

## PLANO CITY COUNCIL

**WILL CONVENE INTO EXECUTIVE SESSION AT 5:00 P.M. ON MARCH 08, 2010, FOLLOWED BY THE PRELIMINARY OPEN MEETING IN THE PLANO MUNICIPAL BUILDING, 1520 K AVENUE, IN COMPLIANCE WITH VERNON'S TEXAS CODES ANNOTATED, GOVERNMENT CODE CHAPTER 551 (OPEN MEETINGS ACT), AS FOLLOWS:**

**Mission Statement: The mission of the City of Plano is to provide outstanding services and facilities, through cooperative efforts with our citizens, that contribute to the quality of life in our community.**

### EXECUTIVE SESSION

- |      |   |             |         |
|------|---|-------------|---------|
| I.   | Legal Advice<br>Respond to questions and receive legal advice on agenda items<br><br>Regarding the Contribution Agreement with the Owner Cities and the ACC to fund an Approved Project                           | Wetherbee   | 10 min. |
| II.  | Litigation<br>Darvish v. City of Plano  | Wetherbee   | 5 min.  |
| III. | Personnel Appointments<br>North Texas Municipal Water District Board  | Council     | 5 min.  |
| IV.  | Economic Development<br>Discuss a financial offer or other incentive to a business prospect to locate, stay, or expand in Plano and consider any commercial and financial information from the business prospect. | Muehlenbeck | 10 min. |

### PRELIMINARY OPEN MEETING

- |     |   |         |        |
|-----|---|---------|--------|
| I.  | Consideration and action resulting from Executive Session discussion: Personnel Appointments - North Texas Municipal Water District Board | Council | 5 min. |
| II. | Personnel Appointments<br>Photographic Traffic Signal Advisory Committee  | Council | 5 min. |

III.	Arts of Collin County Quarterly Report	Mike Simpson	15 min.
IV.	Discussion and Direction re Pecan Hollow Golf Course Renovation	Fortenberry	10 min.
V.	Update of Legacy/Preston Intersection Improvements	Upchurch	10 min.
VI.	Boards and Commission Review Committee Report	LaRosiliere-Callison	10 min.
VII.	Boards and Commissions Annual Appointment Process	Zucco	10 min.
VIII.	Departmental Briefings - Health	Collins	10 min.
IX.	Council items for discussion/action on future agendas	Council	5 min.
X.	Consent and Regular Agendas	Council	5 min.

**In accordance with the provisions of the Open Meetings Act, during Preliminary Open Meetings, agenda items will be discussed and votes may be taken where appropriate.**

***Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Avenue L, with specially marked parking spaces nearby. Access and special parking are also available on the north side of building. The Council Chamber is accessible by elevator to the lower level. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 972-941-7120.***

# MEMO

**DATE:** March 4, 2010

**TO:** Honorable Mayor and City Council  
City Manager Muehlenbeck  
City Secretary Zucco

**FROM:** Alice Snyder, Assistant City Secretary

**RE:** Personnel Appointments  
Executive and Worksession Meetings

The following appointments will be considered at the March 8, 2010 Council Meeting.

<b><u>Executive Session</u></b>	<b><u>Worksession Meeting</u></b>
<u>Appointment:</u> North Texas Municipal Water District Board	<u>Appointment:</u> Photographic Traffic Signal Advisory Committee

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# Memo

To: Thomas H. Muehlenbeck, City Manager  
From: Amy Fortenberry, Director of Parks and Recreation  
Date: 3/1/2010  
Re: Pecan Hollow Golf Course Renovation

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Pecan Hollow Golf Course is now approaching 35 years of age. The greens, irrigation systems and cart barn will not continue to function indefinitely. Maintenance staff is struggling to keep an irrigation system running that was last updated 25 years ago. The greens and tees are severely compacted inhibiting the growth of good turf. Renovation is needed in order to keep the course functioning and to continue to generate revenue to support the operation. Since the greens, tees, irrigation, cart paths, etc., are all integrated components, it does not make sense to repair one component at a time and then have to tear out a newly repaired component in a few years in order to address issues associated with the existing layout.

Funding was approved in the 2005 Bond Referendum for replacement of the cart barn and improvements to the greens. After additional study, it was determined that a complete renovation is necessary resulting in additional funding being approved in the 2009 Bond Referendum. The project total is \$8,800,000. To date, \$800,000 in debt has been sold for this project. The remaining \$8,000,000 for this project has not been sold and would require a bond sale next January. The budget department has confirmed that we could cash flow any payments for construction until the bond sale occurred.

Plans for the renovation are expected to be complete in late April and we are seeking approval to move forward with this project. Timing of golf course projects is very critical to their success. The dirt work, drainage, irrigation, etc all needs to be completed so that the grass can be installed for the warm weather growing season. For that reason, our timeline is proposed as follows:

- June 2010 – Bid project
- August 2010 - Contract approved by Council
- September 2010 - Contract executed
- October 2010 - Contractor mobilized on site
- November 2010 - Begin renovation
- October 2011 - Re-open

With advent of new golf technology (new clubs, longer playing golf balls, etc.) there has been a corresponding change in the design of new courses. The Pecan Hollow renovation will place more spacing between fairways and improve safety zones by changing the layout of holes adjacent to FM 544 and Dublin Road. Another notable improvement is the expansion of the driving range. Currently the range is not well placed. It is parallel to FM 544 where golfers slice onto the heavily traveled thoroughfare. The length is also inadequate for the use of woods and drivers which limits its use and revenue potential. The renovated driving range will be moved away from the road and is estimated to produce two to three times its current annual revenue of \$40,000 and will have a synergistic effect on other areas of the operation.

In the mid 1990's play at the course peaked at more than 77,000 rounds annually. During that time the maintenance staff expanded to 10 full-time employees. With the renovation of the course on the horizon we have not replaced employees when they retired or resigned in the past two years. Last year we supplemented the staff with seasonal workers and now are down to six full-time employees. While the thin ranks have been helpful to the budget during the extremely wet fall and winter, the course maintenance is in jeopardy without the renovation. The golf course superintendent retired in December 2008 and we have been utilizing another employee on an interim basis for this role. The interim superintendent is planning to retire this spring. This works well if the renovation is approved so that the selection of a new superintendent will coincide with the renovation. The remaining five staff members could be transferred to vacant positions in the Parks Division, may elect to retire (four of the five are eligible), or a reduction in force may occur.

During a golf course renovation, the superintendent will oversee the grow-in period for the fairways and greens. This is especially critical to insure that a revenue producing facility can re-open as soon as possible after the fine turf is established. As such, we will need to recruit and hire someone with specific experience in this area to protect the investments being made at the course.

So you might ask, "*What happens if the renovation is delayed a year or two*"?

First, the golf course construction industry is extremely competitive right now. According to the golf course architect that is preparing the plans, there are only a few golf courses in the entire country under construction at present. The consultant has also estimated that the bid prices may come in **a million dollars less** than if we delay the project for long. It is a great time to bid projects.

Second, staff is very concerned about the ability to maintain the current irrigation system and continue to grow grass on the greens. Failure in one of these areas can result in the course being closed for an extended time. Catastrophic loss of greens would result in loss of play and would likely place the Golf Fund in position where revenues could not exceed expenses. Recovering customer loyalty would also be a long process.

Third, the recruitment of a superintendent will be more difficult. It will be easier to attract good talent with the promise of a new course to maintain. The lure is much weaker when you try to attract someone to maintain an old course that may be renovated and could result in a lay off in a couple of years.

The golf course has historically been able to generate enough revenue to offset its operation and maintenance costs including some of the capital improvements. By renovating now, we can position the course to rebound with the economy and provide another 20 years of value driven golf for our residents.

I appreciate your consideration to proceed with this project and will be happy to provide additional information at your request.

C: LaShon Ross, Assistant City Manager

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## Discussion/Action Items for Future Council Agendas

*March 13-17 - NLC, Washington D.C.*

**March 22**

Comprehensive Monthly Financial Report

**March 27 – Election Day – 7-7**

*March 27 – Police Banquet – Holiday Inn Express – 6:00 p.m.*

**April 6**

Special Called Session - Canvass Runoff Election (6 pm)

**April 10**

Core Business Matrix Retreat – Plano Municipal Center, Training Room A – 8:30 am

**April 12**

Departmental Briefing – Police

*April 17 – Live Green in Plano – Plano Centre – 9am – 7pm*

*April 24 – PFD Annual Awards and Appreciation Picnic – Bob Woodruff Park – 12-5 pm*

**April 26**

DART Report

Comprehensive Monthly Financial Report

*May 6 – City of Plano Employee of the Year Rotary Recognition – Southfork Hotel – 12-1 pm*

**May 10**

Departmental Briefing - Fire

*May 12 - Law Enforcement Memorial Service - Haggard Park - 1 pm*

*May 20 – District 3 Roundtable - Plano StarCenter - 7 p.m.*

**May 24**

Departmental Briefing - PSC  
Comprehensive Monthly Financial Report

**May 31 – Memorial Day – Observance Ceremony – Municipal Center – 8:30 am**

**June 14**

Departmental Briefing – Public Information Department

**June 28**

ACC Report (Quarterly)  
Comprehensive Monthly Financial Report  
Departmental Briefing - Library

***June 25-27 – TCMA Conference, Galveston, TX***

**July 5<sup>th</sup> – Independence Day Observation**

**July 26**

Comprehensive Monthly Financial Report  
DART Report

**July 28**

City Managers Recommended Budget

## **MEMORANDUM**

**DATE:** February 22, 2010

**TO:** Honorable Mayor and City Council  
City Manager Muehlenbeck  
City Secretary, Di Zucco

**FROM:** Alice Snyder, Assistant City Secretary

**RE:** Board and Commission Review Committee

On Monday, February 15, 2010, Mayor Pro Tem LaRosiliere and Council Member Callison (members of the Board and Commission Review Committee), City Secretary Zucco and Assistant City Secretary Snyder met with Staff liaisons and chairpersons/members of the following committees. The meeting continued on Friday, February 19, 2010.

### **MULTICULTURAL OUTREACH ROUNDTABLE (MCOR)**

Deputy City Manager Glasscock spoke to formation of the Roundtable in 2002 and stated there are five members consisting of a chairperson and four co-chairs; others are participants. He spoke to the success of the group, well attended meetings, advised that there is typically a core of participants working on projects, and stated concern should it be sunset. Mr. Glasscock advised that staff is waiting for direction on the current openings and spoke to minimal Staff time and monies for support with many expenses underwritten by other groups. He advised the Roundtable takes care of all aspects of outside activities and that the National Prayer Day will be held in the evening this year. Mayor Pro Tem LaRosiliere spoke to the general meeting (reception) held once a year and Mr. Glasscock spoke to work on an immigration class and further advised that the International Festival has spun off to a 501(3)(c). Mr. Glasscock spoke to the group being beneficial to all citizens, advised that quarterly attendance by a Council liaison would be beneficial, and stated that the co-chairs are reaching out to find replacements for the two open positions. He stated the program is still successful and they are receiving inquiries from many cities. Mayor Pro Tem LaRosiliere spoke to Council encouraging participation, but not acting as drivers of the program and Council Member Callison spoke of MCOR as being an energetic group.

### **PARKS AND RECREATION PLANNING BOARD**

Chair Neukranz spoke to the Parks and Recreation Planning Board spending time focused on being efficient with the Staff and to four guidelines for items placed on the agenda: 1) strategic long-range planning, where staff can gain benefit from board members on their comments and viewpoints (i.e. CIP); 2) subjects that facilitate board member advocacy (i.e. members getting out in the public and meeting at different locations); 3) administrative matters that are required by ordinance (i.e. Chapter 26 hearings); and 4) any subject that Staff feels would be of benefit to get comment back from the board members (i.e. membership fees, proposal for college program).

Mr. Neukranz stated that emphasizing what is on the agenda has done the most good in keeping the board productive while lessening meetings. He spoke to expectations of the board members: advocacy of parks/recreation facilities/programs, providing perspective based on their diversity, coming to the meetings prepared in advance, commitment to the long term and conducting oneself consistent with ethics and expectations. He spoke to how the board spotlights a particular subject on each agenda and takes time to learn about how it pertains to parks and recreation (i.e. aging population of Plano).

Mr. Neukranz spoke to receiving briefings on land acquisitions, the timeline for Chapter 26 items, and to linear park requests meeting specific parameters moving directly to the Council without review by the Board. He stated that Staff will try three-month memberships after experiencing success with a "college" program and advised that a meeting at the Douglass Community Center may be held in the future. Mr. Neukranz stated meetings are going well with good Staff support and diverse/active members and that the support shown by Council liaisons is appreciated. He responded regarding the current budget situation, stating that he sees Staff operating on a new level, embracing board advocacy and, bringing forward more briefing information. He spoke to a new paradigm developing over the next five years with opportunity for an upcoming All-America City competition and to providing constant communication with recreation customers. Council Member Callison thanked Mr. Neukranz for his understanding and positive attitude.

### **LIBRARY ADVISORY BOARD**

Library Director Ziegler stated the goals of the Library Advisory Board and Chair Benton spoke to looking for ways to assist the libraries. She cited staffing levels and spoke to advising citizens that they may experience a change in life style if there were further reductions. Ms. Benton responded to Council Member Callison, stating that two additional members would help ensure a quorum at quarterly meetings. Ms. Ziegler spoke of many Staff members multi-tasking, cross training, and splitting time between libraries for coverage; stated that "inter-library loan" service must be provided for accreditation; and spoke to the impact of retirements on staffing. She stated that the new RFID will help by providing more self-service check in and checkout of items and spoke regarding the removal of remote book drops, limits placed on holds and check outs and issues related to volunteer turnover. Ms. Benton spoke to the labor intensive nature of "holds," donations from Friends of the Plano Public Library, advised that book donations have been halted for now as the process is very labor intensive and spoke to City promotion of *Shop Plano First* to raise the sales tax level and maintain services.

Ms. Benton stated that she would like to see a Council liaison at a future board meeting and spoke to the generosity of the library during budget cuts. Council Member Callison thanked the board for their efforts and Mayor Pro Tem LaRosiliere spoke to the perception of the citizens/patrons potentially outweighing the cost savings of closing libraries once per week. Ms. Benton spoke to the morale of the Staff, the average age of librarians nearing retirement, and the need to be a library that appeals to new librarians.

### **COMMUNITY RELATIONS COMMISSION**

Community Services Manager Day spoke to the Commission having been very busy last year in regards to the grant process and the five-year plan. Chair Grady spoke to the *2010-2014 Plan* as a good addition to the previous one and looking into the City's needs. He spoke to its necessity for HUD and including valuable information to be isolated and reviewed further.

Mr. Grady spoke to increased demands on agencies and doing the most good by affecting the most people. Ms. Day advised that applications were rewritten in 2005 and are working well by isolating funding per agency with receipt of either City or federal money following the same set of rules. She spoke to the Human Resources Department producing the diversity study and Mr. Grady advised that the number of members is a good balance with smart minds, a lot of energy and members coming prepared for the meetings. Mr. Grady stated that feedback from Council liaisons is a good way to keep informed and spoke to additional members of the public in attendance at a recent meeting on the *2010-14 Plan* who commented on the study, information provided, how special needs were interlaced throughout the document and how the Commission followed through. He spoke to public hearings as great public relations pieces for the City.

Ms. Day advised that she has spoken to other cities regarding contributions and stated that the City of Allen is “at will” of the Council (last year less than \$1 per capita) and McKinney/Frisco are at \$1 per capita with Plano still the most generous and spoke to receipt of CDBG monies by McKinney/Frisco. Mayor Pro Tem LaRosiliere spoke to the origins of the funding in the late 90’s and he and Council Member Callison commended the Commission on their work. Mr. Grady spoke to data contained in the *Plan*, the strain on non-profits and small businesses and to creating ways to sustain small business.

### **HERITAGE COMMISSION**

Vice Chair Quaintance-Howard spoke to the process for site inspections and Heritage Preservation Officer Casso-Hersch spoke to the tax exemption program, advising that there are over 70 participating properties this year. She advised that in 2009, the Heritage Commission approved 14 Certificates of Appropriateness (a decline from the previous year) and spoke to the upcoming grant cycle. Ms. Casso-Hersch advised that the survey of tax exemptions has been complete and will come before Council for review, stated that seven members is a good number and spoke to the Commission’s diverse backgrounds and interest in preservation. Development Review Manager Firgens spoke regarding the Heritage Preservation Plan update to be complete by June which will assist Council in interpreting data collected. She spoke to Staff processing of some items that do not come forward to the Commission.

Ms. Quaintance-Howard spoke to the benefits of the Heritage Preservation Community Workshop with 25 in attendance including homeowners, business owners, property owners and tenants. She spoke to the appropriateness of meeting times and stated that the Preservation Plan is a joint effort between the Staff and the Commission. She spoke to planning in the future looking at the neighborhoods, not only in age, but in the context of the neighborhood when considering post-WWII and mid-century housing. Council Member Callison commended the Commission on researching neighborhoods and advised that Council liaisons are available for any assistance.

### **SELF SUFFICIENCY COMMITTEE**

Brenda McDonald, Plano Housing Authority Director of Resident & Real Estate Services, introduced Kewondra “Kay” Teague, Homeownership & Family Self Sufficiency Program Coordinator, advising that Ms. Teague works hand-in-hand with the participants and the Committee. Ms. McDonald spoke to the over 70 program participants for the holiday festival and committee plans for an orientation retreat for participants on February 27 with a March meeting reviewing the Open Meetings Act.

Ms. McDonald spoke to the challenge of keeping people and money in Plano since housing is not as affordable as in other area cities. She spoke to partnerships with churches and businesses to help the participants. Ms. Teague spoke to the process for participants including interviews and a final selection by the Committee, advising that advocacy and helping with resources is its primary role. She stated that participants are moving into nursing and medical billing training positions. Ms. McDonald spoke to the participants having difficulty finding affordable housing in Plano, additional issues such as car repairs or transportation and application for CDBG grants. Ms. McDonald spoke to their open door policy, Staff commitment and expectations that there will be more participant graduations this year. She advised that they will bring forward a participant for Council consideration to fill a vacancy and spoke to the outstanding relationship between themselves and the Council Liaison. Council Member Callison commended the outstanding job done by the committee and Mayor Pro Tem LaRosiliere stated his appreciation.

### **BUILDING STANDARDS COMMISSION**

Chair Richard Prusha spoke to how the Building Standards Commission enforces health and safety ordinances and Chief Building Official Mata spoke to the heavy case load and work with Property Standards. Mr. Prusha reviewed their duties including addressing occupancy, demolition, required repairs; consideration of penalties and alternate materials, review of proposed building/fire code amendments and acting as advisory to the Fire Chief and Building Official. Mr. Mata spoke to last year's amendment to residential green building standards, advised that 2009 codes are up for review and that contractor's licenses are now addressed in a more administrative manner rather than by the board. He spoke to meetings held only if cases are scheduled and to an increase in items related to substandard homes.

Mayor Pro Tem LaRosiliere responded to Mr. Prusha, stating that Council liaisons review skills, meet applicants at receptions and confer in determining appointments. Mr. Prusha stated that those with an engineering, architectural or law background are more responsive in regards to understanding the terms used by the Commission. Mayor Pro Tem LaRosiliere stated his appreciation for the input and stated that this is one of the most technical boards.

### **CULTURAL AFFAIRS COMMISSION**

Chair Andrea Stroh stated the Commission has a full plate this year and Public Information Officer Conklin advised that parade funding will now go through the special event grant process with the urban town center grants coming to the Commission. Ms. Stroh spoke to receiving all grants at the same time and to the review process, stated that seven members is a good number and indicated some attendance concerns. She advised regarding scoring/funding for the Texas Performing Chinese Arts Association and stated she did not have an update on The Plano Children's Theater. Ms. Stroh spoke to implementation of a paperless process and Ms. Conklin spoke to receiving a funding figure from the Council to assist in allocations. She and reviewed the process and calendar and spoke to the leverage of funds and efforts to determine the level of influx by attendees. Ms. Callison spoke to the intense/important work of the Commission.

### **SENIOR CITIZENS ADVISORY BOARD**

Chair Gibson spoke to new members on the board and their desire to become involved. He stated the Board feels constrained by the quarterly meetings and requested the ability to hold “called meetings” as needed. Mr. Gibson stated that the seniors in Plano are growing in numbers, have important needs and spoke to past accomplishments of the board (2005 survey, Plano Senior Rides, taxi vouchers). He stated the board is focusing on updating Plano senior concerns and needs and spoke to work on designing a new survey (with donated printing costs). Mayor Pro Tem LaRosiliere and Council Member Callison spoke to the high costs of providing transportation. Mr. Mergen stated CCART is somewhat active in transporting seniors to the recreation centers. Mr. Gibson stated that the City has a lot of good programs in place for seniors but that information is not getting out. Mr. Mergen spoke to the high activity level at the Senior Center and the Geriatric Wellness Center. Mayor Pro Tem LaRosiliere spoke to receipt of survey results and how it might assist in addressing budgeting and strategic planning.

### **PUBLIC ARTS COMMITTEE**

Chair Robert Drotman spoke to possible sunseting of the Committee as it has lost funding. Council Member Callison spoke to the recommendation to have one representative from the Public Arts Committee on the Parks and Recreation Planning Board. Mr. Drotman stated a preference to keep the board and committee separate and Public Information Officer Conklin stated the purpose of moving a member from the Committee to the Parks and Recreation Planning Board is to keep the interest and if the opportunity came up, that person and the Board could establish a committee to address public art. Mr. Drotman spoke to the benefits of creating a separate group if funding is reestablished and to the long term plan for maintaining and archiving current pieces. He advised that pieces for the Oak Point Visitor Center and the Fire Department are complete and stated that the committee had planned to do a piece for the Police Department. Council Member Callison expressed her disappointment in the dissolving of the committee and Mr. Drotman offered to assist should the Committee be restarted.



## Memorandum

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**Date:** March 3, 2010

**To:** Thomas H. Muehlenbeck, City Manager

**From:** Amy Fortenberry, Director of Parks and Recreation  
Dana Conklin, Director of Public Information

**Subject:** **Public Art Master Plan and Funding Ordinance**

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The Public Art Committee was established by a City Council resolution in September 1999 and makes recommendations to the Council and appropriate boards regarding the City of Plano Public Art Program. The Public Art Master Plan was adopted by resolution in 2003. Within the Plan is language that reserves the right for Council to cancel or suspend the funding for Public Art. A subsequent funding ordinance was adopted in 2005.

The City Council has not appropriated or sold any funds for public art projects since 2006 and that funding has been fully allocated. There is no indication that any funding will be made available in the near future. With a lack of projects on which to focus, the Public Art Committee has not met since July 2009. This, combined with continued concerns for the city budgets, leads to a recommendation that this committee be considered for sunset.

To sunset the Committee, the 2005 funding ordinance should be repealed. Of specific mention in the ordinance is the maintenance of the existing public art inventory. The costs and responsibility, according to the ordinance, is that of each department having jurisdiction over the facility or location where the art resides. A specific maintenance plan is being developed by the former Public Art Coordinator to provide recommendations on maintaining the pieces.

The Public Art Master Plan continues to serve as a guiding document and should be retained and/or revised should the Committee functions be needed in the future. The plan suggests funding amounts for Community Investment Projects with “not to exceed” amounts specified. However, expenditures for Public Art are not compulsory.

In order to maintain an active public art voice, an alternative has been suggested through the designation of a single seat on the Parks and Recreation Planning Board. Should a future need arise to commission a public art piece or program this Board would then spearhead the effort. The Parks and Recreation Ordinance would need to be revised to reflect assignment of this duty if this option is selected.

# MEMO

**DATE:** March 3, 2010

**TO:** Honorable Mayor and City Council  
City Manager Muehlenbeck

**FROM:** Di Zucco, City Secretary

**RE:** **Board and Commission Appointment Process**

I am requesting Council consideration of the annual appointment process for 2010. In addition to scheduling of events, I am offering alternative methods for providing information. The following has been reviewed by the Board and Commission Review Committee.

The full flyer and application are available on the City's web site at:

[http://plano.gov/City\\_Hall/CityGovernment/Boards\\_Commissions/Pages/default.aspx](http://plano.gov/City_Hall/CityGovernment/Boards_Commissions/Pages/default.aspx)

June City Secretary Staff will determine board members' availability and desire for reappointment and provide recommendations to Council on July 2.

July **Notification** - No mailings would be produced resulting in a savings of \$4,200+ as compared to printing on bills and mailing cards to online customers.

- A general e-blast will be sent to 20,000+ individuals and those who pay utility bills online (early July).
- The front-page banner on the City's website will contain a picture/verbiage directing citizens to the online information (early July).
- Under the "Information" section of the site, Boards and Commissions will be the top link.

These efforts reflect our dedication to paperless and electronic access to information.

## **Reappointments -**

Provide information regarding requests for reappointment to Council on Friday, July 2, and decisions made at the July 26 meeting.

July 27 – Post vacancies on the City's Web Site and submit to PTN. On July 30 publish board vacancies in the Plano Star Courier. The publication will only indicate those boards where openings exist. Utilize web site giving information for contacting appropriate Staff to field questions for potential applicants when considering which board they wish to apply for and for which they might be qualified.

August

**Receptions** –

- Saturday, August 21 (2-3 pm) Plano Municipal Center
- Thursday, August 26 (6-7 pm) PSA Star Center on August 26 (immediately preceding the Neighborhood Roundtable).

Once again, the structure of the receptions will be in the job fair format with tables for those boards with openings and a separate table provided for those without openings. (PISD classes resume on August 23)

**Applications** –

Several updates have been made to the application including requesting expanded information on qualifications/skills and why applicants would like to serve on a particular board.

The proposed application deadline will be Friday, August 27 and information distributed to the Council on September 3. We propose a recommendation that any attachments (resumes) be limited to one page. Following August 27, we will provide the Council with supplements of additional applications and updated voting sheets.

September

**Appointment** - Distributing information on September 3 would allow Council time for consideration of applicants before a vote September 27 with any remaining openings being addressed October 11. New members would be sworn in October 11 and certificates presented October 25. We request consideration of presenting certificates only to those members who have served longer than one year.

Thank you for your consideration and direction.

Attachments: Draft Schedule  
Draft Flyer/Application



Calling all Citizens of Plano  
Be a shining star for your community!  
Apply to the City of Plano Boards & Commissions\*

Go to the City of Plano Web site at:

[www.plano.gov/City\\_Hall/CityGovernment/Boards\\_Commissions](http://www.plano.gov/City_Hall/CityGovernment/Boards_Commissions)

Fill out an application and e-mail it to the City Secretary's Office at:

[citysecretary@plano.gov](mailto:citysecretary@plano.gov)

or mail it to:

**City Secretary's Office  
City of Plano  
P.O. Box 860358  
Plano, TX 75086-0358**

If you would like an application mailed to you or have any questions, please contact the City Secretary's Office at (972) 941-7120.

Please join us at one of the following receptions:



**Saturday, August 21, 2010  
2–3 p.m.  
Plano Municipal Center  
1520 K Avenue**

or



**Thursday, August 26, 2010  
6–7 p.m.  
PSA StarCenter  
6500 Preston Meadow**



### Boards, Commissions & Committees

- Animal Shelter Advisory
- Arts of Collin County Commission Board of Directors
- Board of Adjustment
- Building Standards
- Civil Service
- Collin County Appraisal District Board\*
- Community Relations
- Cultural Affairs
- DART Board of Directors\*
- Denton County Central Appraisal District Board\*
- Heritage Commission
- Library Advisory
- North Texas Municipal Water District Board\*
- Parks & Recreation
- Planning & Zoning
- Plano Housing Authority
- Public Arts
- Retirement Security Plan
- Self Sufficiency
- Senior Citizens Advisory
- TIF #1
- TIF #2\*
- Multicultural Outreach Roundtable (no application required)

\*Boards/Commissions/Committees not being considered at this time.

● Must be a resident of Plano for the past 12 months, a registered voter, no indebtedness to the City (i.e. library fines, utilities, alarm permits, property taxes, etc.)

# Board/Commission Appointment Process

## July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <b>Council Provided Reappointment Information and Attendance Reports</b>	3
4	5 Independence Day Holiday	6 <b>Board Information on City website</b>	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 <b>City Council Meeting Reappointments</b>	27 <b>Post Vacancies on website</b>	28 <b>City Council Meeting</b>	29	30 <b>Publish Vacancies in newspaper</b>	31

# Board/Commission Appointment Process August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9 <i>City Council Meeting</i>	10	11	12	13	14 <b>Budget Worksession</b>
15	16	17	18	19	20	21 <b>B/C Reception— Municipal Center 2-3 pm</b>
22	23 <i>City Council Meeting First Day of School</i>	24	25	26 <b>BC Reception (6-7 pm) Roundtable (7-9 pm) PSA Star Center</b>	27 <b>Application Deadline</b>	28
29	30	31				

# Board/Commission Appointment Process September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 Applications provided to Council	4
5	6 Labor Day Holiday	7	8	9 Updates Provided to Council	10	11
12	13 City Council Meeting	14	15	16	17 Updates Provided to Council	18
19	20	21	22	23 Updates Provided to Council	24	25
26	27 City Council Meeting B/C Appointments	28	29	30		

# Board/Commission Appointment Process October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	<b>City Council Meeting</b> <b>Swearing-in—</b> <b>Address any</b> <b>remaining</b> <b>appointments</b>	<b>Orientation Week</b> <b>for Board</b> <b>Members</b>				
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	<b>City Council Meeting</b> <b>Certificates of</b> <b>Appreciation</b>					
31						

# Board/Commission Appointment Process November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 B/C Members Take Office	2	3	4	5	6
7	8 City Council Meeting	9	10	11	12	13
14	15	16	17	18 Roundtable Muehlenbeck Center (7-9 pm)	19	20
21	22 City Council Meeting	23	24	25 Thanksgiving Holiday	26 Thanksgiving Holiday	27
28	29	30				

**City of Plano Board or Commission Candidate Application**

(If additional space is required a one-page resume or separate document may be attached with the application.)

Submit as e-mail attachment to citysecretary@plano.gov; fax to (972) 423-9587; or mail to City of Plano, City Secretary, P.O. Box 860358, Plano, TX 75086-0358.

Name:

(Please print full legal name and your name as you wish it to appear, if different.)

**Personal Information**

Home Address:  
Plano, Texas Zip:  
Telephone: Fax:  
E-mail:  
Plano Resident for years County:  
Driver License #:  
Voter Registration #:

**Occupational Information**

Employer Name:  
Occupation:  
Address:  
Telephone: Fax:  
E-mail:  
Business Owner? Yes:  No:

Qualification Statement	
By checking the boxes below I affirm that:	
<input type="checkbox"/>	I have been a resident of Plano for the past consecutive 12 months;
<input type="checkbox"/>	I am qualified to vote;
<input type="checkbox"/>	I am not indebted to the City of Plano;
<input type="checkbox"/>	If appointed I will meet or exceed the minimum attendance requirements for my board; and
<input type="checkbox"/>	I am aware of the City's Code of Conduct.

Please select a Board/Commission and provide qualifications/skills that you will contribute and the reasons you would like to join this board.

1st Choice:

2nd Choice:

3rd Choice:

Yes, I would be interested in serving on subcommittees that may be formed.

Previous Board, Commission, Civic or Community, or Work Experience that might benefit the City. (A one-page resume or additional information can be attached and submitted with the completed application.)

<u>Organization</u>	<u>Location</u>	<u>Years</u>
---------------------	-----------------	--------------

List any business or personal relationships with the City, which might create a conflict of interest or affect your ability to serve.

The submission of this application will be treated as the applicant's representation of the information provided. Applications will remain on file for one year from the date of receipt and may be available to the public upon request.



## Mayor's Message

### Phil Dyer

The City of Plano Boards and Commissions Program is critical to our governance process. Each group is made up of citizen volunteers who share their time and expertise with the community. We encourage you to take an active role in building an effective and responsive municipal government.

Please take a few minutes to read this overview and learn about the opportunities to serve. The rewards of serving your City are immeasurable. If you feel you can contribute, please fill out an application and submit it to the City Secretary's Office. To find other ways to volunteer to serve Plano, please visit [MyVolunteerPage.com](http://MyVolunteerPage.com).

## General Information

The Plano City Council is seeking committed individuals, dedicated to the present and future well-being of Plano, to serve on the City's standing Boards, Commissions and Committees.

All appointees to City Boards, Commissions and Committees must:

- Be residents of the City for at least 12-consecutive months prior to appointment to a board or commission;
- Have a current and valid voter registration;
- Adhere to a Code of Conduct;
- Applicants for final decision-making boards cannot have financial interest in a contract with the City;
- Have no indebtedness to the City (i.e., unpaid taxes, library fines, etc.); and
- **Attend at least 75% of regular meetings.**

In general, it is City Council's policy to appoint persons to a maximum of two terms, however all appointments are made at the discretion of the Council. Please contact the City Secretary's Office or any Council Member for additional information regarding term limitations.

Information and application for Boards & Commissions are available at [www.plano.gov/City\\_Hall/CityGovernment/Boards\\_Commissions](http://www.plano.gov/City_Hall/CityGovernment/Boards_Commissions).

## Board Descriptions

The following dates and times are regularly scheduled meetings and **do not include additional called meetings**. For additional meeting and eligibility information, call the City Secretary's Office at (972) 941-7120. Basic responsibilities of each Board, Commission and Committee include, but are not limited to:

### Animal Shelter

#### Advisory Committee

7 members 2-year terms  
 Meetings: 4 times per year (Jan., April, July & Oct.)  
 Plano Animal Shelter,  
 4028 W. Plano Parkway

Promotes awareness of services, procedures and compliance with state regulations. Recommends programs, services and improvements. Members consist of 1 licensed veterinarian, 1 municipal official, 1 person officiating daily at an animal shelter/serving as the City of Plano Animal Services Manager, 1 rep from an animal welfare organization, and the remainder Plano residents.

### Arts of Collin County

7 members 3-year terms  
 Meetings: 4 p.m., 3rd Thursday  
 Allen City Hall,  
 305 Century Parkway, Allen

Membership includes 2 persons each from the cities of Plano, Allen and Frisco and 1 at-large rep for the purpose of financing, constructing, owning, managing and operating approved projects for the establishment and operation of a performing arts center.

### Board of Adjustment

5 members, 4 alternates 2-year terms  
 Meetings: 3 p.m., 2nd & 4th Tuesdays  
 Plano Municipal Center, 1520 K Ave.

May grant variances to regulations for height, yard, area exterior structure, coverage and parking regulations. May grant variances to the regulation of signs and hear appeals.

### Building Standards Commission

5 members, 4 alternates 2-year terms  
 Meetings: 4 p.m., 3rd Tuesday  
 Plano Municipal Center, 1520 K Ave.

Hears and determines cases concerning alleged violations of ordinances for the preservation of public safety. Reviews and recommends proposed amendments to the building and fire codes. Hears appeals from decisions of the Building Official or Fire Chief, and serves as a board to review and license electricians. Hears requests to use alternate materials or methods of construction.

### Civil Service Commission

3 members 3-year terms  
 Meetings: At least every January & as needed  
 Plano Municipal Center, 1520 K Ave.

Appointed by the City Manager and confirmed by City Council. Hears appeals related to promotional and disciplinary actions; approves local civil service rules and regulations; approves eligibility and testing parameters for firefighters and police officers covered under Chapter 143 of the Texas Local Government Code. Must be a resident of Plano for 3 years.

### Collin County Appraisal District Board

2-year terms  
 Meetings: 7 a.m., 4th Thursday  
 250 W. Eldorado Pkwy., McKinney

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

### Community Relations Commission

8 members 2-year terms  
 Meetings: As called  
 Plano Municipal Center, 1520 K Ave.

Serves as a hearing board to address significant issues as directed by Council. Oversees the Community Development Block Grant and the Community Service Grants. Reviews and makes recommendations regarding significant community problems impacting the quality of life.

## **Cultural Affairs Commission**

7 members 2-year terms  
Meetings: 6 p.m., 1st Thursday  
Plano Municipal Center, 1520 K Ave.

Receives applications for grants from area cultural agencies and recommends to Council the disposition of grant funds. Receives and recommends to Council the disposition of Special Events grants. No member of the commission shall have served on the board of an affected agency for the previous 12 months.

## **DART Board**

2-year terms  
Meetings: 6:30 p.m., 2nd & 4th Tuesdays  
1401 Pacific Ave., Dallas

City Council appoints 1 member, and jointly appoints 1 shared member with other Metroplex cities to the DART Board, which is the governing board over the regional transportation system.

## **Denton County Central Appraisal District**

2-year terms  
Meetings: 4 p.m., 4th Thursday  
3911 Morse Street, Denton

Determines Appraisal District's goals. Operates as the decision-making body on appraisal district operations.

## **Heritage Commission**

7 members 2-year terms  
Meetings: 5:30 p.m., 4th Tuesday  
Plano Municipal Center, 1520 K Ave.

Recommends buildings for heritage designation. Conducts design review for proposed work to buildings and for new construction. Makes recommendations to City Council regarding grants and tax exemptions. Preferably, appointees should have demonstrated interest, competence and knowledge in historic preservation or other disciplines related to historic preservation.

## **Library Advisory Board**

7 members 2-year terms  
Meetings: 7 p.m., 1st Tuesday (Feb., May, Aug., Nov.)

Various Plano Public Library locations

Advises Council on matters relating to the operations of the Library Department. Reviews Board approved library policies. Reviews and approves special requests for the use of library facilities.

## **Multicultural Outreach Roundtable (MCOR)**

Membership varies in size  
Meetings: 7 p.m., 2nd Tuesday  
Plano Municipal Center, 1520 K Ave.

Partners with the City Council and the diverse citizens of Plano encouraging understanding and participation in the government process and fulfilling the needs and desires of its diverse citizens. No application is required.

## **North Texas Municipal Water District Board of Directors**

2 members 2-year terms  
Meetings: 4 p.m., 4th Thursday  
NTMWD, 505 E. Brown, Wylie

Governing board overseeing regional water, wastewater and solid waste systems.

## **Parks and Recreation Planning Board**

7 members 2-year terms  
Meetings: 6:30 p.m., 1st Tuesday (Jan., April, May, Sept., Nov.)

Various Parks and Recreation facilities

Makes recommendations regarding park land acquisitions and park master plan, Parks and Recreation Capital Improvement Program, bond referenda, park facility-user fees; and analyzes long range Parks and Recreation facility needs. Reviews and approves master plans for development or improvement of parks and recreation facilities.

## **Photographic Traffic Signal Advisory Committee**

8 members 2-year terms  
Meetings: As needed  
Plano Municipal Center, 1520 K Ave.

Each City Council member appoints 1 member. Serves as an advisory committee to the City Council on the installation and operation of Plano's photographic (Red Light Camera) traffic signal enforcement system at newly selected intersection approaches pursuant to Chapter 707 of the Texas Transportation Code.

## **Planning and Zoning Commission**

8 members 2-year terms  
Meetings: 7 p.m., 1st & 3rd Mondays & worksessions  
Plano Municipal Center, 1520 K Ave.

Makes recommendations to Council on updates to the City's Comprehensive Plan, and on zoning and rezoning petitions, including amendments to zoning regulations. Hears and takes action on site plans and plats for new development and redevelopment projects.

## **Plano Housing Authority (PHA)**

5 members 2-year terms  
Meetings: 6:30 p.m., 4th Tuesday  
PHA Office, 1740 G Ave.

Governance and administrative control of low-income housing projects and programs.

## **Public Art Committee**

7 members 2-year terms  
Meetings: 7 p.m., 1st Wednesday as needed  
Cox Building, 1517 H Ave.

Makes recommendations to Council for annual Public Art Plan. Administers and implements the annual Plan utilizing policies and procedures that address art/artist selection process, commission and placement of art, and maintenance and

removal of art. Recommends to Council on selection of artists and artwork.

## **Retirement Security Plan Committee (RSP)**

5 members 2-year terms  
Meetings: 4 times per year (Jan., Apr., July & Oct.)

Plano Municipal Center, 1520 K Ave.

City Manager appoints 3 City employees and 2 non-employees who administer/hold fiduciary responsibility for the RSP Trust.

## **Self Sufficiency Committee**

8 members 2-year terms  
+1 appointed from Plano Housing Authority  
Meetings: 6:30 p.m., 1st Monday  
PHA Office, 1740 G Ave.

Works with the Plano Housing Authority to provide oversight for a self sufficiency program for residents of housing administered by the Housing Authority.

## **Senior Citizens Advisory Board**

9 members 2-year terms  
Meetings: 5 p.m., 1st Thursday (Jan., April, July, Oct.)  
Various locations

Recommends policies and programs to City Council that will be of benefit to seniors and advises on issues of importance to seniors living in Plano.

## **Tax Increment Financing Reinvestment Zone No. 1 Board (West TIF)**

9 members 2-year terms  
Meetings: As called by members  
Plano Municipal Center, 1520 K Ave.

Makes recommendations to the City Council concerning the administration of the TIF in the zone.

## **Tax Increment Financing Reinvestment Zone No. 2 Board (East TIF)**

5 to 15 members 2-year terms  
Meetings: As called by members  
Plano Municipal Center, 1520 K Ave.

See description for Tax Increment Financing Reinvestment Zone No. 1 Board (West TIF) above.



Jamey Cantrell  
Animal Services Manager

# REMEMBER

“Animal Control” is a misnomer

Nearly all problems we deal with  
are  
caused by people

# Objectives of Animal Services

## Protect the Public

- Negate the spread of disease (rabies, mange, parvo)
- Limit potential injuries (582 bites), animal to animal, animal to human
- Reduce potential for vehicle damage



# Objectives of Animal Services

## Protect the Animals

- Abuse/Neglect
- Dangers of being a stray

## Improve the Quality of Life

- Pollution control
- Correct nuisances



# Services We Provide

- At-large animal pick up
- Quarantine bite animals
- Pet adoptions
- Education
- Deceased animal pick up
- Nuisance complaints
- Prohibited or Dangerous Animal complaints
- Pet licensing
- Enforcement of all animal-related ordinances



# Plano Animal Services Fiscal Year 2008/2009

- Housed **7,049** animals
- Overall placement rate of **80%**
  - National average is 35-50%
- Sterilized **2,081** animals



# Plano Animal Services Fiscal Year 2008/2009

Licensed 8,572 pets



- 6.1% of the projected 139,988 pets that live in Plano
- \$85,886 in revenue - 4.7% of total budget
- If all pets were licensed, projected revenue would be \$1,791,847 - 98.4% of total budget

# Plano Animal Services

## Fiscal Year 2008/2009

- Completed **14,782** field calls
- Assisted over **45,000** visitors to the shelter
- Handled **537** Local Rabies Control Incidents (bites/scratches)
- Had **514,136** hits on our websites
- Gave **33** educational presentations
- **6,813** volunteer hours
  - Increase of more than 300% over FY 05/06

# Environmentally Friendly

Animal Shelter is LEED-EB Certified at the Silver level

- First LEED-EB animal shelter in Texas
- Second LEED-EB animal shelter in the nation

Reduction of 14% of energy costs in first year resulted in a savings of \$5,244

Recycling and composting programs save approximately \$1,200 per year in waste disposal fees



# Current/Future Issues

## Shelter Expansion

- Expansion will open with no new staff.
- Scheduled to be completed in summer 2010
- Shelter should be large enough to meet all future needs

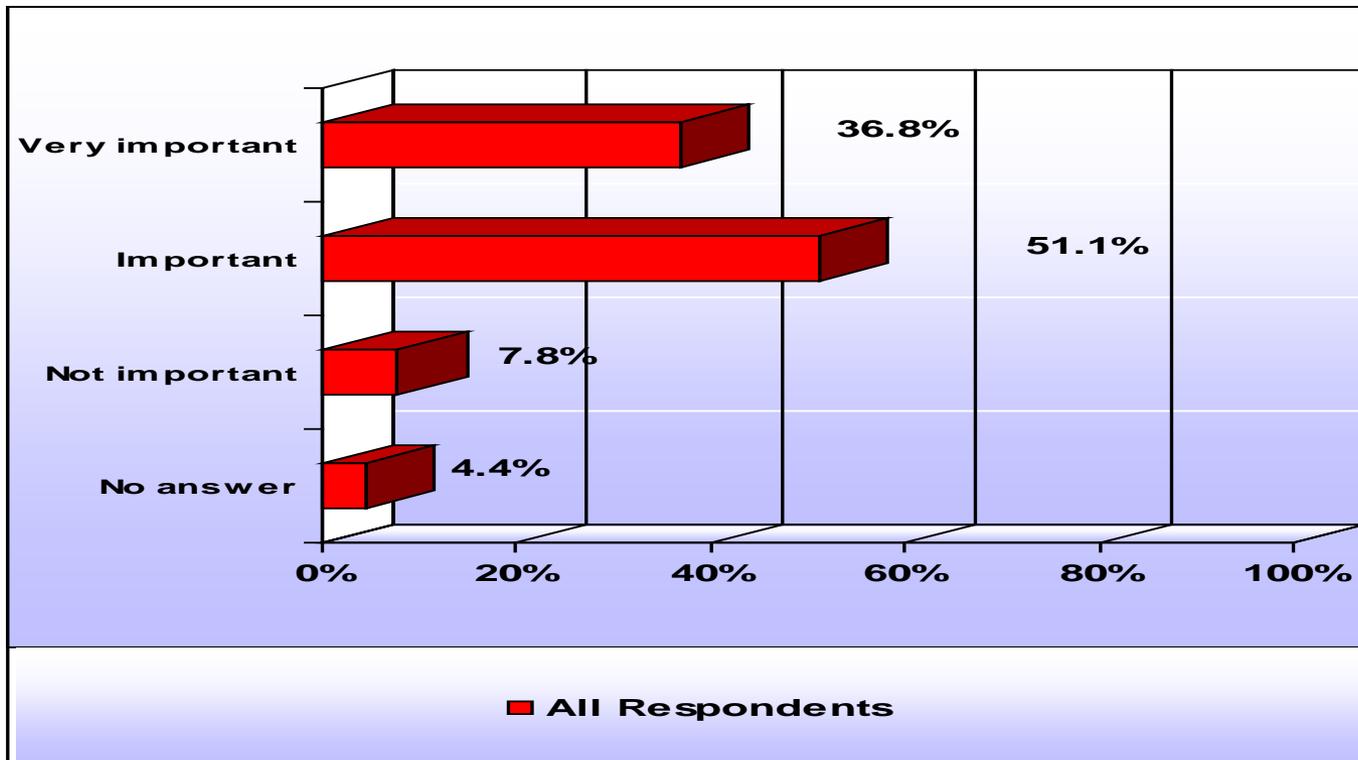
## Wildlife Handling

- Budget reductions forced the elimination of trapping programs
- PAS core functions involve domesticated animals

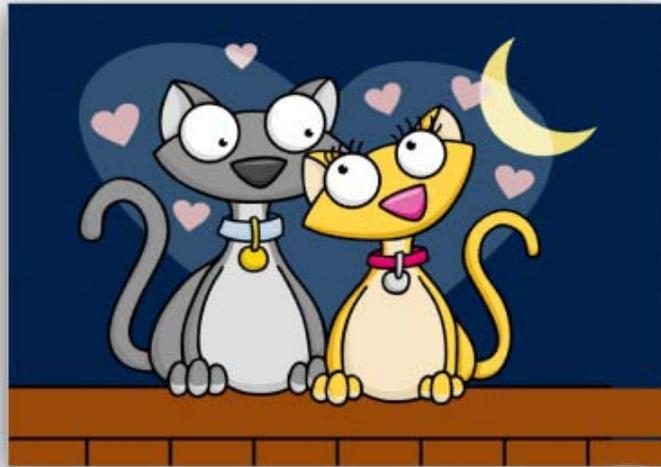
Budget Reductions = Service Reductions

# Animal Services Survey Findings

- Compared to other priority services provided by the City of Plano, 37% felt the Animal Services Department is VERY important and 51% said it was important.



# Overpopulation Problem



## Just Two Breeding Cats & Their Offspring

- Two litters per year
- 2.8 surviving kittens per litter

Can produce 80,399,790 cats in 10 years!

# Overpopulation Problem

Two Uncontrolled, Breeding Dogs

- First year.....4 offspring
- Second year.....12 offspring
- Third year.....36 offspring
- Fifth year.....324 offspring
- Seventh year.....4,372 offspring



Tomeji Miller  
Health Manager

# Mission Statement

To provide outstanding services in environmental health and animal control that promote wellness and prevent disease and pollution in our community.

# Health Department

Plano Health Department is a multi-functional department providing services for the citizens of Plano and the regulated community. Core business functions of Health include:

- Consumer Health and Retail Food Safety (Award Winning Program in Texas)
- Disease Prevention and Public Health
- Water Quality
- Storm Water Management



# Consumer Health and Retail Foods

- Food Establishment Inspections
- Plans Review of new and existing Food Establishments
- Temporary and Seasonal Events
- Foodborne Outbreak Investigations
- Food Manager and Food Handler Training



# Consumer Health and Retail Foods Fiscal Year 2008/09

- Permitted **1,329** food facilities
  - including schools, day cares, hospitals, nursing homes and assisted living facilities
- Conducted **3,531** routine food/restaurant inspections
- Responded to **243** food complaints and investigated **51** reported foodborne illness outbreaks



# Consumer Health and Retail Foods Fiscal Year 2008/09

- Permitted **397** temporary and seasonal events
- Trained **3,839** food handlers and **159** food managers
- Conducted **108** plan reviews and **224** certificate of occupancy (CO's)



# Communicable Disease Prevention and Public Health

Specialists coordinate response and investigation of reportable communicable diseases 2008-09

- Salmonellosis – 60 cases
- Cryptosporidiosis – 34 cases
- Shigellosis – 12
- Campylobacteriosis – 23
- Amebiasis – 7
- E. coli – 4 cases
- Malaria – 3 cases
- Typhoid Fever – 3 cases
- West Nile – No reported human cases

# 2009 H1N1

- Virus emerged in April 2009
- Confirmed H1N1 cases in Plano from April 2009 thru August - **53**
- One reported death in Collin County due to H1N1
- Conducted community and city-wide meetings
- Health Department administered approximately **626** H1N1 vaccinations to employees, dependents and retirees

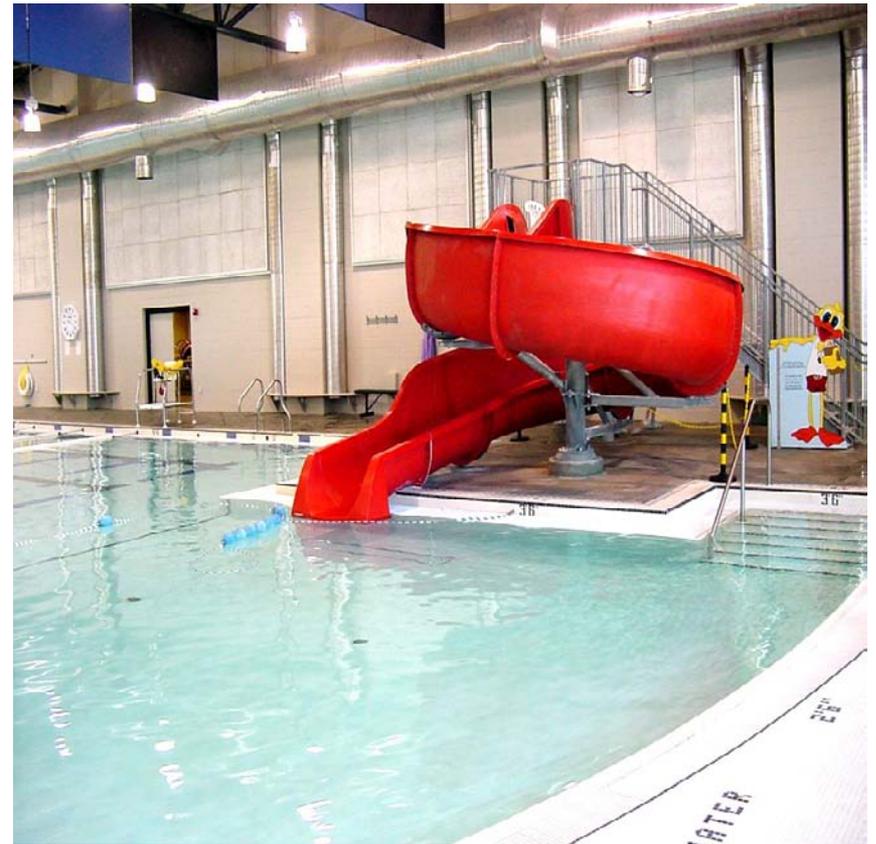


# Water Quality and Environmental Health

- National Award Winning Swimming Pool Inspection Program
- Vector Control
- Industrial Pre-treatment
- Liquid Waste (transporters and generators)
- Noise and Illumination
- Indoor/Outdoor Air
- Smoking Regulation

# Water Quality

The swimming pool inspection program is responsible for **411** public/semi-public pool facilities. Specialists performed over **648** inspections and closed over **180** pools due to non-compliance (i.e., safety equipment, water chemistry and bacteriology)



# Mosquito and Vector Control

- Plano's national award winning Integrated Mosquito Management Program educates the public in an effort to reduce exposure and prevent disease transmission
- The IMMP includes: surveillance, larviciding, adulticiding, habitat reduction and public education
- In addition to mosquito control, the department provides limited rodent control

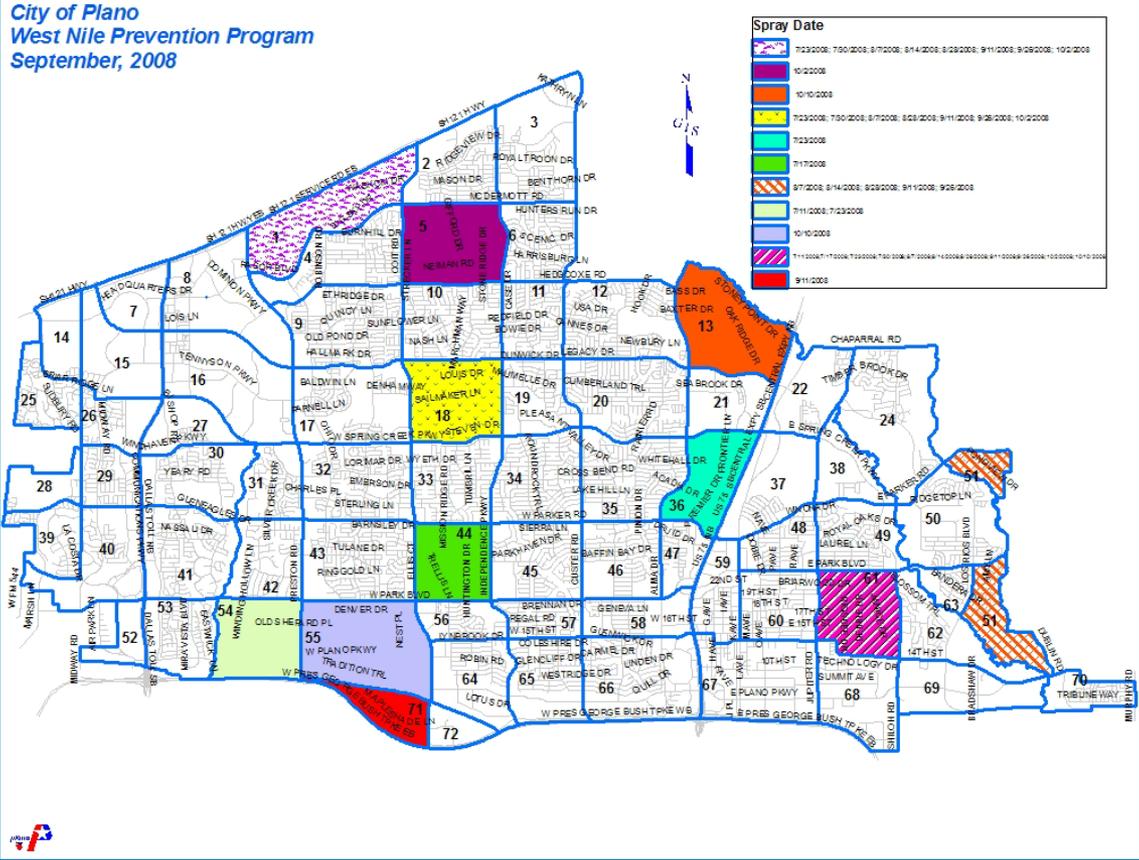


# Residential Stagnant Pool



# Mosquito Spray Map

City of Plano  
West Nile Prevention Program  
September, 2008



# Smokefree Regulation



Plano Smokefree regulation became effective June 1, 2007. The Regulation restricts smoking in all indoor, enclosed public places, and places of employment.

[www.smokefreeplano.org](http://www.smokefreeplano.org)

# Storm Water Management

- Prevent pollutants and illicit discharges from entering into the City's storm drains including stream, bank and erosion control
- Monitors City's Storm Water inlets and outlets as mandated by State and Federal Law
- Perform wet and dry water sampling required by the Texas Pollution Discharge Elimination System (TPDES) permit



# Storm Water and Industrial Pretreatment

- Outfalls Inspections - 422
- Creek Inspections – 51

## IPP

- Mandated by state and federal law
- Regulates wastewater discharges from commercial industries
- **Seven (7)** permitted industries
- Conducted **233** BMP Recovery inspections

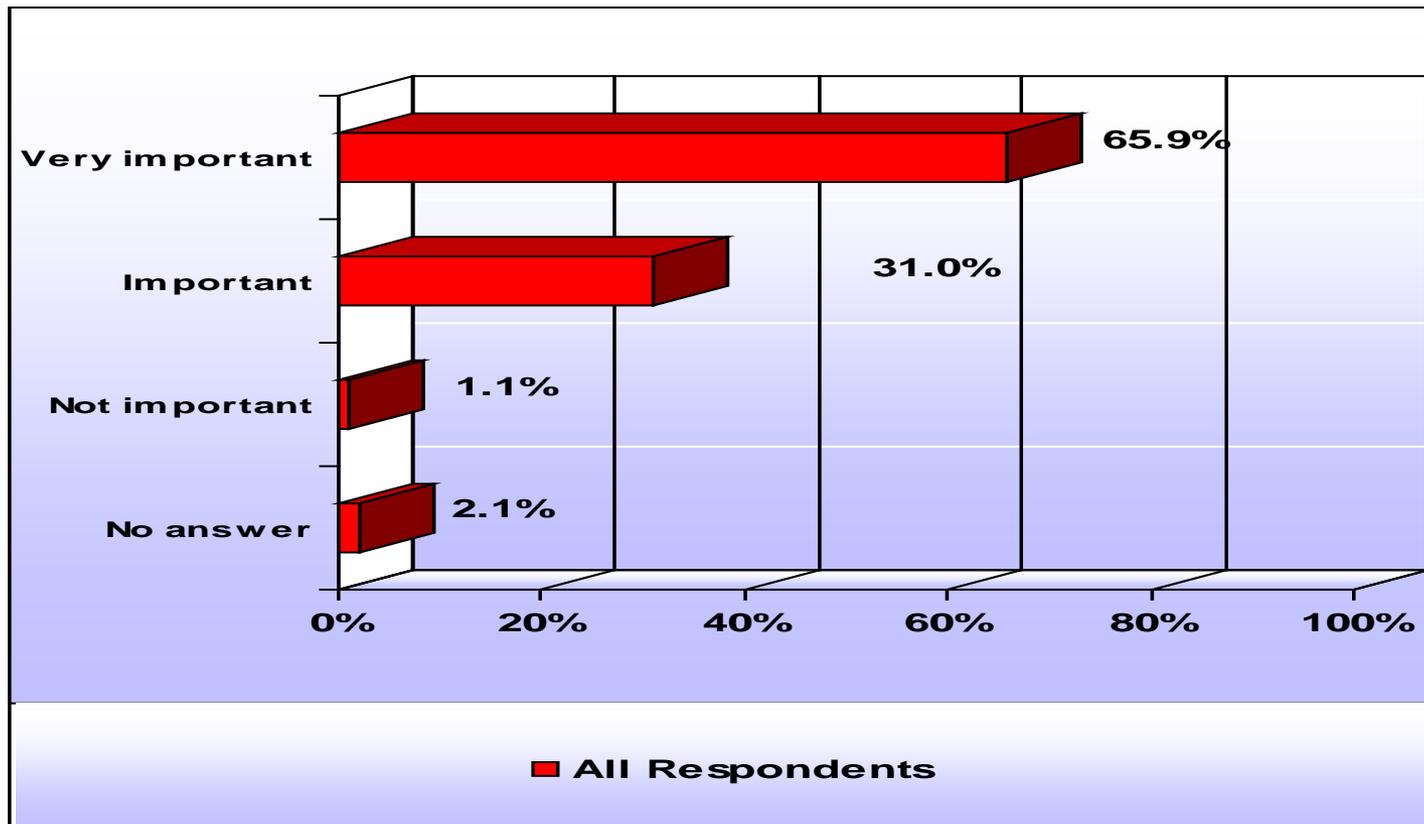


# Current/Future Issues

1. Budget reductions the last three years have caused loss of two full-time field specialist positions
2. Reduction in field staff impacts inspection frequency and increases potential for foodborne illness
3. Number of public/semi-public pool inspections will be decreased causing potential for pool safety violations and waterborne disease
4. Non emergency food, pool, and environmental complaint response times may need to be modified from 24 hours to 48 hours
5. Further budget and staff reductions may decrease temporary and seasonal event inspections leading to increased incidence of foodborne illness

# Health Department Survey Findings

- Compared to other priority services provided by the City of Plano, 66% felt the health department is VERY important and 31% said it was important.





*Questions?*