



**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:		10/22/12		
Department:		Budget		
Department Head		Karen Rhodes-Whitley		
Agenda Coordinator (include phone #): Carla Rude x7407				
CAPTION				
An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2011-12 funds to fiscal year 2012-13; 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: 2012-13	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	1,598,304	0	1,598,304
BALANCE	0	1,598,304	0	1,598,304
FUND(S): GENERAL FUND, WATER & SEWER FUND, CONVENTION & TOURISM FUND, SUSTAINABILITY & ENVIRONMENTAL SERVICES FUND, MUNICIPAL DRAINAGE FUND.				
COMMENTS: Funds are available from the FY 2011-12 approved budget in the listed funds as carry-forwards into FY 2012-13 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 2011-12 Carry-Forward List to FY 2012-13 and sets the level of transfers for the various funds, as reviewed by the City Council.				
List of Supporting Documents: 2011-12 Carry-Forward Request Log			Other Departments, Boards, Commissions or Agencies	

An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2011-12 funds to fiscal year 2012-13; and providing an effective date.

WHEREAS, on September 10, 2012, the City Council approved the Budget for fiscal year 2012-13 by passing Ordinance 2012-9-8; and

WHEREAS, State law provides that cities have the authority to carry-forward funds from the 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 2011-12 to fiscal year 2012-13.

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 2011-12 Budget to the fiscal year 2012-13 Budget:

A.	General Fund	\$1,279,930
B.	Water & Sewer Fund	\$56,937
C.	Sustainability & Environmental Services Fund	\$210,500
D.	Convention & Tourism Fund	\$50,000
E.	Municipal Drainage Fund	\$937

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

DULY PASSED AND APPROVED this the 22nd day of October, 2012.

Phil Dyer, MAYOR

ATTEST:

Diane Zucco, CITY SECRETARY

APPROVED AS TO FORM:

Diane C. Wetherbee, CITY ATTORNEY

**CARRY FORWARD REQUESTS
2011-12 FUNDS TO 2012-13**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
<u>BUDGETED PROJECTS/ITEMS</u>							
112	City Manager	Upgrades to Conference Room; Professional services and other Miscellaneous costs related to training retreats and workshops	\$ 25,000	Continue Audio Visual technology upgrades to the City Manager's Conference room, including hardware, software, wiring, cabling, installation. Costs related to training retreats and workshops.	112.6312	112.6312	\$ 25,000
512	Community Outreach	Food	\$ 4,000	Cost of food served at community outreach projects: Branding, Vision and HOA outreach	512.6204	512.6204	\$ 4,000
		Professional Services	\$ 12,000	Professional contracts related to community outreach projects	512.6319	512.6319	\$ 12,000
		Room rentals	\$ 2,000	Room rental fees associated with Community Outreach Projects, including Plano Centre and other locations	512.6346	512.6346	\$ 2,000
215	Non-Departmental	Plano International Festival and Feastival	\$ 10,350	Special Event Grants that take place in October	215.6499	215.6499	\$ 10,350
215	Non-Departmental	Retirement Pay-outs	\$ 500,000	Funding available from retirements re-estimate FY 11-12	215.6199	215.6199	\$ 500,000
321	Records Management	Purchase Microfilming Equipment	\$ 10,000	Funds are available in the postage account to cover the purchase of additional microfilm equipment	321.6202	321.8452	\$ 10,000
		Travel & Professional Development	\$ 1,000	Funds required to attend training for Open Records Act	321.6307	321.6307	\$ 1,000
		Training	\$ 1,000	Funds required to attend training and an Archivist conference in Dallas in October 2012	321.6309	321.6309	\$ 1,000
381	Human Resources	Printer and Scanner	\$ 10,000	A decision has not been reached on the replacement printer for the employee ID badge system or the replacement scanner for Civil Service testing	381.6203 - \$5,000 381.6208 - \$5,000	381.6203 - \$5,000 381.6208 - \$5,000	\$ 10,000
		Time Keeping System	\$ 15,000	Time Keeping System pilot program to enhance capabilities to keep better track of time worked for employees in HR and Parks departments	381.6441	381.8416	\$ 15,000
352	Facilities Maintenance	Natural Gas and Electric Utilities for City Buildings	\$ 200,000	Mild winter and summer created less demand for heating and cooling in City Buildings. Requesting funds to cover possible utility account shortages in FY 12-13.	352.6332 - \$50,000 352.6331 - \$150,000	352.6332 - \$50,000 352.6331 - \$150,000	\$ 200,000

**CARRY FORWARD REQUESTS
2011-12 FUNDS TO 2012-13**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
532	Police	Wearing Apparel for Police Officers	\$ 87,720	Testing the wearing ability and utility of new, lighter summer weight uniforms was not completed by year end, funds will be required to purchase new summer uniforms for officers during FY 12-13.	532.6205 - \$37,720 532.6251 - \$50,000	532.6205	\$ 87,720
		Computer hardware for Detectives and Command Van	\$ 11,150	Equipment ordered through Technology Services, has not been installed or charged to department due to imaging problem	532.6252	532.6252	\$ 11,150
		Internet Connectivity at Training Center	\$ 17,475	High Speed Internet connectivity at the Plano-Richardson Police Training Center has not been available, installation and upgrade in process for early 2012-13	532.6312	532.6312	\$ 17,475
		Life -size Police Officer and Child Statue	\$ 49,992	Original artwork, statue to be purchased and installed at the front entrance to Police Headquarters for beautification of entryway, coordinated with the recently installed landscaping	532.6208 - \$12,642 532.6217 - \$37,350	532.8416	\$ 49,992
534	Public Safety & Communications	Maintenance contract for upgraded CAD system	\$ 11,500	Upgraded CAD system going to City Council for approval, will need maintenance funds in 2012-13	534.6313	534.6313	\$ 11,500
619 623	Property Standards / Rental Registrations & Inspections	Contracts-Professional Services	\$ 25,853	To pay for outstanding Contracted Services for various property abatements as well as for public nuisance abatements costs expected to increase in FY 2012-13.	619.6312 - \$15,352 619.6319 - \$3,756 619.6301 - \$1,271 623.6312 - \$5,474	619.6312 - \$15,352 619.6319 - \$5,027 623.6312 - \$5,474	\$ 25,853
622	Planning	KPB Grant funds for Love Where You Live program	\$ 5,000	Project sites were only recently reviewed and final selections were made, requesting grant funds carry forward to 12-13 for project	622.6312	622.6312	\$ 5,000
		Contracts-Professional Services	\$ 10,919	To complete Final Stage of consulting work on Zoning Ordinance with Duncan Associates.	622.6312	622.6312	\$ 10,919
634	Park Field Services	Overtime	\$ 3,500	Extreme Dry Climate conditions of FY 2010-11 and 2011-12 will require add'l drought damage recovery OT in FY 2012-13.	634.6111	634.6111	\$ 3,500

**CARRY FORWARD REQUESTS
2011-12 FUNDS TO 2012-13**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
		Training	\$ 4,000	Training courses for backflow and irrigation have not been local, delayed training, tentatively scheduled for FY 2012-13.	634.6309	634.6309	\$ 4,000
		Contracts-Professional Services	\$ 25,000	Extreme Dry conditions of FY 2010-11 and 2011-12 required additional funding in FY 2012-13 for removal of dead plant materials and repairs to median irrigation systems caused by shifting and contracting soils.	634.6312	634.6312	\$ 25,000
638	Parks Technology Services	Hike & Bike Trail Maps	\$ 1,400	To finish the printing of updated Bike & Trail Maps	638.6301	638.6301	\$ 1,400
		Advertising/marketing	\$ 8,600	For Marketing campaigns and to cover the advertising of a major award that may be received	638.6306	638.6306	\$ 8,600
		Credit Card/PCI compliant issue	\$ 5,600	To become compliant with the credit card industry	638.6312	638.6312	\$ 5,600
647	Sports Turf Maintenance Services	Chemical Supplies for weed control	\$ 40,000	Additional funding needed for FY 12-13 to maintain existing levels of fertilization and chemical applications (the existing purchasing contract expires)	647.6212	647.6212	\$ 40,000
		Contracted services for aerification of athletic fields	\$ 125,000	Aerification of Fields was delayed in FY 211-12 due to dry conditions and water restrictions, funds required to recover athletic field playing surfaces from stressed conditions (if water is available).	647.6312	647.6312	\$ 125,000
		Irrigation Supply parts and repairs for supplemental watering systems at athletic-orientated park sites	\$ 15,000	As the existing irrigation systems age, it is difficult to predict the amount of repair supplies that will be required for irrigation repairs at park sites.	647.6229	647.6229	\$ 15,000
648	Ground Maintenance Services District #2	Water Utilities/Landscape Maintenance at Legacy Assoc.	\$ 26,000	Annual fee, Invoice for landscaping maintenance/water at Legacy location for contract period from Hewlett Packard (EDS) has not been received by the City.	648.6333	648.6333	\$ 26,000
651	Recreation Administration	Staff Shirts	\$ 3,997	Contract process for employee shirt purchases was not completed by year end.	651.6205	651.6205	\$ 3,997
711	Public Works Administration	Training laptop	\$ 937	Laptop required for new City e-learning program	711.6208	711.6252	\$ 937
721	Engineering	Evaluate Street Conditions	\$ 10,000	Funds required to contract with the City of Dallas for special street equipment to more efficiently evaluate street conditions and identify repairs	721.6312	721.0631	\$ 10,000

**CARRY FORWARD REQUESTS
2011-12 FUNDS TO 2012-13**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
744	Signs & Markings Shop	Training laptop	\$ 937	Laptop required for new City e-learning program	744.6208	744.6252	\$ 937
01	Subtotal General Fund		\$1,279,930				\$1,279,930
421	Customer & Utility Services	Utility payment Kiosk project cancelled, re-install night drop box	\$ 40,000	Project will not be completed by Sept. 30	421.8452	421.8452	\$ 40,000
723	Utility Engineering	2011 Water Quality Study	\$ 16,000	Funds required for professional services related to the 2011 Water Quality Study	723.6312	723.6312	\$ 16,000
765	Meter Services	Training laptop	\$ 937	Laptop required for new City e-learning program	765.6208	765.6252	\$ 937
41	Subtotal Water & Sewer		\$ 56,937				\$ 56,937
714	Compost Operations & Marketing	Upgrade existing Skid Loader to a Compact Wheel Loader	\$ 60,000	Capital purchases were delayed until Regional Composting Evaluation was completed	714.8421	714.8421	\$ 60,000
		Upgrade F450 Dump Truck to 6-8 yard capacity	\$ 43,000	Capital purchases were delayed until Regional Composting Evaluation was completed	714.8421 - \$25,000 748.8421 - \$18,000	714.8421	\$ 43,000
		Upgrade Supervisor pick-up truck to a 4-Wheel Drive	\$ 2,500	Capital purchases were delayed until Regional Composting Evaluation was completed	748.8421	714.8421	\$ 2,500
748	Environmental Waste Services Division	Truck Panel Frames & Inserts (Advertising) and Postcards	\$ 26,500	Projects were delayed until Educational Campaign design was chosen	748.6301	748.6301	\$ 26,500
		Movie Theatre Advertising segments	\$ 11,300	Projects were delayed until Educational Campaign design was chosen	748.6306	748.6306	\$ 11,300
		Parkway Training Room AV system improvements	\$ 24,700	Project was approved during the re-estimate process and has been delayed until RFP was issued	748.6314	748.6314	\$ 24,700
751	Special Waste	New Litter Cage pick-up truck	\$ 37,500	Capital purchases were delayed until Sept 26th City Council Meeting	751.8421	751.8421	\$ 37,500
		Upgrade to existing pick-up truck	\$ 5,000	Capital purchases were delayed until Sept 26th City Council Meeting	748.8421	751.8421	\$ 5,000
45	Subtotal Sustainability & Environmental Services		\$ 210,500				\$ 210,500
126	Convention & Visitors Bureau	Visitor's Brochure	\$ 50,000	Bid Process delayed project publication	125.6301	125.6301	\$ 50,000

**CARRY FORWARD REQUESTS
2011-12 FUNDS TO 2012-13**

Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
46	Convention & Tourism		\$ 50,000				\$ 50,000
471	Drainage Operations	Training laptop	\$ 937	Laptop required for new City e-learning program	471.6208	471.6252	\$ 937
47	Subtotal Municipal Drainage Fund		\$ 937				\$ 937
GRAND TOTAL CARRY FORWARDS REQUESTED			\$ 1,598,304	GRAND TOTAL CARRY FORWARDS APPROVED			\$ 1,598,304