

**PLANO CITY COUNCIL  
CORE BUSINESS WORK SESSION  
APRIL 10, 2010**

**COUNCIL MEMBERS**

Phil Dyer, Mayor  
Harry LaRosiliere, Mayor Pro Tem  
Lee Dunlap, Deputy Mayor Pro Tem  
Pat Miner  
Ben Harris  
André Davidson  
Lissa Smith  
Jean Callison

**STAFF**

Thomas H. Muehlenbeck, City Manager  
Frank Turner, Deputy City Manager  
Bruce Glasscock, Deputy City Manager  
Mark Israelson, Assistant City Manager  
LaShon Ross, Assistant City Manager  
Diane C. Wetherbee, City Attorney  
Diane Zucco, City Secretary

Mayor Dyer convened the Council into the open session at 8:33 a.m. on Saturday, April 10, 2010, in Training Room A of the Plano Municipal Center, 1520 K Avenue. All Council Members were present.

**Opening Comments**

City Manager Muehlenbeck thanked Staff for their efforts, advised that the City is down 4.8% on sales tax revenues and that some of the items discussed will be permanent reductions while others will be one-time adjustments. He spoke to the tax rate of 48.86 cents with debt service at 16.02 cents and operating funds at 32.84 cents, advising of his recommendation to no longer transfer monies from operations to debt. Chair of the Budget Reduction Committee/Director of Health Collins spoke to the process of determining reductions with participation across the City and a change from “across the board” to “service cuts.” Director of Budget Rhodes-Whitley spoke to mid-level estimates from the appraisal district indicating a reduction in property values of 3.7% and the decline in sales tax from the business-to-business sector.

**Council discussion and direction for the following City service areas and departments:**

**Public Safety Services Business Center**

Deputy City Manager Glasscock spoke regarding reductions in postage for roundtable meetings, legislative-related items, and Sister City travel reflecting a \$31,000 reduction.

Police Chief Rushin spoke to a proposal to share costs for school liaisons 50/50 with PISD and eliminate candy purchased for the *Trick or Treat Kid's Night Out* program, advising that Staff may apply for a grant or collect funds from the community to cover costs.

Fire Chief Esparza spoke to elimination of an Administrative Assistant's position and two vehicles. He spoke to the City's growth and recommended proceeding with construction of Station #13 and procuring additional apparatus, but delaying the cost of personnel by temporarily moving a fire company from another station to retain the ISO PPC-1 rating and provide high quality services. Chief Esparza responded to the Council regarding the need for double companies at some stations due to their functions and future requests for station upgrades or assets and work towards fee-based inspections at commercial buildings.

Director of Property Standards O'Banner spoke to reducing printing costs, travel/training, utilizing less expensive computer systems, eliminating membership dues to professional associations, and eliminating a part-time Administrative Assistant position. She spoke to revenue enhancements proposed in conjunction with the Planning, Engineering and Building Inspections Departments related to the collection of administrative fees for non-compliant properties raising \$15,000 for the Property Standards Department.

Director of Health Collins spoke to elimination of a Health Specialist position advising that any further personnel reduction would reduce inspections and may result in increased food borne illness, health issues, and complaints. He responded to Council, advising that inspections costs are individually based and that Plano's rates are comparatively high. Mr. Collins advised that there will be reductions in scheduled inspections and that utilizing a contractor may result in extra costs when a citation must be issued. He spoke to reducing one full-time Animal Services Officer to part-time, outsourcing the *Animal Licensing Program* and revenues related to animal cremation services, re-inspection fees/late fees and owner surrender fees.

Director of Public Safety/Communications Timmons spoke to reducing travel costs.

Director of Technology Services Stephens spoke to one-time savings resulting from extended warranties for personal computers and the delay in filling one position. He further spoke to reductions for Public Safety Technology Support including reduced maintenance agreements, travel, and cell phone packages. Mr. Stephens spoke to a reduction in the number of utility poles required for lease by the Moto-mesh system and reductions for the Telecommunications and Data Network related to the consolidation of telephone lines.

Assistant City Manager Israelson spoke to the Customer Utility Billing's implementation of wireless meter reading, testing a Municipal Center payment kiosk with the possibility of an additional one at the Joint-Use Facility, reducing after-hours collections and increasing trip fees.

Director of Sustainability and Environmental Services Nevil spoke to the department's funding through an enterprise fund with costs recouped by fees, advised regarding proposed reductions to travel and training, eliminating one-gallon recycled paint cans (five-gallon only), reducing recycling totes offered to new commercial customers, eliminating compost bins and free water conservation items, and charging for workshop books.

Director of Public Information Conklin spoke to elimination of a PTN Producer position and the transfer of franchise fees to the CATV fund. She spoke to adjustments made in revenues from Time Warner Cable based on an anticipated change in calculation of Public Education Government fees, and responded to the Council that there may not be sufficient Staff resources for background work on public service/non-profit groups but that events will be covered.

The Council recessed at 10:38 a.m. and resumed at 10:47 a.m.

### **Development Services Business Center**

Director of Planning Jarrell spoke to eliminating the department's assigned vehicle and placing it into the "Fleet Share" program, reducing the funding for imaging and travel/training, eliminating the Data Base Administrator and Long Range Planning positions, and shifting benefits for grant-funded positions from the General Fund to a federal grant. Deputy Mayor Pro Tem Dunlap spoke to keeping GIS maps current and their use by multiple departments in the City. Ms. Jarrell spoke to fee increases in conjunction with the Engineering, Building Inspections and Property Standards departments resulting in \$10,000 revenue for Planning/Engineering.

Chief Building Official Mata spoke to eliminating the following positions: Building Inspector, Part-time Inspection Assistant, Permit Services Supervisor and Senior Administrative Assistant. He spoke to increases in inspections and to fees waived for schools, DART, and the tollway authority. Mr. Mata advised technology related to the Moto-mesh system is not utilized by the department.

Director of Public Works/Engineering Upchurch spoke to reductions in food, apparel and travel for Public Works and Streets with a further reduction of a Labor/Maintenance and Senior Construction Inspector positions. He spoke to reduction in apparel and overtime for the Signals Division and reductions of overtime, food, apparel, minor apparatus, chemicals, maintenance parts and contractual repair for Signs and Markings. Mr. Upchurch spoke to reductions in Engineering by eliminating a Senior Engineering Technician position, reducing overtime/apparel/minor apparatus/travel/training and Facility Maintenance with elimination of a Facility Construction Coordinator's position. He spoke to reductions in Municipal Drainage through contracts, overtime, food, apparel, minor apparatus and advertising, and moving to semi-annual updates the City's aerial map. Mr. Upchurch spoke to reducing the budget for debris hauling/street sweeping and other reductions for utility districts (food and apparel), meter services (overtime/food/apparel and training) and the elimination of a Traffic Engineering Technician position and advised that positions recommended for elimination are vacant.

Assistant City Manager Ross spoke to Human Resources recommendations to delay the hiring of a Professional Development Manager and to reduction of the Picchioni contract, Management Preparation Program, employee development and elimination of a Senior Administrative Assistant position. She advised regarding an interlocal agreement with the City of Murphy to provide training (\$10,000) and responded to the Council regarding costs for dependent care. Council Member Smith requested a schedule of costs paid by other area cities and an estimate of costs savings for reduced premium costs.

Ms. Ross responded to Mayor Dyer that the new Professional Development Manager would spend time researching revenue generating opportunities rather than training. Ms. Ross responded to Council Member Davidson regarding the provision of a retirement plan for part-time employees as the City does not participate in Social Security.

Director of Libraries Ziegler spoke to reducing publications and databases and advised that with anticipated staffing levels her recommendation is a closure of facilities on Sunday. She spoke to Thursdays as the slowest usage day at libraries, 40% of Staff eligible for retirement, part-time employees comprising one-third of the staff resulting in a lack of succession planning, and overloading of remaining buildings should libraries be closed on a staggered schedule. Ms. Ziegler responded to the Council regarding non-resident usage and grant monies received for servicing the needs of the County and spoke to the programs either eliminated or scaled back. Mayor Pro Tem LaRosilieri and Council Members Callison and Miner stated opposition to Sunday closings and Mayor Dyer requested consideration at a future Council Meeting. Council Member Davidson stated concern regarding the lack of a succession plan.

Director of Parks and Recreation Fortenberry spoke to eliminating three currently vacant management positions and discussions with the Boys and Girls Club of Collin County to operate the Douglass Community Center. She spoke to the redundancy of service provided by the Club and the City, advised that the facility is owned by PISD and spoke to City transportation provided to the Center. Ms. Fortenberry spoke to the recommendation to eliminate Plano Senior Rides, advising that more is spent on administration than vouchers.

Mayor Dyer adjourned the session for lunch at 12:28 and resumed the session at 12:50 p.m.

## **Administration**

Director of Finance Tacke spoke to reductions of travel and training in the department and to a buyer's position held open until the end of the year. She spoke to Fleet Services evaluation of take-home vehicles resulting in cost savings and to elimination of two positions. Ms. Tacke spoke to the proposed reduction in funding of post employment benefits with evaluations each year to determine future participation.

City Manager Muehlenbeck advised regarding delays in filling the Deputy City Manager and Administrative Assistant positions.

City Attorney Wetherbee spoke to reductions in travel and training and delay in filling the vacant Assistant City Attorney position. She spoke to expansion of services, additional litigation in-house, increased work load, and legal representation to additional boards.

City Secretary Zucco spoke to reductions in printing expenses due to the implementation of a paperless agenda packet and increased revenues for mixed-beverage permits.

Director of Budget and Research Rhodes-Whitley spoke to reductions in printing expenses with the use of web-based documents for the department.

Ms. Rhodes-Whitley spoke to non-departmental items including elimination of the Print Shop/Publishing division, DART Rail Pass Program, and reduction of the Buffington Grants to \$250,000 rather than \$2 per capita. Mayor Pro Tem LaRosiliere and Council Members Smith and Davidson spoke to determining the focus of the grants. Council Member Harris spoke to a gradual scaling back of grant funding and the Council discussed providing groups with criteria for future requests. Council Member Callison requested an agenda item to review definitions.

Ms. Rhodes-Whitley spoke to City-wide reductions including equipment replacement transfers with the exception of video in-car digital recording, advised regarding the elimination of an internal transfer from Technology Fund to Equipment Services, elimination of part-time employee vacation/holiday accrual and adoption assistance and changes in the calculation of overtime. City Manager Muehlenbeck spoke to a reevaluation of contribution levels by the Texas Municipal Retirement System. Ms. Rhodes-Whitley advised that of those positions proposed to be eliminated; only the ones at the Douglass Center are filled and Staff will look to relocate employees. She spoke to debt coming online including: Arts of Collin County (\$9 million), street improvements (\$11.2 million), park improvements (\$15.6 million), recreation centers (\$3.5 million), libraries (\$200,000), public safety (\$3.4 million) and technology facility (\$7 million). Mayor Pro Tem LaRosiliere requested information on the future costs for the arts center and Mayor Dyer requested an update on funding available from the 2005 Bond election.

Ms. Rhodes-Whitley provided information regarding the effective and rollback tax rates. Deputy Mayor Pro Tem Dunlap requested additional information regarding the estimated rollback rate.

Mayor Dyer spoke to scheduling further discussions for upcoming Council meetings. Nothing further was discussed and he adjourned the meeting at 2:18 p.m.

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**Phil Dyer, Mayor**

ATTEST:

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Diane Zucco, City Secretary