



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		10/14/13		
Department:		Budget & Research		
Department Head		Karen Rhodes-Whitley		
Agenda Coordinator (include phone #): Ben Petty (7146)				
CAPTION				
An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2012-13 funds to fiscal year 2013-14; and providing an effective date.				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	2013-14	Prior Year (CIP Only)	Current Year	Future Years
		TOTALS		
Budget		0	0	0
Encumbered/Expended Amount		0	0	0
This Item		0	2,043,550	0
BALANCE		0	2,043,550	0
FUND(S): GENERAL FUND, WATER & SEWER FUND, SUSTAINABILITY & ENVIRONMENTAL SERVICES FUND, LOSS FUND.				
COMMENTS: Funds are available from the FY 2012-13 approved budget in the listed funds as carry-forwards into FY 2013-14 for the completion of various projects and other purchases. STRATEGIC PLAN GOAL: Carrying-forward of available funds for the completion of projects relates to the City's Goal of Financially Strong City with Service Excellence.				
SUMMARY OF ITEM				
The Ordinance approves the FY 2012-13 Carry-Forward List to FY 2013-14 and sets the level of transfers for the various funds, as reviewed by City Council.				
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies	
2012-13 Carry-Forward Request Log				

An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2012-13 funds to fiscal year 2013-14; and providing an effective date.

WHEREAS, on September 9, 2013, the City Council approved the Budget for fiscal year 2013-14 by passing Ordinance 2013-9-8; and

WHEREAS, State law provides that cities have the authority to carry-forward funds from previous fiscal year to the current fiscal year; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that it is in the best interest of the City and its citizens to carry-forward remaining funds from fiscal year 2012-13 to fiscal year 2013-14.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PLANO, TEXAS, THAT:

Section I. Subject to the applicable provisions of State law and the City Charter, the City Council hereby approves carrying-forward the funds listed below from the fiscal year 2012-13 Budget to the fiscal year 2013-14 Budget:

A.	General Fund	\$1,651,531
B.	Water & Sewer Fund	\$45,395
C.	Sustainability & Environmental Services Fund	\$316,624
D.	Loss Fund	\$30,000

Section II. This Ordinance shall become effective immediately upon its passage.

DULY PASSED AND APPROVED this the 14th day of October, 2013.

Harry LaRosiliere, MAYOR

ATTEST:

Diane Zucco, City Secretary

APPROVED AS TO FORM:

Diane C. Wetherbee, City Attorney

**CARRY FORWARD REQUESTS
2012-13 FUNDS TO 2013-14**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
	BUDGETED PROJECTS/ITEMS						
112	City Manager	Contractual	\$ 25,000	Consultant fees for staff retreats (2 each for Council and ET, with a 3rd for Council approaching).	112.6312	112.6312	\$ 25,000
115	City Secretary	Training	\$ 2,000	Due to the timing of the 2013 election, staff was unable to attend the International Institute of Municipal Clerk's annual conference and funds will be used for the 2014 event.	115.6309	115.6309	\$ 2,000
116	Marketing & Community Engagement	Contractual	\$ 25,000	To provide assistance to the Graphic Designer due to increased workload.	116.6312	116.6312	\$ 25,000
215	Non-Departmental	In-Kind Services	\$ 13,000	Grant funding for the Plano International Festival (\$3,000) and Feast-ival (\$10,000) needs to be carried forward to FY 2013-14. This amount is to be set aside to cover In-kind City services for the festivals. The funds are for personnel overtime hours (mainly Police overtime costs) who will be working at the events on October 5 and October 26.	215.6499	215.6499	\$ 13,000
215	Non-Departmental	Retirement Pay-outs	\$ 500,000	Funding available from retirements re-estimate FY 2012-13.	215.6199	215.6199	\$ 500,000
215	Non-Departmental	Contractual	\$ 30,000	City Attorney Executive Search	215.6312	215.6312	\$ 30,000
243	Economic Development	Photography/Promotional Material	\$ 10,000	Provide lifestyle/community asset photography for multi-departmental use.	243.6306	243.6306	\$ 10,000
321	Records Management	Travel	\$ 3,000	For Texas Open Records Act classes, the ARMA Annual Conference and out of state Laserfiche Conference.	321.6307	321.6307	\$ 3,000
321	Records Management	Training	\$ 1,000	For Records staff to attend local ARMA meetings and Laserfiche training sessions.	321.6309	321.6309	\$ 1,000
352	Facilities	Minor Apparatus	\$ 50,000	Funds for the planned fitness equipment. The fitness room will not be completed until January 2014.	352.6208	352.6208	\$ 50,000
352	Facilities	Utilities-Electric	\$ 100,000	In anticipation for increased electricity usage in the upcoming fiscal year.	352.6331	352.6331	\$ 100,000
352	Facilities	Utilities-Gas	\$ 50,000	It is anticipated that the gas utility company will increase gas prices to offset their increased operating expenses.	352.6332	352.6332	\$ 50,000
381	Human Resources	Training	\$ 14,400	Development of a High Performance Leadership program for Manage and next level employees. Implemented in January 2014.	381.6312	381.6312	\$ 14,400
619	Property Standards	Contractual	\$ 39,750	To fund contracted abatement services needed to secure open, unsecured residential and commercial structures, repair pool enclosures in disrepair, and to complete fence enclosures that do not function properly as pool enclosures.	619.6312	619.6312	\$ 39,750
621	Neighborhood Reinvestment	Contractual	\$ 365,512	Neighborhood study contracted through Catalyst Commercial Inc. and is currently underway costing \$134,488. The second phase will be to implement housing reinvestment programs based on the results of the study.	621.6312	621.6312	\$ 365,512
622	Planning	Contractual	\$ 9,869	Final stage of project with consultant Duncan and Associates in relation to the Zoning Ordinance.	622.6312	622.6312	\$ 9,869
622	Planning	Contractual	\$ 25,000	Sherry Sefko - The Town Planner, LLC. Contract.	622.6312	622.6312	\$ 25,000
624	Building Inspections	Reaccreditation	\$ 4,000	Reaccreditation for International Accreditation Service Evaluation.	624.6446	624.6446	\$ 4,000
634	Field Services	Maintenance	\$ 10,000	Funding is needed to purchase for off-season in-house irrigation repairs of systems due to drought related damage. Carry forward funding will be used in 2013-14 to help recover and catch up from the exceptional situation.	634.6229	634.6229	\$ 10,000
634	Field Services	Travel and Training	\$ 3,000	Budgeted funds for the superintendent, supervisor, and key personnel backflow and irrigation travel to locations where CEU training occurred or for the purpose of benchmarking operations were not used in 2012-13 due to turnover and vacancies. Carry forward funds will be used for key staff members to travel in 2013-14 to locations involved with advance municipal irrigation water management conservation.	634.6307	634.6307	\$ 3,000
634	Field Services	Travel and Training	\$ 7,500	Budgeted funds for backflow and irrigation personnel for local CEU training were not used in 2012-13 due to turnover and vacancies. Carry forward funds will be used for newly reclassified positions during 2013-14 related to municipal irrigation water management and conservation.	634.6309	634.6309	\$ 7,500
636	Athletics	Minor Apparatus	\$ 10,000	Funding to purchase a Segway was approved for \$7,000 as a supplement in the FY 2012-13 budget. The purchase was delayed since it was determined that a heavy duty model appropriate for park conditions was necessary, but would cost an additional \$3,000. The physical procurement will not occur until FY 2013-14.	636.8421	636.8421	\$ 10,000

CARRY FORWARD REQUESTS 2012-13 FUNDS TO 2013-14							
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
638	Parks Technical Services	Advertising	\$ 15,000	Marketing material in Parks brochure.	638.6306	638.6306	\$ 15,000
643	Park Support Services	Travel and Training	\$ 1,000	Budgeted funds for the Playground Safety Inspection Certification course for Park Support Playground Techs to travel to were not used in 2012-13 since the department was unable to locate a course within a reasonable distance. Several options have been identified and will be scheduled for 2013-14 as they come available.	643.6307	643.6307	\$ 1,000
643	Park Support Services	Licenses/Certificates	\$ 2,500	Budgeted funds for the Playground Safety Inspection Certification course for Park Support Playground Techs to travel to were not used in 2012-13 since the department was unable to locate a course within a reasonable distance. Several options have been identified and will be scheduled for 2013-14 as they come available. Several options have been identified and will be scheduled for 2013-14.	643.6446	643.6446	\$ 2,500
647	Sports Turf Maintenance	Chemicals	\$ 22,500	An additional round of fertilizer for athletic fields and facilities will be funded by this request if approved. Fertilization of the entire athletic site currently occurs three times annually. The extra fourth application will help catch up and promote recovery from drought related conditions and re-establish healthy grass if water restrictions ease. This application targets practice and warm-up areas that receive intensive uses by leagues, tournaments and the general public.	647.6212	647.6212	\$ 22,500
647	Sports Turf Maintenance	Chemicals	\$ 25,000	An additional round of ant bait for athletic fields and facilities will be funded by this request if approved. Curb-to-curb ant bait is applied two times annually at 16 athletic-oriented park sites encompassing 625 acres which includes 450 acres of sports fields. The application is in response to several serious ant bite incidents and concerns. The result of an additional application will be monitored for effectiveness in mitigating ongoing ant problems that affect players, spectators and general public that frequent the City's parks. A new invasive species of ants has also been identified that is cause	647.6212	647.6212	\$ 25,000
647	Sports Turf Maintenance	Contractual	\$ 200,000	Funds were carried over from the FY 2011-12 to the FY 2012-13 budget with the intent to contractually fix athletic field surfaces that have been severely impacted by the drought. Grading, topdressing aerifying, sodding, seeding, etc. could not be initiated (second year in a row) due to water restrictions. One time funding is requested to be carried forward again to recover athletic fields if water restrictions are lifted in FY 2013-14. Funds will be used to make turf repairs and to mitigate undulating surfaces at various sports fields.	647.6312	647.6312	\$ 200,000
648	Ground Maintenance Service District 2	Utilities-Water	\$ 52,000	Annual fee payable per agreement with Hewlett Packard (formerly EDS) for watering city medians maintained by HP has not yet been completed and will be submitted for payment at the time an invoice from HP (Legacy Assoc.) is received. Multiple requests for the invoice have been initiated by city staff.	648.6333	648.6333	\$ 52,000
658	Ground Maintenance Service District 3	Contractual	\$ 32,000	Budgeted funds were not used for normal seasonal overtime activities such as mowing rotations and landscape maintenance following rain delays due to the drought conditions. Additional funding will be needed in 2013-14 for landscaping rehabilitation due to 2011-12 drought damaged recovery and irrigation repairs currently on hold due to Stage 3 water restrictions.	658.6312	658.6312	\$ 32,000
684	Schimelpfenig Library	Workstation Renovation	\$ 3,500	To update workstations for 3 librarians.	684.6312	684.6312	\$ 3,500
01	Subtotal General Fund		\$ 1,651,531				\$ 1,651,531
723	Utility Engineering	Consultants	\$ 19,395	The Engineering Department will be hiring Freese & Nichols to an engineering study. This was not included in next year's budget. Approximate cost is \$8,000. Additionally we plan to have NCTCOG do additional work with the aerial photography work that is normally planned.	723.6312	723.6312	\$ 19,395
764	Pumping Facilities	Mowing Services	\$ 26,000	Re-bidding contract due to incumbent contractor going bankrupt.	764.6313	764.6313	\$ 26,000
41	Subtotal Water & Sewer		\$ 45,395				\$ 45,395

CARRY FORWARD REQUESTS 2012-13 FUNDS TO 2013-14								
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount	
					From	To		
712	Environmental Education and Community Outreach	Contractual Help	\$ 14,000	Part-time assistant position to help with the responsibilities related to the rentals and upkeep of the Environmental Education Center. As the facility continues to be utilized, the time-consuming activities are taking staff members away from their primary responsibilities.	712.6312	712.6312	\$ 14,000	
714	Compost Operations & Marketing	Mulch Colorant	\$ 11,470	Delay in ordering is necessary to ensure fresh product and colorant quality due to the relatively short shelf life. Coloring for fall will begin within 3-4 weeks and these funds will be needed to stock for the fall season.	714.6212	714.6212	\$ 11,470	
714	Compost Operations & Marketing	Potting Mix	\$ 34,085	Re-bidding an eight (8) quart Texas Pure Powerful Potting Mix product bag fro retail sales. Initial RFP quotes exceeded the budgeted funding for all three bag types. This small bag and new product meets market demand for smaller and lighter bags of organic mix for grocery store resale.	714.6281	714.6281	\$ 34,085	
714	Compost Operations & Marketing	Compost Hauling	\$ 40,000	Contracted hauling of Texas Pure Products were delayed to allow NTMWD to complete internal compost feasibility evaluations. The evaluations provide a better understanding and expectation of the City's role as contractor for the Regional Composting Program for the remaining two years ending September 30, 2015.	714.6312	714.6312	\$ 40,000	
714	Compost Operations & Marketing	Contractual Repairs	\$ 22,069	Contractual repairs to the two Texas Pure operational facilities were delayed to allow NTMWD to complete internal compost feasibility evaluations. The evaluations provide a better understanding and expectation of the City's role as contractor for the Regional Composting Program for the remaining two years ending September 30, 2015.	714.6314	714.6314	\$ 22,069	
714	Compost Operations & Marketing	Equipment	\$ 100,500	Various equipment to enhance operational efficiencies and improve Texas Pure product quality were delayed to allow NTMWD to complete internal compost feasibility evaluations. The evaluations provide a better understanding and expectation of the City's role as contractor for the Regional Composting Program for the remaining two years ending September 30, 2015.	714.8416	714.8416	\$ 100,500	
714	Compost Operations & Marketing	Equipment	\$ 63,000	Various equipment to enhance operational efficiencies and improve Texas Pure product quality were delayed to allow NTMWD to complete internal compost feasibility evaluations. The evaluations provide a better understanding and expectation of the City's role as contractor for the Regional Composting Program for the remaining two years ending September 30, 2015.	714.8421	714.8421	\$ 63,000	
716	Environmental Education Building	Storage Cabinets	\$ 5,000	Design, construction and installation of storage cabinets to store educational resources and demonstration pieces.	716.6319	716.6319	\$ 5,000	
748	Environmental Waste Collections	Printing	\$ 26,500	Printing the revised EWS's new homeowner informational packet which is provided throughout the year to all new homeowners moving into Plano. In addition, completing the roll-out of the Recycle Right Plano educational campaign and Gold Star Cart Program. Both projects were delayed due to the re-organizational shift of the former Sustainability & Environmental Services Department and design delays.	748.6301	748.6301	\$ 26,500	
45	Subtotal Sustainability & Environmental Services		\$ 316,624				\$ 316,624	
117	Risk Management	Office Supplies	\$ 10,000	Anticipating the move to the Municipal Center in FY 2013-14, we will need additional funding to cover the cost of the move.	117.6201	117.6201	\$ 10,000	
117	Risk Management	Software	\$ 20,000	To purchase a software system to help organize and track several thousand Certificates of Insurance received each year..	117.8451	117.8451	\$ 20,000	
65	Loss Fund		\$ 30,000				\$ 30,000	
GRAND TOTAL CARRY FORWARDS REQUESTED			\$ 2,043,550	GRAND TOTAL CARRY FORWARDS APPROVED			\$ 2,043,550	