



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		10/26/15		
Department:		Budget & Research		
Department Head		Karen Rhodes-Whitley		
Agenda Coordinator (include phone #): <b>Ben Petty (7146)</b>				
<b>CAPTION</b>				
An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2014-15 funds to fiscal year 2015-16; and providing an effective date.				
<b>FINANCIAL SUMMARY</b>				
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP				
FISCAL YEAR:	<b>2015-16</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>
		<b>TOTALS</b>		
Budget		0	0	0
Encumbered/Expended Amount		0	0	0
This Item		0	4,287,341	0
BALANCE		0	4,287,341	0
<b>FUND(S): GENERAL FUND, PLANO TELEVISION NETWORK FUND, WATER &amp; SEWER, SUSTAINABILITY &amp; ENVIRONMENTAL SERVICES FUND, CONVENTION &amp; TOURISM FUND AND MUNICIPAL DRAINAGE.</b>				
<b>COMMENTS:</b> Funds are available from the FY 2014-15 approved budget in the listed funds as carry-forwards into FY 2015-16 for the completion of various projects and other purchases. <b>STRATEGIC PLAN GOAL:</b> Carrying-forward of available funds for the completion of projects relates to the City's Goal of Financially Strong City with Service Excellence.				
<b>SUMMARY OF ITEM</b>				
The Ordinance approves the FY 2014-15 Carry-Forward List to FY 2015-16 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	
2014-15 Carry-Forward Request Log				

**An Ordinance of the City of Plano, Texas, approving the carrying-forward of certain fiscal year 2014-15 funds to fiscal year 2015-16; and providing an effective date.**

**WHEREAS**, on September 14, 2015, the City Council approved the Budget for fiscal year 2015-16 by passing Ordinance 2015-9-10; 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 2014-15 to fiscal year 2015-16.

**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 2014-15 Budget to the fiscal year 2015-16 Budget:

A.	General Fund	\$2,382,401
B.	Plano Television Network	\$182,820
C.	Water & Sewer	\$165,000
D.	Sustainability & Environmental Services Fund	\$1,316,660
E.	Convention and Tourism Fund	\$213,960
F.	Municipal Drainage	\$26,500

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

**DULY PASSED AND APPROVED** this the 26th day of October, 2015.

---

Harry LaRosiliere, MAYOR

ATTEST:

---

Lisa C. Henderson, City Secretary

**APPROVED AS TO FORM:**

---

Paige Mims, City Attorney

CARRY FORWARD REQUESTS 2014-15 FUNDS TO 2015-16								
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount	
					From	To		
<b>BUDGETED PROJECTS/ITEMS</b>								
01.112	City Manager	Contractual - Professional Svcs	\$ 12,000	During FY 2014-15, the City Council Annual Retreat was postponed until October 30 & 31 of 2015. As a result, this will take place in FY 2015-16 and the funding will need to be used for associated expenses.	112.6312	112.6312	\$ 12,000	
01.116	Mkting & Community Engagement	Food	\$ 4,904	Wearing apparel purchased for the Director.	116.6204	116.6205	\$ 4,582	
01.116	Mkting & Community Engagement	Software - Non capital	\$ 7,200	Funds needed to allow for team-wide upgrade to Aboobe Creative Cloud, which was implemented this year, but not billed until FY 2015-16.	116.6251	116.6251	\$ 7,200	
01.116	Mkting & Community Engagement	Advertising	\$ 7,350	Funds needed to maximize social reach and some alternative advertising approaches with our current marketing efforts.	116.6306	116.6306	\$ 7,350	
01.116	Mkting & Community Engagement	Contractual - Professional Svcs	\$ 22,726	To cover our joint photography project with EDC to reshoot Plano for overall marketing efforts for the foreseeable future.	116.6312	116.6312	\$ 352	
01.116	Mkting & Community Engagement	Contracts - Other	\$ 3,330	Will be used to address our overall graphic design needs for brand consistency.	116.6319	116.6319	\$ 3,300	
01.116	Mkting & Community Engagement	Plaques & Awards	\$ 6,770	Funding will allow for the city to order additional promotional items, update banners and other City-branded stock as work to solve our brand consistency.	116.6441	116.6411	\$ 6,009	
01.116	Mkting & Community Engagement	Associations	\$ 4,034	As the new Director is set in place, the associations that management is associated with is currently being evaluated at this time.	116.6443	116.6443	\$ 3,719	
01.215	Non-Departmental	Contractual - Professional Svcs	\$ 13,900	Festival/Stein's on 15th and Plano International Fest.	215.6312	215.6312	\$ 13,900	
01.215	Non-Departmental	Compensation Adjustments	\$ 612,000	Funding is requested for use during FY 2015-16 compensation adjustments.	215.6199	215.6199	\$ 612,000	
01.215	Non-Departmental	Contracts - Other	\$ 50,000	The City of Plano has contracted and selected a vendor to complete the citywide compensation study and will not be completed until FY 2015-16.	215.6312	215.6312	\$ 50,000	
01.215	Non-Departmental	Contracts - Other	\$ 100,000	Funding is requested for use during FY 2015-16 traffic study.	215.6312	215.6312	\$ 100,000	
01.381	Human Resources	Contractual - Professional Svcs	\$ 20,000	Upgrades to the Human Resources Suite which include replacement of worn chairs in offices and front reception area, replacement of cubicle overhead storage cabinet doors, and window film throughout the suite to replace the mini blinds.	381.6312	381.6312	\$ 20,000	
01.352	Facilities	Improve by Contractors - Bldgs	\$ 31,000	In progress work for the new Oak Point Park Nature & Retreat Center.	352.8231	352.8231	\$ 31,000	
01.352	Facilities	Improve by Contractors - Bldgs	\$ 72,554	In progress work for the new Oak Point Park Nature & Retreat Center.	352.8331	352.8331	\$ 59,010	
01.352	Facilities	Furniture & Fixtures	\$ 48,867	In progress work for the new Oak Point Park Nature & Retreat Center.	352.8411	352.8411	\$ 24,622	
01.352	Facilities	Computer Hardware	\$ 45,000	In progress work for the new Oak Point Park Nature & Retreat Center.	352.8452	352.8452	\$ 45,000	
01.352	Facilities	Telecom Hardware	\$ 25,000	In progress work for the new Oak Point Park Nature & Retreat Center.	352.8453	352.8453	\$ 25,000	
01.534	Public Safety Communications	Uniforms/Apparel	\$ 10,000	PSC is experiencing 11 vacancies. Uniforms were not purchased as orders are requested per size. Once staffing levels return, uniforms will be ordered	534.6205	534.6205	\$ 9,405	
01.534	Public Safety Communications	Hardware - Non capital	\$ 4,000	Timing delay from vendor to TS in order to get the internet pcs for the training rooms.	534.6252	534.6252	\$ 4,000	
01.552	Fire	Contracts - Other	\$ 38,120	Funding is requested for renewed contractual services that are anticipated to be trued up retroactively due to Plano Fire Rescue being incorrectly charged at a lower price.	552.6319	552.6319	\$ 38,120	
01.619	Neighborhood Services	Travel/Professional Development	\$ 6,800	Conferences related to accreditation and certification include TrakIT User Group, American Association of Code Enforcement, ICMA and American Planning Association.	619.6307	619.6307	\$ 6,800	
01.619	Neighborhood Services	Contractual - Professional Svcs	\$ 100,000	Funding is requested for the completion of furniture due to the renovation of the Joint Use Facility.	619.6312	619.6312	\$ 100,000	
01.619	Neighborhood Services	Miscellaneous	\$ 33,305	Lover Where You Live program related to donations from Lennar Homes and Bank of America which is dispersed to volunteer groups for home repairs.	619.6499.LWY L	619.6499.LWY YL	\$ 33,305	
01.621	Neighborhood Reinvestment	Contracts - Professional Svc	\$ 311,616	Great Update Rebate Grant Program	621.6312	621.6312	\$ 311,616	
01.621	Neighborhood Reinvestment	Miscellaneous	\$ 350,000	Neighborhood Vitality Grant Program	621.6499	621.6499	\$ 350,000	
01.622	Planning	Contractual - Professional Svcs	\$ 11,303	Staff will be completing the policy document on retail revitalization in 2015 and requests to carry forward the funding for consulting services from Gibbs Planning Services.	622.6312	622.6312	\$ 11,303	
01.634	Park Field Services	Contracts - Professional Svc	\$ 65,000	This funding will be needed in FY 2015-16 for continued drought damage recovery sustained in the previous year's and will be used to correct grade and erosion issues on selected city medians.	634.6312	634.6312	\$ 65,000	
01.634	Park Field Services	Training	\$ 12,000	This funding will be used for the necessary training which will be located and scheduled during 2015-16. Funding may also be used for additional specialized training required for irrigation personnel as associated with municipal irrigation water management and conservation, as well as for asset management and service request and work order related training.	634.6309	634.6309	\$ 12,000	
01.638	Parks Technical Services	Advertising	\$ 18,794	This funding will be used for advertising in our brochure and in preparation of being able to advertise a major award in the future.	638.6306	638.6306	\$ 18,794	

CARRY FORWARD REQUESTS 2014-15 FUNDS TO 2015-16							
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
01.638	Parks Technical Services	Minor Apparatus	\$ 5,031	This funding is associated with the new EMV compliant credit card terminals and will need to be required once the new recreation registration software comes online.	638.6208	638.6208	\$ 5,031
01.638	Parks Technical Services	Contractual - Professional Svs	\$ 5,483	Due to new recreation registration software coming online in January, these funds will help offset training and implementation costs of the new system.	638.6312	638.6312	\$ 5,483
01.644	Grounds Maintenance District 1	Contractual - Professional Svs	\$ 10,000	This funding will be needed in FY 2015-16 for landscape rehabilitation due to drought related damage recovery, which is better suited during the cooler months.	644.6312	644.6312	\$ 10,000
01.647	Sports Turf Maintenance	Contractual - Professional Svs	\$ 250,000	Funding is requested in order to continue the restoration of the athletic fields affected by drought and associated water restrictions. Due to heavy rains in spring of 2015, this work was not able to be fulfilled in the necessary window of opportunity. This will also provide funding for grassing on slopes and projects associated with erosion control/erosion mitigation at the 16 athletic-oriented park sites.	647.6312	647.6312	\$ 250,000
01.649	Natural Resources	Contractual - Professional Svs	\$ 30,000	This funding will be needed in FY 2015-16 for landscape rehabilitation due to drought related damage recovery, which is better suited during the cooler months.	649.6312	649.6312	\$ 30,000
01.658	Grounds Maintenance District 3	Contractual - Professional Svs	\$ 70,000	This funding will be needed in FY 2015-16 for landscape rehabilitation due to drought related damage recovery, which is better suited during the cooler months.	658.6312	658.6312	\$ 70,000
01.742	Streets	Concrete	\$ 26,500	Funding is needed due to new pricing structure in the executed contract that reflects a 13.5% increase in the unit costs for concrete.	742.6225	742.6225	\$ 26,500
<b>01</b>	<b>Subtotal General Fund</b>		<b>\$ 2,444,587</b>				<b>\$ 2,382,401</b>

CARRY FORWARD REQUESTS 2014-15 FUNDS TO 2015-16							
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
18.181	Plano Television	Software - Non capital	\$ 2,341	To cover Above Creative Cloud for Plano TV staff.	181.6251	181.6251	\$ 2,341
18.181	Plano Television	Contracts - Professional	\$ 96,860	Funding is requested to cover the second half of the annual contract with Herbst Technical Services, as well as Killer Tracks Music Library, Swagit and outside video production resources for State of the City and TedxPlano	181.6312	181.6312	\$ 93,515
18.202	PTN Equipment Replacement	Minor Apparatus	\$ 2,500	Intercom System for Council Chambers	202.6208	202.6208	\$ 2,500
18.202	PTN Equipment Replacement	Implements & Apparatus	\$ 20,000	Field Cameras for Plano TV	202.8416	202.8416	\$ 20,000
18.202	PTN Equipment Replacement	Implements & Apparatus	\$ 40,000	Tripods for field cameras	202.8416	202.8416	\$ 40,000
18.202	PTN Equipment Replacement	Implements & Apparatus	\$ 8,400	Digital Video Archive System	202.8416	202.8416	\$ 8,400
18.281	Website Services	Contracts - Professional	\$ 22,585	Mobile App Development which was placed on hold until new director came on board.	281.6312	281.6312	\$ 16,064
<b>18 Plano Television Network</b>			<b>\$ 192,686</b>				<b>\$ 182,820</b>
41.422	Cust. & Utility Svcs - Field	Maintenance Parts & Supplies	\$ 130,000	Due to upgrades to CUB Data Collectors Units, because the vendor is going to stop producing the City's current Meter Transmitter Units in the near future.	422.6229	422.6229	\$ 130,000
41.767	Utility Cut Services	Concrete	\$ 35,000	Funding is needed due to new pricing structure in the executed contract that reflects a 13.5% increase in the unit costs for concrete.	767.6225	767.6225	\$ 35,000
<b>41 Subtotal Water &amp; Sewer</b>			<b>\$ 165,000</b>				<b>\$ 165,000</b>
45.712	Env Education & Com Outreach	Postage	\$ 11,000	Due to date sensitive information of the LGIP newsletter, an early October delivery to homes is most effective. This postage expense will be used immediately upon approval.	712.6312	712.6202	\$ 11,000
45.712	Env Education & Com Outreach	Minor Apparatus	\$ 5,017	Half Associates is currently under contract, developing the master plan and construction plan. The initial process through our Purchasing and Legal departments took longer than anticipated, delaying the start of the project, and pushing it into FY 2015-16.	712.6208	712.6208	\$ 5,017
45.712	Env Education & Com Outreach	Contracts - Professional Svcs	\$ 10,000	In order to better understand the barriers that keep residents from participating in our curbside recycling program, and to better direct our outreach efforts and resources, we would like to contract a survey research company to conduct phone surveys and focus groups.	712.6312	712.6312	\$ 10,000
45.712	Env Education & Com Outreach	Food	\$ 4,022	Due to the timing of the event and pricing negotiations, funding is requested to be carried forward in order to pay vendor for 2015 Environmental Community Awards Luncheon.	712.6204	712.6204	\$ 4,022
45.714	Compost Operations & Marketing	Minor Apparatus	\$ 25,000	Due to necessity, swapping screens has increased to produce the various Texas Pure products which entails a smaller operational footprint.	714.6208	714.6208	\$ 25,000
45.714	Compost Operations & Marketing	Contracts - Professional Svcs	\$ 65,000	Contracted hauling of stormwater retention pond from the Compost operations site.	714.6312	714.6312	\$ 65,000
45.714	Compost Operations & Marketing	Contractual Repair	\$ 40,000	This item was delayed due until the 2nd Regional Compost Agreement is executed between NTMWD and Plano's Environmental Waste Services Division, which is anticipated to be completed in the first quarter of FY 2015-16. Various repairs to the 2 Texas Pure operational facilities.	714.6314	714.6314	\$ 40,000
45.714	Compost Operations & Marketing	Implements & Apparatus	\$ 45,000	This item was delayed due until the 2nd Regional Compost Agreement is executed between NTMWD and Plano's Environmental Waste Services Division, which is anticipated to be completed in the first quarter of FY 2015-16. Various equipment and modifications to enhance operational efficiencies and improve the Texas Pure product.	714.8416	714.8416	\$ 45,000
45.714	Compost Operations & Marketing	Rolling Stock	\$ 125,000	This item was delayed due until the 2nd Regional Compost Agreement is executed between NTMWD and Plano's Environmental Waste Services Division, which is anticipated to be completed in the first quarter of FY 2015-16. Various equipment upgrades to enhance operational efficiencies and improve the Texas Pure product.	714.8421	714.8421	\$ 125,000
45.714	Compost Operations & Marketing	Software	\$ 125,000	This item was delayed due until the 2nd Regional Compost Agreement is executed between NTMWD and Plano's Environmental Waste Services Division, which is anticipated to be completed in the first quarter of FY 2015-16. Texas Pure System Integration Project that was approved during re-estimates, but delayed to FY 2015-16 due to current Utilillogy360 project.	714.8451	714.8451	\$ 125,000
45.716	Environmental Education Bldg	Outside Printing	\$ 1,500	Tasks are not able to complete all necessary tasks each month due to the extensiveness of the landscape. Originally budgeted for twice per year services provided by a landscape maintenance company. This request is to carry forward funds to increase service to once per month.	716.6301	716.6312	\$ 1,500

CARRY FORWARD REQUESTS 2014-15 FUNDS TO 2015-16							
Cost Center	Department Name	Description	Total Amount Requested	Reason	Object Codes:		Approval Amount
					From	To	
45.716	Environmental Education Bldg	Travel/Professional Dev	\$ 1,700	Tasks are not able to complete all necessary tasks each month due to the extensiveness of the landscape. Originally budgeted for twice per year services provided by a landscape maintenance company. This request is to carry forward funds to increase service to once per month.	716.6307	716.6312	\$ 1,700
45.716	Environmental Education Bldg	Office Supplies	\$ 164	Tasks are not able to complete all necessary tasks each month due to the extensiveness of the landscape. Originally budgeted for twice per year services provided by a landscape maintenance company. This request is to carry forward funds to increase service to once per month.	716.6201	716.6312	\$ 164
45.717	Sustainability	Equipment Rentals	\$ 21,717	Half Associates is currently under contract, developing the master plan and construction plan. The initial process through our Purchasing and Legal departments took longer than anticipated, delaying the start of the project, and pushing it into FY 2015-16.	717.6346	717.6346	\$ 21,717
45.717	Sustainability	Contracts - Other	\$ 7,040	Half Associates is currently under contract, developing the master plan and construction plan. The initial process through our Purchasing and Legal departments took longer than anticipated, delaying the start of the project, and pushing it into FY 2015-16.	717.6319	717.6319	\$ 7,040
45.748	Environmental Waste Collection	Outside Printing	\$ 9,000	Funding for finalizing and printing the revised Environmental Waste Services new homeowner informational packet which is provided throughout the year to all new homeowners moving into Plano. Project was not completed due to limited design staffing, operational constraints and necessary updates due to re-organization and re-branding.	748.6301	748.6301	\$ 9,000
45.748	Environmental Waste Collection	Contractual Repair	\$ 5,000	Funding is required due to increased costs associated with fence indentations with identified narrow alley ways in Plano that remain collected in alleys.	748.6314	748.6314	\$ 5,000
45.748	Environmental Waste Collection	Implements & Apparatus	\$ 295,000	Additional EWS truck was ordered at the end of FY 2014-15 but will not be received until December 2015. This truck was approved during budget meeting with approval from the City Manager, Bruce Glasscock.	748.8416	748.8416	\$ 295,000
45.748	Commercial Recycling	Contracts - Professional Svcs	\$ 60,000	Finalizing and completion of Plano's 20 Year Solid Waste Plan.	752.6312	752.6312	\$ 60,000
45.748	Commercial Recycling	Contracts - Other	\$ 50,500	Finalizing and completion of Plano's Construction and Demolition Recycling Enhancement Program.	752.6319	752.6319	\$ 50,500
45.752	Commercial Diversion	Improvement by Contractor	\$ 335,000	Downtown Solid Waste Collection Station construction has begun, but will not be completed until December 2015 - Enclosure.	752.8331	752.8331	\$ 335,000
45.752	Commercial Diversion	Implements & Apparatus	\$ 75,000	Downtown Solid Waste Collection Station construction has begun, but will not be completed until December 2015 - Compactors.	752.8416	752.8416	\$ 75,000
<b>45</b>	<b>Subtotal Sustainability &amp; Environmental Services</b>		<b>\$ 1,316,660</b>				<b>\$ 1,316,660</b>
46.125	Visit Plano	Furniture & Fixtures	\$ 20,000	Originally approved during renovations, but due to delay in those renovations, office furniture was never purchased in FY 2014-15. Now that the renovations are starting to take place, office furniture is needed.	125.8411	125.8411	\$ 20,000
46.125	Visit Plano	Contracts - Professional Svcs	\$ 15,000	The current provider for Plano's Hot Air Balloon is no longer able to provide those services. During FY 2014-15, Visit Plano was required to go out to bid for future services for a new provider. The provider and payment schedule has been agreed upon and will take place during FY 2015-16.	125.6312	125.6312	\$ 15,000
46.125	Visit Plano	Outside Printing	\$ 29,440	The current provider for Plano's Hot Air Balloon is no longer able to provide those services. During FY 2014-15, Visit Plano was required to go out to bid for future services for a new provider. The provider and payment schedule has been agreed upon and will take place during FY 2015-16.	125.6301	125.6301	\$ 29,440
46.162	Special Events	Contracts - Other	\$ 160,551	Plano Balloon Fest - in kind services	162.6319	162.6319	\$ 149,520
<b>46</b>	<b>Convention &amp; Tourism</b>		<b>\$ 224,991</b>				<b>\$ 213,960</b>
47.471	Municipal Drainage	Concrete	\$ 26,500	Funding is needed due to new pricing structure in the executed contract that reflects a 13.5% increase in the unit costs for concrete.	471.6225	471.6225	\$ 26,500
<b>47</b>	<b>Municipal Drainage</b>		<b>\$ 26,500</b>				<b>\$ 26,500</b>
	<b>GRAND TOTAL CARRY FORWARDS REQUESTED</b>		<b>\$ 4,370,424</b>	<b>GRAND TOTAL CARRY FORWARDS APPROVED</b>			<b>\$ 4,287,341</b>