

CARRY FORWARD REQUESTS 2019-20 FUNDS TO 2020-21								
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes: FromTo		Approval Amount	
	BUDGETED PROJECTS/ITEMS							
213	Budget	Software	\$50,000	The current implementation of the PeopleSoft Position Management Software has been delayed in the PMO Technology timeline and will need to be carried forward in the new fiscal year.	213.8451	213.8451		
532	Police	Public Safety Officers - One Time Costs	\$27,460	Two additional Public Safety officers were approved during the FY 2019-20 budget process to begin on April 1, 2020 as part of the Police Substation (802) completion. However, due to 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 equipment are unable to be ordered until candidates have completed all portions of the hiring process.	Various	Various		
532	Police	Travel/Professional Development	\$2,550	The addition of a Training Officer was approved during the FY 2019-20 budget process. A recruit was hired to fill the vacant position. However, due to the COVID-19 pandemic, all department training was cancelled. This position will require several external training classes and certifications that will need to be achieved in the upcoming fiscal year when training is reinstated.	532.6307	532.6307		
532	Police	Family Violence Detective - One Time Costs	\$11,879	The department was approved to add a Family Violence Detective during the FY 2019-20 budget process. A recruit was hired to fill the vacant position, but due to significant staffing shortages, an officer has not been assigned to the Family Violence Unit. The selected employee has been unable to attend required specialized training or been assigned to an office space. It will also require additional equipment and furniture when the transfer is made.	Various	Various		
552	Plano Fire-Rescue	Minor Apparatus	\$10,000	Funding for RFID Trial for Inventory Management. Legal is in the Contract Development phase with the selected vendor.	552.6208	552.6208		
552	Plano Fire-Rescue	Implements & Apparatus	\$750,000	FFE purchases for the Fire Training Center.	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 to accomplish the development of a quick reference emergency preparedness plans for placement in city facilities into the 2020-2021 budget year. Given the complexity of emergency preparedness plans involving multiple city departments collaboration and the sudden outbreak of the COVID pandemic, we are asking for a carry-forward into the next budget year and anticipating a scheduled completion date of June 2021.	556.6301	556.6301		
583	Animal Shelter	Municipal Garage	\$9,000	Due to timing of Council approved item, truck wraps are in the purchasing process.	583.6344	583.6344		
585	Liquid Waste Hauler	Outside Printing Service	\$1,869	Trip Ticket Books (for liquid waste haulers) Vendor did not give quote to Office Depot in time to receive before the end of the FY (past Purchasing cut-off dates). We need to carry forward the funds into FY20-21 to pay the invoice after the books are received.	585.6301	585.6301		
621	Neighborhood Services	Neighborhood Vitality & Beautification Grant Program	\$218,545	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 \$218,544.62 encumbered 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		
621	Neighborhood Services	Great Update Rebate Grant Program	\$245,959	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. All FY 2019-20 funding was encumbered by September 15th. The carry forward funds are for projects currently underway.	621.6312	621.6312		

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622	Planning	Comprehensive Plan Review Committee Administrative Costs	\$ 92,000	The administrative costs for the Comprehensive Plan Review Committee (“CPRC” or “Committee”) were approved as a \$100,000 expenditure in the FY 2019-2020 operating budget. To date, administrative costs associated with supporting the Committee’s work have totaled approximately \$8,000. In March, due to the COVID-19 pandemic, the Committee’s work temporarily shifted to a virtual environment and the costs associated with supporting the Committee’s objectives were relatively minimal during that time. Planned activities, such as a facilitated chartered bus tour, were reconfigured so as to avoid gatherings of 10 persons or more. Beginning in mid-June, the Committee once again began holding in-person meetings and efforts to resume operations with some semblance of normalcy are ongoing. The Committee’s original work plan anticipated finishing in October 2020. Due to COVID-19 and associated delays, the Committee’s work plan has been extended through the end of 2020. A carry forward is necessary to allow the Committee and staff to continue with the comprehensive plan review activities and to fulfill the aims specific to this project.	622.6312	622.6312		
636	Parks Division/Athletics	Minor Apparatus	\$ 10,000	Technology Services has ordered desktop and laptop computers for the new Enfield Service Center that have not arrived. These items were approved in a budget supplement, but were delayed in processing due to COVID-19. The project is still in process; therefore, funding of \$10,000 needs to carry forward.	636.6208	636.6208		
01	Subtotal General Fund		\$ 1,444,262				\$ -	
765	Meter Services	Water Meters – Non Capital	\$ 30,000	Last fiscal year \$300,000 was carried forward from this cost center for the purchase of a meter test bench. City Council approved 2020-0046-BR RFP Water Meter Test Bench on June 8, 2020 for \$246,103. In order to install the Water Meter Test Bench, a building modification is needed in the Meter Services area. Facilities Services is currently obtaining quotes from vendors for the building modification but will not have the work completed by the end of FY 2019-20. The initial feedback is the cost will be between \$15,000 to \$30,000.	765.6272	765.6272		
41	Subtotal Water & Sewer		\$ 30,000				\$ -	
717	Sustainability	Contracts - Other	\$ 107,479	Mobile Recycling Van - Project and funds were put on hold during budget evaluation and just reassigned to the project at the end of this fiscal year. Need to carry-forward to complete purchase.	717.6319	717.6319		
45	Subtotal Sustainability & Environmental Services		\$ 107,479				\$ -	
125	Visit Plano	Contracts - Other	\$ 107,543	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 2020-21.	125.6319	125.6319		

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125	Visit Plano	Contracts - Other	\$ 30,793	This is for a certification that the cleaning protocols put in place by a Plano hotels and Plano Event Center are certified by Global Biorisk Advisory Council GBAC, which is comprised of global leaders in the area of microbial - pathogenic threat analysis and mitigation. With hundreds of years in collective experience. Having something like this in place could help restore visitor confidence as we move through this pandemic. This is a membership program that Visit Plano would pay for the first year membership of the Plano hotels and Plano Event Center, any renewal after this would be the responsibility of the facility. This project is still under review with legal but if given the go-ahead we would need to roll these funds forward out of the 2019-2020 budget.	125.6319	125.6319		
46	Convention & Tourism Fund		\$ 138,336				\$ -	
342	Fleet Services	Contracts-Professional Services	\$ 120,000	Professional contractual services for the design of a new fueling facility located at Parkway Service Center.	342.6312	342.6312		
61	Equipment Maintenance		\$ 120,000				\$ -	
395	Technology Services	ESRI Enterprise Licensing	\$ 115,000	The ESRI Enterprise Licensing was a supplemental this fiscal year to increase the annual licensing cost. The establishment of the new licensing for the ESRI environment (GIS) has a dependency on the completion of the System Architecture Review that is currently in progress. The System Architecture Review was delayed by the vendor due to the COVID outbreak which is why it was not completed and the licensing was not increased this year.	395.8451	395.8451		
395	Technology Services	Contracts-Professional Services	\$ 180,000	The City funded a supplement in the amount of \$300,000 for an assessment and development of a strategic plan for Technology Services. Due to COVID delays, the assessment and associated plan have not yet been completed in the current fiscal year. Current expenditures have totaled \$120,000 to date. Technology Services would like to carry forward the remaining \$180,000 to address additional actions to ensure completion of all items associated with a full assessment and plan as well as to address critical items identified by the strategic plan and the associated assessment.	395.6312	395.6312		
398	Radio Shop	Siren Head Replacements	\$ 90,000	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 COVID-19 pandemic, the city was unable to perform the siren head replacement within this fiscal year.	398.8416	398.8416		
66	Technology Services		\$ 385,000				\$ -	
GRAND TOTAL CARRY FORWARDS REQUESTED			\$ 2,225,077	GRAND TOTAL CARRY FORWARDS APPROVED			\$ -	