

CARRY FORWARD REQUESTS 2021-22 FUNDS TO 2022-23								
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes: From To		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 2022-23.	213.8451	213.8451	\$	50,000
532	Police	Training	\$ 2,300	The Police Department is requesting a carry forward in the amount of \$2,300 for one time training costs. These funds were included with the new Police Records Applications Analyst position in FY 2021-22 and are needed to ensure an appropriate amount of training. This position will be crucial in the success of the department's new Records Management System when it is chosen and implemented.	532.6307	532.6307	\$	2,300
552	Plano Fire-Rescue	Implements & Apparatus	\$ 986,308	Plano Fire-Rescue requests to carry forward \$986,308 for training props, thermal linings and FF&E for the Fire Training Center. This purchase was approved by City Council on August 8, 2022 and is currently in contract development. The Fire Training Center is scheduled for completion in 2022.	552.8416	552.8416	\$	986,308
552	Plano Fire-Rescue	SkyTrak Unit	\$ 168,254	The SkyTrak tele handler unit for the Fire Training Center was included in a FY 2021-22 supplement. This purchase was approved by City Council on June 27, 2022. Fleet Services ordered the unit on June 28, 2022 with an estimated delivery date of May 1, 2023. Plano Fire-Rescue requests to carry forward \$168,254 to FY 2022-23.	552.8421	552.8421	\$	168,254
583	Animal Services	Body worn video cameras	\$ 12,742	Animal Services requests to carry forward \$12,742 to replace body worn video cameras that have reached the end of life and are no longer supported. The cameras were included in a FY 2021-22 supplement. Acquisition has been delayed due to Motorola purchasing the supplier, evaluating the feasibility of purchasing cameras vs. leasing for five years and waiting on approval from TS.	583.6208	583.6208	\$	12,742
583	Animal Services	Housing for small livestock	\$ 7,500	Animal Services requests to carry forward a one-time cost of \$7,500 to FY 2022-23. The funds are needed to purchase an outdoor structure with a digging barrier which will provide appropriate housing for small livestock animals. The structure could not be purchased or constructed this year due to a larger construction project taking much longer than projected. It would have been difficult to have two projects ongoing at the same time in such a small area so the decision was made to wait until the larger project was completed.	583.6208	583.8231	\$	7,500
619	Neighborhood Services	Housing Plan Study	\$ 150,000	Neighborhood Services request to carry forward \$150,000 to FY 2022-23. This project is closely tied to the Planning Department's market data acquisition which has been delayed due to a lack of responsive bids. As of mid-September, Planning acquired a source for the housing market data necessary for the Housing Plan Study to move forward. Neighborhood Services anticipates posting the RFP for the Housing Plan Study within the next month.	619.6312	619.6312	\$	150,000
619	Neighborhood Services	Day Labor Center Security Improvements	\$ 50,000	Neighborhood Services requests to carry forward \$50,000 to FY 2022-23. This project is to improve security at the Day Labor Center including: patio shutters, fencing and relocation of security cameras. The project has faced challenges with the bid process and necessary modifications for the facility to meet current building codes. Additional delays have resulted from information discovered during the building permit process and site plan review. The project has gone out to bid to meet full requirements and is expected to be underway soon.	619.6312	619.6312	\$	50,000
619	Neighborhood Services	Workstation Reconfiguration	\$ 36,000	The approved FY 2022-23 Budget allocated Neighborhood Services six (6) new full-time employees. This carry-forward request, for \$36,000, encompasses a FY 2021-22 re-estimate savings allowing us to begin reconfiguration of the workstations on the first and second floor to accommodate the additional Neighborhood Services staff.	619.6312	619.6312	\$	36,000

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621	Neighborhood Services/ Reinvestment	Great Update Rebate Grant Program	\$ 440,943	The Great Update Rebate is a home improvement program designed to encourage homeowners to make improvements to their home; thereby, revitalizing the neighborhood as a whole. We currently have a total of \$440,942.87 for projects already awarded and underway and request to carry forward this amount to FY 2022-23.	621.6312	621.6312	\$ 440,943	
621	Neighborhood Services/ Reinvestment	Neighborhood Vitality & Beautification Grant Program	\$ 91,414	This carry-forward is requested to continue implementing neighborhood revitalization initiatives as recommended by the Housing Value 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 \$91,414.10 for projects 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	\$ 91,414	
622	Planning/Comprehensive/Long Range Division	Annual Market Study	\$ 35,000	In FY 2021-22, annual studies were approved as a \$25,000 recurring annual expenditure in the Planning Department's operating budget. Due to rising costs, an additional \$10,000 was allocated to this year's project from the department's FY 2021-22 operating budget. A delay of the RFP process occurred due to competing project deadlines, a staffing shortage within the division and the addition of information related to Neighborhood Services' housing plan for efficiency. The original RFP was posted on July 6, 2022. Due to a lack of response, it was extended to September 7, 2022. Responses received did not meet the desired specifications and the decision was made to negotiate directly with an individual contractor. Staff is currently working with the contractor on the scope of work and anticipates having a contract in place within 45 days. Planning requests to carry forward \$35,000 to FY 2022-23.	622.6312	622.6312	\$ 35,000	
622	Planning/Comprehensive/Heritage	Heritage Surveys	\$ 80,000	Consistent with the recommendations of the Comprehensive Plan and Preservation Plan, staff is preparing the next heritage survey update based on adopted standards. Assistance of an experienced firm is needed to conduct the Heritage Resource Surveys to determine which properties are eligible for heritage designation. The Planning staff worked with Purchasing staff to refine the RFP which was sent out on September 9, 2022. A selection is anticipated by early October 2022. Planning requests to carry forward \$80,000 to complete this project.	622.6312	622.6312	\$ 80,000	
622	Planning/Comprehensive/Long Range Division	Community Design and Outreach Facilitation	\$ 90,000	The Comprehensive Plan calls for the creation of a Community Design Plan to guide the functional and aesthetic qualities of various development contexts and identify key corridors and districts that would benefit from unified design themes and standards. Preliminary work has begun; however, the project has been delayed due to a staffing shortage and workload volume. Full staffing is anticipated in late September, at which point the project will resume at a higher priority. Consultant selection is ongoing in collaboration with Purchasing and authorization was received for a professional services contract in August. Planning requests to carry forward \$90,000 to FY 2022-23.	622.6312	622.6312	\$ 90,000	
622	Planning/Comprehensive/Long Range Division	Citywide 3D Data	\$ 20,000	In early spring, the Planning Department purchased five user licenses for ArcGIS Urban. Staff has worked on setting up base layers; however, until recently, due to a lack of staff availability, a thorough assessment of all data needs to develop the base map was not possible. An initial quote for data was received from the vendor (Nearmap), which came in higher than expected. Staff will continue to assess and determine data needs before making a final decision. A current contract with Nearmap is up for renewal on October 1, 2022 and it would be prudent to align the purchase of the data with the upcoming renewal. Planning requests to carry forward \$20,000 to FY 2022-23.	622.6251.GIS	622.6251.GIS	\$ 20,000	

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623	Neighborhood Services/ Tree Assmt Program	Uri Dead Tree Assistance	\$ 250,000	City Council dedicated \$750,000 to Neighborhood Services to provide assistance to property owners with code violations related to dead and damaged trees from the Uri Winter Storm in 2021. To date, \$88,996.29 of the \$750,000 has been utilized. Currently, we have processed all of the high priority trees and have begun working through the remaining 800 medium priority trees with approximately 1,500 low priority trees to follow. We anticipate 5% of these trees will need to utilize the assistance program resulting in approximately 115 assistance applications, totaling almost \$250,000. Therefore, we request this amount be carried forward to continue assisting qualified property owners.	623.6312	623.6312	\$ 250,000	
643	Parks Division/Park Support	Forestry Maintenance	\$ 60,000	The Parks Division requests to carry forward \$60,000 for forestry work to correct years of deferred maintenance at the Los Rios site. This location has ongoing forestry-related service requests due to failed and improper services while care was provided by a previous site manager. Any continuation of deferred maintenance will result in further loss of forestry canopy and tree inventory, as well as posing increased risks to anyone using the site.	643.6312	643.6312	\$ 60,000	
645	Parks Division/Park Services	1 Ton Crew Cab Truck, Utility Body w/Lift gate	\$ 60,000	The Parks Division requests to carry forward \$60,000 for a 1 Ton Crew Cab Truck which was included in a FY 2021-22 supplement. This vehicle is necessary for the newly added Assistant Supervisor to perform daily job requirements, as needed, within the park system and citywide. The vehicle order is pending.	645.8421	645.8421	\$ 60,000	
649	Parks Division/Natural Resources	3/4 Ton Utility Body Truck	\$ 66,275	The Parks Division requests to carry forward \$66,275 for a 3/4 Ton Utility Truck which was included in a FY 2021-22 supplement. The vehicle has not yet been delivered due to supply chain delays.	649.8421	649.8421	\$ 66,275	
651	Recreation Administration	Cargo Van	\$ 42,835	Recreation Administration requests to carry forward \$42,835 for a Cargo Van which was included in a FY 2021-22 supplement. The vehicle has not yet been delivered due to supply chain delays.	651.8421	651.8421	\$ 42,835	
721	Engineering	1/2 Ton Pickup Truck, Extended Cab	\$ 32,686	The Engineering Division requests to carry forward \$32,686 for a new vehicle included in a FY 2021-22 supplement for a Utility Coordinator position. This vehicle has not yet been delivered due to supply chain delays.	721.8421	721.8421	\$ 32,686	
742	Streets	1/2 Ton Double Cab Pickup Truck	\$ 32,686	The Streets Division requests to carry forward \$32,686 for a 1/2 Ton Double Cab Pickup which was included in a FY 2021-22 supplement. The vehicle has not yet been delivered due to supply chain delays.	742.8421	742.8421	\$ 32,686	
01	Subtotal General Fund		\$ 2,764,943				\$ 2,764,943	
717	Sustainability	Recycling Education Van	\$ 29,413	The Sustainability Department carried forward \$90,000 this past FY in order to pay for the new electric mobile outreach van (we were waiting on the vendor to make it available). The van is now on site and we have completed the exterior wrap. We have spent \$58,029, to date. We are currently working with Fleet to complete the interior build-out. Since this piece has not been finalized and we do not have a specific vendor selected, we are requesting a carry-forward of the remaining balance in order to complete the project.	717.8421	717.8421	\$ 29,413	
45	Subtotal Sustainability & Environmental Services Fund		\$ 29,413				\$ 29,413	
125	Visit Plano	TACVB Winter Conference Opening Reception	\$ 5,856	The Texas Association of Convention and Visitor Bureaus will hold it's Winter Conference in Plano, January 18-21, 2023. Visit Plano contracted with Legacy Hall to do the opening reception. As per the agreement, 50% of the cost was paid at signing and the other 50% is due at the time of the event. The project is still in process; therefore, we request a carry forward for the remaining funds to FY 2022-23.	125.6319	125.6319	\$ 5,856	
46	Subtotal Convention & Tourism Fund		\$ 5,856				\$ 5,856	

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471	Municipal Drainage Operations	Sand/Salt Stockpile	\$ 122,990	Municipal Drainage Operations is requesting to carry forward \$122,990 to FY 2022-23. 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. Our Salt Supplier (Morton Salt) has been mining and restocking their salt inventory through the summer. They are not taking orders until that process is completed in late September; thus, we will not be able to use the budgeted funds until October of the new FY.	471.6223	471.6223	\$ 122,990	
473	Environmental Quality	1/2 Ton Extended Cab 4WD	\$ 35,196	Environmental Quality is requesting to carry forward \$35,196 to FY 2022-23 for a 1/2 Ton Extended Cab 4WD Truck which was included in a FY 2021-22 supplement. The vehicle has not yet been delivered due to supply chain delays.	473.8421	473.8421	\$ 35,196	
473	Environmental Quality	1/2 Ton Extended Cab 4WD	\$ 34,846	Environmental Quality is requesting to carry forward \$34,846 to FY 2022-23 for a 1/2 Ton Extended Cab 4WD Truck which was included in a FY 2021-22 supplement. The vehicle has not yet been delivered due to supply chain delays.	473.8421	473.8421	\$ 34,846	
47	Subtotal Municipal Drainage Fund		\$ 193,032				\$ 193,032	
342	Fleet Services	Contracts-Professional Services	\$ 171,340	During FY 2019-20, \$120,000 was included for professional services for the design of a new fueling facility located at High Point. The start of this project was delayed due to COVID-19 and the pending remodel of the Parkway Service Center. The scope for the project was just completed and is set to go to Council on September 20, 2022. The cost is significantly more than expected (\$405,320); therefore, Fleet Services requests to carry forward the additional \$51,340 in this object code that was allocated for other projects that have been cancelled.	342.6312	342.6312	\$ 171,340	
342	Fleet Services	Line Powered Mobile Column Lifts	\$ 21,737	Fleet Services is requesting to carry forward \$21,737 to FY 2022-23 for make-ready and municipal garage costs for two (2) Line Powered Mobile Column Lifts. These items were included in a FY 2021-22 supplement. The expectation is they will be ordered by the end of FY 2021-22.	342.8416	342.8416	\$ 21,737	
61	Subtotal Equipment Maintenance Fund		\$ 193,077				\$ 193,077	
395	Technology Services	Contracts-Professional Services	\$ 1,045,254	Technology Services has applied significant efforts in the current fiscal year assessing our City's hardware, software, and processes. In several instances, these efforts resulted in TS decommissioning legacy systems and transitioning to more modern solutions at a significantly lower cost. Cost savings in the amount of \$650,254 will be leveraged to address legacy systems and infrastructure. Also, an in-depth review of Microsoft applications resulted in cost savings of \$395,000. The reallocation of these funds, for this previously unfunded purpose, was approved by the CMO to address areas of increased risk. Targeted efforts by TS have also revealed several areas of old technology that poses significant risks to the City's security and continuity of operations. TS is requesting a carry forward of \$1,045,254	395.6312	395.6312	\$ 1,045,254	
66	Subtotal Technology Services Fund		\$ 1,045,254				\$ 1,045,254	
GRAND TOTAL CARRY FORWARDS REQUESTED			\$ 4,231,575	GRAND TOTAL CARRY FORWARDS APPROVED			\$ 4,231,575	