

CARRY FORWARD REQUESTS 2020-21 FUNDS TO 2021-22								
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes: FromTo		Approval Amount	
	<b>BUDGETED PROJECTS/ITEMS</b>							
213	Budget	Software	\$50,000	The Budget Department is requesting a carry forward of \$50,000 for the implementation of the PeopleSoft Position Management Software. We are hopeful the project will be finalized and implemented in FY 2021-22	213.8451	213.8451		
321	Records Management	Scanner	\$16,000	The Records Management Department was informed by Technology Services that we have one scanner they may no longer be able to support next year. We would like to purchase a new scanner to replace the one older scanner. We will also use this scanner to pull large Laserfiche files when working on open records requests.	321.6202	321.8416		
352	Facilities Maintenance	PSC AV Project	\$19,698	The Facilities Division requests a carry forward to cover the electrical and Facilities portion of the Public Safety Communications AV project. Due to project schedules, the work will not be executed before fiscal close.	352.6314	352.6314		
532	Police	Public Safety Officers - One Time Costs	\$77,070	Ten additional Police Officers were approved during FY 2020-21 to serve as temporary replacements for authorized officers on light duty, FMLA leave, or in openings created by officer's retirements. However, due to significant staffing shortages and the length of time and hiring requirements necessary for these positions, the department has been unable to successfully fill the positions. The employee-specific related costs including uniforms, vests, and chemicals subject to expiration dates are items that cannot be ordered until candidates have completed all portions of the hiring process.	Various	Various		
552	Plano Fire-Rescue	Barrier Hoods	\$40,000	Funding for particulate barrier hoods. Wear testing and evaluation was delayed in FY 2020-21 due to the COVID-19 pandemic.	552.6205	552.6205		
552	Plano Fire-Rescue	Implements & Apparatus	\$750,000	Training props, thermal linings, and FF&E for the Fire Training Center. The Fire Training Center is scheduled for completion in 2022.	552.8416	552.8416		
556	Emergency Management	Outside Printing Service	\$15,000	The Department of Emergency Management is respectfully requesting a carry-forward of funding into the 2021-2022 budget year to accomplish the development of a quick reference emergency preparedness plan for placement in city facilities. Given the complexity of emergency preparedness plans involving the collaboration of multiple city departments and the continued outbreak of the COVID pandemic, we are asking for a carry-forward into the next budget year and anticipate a scheduled completion date of June 2022.	556.6301	556.6301		
621	Neighborhood Services	Neighborhood Vitality & Beautification Grant Program	\$194,340	This carry-forward is requested to continue implementing neighborhood revitalization initiatives as recommended by the Housing Value and Retention Analysis and approved by Council. These funds are provided as matching funds (ranging from \$500-\$10,000) to qualifying neighborhood organizations for vitality and beautification efforts. We have a total of \$194,339.96 already awarded and underway. These funds will allow us to reimburse neighborhood groups once the projects are completed over the next fiscal year.	621.6499	621.6499		
621	Neighborhood Services	Great Update Rebate Grant Program	\$253,435	The Great Update Rebate is a home improvement program designed to encourage homeowners to make home improvements to their home; thereby, revitalizing the neighborhood as a whole. The carry forward funds are for projects currently underway.	621.6312	621.6312		
624	Building Inspections	Building Process Improvement Assessment	\$28,320	Our carry-forward will fund a request by Council for a business process improvement review of the Building Inspections Department. The assessment will target permitting and plan review, increase service delivery, promote transparency and seek opportunities for efficiency.	624.6312	624.6312		
641	Parks Division/Athletics	Body Cameras for Field Services Staff	\$5,816	Motorola Solutions & Watch Guard, Inc. are still in the process of getting proper paperwork filed with Tech Support prior to the order of the six body cameras. The purchase was initiated in March 2021.	641.6313	641.6313		
647	Parks Division/Athletics	Precision Utility Locating Instrument w/GPS and Bluetooth	\$3,000	The amount of \$3,000 has been encumbered in FY 2020-21. Funds will be used to purchase a precision utility locating instrument with GPS and Bluetooth technology for external data capture. This device will be used to track/locate irrigation lines.	647.6208	647.6208		

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648	Parks Division/Park Grounds	Replace trailer (05564) to allow capability of hauling larger equipment	\$ 5,451	Fleet Services has ordered the trailer but it will not arrive until FY 2021-22; therefore, funding of \$5,451 needs to carry forward to cover the expenditure in FY 2021-22.	648.8421		648.8421	
648	Parks Division/Park Grounds	Replace 3/4 ton pickup truck	\$ 41,000	Fleet Services has ordered the vehicle but it will not arrive until FY 2021-22; therefore, funding of \$41,000 needs to carry forward to cover the expenditure in FY 2021-22.	648.8421		648.8421	
649	Parks Division/Park Grounds	Replace tractor (08180) to an all weather cab	\$ 15,000	Fleet Services has ordered the tractor but it will not arrive until March 2022; therefore, funding of \$15,000 needs to carry forward to cover the expenditure in FY 2021-22.	649.8416		649.8416	
649	Parks Division/Park Grounds	Replace 3/4 ton quad-cab (08314) with a 1-ton single cab flatbed truck	\$ 17,500	Fleet Services has ordered the truck but it will not arrive until November 2021; therefore, funding of \$17,500 needs to carry forward to cover the expenditure in FY 2021-22.	649.8421		649.8421	
658	Parks Division/Park Grounds	Replace trailer (05565) to allow capability of hauling larger equipment	\$ 5,276	Fleet Services has ordered the trailer but it will not arrive until FY 2021-22; therefore, funding of \$5,276 needs to carry forward to cover the expenditure in FY 2021-22.	658.8421		658.8421	
681	Library Admin	Public PC Reservation & Print Management System	\$ 40,000	These funds are in addition to Supplement 62682001 provided in the 2020-21 budget. The cost for this system exceeds what was originally estimated. The process has begun and implementation is not expected to be complete until the first quarter of FY 2021-22.	681.6313		681.6313	
01	Subtotal General Fund		\$ 1,576,906					\$ -
717	Sustainability	Internal Recycling Education Module	\$ 12,000	Per state law, we are required to provide mandatory recycling education to all City employees. This requirement just came to light this past year. To that end, we have been working with Communications and Community Outreach on some video production and we are planning on contracting with one of our current vendors to create a learning module compatible with SkillSoft (the videos created be used in the module). This is an ongoing project, and we respectfully ask that we be permitted to carry over funds to complete it.	717.6319		717.6319	
717	Sustainability	Tree Giveaway	\$ 25,479	We conduct a tree giveaway each Fall for residents in order to increase the tree canopy in our city. This year, a number of trees were lost during the winter storm and this has taken a toll on the nation's supply of the trees we need. They are hard to come by and very expensive. We have decided to postpone the Fall tree giveaway until the Spring and, if possible, we will increase the number of trees given away in order to potentially help residents replace those that were lost in the storm.	717.6319		717.6319	
717	Sustainability	Recycling Education Van	\$ 90,000	We had fully planned to purchase the van this year when it came to our attention an electric version of the van could be purchased earlier than we thought possible. We believe purchasing an electric vehicle for the purposes of environmental education is extremely appropriate and aligns perfectly with our mission as a department. We are working with Fleet presently on this purchase, but it will not be made until after the end of this FY.	717.8421		717.8421	
45	Subtotal Sustainability & Environmental Services Fund		\$ 127,479					\$ -
125	Visit Plano	Wayfinding System Evaluation	\$ 64,468	The City has contracted with a vendor to review, analyze and evaluate the City's current Wayfinding System. This contract includes 3 phases. The first phase is to discover the requirements of various stakeholders and current Wayfinding conditions, report those findings, and design a program around those needs and conditions. The second phase (we are currently in this phase) is the design of signage and other tools, electronic or otherwise, that will be utilized in the implementation of the program. The third phase is fabrication and installation. The City reserves the right to proceed with the selected consultant for the second phase, to tender for other qualified candidates or to cancel the second phase. Contracting for the third phase will be handled separately. The project is still in process; therefore, current monies need to be rolled over to FY 2021-22.	125.6319		125.6319	
46	Subtotal Convention & Tourism Fund		\$ 64,468					\$ -

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Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes: From		To	Approval Amount
471	Municipal Drainage Operations	Sand/Salt Stockpile	\$ 89,000	We are requesting a carry forward of funds to FY 2021-22. The majority of the funds in the Sand, Clay & Loam account are earmarked for replenishing the Sand/Salt mixture used during harsh winter storms during a given year. We essentially used all of our stockpiles during the Ice/Snow event earlier this year. Additionally, due to the Pandemic and extreme winter storm in North Texas, our salt supplier fell far behind in their stock and deliveries. We have been on "hold" since then and learned just this week that they are not taking new orders until the end of September.	471.6223		471.6223	\$ -
47	Subtotal Municipal Drainage Fund		\$ 89,000					\$ -
342	Fleet Services	Contracts-Professional Services	\$ 120,000	Professional services for the design of a new fueling facility located at Parkway Service Center. The start of this project was delayed due to COVID-19.	342.6312		342.6312	
342	Fleet Services	Fuel Tank Monitoring Upgrade	\$ 73,665	Fleet Services has engaged the professional services of Earth One to complete design specifications to upgrade the automatic tank gauge systems to monitor fuel tanks at sites throughout the City including mission critical sites such as the Emergency Operations Center and Custer & Stadium Pump Stations. Fleet Services and Technology Services are now working with Earth One and will begin the formal purchasing process for this equipment upon completion of the specifications. The project will not be completed until FY 2021-22.	342.8416		342.8416	
61	Subtotal Equipment Maintenance Fund		\$ 193,665					\$ -
117	Risk Management	Replace Employee ID badges	\$ 10,000	This is a joint project with Technology Services and Facilities to replace ID badges to a more secure system as part of the MFA upgrade. Due to the late timing of this unexpected project, we are asking to carry forward \$10,000 for the purchase of new cards.	117.6208		117.6208	
117	Risk Management	Connect 4 Health/Risk Management Safety Olympics	\$ 10,000	Due to COVID we were unable to hold the Olympics in May and are now set for the second week of October. As a result, the event is now in a new budget year and the majority of our purchases for the event occur in the few weeks ahead of the week long events which in this case is after the cut off dates to use 2020-2021 funds.	117.6441		117.6441	
65	Subtotal Risk Management Fund		\$ 20,000					\$ -
395	Technology Services	Contracts-Professional Services	\$ 324,314	Due to recent needs in the past 90 days, we requested and received City Council approval on 23 August 2021 for an expenditure of \$327,600 for staff augmentation services as a result of staffing shortfalls and increased demand in workload. We are still in the process of obtaining staff augmentation, yet have not encumbered funds against orders and request to carry forward.	395.6312		395.6312	
398	Radio Shop	Siren Head Replacements	\$ 180,000	Annual activity to lifecycle 3 Siren Heads (~ 45 sirens poles across COP), for early warning siren system. Due to other priorities and vendor availability during the COVID-19 pandemic, the City was unable to perform the siren head replacement within this fiscal year.	398.8416		398.8416	
66	Subtotal Technology Services Fund		\$ 504,314					\$ -
GRAND TOTAL CARRY FORWARDS REQUESTED			\$ 2,575,832	GRAND TOTAL CARRY FORWARDS APPROVED			\$ -	