvement in Town Government or related activities: I AM CURRENTLY ON THE LIBRARY BOARD, MEMBER OF FRIENDS OF THE SUNNYVALE LIBRARY

Other related experience: COMMUNITY RELATIONS EXPERIENCE

Interest & Ability

Why are you interested in serving in this capacity? I WOULD LIKE TO HELP IMPROVE THE QUALITY OF LIFE FOR SUNNYVALE'S CITIZENS

What do you feel you can contribute to the position? PAST EXPERIENCE DEALING WITH THE PUBLIC WILL HELP IN THE CURRENT MOMENTUM OF THE BOARD

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they? CONTINUE THE PROGRESS WE HAVE MADE ON THE BOARD, THIS LIFETIME.

*If you have applied in previous years, please apply again so we will have updated records.
TOWN OF SUNNYVALE

Council Appointment Fact Sheet

Appointment Sought  Library Board Member

Personal Information

Name  Ann W. Smith PhD

Address  115 East Park Rd, Sunnyvale

Telephone  (214) 221-8838

Sunnyvale resident since (MM/YY) 05-2010

Occupation  University Professor of History (retired) 35 years
Henderson State Univ. - Arkadelphia, AR

Background

Prior/current involvement in Town Government or related activities:
HGA President (Ank), State Board member Jan History Day in Arkansas, State Sec. AAUP, campus pres. AAUP, State President AACTH (Ark. Assoc. of College History Teachers),

Other related experience:
Advisor for National award winning Chapter of Phi Alpha Theta (Historians)

Interest & Ability

Why are you interested in serving in this capacity? 
I've been interested and involved with books my entire life — 
yet been experienced at high school and university levels where I 
have gained some understanding of the specific needs for libraries.

What do you feel you can contribute to the position? 
I would like to use whatever talents and understanding I have 
To advance the fortunes of the Library.

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they?
- To promote increased utilization of library materials, 
especially encouraging teens to read seriously.
- attached to an item of bound years ago, it is 
my philosophy on books and the need to share their 
contents with all ages and backgrounds.

*If you have applied in previous years, please apply again so we will have updated records.
A Force to Be Reckoned With

I am full of wisdom, humor, tears, passion, and love. I am that which is held tightly to the breast, lightly on the lap, peered at, sighed over and remembered. I bring you foolish fancies; bring friendship to the lonely. I take you with me to the far reaches of the earth from India to China, to Mars, to Venus, and probe into the habits of chimpanzees.

I reach into your mind; I show you things that are unbelievable and make you believe them. You must treasure them. You must treasure me, protect me: I give you a knowledge of life you never dreamed of. Don't desecrate me; I fill the empty places of your life. I give myself gladly; seek me out and find me - I am a BOOK.
TOWN OF SUNNYVALE

Council Appointment Fact Sheet

Appointment Sought Library board member

Personal Information

Name Lucas Hales
Address 579 N. Collins Rd
Telephone 718.690.8818 email: lucas.hales@us.pwc.com
Sunnyvale resident since (MM/YY) 06/12
Occupation Public Accountant / CPA

Background

Prior/current involvement in Town Government or related activities:
I have experience serving the community as a scout leader as well as a community
cordinator for a church congregation. I assisted in setting up multiple service projects for the community.

Other related experience:
Project management. I have worked on large engagements at my firm and appreciate the effort that goes into managing a task and staying on budget.

Interest & Ability

Why are you interested in serving in this capacity?
I love serving and I love libraries. Best place to do both is at the library.
Also, I'm real to the community and I would like to jump in and get involved.

What do you feel you can contribute to the position?
Passion for libraries. Since being married my wife and I along with our children have been major proponents of library use.

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they?
I would like to help improve the library experience. Hopefully make it a destination for families to go and spend time together. Make it a central location for our community.

*If you have applied in previous years, please apply again so we will have updated records.
June 15, 2012

Town Secretary  
Town of Sunnyvale  
127 North Collins Road 
Sunnyvale, TX 75182

Dear Town Secretary:

I am currently living in Brooklyn, NY with my small family but we are moving to Sunnyvale on June 22 (in one week!). I recently visited your library website to get an idea of what to expect and as I did so I noticed that you are accepting applications for board members. We love libraries and I would love to serve with you at the Sunnyvale Library. So my question is if you would accept an application from a soon-to-be resident?

I have been an auditor with PwC for over 5 years giving me relevant skills for a public board position. I also love budgets. My family and I are very active library patrons and I would love to jump in and help out.

Best,

Lucas Hales

Soon to be resident at: 
579 North Collins Road
TOWN OF SUNNYVALE

Council Appointment Fact Sheet

Appointment Sought: Board of Adjustments

Personal Information

Name: Donald R. Ivey
Address: 525 Larkin
Telephone: 972-289-8139

Sunnyvale resident since (MM/YY): 10/2009

Occupation: Retired

Background

Prior/current involvement in Town Government or related activities:

None

Other related experience:
27.5 Years city government with the City of Dallas

Interest & Ability

Why are you interested in serving in this capacity?
I have dealt with this Board several times and feel I can contribute my knowledge and help make the Town a better place for the citizens to reside.

What do you feel you can contribute to the position?
I have over 20 yrs experience in the building field and with my knowledge can contribute my knowledge/experience.

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they?
I would like to see realist ordinances in place, in hopes to draw more residents and businesses to the Town.

*If you have applied in previous years, please apply again so we will have updated records.
TOWN OF SUNNYVALE
Council Appointment Fact Sheet
2012

Appointment Sought: Board of Adjustment, P and Z, 4A, or 4B

Personal Information:
Name: James R. Golder
Address: 456 Rockshire Drive
Telephone: 214-912-4729 (unlisted)
Sunnyvale Resident Since (mm/yy): 10/10
Occupation: Attorney/Assistant Regional Director
U.S. Federal Trade Commission-Southwest Region

Background:
Prior/Current involvement in Town Government or related activities: None
Other related experience: I attended the last four meetings of the SH190 Committee.

Interest & Ability:

Why are you interested in serving in this capacity? My recent participation at the SH190 Committee meetings has encouraged me to become more involved in serving my community.

What do you feel you can contribute to the position? I have well-developed analytical skills, and the ability to objectively examine and consider all sides of an issue.

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they? There are no specific results I want to achieve. I want to become involved and do my part to help keep Sunnyvale a wonderful place to live.

---

1 If selected to serve on a board or commission, I will need to obtain approval to serve from the FTC’s Office of General Counsel in Washington, D.C. This should not be an issue.
TOWN OF SUNNYVALE

Council Appointment Fact Sheet

Appointment Sought Planning & Zoning Board

Personal Information

Name Kenneth R. Demko

Address 468 San Gabriel Way

Telephone 972.203.5724 (cell) 214.632.1701

Sunnyvale resident since (MM/YY) November 2003

Occupation General Contractor / Developer

Background

Prior/current involvement in Town Government or related activities:
Planning and Zoning Board as Alternate

Other related experience:
I have worked as a design-build General contractor and developer in the area for 34 years.
I have dealt extensively with numerous P&Z Boards on various projects.

Interest & Ability

Why are you interested in serving in this capacity?
I would like to see a well developed Comprehensive Zoning Plan established
to promote city growth.

What do you feel you can contribute to the position?
33 years of dealing with numerous P&Z boards.

Are there specific results you would like to accomplish as a member of this Board or Commission? If so, what are they?
I would like to continue working with the P&Z Board to help make the existing Comprehensive
planning and zoning policies current with the expanding growth of the town.

*If you have applied in previous years, please apply again so we will have updated records.
Attached please find a copy of the FY 2013 Budget Planning Calendar. Staff would like to identify potential dates for budget workshops for July and August. Additionally, at their last meeting, the Home Rule Charter Commission discussed potential dates for workshops with council as well as Town Hall meetings to discuss and receive input on a draft charter. We will review these dates with you Monday night. Please bring your calendars Monday night as we plan for these efforts.
Budget Calendar 2012 – 2013

April/May.................. Meet with Department Heads.
  • Review current year budget and mid-year budget projections/amendments.

TBD......................... Town Council Meeting:
  • Review proposed amended 2011/12 budget.

Week of May 14............. Preliminary taxable values due from Dallas County Appraisal District.

Week of June 18........... Begin budget preparation for 2012/13 year.
  • Meet with Department Heads and provide budget spreadsheets.

Week of July 16............ Individual Department Head meetings with Town Manager.
  • Receive Town Manager Proposed Budget of Programs and Services.

July 23.................... Town Council Meeting:
  • Proposed Fiscal Year 2012 -2013 Budgets Distributed to Town Council
  • Certified appraisals due from Dallas County Appraisal District.

Aug 13..................... Town Council Meeting:
  • Receive Effective and Roll Back Tax calculations.
  • Take vote to hold Public Hearing on Aug 20th and September 10th and adopt the tax
    rate on Sept 24th meeting;
  • Publish Effective and Roll Back tax calculations.
  • Budget is officially filed with Town Secretary and open for public inspection;
  • Publish notice of public hearing on budget set for Aug 20th.

Aug 27..................... Town Council Meeting:
  • Discuss FY 2012/13 Budget in work session if necessary.
  • Public Hearing on proposed FY 2012/13 Budget and FY 2012/13 Proposed Tax Rate.
  • Publish notice of public hearing on budget set for Sept 10th.

Sept 10.................... Town Council Meeting:
  • Discuss FY 2012/13 Budget in work session if necessary.
  • Public Hearing on proposed FY 2012/13 Budget and FY 2012/13 Proposed Tax Rate.

Sept 17.................... Special Town Council Meeting
  • Adopt by Ordinance the Property Tax Rate for fiscal year 2012/13.

Sept 24.................... Town Council Meeting:
  • Discuss FY 2012/13 Budget in work session if necessary;
  • Town Council to adopt by ordinance the FY 2012/13 Annual Budget of Programs and
    Services.
  • Adopt by Ordinance the Property Tax Rate for fiscal year 2012/13.

Sep 30..................... Last day of fiscal year.

Oct 1....................... Implementation of new budget; new fiscal year begins.