



CITY COUNCIL

**1520 K Avenue, Plano, Texas 75074
Senator Florence Shapiro Council Chambers**

DATE: September 10, 2018

TIME: 7:00 PM

CALL TO ORDER

INVOCATION: Dr. Mark Howell, Sr. Pastor - Hunters Glen Baptist Church

PLEDGE OF ALLEGIANCE / TEXAS PLEDGE: Girl Scout Troop 7924

OUR MISSION - THE CITY OF PLANO IS A REGIONAL AND NATIONAL LEADER, PROVIDING OUTSTANDING SERVICES AND FACILITIES THROUGH COOPERATIVE EFFORTS THAT ENGAGE OUR CITIZENS AND THAT CONTRIBUTE TO THE QUALITY OF LIFE IN OUR COMMUNITY.

The City Council may convene into Executive Session to discuss posted items in the regular meeting as allowed by law.

PROCLAMATIONS AND SPECIAL RECOGNITIONS

Presentation: The Plano Chamber of Commerce recently received the 2018 Chamber of the Year Award. **Presented**

Proclamation: The InTouch Credit Union Hot Air Balloon Festival will take place September 21 through September 23 at Oak Point Park. **Presented**

Special Recognition: The Plano Citizens Academy Class recently completed the necessary courses for graduation. **Presented**

Special Recognition: The Mayor is recognizing the participants in the 2018 Plano Mayor's Summer Internship Program. **Presented**

Presentation: Plano has received the GFOA Certificate of Achievement for Excellence in Financial Reporting. **Presented**

COMMENTS OF PUBLIC INTEREST

This portion of the meeting is to allow up to five (5) minutes per speaker with thirty (30) total minutes on items of interest or concern and not on items that are on the current agenda. The Council may not discuss these items, but may respond with factual or policy information. The Council may choose to place the item on a future agenda.

CONSENT AGENDA

The Consent Agenda will be acted upon in one motion and contains items which are routine and typically noncontroversial. Items may be removed from this agenda for individual discussion by a Council Member, the City Manager or any citizen. Citizens are limited to two (2) items and discussion time of three (3) minutes each.

Approval of Minutes

- (a) August 27, 2018 **Approved**

Approval of Expenditures

Award/Rejection of Bid/Proposal: (Purchase of products/services through formal procurement process by this agency)

- (b) RFB No. 2018-0403-B for the Justice Center Acoustical Project to Falkenberg Construction Co., Inc. in the amount of \$74,102; and authorizing the City Manager to execute all necessary documents. **Approved**
- (c) RFB No. 2018-0478-B for the Police Department Corridor Renovations to Criterion Contractors, Inc. in the amount of \$85,600; and authorizing the City Manager to execute all necessary documents. **Approved**
- (d) RFB No. 2018-0479-B for the Municipal Center Restroom Renovations to KC Construction Services, Inc. in the amount of \$449,704; and authorizing the City Manager to execute all necessary documents. **Approved**

Approval of Contract Modification

- (e) To approve an expenditure for the purchase of Credit Card Payment Processing Services for extending the current contract by six (6) additional months, with City optional monthly renewals in the estimated monthly amount of \$78,000 from Elavon, Inc. for the Finance Department; and authorizing the City Manager to execute all necessary documents. (Contract No. 2013-2-C, Modification No. 2) **Approved**
- (f) To approve an expenditure for the purchase of Third Party Administrator Services including Medical Administration, Dental, Behavioral Health, Flexible Spending, and Vision Insurance Premiums for one (1) year with one (1) one-year City optional renewal in the estimated annual amount of \$1,685,850 from United Health Care for Human Resources Department; and authorizing the City Manager to execute all necessary documents. (Contract No. 2014-5-C, Modification No. 1 and Contract No. 2014-169-C, Modification No. 1) **Approved**

Approval of Change Order

- (g) To approve an increase to the current awarded contract amount of \$3,453,611 by \$207,938, for a total contract amount of \$3,661,549, for the Residential Concrete Pavement Repair Zone N4 & N5, Project No. 6581, from Jim Bowman Construction Company L.P. for Public Works; and authorizing the City Manager to execute all necessary documents. (Contract No. 2016-0226-B, Change Order No. 2) **Approved**

Approval of Expenditure

- (h) To approve an expenditure for the purchase of a Street, Sidewalk and Utility Easement, and a Temporary Construction Easement in the amount of \$59,000 from Brixmor Holdings 12 SPE, LLC for Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane, Project No. 6610; and authorizing the City Manager to execute all necessary documents. **Approved**
- (i) To approve an expenditure for the purchase of three Street, Sidewalk, and Utility Easements; and three Temporary Construction Easements in the amount of \$92,663 from Realty Income Properties 25, LLC for Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane, Project No. 6610; and authorizing the City Manager to execute all necessary documents. **Approved**

Adoption of Resolutions

- (j) **Resolution No. 2018-9-1(R):** To approve a revised Environmental Health & Sustainability Fee Schedule to reflect fees for permit, inspection, and other services offered by the Department; and providing an effective date. **Adopted**
- (k) **Resolution No. 2018-9-2(R):** To approve the hiring of Kristen Homyk as Assistant City Attorney II by the City Attorney; and providing an effective date. **Adopted**

Adoption of Ordinances

- (l) **Ordinance No. 2018-9-3:** To repeal Ordinance No. 2018-2-2; establishing the number of certain classifications within the Fire Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Fire Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date. **Adopted**
- (m) **Ordinance No. 2018-9-4:** To repeal Ordinance No. 2018-3-7; establishing the number of certain classifications within the Police Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Police Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date. **Adopted**
- (n) **Ordinance No. 2018-9-5:** To repeal Ordinance No. 2014-1-20 containing Environmental Health fees which will be updated and presented to City Council through a separate resolution; and providing a repealer clause, a severability clause, a savings clause, and an effective date. **Adopted**

- (o) **Ordinance No. 2018-9-6:** To amend certain sections of Ordinance Nos. 2001-4-4, and 2010-3-15 codified as Article VIII of Chapter 14, Additional Regulations for Tattoo and Certain Body Piercing Studios, and various sections of Ordinance Nos. 2006-9-26 and 2008-11-15 codified as Article X, Division 2 of Chapter 6, Public Swimming Pools and Spas, to reflect updated names, references, and fees; and providing a penalty clause, a savings clause, a severability clause, a repealer clause, a publication clause and an effective date. **Adopted**
- (p) **Ordinance No. 2018-9-7:** To amend and delete various sections of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano; revising prohibited and permitted parking activities in residential and other zoning districts, updating the penalty provisions for commercial vehicle violations; and providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause, and an effective date. **Adopted**
- (q) **Ordinance No. 2018-9-8:** To amend Article III, Division 3, Registration and Inspection of Multi-family Dwelling Complexes, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano; providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date. **Adopted**
- (r) To amend Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano by adding Division 4, Registration and Inspection of Hotel / Motel Properties, to provide for procedures allowing registration and inspection of hotel / motel properties; providing a savings clause, a penalty clause, a severability clause, a repealer clause, a publication clause, and an effective date. **Pulled for future consideration**

ITEMS FOR INDIVIDUAL CONSIDERATION:

Public Hearing Items:

Applicants are limited to fifteen (15) minutes presentation time with a five (5) minute rebuttal, if needed. Remaining speakers are limited to thirty (30) total minutes of testimony time, with three (3) minutes assigned per speaker. The presiding officer may extend these times as deemed necessary.

Non-Public Hearing Items:

The Presiding Officer may permit limited public comment for items on the agenda not posted for a Public Hearing. The Presiding Officer will establish time limits based upon the number of speaker requests, length of the agenda, and to ensure meeting efficiency, and may include a cumulative time limit. Speakers will be called in the order cards are received until the cumulative time is exhausted.

- (1) **Ordinance No. 2018-9-9:** To approve and adopt the Operating Budget and setting the appropriations for the fiscal year beginning October 1, 2018, and terminating September 30, 2019; and providing an effective date. (Public Hearings held on August 13, 2018 and August 18, 2018) **Adopted**

- (2) **Ordinance No. 2018-9-10:** To approve and adopt the Community Investment Program and setting the appropriations for the fiscal year beginning October 1, 2018, and ending September 30, 2019; and providing an effective date. **Adopted**
- (3) **Ordinance No. 2018-9-11:** To approve and adopt the Tax Rate for the fiscal year beginning October 1, 2018 and terminating September 30, 2019, and providing an effective date. (Public Hearings held August 27, 2018 and September 5, 2018) **Adopted**
- (4) **Ordinance No. 2018-9-12:** To ratify the property tax revenue in the 2018-19 Budget as a result of the City receiving more revenues from property taxes in the 2018-19 Budget than in the previous fiscal year; and providing an effective date. (Public Hearings held on August 27, 2018 and September 5, 2018.) **Adopted**

Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal/L Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. The Senator Florence Shapiro Council Chambers 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.



**CITY OF PLANO
COUNCIL AGENDA ITEM**

Council Meeting Date: 9/10/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Presentation: The Plano Chamber of Commerce recently received the 2018 Chamber of the Year Award.
Presented

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: City Manager

Department Head:

Agenda Coordinator:

CAPTION

Proclamation: The InTouch Credit Union Hot Air Balloon Festival will take place September 21 through September 23 at Oak Point Park. **Presented**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Special Recognition: The Plano Citizens Academy Class recently completed the necessary courses for graduation. **Presented**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Special Recognition: The Mayor is recognizing the participants in the 2018 Plano Mayor's Summer Internship Program. **Presented**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

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Department Head:

Agenda Coordinator:

CAPTION

Presentation: Plano has received the GFOA Certificate of Achievement for Excellence in Financial Reporting. **Presented**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: City Secretary

Department Head: Lisa Henderson

Agenda Coordinator:

CAPTION

August 27, 2018 **Approved**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Work Session Minutes	8/31/2018	Minutes
Regular Session Minutes	8/31/2018	Minutes

**PLANO CITY COUNCIL
PRELIMINARY OPEN MEETING
August 27, 2018**

COUNCIL MEMBERS PRESENT

Ron Kelley, Mayor Pro Tem
Angela Miner, Deputy Mayor Pro Tem
Anthony Ricciardelli
Rick Grady
Kayci Prince
Tom Harrison – arrived at 5:01 p.m.

COUNCIL MEMBERS ABSENT

Harry LaRosiliere, Mayor
Rick Smith

STAFF PRESENT

Bruce Glasscock, City Manager
Mark Israelson, Senior Deputy City Manager
Jim Parrish, Deputy City Manager
Jack Carr, Deputy City Manager
Brandi Youngkin, Assistant City Manager
Paige Mims, City Attorney
Lisa C. Henderson, City Secretary

Mayor Pro Tem Kelley called the meeting to order at 5:00 p.m., Monday, August 27, 2018, in the Senator Florence Shapiro Council Chambers of the Municipal Center, 1520 K Avenue. A quorum was present. Mayor Pro Tem Kelley then stated that the Council would retire into Executive Session, in Training Room A, in compliance with Chapter 551, Government Code, Vernon's Texas Codes Annotated in order to consult with an attorney and receive Legal Advice and discuss Litigation, Section 551.071; to receive information regarding Economic Development, Section 551.087; and to discuss Real Estate, Section 551.072; for which a certified agenda will be kept in the office of the City Secretary for a period of two years as required.

Mayor Pro Tem Kelley reconvened the meeting back into the Preliminary Open Meeting at 6:20 p.m. in the Senator Florence Shapiro Council Chambers.

- **Consideration and action resulting from Executive Session discussion**
- **Homeless Housing and Services Programs: Proposed FY2018-19 Funding Allocation**
- **Consent and Regular Agendas**
- **Council items for discussion/action on future agendas**

With no further discussion, the Preliminary Open Meeting was adjourned at 6:45 p.m.

Ron Kelley, MAYOR PRO TEM

ATTEST:

Lisa C. Henderson, City Secretary

**PLANO CITY COUNCIL
REGULAR SESSION
August 27, 2018**

COUNCIL MEMBERS PRESENT

Ron Kelley, Mayor Pro Tem
Angela Miner, Deputy Mayor Pro Tem
Anthony Ricciardelli
Rick Grady
Kayci Prince
Tom Harrison

COUNCIL MEMBERS ABSENT

Harry LaRosiliere, Mayor
Rick Smith

STAFF PRESENT

Bruce Glasscock, City Manager
Mark Israelson, Senior Deputy City Manager
Jim Parrish, Deputy City Manager
Jack Carr, Deputy City Manager
Brandi Youngkin, Assistant City Manager
Paige Mims, City Attorney
Lisa C. Henderson, City Secretary

Mayor Pro Tem Kelley convened the Council into the Regular Session on Monday, August 27, 2018 at 7:00 p.m. in the Senator Florence Shapiro Council Chambers of the Plano Municipal Center, 1520 K Avenue. A quorum was present.

Invocation and Pledge

Reverend Kim Meyers, Associate Pastor of Family Ministries with St. Andrew United Methodist Church led the invocation and Council Member Grady led the Pledge of Allegiance and Texas Pledge.

Proclamations and Special Recognitions

Proclamation: Mayor Pro Tem Kelley proclaimed September as Hunger Action Month.

Oath of Office

Mayor Pro Tem Kelley administered the Oath of Office to Chastity Vaughn, Plano Housing Authority Board.

Comments of Public Interest

Betsy Friauf spoke to review of the City Charter.
Jennifer Groyzman spoke to a corrected water billing issue.
Jim Oom spoke to the need for a 24-hour pharmacy in the city.

Consent Agenda

MOTION: Upon a motion made by Council Member Prince and seconded by Deputy Mayor Pro Tem Miner, the Council voted 6-0, to approve all items on the Consent Agenda, as follows:

Approval of Minutes

August 13, 2018
August 18, 2018
(Consent Agenda Item "A")

Approval of Expenditures

Award/Rejection of Bid/Proposal: (Purchase of products/services through formal procurement process by this agency)

RFB No. 2018-0385-B for eight (8) pickup trucks for Fleet Services to be utilized by various departments to Caldwell Automotive in the amount of \$132,423 and Sam Pack's Five Star Ford in the amount of \$53,349 for a total amount of \$185,772; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "B")

RFB No. 2018-0382-B for four (4) Dump Body Trucks for Fleet Services to be utilized by various departments to Randall Reed's Prestige Ford in the amount of \$206,403; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "C")

RFB No. 2018-0418-B for Chisholm Trail Erosion Control - San Simeon, Project No. 6886, to Stoic Civil Construction, Inc. in the amount of \$702,000; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "D")

RFB No. 2018-0394-B for Park Pond Restoration Projects - 2017, Project No. 6862, to IWCTexas, LLC in the amount of \$835,000; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "E")

RFB No. 2018-0303-B for the Dog Park at Bob Woodruff Park, Project No. 6573, to Ratliff Hardscape, Ltd. in the amount of \$1,844,688; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "F")

RFB No. 2018-0369-B for the Roof Replacement on the Deerfield Archway Monuments to RTC Waterproofing & Glass, Inc. in the amount of \$124,898; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “G”)

Purchase from an Existing Contract

To approve the purchase of a Telestaff upgrade and conversion for a one (1) year contract with five (5) one-year City optional renewals for Plano Fire-Rescue and Public Safety Communications in the estimated amount of \$86,381 for the initial year, and subsequent renewal years in the estimated annual amount of \$50,268, from Kronos Incorporated through an existing contract; and authorizing the City Manager to execute all necessary documents. (US Communities Contract No. 14-JLR-003) (Consent Agenda Item “H”)

To approve the purchase of one (1) Haul Truck for Fleet Services to be utilized by Utility District 2 in the amount of \$76,429 from Southwest International Trucks through an existing contract; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 521-16) (Consent Agenda Item “I”)

To approve the purchase of one (1) Vacuum Litter Collector with Robotic Arm for Fleet Services to be utilized by Special Waste in the amount of \$78,496 from Utility Truck Equipment Company through an existing contract; and authorizing the City Manager to execute all necessary documents. (HGAC Contract No. SW04-18) (Consent Agenda Item “J”)

To approve the purchase of two (2) Full Cab Ag Tractors with Triple Flail Mowers for Fleet Services to be utilized by Grounds Maintenance Services in the amount of \$232,188 from United Ag and Turf through existing contracts; and authorizing the City Manager to execute all necessary documents. (HGAC Contract No. GR01-18 and BuyBoard Contract No. 529-17) (Consent Agenda Item “K”)

Approval of Expenditure

To approve an expenditure for engineering design related services and project coordination associated with the relocation of the overhead utilities along a portion of 14th Street and Municipal Avenue in the amount of \$127,020 from Energy & Engineering Solutions Consulting Engineers; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “L”)

Approval of Contract / Agreement

To approve a Development Agreement between the City of Plano, Texas and 2016 Old Town Plano East, LTD and WJMP Enterprises, LTD for the @15th Apartment Project in Downtown Plano; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “M”)

To approve a License Agreement between the City of Plano, Texas, and Dallas Area Rapid Transit for the Plano Transit Village Veloweb project; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “N”)

To approve a Landscape Maintenance Agreement between the City of Plano and the Texas Department of Transportation (TxDOT) to establish that the City will maintain the landscape and hardscape installed by TxDOT on the portions of Preston Road through the Green Ribbon Program; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “O”)

Approval of Policy/Plan

To approve City of Plano Section 115 Post-Employment Benefits Trust as Amended and Restated to be effective September 1, 2018 and City of Plano Welfare Benefit Plan to be effective January 1, 2019. (Consent Agenda Item “P”)

Adoption of Resolutions

Resolution No. 2018-8-9(R): To authorize the filing of application for federal funds in an amount not to exceed \$112,498.76 under the Fiscal Year 2018 Homeland Security Grant Program through the Office of the Governor of Texas; designating the Director of Emergency Management as authorized representative of the City of Plano for the purpose of giving required assurances and acting in connection with said application and providing required information; and declaring an effective date. (Consent Agenda Item “Q”)

Resolution No. 2018-8-10(R): To declare official intent to reimburse certain expenditures made prior to the issuance of tax-exempt obligations, and providing an effective date. (Consent Agenda Item “R”)

Resolution No. 2018-8-11(R): To approve the terms and conditions of an Interlocal Agreement by and between the City of Plano, Texas and the Frisco Independent School District for the operation of the Police/School Resource Officer Program; authorizing its execution by the City Manager; and providing an effective date. (Consent Agenda Item “S”)

Resolution No. 2018-8-12(R): To approve the terms and conditions of an Interlocal Agreement by and between the City of Plano, Texas and the Plano Independent School District for the operation of the Police/School Resource Officer Program; authorizing its execution by the City Manager; and providing an effective date. (Consent Agenda Item “T”)

Resolution No. 2018-8-13(R): To authorize the City of Plano to participate in and receive funding through the Texas Highway Traffic Safety Program for the Intersection Traffic Control Project, PIN 17560006409000, targeting intersections regulated by a signal light; authorizing the City Manager or his authorized designee to execute the grant agreement and any other documents necessary to effectuate the action taken; and providing an effective date. (Consent Agenda Item “U”)

Resolution No. 2018-8-14(R): To approve the Investment Portfolio Summary for the quarter ending June 30, 2018 and providing an effective date. (Consent Agenda Item “V”)

Adoption of Ordinances

Ordinance No. 2018-8-15: To amend Article I, Chapter 14, Sec. 14-3 Weeds, Rubbish or Unsanitary Matter; providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date. (Consent Agenda Item “W”)

End of Consent Agenda

Public Hearing on a proposal to increase total tax revenues from properties on the tax roll in the preceding tax year by 4.49 percent (percentage by which proposed tax rate exceeds lower of rollback tax rate or effective tax rate calculated under Chapter 26, Tax Code) (Regular Item “1”)

Mayor Pro Tem Kelley opened the public hearing. Colleen Epstein, Frank Yang, Jennifer Groysman, David Baertsch, Jim Dillavou, Gregg Knapp, Ross Kecseg, Eugenie Anderson, Min Lai, Bruce Johnson, Mark Reid, and Michael Openshaw spoke in opposition of the proposed tax rate. Jamee Jolly, representing the Plano Chamber of Commerce spoke in support of the proposed tax rate. Hilton Kong was neutral on the proposed tax rate.

In addition to the speakers, individuals registered opinions as follows: 4 in support, 44 in opposition. Mayor Pro Tem Kelley closed the public hearing.

With no further discussion, the Regular City Council Meeting adjourned at 8:15 p.m.

Ron Kelley, MAYOR PRO TEM

ATTEST:

Lisa C. Henderson, City Secretary



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Facilities

Department Head: B. Caleb Thornhill

Agenda Coordinator: Michael Parrish x7554

CAPTION

RFB No. 2018-0403-B for the Justice Center Acoustical Project to Falkenberg Construction Co., Inc. in the amount of \$74,102; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	223,775	168,494	0	392,269
Encumbered/Expended Amount	-223,775	-86,521	0	-310,296
This Item	0	0	-74,102	-74,102
Balance	0	81,973	-74,102	7,871

FUND(S): Capital Maintenance Fund

COMMENTS: Funding for this item is available in the 2017-18 Capital Maintenance Fund Budget and will be carried forward into the 2018-19 fiscal year. Construction of the Justice Center Acoustical Project, in the amount of \$74,102, will leave a balance of \$7,871 available for future expenditures at the Justice Center or other city facilities.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City

Plano Tomorrow Plan Pillar:

Built Environment, Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	9/4/2018	Memo
Bid Recap	8/29/2018	Bid Recap

Date: August 8, 2018

To: Bruce D. Glasscock
City Manager

Via: B. Caleb Thornhill
Director of Engineering

From: Richard Medlen
Facilities Maintenance Superintendent

Subject: Justice Center Acoustical Project – Bid #2018-0403-B

I have reviewed the bids submitted for the acoustical project at the Justice Center. I recommend award to the lowest responsive responsible bid submitted from Falkenberg Construction Co., Inc. for the base bid of \$67,727.00 with Alternate No. 1, to add panels to the ceiling, in the amount of \$6,375.00, for the total amount of \$74,102.00. There were no additional bids submitted.

The improvements of acoustics is necessary to improve communication and recordability of conversations with prisoners within the pods.

The funding for the project is in the Capital Maintenance Fund 54492.

Please contact me if you have any questions.

/md

cc: Jim Razinha
Glen Brashear
Sandy Bloomer
Todd Luxem
Matt Yager
Michael Parrish

CITY OF PLANO

RFB No. 2018-0403-B

Justice Center Acoustical Project

Bid Recap

Bid Opening Date/Time: August 3, 2018 at 2:00 PM

Number of Vendors Notified: 1,861

Vendors Submitting “No Bids”: 0

Number of Bids Submitted: 1

<u>VENDOR NAME</u>	<u>BASE BID</u>	<u>Alt. No. 1</u>	<u>TOTAL BID</u>
Falkenberg Construction Co., Inc.	\$67,727.00	\$6,375.00	\$74,102.00

<u>RECOMMENDED VENDOR</u>	<u>TOTAL BID</u>
Falkenberg Construction Co., Inc.	\$74,102.00

Michael Parrish

Michael Parrish, Senior Buyer

August 28, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Facilities

Department Head: B. Caleb Thornhill

Agenda Coordinator: Michael Parrish x7554

CAPTION

RFB No. 2018-0478-B for the Police Department Corridor Renovations to Criterion Contractors, Inc. in the amount of \$85,600; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	363,012	656,232	8,200	1,027,444
Encumbered/Expended Amount	-363,012	-241,837	0	-604,849
This Item	0	0	-85,600	-85,600
Balance	0	414,395	-77,400	336,995

FUND(S): Capital Maintenance Fund

COMMENTS: Funding is available in the 2017-18 Capital Maintenance Fund budget and will be carried forward into the 2018-19 fiscal year, for this item. Construction services for the Police Department Corridor Renovations project, in the amount of \$85,600, will leave a balance of \$336,995 available for future expenditures related to the Main Police Station or other city facilities.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	8/29/2018	Memo
Bid Recap	9/4/2018	Bid Recap

Date: August 22, 2018

To: Bruce D. Glasscock
City Manager

Via: B. Caleb Thornhill
Director of Engineering

From: Richard Medlen
Facilities Maintenance Superintendent

Subject: Police Department Corridor Renovations – Bid #2018-0478-B

I have reviewed the bids submitted for the corridor renovations at the Police Department. I recommend award to the lowest responsive responsible bid submitted from Criterion Contractors, Inc. for the base bid of \$82,000 with Alternate No. 1, for flooring in an additional corridor, in the amount of \$3,600.00, for the total amount of \$85,600.00. There were five additional bids submitted from Cavins Construction Group Texas LLC for \$101,986.00, KC Construction Services, Inc. for \$107,487.75, 308 Construction, LLC for \$164,700.00, Falkenberg Construction Co., Inc. for \$181,525.00 and Concord Commercial Services, Inc. for \$251,615.18.

The replacement of the existing corridor stair treads and vinyl tile is required and recommended to repair safety hazard conditions on the stairs.

The funding for the project is in the Capital Maintenance Fund 54458.

Please contact me if you have any questions.

/md

cc: Jim Razinha
Glen Brashear
Sandy Bloomer
Todd Luxem
Matt Yager
Earl Whitaker
Michael Parrish

CITY OF PLANO

RFB No. 2018-0478-B

Police Department Corridor Renovations

Bid Recap

Bid Opening Date/Time: August 16, 2018 at 2:30 PM

Number of Vendors Notified: 3,740

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 6

<u>VENDOR NAME</u>	<u>BASE BID</u>	<u>Alt. No. 1</u>	<u>TOTAL BID</u>
Criterion Contractors, Inc.	\$82,000.00	\$3,600.00	\$85,600.00
Cavins Construction Group Texas LLC	\$98,500.00	\$3,486.00	\$101,986.00
KC Construction Services, Inc.	\$104,445.75	\$3,042.00	\$107,487.75
308 Construction, LLC	\$159,500.00	\$5,200.00	\$164,700.00
Falkenberg Construction Co., Inc.	\$176,025.00	\$5,500.00	\$181,525.00
Concord Commercial Services, Inc.	\$239,165.48	\$12,449.70	\$251,615.18

<u>RECOMMENDED VENDOR</u>	<u>TOTAL BID</u>
Criterion Contractors, Inc.	\$85,600.00

Michael Parrish

Michael Parrish, Senior Buyer

August 28, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Facilities

Department Head: B. Caleb Thornhill

Agenda Coordinator: Michael Parrish x7554

CAPTION

RFB No. 2018-0479-B for the Municipal Center Restroom Renovations to KC Construction Services, Inc. in the amount of \$449,704; and authorizing the City Manager to execute all necessary documents.
Approved

FINANCIAL SUMMARY

CIP

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	1,147,203	2,602,042	1,900,000	5,649,245
Encumbered/Expended Amount	-1,147,203	-1,740,997	0	-2,888,200
This Item	0	0	-449,704	-449,704
Balance	0	861,045	1,450,296	2,311,341

FUND(S): Capital Maintenance Fund

COMMENTS: Funding is available for this item in the 2017-18 Capital Maintenance Fund budget and will be carried forward into the 2018-19 fiscal year. Construction services for the Municipal Center Restroom Renovations projects, in the amount of \$449,704, will leave a total balance of \$2,311,341 available for future expenditures at the Plano Municipal Center or other city facilities.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	9/4/2018	Memo
Bid Recap	8/29/2018	Bid Recap

Date: August 22, 2018

To: Bruce D. Glasscock
City Manager

Via: B. Caleb Thornhill
Director of Engineering

From: Richard Medlen
Facilities Maintenance Superintendent

Subject: Municipal Center Restroom Renovations – Bid #2018-0479-B

I have reviewed the bids submitted for the renovation of the restrooms at the Municipal Center. I recommend award to the lowest responsive responsible bid submitted from KC Construction Services, Inc. for \$449,704.00. There were eight additional bids submitted from JM Construction Solutions for \$469,903.33, Criterion Contractors, Inc. for \$490,333.00, Joel Brown & Co., LLC for \$512,900.00, Falkenberg Construction Co., Inc. for \$516,881.00, Mart, Inc. for \$519,000.00, Texas Benchmark Building Group, LLC for \$525,000.00, MxE Creative Builders for \$589,777.00 and 308 Construction LLC for \$721,000.00.

The finishes and plumbing fixtures in these restrooms are over 25 years old and renovation is recommended. Also with these changes the restrooms will be meeting current Texas Accessibility Standards.

The funding for the project is provided for in the Capital Maintenance Fund 54424.

Please contact me if you have any questions.

/md

cc: Jim Razinha
Todd Luxem
Sandy Bloomer
Matt Yager
Earl Whitaker
Michael Parrish

CITY OF PLANO

RFB No. 2018-0479-B

Municipal Center Restroom Renovations

Bid Recap

Bid Opening Date/Time: August 16, 2018, at 2:00 PM

Number of Vendors Notified: 1,531

Vendors Submitting “No Bids”: 0

Number of Bids Submitted: 9

<u>VENDOR NAME</u>	<u>TOTAL BID</u>
KC Construction Services, Inc.	\$449,704.00
JM Construction Solutions	\$469,903.33
Criterion Contractors, Inc.	\$490,333.00
Joel Brown & Co., LLC	\$512,900.00
Falkenberg Construction Co., Inc.	\$516,881.00
Mart, Inc.	\$519,000.00
Texas Benchmark Building Group, LLC	\$525,000.00
MxE Creative Builders	\$589,777.00
308 Construction LLC	\$721,000.00

<u>RECOMMENDED VENDOR</u>	<u>TOTAL BID</u>
KC Construction Services, Inc.	\$449,704.00

Michael Parrish

Michael Parrish, Senior Buyer

August 28, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Finance

Department Head: Denise Tacke

Agenda Coordinator: Vernie Rambo

CAPTION

To approve an expenditure for the purchase of Credit Card Payment Processing Services for extending the current contract by six (6) additional months, with City optional monthly renewals in the estimated monthly amount of \$78,000 from Elavon, Inc. for the Finance Department; and authorizing the City Manager to execute all necessary documents. (Contract No. 2013-2-C, Modification No. 2) **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	468,000	468,000
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	-468,000	-468,000
Balance	0	0	0	0

FUND(S): General Fund, Convention & Tourism Fund, Water & Sewer Fund, Sustainability & Environmental Services Fund

COMMENTS: This item is to extend the credit card processing contract with Elavon, Inc. for a period of six months followed by a month to month basis, if needed. The six month extension is estimated to cost \$468,000 which will be expended within council approved appropriations for FY 2018-19.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2013-2-C Extension Recommendation Memo	8/28/2018	Memo

Date: August 22, 2018

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Denise Tacke, Director of Finance

Subject: Credit Card Processing 2013-2-C Contract Extension

Currently, Elavon, Inc. partnered with US Bank performs credit card processing services for the City of Plano. The current agreement expires October 1, 2018. The RFP committee is still evaluating the responses, therefore a new provider will not be in place by this expiration date. Elavon, Inc. and US Bank have offered to extend the contract for six months followed by a month to month basis, if needed. The current contracted pricing will be honored during this extension period. The conversion process will take several months and the project schedule will depend heavily on the availability of both internal and external resources.

The current average monthly invoice for processing fees is \$78,000. Therefore, we are estimating the six month extension to cost \$468,000. Actual expenditures incurred will be dependent on the volume and amount of transactions received, as well as fees, associated with specific card types.

The impact of this contract not being extended would result in the inability to accept credit cards as payment for all City services, with the exception of Parks and Recreation.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: HR

Department Head: Shanté Akafia

Agenda Coordinator: Vernie Rambo

CAPTION

To approve an expenditure for the purchase of Third Party Administrator Services including Medical Administration, Dental, Behavioral Health, Flexible Spending, and Vision Insurance Premiums for one (1) year with one (1) one-year City optional renewal in the estimated annual amount of \$1,685,850 from United Health Care for Human Resources Department; and authorizing the City Manager to execute all necessary documents. (Contract No. 2014-5-C, Modification No. 1 and Contract No. 2014-169-C, Modification No. 1)

Approved

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: FY2018-19 thru 2020-21	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	3,371,700	3,371,700
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	-3,371,700	-3,371,700
Balance	0	0	0	0

FUND(S): Health Claims Fund

COMMENTS: This item approves a contract extension for a third-party administrator of the City's medical, prescription, and dental benefits for a term of one (1) year with one (1) one-year City optional renewal. The anticipated future cost is \$3,371,700 (\$1,264,387 in FY 2018-19, \$1,685,850 in FY 2019-20, and \$421,463 in FY 2020-21) and will be funded via regular employee and city contributions to the City's Health Claims Fund.

SUMMARY OF ITEM

The City is exempt from the competitive bid process for this purchase as allowed by Texas Local Government Code Chapter 252 Subchapter B Section 252.022(a)(4). (City of Plano Internal Contract 2014-5-C and 2014-169-C)

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2014-5-C Extension Recommendation	8/27/2018	Memo

Date: August 27, 2018

To: Diane Palmer-Boeck, Director of Procurement and Project Management

From: Shante Akafia, Director of Human Resources and Risk Management

Subject: Employee Benefits Claim Third Party Administrator of Medical 2014-5-C, and Vision Insurance 2014-169-C Extensions

Currently, United Healthcare administers the City's self-insured medical, prescription and dental benefits, as well as administers COBRA and Flexible Spending. UHC is also the City's fully insured vision carrier. The contracts under which they perform these services are 2014-5-C, and 2014-169-C. Under these initial contracts the first four years' rates were guaranteed.

Moving into the fourth year of the contract (2018), UHC has offered to extend the current rates for the calendar years 2019 and 2020. The rates were favorable in terms of what is being offered in the marketplace.

By extending the contract by one year with one (1) one-year City optional renewal, the City is guaranteed two years of favorable rates. The total estimated annual cost of this contract extension is listed below:

Medical administration costs	\$1,166,963
Dental administration costs	\$ 107,349
Behavioral health administration costs	\$ 65,443
Flexible spending administration costs	\$ 40,739
Cobra costs	\$ 560
Vision insurance premiums	<u>\$ 304,796</u>
	\$1,685,850

Actual expenditures incurred will be dependent on the active and retiree headcounts.

The impact of this contract not being extended would be that the City would be without an administrator of its health, dental, vision, flexible spending and COBRA.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Public Works

Department Head: Gerald Cosgrove

Agenda Coordinator: Shawn Breen

CAPTION

To approve an increase to the current awarded contract amount of \$3,453,611 by \$207,938, for a total contract amount of \$3,661,549, for the Residential Concrete Pavement Repair Zone N4 & N5, Project No. 6581, from Jim Bowman Construction Company L.P. for Public Works; and authorizing the City Manager to execute all necessary documents. (Contract No. 2016-0226-B, Change Order No. 2) **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR:	2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		3,060,554	3,548,000	2,440,000	9,048,554
Encumbered/Expended Amount		-3,060,554	-3,539,665	-2,107,243	-8,707,462
This Item		0	0	-207,938	-207,938
BALANCE		0	8,335	124,819	133,154

FUND(S): Capital Maintenance Fund

COMMENTS: Funding is available for this item in the 2018-19 Capital Maintenance Fund budget. Concrete sidewalk repairs at various residential locations, in the amount of \$207,938, will leave a balance of \$133,154 available for future expenditures related to sidewalk repairs and maintenance throughout Plano.

SUMMARY OF ITEM

This change order is to add additional quantities of sidewalk replacement. Additional replacement is needed due to concrete shifting and other issues that have been identified in the field since the original inventory was taken in the fall of 2015. This change order will add 18 (eighteen) working days to the contract bringing the total number to 318 (three hundred eighteen).

Public Works recommends the approval of Change Order No. 2 to Jim Bowman Construction Company

L.P. The total contract amount will be \$3,661,548.50, which is a 6.02% increase of the original amount of \$3,453,611.00.

If this change order is not approved by Council, the additional sidewalk replacement would remain undone.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live

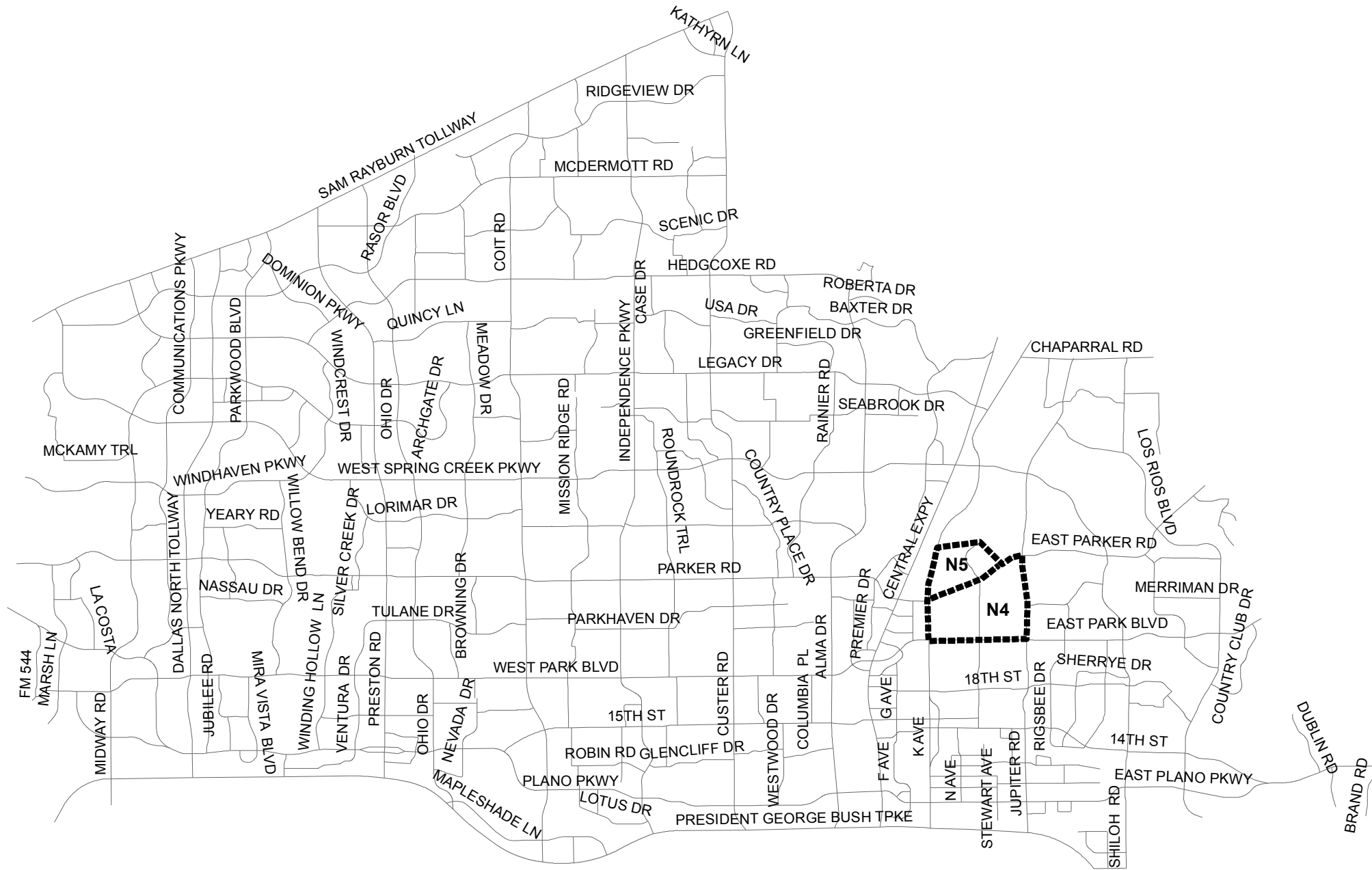
Plano Tomorrow Plan Pillar:

Built Environment, Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Location Map	8/15/2018	Map

LOCATION MAP



**CITY OF PLANO
COUNCIL AGENDA ITEM**

Council Meeting Date: 9/10/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Libby McCabe

CAPTION

To approve an expenditure for the purchase of a Street, Sidewalk and Utility Easement, and a Temporary Construction Easement in the amount of \$59,000 from Brixmor Holdings 12 SPE, LLC for Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane, Project No. 6610; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR:	2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		72,250	1,346,456	1,000,000	2,418,706
Encumbered/Expended Amount		-72,250	-209,974	0	-282,224
This Item		0	-59,000	0	-59,000
BALANCE		0	1,077,482	1,000,000	2,077,482

FUND(S): Street Improvements CIP

COMMENTS: Funding for this item is available in the 2017-18 Street Improvement CIP, with additional funding planned in the Proposed 2018-19 CIP. Purchase of a Street, Sidewalk and Utility Easement and a Temporary Construction Easement for the Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane Project No. 6610, in the amount of \$59,000, will leave a project balance of \$2,077,482 available for future project expenditures.

SUMMARY OF ITEM

The Engineering Department recommends approval of an expenditure in the amount of \$59,000 for the purchase a 0.0326 Acre Street Sidewalk and Utility Easement and a 0.1904 Acre Temporary Construction Easement for Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane Project No. 6610.

The easements are located along the east side of Coit Road and south side of Mapleshade Lane. The easements will allow for the construction of an additional left turn lane on northbound Coit Road and an additional left turn lane on westbound Mapleshade Lane.

Not approving the expenditure would result in continued traffic congestion at the intersection having a negative impact on the quality of life for motorists in this area.

Strategic Plan Goal:

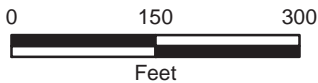
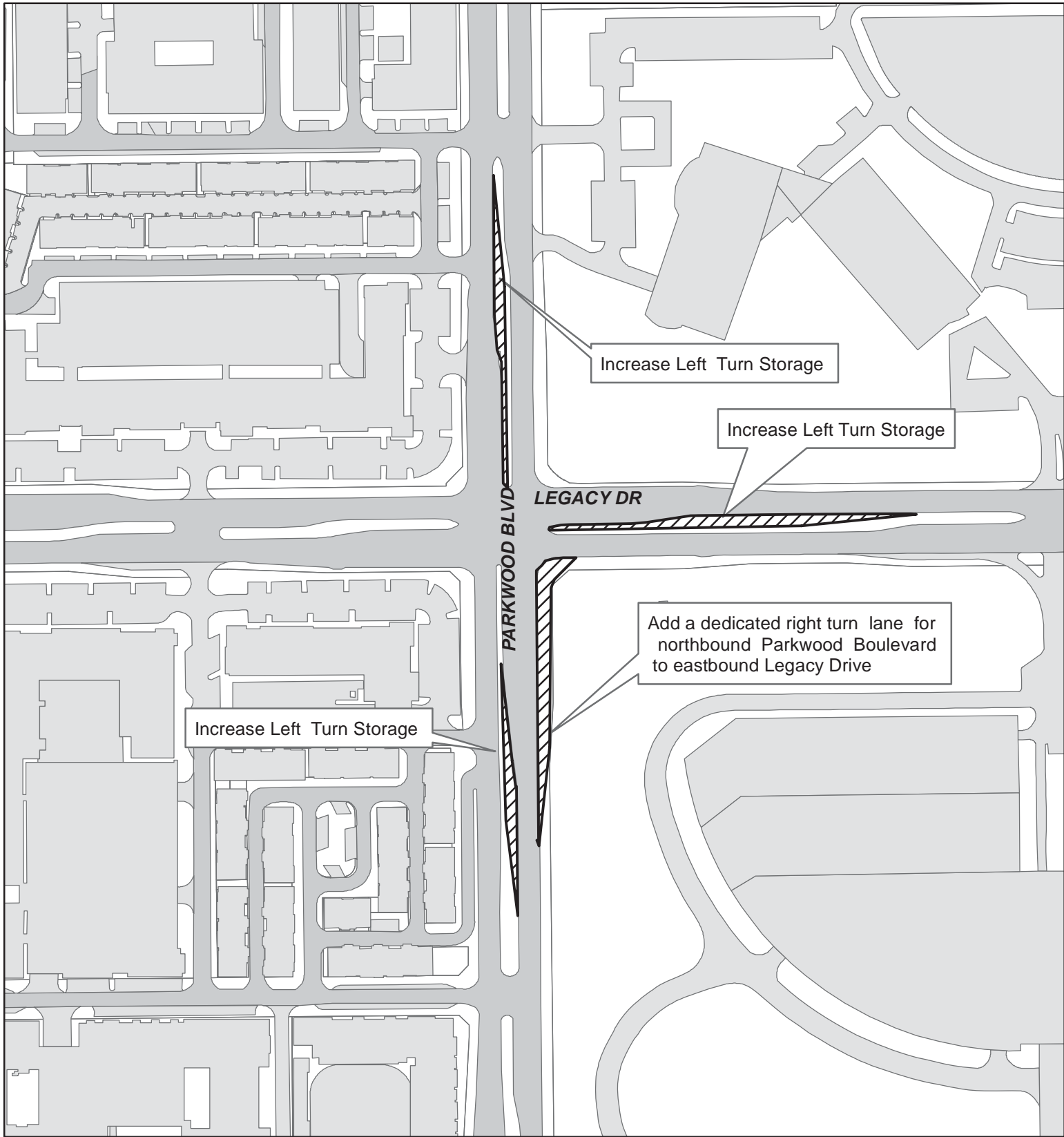
Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Built Environment, Economic Environment

ATTACHMENTS:

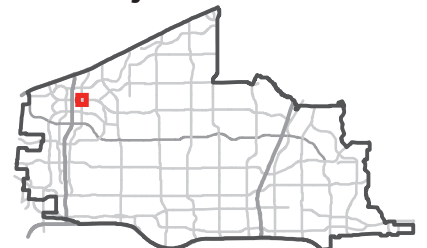
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Location Maps	8/29/2018	Map



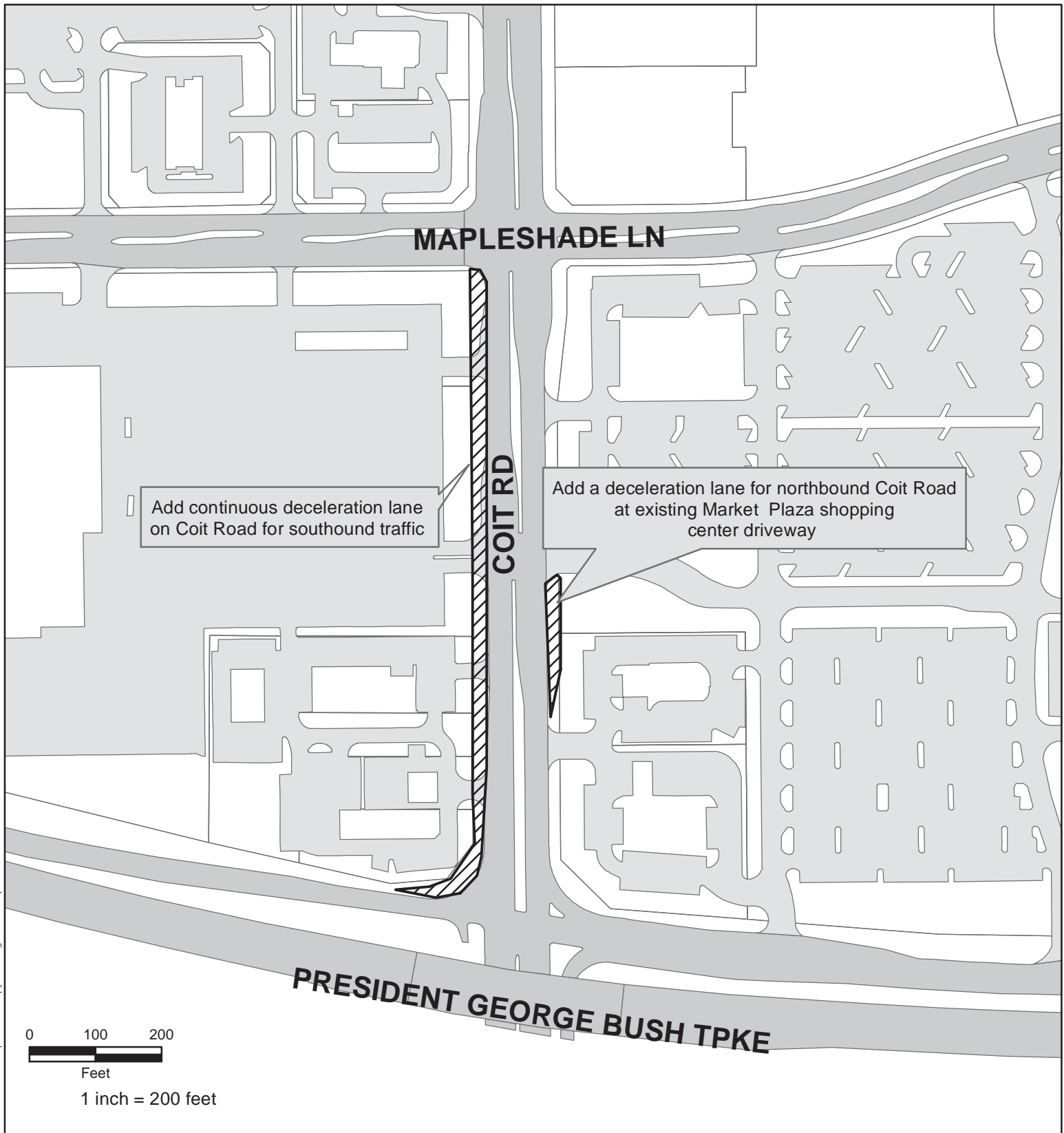
1 inch = 200 feet

**LEGACY DRIVE AT PARKWOOD BOULEVARD
AND COIT ROAD BETWEEN SH 190 AND
MAPLESHADE LANE
PROJECT NO. 6610**

Project Location

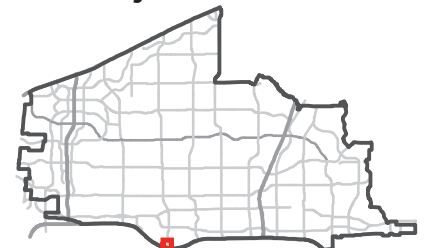


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**LEGACY DRIVE AT PARKWOOD
BOULEVARD AND COIT ROAD
BETWEEN SH 190 AND
MAPLESHADE LANE
PROJECT NO. 6610**

Project Location





CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Libby McCabe

CAPTION

To approve an expenditure for the purchase of three Street, Sidewalk, and Utility Easements; and three Temporary Construction Easements in the amount of \$92,663 from Realty Income Properties 25, LLC for Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane, Project No. 6610; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR:	2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		72,250	1,346,456	1,000,000	2,418,706
Encumbered/Expended Amount		-72,250	-209,974	0	-282,224
This Item		0	-92,663	0	-92,663
BALANCE		0	1,043,819	1,000,000	2,043,819

FUND(S): Street Improvements CIP

COMMENTS: Funding for this item is available in the 2017-18 Street Improvement CIP, with additional funding planned in the Proposed 2018-19 CIP. Purchase of Street, Sidewalk and Utility Easements and Temporary Construction Easements for the Legacy Drive at Parkwood Boulevard and Coit Road between SH 190 and Mapleshade Lane Project No. 6610, in the amount of \$92,663, will leave a project balance of \$2,043,819 available for future project expenditures.

SUMMARY OF ITEM

The Engineering Department recommends approval of an expenditure in the amount of \$92,663 for the purchase of three Street, Sidewalk and Utility Easements and three Temporary Construction Easements as shown on the table below. The acquisition of easements is needed for the construction of turn lanes along Coit Road between SH 190 and Mapleshade Lane, and an additional through lane on eastbound

Mapleshade Lane (Project No. 6610).

Realty Income Properties 25, LLC EASEMENT	
E3	Purchase Price
Street, Sidewalk and Utility Easements, Temporary Construction Easements	\$48,184.80
E4	Purchase Price
Street, Sidewalk and Utility Easements, Temporary Construction Easements	\$28,348.09
E5	Purchase Price
Street, Sidewalk and Utility Easements, Temporary Construction Easements	\$16,130.40
Total	\$92,663.29

Not approving the expenditure would result in continued traffic congestion at the intersection having a negative impact on the quality of life for motorists in this area.

Strategic Plan Goal:

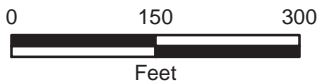
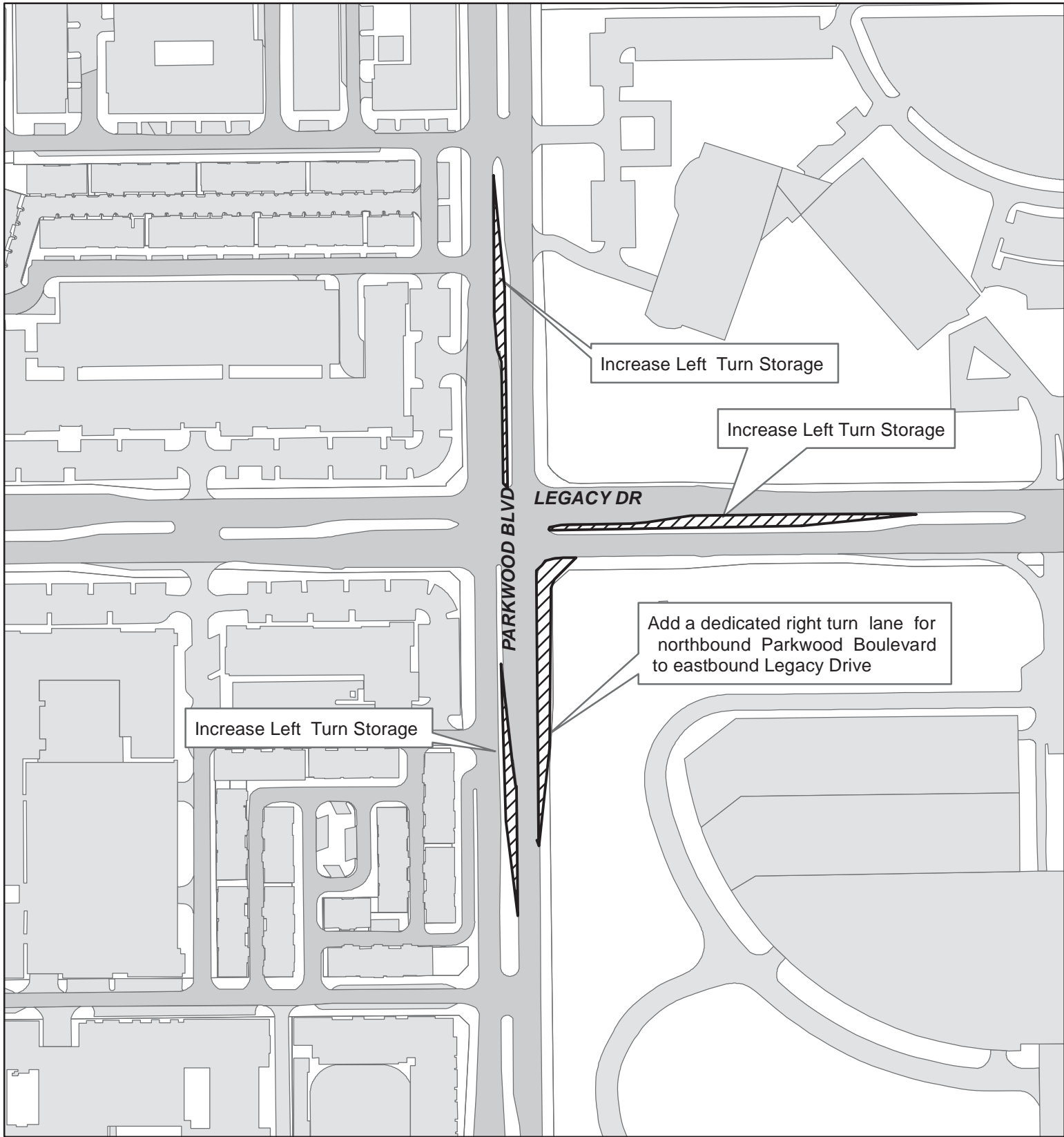
Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Built Environment, Economic Environment

ATTACHMENTS:

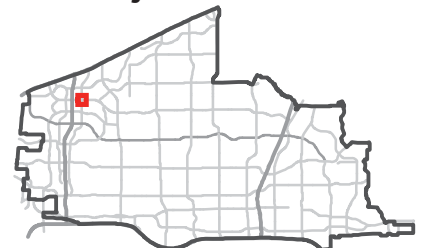
Description	Upload Date	Type
Location Maps	8/29/2018	Map



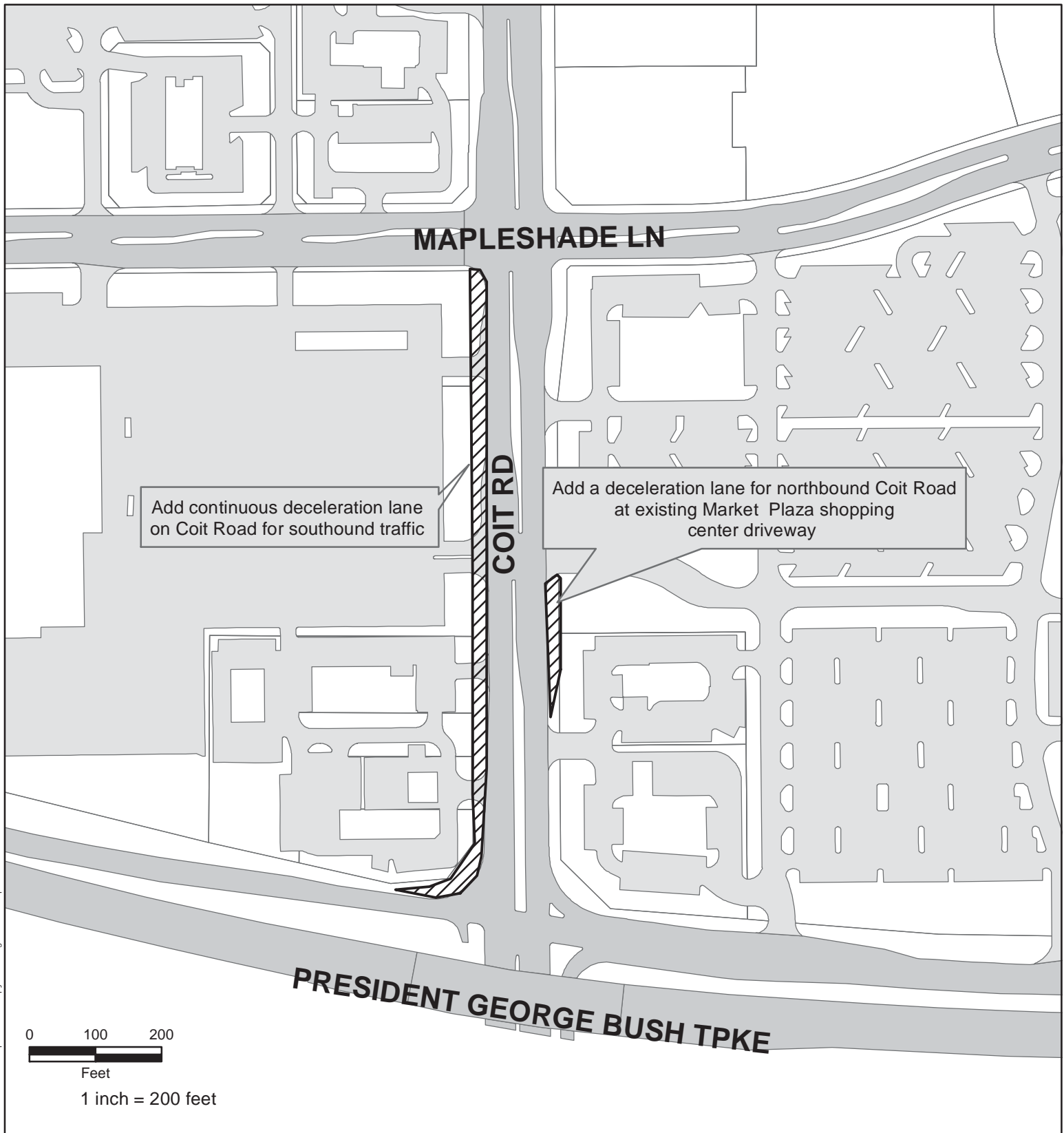
1 inch = 200 feet

**LEGACY DRIVE AT PARKWOOD BOULEVARD
AND COIT ROAD BETWEEN SH 190 AND
MAPLESHADE LANE
PROJECT NO. 6610**

Project Location



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**LEGACY DRIVE AT PARKWOOD
BOULEVARD AND COIT ROAD
BETWEEN SH 190 AND
MAPLESHADE LANE
PROJECT NO. 6610**

Project Location





CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Health

Department Head: Rachel Patterson

Agenda Coordinator: Doris Callaway

CAPTION

Resolution No. 2018-9-1(R): To approve a revised Environmental Health & Sustainability Fee Schedule to reflect fees for permit, inspection, and other services offered by the Department; and providing an effective date. **Adopted**

FINANCIAL SUMMARY

Revenue

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): General Fund, Municipal Drainage

COMMENTS: This item may increase the revenue collected related to Environmental Health and Sustainability to reflect fees for permits, inspection, and other services offered by the city, however, the increase is indeterminable at this time.

SUMMARY OF ITEM

A Resolution for Environmental Health and Sustainability Fees.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Background Memo	8/29/2018	Memo
Resolution	8/29/2018	Resolution

Date: August 28, 2018

To: Bruce D. Glasscock, City Manager
Mark Israelson, Sr. Deputy City Manager

From: Rachel C. Patterson, Director, Environmental Health & Sustainability

Subject: Revised EH&S Fee Schedule

At the September 10, 2018 City Council meeting I will respectfully request action on the following three items:

1. An ordinance to repeal the current Environmental Health Division fee schedule
2. A resolution to approve the proposed Environmental Health & Sustainability (EH&S) fee schedule with a delayed effective date of January 1, 2019 to account for permit re-categorization and fee changes within the permitting software
3. The revision of two ordinances (Public Swimming Pool & Spa and Tattoo/Body Art) as both include specific information about fees found in the current fee ordinance. We are also asking that the name of the department be updated in each ordinance and a correction made to a state code reference.

Fees for EH&S services have not increased since 2008. These increases included a \$100 - \$200 increase to grocery store permittees, and an average \$25-\$50 increase for restaurant permittees. Pool and mobile food permits have not increased since 2002.

In the past, fees have been based on a market analysis of what neighboring jurisdictions charged for services, although this method is really inadequate for determining a cost recovery policy for the department. In the spring, the Budget Department engaged a consultant to determine the actual cost to provide EH&S services with the objective of setting fees based on these costs. The goal this year is to set fees at 50% cost recovery (at least), slowly increasing fees over the coming years to at least 75%, with consideration for 100% recovery for some services.

Coupled with this study, we also discovered the need to reconsider the way food establishments were currently permitted and correct inequities in the fee amounts charged. For example, currently we have a fee category for "full service restaurant" and inspection frequencies are established by conducting a risk assessment of the establishment and menu. Therefore, we may have one full service restaurant assigned two inspections per year and another, three. Based on this and the fact we now desire to set fees according to actual service costs, food establishment permits will need to be re-categorized by the number of assigned inspections per year. Thus, we have created Food Establishment Types I-IV, with Type I being the lowest risk and Type IV, the highest.

This year is about ensuring we are recovering at least 50% of service costs, and re-categorizing establishments according to the services they require.

In general, changes to the fee schedule include (see "Exhibit A" of this memo):

- New permit fee categories for food establishments
- Increases to the following fees

- Food Establishment Types I – IV*
- Mobile Food Type I
- Seasonal Temporary Permits
- Temporary Event Permits (for-profit)
- Swimming Pool
- Additional Swimming Pool
- Body Art Permit
- Late Fee Permit Renewal 31-60 days
- Food Establishment Plan Review
- Pool Plan Review
- Second Certificate of Occupancy Inspection
- Food & Swimming Pool Re-inspection
- Dogs on Patio Variance/Biennial Renewal
- Decreases to the following fees
 - Mobile Food Type II
 - Farmer's Market 61+ vendors
 - Waste Hauler
 - Waste Generator
 - Food or Pool Remodel Plan Review
- Addition of the following fees
 - Body Art Plan Review
 - Pool or Food Establishment Remodel, Expansion, or Equipment Review
 - Mobile Food Inspection Appointment No-Show
 - Variance Review (Food Code)
- Removal of Late Fee for Permit Renewal (61-90 day)

**Please note some establishments will see a \$200 increase in fees due to the aforementioned re-categorization of permits based on inspection frequency. See chart below.*

Following is a chart indicating how many establishments will be affected by these fee changes.

	# Permits
Permit Increase by \$200	109
Permit Increase by \$100	471
Permit Increase by \$50	44
No Change	990
Permit Decrease by \$75 - \$175	106

Thank you for your time and attention to this important matter. Please let me know if you require any further information.

EXHIBIT "A"

ENVIRONMENTAL HEALTH & SUSTAINABILITY DEPARTMENT FEE SCHEDULE **COMPARISON**

PERMIT FEES		
FOOD ESTABLISHMENT	Proposed	Current
1. Food Establishment – Mega Stores	\$ 1000.00	\$ 1000.00
2. Food Establishment – Grocery Stores	\$ 800.00	\$ 800.00
3. Food Establishment Type I ¹	\$ 225.00	\$200.00
4. Food Establishment Type II	\$ 400.00	\$300-400
5. Food Establishment Type III	\$ 500.00	\$500.00
6. Food Establishment Type IV	\$ 550.00	\$500.00
7. Mobile Food Unit		
A. Mobile Type I	\$ 200.00	\$150.00
B. Mobile Type II	\$ 255.00	\$275.00
C. Mobile Type III	\$ 300.00	\$300.00
8. Temporary & Seasonal Events		
A. Seasonal, Non-PHF/TCS	\$ 155.00	\$150.00
B. Temporary – first booth	\$ 95.00	\$75.00
a. Each additional booth (for vendors with more than one)	\$ 25.00	\$25.00
C. Temporary – with valid COP annual food service permit (per booth)	\$ 20.00	\$20.00
D. Annual Temporary	\$ 500.00	\$500.00
E. Non-Profit Processing Fee ²	\$ 20.00	\$20.00
F. Late Fee (seasonal or temporary application submitted less than five (5) business days prior to event)	\$ 50.00	\$50.00
9. Farmers' Market		
A. 1-30 Vendors	\$ 200.00	\$200.00
B. 31-60 Vendors	\$ 400.00	\$400.00
C. 61+ Vendors	\$ 470.00	\$600.00
POOL		
1. Swimming Pool	\$ 250.00	\$200.00
2. Additional Pool	\$ 150.00	\$100.00
LIQUID WASTE HAULER AND GENERATOR		
1. Waste Hauler	\$ 200.00	\$300.00
2. Waste Generator (Grit/Sand or Grease Trap) – per trap	\$ 50.00	\$250.00
INDUSTRIAL WASTEWATER PRETREATMENT		
1. Industrial Pretreatment Annual Fee	\$ 300.00	\$300.00
2. Industrial Pretreatment BMP Permit Fee	\$ 50.00	\$50.00
INDUSTRIAL USER		
1. Industrial User Fee Per Outfall (monthly)	\$ 590.00	\$590.00
BODY ART		
1. Body Art	\$ 255.00	\$200.00
PERMIT LATE FEES³		
PERMIT RENEWAL LATE FEE		
1-30 days after expiration date	10% of permit fee	10%
31-60 days after expiration date	20% of permit fee	15%

MISCELLANEOUS FEES		
PLAN REVIEW	Proposed	Current
1. Food Establishment Plan Review ⁴	\$ 425.00	\$300.00
2. Pool Plan Review ⁴	\$ 520.00	\$300.00
3. Body Art Plan Review ⁴	\$ 300.00	N/A
4. Pool or Food Establishment Remodel, Expansion, or Equipment Review ⁵	\$ 225.00	\$300.00
CERTIFICATE OF OCCUPANCY (C/O) & TEMPORARY (T/C/O)		
1. First C/O or T/C/O inspection	-0-	-0-
2. Second and subsequent inspection(s)	\$ 100.00	\$75.00
OTHER FEES⁴		
1. Swimming Pool Re-Inspection ⁶	\$ 75.00	\$50.00
2. Food Establishment Re-inspection or Compliance Inspection ⁶	\$ 75.00	\$50.00
3. Mobile Food Inspection Appointment No-Show	\$ 25.00	N/A
4. Variance Review (Food Code)	\$ 200.00	N/A
5. Dogs on Patio Application for Variance	\$ 150.00	\$100.00
6. Dogs on Patio Biennial Renewal Fee	\$ 150.00	\$100.00
TRAINING		
1. Food Manager Certification	\$ 100.00	\$100.00
2. Food Handler class (class instruction fee only)	\$ 25.00	\$25.00
3. Food Establishment or Pool Permit Reprint	\$ 5.00	N/A
4. Certified Pool Operator Course	\$ 200.00	\$200.00
NOTES		
¹ Type I – IV refers to the risk categorization and resulting inspection frequencies of food establishments as defined in the FDA's Voluntary National Retail Food Regulatory Program Standards.		
² Proof of charitable non-profit (tax-supported) status must be submitted with application. Late fees may apply.		
³ No permit shall be issued or renewed until the applicable permit fee is paid. Late fees for permit renewals shall apply as indicated.		
⁴ A plan review fee shall be charged for the review of plans and specifications of new construction.		
⁵ A remodel or expansion review applies only to those establishments currently permitted by the Environmental Health Division. All other construction is considered "new construction" and must pay the regular plan review fee.		
⁶ For re-inspections required due to critical violation issues or required compliance inspection		

A Resolution of the City of Plano, Texas, approving a revised Environmental Health & Sustainability Fee Schedule to reflect fees for permit, inspection, and other services offered by the Department; and providing an effective date.

WHEREAS, on January 27, 2014, the City Council adopted Ordinance No. 2014-1-20, entitled “Health Categories and Fees” which adopted permit and inspection fees for Environmental Health department services; and

WHEREAS, it is necessary to update and approve a new Environmental Health & Sustainability fee schedule to incorporate fees for permit, inspection, and other services offered by the department; and

WHEREAS, the City Council has determined that it is in the best interest of the City of Plano, Texas, to adopt a revised fee schedule, attached hereto as Exhibit “A”.

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

Section I. The Environmental Health & Sustainability Department Fee Schedule, attached hereto as Exhibit “A,” having been reviewed by the City Council of the City of Plano and found to be acceptable and in the best interests of the City of Plano and its citizens, is hereby approved.

Section II. This Resolution shall have a delayed effective date of January 1, 2019.

DULY PASSED AND APPROVED this the 10th day of September, 2018 to become effective on January 1, 2019.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

EXHIBIT "A"

ENVIRONMENTAL HEALTH & SUSTAINABILITY DEPARTMENT FEE SCHEDULE

PERMIT FEES	
<i>FOOD ESTABLISHMENT</i>	
1. Food Establishment – Mega Stores	\$ 1000.00
2. Food Establishment – Grocery Stores	\$ 800.00
3. Food Establishment Type I ¹	\$ 225.00
4. Food Establishment Type II	\$ 400.00
5. Food Establishment Type III	\$ 500.00
6. Food Establishment Type IV	\$ 550.00
7. Mobile Food Unit	
A. Mobile Type I	\$ 200.00
B. Mobile Type II	\$ 255.00
C. Mobile Type III	\$ 300.00
8. Temporary & Seasonal Events	
A. Seasonal, Non-PHF/TCS	\$ 155.00
B. Temporary – first booth	\$ 95.00
a. Each additional booth (for vendors with more than one)	\$ 25.00
C. Temporary – with valid COP annual food service permit (per booth)	\$ 20.00
D. Annual Temporary	\$ 500.00
E. Non-Profit Processing Fee ²	\$ 20.00
F. Late Fee (seasonal or temporary application submitted less than five (5) business days prior to event)	\$ 50.00
9. Farmers' Market	
A. 1-30 Vendors	\$ 200.00
B. 31-60 Vendors	\$ 400.00
C. 61+ Vendors	\$ 470.00
<i>POOL</i>	
1. Swimming Pool	\$ 250.00
2. Additional Pool	\$ 150.00
<i>LIQUID WASTE HAULER AND GENERATOR</i>	
1. Waste Hauler	\$ 200.00
2. Waste Generator (Grit/Sand or Grease Trap) – per trap	\$ 50.00
<i>INDUSTRIAL WASTEWATER PRETREATMENT</i>	
1. Industrial Pretreatment Annual Fee	\$ 300.00
2. Industrial Pretreatment BMP Permit Fee	\$ 50.00
<i>INDUSTRIAL USER</i>	
1. Industrial User Fee Per Outfall (monthly)	\$ 590.00
<i>BODY ART</i>	
1. Body Art	\$ 255.00
PERMIT LATE FEES³	
<i>PERMIT RENEWAL LATE FEE</i>	
1-30 days after expiration date	10% of permit fee
31-60 days after expiration date	20% of permit fee

MISCELLANEOUS FEES	
<i>PLAN REVIEW</i>	
1. Food Establishment Plan Review ⁴	\$ 425.00
2. Pool Plan Review ⁴	\$ 520.00
3. Body Art Plan Review ⁴	\$ 300.00
4. Pool or Food Establishment Remodel, Expansion, or Equipment Review ⁵	\$ 225.00
<i>CERTIFICATE OF OCCUPANCY (C/O) & TEMPORARY (T/C/O)</i>	
1. First C/O or T/C/O inspection	-0-
2. Second and subsequent inspection(s)	\$ 100.00
<i>OTHER FEES⁴</i>	
1. Swimming Pool Re-Inspection ⁶	\$ 75.00
2. Food Establishment Re-inspection or Compliance Inspection ⁶	\$ 75.00
3. Mobile Food Inspection Appointment No-Show	\$ 25.00
4. Variance Review (Food Code)	\$ 200.00
5. Dogs on Patio Application for Variance	\$ 150.00
6. Dogs on Patio Biennial Renewal Fee	\$ 150.00
<i>TRAINING</i>	
1. Food Manager Certification	\$ 100.00
2. Food Handler class (class instruction fee only)	\$ 25.00
3. Food Establishment or Pool Permit Reprint	\$ 5.00
4. Certified Pool Operator Course	\$ 200.00
NOTES	
¹ Type I – IV refers to the risk categorization and resulting inspection frequencies of food establishments as defined in the FDA's Voluntary National Retail Food Regulatory Program Standards.	
² Proof of charitable non-profit (tax-supported) status must be submitted with application. Late fees may apply.	
³ No permit shall be issued or renewed until the applicable permit fee is paid. Late fees for permit renewals shall apply as indicated.	
⁴ A plan review fee shall be charged for the review of plans and specifications of new construction.	
⁵ A remodel or expansion review applies only to those establishments currently permitted by the Environmental Health Division. All other construction is considered "new construction" and must pay the regular plan review fee.	
⁶ For re-inspections required due to critical violation issues or required compliance inspection	



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Legal

Department Head: Paige Mims

Agenda Coordinator: Edie Zygan

CAPTION

Resolution No. 2018-9-2(R): To approve the hiring of Kristen Homyk as Assistant City Attorney II by the City Attorney; and providing an effective date. **Adopted**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: 2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	1,901	0	1,901
Encumbered/Expended Amount	0	0	0	0
This Item	0	-1,901	0	-1,901
Balance	0	0	0	0

FUND(S): General Fund

COMMENTS: Funding for this item, in the amount of \$1,901 (including benefits), is included in the approved 2017-18 Budget. This item is to hire an Assistant City Attorney II to fill a vacant position. City Charter authorizes the hiring of attorneys with the approval of the City Council.

SUMMARY OF ITEM

A Resolution of the City of Plano, Texas, approving the hiring of Kristen Homyk as Assistant City Attorney II by the City Attorney; and providing an effective date.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Resolution approving the hiring of Kristen Homyk	9/4/2018	Resolution

A Resolution of the City of Plano, Texas, approving the hiring of Kristen Homyk as Assistant City Attorney II by the City Attorney; and providing an effective date.

WHEREAS, Section 4.05 of the City Charter of the City of Plano gives the City Attorney the authority to select attorneys, with the approval of the City Council, to represent the City in litigation and to advise city departments and boards; and

WHEREAS, the Assistant City Attorney II position was vacated on August 24, 2018; and

WHEREAS, the City Attorney has selected Kristen Homyk to be hired as an Assistant City Attorney II to fill the vacant position and is requesting the City Council's approval of same.

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

Section I. The City Council approves the hiring by the City Attorney of Kristen Homyk as Assistant City Attorney II, such approval to be effective with the date of her employment and compliance with all prescreening requirements.

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

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: HR

Department Head: Shanté Akafia

Agenda Coordinator: Terin Benavente

CAPTION

Ordinance No. 2018-9-3: To repeal Ordinance No. 2018-2-2; establishing the number of certain classifications within the Fire Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Fire Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date.
Adopted

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS:

This item has no financial impact.

SUMMARY OF ITEM

New FY 2018-19 Compensation and Pay Plan for Plano Fire Department

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Fire Ordinance	8/30/2018	Ordinance
Fire Pay Plan	8/29/2018	Exhibit

An Ordinance of the City of Plano, Texas repealing Ordinance No. 2018-2-2; establishing the number of certain classifications within the Fire Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Fire Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date.

WHEREAS, on February 12, 2018 by Ordinance No. 2018-2-2, the City Council of the City of Plano, Texas, adopted the Civil Service compensation plan for the Fire Department of the City of Plano; and

WHEREAS, in compliance with Chapter 143 of the Texas Local Government Code, V.T.C.A., as amended, the City Council desires to adopt the specified number of positions effective October 1, 2018 and the classification and salary plan for the sworn personnel of the Fire Department of the City of Plano, Texas as set forth in attached Exhibit "A"; and

WHEREAS, the Department recommends, based on operational needs, the addition of; one (1) Fire Captain position, two (2) Fire Lieutenant positions, and elimination of one (1) Firefighter position; and

WHEREAS, the salary plan adopted by this ordinance does not, in any way, limit the ability or authority of the City to implement a reduction in salary due to business or other fiscal needs, nor does it prevent the City Manager or Department Head from reducing, on an individual or a group basis, the number of hours worked per week or per work cycle due to fiscal needs, disciplinary actions, or other allowable reasons.

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

Section I. Ordinance No. 2018-2-2 duly passed and approved by the City Council of the City of Plano, Texas on February 12, 2018 is repealed in its entirety effective October 1, 2018.

Section II. The number of positions in the City of Plano Fire Department effective October 1, 2018 and the classification and salary plan of the City of Plano Fire Department for City of Plano fiscal year 2018-19, as set forth in Exhibit "A", are hereby approved.

Section III. The addition of one (1) Fire Captain position, two (2) Fire Lieutenant positions, and elimination of one (1) Firefighter position is hereby approved.

Section IV. Any and all advancements from one service plateau to the next, within the salary structure set out in Exhibit "A" is hereby approved and adopted, and shall thereafter be permitted to start on the first payroll period following completion of the required number of continuous service months.

Section V. All provisions of the Ordinances of the City of Plano, codified and uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Ordinances of the City of Plano, codified or uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section VI. It is the intention of the City Council that this Ordinance, and every provision thereof, shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of this Ordinance shall not affect the validity or constitutionality of any other portion of this Ordinance.

Section VII. Upon passage, this Ordinance shall become effective October 1, 2018.

DULY PASSED AND APPROVED, this, the 10th day of September 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO
2018 - 2019 CIVIL SERVICE COMPENSATION PLAN
Effective 10/1/2018
FIRE

RANGE	POSITION	Effective Date - # Positions	STEP:	BASE 1	6 MOS. 2	12 MOS. 3	24 MOS. 4
001	Firefighter	10/1/2018 - 223	Annual: Monthly: Shift Hourly: 40-hour Hourly:	\$69,089 \$5,757 \$23.7257 \$33.2160		\$73,961 \$6,163 \$25.3988 \$35.5583	\$81,476 \$6,790 \$27.9793 \$39.1710
002	Fire Engineer	10/1/2018 - 64	Annual: Monthly: Shift Hourly: 40-hour Hourly:	\$91,637 \$7,636 \$31.4687 \$44.0562			
003	Lieutenant	10/1/2018 - 33	Annual: Monthly: Shift Hourly: 40-hour Hourly:	\$102,779 \$8,565 \$35.2949 \$49.4129			
004	Captain	10/1/2018 - 51	Annual: Monthly: Shift Hourly: 40-hour Hourly:	\$114,302 \$9,525 \$39.2522 \$54.9531			
005	Battalion Chief	10/1/2018 - 7	Annual: Monthly: Shift Hourly: 40-hour Hourly:	\$130,144 \$10,845 \$44.6923 \$62.5692			
006	Deputy Fire Chief	10/1/2018 - 7	Annual: Monthly: 40-hour Hourly:	\$142,112 \$11,843 \$68.3230			
007	Appointed Assistant Fire Chief	10/1/2018 - 2	Annual: Monthly: 40-hour Hourly:	\$153,178 \$12,765 \$73.6434			

The base pay is the same for all personnel within a classification; however the hourly pay rates vary based on whether the individual is assigned to a 40 hour per week staff position or a 56 hour per week shift position. The hourly rate shown above is the base hourly rate at which pay is calculated. The monthly and annual rates shown are for informational purposes only and illustrate potential pay based on hours worked which are not guaranteed. The City Council can change pay, pay periods, and total hours scheduled at any time.

EXHIBIT A



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: HR

Department Head: Shanté Akafia

Agenda Coordinator: Terin Benavente

CAPTION

Ordinance No. 2018-9-4: To repeal Ordinance No. 2018-3-7; establishing the number of certain classifications within the Police Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Police Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date. **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS:

This item has no financial impact.

SUMMARY OF ITEM

New FY 2018-19 Compensation and Pay Plan for Plano Police Department

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Police Ordinance	8/30/2018	Ordinance
Police Pay Plan	8/29/2018	Exhibit

An Ordinance of the City of Plano, Texas repealing Ordinance No. 2018-3-7; establishing the number of certain classifications within the Police Department for fiscal year 2018-19; establishing the authorized number and effective dates of such positions for each classification; establishing a salary plan for the Police Department effective October 1, 2018; and providing a repealer clause, a severability clause and an effective date.

WHEREAS, on March 26, 2018 by Ordinance No. 2018-3-7, the City Council of the City of Plano, Texas, adopted and approved the Civil Service compensation plan, including the classifications and salaries for the sworn personnel positions within the Police Department of the City of Plano; and

WHEREAS, in compliance with Chapter 143 of the Texas Local Government Code, V.T.C.A., as amended, the City Council desires to adopt the specified number of positions effective October 1, 2018, and the classification and salary plan for the sworn personnel of the Police Department of the City of Plano, Texas as set forth in attached Exhibit "A"; and

WHEREAS, the salary plan adopted by this ordinance does not, in any way, limit the ability or authority of the City to implement a reduction in salary due to business or other fiscal needs, nor does it prevent the City Manager or Department Head from reducing, on an individual or a group basis, the number of hours worked per week or per work cycle due to fiscal needs, disciplinary actions, or other allowable reasons.

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

Section I. Ordinance No. 2018-3-7 duly passed and approved by the City Council of the City of Plano, Texas on March 26, 2018 is repealed in its entirety effective October 1, 2018.

Section II. The number of positions in the City of Plano Police Department effective October 1, 2018 and the classification and salary plan of the City of Plano Police Department for City of Plano fiscal year 2018-19, as set forth in Exhibit "A" is hereby approved and adopted.

Section III. Any and all advancements from one service plateau to the next, within the salary structure set out in Exhibit "A" is hereby approved and adopted, and shall thereafter be permitted at the start of the first payroll period following completion of the required number of continuous service months.

Section IV. All provisions of the Ordinances of the City of Plano, codified and uncoded, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Ordinances of the City of Plano, codified or uncoded, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section V. It is the intention of the City Council that this Ordinance, and every provision thereof, shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of this Ordinance shall not affect the validity or constitutionality of any other portion of this Ordinance.

Section VI. Upon passage, this Ordinance shall become effective October 1, 2018.

DULY PASSED AND APPROVED, this, the 10th day of September 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO
2018 - 2019 CIVIL SERVICE COMPENSATION PLAN
Effective 10/01/2018
POLICE

RANGE	POLICE	Effective Date - # Positions		BASE 1	6 Mos. 2	12 Mos. 3	18 Mos. 4	24 Mos. 5	30 Mos. 6	36 Mos. 7	60 Mos. 8	120 Mos. 9	180 Mos. 10	240 Mos. 11
001	Police Officer	10/1/2018 - 348	Annual: Monthly: Hourly:	\$69,669 \$5,806 \$33.4948	\$72,018 \$6,001 \$34.6239	\$74,375 \$6,198 \$35.7574	\$77,677 \$6,473 \$37.3447	\$80,233 \$6,686 \$38.5736	\$82,973 \$6,914 \$39.8910	\$87,185 \$7,265 \$41.9157	\$89,645 \$7,470 \$43.0986	\$90,260 \$7,522 \$43.3944	\$90,875 \$7,573 \$43.6901	\$91,490 \$7,624 \$43.9857
002	Sergeant	10/1/2018 - 39 6/1/2019 - 40	Annual: Monthly: Hourly:	\$98,970 \$8,248 \$47.5819		\$102,774 \$8,565 \$49.4107								
003	Lieutenant	10/1/2018 - 16	Annual: Monthly: Hourly:	\$110,487 \$9,207 \$53.1186		\$117,109 \$9,759 \$56.3025								
004	Deputy Police Chief	10/1/2018 - 4	Annual: Monthly: Hourly:	\$127,821 \$10,652 \$61.4523		\$135,482 \$11,290 \$65.1356								
005	Assistant Police Chief	10/1/2018 - 2	Annual: Monthly: Hourly:	\$145,636 \$12,136 \$70.0175		\$155,164 \$12,930 \$74.5979								
01A	Recruit		Annual: Monthly: Hourly:	\$64,555 \$5,380 \$31.0360										

The hourly rate shown above is the base hourly rate at which pay is calculated. The monthly and annual rates shown are for informational purposes only and illustrate potential pay based on hours worked which are not guaranteed. The City Council can change pay, pay periods, and total hours scheduled at any time.

EXHIBIT A



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Health

Department Head: Rachel Patterson

Agenda Coordinator: Doris Callaway

CAPTION

Ordinance No. 2018-9-5: To repeal Ordinance No. 2014-1-20 containing Environmental Health fees which will be updated and presented to City Council through a separate resolution; and providing a repealer clause, a severability clause, a savings clause, and an effective date. **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS: This item has no financial impact.

SUMMARY OF ITEM

Repealing Ordinance No. 2014-1-20 containing Environmental Health fees which will be updated and presented to City Council through a separate resolution.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	8/29/2018	Memo
Ordinance	9/5/2018	Ordinance

Date: August 28, 2018

To: Bruce D. Glasscock, City Manager
Mark Israelson, Sr. Deputy City Manager

From: Rachel C. Patterson, Director, Environmental Health & Sustainability

Subject: Revised EH&S Fee Schedule

At the September 10, 2018 City Council meeting I will respectfully request action on the following three items:

1. An ordinance to repeal the current Environmental Health Division fee schedule
2. A resolution to approve the proposed Environmental Health & Sustainability (EH&S) fee schedule with a delayed effective date of January 1, 2019 to account for permit re-categorization and fee changes within the permitting software
3. The revision of two ordinances (Public Swimming Pool & Spa and Tattoo/Body Art) as both include specific information about fees found in the current fee ordinance. We are also asking that the name of the department be updated in each ordinance and a correction made to a state code reference.

Fees for EH&S services have not increased since 2008. These increases included a \$100 - \$200 increase to grocery store permittees, and an average \$25-\$50 increase for restaurant permittees. Pool and mobile food permits have not increased since 2002.

In the past, fees have been based on a market analysis of what neighboring jurisdictions charged for services, although this method is really inadequate for determining a cost recovery policy for the department. In the spring, the Budget Department engaged a consultant to determine the actual cost to provide EH&S services with the objective of setting fees based on these costs. The goal this year is to set fees at 50% cost recovery (at least), slowly increasing fees over the coming years to at least 75%, with consideration for 100% recovery for some services.

Coupled with this study, we also discovered the need to reconsider the way food establishments were currently permitted and correct inequities in the fee amounts charged. For example, currently we have a fee category for "full service restaurant" and inspection frequencies are established by conducting a risk assessment of the establishment and menu. Therefore, we may have one full service restaurant assigned two inspections per year and another, three. Based on this and the fact we now desire to set fees according to actual service costs, food establishment permits will need to be re-categorized by the number of assigned inspections per year. Thus, we have created Food Establishment Types I-IV, with Type I being the lowest risk and Type IV, the highest.

This year is about ensuring we are recovering at least 50% of service costs, and re-categorizing establishments according to the services they require.

In general, changes to the fee schedule include (see "Exhibit A" of this memo):

- New permit fee categories for food establishments
- Increases to the following fees

- Food Establishment Types I – IV*
- Mobile Food Type I
- Seasonal Temporary Permits
- Temporary Event Permits (for-profit)
- Swimming Pool
- Additional Swimming Pool
- Body Art Permit
- Late Fee Permit Renewal 31-60 days
- Food Establishment Plan Review
- Pool Plan Review
- Second Certificate of Occupancy Inspection
- Food & Swimming Pool Re-inspection
- Dogs on Patio Variance/Biennial Renewal
- Decreases to the following fees
 - Mobile Food Type II
 - Farmer's Market 61+ vendors
 - Waste Hauler
 - Waste Generator
 - Food or Pool Remodel Plan Review
- Addition of the following fees
 - Body Art Plan Review
 - Pool or Food Establishment Remodel, Expansion, or Equipment Review
 - Mobile Food Inspection Appointment No-Show
 - Variance Review (Food Code)
- Removal of Late Fee for Permit Renewal (61-90 day)

**Please note some establishments will see a \$200 increase in fees due to the aforementioned re-categorization of permits based on inspection frequency. See chart below.*

Following is a chart indicating how many establishments will be affected by these fee changes.

	# Permits
Permit Increase by \$200	109
Permit Increase by \$100	471
Permit Increase by \$50	44
No Change	990
Permit Decrease by \$75 - \$175	106

Thank you for your time and attention to this important matter. Please let me know if you require any further information.

EXHIBIT "A"

ENVIRONMENTAL HEALTH & SUSTAINABILITY DEPARTMENT FEE SCHEDULE **COMPARISON**

PERMIT FEES		
FOOD ESTABLISHMENT	Proposed	Current
1. Food Establishment – Mega Stores	\$ 1000.00	\$ 1000.00
2. Food Establishment – Grocery Stores	\$ 800.00	\$ 800.00
3. Food Establishment Type I ¹	\$ 225.00	\$200.00
4. Food Establishment Type II	\$ 400.00	\$300-400
5. Food Establishment Type III	\$ 500.00	\$500.00
6. Food Establishment Type IV	\$ 550.00	\$500.00
7. Mobile Food Unit		
A. Mobile Type I	\$ 200.00	\$150.00
B. Mobile Type II	\$ 255.00	\$275.00
C. Mobile Type III	\$ 300.00	\$300.00
8. Temporary & Seasonal Events		
A. Seasonal, Non-PHF/TCS	\$ 155.00	\$150.00
B. Temporary – first booth	\$ 95.00	\$75.00
a. Each additional booth (for vendors with more than one)	\$ 25.00	\$25.00
C. Temporary – with valid COP annual food service permit (per booth)	\$ 20.00	\$20.00
D. Annual Temporary	\$ 500.00	\$500.00
E. Non-Profit Processing Fee ²	\$ 20.00	\$20.00
F. Late Fee (seasonal or temporary application submitted less than five (5) business days prior to event)	\$ 50.00	\$50.00
9. Farmers' Market		
A. 1-30 Vendors	\$ 200.00	\$200.00
B. 31-60 Vendors	\$ 400.00	\$400.00
C. 61+ Vendors	\$ 470.00	\$600.00
POOL		
1. Swimming Pool	\$ 250.00	\$200.00
2. Additional Pool	\$ 150.00	\$100.00
LIQUID WASTE HAULER AND GENERATOR		
1. Waste Hauler	\$ 200.00	\$300.00
2. Waste Generator (Grit/Sand or Grease Trap) – per trap	\$ 50.00	\$250.00
INDUSTRIAL WASTEWATER PRETREATMENT		
1. Industrial Pretreatment Annual Fee	\$ 300.00	\$300.00
2. Industrial Pretreatment BMP Permit Fee	\$ 50.00	\$50.00
INDUSTRIAL USER		
1. Industrial User Fee Per Outfall (monthly)	\$ 590.00	\$590.00
BODY ART		
1. Body Art	\$ 255.00	\$200.00
PERMIT LATE FEES³		
PERMIT RENEWAL LATE FEE		
1-30 days after expiration date	10% of permit fee	10%
31-60 days after expiration date	20% of permit fee	15%

MISCELLANEOUS FEES		
PLAN REVIEW	Proposed	Current
1. Food Establishment Plan Review ⁴	\$ 425.00	\$300.00
2. Pool Plan Review ⁴	\$ 520.00	\$300.00
3. Body Art Plan Review ⁴	\$ 300.00	N/A
4. Pool or Food Establishment Remodel, Expansion, or Equipment Review ⁵	\$ 225.00	\$300.00
CERTIFICATE OF OCCUPANCY (C/O) & TEMPORARY (T/C/O)		
1. First C/O or T/C/O inspection	-0-	-0-
2. Second and subsequent inspection(s)	\$ 100.00	\$75.00
OTHER FEES⁴		
1. Swimming Pool Re-Inspection ⁶	\$ 75.00	\$50.00
2. Food Establishment Re-inspection or Compliance Inspection ⁶	\$ 75.00	\$50.00
3. Mobile Food Inspection Appointment No-Show	\$ 25.00	N/A
4. Variance Review (Food Code)	\$ 200.00	N/A
5. Dogs on Patio Application for Variance	\$ 150.00	\$100.00
6. Dogs on Patio Biennial Renewal Fee	\$ 150.00	\$100.00
TRAINING		
1. Food Manager Certification	\$ 100.00	\$100.00
2. Food Handler class (class instruction fee only)	\$ 25.00	\$25.00
3. Food Establishment or Pool Permit Reprint	\$ 5.00	N/A
4. Certified Pool Operator Course	\$ 200.00	\$200.00
NOTES		
¹ Type I – IV refers to the risk categorization and resulting inspection frequencies of food establishments as defined in the FDA's Voluntary National Retail Food Regulatory Program Standards.		
² Proof of charitable non-profit (tax-supported) status must be submitted with application. Late fees may apply.		
³ No permit shall be issued or renewed until the applicable permit fee is paid. Late fees for permit renewals shall apply as indicated.		
⁴ A plan review fee shall be charged for the review of plans and specifications of new construction.		
⁵ A remodel or expansion review applies only to those establishments currently permitted by the Environmental Health Division. All other construction is considered "new construction" and must pay the regular plan review fee.		
⁶ For re-inspections required due to critical violation issues or required compliance inspection		

An Ordinance of the City of Plano, Texas, repealing Ordinance No. 2014-1-20 containing Environmental Health fees which will be updated and presented to City Council through a separate resolution; and providing a repealer clause, a severability clause, a savings clause, and an effective date.

WHEREAS, on January 27, 2014, the City Council of the City of Plano duly passed Ordinance No. 2014-1-20 which adopted permit and inspection fees for Environmental Health; and

WHEREAS, a new fee schedule for Environmental Health & Sustainability is being submitted by a separate resolution to reflect current and new fees; and

WHEREAS, the City Council, based upon staff recommendations and review and consideration of these matters, has determined that it is in the best interest of the City of Plano, Texas, to repeal Ordinance No. 2014-1-20 as provided herein.

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

Section I. Ordinance No. 2014-1-20 providing permit and inspection fees for Environmental Health department services is hereby repealed in its entirety effective January 1, 2019, when the updated fee schedule will be in effect.

Section II. All provisions of the Ordinances of the City of Plano, codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Ordinances of the City of Plano, codified or uncodified, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section III. It is the intention of the City Council that this Ordinance, and every provision thereof, shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of this Ordinance shall not affect the validity or constitutionality of any other portion of this Ordinance.

Section IV. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this ordinance.

Section V. This Ordinance shall have a delayed effective date of January 1, 2019.

DULY PASSED AND APPROVED this the 10th day of September, 2018 to become effective January 1, 2019.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Health

Department Head: Rachel Patterson

Agenda Coordinator: Doris Callaway

CAPTION

Ordinance No. 2018-9-6: To amend certain sections of Ordinance Nos. 2001-4-4, and 2010-3-15 codified as Article VIII of Chapter 14, Additional Regulations for Tattoo and Certain Body Piercing Studios, and various sections of Ordinance Nos. 2006-9-26 and 2008-11-15 codified as Article X, Division 2 of Chapter 6, Public Swimming Pools and Spas, to reflect updated names, references, and fees; and providing a penalty clause, a savings clause, a severability clause, a repealer clause, a publication clause and an effective date. **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS: This item has no financial impact.

SUMMARY OF ITEM

Amending Ordinance Nos. 2001-4-4, 2010-3-15, 2006-9-26 and 2008-11-15.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	8/29/2018	Memo
Ordinance	9/4/2018	Ordinance

Date: August 28, 2018

To: Bruce D. Glasscock, City Manager
Mark Israelson, Sr. Deputy City Manager

From: Rachel C. Patterson, Director, Environmental Health & Sustainability

Subject: Revised EH&S Fee Schedule

At the September 10, 2018 City Council meeting I will respectfully request action on the following three items:

1. An ordinance to repeal the current Environmental Health Division fee schedule
2. A resolution to approve the proposed Environmental Health & Sustainability (EH&S) fee schedule with a delayed effective date of January 1, 2019 to account for permit re-categorization and fee changes within the permitting software
3. The revision of two ordinances (Public Swimming Pool & Spa and Tattoo/Body Art) as both include specific information about fees found in the current fee ordinance. We are also asking that the name of the department be updated in each ordinance and a correction made to a state code reference.

Fees for EH&S services have not increased since 2008. These increases included a \$100 - \$200 increase to grocery store permittees, and an average \$25-\$50 increase for restaurant permittees. Pool and mobile food permits have not increased since 2002.

In the past, fees have been based on a market analysis of what neighboring jurisdictions charged for services, although this method is really inadequate for determining a cost recovery policy for the department. In the spring, the Budget Department engaged a consultant to determine the actual cost to provide EH&S services with the objective of setting fees based on these costs. The goal this year is to set fees at 50% cost recovery (at least), slowly increasing fees over the coming years to at least 75%, with consideration for 100% recovery for some services.

Coupled with this study, we also discovered the need to reconsider the way food establishments were currently permitted and correct inequities in the fee amounts charged. For example, currently we have a fee category for "full service restaurant" and inspection frequencies are established by conducting a risk assessment of the establishment and menu. Therefore, we may have one full service restaurant assigned two inspections per year and another, three. Based on this and the fact we now desire to set fees according to actual service costs, food establishment permits will need to be re-categorized by the number of assigned inspections per year. Thus, we have created Food Establishment Types I-IV, with Type I being the lowest risk and Type IV, the highest.

This year is about ensuring we are recovering at least 50% of service costs, and re-categorizing establishments according to the services they require.

In general, changes to the fee schedule include (see "Exhibit A" of this memo):

- New permit fee categories for food establishments
- Increases to the following fees

- Food Establishment Types I – IV*
- Mobile Food Type I
- Seasonal Temporary Permits
- Temporary Event Permits (for-profit)
- Swimming Pool
- Additional Swimming Pool
- Body Art Permit
- Late Fee Permit Renewal 31-60 days
- Food Establishment Plan Review
- Pool Plan Review
- Second Certificate of Occupancy Inspection
- Food & Swimming Pool Re-inspection
- Dogs on Patio Variance/Biennial Renewal
- Decreases to the following fees
 - Mobile Food Type II
 - Farmer's Market 61+ vendors
 - Waste Hauler
 - Waste Generator
 - Food or Pool Remodel Plan Review
- Addition of the following fees
 - Body Art Plan Review
 - Pool or Food Establishment Remodel, Expansion, or Equipment Review
 - Mobile Food Inspection Appointment No-Show
 - Variance Review (Food Code)
- Removal of Late Fee for Permit Renewal (61-90 day)

**Please note some establishments will see a \$200 increase in fees due to the aforementioned re-categorization of permits based on inspection frequency. See chart below.*

Following is a chart indicating how many establishments will be affected by these fee changes.

	# Permits
Permit Increase by \$200	109
Permit Increase by \$100	471
Permit Increase by \$50	44
No Change	990
Permit Decrease by \$75 - \$175	106

Thank you for your time and attention to this important matter. Please let me know if you require any further information.

EXHIBIT “A”

ENVIRONMENTAL HEALTH & SUSTAINABILITY DEPARTMENT FEE SCHEDULE **COMPARISON**

PERMIT FEES		
FOOD ESTABLISHMENT	Proposed	Current
1. Food Establishment – Mega Stores	\$ 1000.00	\$ 1000.00
2. Food Establishment – Grocery Stores	\$ 800.00	\$ 800.00
3. Food Establishment Type I ¹	\$ 225.00	\$200.00
4. Food Establishment Type II	\$ 400.00	\$300-400
5. Food Establishment Type III	\$ 500.00	\$500.00
6. Food Establishment Type IV	\$ 550.00	\$500.00
7. Mobile Food Unit		
A. Mobile Type I	\$ 200.00	\$150.00
B. Mobile Type II	\$ 255.00	\$275.00
C. Mobile Type III	\$ 300.00	\$300.00
8. Temporary & Seasonal Events		
A. Seasonal, Non-PHF/TCS	\$ 155.00	\$150.00
B. Temporary – first booth	\$ 95.00	\$75.00
a. Each additional booth (for vendors with more than one)	\$ 25.00	\$25.00
C. Temporary – with valid COP annual food service permit (per booth)	\$ 20.00	\$20.00
D. Annual Temporary	\$ 500.00	\$500.00
E. Non-Profit Processing Fee ²	\$ 20.00	\$20.00
F. Late Fee (seasonal or temporary application submitted less than five (5) business days prior to event)	\$ 50.00	\$50.00
9. Farmers’ Market		
A. 1-30 Vendors	\$ 200.00	\$200.00
B. 31-60 Vendors	\$ 400.00	\$400.00
C. 61+ Vendors	\$ 470.00	\$600.00
POOL		
1. Swimming Pool	\$ 250.00	\$200.00
2. Additional Pool	\$ 150.00	\$100.00
LIQUID WASTE HAULER AND GENERATOR		
1. Waste Hauler	\$ 200.00	\$300.00
2. Waste Generator (Grit/Sand or Grease Trap) – per trap	\$ 50.00	\$250.00
INDUSTRIAL WASTEWATER PRETREATMENT		
1. Industrial Pretreatment Annual Fee	\$ 300.00	\$300.00
2. Industrial Pretreatment BMP Permit Fee	\$ 50.00	\$50.00
INDUSTRIAL USER		
1. Industrial User Fee Per Outfall (monthly)	\$ 590.00	\$590.00
BODY ART		
1. Body Art	\$ 255.00	\$200.00
PERMIT LATE FEES³		
PERMIT RENEWAL LATE FEE		
1-30 days after expiration date	10% of permit fee	10%
31-60 days after expiration date	20% of permit fee	15%

MISCELLANEOUS FEES		
PLAN REVIEW	Proposed	Current
1. Food Establishment Plan Review ⁴	\$ 425.00	\$300.00
2. Pool Plan Review ⁴	\$ 520.00	\$300.00
3. Body Art Plan Review ⁴	\$ 300.00	N/A
4. Pool or Food Establishment Remodel, Expansion, or Equipment Review ⁵	\$ 225.00	\$300.00
CERTIFICATE OF OCCUPANCY (C/O) & TEMPORARY (T/C/O)		
1. First C/O or T/C/O inspection	-0-	-0-
2. Second and subsequent inspection(s)	\$ 100.00	\$75.00
OTHER FEES⁴		
1. Swimming Pool Re-Inspection ⁶	\$ 75.00	\$50.00
2. Food Establishment Re-inspection or Compliance Inspection ⁶	\$ 75.00	\$50.00
3. Mobile Food Inspection Appointment No-Show	\$ 25.00	N/A
4. Variance Review (Food Code)	\$ 200.00	N/A
5. Dogs on Patio Application for Variance	\$ 150.00	\$100.00
6. Dogs on Patio Biennial Renewal Fee	\$ 150.00	\$100.00
TRAINING		
1. Food Manager Certification	\$ 100.00	\$100.00
2. Food Handler class (class instruction fee only)	\$ 25.00	\$25.00
3. Food Establishment or Pool Permit Reprint	\$ 5.00	N/A
4. Certified Pool Operator Course	\$ 200.00	\$200.00
NOTES		
¹ Type I – IV refers to the risk categorization and resulting inspection frequencies of food establishments as defined in the FDA's Voluntary National Retail Food Regulatory Program Standards.		
² Proof of charitable non-profit (tax-supported) status must be submitted with application. Late fees may apply.		
³ No permit shall be issued or renewed until the applicable permit fee is paid. Late fees for permit renewals shall apply as indicated.		
⁴ A plan review fee shall be charged for the review of plans and specifications of new construction.		
⁵ A remodel or expansion review applies only to those establishments currently permitted by the Environmental Health Division. All other construction is considered "new construction" and must pay the regular plan review fee.		
⁶ For re-inspections required due to critical violation issues or required compliance inspection		

An Ordinance of the City of Plano, Texas, amending certain sections of Ordinance Nos. 2001-4-4, and 2010-3-15 codified as Article VIII of Chapter 14, Additional Regulations for Tattoo and Certain Body Piercing Studios, and various sections of Ordinance Nos. 2006-9-26 and 2008-11-15 codified as Article X, Division 2 of Chapter 6, Public Swimming Pools and Spas, to reflect updated names, references, and fees; and providing a penalty clause, a savings clause, a severability clause, a repealer clause, a publication clause and an effective date.

WHEREAS, on April 2, 2001, the City Council of the City of Plano duly passed Ordinance No. 2001-4-4, Additional Regulations for Tattoo and Certain Body Piercing Studios; and

WHEREAS, on March 22, 2010, the City Council of the City of Plano duly passed Ordinance No. 2010-3-15, to reflect the name change of the Department of State Health Services and to update standards for Inspections and Permitting Regulations; and

WHEREAS, on September 25, 2006, the City Council of the City of Plano duly passed Ordinance 2006-9-26 codified as Chapter 6, Article X, Division 2, Public Swimming Pools and Spas; and

WHEREAS, on November 10, 2008, the City Council of the City of Plano passed Ordinance No. 2008-11-15 codified as of Chapter 6, Article X, Division 2, Section 6-454, Public Swimming Pools and Spas, to make certain amendments; and

WHEREAS, it is necessary to amend these ordinances to reflect current names, references, and fees; and

WHEREAS, the City Council of the City of Plano, after consideration of the recommendations of staff and all matters attendant and related thereto, is of the opinion that it is in the best interest of the City of Plano, Texas to adopt these amendments as presented.

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

Section I. Certain section of Ordinance No. 2001-4-4, codified as Section 14-113 of Chapter 14, Article VIII, Additional Regulations for Tattoo and Certain Body Piercing Studios, is hereby amended to read as follows:

“Section 14-113. Definitions.

Artist. A person who performs tattooing, intradermal cosmetics, and/or certain body piercing, and who is responsible for complying with the provisions of these sections.

Body piercing. The creation of an opening in an individual's body, other than in an individual's earlobe, to insert jewelry or another decoration.

Body piercing studio. A permanent, non-dwelling building or portion of a building, designated by a license holder and located in accordance with applicable local zoning codes where body piercing is performed, completely separated from living quarters, hereafter referred to as studio.

Building official. The Chief Building Official for the City of Plano, or his designee.

Permit holder. A person who owns, operates, or maintains a tattoo studio, tattoo and body piercing studio, body piercing studio in compliance with these sections.

Regulatory authority. The Director of Environmental Health & Sustainability of the City of Plano, or his/her designated representative having responsibility to enforce and administer this article.

Tattoo/tattooing. The practice of producing an indelible mark or figure on the human body by scarring or inserting a pigment under the skin using needles, scalpels, or other related devices and including intradermal cosmetics.

Tattoo studio. A permanent, non-dwelling building or portion of a building, designated by a permit holder and located in accordance with applicable local zoning codes where tattooing or intradermal cosmetic application is performed, completely separated from living quarters; hereafter referred to as studio.

Training. The required course(s) to be attended by permit holder, owner or operator in charge as identified and mandated by the City of Plano Environmental Health & Sustainability Department.”

Section II. Certain section of Ordinance No. 2010-3-15, codified as Section 14-116(c) of Chapter 14, Article VIII, Additional Regulations for Tattoo and Certain Body Piercing Studios, is hereby amended to read as follows:

“Section 14-116(c).

(c) The permit issued by the City of Plano Regulatory Authority shall be valid for one (1) year or unless otherwise revoked for cause as hereinafter prescribed. Permit fees shall be reviewed, set, and adopted by resolution of the City Council on a regular basis.”

Section III. Certain sections of Ordinance Nos. 2006-9-26 and 2008-11-15, codified as Chapter 6, Article X, Division 2, Public Swimming Pools & Spas, are hereby amended to read as follows:

“Section 6-453(a).

(a) All Public Swimming Pools and Spas shall comply with the Texas Department of State Health Services Standards set forth in Texas Administrative Code, Title 25-Health Services,

Section 6-454. Issuance of an operating health permit.

(a) No person shall operate a swimming pool without first obtaining a valid health permit from the City of Plano Environmental Health & Sustainability Department. Each separate pool requires a separate permit. The permit shall be valid for one (1) year unless otherwise revoked as described in this Article. Permit fees shall be reviewed, set, and adopted by resolution of the City Council on a regular basis. A re-inspection fee will be charged to reopen pools closed for non-compliance.

(b) Applications for permit to operate a swimming pool or spa shall be made to the City of Plano Environmental Health & Sustainability Department on application forms prescribed and provided by the City of Plano. The applicant (person), corporation, or the person in charge of the subject premises (the manager) to whom the permit was issued shall be responsible for the sanitation, safety, and proper maintenance of the pool, and all physical and mechanical equipment and records.

(c) The City of Plano Environmental Health & Sustainability Department shall require the applicant or their designee for an operators permit provide proof of knowledge of these standards by taking and satisfactorily passing a written examination or by attendance at a training course on swimming pool operation, which is approved by the City of Plano Environmental Health & Sustainability Department.

Section 6-455(a).

(a) The City of Plano Environmental Health & Sustainability Department may deny, revoke, or suspend any operating permit for the failure of the applicant to comply with the provisions of these Standards, or in cases where the operating permit has been obtained through non-disclosure, misrepresentation, or misstatement of a material fact.

Section 6-455(d).

(d) If the City of Plano Environmental Health & Sustainability Department determines that the operation or maintenance of any swimming pool is such as to constitute an imminent hazard to the health and safety of the public, the operating permit shall be suspended immediately and the swimming pool shall be closed for use and shall remain closed until the necessary remedial action has been completed.

Section 6-456. Appeals.

Any appeal from a final order or notice issued in connection with the requirements of this ordinance must be in writing and received by the Director of Environmental Health & Sustainability within fifteen (15) days after receipt of said order or notice. Final appeal shall be to the City Manager through the Executive Director's Office.

Section 6-458(a).

(a) It shall be unlawful for any person to violate any of the provisions of the City of Plano Division II Public Swimming Pools and Spas Regulations. Both the Building Inspections Department and the Environmental Health & Sustainability Department shall enforce provisions set forth in Division II. Both the Building Official and the Director of Environmental Health & Sustainability and their designees have the authority to issue citations to persons violating the provisions of Division II. A violation shall exist should anyone interfere with a Building Inspection or Environmental Health & Sustainability Representative in the performance of his or her duties as prescribed by these Regulations."

Section IV. Any person, firm or corporation found to be violating any term or provision of this Ordinance, shall be subject to a fine in accordance with Section 1-4(a) of the City Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.

Section V. The repeal of any ordinance or part of ordinances affectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions of any ordinances at the time of passage of this ordinance.

Section VI. It is the intention of the City council that this Ordinance, and every provision hereof, shall be considered severable, and the invalidity or unconstitutionality of any section, clause, provision or portion of this Ordinance shall not affect the validity or constitutionality of any other portion of this Ordinance.

Section VII. All provisions of the ordinances of the City of Plano, codified or uncoded, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the ordinances of the city of Plano, codified or uncoded, not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section VIII. This ordinance shall become effective immediately upon its passage and publication as required by law.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Prop Standards

Department Head: Lori Schwarz

Agenda Coordinator: Nichole Adamo x8135

CAPTION

Ordinance No. 2018-9-7: To amend and delete various sections of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano; revising prohibited and permitted parking activities in residential and other zoning districts, updating the penalty provisions for commercial vehicle violations; and providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause, and an effective date. **Adopted**

FINANCIAL SUMMARY

Revenue

FISCAL YEAR: 2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): General Fund

COMMENTS:

This item amends city regulations regarding the parking of motor vehicles. These changes may impact revenue collected from fines for parking violations; however, the potential change in revenue from this action is indeterminable and likely to have minimal impact on the City of Plano's operating budget.

SUMMARY OF ITEM

The City of Plano Code of Ordinances, Chapter 12, Motor Vehicles and Traffic, Article V, Stopping,

Standing and Parking, Section 12-115 Parking of certain equipment in certain zoning districts, regulates the parking of vehicles and the surfaces on which they are parked or stored to prevent public nuisances.

The proposed ordinance amendment consolidates the parking surface requirements for all zoning districts within the Code of Ordinances and makes the penalty references for parking surface and commercial parking violations consistent with the remainder of Chapter 12. This amendment also sets minimum fines for repeat and habitual offenders to create increased deterrents.

Strategic Plan Goal:

Safe Large City, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	8/30/2018	Memo
Chapter 12 Ordinance	8/31/2018	Ordinance
Chapter 12 Redline Ordinance	9/4/2018	Attachment

Date: August 28, 2018

To: Bruce D. Glasscock, City Manager

From: Lori F. Schwarz, AICP, Director of Neighborhood Services

Subject: Amendments to Code of Ordinances Chapter 12, Motor Vehicles and Traffic

Item Summary

The City of Plano Code of Ordinances, Chapter 12, Motor Vehicles and Traffic, Article V, Stopping, Standing and Parking, Section 12-115 Parking of certain equipment in certain zoning districts, regulates the parking of vehicles and the surfaces on which they are parked or stored to prevent public nuisances.

The proposed ordinance amendment consolidates the parking surface requirements for all zoning districts within the Code of Ordinances and makes the penalty references for parking surface and commercial parking violations consistent with the remainder of Chapter 12. This amendment also sets minimum fines for repeat and habitual offenders to create increased deterrents.

Background

Parking surface regulations for non-residentially zoned districts have historically been enforced through the City of Plano Zoning Ordinance. Recent changes to the Zoning Ordinance have been focused on clarifying the development standards for parking areas, driveways and maneuvering aisles rather than the daily activities conducted thereon. This has created uncertainty among business owners and citizens on the appropriate surfaces on which vehicles may be parked or stored within the varying zoning districts.

Additionally, some property owners have made the choice to continue to violate city codes and pay minimal fines in lieu of make the required parking surface improvements. The proposed ordinance changes will provide for increasing minimum fines for subsequent and habitual offenders.

Outcome

This amendment will clarify and consolidate parking surface regulations into a single code chapter. It will also encourage the required development and/or improvement of parking areas, driveways and maneuver aisles.

xc: Jack Carr, Deputy City Manager

An Ordinance of the City of Plano, Texas amending and deleting various sections of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano; revising prohibited and permitted parking activities in residential and other zoning districts, updating the penalty provisions for commercial vehicle violations; and providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause, and an effective date.

WHEREAS, the City Council has previously adopted regulations for the parking of motor vehicles in residential and other zoning districts in Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano, Texas; and

WHEREAS, the Neighborhood Services Department is recommending changes to various sections of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano, Texas; and

WHEREAS, the City Council deems it in the best interest of the City to amend various sections of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances, revising prohibited and permitted parking activities in residential and other zoning districts, and updating the penalty provisions for commercial vehicle violations, as set forth herein.

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

Section I. The Council hereby adopts the findings set forth above.

Section II. Section 12-115, Parking of certain equipment in certain zoning districts, of Article V, Chapter 12 of the City of Plano Code of Ordinances is hereby amended in its entirety to read as follows:

“Sec. 12-115. - Parking of certain equipment in certain zoning districts.

(a) The city manager or his designee(s) is hereby authorized to enforce the provisions of this section.

(b) OFFENSE

(1) It shall be an offense for an owner, operator, occupant or person with care, custody or control of property within any zoning district to park, store or permit the parking or storage of a motor vehicle upon the property without the motor vehicle being located on:

- a. A solid and continuously paved concrete or asphalt surface specifically designed for parking; and
- b. A paved parking surface that is the full dimensions of the vehicle.

(2) The provisions of Section 12-115 (b) shall not apply where:

- a. Exempted by the City of Plano Zoning Ordinance, as amended;

- b. Allowed by a Certificate of Appropriateness for a property with Heritage designation;
- c. The City right-of-way consists of bricks, pavers or similar materials and parking is otherwise allowed; or
- d. Alternative parking surfaces have been approved in writing by the City Engineer.

(3) It shall be an offense to park, store or permit the parking or storage of any of the following vehicles upon property located within a residential zoning district:

- a. A Commercial motor vehicle, semitrailer, special mobile equipment, pole trailer or truck tractor, as defined in section 12-2 of this chapter, exceeding one and one-half (1½) tons capacity intended for commercial purposes;
- b. A Commercial motor vehicle, as defined in section 12-2 of this article, that measures more than twenty (20) feet long, seven (7) feet high or seven (7) feet wide; or
- c. A Race car, dune buggy, farm equipment or other similar vehicle not designated for public street operation.

(c) CRIMINAL PENALTY

(1) It shall be an offense to intentionally or knowingly fail to comply with any provision of this section. Any person, firm, association or corporation violating any provision of Section 12-115 of this chapter shall be punished by a fine not to exceed \$2,000.00. Each day that such violation under this section occurs shall constitute a separate offense.

(2) Repeat and Habitual Offenders.

- a. If it is shown on the trial of an offense under Section 12-115 that the defendant has previously been finally convicted of an offense under Section 12-115, on conviction the person shall be punished by a fine of not less than \$500.00 and not to exceed \$2,000.00.
- b. If it is shown on the trial of an offense under Section 12-115 that the defendant has previously been finally convicted of two or more offenses under Section 12-115, on conviction the person shall be punished by a fine of not less than \$1,000.00 and not to exceed \$2,000.00.
- c. This subsection for Repeat and Habitual Offenders applies only to a person finally convicted of a second or subsequent offense within three years of the date on which the most recent preceding offense was committed.

(d) AFFIRMATIVE DEFENSE

- a. It shall be an affirmative defense to criminal prosecution if the defendant proves by a preponderance of the evidence that at the time of the conduct prohibited by Sec. 12-115(b)(1), the prohibited conduct occurred on a gravel parking surface installed prior to November 1979 that is located within a General Residential (GR) or Single Family Residence-7 (SF7) zoned district

and has been maintained in its original size and condition.”

Section III. All provisions of the Code of Ordinances of the City of Plano, codified or uncoded, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Plano, codified or uncoded, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

Section IV. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

Section V. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this ordinance.

Section VI. Any violation of the provisions or terms of this ordinance by any person, firm or corporation shall be a misdemeanor offense and shall be subject to a fine in accordance with Section 1-4(a) and 12-115(c) of the City Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.

Section VII. This Ordinance shall become effective immediately upon its passage and publication as required by law.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

Sec. 12-115. - Parking of certain equipment in certain zoning districts.

- (a) The city manager or his designee(s) is hereby authorized to enforce the provisions of this section.

(b) OFFENSE

(1) It shall be an offense for an owner, operator, occupant or person with care, custody or control of property ~~within a residentially zoned district within any zoning district~~ to park, store or permit the parking, ~~standing or storing storage~~ of a motor vehicle ~~or trailer, as defined in section 12-2 of this chapter,~~ upon the property without ~~the motor vehicle being located~~ on:

- a. ~~A level,~~ solid and continuously paved concrete or asphalt surface specifically designed for parking; ~~and~~
- b. ~~The area of the~~ paved parking surface ~~that is~~ shall not be less than the full dimensions of the vehicle ~~or trailer.~~

(2) The provisions of Section 12-115 (b) shall not apply where:

- a. Exempted by the City of Plano Zoning Ordinance, as amended;
- b. Allowed by a Certificate of Appropriateness for a property with Heritage designation;
- c. The City right-of-way consisting of bricks, pavers or similar materials and parking is otherwise allowed; or
- ~~(4)~~d. Alternative parking surfaces have been approved in writing by the City Engineer.

~~(2)~~(3) It shall be an offense to park, store or permit the parking, ~~standing or storing storage~~ of any of the following vehicles ~~between any portion of a residential dwelling and any right-of-way line upon property located within~~ a residential zoning district:

- a. ~~A~~ Ccommercial motor vehicle, semitrailer, special mobile equipment, ~~trailer,~~ pole trailer or truck tractor, as defined in section 12-2 of this chapter, exceeding one and one-half (1½) tons capacity used solely for commercial purposes; ~~or~~
- b. A Commercial motor vehicle, as defined in section 12-2 of this article, that measures more than twenty (20) feet long, seven (7) feet high or seven (7) feet wide; ~~or~~
- c. A Race car, dune buggy, farm equipment or other similar vehicle not designated for public street operation.

~~Any person, firm, association or corporation violating any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, be subject to a fine not exceeding five hundred dollars (\$500.00) for each offense, and each and every vehicle and each and every day or portion thereof that such violation shall continue shall be deemed to constitute a separate offense.~~

(c) -CRIMINAL PENALTY

(1) It shall be an offense to intentionally or knowingly fail to comply with any provision of this section. Any person, firm, association or corporation violating any provision of Section 12-115 of this chapter shall be punished by a fine not to exceed

\$2,000.00. Each day that such violation under this section occurs shall constitute a separate offense.

(2) Repeat and Habitual Offenders.

- a. If it is shown on the trial of an offense under Section 12-115 that the defendant has previously been finally convicted of an offense under Section 12-115, on conviction the person shall be punished by a fine of not less than \$500.00 and not to exceed \$2,000.00.
- b. If it is shown on the trial of an offense under Section 12-115 that the defendant has previously been finally convicted of two or more offenses under Section 12-115, on conviction the person shall be punished by a fine of not less than \$1,000.00 and not to exceed \$2,000.00.
- (3)c. This subsection for Repeat and Habitual Offenders applies only to a person finally convicted of a second or subsequent offense within three years of the date on which the most recent preceding offense was committed.

(e)(d) AFFIRMATIVE DEFENSE

- (1)a. It shall be an affirmative defense to criminal prosecution if the defendant proves by a preponderance of the evidence that at the time of the conduct prohibited by Sec. 12-115(b)(1), the prohibited conduct ~~occurred on~~ occurred on a parking surface that was on a gravel parking surface installed prior to November 1997 that is residential property located within a General Residential (GR) or Single Family Residence-7 (SF7) zoned district that has not been altered since its original construction, and is and has been maintained in its original size and condition accordance with all adopted codes and ordinances.”



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Prop Standards

Department Head: Lori Schwarz

Agenda Coordinator: Nichole Adamo x8135

CAPTION

Ordinance No. 2018-9-8: To amend Article III, Division 3, Registration and Inspection of Multi-family Dwelling Complexes, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano; providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date. **Adopted**

FINANCIAL SUMMARY

Revenue

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	359,610	359,610
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	36,327	36,327
Balance	0	0	395,937	395,937

FUND(S): General Fund

COMMENTS:

This item will revise the fee schedule for Plano's multi-family rental registration and inspection program and is expected to increase program revenues by \$36,327.

SUMMARY OF ITEM

The proposed ordinance increases registration and re-inspection fees for multi-family complexes required to participate in the Multi-Family Rental Registration and Inspection Program. The fee increase is to cover increasing costs associated with the operation of the program.

Strategic Plan Goal:

Safe Large City, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Built Environment, Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	9/4/2018	Memo
Chapter 6 Ordinance	8/31/2018	Ordinance
Chapter 6 - Redline Ordinance	9/5/2018	Ordinance

Date: August 29, 2018

To: Bruce D. Glasscock, City Manager

From: Lori F. Schwarz, AICP, Director of Neighborhood Services

Subject: Amendments to Code of Ordinances Chapter 6, Buildings and Building Regulations

Item Summary

The proposed ordinance increases registration and re-inspection fees for multi-family complexes required to participate in the Multi-Family Rental Registration and Inspection Program. The fee increase is to cover increasing costs associated with the operation of the program.

Background

In FY 2005-06, the creation of the Multi-Family Rental Registration and Inspection Program required annual registration and systematic inspection of multi-family apartment communities within the city. Since that time, the registration and inspection fees have remained unchanged. Cost increases over the past thirteen years have been offset by an increased distribution of work among four (4) staff members and the gradual increase of complexes participating in the program.

Beginning in October 2018, a large number of new multi-family complexes will begin registering for the program. This marked increase will continue through 2024. Additionally, a new Hotel/Motel Registration and Inspection Program is scheduled to begin in January 2019, resulting in an added 5,500 registrations and inspections. The increased inspections will require the addition of one Property Standards Inspector position to ensure the programs continue to operate effectively. Even with this fee increase, Plano will still have some of the lowest registration and inspection fees within the DFW area.

Next Step

If approved by City Council, the fee increase would not go into effect until November 1st, 2018. Therefore, the fee increase will be deferred until next year's registration due date on October 31, 2019.

xc: Jack Carr, Deputy City Manager

An Ordinance of the City of Plano, Texas amending Article III, Division 3, Registration and Inspection of Multi-family Dwelling Complexes, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano; providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date.

WHEREAS, the City Council of the City of Plano has previously enacted regulations regarding registration and inspection of multi-family dwelling complexes, which regulations are now codified in Article III, Division 3, Chapter 6 of the Code of Ordinances of the City of Plano; and

WHEREAS, staff recommend changes to various sections of Article III, Division 3, Chapter 6, of the Code of Ordinances of the City of Plano; and

WHEREAS, after consideration of the recommendations of staff and all matters attendant and related thereto, the City Council is of the opinion that it is in the best interest of the City and its citizens and to promote health, safety and welfare of the citizens of Plano and the general public to amend various sections of Article III, Division 3, Chapter 6, as set forth herein.

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

Section I. Article III, Division 3, Chapter 6 of the City of Plano Code of Ordinances is hereby amended in its entirety to read as follows:

“DIVISION 3. - REGISTRATION AND INSPECTION OF MULTI-FAMILY DWELLING COMPLEXES

Sec. 6-60. - Short title.

This division may be referred to as the "Multi-Family Dwelling Registration and Inspection Code".

Sec. 6-61. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this article, shall have the meanings hereinafter designated. Where terms are not defined, they shall have their ordinary accepted meanings.

Accessory building or use means a building or use that is clearly subordinate to and functionally related to the primary building or use, which contributes to the comfort, convenience, or necessity of occupants of the primary building or use on the same platted lot.

Bedroom means any room or space used or intended to be used for sleeping purposes.

Building official means the official or other designated authority charged with the administration and enforcement of the building code, or the building official's duly authorized representative.

Code official means the official who is charged with the administration and enforcement of this code, or any duly authorized representative.

Common area means communal areas of the complex, including but not limited to hallways, stairways, lobby areas, laundry rooms, pool facilities, green spaces, recreation rooms and parking lots.

Director of neighborhood services or director means the code compliance director or the director's duly authorized representative who is charged with the administration and enforcement of this article.

Dwelling unit means a building or portion of a building which is arranged, occupied, or intended to be occupied as living quarters of a family and including facilities for food preparation, sleeping and sanitation.

Exterior property means the open space on the premises and on adjoining property under the control of owners or operators of such premises.

Landlord means the owner, operator, lessor, management company, managing agent or on-site manager of a multi-family dwelling.

Multi-family dwelling/building/residence means any building or portion thereof that is five (5) years old or older, which is designed, built, rented, leased, or let to be occupied as five (5) or more dwelling units or apartments. The term shall not include hotels, motels, U.S. Department of Housing and Urban Development (HUD) approved Section 8 units, or such owner occupied dwelling units.

Occupancy means the purpose for which a building or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a building, or having possession of a space within a building.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, partnership or any other group acting as a unit.

Premises mean a lot, plot or parcel of land, easement or public way, including any structures thereon.

Tenant means a person, corporation, partnership or group other than the legal owner of record, occupying a building or portion thereof as a unit.

Sec. 6-62. - Purpose.

The purpose of this division is to safeguard the life, health, safety, welfare, and property of the occupants of multi-family dwelling complexes and the general public by developing a process to enforce the minimum building standards and property maintenance codes; and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

Sec. 6-63. - Applicability and administration.

- (a) This article shall apply to multi-family complexes located in the city which are five (5) years old or older with five (5) or more dwelling units.

- (b) The director of neighborhood services and the director's authorized representatives are authorized to administer and enforce the provisions of this article.

Secs. 6-64—6-69. - Reserved.

Sec. 6-70. - Registration required.

- (a) The landlord of a multi-family dwelling complex that is five (5) years old or older with five (5) or more dwelling units shall annually register the complex with the director of neighborhood services by October 31st of each calendar year.
- (b) A registration is valid for one (1) calendar year, unless the ownership of the complex changes.
- (c) If a change in ownership of the complex occurs during the period that a registration is otherwise valid, the landlord of the complex shall have thirty (30) days from the date the change of ownership occurred to file a new registration with the director of neighborhood services and shall pay a twenty-five dollar (\$25.00) fee to re-issue the registration.
- (d) Registration re-issues received after thirty (30) days of ownership change shall be assessed a late fee of seventy-five dollars (\$75.00) at the time of registration re-issue.
- (e) Annual registration or renewals postmarked or received after October 31st shall be assessed an additional fee increase of:
 - (1) Ten (10) percent of registration fee if within one (1) month of due date;
 - (2) Thirty (30) percent of registration fee if within two (2) months of due date;
 - (3) Fifty (50) percent of registration fee thereafter.
- (f) All fees and assessments must be current with the city prior to the renewal of a registration certificate.
- (g) The registration shall be on a form prescribed by the director of neighborhood services and shall at a minimum contain the following information about the complex:
 - (1) The trade name, physical address, business mailing address and total number of units;
 - (2) The names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period. Emergency conditions shall include fire, natural disaster, flood, burst pipes, collapse hazard and violent crime;
 - (3) The names, addresses, and telephone numbers of the property owner, property manager, resident manager, registered agent, all federal, state, and local funding agencies; and the type of business entity which owns the complex;
 - (4) The names, addresses and telephone numbers of any mortgage lienholders.

Sec. 6-71. - Fees.

- (a) The landlord of a multi-family dwelling complex shall annually pay the city a fee to offset the city's cost of administration, registration and inspection.
- (b) A fee of eleven dollars (\$11.00) per dwelling unit per year shall be submitted annually with the registration form required by section 6-70.

- (c) The landlord of a multi-family dwelling complex that fails a periodic inspection as provided for in section 6-72 shall eliminate all violations identified at the time of the periodic inspection. Follow-up inspections shall be scheduled by the director or the director's representative after a period of time determined by the director or the director's representative to be sufficient for the landlord to abate the violations. Inspection fees shall be assessed as follows:
 - (1) *Initial inspection and first re-inspection* —No fee.
 - (2) *Second re-inspection* —Two hundred fifty dollars (\$250.00)/Unit or public area.
 - (3) *Third and subsequent re-inspections* —Five hundred dollars (\$500.00)/Unit or public area.
- (d) A fee of twenty five dollars (\$25.00) shall be submitted to reprint an already issued multi-family registration certificate.

Sec. 6-72. - Inspection by director or director's designated representative.

- (a) To determine compliance with minimum building and property maintenance standards in accordance with the International Property Maintenance Code and other applicable city codes and to determine compliance with this article, the director or director's designated representative may conduct:
 - (1) Periodic inspections;
 - (2) Follow-up inspections; and
 - (3) Inspections based on indications of code violations, including complaints filed with the director or director's designated representative.
- (b) The following areas of a multi-family dwelling complex shall be subject to periodic inspection by the director or director's designated representative:
 - (1) All building exteriors;
 - (2) All exterior and interior common areas;
 - (3) All mechanical, maintenance, storage and equipment rooms and closets;
 - (4) Vacant dwelling units;
 - (5) Comparative sample of occupied dwelling units upon receipt of consent by the unit's tenant or other recourse as provided by law.
- (c) Multi-family dwellings that are found to be maintained in accordance with minimum building and property maintenance standards during the initial inspection may receive a waiver of inspection and will not require a periodic property inspection for the following two (2) years unless a subsequent complaint is received prior to the next required systematic inspection.
- (d) The director, building official or their designated representative may inspect portions of a multi-family dwelling complex as frequently as the director or building official deems necessary. Periodic inspections shall be scheduled annually, unless otherwise exempted by waiver of inspection, but no less frequently than once every three (3) years.

- (e) The landlord of a multi-family dwelling complex shall make all exteriors, all interior and exterior public areas, and all vacant dwelling units of the complex available to the director or director's designated representative for inspections at all reasonable times subject to the authority provided by subsection (g) below.
- (f) The director or director's designated representative is authorized to make follow-up inspections of a multi-family dwelling complex which fails a periodic inspection and to inspect all areas included in the periodic inspection until such time as the violations are abated.
- (g) The authority granted to conduct inspections by the director or the director's designee in section 6-72 is subject to all limitations provided in state and federal law. If entry is refused or not obtained, the director or director's representative is authorized to seek a warrant allowed by Article 18.05 of the Texas Code of Criminal Procedure, as amended.

Sec. 6-73. - Landlord/tenant self-inspections.

- (a) The landlord or their designee of a multi-family dwelling complex shall inspect each dwelling unit within the complex:
 - (1) The inspection of a dwelling unit shall be conducted a minimum of once annually.
 - (2) The minimum building and property maintenance standards established by the International Property Maintenance Code and other applicable city codes shall be covered by the inspection, including but not limited to the following items:
 - a. Electrical facilities.
 - b. Plumbing facilities.
 - c. Heating facilities.
 - d. Ventilation.
 - e. Smoke detectors.
 - f. Occupancy limitations.
 - g. Means of ingress/egress.
 - h. Handrails and guardrails.
 - i. Rubbish and garbage.
 - (3) The inspection results shall be documented in writing on an inspection report prescribed by the director of neighborhood services.
 - (4) The landlord or their designee shall sign and date the inspection report at the time it is completed.
 - (5) The landlord or their designee shall provide the tenant with the results of the inspection.
- (b) A landlord shall maintain reports of the inspections conducted pursuant to subsection (a) for all dwelling units within the multi-family dwelling complex.
 - (1) The report shall also include a notice for reporting code violations to the city as follows:

"TO REPORT UNRESOLVED VIOLATIONS OF CITY PROPERTY MAINTENANCE CODE FOR THESE PREMISES, PLEASE CONTACT THE NEIGHBORHOOD SERVICES DEPARTMENT AT (972) 208-8150."

- (2) The inspection reports shall be maintained by the landlord for a minimum of three (3) years.

Sec. 6-74. - Offenses.

A landlord commits an offense if the landlord:

- (1) Operates a multi-family dwelling complex which is not currently registered with the director as required by this article;
- (2) Fails to pay fees as required by this article;
- (3) Maintains a property in violation of the city's property maintenance code or any other adopted code or ordinance;
- (4) Fails to make landlord/tenant self-inspections as outlined in section 6-73;
- (5) Fails to post the registration certificate or emergency contact signs as outlined in section 6-75; or
- (5) Commits any other violation of this article.

Sec. 6-75. - Posting.

Each multi-family dwelling complex described herein shall have prominently displayed in the front lobby/reception area or, for those properties without a front lobby/reception area, a conspicuous, publicly accessible area on the premises of the complex:

- (1) Current and valid multi-family registration certificate.
- (2) Signs posted by the owner or owners representative displaying a telephone number where emergency conditions can be reported during any twenty-four (24) hour period.

Secs. 6-76—6-79. - Reserved.

Sec. 6-80. - Enforcement.

- (a) A violation of this division is a Class C misdemeanor punishable as stated in section 1-4(a) of this Code.
- (b) Nothing in this article prohibits the City of Plano from enforcing civil and criminal enforcement remedies concurrently or availing itself of any other remedy allowed by law.

Secs. 6-81—6-110. - Reserved.

Section II. All provisions of the Code of Ordinances of the City of Plano, codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Plano, codified or uncodified, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

Section III. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

Section IV. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this ordinance.

Section V. Any violation of the provisions or terms of this ordinance by any person, firm or corporation shall be a misdemeanor offense and shall be subject to a fine in accordance with Section 1-4(a) of the City of Plano Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.

Section VI. This ordinance shall have a delayed effective date of November 1, 2018. This ordinance shall be published upon passage as required by law.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

DIVISION 3. - REGISTRATION AND INSPECTION OF MULTI-FAMILY DWELLING COMPLEXES

Sec. 6-60. - Short title.

This division may be referred to as the "Multi-Family Dwelling Registration and Inspection Code".

Sec. 6-61. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this article, shall have the meanings hereinafter designated. Where terms are not defined, they shall have their ordinary accepted meanings.

Accessory building or use means a building or use that is clearly subordinate to and functionally related to the primary building or use, which contributes to the comfort, convenience, or necessity of occupants of the primary building or use on the same platted lot. Accessory buildings shall be detached from the primary building and shall not be used for living quarters.

Bedroom means any room or space used or intended to be used for sleeping purposes.

Building official means the officer or other designated authority charged with the administration and enforcement of the building code, or the building official's duly authorized representative.

Code official means the official who is charged with the administration and enforcement of this code, or any duly authorized representative.

Common area means communal areas of the complex, including but not limited to hallways, stairways, lobby areas, laundry rooms, pool facilities, green spaces, recreation rooms and parking lots.

Director of neighborhood services or director means the code compliance director or the director's duly authorized representative who is charged with the administration and enforcement of this article.

Dwelling unit means a building or portion of a building which is arranged, occupied, or intended to be occupied as living quarters of a family and including facilities for food preparation, sleeping and sanitation.

Exterior property means the open space on the premises and on adjoining property under the control of owners or operators of such premises.

Landlord means the owner, operator, lessor, management company, managing agent or on-site manager of a multi-family dwelling.

Multi-family dwelling/building/residence means any building or portion thereof that is five (5) years old or older, which is designed, built, rented, leased, or let to be occupied as five (5) or more dwelling units or apartments. The term shall not include hotels, motels, U.S. Department of Housing and Urban Development (HUD) approved Section 8 units, or such owner occupied dwelling units.

Occupancy means the purpose for which a building or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a building, or having possession of a space within a building.

Owner means any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, partnership or any other group acting as a unit.

Premises mean a lot, plot or parcel of land, easement or public way, including any structures thereon.

Tenant means a person, corporation, partnership or group other than the legal owner of record, occupying a building or portion thereof as a unit.

Sec. 6-62. - Purpose.

The purpose of this division is to safeguard the life, health, safety, welfare, and property of the occupants of multi-family dwelling complexes and the general public by developing a process to enforce the minimum building standards and property maintenance codes; and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

Sec. 6-63. - Applicability and administration.

- (a) This article shall apply to multi-family complexes located in the city which are five (5) years old or older with five (5) or more dwelling units.
- (b) The director of neighborhood services and the director's authorized representatives are authorized to administer and enforce the provisions of this article.

Secs. 6-64—6-69. - Reserved.

Sec. 6-70. - Registration required.

- (a) The landlord of a multi-family dwelling complex that is five (5) years old or older with five (5) or more dwelling units shall annually register the complex with the director of neighborhood services by October 31st of each calendar year.
- (b) A registration is valid for one (1) calendar year, unless the ownership of the complex changes.
- (c) If a change in ownership of the complex occurs during the period that a registration is otherwise valid, the landlord of the complex shall have thirty (30) days from the date the change of ownership occurred to file a new registration with the director of neighborhood services and shall pay a twenty-five dollar (\$25.00) fee to re-issue the registration.
- (d) Registration re-issues received after thirty (30) days of ownership change shall be assessed a late fee of seventy-five dollars (\$75.00) at the time of registration re-issue. Annual registration or renewals postmarked or received after October 31st shall be assessed an additional fee increase of:
 - ~~(1) Ten (10) percent of registration fee if within one (1) month of due date;~~
 - ~~(2) Thirty (30) percent of registration fee if within two (2) months of due date;~~
 - ~~(3) Fifty (50) percent of registration fee thereafter.~~
- (e) Annual registration or renewals postmarked or received after October 31st shall be assessed an additional fee increase of:
 - (1) Ten (10) percent of registration fee if within one (1) month of due date;
 - (2) Thirty (30) percent of registration fee if within two (2) months of due date;
 - (3) Fifty (50) percent of registration fee thereafter. Registration re-issues received after thirty (30) days of ownership change shall be assessed a late fee of seventy-five dollars (\$75.00) at the time of registration re-issue.
- (f) All fees and assessments must be current with the city prior to the renewal of a registration certificate.
- (g) The registration shall be on a form prescribed by the director of neighborhood services and shall at a minimum contain the following information about the complex:
 - (1) The trade name, physical address, business mailing address and total number of units;
 - (2) The names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period. Emergency conditions shall include fire, natural disaster, flood, burst pipes, collapse hazard and violent crime;
 - (3) The names, addresses, and telephone numbers of the property owner, property manager, resident manager, registered agent, all federal, state, and local funding agencies; and the type of business entity which owns the complex;
 - (4) The names, addresses and telephone numbers of any mortgage lienholders.

~~(h) A landlord commits an offense if the landlord operates a multi-family dwelling complex which is not currently registered with the director as prescribed.~~

Sec. 6-71. - Fees.

- (a) The landlord of a multi-family dwelling complex shall annually pay the city a fee to offset the city's cost of administration, registration and inspection.
- (b) A fee of ten dollars (~~\$10.00~~\$11.00) per dwelling unit per year shall be submitted annually with the registration form required by section 6-70.
- (c) The landlord of a multi-family dwelling complex that fails a periodic inspection as provided for in section 6-72 shall eliminate all violations identified at the time of the periodic inspection. Follow-up inspections shall be scheduled by the director or the director's representative after a period of time determined by the director or the director's representative to be sufficient for the landlord to abate the violations. Inspection fees shall be assessed as follows:
 - (1) *Initial inspection and first re-inspection* —No fee.
 - (2) *Second re-inspection* —~~One~~Two hundred fifty dollars (~~\$150.00~~\$250.00)/Unit or public area.
 - (3) *Third and subsequent re-inspections* —~~Three~~Five hundred dollars (~~\$300.00~~\$500.00)/Unit or public area.
- (d) A fee of twenty five dollars (\$25.00) shall be submitted to reprint an already issued multi-family registration certificate.

Sec. 6-72. - Inspection by director or director's designated representative.

- (a) To determine compliance with minimum building and property maintenance standards in accordance with the International Property Maintenance Code and other applicable city codes and to determine compliance with this article, the director or director's designated representative may conduct:
 - (1) Periodic inspections;
 - (2) Follow-up inspections; and
 - (3) Inspections based on indications of code violations, including complaints filed with the director or director's designated representative.
- (b) The following areas of a multi-family dwelling complex shall be subject to periodic inspection by the director or director's designated representative:
 - (1) All building exteriors;
 - (2) All exterior and interior common areas;
 - (3) All mechanical, maintenance, storage and equipment rooms and closets;
 - ~~(34)~~ Vacant dwelling units;
 - (45) Comparative sample of occupied dwelling units upon receipt of consent by the unit's tenant or other recourse as provided by law.
- (c) Multi-family dwellings that are found to be maintained in accordance with minimum building and property maintenance standards during the initial inspection may receive a waiver of inspection and will not require a periodic property inspection for the following two (2) years unless a subsequent complaint is received prior to the next required systematic inspection.
- (d) The director, building official or their designated representative may inspect portions of a multi-family dwelling complex as frequently as the director or building official deems necessary. Periodic inspections shall be scheduled annually, unless otherwise exempted by waiver of inspection, but no less frequently than once every three (3) years.
- (e) The landlord of a multi-family dwelling complex shall make all exteriors, all interior and exterior public areas, and all vacant dwelling units of the complex available to the director or director's designated

representative for inspections at all reasonable times subject to the authority provided by subsection (g) below.

- (f) The director or director's designated representative is authorized to make follow-up inspections of a multi-family dwelling complex which fails a periodic inspection and to inspect all areas included in the periodic inspection until such time as the violations are abated.
- (g) The authority granted to conduct inspections by the director or the director's designee in section 6-72 is subject to all limitations provided in state and federal law. If entry is refused or not obtained, the director or director's representative is authorized to seek a warrant allowed by Article 18.05 of the Texas Code of Criminal Procedure as the same may be amended from time to time.

Sec. 6-73. - Landlord/tenant self-inspections.

- (a) The landlord or their designee of a multi-family dwelling complex shall inspect each dwelling unit within the complex:

- (1) The inspection of a dwelling unit shall be conducted ~~with the unit's tenant:~~a minimum of once annually.

- ~~a. — A minimum of once annually; and~~

- ~~b. — When the occupancy of the unit changes.~~

- ~~(2) The landlord shall sign each inspection report, and shall require the tenant to sign the report for the tenant's dwelling unit. If the tenant disagrees with any notation made by the landlord on the report, the landlord shall permit the tenant to make written comments on the report prior to signing it. The landlord shall provide the tenant with a copy of the report after it is signed by the tenant and the landlord.~~

- (32) The minimum building and property maintenance standards established by the International Property Maintenance Code and other applicable city codes shall be covered by the inspection, including but not limited to the following items:

- a. Electrical facilities.
 - b. Plumbing facilities.
 - c. Heating facilities.
 - d. Ventilation.
 - e. Smoke detectors.
 - f. Occupancy limitations.
 - g. Means of ingress/egress.
 - h. Handrails and guardrails.
 - i. Rubbish and garbage.

- (3) The inspection results shall be documented in writing on an inspection report prescribed by the director of neighborhood services.

- (4) The landlord or their designee shall sign and date the inspection report at the time it is completed.

- (5) The landlord or their designee shall provide the tenant with the results of the inspection.

- (b) A landlord shall maintain reports of the inspections conducted pursuant to subsection (a) for all dwelling units within the multi-family dwelling complex.

- ~~(1) — The reports shall be in written form on a form prescribed by the director of neighborhood services.~~

~~(2) The report shall include places for marking whether the dwelling unit complies with the standards set by this section and shall include the names of all persons occupying the dwelling unit excluding overnight guests.~~

(13) The report shall also include: a notice for reporting code violations to the city as follows:

"TO REPORT UNRESOLVED VIOLATIONS OF CITY PROPERTY MAINTENANCE CODE FOR THESE PREMISES, PLEASE CONTACT THE NEIGHBORHOOD SERVICES DEPARTMENT AT (972) 208-8150."

~~a. The names of designated employees or other authorized persons who shall be assigned to respond to emergency conditions;~~

~~b. The telephone number where said employees can be contacted during any 24-hour period. Emergency conditions shall include fire, natural disaster, flood, collapse hazard, burst pipes or violent crime; and~~

~~c. A notice for reporting code violations to the city as follows:~~

~~"TO REPORT UNRESOLVED VIOLATIONS OF CITY PROPERTY MAINTENANCE CODE FOR THESE PREMISES, PLEASE CONTACT THE NEIGHBORHOOD SERVICES DEPARTMENT AT (972) 208-8150."~~

(42) The inspection reports shall be maintained by the landlord for a minimum of three (3) years.

Sec. 6-74. - Offenses.

A landlord commits an offense if the landlord:

(1) Operates a multi-family dwelling complex which is not currently registered with the director as required by this article;

(2) Fails to pay ~~administrative~~ fees as required by this article;

(3) Maintains a property in violation of the city's property maintenance code or any other adopted code or ordinance;

(4) Fails to make landlord/tenant ~~self-inspections~~ self-inspections as outlined in section 6-73; ~~or~~

(5) Fails to post the registration certificate or emergency contact signs as outlined in section 6-75; or

(5) Commits any other violation of this article.

Sec. 6-75. - Posting.

Each multi-family dwelling ~~unit-complex~~ described herein shall have prominently displayed in the front lobby/reception area or, for those properties without a front lobby/reception area, a conspicuous, publicly accessible area on the premises of the complex:

(1) Current and valid multi-family registration certificates.

(2) Signs posted by the owner or owners representative ~~showing displaying a telephone number where emergency conditions can be reported during any twenty-four (24) hour period. the names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period.~~

Secs. 6-76—6-79. - Reserved.

Sec. 6-80. - Enforcement.

(a) A violation of this division is a Class C misdemeanor punishable as stated in section 1-4(a) of this Code.

(b) Nothing in this article prohibits the City of Plano from enforcing civil and criminal enforcement remedies concurrently or availing itself of any other remedy allowed by law.

Secs. 6-81—6-110. - Reserved.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Prop Standards

Department Head: Lori Schwarz

Agenda Coordinator: Nichole Adamo x8135

CAPTION

To amend Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano by adding Division 4, Registration and Inspection of Hotel / Motel Properties, to provide for procedures allowing registration and inspection of hotel / motel properties; providing a savings clause, a penalty clause, a severability clause, a repealer clause, a publication clause, and an effective date. **Pulled for future consideration**

FINANCIAL SUMMARY

Revenue

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	53,939	53,939
Balance	0	0	53,939	53,939

FUND(S): General Fund

COMMENTS:

This item will establish the fee schedule for Plano's hotel/motel registration and inspection program with expected revenues totaling \$53,939.

SUMMARY OF ITEM

The proposed ordinance creates an annual hotel/motel registration and inspection program. The purpose of this program is to safeguard the life, health, safety, welfare, and property of the occupants of hotel /

motels and the general public by developing a process to enforce minimum building standards and property maintenance codes and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

Strategic Plan Goal:

Safe Large City, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Built Environment, Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	9/4/2018	Memo
Hotel Motel Ordinance	9/5/2018	Ordinance

Date: August 29, 2018

To: Bruce D. Glasscock, City Manager

From: Lori F. Schwarz, AICP, Director of Neighborhood Services

Subject: Amendments to Code of Ordinances Chapter 6, Buildings and Building Regulations

Item Summary

The proposed ordinance creates an annual hotel / motel registration and inspection program. The purpose of this program is to safeguard the life, health, safety, welfare, and property of the occupants of hotel / motels and the general public by developing a process to enforce minimum building standards and property maintenance codes and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

Background

As described to City Council on July 26, 2018, the past economic trends and recent housing market conditions have resulted in many individuals and families utilizing hotels and motels as a long-term housing solution. Each year, an increasing number of violations are being identified at hotels and motels located within the city. These violations put at risk the health, safety and welfare of the hotel / motel staff and guests. Most of these violations are directly related to improper property maintenance, structural deficiencies, inadequate sanitation and land use.

The Neighborhood Services Department conducted two stakeholder outreach meetings on November 16, 2016 and February 2, 2017 with Plano hotel and motel managers and sales managers. We contacted the Dallas Hotel / Motel Association to provide information related to this ordinance on two separate occasions but did not receive a response to our meeting request. We also met with the Plano Chamber of Commerce on August 29, 2018 to discuss the overall intent and expectations of the program and to address any concerns the Chamber members may have expressed. No objections have been received as a result of our meetings or discussions.

In FY 2005-06 the Rental Registration and Inspection Program (RRIP) was created and required the annual registration and systematic inspection of multi-family apartment communities within the city. Since that time, there has been a significant improvement in the overall maintenance and condition of multi-family apartments, both interior and exterior. The Hotel / Motel Registration and Inspection Program will mirror the RRIP requirements and ensure that hotel and motel properties located within the city are maintained in a safe and healthy manner. A position to inspect these properties is currently included in the FY 2018-19 budget.

Next Step

If approved by City Council, this new position would be filled at the end of FY 18-19. The registration packets would be delivered in October and the initial registrations for hotel / motels will be due on January 1, 2019.

xc: Jack Carr, Deputy City Manager

An Ordinance of the City of Plano, Texas amending Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano by adding Division 4, Registration and Inspection of Hotel / Motel Properties, to provide for procedures allowing registration and inspection of hotel / motel properties; providing a savings clause, penalty clause, a severability clause, a repealer clause, a publication clause, and an effective date.

WHEREAS, the City Council has enacted regulations regarding property maintenance in the City of Plano, Texas; and

WHEREAS, such regulations are now codified in Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano, Texas; and

WHEREAS, staff recommends that hotels / motels in operation for five (5) years or more should be required to be registered with the City and should be subject to inspections for compliance with building standards and property maintenance codes to safeguard the life, health, safety, welfare and property of the occupants of hotels / motels and the general public; and

WHEREAS, staff recommends amending Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano, Texas, by adding Division 4, Registration and Inspection of Hotel / Motel Properties, to provide for procedures for registration and inspection of hotel / motel properties; and

WHEREAS, after consideration of the recommendations of staff and all matters attendant and related thereto, the City Council is of the opinion that it is in the best interest of the City and its citizens to amend Article III, Property Maintenance Code, of Chapter 6, Buildings and Building Regulations, of the Code of Ordinances of the City of Plano, Texas, by adding Division 4, Registration and Inspection of Hotel / Motel properties, as set forth herein.

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

Section I. Article III, Property Maintenance Code, of Chapter 6, Building and Building Regulations, of the Code of Ordinances of the City of Plano is hereby amended by adding Division 4 to read in its entirety as follows:

"DIVISION 4. - REGISTRATION AND INSPECTION OF HOTEL / MOTEL PROPERTIES

Sec. 6-111. - Short title.

This division may be referred to as the "Hotel / Motel Registration and Inspection Code".

Sec. 6-112. - Definitions.

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this article, shall have the meanings hereinafter designated. Where terms are not defined, they shall have their ordinary accepted meanings.

Building Official means the official or other designated authority performing the duties of the Chief Building Official of the City, or his or her duly authorized representative.

Common area means communal areas of the hotel / motel, including hallways, stairways, lobby areas, laundry rooms, pool facilities, green spaces, recreation rooms and parking lots.

Director of Neighborhood Services or *director* means the code compliance director or the director's duly authorized representative who is charged with the administration and enforcement of this article.

Hotel / Motel means a building or group of buildings designed for and occupied as a temporary dwelling place of individuals and provides 4 or more rooms suitable for daily or long-term occupancy, and provides daily housekeeping and upkeep of furnishings.

Hotel / Motel room means the portion of the hotel / motel which may be used by a guest as a temporary residence, including single rooms and suites.

Occupancy means the purpose for which a building or portion thereof is utilized or occupied.

Occupant means any individual living or sleeping in a building, or having a right to possession of a space within a hotel / motel room.

Owner means any person with ownership in property; care, custody or control over property, or who operates property; including but not limited to the person recorded in the official records of the state, county or municipality as holding title to the property, the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

Person means an individual, corporation, partnership or any other group acting as a unit.

Premises mean a lot, plot or parcel of land, easement or public way, including any structures thereon.

Sec. 6-113. - Purpose.

The purpose of this division is to safeguard the life, health, safety, welfare, and property of the occupants of hotel / motels and the general public by developing a process to enforce minimum building standards and property maintenance codes; and to provide equitable and practical remedies for the violation of minimum building standards and property maintenance codes.

Sec. 6-114. - Applicability and administration.

- (a) This article shall apply to hotel / motels located in the city which are (5) years old or older.
- (b) The Neighborhood Services Director and the director's authorized representatives are authorized to administer and enforce the provisions of this article.

Sec. 6-115. - Registration required.

- (a) The owner of a hotel / motel meeting the applicability in section 6-114 (a) shall annually register the premises with the Director of Neighborhood Services by January 1st of each calendar year.
- (b) A registration is valid for one calendar year, unless the ownership of the hotel / motel changes.
- (c) If a change in ownership of the hotel / motel occurs during the period that a registration is otherwise valid, the new owner of the hotel / motel shall have thirty (30) days from the date the change of ownership occurred to file a new registration with the Director of Neighborhood Services and shall pay a twenty-five dollar (\$25.00) fee to re-issue the registration.
- (d) Registration re-issues received after thirty (30) days of ownership change shall be assessed a late fee of seventy-five dollars (\$75.00) at the time of registration re-issue.
- (e) Annual registration or renewals postmarked or received after January 1st shall be assessed an additional fee increase of:
 - (1) Ten (10) percent of registration fee, as outlined in section 6-116 (b), if within one month of due date;
 - (2) Thirty (30) percent of registration fee, as outlined in section 6-116 (b), if within two (2) months of due date;
 - (3) Fifty (50) percent of registration fee, as outlined in section 6-116 (b), thereafter.
- (f) All fees and assessments must be current with the city prior to the renewal of a registration certificate.
- (g) The registration shall be on a form prescribed by the neighborhood services director and shall at a minimum, contain the following information about the premises:
 - (1) The trade name, physical address, business mailing address and total number of units or hotel / motel rooms;
 - (2) The names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period. Emergency conditions shall include fire, natural disaster, flood, burst pipes, collapse hazard and violent crime;
 - (3) The names, addresses, and telephone numbers of the property owner, property manager, resident manager, registered agent, all federal, state, and local funding agencies;
 - (4) The names, addresses and telephone numbers of any mortgage lienholders.

Sec. 6-116 – Registration Fees.

- (a) The owner of a hotel / motel shall annually pay the city a fee to offset the city's cost of administration, registration and inspection.
- (b) A fee of eleven dollars (\$11.00) per hotel / motel room per year shall be submitted annually with the registration form required by section 6-115.
- (c) The owner of a hotel / motel that fails a periodic inspection as provided for in section 6-117 shall eliminate all violations identified at the time of the periodic inspection. Follow-up inspections shall be scheduled by the director or the director's representative after a period of

time determined by the director or the director's representative to be sufficient for the owner to abate the violations. Inspection fees shall be assessed as follows:

- (1) *Initial inspection and first re-inspection*—No fee.
 - (2) *Second re-inspection*—Two hundred fifty dollars (\$250.00) per hotel / motel room or public area inspected.
 - (3) *Third and subsequent re-inspections*—Five hundred dollars (\$500.00) per hotel / motel room or public area inspected.
- (d) A fee of twenty five dollars (\$25.00) shall be submitted to reprint an already issued hotel / motel registration certificate.

Sec. 6-117. - Inspection by director or director's designated representative.

- (a) To determine compliance with minimum building and property maintenance standards in accordance with the International Property Maintenance Code and other applicable city codes and to determine compliance with this article, the director or director's designated representative may conduct:
 - (1) Annual inspections;
 - (2) Follow-up inspections; and
 - (3) Inspections based on indications of code violations, including complaints filed with the director or director's designated representative.
- (b) The following areas of hotel / motels shall be subject to periodic inspection by the director or director's designated representative:
 - (1) All building exteriors;
 - (2) All exterior and interior common areas;
 - (3) All mechanical, maintenance, storage and equipment rooms and closets;
 - (4) Vacant hotel / motel room;
 - (5) Comparative sample of occupied hotel / motel rooms upon receipt of consent by the room's occupant or other recourse as provided by law.
- (c) Hotel / motels that are found to be maintained in accordance with minimum building and property maintenance standards during the initial inspection may receive a waiver of inspection and will not require an annual inspection for the following two (2) years unless a subsequent complaint based violation is identified prior to the next required annual inspection.
- (d) The director, building official or their designated representative may inspect portions of a hotel / motel as frequently as the director or building official deems necessary. Annual inspections shall be scheduled within 3 months of any previous annual inspection, unless otherwise exempted by waiver of inspection, but no less frequently than once every three (3) years.
- (e) The owner of a hotel / motel shall make all exteriors, all interior and exterior public areas, and all vacant hotel / motel rooms of the premises available to the director or director's designated

representative for inspections at all reasonable times subject to the authority provided by subsection (g) below.

- (f) The director or director's designated representative is authorized to make follow-up inspections of a hotel / motel premises which fails a periodic inspection and to inspect all areas included in the periodic inspection until such time as the violations are abated.
- (g) The authority granted to conduct inspections by the director or the director's designee in section 6-117 is subject to all limitations provided in state and federal law. If entry is refused or not obtained, the director or director's representative is authorized to seek a warrant allowed by Article 18.05 of the Texas Code of Criminal Procedure, as amended.

Sec. 6-118. - Owner self-inspections.

- (a) The owner of a hotel / motel premises or their designee shall inspect each hotel / motel room:
 - (1) The inspection of a hotel / motel room shall be conducted a minimum of once annually;
 - (2) The owner or their designee shall sign and date each self-inspection report at the time of completion for each hotel / motel room upon the premises.
 - (3) The minimum building and property maintenance standards established by the International Property Maintenance Code and other applicable city codes shall be covered by the inspection. Required items shall including but not be limited to the following:
 - a. Electrical facilities;
 - b. Plumbing facilities;
 - c. Heating facilities;
 - d. Ventilation;
 - e. Smoke detectors;
 - f. Occupancy limitations;
 - g. Means of ingress/egress;
 - h. Handrails and guardrails; and
 - i. Rubbish and garbage
- (b) The owner shall maintain reports of the inspections conducted pursuant to subsection (a) for all hotel / motel rooms within and on the premises.
 - (1) The reports shall be in written form on a form prescribed or approved by the Director of Neighborhood Services.
 - (2) The report shall include places for marking whether the hotel / motel room complies with the standards set by this section.
 - (3) The inspection reports shall be maintained on the premises by the owner for a minimum of three (3) years.

Sec. 6-119. - Offenses.

An owner commits an offense if the owner:

- (1) Operates or allows a hotel / motel to be operated or occupied when the hotel / motel is not currently registered with the director as required by this article;
- (2) Fails to pay administrative or inspection fees as required by this article;
- (3) Fails to make owner self-inspections as outlined in section 6-118;
- (4) Fails to post registration certificates and emergency contact signs as outlined in section 6-120, or
- (5) Commits any other violation of this article.

Sec. 6-120. - Posting.

Each hotel / motel premises described herein shall have prominently displayed in the front lobby/reception area or, for those properties without a front lobby/reception area, a conspicuous, publicly accessible area on the premises of the hotel / motel:

- (1) Current and valid registration certificates.
- (2) If the property is not staffed continuously, then signs posted by the owner or owners representative showing the names of designated employees or authorized representatives who shall be assigned to respond to emergency conditions and a telephone number where said employees can be contacted during any twenty-four (24) hour period.

Sec. 6-121. - Enforcement.

- (a) A violation of this division is a Class C misdemeanor punishable as stated in section 1-4(a) of this Code. Every day a violation continues shall constitute a separate offense.
- (b) Nothing in this article prohibits the City of Plano from enforcing civil and criminal enforcement remedies concurrently or availing itself of any other remedy allowed by law.

Sec. 6-122-135. – Reserved”

Section II. All provisions of the Code of Ordinances of the City of Plano, codified or uncodified, in conflict with the provisions of this Ordinance are hereby repealed, and all other provisions of the Code of Ordinances of the City of Plano, codified or uncodified, not in conflict with the provisions of this Ordinance shall remain in full force and effect.

Section III. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

Section IV. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this ordinance.

Section V. Any violation of the provisions or terms of this ordinance by any person, firm or corporation shall be a misdemeanor offense and shall be subject to a fine in accordance with Section 1-4(a) of the City Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.

Section VI. This Ordinance shall become effective immediately upon its passage and publication as required by law.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Budget

Department Head: Karen Rhodes-Whitley

Agenda Coordinator: Jennifer Morvant

CAPTION

Ordinance No. 2018-9-9: To approve and adopt the Operating Budget and setting the appropriations for the fiscal year beginning October 1, 2018, and terminating September 30, 2019; and providing an effective date. (Public Hearings held on August 13, 2018 and August 18, 2018) **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): Various

COMMENTS: This item has no fiscal impact.

SUMMARY OF ITEM

This Ordinance adopts the Operating Budget for Fiscal Year 2018-19 and sets the level of appropriations and transfers for the various funds, as reviewed and adjusted by City Council.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2018-19 Budget Ordinance	9/4/2018	Ordinance
2018-19 Fund Summaries	9/5/2018	Agreement

An Ordinance of the City of Plano, Texas, approving and adopting the Operating Budget and setting the appropriations for the fiscal year beginning October 1, 2018, and terminating September 30, 2019; and providing an effective date.

WHEREAS, following public notice duly posted and published as required by law, public hearings were held on August 13, 2018 and August 18, 2018, by and before the City Council of the City of Plano, the subject of which was the proposed Operating Budget of the City of Plano for Fiscal Year 2018-19 as filed and submitted by the City Manager in accordance with provisions of the City Charter and state and federal statutes; and

WHEREAS, during said public hearings, all interested persons were given the opportunity to be heard for or against any item or the amount of any item contained in said Operating Budget, after which said public hearings were closed; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the Operating Budget hereinafter set forth is proper and should be approved and adopted.

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 Operating Budget for the Fiscal Year beginning October 1, 2018, and terminating September 30, 2019, as filed and submitted by the City Manager and shown attached as Exhibit "A", and adjusted by the City Council, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities, and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures, is hereby approved and adopted, as follows:

A.	General Fund - Operating Appropriation:	\$272,118,589
B.	General Fund - Transfer to Capital Maintenance Fund:	30,250,549
C.	General Fund - Transfer to Risk Management Fund:	4,771,520
D.	General Fund - Transfer to Technology Fund:	1,000,000
E.	General Fund - Transfer to Technology Services Replacement Fund:	500,000
F.	General Fund - Transfer to PTV Fund:	250,000
G.	General Fund - Transfer to Economic Development Incentive Fund:	8,458,973
H.	Convention & Tourism Fund - Operating Appropriation:	12,353,540

I.	Convention & Tourism Fund - Transfer to General Fund:	655,288
J.	Convention & Tourism Fund - Transfer to Capital Maintenance Fund:	1,250,000
K.	Convention & Tourism Fund - Transfer to Technology Fund:	20,000
L.	Water & Sewer Fund - Operating Appropriation:	134,880,105
M.	Water & Sewer Fund - Transfer to General Fund:	17,787,929
N.	Water & Sewer Fund - Transfer to Water & Sewer CIP:	10,000,000
O.	Water & Sewer Fund – Transfer to Capital Maintenance Fund:	2,000,000
P.	Water & Sewer Fund – Transfer to Water & Sewer Debt Service Fund:	3,270,000
Q.	Water & Sewer Fund - Transfer to Risk Management Fund:	807,476
R.	Water & Sewer Fund - Transfer to Technology Fund:	300,000
S.	Water & Sewer Fund - Transfer to Technology Services Fund:	3,159,327
T.	Sustainability & Environmental Services Fund - Operating Appropriation:	24,669,257
U.	Sustainability & Environmental Services Fund - Transfer to General Fund:	2,258,627
V.	Sustainability & Environmental Services Fund - Transfer to Technology Fund:	60,000
W.	Sustainability & Environmental Services Fund - Transfer to Risk Management Fund:	402,180
X.	Municipal Drainage Fund - Operating Appropriation:	4,412,096
Y.	Municipal Drainage Fund - Transfer to General Fund:	529,658
Z.	Municipal Drainage Fund - Transfer to Capital Maintenance Fund:	500,000

AA.	Municipal Drainage Fund – Transfer to Technology Fund:	20,000
BB.	Municipal Drainage Fund - Transfer to Municipal Drainage Debt:	2,321,063
CC.	Recreation Revolving Fund - Operating Appropriation:	4,184,573
DD.	Recreation Revolving Fund - Transfer to General Fund:	225,146
EE.	Golf Course Fund - Operating Appropriation:	954,693
FF.	Golf Course Fund - Transfer to General Fund:	52,145
GG.	Risk Management Fund - Operating Appropriation:	6,231,228
HH.	HUD Grant Fund - Operating Appropriation:	2,179,655
II.	PTV Fund - Operating Appropriation:	1,730,488
JJ.	Criminal Investigation Fund - Operating Appropriation:	2,166,000
KK.	Technology Fund - Operating Appropriation:	1,514,500
LL.	Technology Fund - Transfer to PTV Fund:	250,000
MM.	Technology Services Replacement Fund - Operating Appropriation:	2,517,911
NN.	General Obligation Bond - Debt Service Appropriation:	48,851,195
OO.	Water & Sewer Revenue Bond - Debt Service Appropriation:	3,272,570

Section II. This ordinance shall be in full force and effect from and after its adoption.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, **MAYOR**

ATTEST:

Lisa C. Henderson, **CITY SECRETARY**

APPROVED AS TO FORM:

Paige Mims, **CITY ATTORNEY**

COMBINED BUDGET

	Actuals 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
BEGINNING BALANCES						
Operating Funds:						
General Fund	\$54,189,973	\$34,179,024	\$51,635,123	\$35,418,179	3.6%	-31.4%
Water & Sewer Fund	31,813,974	21,168,675	23,418,929	23,731,167	12.1%	1.3%
Sustainability & Env. Svc. Fund	4,982,408	4,477,756	5,268,641	4,492,983	0.3%	-14.7%
Convention & Tourism Fund	5,666,155	2,716,154	5,172,619	3,751,316	38.1%	-27.5%
Municipal Drainage Utility Fund	3,347,066	2,463,976	4,228,637	3,010,208	22.2%	-28.8%
Recreation Revolving Fund	962,316	542,514	1,221,118	902,765	66.4%	-26.1%
Municipal Golf Course Fund	11,637	10,729	(6,657)	2,156	-79.9%	-132.4%
PTV Fund	1,649,688	626,257	1,738,793	645,907	3.1%	-62.9%
TOTAL OPERATING FUNDS	\$102,623,217	\$66,185,086	\$92,677,203	\$71,954,679	8.7%	-22.4%
Debt Service Funds:						
General Obligation	\$3,925,760	\$4,279,409	\$4,440,933	\$6,431,489	50.3%	44.8%
Water & Sewer Revenue	801,869	805,519	805,916	809,566	0.5%	0.5%
TOTAL DEBT SERVICE FUNDS	\$4,727,629	\$5,084,928	\$5,246,850	\$7,241,055	42.4%	38.0%
TOTAL BEGINNING BALANCES	\$107,350,846	\$71,270,014	\$97,924,052	\$79,195,734	11.1%	-19.1%
REVENUES & TRANSFERS IN						
Operating Funds:						
General Fund	\$282,791,719	\$290,861,494	\$292,292,070	\$304,399,326	4.7%	4.1%
Water & Sewer Fund	143,967,323	162,068,446	164,719,019	172,678,445	6.5%	4.8%
Sustainability & Env. Svc. Fund	26,778,599	26,662,023	26,983,746	27,323,131	2.5%	1.3%
Convention & Tourism Fund	10,570,783	11,198,770	11,430,770	13,105,757	17.0%	14.7%
Municipal Drainage Utility Fund	7,573,356	7,482,751	7,594,787	7,589,537	1.4%	-0.1%
HUD Grant Fund	1,220,684	1,516,777	1,669,098	2,179,655	43.7%	30.6%
Recreation Revolving Fund	3,901,114	4,512,267	4,152,912	4,502,912	-0.2%	8.4%
Municipal Golf Course Fund	1,020,116	1,041,784	1,008,185	1,042,901	0.1%	3.4%
PTV Fund	1,283,804	1,328,382	1,239,570	1,243,944	-6.4%	0.4%
TOTAL OPERATING FUNDS	\$479,107,498	\$506,672,695	\$511,090,155	\$534,065,608	5.4%	4.5%
Debt Service Funds:						
General Obligation	\$42,025,171	\$45,265,187	\$45,407,261	\$46,325,175	2.3%	2.0%
Water & Sewer Revenue	1,842,022	1,839,800	1,839,800	3,274,400	78.0%	78.0%
TOTAL DEBT SERVICE FUNDS	\$43,867,194	\$47,104,987	\$47,247,061	\$49,599,575	5.3%	5.0%
TOTAL REVENUE & TRANSFERS IN	\$522,974,692	\$553,777,682	\$558,337,216	\$583,665,183	5.4%	4.5%
Less: Interfund Transfers	20,825,323	21,341,965	21,485,951	22,008,792	3.1%	2.4%
NET BUDGET REVENUE	\$502,149,369	\$532,435,717	\$536,851,265	\$561,656,391	5.5%	4.6%
TOTAL AVAILABLE FUNDS	\$609,500,215	\$603,705,731	\$634,775,318	\$640,852,125	6.2%	1.0%
APPROPRIATIONS & TRANSFERS OUT						
Operations:						
General Fund	\$285,346,569	\$303,652,338	\$308,509,014	\$317,349,631	4.5%	2.9%
Water & Sewer Fund	152,362,368	163,706,875	164,406,782	172,204,837	5.2%	4.7%
Sustainability & Env. Svc. Fund	26,492,366	28,157,889	27,759,404	27,390,064	-2.7%	-1.3%
Convention & Tourism Fund	11,064,319	12,190,910	12,852,074	14,278,828	17.1%	11.1%
Municipal Drainage Utility Fund	6,691,785	7,595,626	7,677,291	7,782,816	2.5%	1.4%
HUD Grant Fund	1,220,684	1,516,777	1,669,098	2,179,655	43.7%	30.6%
Recreation Revolving Fund	3,642,313	4,481,536	4,471,265	4,409,719	-1.6%	-1.4%
Municipal Golf Course Fund	1,038,411	1,048,119	999,372	1,006,838	-3.9%	0.7%
PTV Fund	1,194,699	1,804,822	2,332,456	1,730,488	-4.1%	-25.8%
TOTAL OPERATIONS	\$489,053,514	\$524,154,892	\$530,676,755	\$548,332,876	4.6%	3.3%
Debt Service Funds:						
General Obligation	\$41,509,998	\$45,274,505	\$43,416,705	\$48,851,195	7.9%	12.5%
Water & Sewer Revenue	1,837,975	2,109,588	1,836,150	3,272,570	55.1%	78.2%
TOTAL DEBT SERVICE FUNDS	\$43,347,973	\$47,384,093	\$45,252,855	\$52,123,765	10.0%	15.2%
TOTAL APPROPRIATIONS & TRANSFERS OUT	\$532,401,487	\$571,538,985	\$575,929,610	\$600,456,640	5.1%	4.3%
Less: Interfund Transfers	20,825,323	21,341,965	21,485,951	22,008,792	3.1%	2.4%
NET BUDGET APPROPRIATIONS	\$511,576,164	\$550,197,021	\$554,443,660	\$578,447,848	5.1%	4.3%

ENDING BALANCES**Operating Funds:**

General Fund	\$51,635,123	\$21,388,181	\$35,418,179	\$22,467,874	5.0%	-36.6%
Water & Sewer Fund	23,418,929	19,530,246	23,731,167	24,204,775	23.9%	2.0%
Sustainability & Env. Svc. Fund	5,268,641	2,981,890	4,492,983	4,426,050	48.4%	-1.5%
Convention & Tourism Fund	5,172,619	1,724,014	3,751,316	2,578,244	49.5%	-31.3%
Municipal Drainage Utility Fund	4,228,637	2,351,101	4,146,132	2,816,929	19.8%	-32.1%
Recreation Revolving Fund	1,221,118	573,245	902,765	995,959	73.7%	10.3%
Municipal Golf Course Fund	(6,657)	4,395	2,156	38,220	769.7%	1672.9%
PTV Fund	1,738,793	149,817	645,907	159,362	6.4%	-75.3%
TOTAL OPERATING FUNDS	\$92,677,203	\$48,702,889	\$73,090,604	\$57,687,412	18.4%	-21.1%

Debt Service Funds:

General Obligation	\$4,440,933	\$4,270,091	\$6,431,489	\$3,905,470	-8.5%	-39.3%
Water & Sewer Revenue	805,916	535,731	809,566	811,396	51.5%	0.2%
TOTAL DEBT SERVICE FUNDS	\$5,246,850	\$4,805,822	\$7,241,055	\$4,716,866	-1.9%	-34.9%
TOTAL ENDING BALANCES	\$97,924,052	\$53,508,711	\$80,331,659	\$62,404,278	16.6%	-22.3%
TOTAL APPROPRIATIONS & ENDING BALANCES	\$609,500,217	\$603,705,732	\$634,775,319	\$640,852,126	6.2%	1.0%

GENERAL FUND

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
UNAPPROPRIATED FUND						
BALANCE	\$54,189,973	\$34,179,024	\$43,279,373	\$35,418,179	3.6%	-31.4%
Encumbrance Adjustment			8,355,750			
Revenues						
Taxes	\$203,772,894	\$212,807,768	\$213,481,280	\$226,505,877	6.4%	6.1%
Franchise Fees	23,778,918	22,373,304	24,129,575	23,023,532	2.9%	-4.6%
Fines & Forfeits	6,081,129	6,468,799	5,992,403	5,860,000	-9.4%	-2.2%
Miscellaneous Revenue	2,517,780	2,823,067	2,621,835	2,696,172	-4.5%	2.8%
Licenses & Permits	11,096,275	10,103,663	9,272,015	8,602,097	-14.9%	-7.2%
Charges for Services	14,170,506	14,349,283	14,265,210	14,295,738	-0.4%	0.2%
Intergovernmental Revenue	1,041,291	1,093,645	1,543,801	1,907,118	74.4%	23.5%
Subtotal Revenues	\$262,458,793	\$270,019,530	\$271,306,119	\$282,890,534	4.8%	4.3%
Intragovernmental Transfers	20,332,926	20,841,965	20,985,951	21,508,792	3.2%	2.5%
TOTAL REVENUES & TRANSFERS	\$282,791,719	\$290,861,494	\$292,292,070	\$304,399,326	4.7%	4.1%
TOTAL RESOURCES	\$336,981,692	\$325,040,519	\$343,927,193	\$339,817,505	4.5%	-1.2%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$187,249,006	\$200,551,944	\$198,779,098	\$208,957,653	4.2%	5.1%
Materials & Supplies	7,524,788	8,423,850	10,325,482	8,684,556	3.1%	-15.9%
Contractual	51,183,963	55,505,589	55,263,270	55,249,612	-0.5%	0.0%
Community Services Agencies	552,600	555,440	558,000	562,780	1.3%	0.9%
Sundry	1,110,160	1,491,730	2,136,774	1,701,251	14.0%	-20.4%
Reimbursements	(2,909,308)	(3,496,914)	(3,781,326)	(5,049,449)	44.4%	33.5%
Subtotal	\$244,711,209	\$263,031,639	\$263,281,298	\$270,106,403	2.7%	2.6%
Capital Outlay	3,833,560	1,572,020	5,231,626	2,012,186	28.0%	-61.5%
TOTAL OPERATIONS	\$248,544,769	\$264,603,659	\$268,512,924	\$272,118,589	2.8%	1.3%
Capital Maintenance Fund	\$24,550,000	\$25,869,000	\$25,869,000	\$30,250,549	16.9%	16.9%
Risk Management Fund	3,700,000	3,700,000	4,647,411	4,771,520	29.0%	2.7%
Technology Fund	1,000,000	1,000,000	1,000,000	1,000,000	0.0%	0.0%
TS Replacement Fund	500,000	500,000	500,000	500,000	0.0%	0.0%
PTV Fund	250,000	250,000	250,000	250,000	0.0%	0.0%
Economic Development Incentive	6,801,800	7,729,679	7,729,679	8,458,973	9.4%	9.4%
TOTAL TRANSFERS	\$36,801,800	\$39,048,679	\$39,996,090	\$45,231,042	15.8%	13.1%
TOTAL APPROPRIATIONS	\$285,346,569	\$303,652,338	\$308,509,014	\$317,349,631	4.5%	2.9%
UNAPPROPRIATED FUND	\$51,635,123	\$21,388,181	\$35,418,179	\$22,467,874	5.0%	-36.6%
Days of Operation				30		

GENERAL FUND REVENUE BY SOURCE

SOURCE OF INCOME	Actual	Budget	Re-Est	Budget	Variance	
	2016-17	2017-18	2017-18	2018-19	Bud to Bud	Est to Bud
Taxes						
Ad Valorem Taxes:						
Current	\$119,051,293	\$131,143,434	\$132,266,748	\$142,832,200	8.9%	8.0%
Delinquent	476,029	1,367,312	347,639	1,492,282	9.1%	329.3%
Penalty & Interest	521,347	683,656	438,441	746,141	9.1%	70.2%
Sales Tax	81,530,064	77,478,415	78,129,630	79,129,630	2.1%	1.3%
Mixed Drink Tax	2,048,388	1,990,330	2,180,344	2,186,886	9.9%	0.3%
Bingo Gross Receipts Tax	86,643	86,116	86,116	86,375	0.3%	0.3%
Excess Proceeds on Taxes	59,130	58,505	32,362	32,362	-44.7%	0.0%
TOTAL TAXES	\$203,772,894	\$212,807,768	\$213,481,280	\$226,505,877	6.4%	6.1%
Franchise Fees						
Electrical Franchise	\$12,127,612	\$12,071,653	\$13,101,231	\$12,198,778	1.1%	-6.9%
Telephone Franchise	4,935,552	3,597,174	4,188,535	4,188,535	16.4%	0.0%
Fiber Optics Franchise	46,175	50,100	53,484	53,484	6.8%	0.0%
Gas Franchise	2,792,854	2,787,189	3,162,371	3,067,500	10.1%	-3.0%
Cable TV Franchise	3,876,725	3,867,188	3,623,954	3,515,235	-9.1%	-3.0%
TOTAL FRANCHISE FEES	\$23,778,918	\$22,373,304	\$24,129,575	\$23,023,532	2.9%	-4.6%
Fines & Forfeits						
Municipal Court	\$5,909,898	\$6,304,803	\$5,850,000	\$5,860,000	-7.1%	0.2%
Library Fines	171,231	163,997	142,403	0	-100.0%	-100.0%
TOTAL FINES & FORFEITS	\$6,081,129	\$6,468,799	\$5,992,403	\$5,860,000	-9.4%	-2.2%
Miscellaneous Revenue						
Interest Earnings	\$659,020	\$900,000	\$750,000	\$800,000	-11.1%	6.7%
Sale/Rental of Property	509,093	542,958	542,958	542,958	0.0%	0.0%
Insurance Collections	640,266	583,787	608,422	632,759	8.4%	4.0%
Sundry	709,401	796,322	720,455	720,455	-9.5%	0.0%
TOTAL MISCELLANEOUS REVENUE	\$2,517,780	\$2,823,067	\$2,621,835	\$2,696,172	-4.5%	2.8%
Licenses and Permits						
Food Handlers Permits	\$724,735	\$732,852	\$748,850	\$851,097	16.1%	13.7%
Land / Burning / Liquid Waste	24,925	24,485	30,935	31,028	26.7%	0.3%
Grease Trap Permits	46,250	44,124	47,250	47,392	7.4%	0.3%
Fire Inspection Fees	269,791	287,657	287,657	287,657	0.0%	0.0%
Rental Registration Fees	323,070	324,215	324,215	376,558	16.1%	16.1%
Animal Licenses	125,215	128,324	128,324	128,709	0.3%	0.3%
Restaurant Plan Review	79,200	70,712	58,150	58,324	-17.5%	0.3%
Alarm Permits	1,497,715	1,500,488	1,500,488	1,504,989	0.3%	0.3%
Filing Fees	360,957	372,443	372,443	347,443	-6.7%	-6.7%
Fire Protection Plan Review	427,177	407,298	326,911	301,911	-25.9%	-7.6%
Building Permits	5,772,538	4,898,000	4,167,567	3,542,432	-27.7%	-15.0%
Electrical Permits	128,349	125,000	123,618	105,075	-15.9%	-15.0%
Plumbing Permits	413,303	300,000	323,823	275,250	-8.3%	-15.0%
Heating & A/C Permits	162,807	155,000	151,412	128,700	-17.0%	-15.0%
Fence Permits	42,167	40,000	38,313	32,566	-18.6%	-15.0%
Swimming Pool Permits	40,894	35,000	37,211	31,629	-9.6%	-15.0%
Pool Inspection	65,042	64,767	64,767	64,961	0.3%	0.3%
Irrigation Permits	75,375	90,000	55,738	47,377	-47.4%	-15.0%
Day Laborer Fees	16,470	18,830	14,460	12,291	-34.7%	-15.0%
Sign Permits	144,704	140,000	135,414	115,102	-17.8%	-15.0%
Reoccupancy Permits	162,290	162,425	152,425	129,561	-20.2%	-15.0%
Misc. Licenses & Permits	193,301	182,044	182,044	182,044	0.0%	0.0%
TOTAL LICENSES & PERMITS	\$11,096,275	\$10,103,663	\$9,272,015	\$8,602,097	-14.9%	-7.2%
Fees & Service Charges						
Animal Pound & Adoption Fee	\$275,467	\$274,744	\$274,744	\$275,568	0.3%	0.3%
Ambulance Service	4,677,155	4,571,686	4,686,231	4,700,290	2.8%	0.3%
False Alarm Response	236,961	231,331	242,514	243,242	5.1%	0.3%
Emergency 911	1,054,982	1,209,198	1,054,982	1,058,147	-12.5%	0.3%
Contractor Registration Fee	273,026	250,000	250,000	212,500	-15.0%	-15.0%
Engineering Inspection Fee	753,182	600,000	400,000	340,000	-43.3%	-15.0%
Residential Building Plan Review	77,437	50,000	76,000	64,600	29.2%	-15.0%
Reinspection Fee	75,390	39,414	75,000	77,055	95.5%	2.7%
File Searches	57,785	60,711	54,129	54,291	-10.6%	0.3%
Same Day Inspection Fee	91,815	60,000	79,216	67,334	12.2%	-15.0%
Convenience Copiers	11,885	12,748	11,047	11,080	-13.1%	0.3%

Lease Fees	147,470	150,000	150,000	150,000	0.0%	0.0%
Recreation User Fee	601,657	736,961	710,251	716,882	-2.7%	0.9%
Recreation Rental Fee	403,861	438,700	405,000	406,215	-7.4%	0.3%
Swimming Fees	925,107	873,223	955,746	958,613	9.8%	0.3%
Recreation Membership Card Fee	2,414,587	2,479,662	2,479,662	2,524,820	1.8%	1.8%
Tennis Center Fee	199,452	288,306	326,146	327,124	13.5%	0.3%
Food Manager/Handler Training	4,510	5,125	100	100	-98.0%	0.3%
Tree Trimming Assessments	104,711	110,469	127,438	127,820	15.7%	0.3%
Child Safety Fees	84,211	101,134	101,134	101,437	0.3%	0.3%
Sundry	1,699,855	1,805,870	1,805,870	1,878,619	4.0%	4.0%
TOTAL FEES & SVC CHARGES	\$14,170,506	\$14,349,283	\$14,265,210	\$14,295,738	-0.4%	0.2%
Intergovernmental Revenue						
FISD School Resource Officer	126,396	130,140	113,320	67,668	-48.0%	-40.3%
PISD School Resource Officers	637,320	662,844	1,129,820	1,603,404	141.9%	41.9%
Plano-Richardson Trng. Ctr. / Misc.	277,575	300,661	300,661	236,046	-21.5%	-21.5%
TOTAL INTERGOVT'L REVENUE	\$1,041,291	\$1,093,645	\$1,543,801	\$1,907,118	74.4%	23.5%
TOTAL REVENUE	\$262,458,793	\$270,019,529	\$271,306,119	\$282,890,534	4.8%	4.3%
Intragovernmental Transfers						
Intra-Fund Transfers From:						
Water & Sewer Fund	\$17,593,082	\$17,243,075	\$17,388,959	\$17,787,929	3.2%	2.3%
Sustain. & Environ. Services Fund	1,478,308	2,239,325	2,239,325	2,258,627	0.9%	0.9%
Recreation Revolving Fund	186,747	225,613	207,646	225,146	-0.2%	8.4%
Golf Course Fund	51,285	52,089	50,409	52,145	0.1%	3.4%
Convention & Tourism Fund	495,539	559,939	571,539	655,288	17.0%	14.7%
Municipal Drainage Fund	520,362	521,924	528,073	529,658	1.5%	0.3%
PID Fund (Public Improvement Dist.)	7,603	0	0	0	0.0%	0.0%
TOTAL INTRAGOV'T'L TRANSFERS	\$20,332,926	\$20,841,965	\$20,985,951	\$21,508,792	3.2%	2.5%
TOTAL GENERAL FUND	\$282,791,719	\$290,861,494	\$292,292,070	\$304,399,326	4.7%	4.1%

CONVENTION & TOURISM

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$5,666,155	\$2,716,154	\$5,172,619	\$3,751,316	38.1%	-27.5%
Revenues						
Hotel/Motel Receipts	\$8,685,384	\$9,088,000	\$9,088,000	\$10,300,000	13.3%	13.3%
Plano Event Center Fees	1,799,890	2,065,770	2,265,770	2,728,757	32.1%	20.4%
Miscellaneous	61,510	25,000	47,000	47,000	88.0%	0.0%
Interest Income	23,999	20,000	30,000	30,000	50.0%	0.0%
TOTAL REVENUES	\$10,570,783	\$11,198,770	\$11,430,770	\$13,105,757	17.0%	14.7%
TOTAL RESOURCES	\$16,236,938	\$13,914,924	\$16,603,389	\$16,857,072	21.1%	1.5%
APPROPRIATIONS						
Operating Expenses						
Visit Plano	\$2,680,369	\$3,525,241	\$3,961,074	\$5,419,134	53.7%	36.8%
Plano Event Center	3,583,107	3,860,954	3,886,431	4,061,954	5.2%	4.5%
Support of the Arts	929,997	900,000	900,000	1,000,000	11.1%	11.1%
Historic Preservation	794,638	800,000	800,000	800,000	0.0%	0.0%
Special Events	370,369	361,176	366,689	310,186	-14.1%	-15.4%
Music Festival	170,300	185,000	185,000	185,000	0.0%	0.0%
Civic Center Equip.Rpl. Charge	500,000	500,000	500,000	500,000	0.0%	0.0%
Subtotal	\$9,028,780	\$10,132,371	\$10,599,194	\$12,276,274	21.2%	15.8%
Capital Outlay	0	38,600	221,341	77,266	100.2%	-65.1%
TOTAL OPERATIONS	\$9,028,780	\$10,170,971	\$10,820,535	\$12,353,540	21.5%	14.2%
Transfer to General Fund	\$488,454	\$559,939	\$571,539	\$655,288	17.0%	14.7%
Transfer to Capital Maint. Fund	1,527,085	1,440,000	1,440,000	1,250,000	-13.2%	-13.2%
Transfer to Technology Fund	20,000	20,000	20,000	20,000	0.0%	0.0%
TOTAL TRANSFERS	\$2,035,539	\$2,019,939	\$2,031,539	\$1,925,288	-4.7%	-5.2%
TOTAL APPROPRIATIONS	\$11,064,319	\$12,190,910	\$12,852,074	\$14,278,828	17.1%	11.1%
WORKING CAPITAL	\$5,172,619	\$1,724,014	\$3,751,316	\$2,578,244	49.5%	-31.3%
Days of Operation				76		

WATER & SEWER

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$31,813,974	\$21,168,675	\$23,418,929	\$23,731,167	12.1%	1.3%
Revenues						
Water Income	\$80,430,695	\$94,291,631	\$96,099,274	\$100,613,444	6.7%	4.7%
Sewer Income	60,331,094	63,982,982	64,441,204	67,839,429	6.0%	5.3%
Water Taps	115,267	66,000	66,000	66,990	1.5%	1.5%
Water & Sewer Penalties	757,257	1,296,985	1,538,581	1,547,812	19.3%	0.6%
Water Meters/AMR Devices	322,358	420,206	322,428	327,264	-22.1%	1.5%
Construction Water	415,090	399,366	425,298	431,677	8.1%	1.5%
Service Connect Fee	251,245	252,396	256,182	260,025	3.0%	1.5%
Backflow Testing	592,345	582,082	604,155	613,217	5.3%	1.5%
Sewer Tie-On	28,050	35,066	31,033	31,498	-10.2%	1.5%
Pre-Treatment Permits	28,310	31,333	31,803	32,280	3.0%	1.5%
Interest Earnings	60,441	140,000	120,000	120,000	-14.3%	0.0%
Transfer from Reserve Fund	0	0	0	0	0.0%	0.0%
Misc. Income	635,171	570,399	783,061	794,807	39.3%	1.5%
TOTAL REVENUES	\$143,967,323	\$162,068,446	\$164,719,019	\$172,678,445	6.5%	4.8%
TOTAL RESOURCES	\$175,781,297	\$183,237,121	\$188,137,948	\$196,409,612	7.2%	4.4%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$11,062,312	\$11,290,022	\$10,737,808	\$11,612,776	2.9%	8.1%
Materials & Supplies	1,990,250	2,620,020	3,090,770	2,624,905	0.2%	-15.1%
Contractual	3,811,744	5,420,557	5,371,168	4,409,286	-18.7%	-17.9%
NTMWD - Water	65,688,523	74,281,069	74,281,069	78,021,842	5.0%	5.0%
NTMWD - Wastewater	18,251,915	20,156,143	20,156,143	21,516,920	6.8%	6.8%
NTMWD - Upper E. Fork Interceptor	11,697,564	13,742,065	13,742,065	15,145,117	10.2%	10.2%
Retirement of NTMWD Debt	247,668	8,870	8,870	0	-100.0%	-100.0%
Sundry	1,040,821	660,363	661,307	660,338	0.0%	-0.1%
Reimbursements	715,141	745,376	764,167	833,596	11.8%	9.1%
Subtotal	\$114,505,938	\$128,924,485	\$128,813,367	\$134,824,780	4.6%	4.7%
Capital Outlay	2,889	0	0	55,325	100.0%	0.0%
TOTAL OPERATIONS	\$114,508,827	\$128,924,485	\$128,813,367	\$134,880,105	4.6%	4.7%
Transfer to General Fund	\$17,593,082	\$17,243,075	\$17,388,959	\$17,787,929	3.2%	2.3%
Transfer to W & S CIP	12,500,000	10,000,000	10,000,000	10,000,000	0.0%	0.0%
Transfer to Capital Maintenance	1,500,000	1,500,000	2,000,000	2,000,000	33.3%	0.0%
Transfer to W&S Debt Service	1,837,225	1,835,400	1,835,400	3,270,000	78.2%	78.2%
Transfer to Risk Management Fund	668,011	743,192	797,838	807,476	8.6%	1.2%
Transfer to Technology Fund	300,000	300,000	300,000	300,000	0.0%	0.0%
Transfer to Technology Svcs	3,455,223	3,160,723	3,271,218	3,159,327	0.0%	-3.4%
TOTAL TRANSFERS	\$37,853,541	\$34,782,390	\$35,593,415	\$37,324,732	7.3%	4.9%
TOTAL APPROPRIATIONS	\$152,362,368	\$163,706,875	\$164,406,782	\$172,204,837	5.2%	4.7%
WORKING CAPITAL	\$23,418,929	\$19,530,246	\$23,731,167	\$24,204,775	23.9%	2.0%
Days of Operation				66		

SUSTAINABILITY & ENVIRONMENTAL SERVICES

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$4,982,408	\$4,477,756	\$5,268,641	\$4,492,983	0.3%	-14.7%
Revenues						
Commercial Franchise	\$8,753,718	\$8,933,502	\$9,182,704	\$9,320,445	4.3%	1.5%
Special Refuse Collection	92,405	94,282	94,282	94,565	0.3%	0.3%
Residential Collection	13,918,111	13,950,000	14,004,516	14,088,543	1.0%	0.6%
Allied Waste, Inc.	95,000	0	0	0	0.0%	0.0%
Recycling	603,570	457,632	100,000	200,000	-56.3%	100.0%
Sales of Landscape Bags	31,947	31,923	31,923	32,019	0.3%	0.3%
Contributions via Utility Billing	7,578	10,030	10,030	10,060	0.3%	0.3%
Sale of Compost	1,823,596	1,880,586	2,083,952	2,090,204	11.1%	0.3%
Tipping Fees	695,185	687,768	687,768	689,831	0.3%	0.3%
Miscellaneous	385,240	241,550	301,000	305,515	26.5%	1.5%
Reimbursements	172,249	174,750	179,651	181,949	4.1%	1.3%
Construction & Demolition Program	200,000	200,000	307,919	310,000	55.0%	0.7%
TOTAL REVENUES	\$26,778,599	\$26,662,023	\$26,983,746	\$27,323,131	2.5%	1.3%
TOTAL RESOURCES	\$31,761,007	\$31,139,779	\$32,252,387	\$31,816,114	2.2%	-1.4%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$7,247,312	\$7,576,931	\$7,456,903	\$7,360,099	-2.9%	-1.3%
Materials & Supplies	481,074	555,017	631,017	590,777	6.4%	-6.4%
Contractual	7,594,194	7,536,222	6,940,804	7,421,314	-1.5%	6.9%
NTMWD	8,805,414	9,074,871	8,500,000	8,750,000	-3.6%	2.9%
Sundry	223,667	96,972	125,385	91,447	-5.7%	-27.1%
Reimbursements	115,362	118,549	118,763	170,020	43.4%	43.2%
Subtotal	\$24,467,023	\$24,958,562	\$23,772,872	\$24,383,657	-2.3%	2.6%
Capital Outlay	191,816	620,000	1,327,441	285,600	-53.9%	-78.5%
TOTAL OPERATIONS	\$24,658,839	\$25,578,562	\$25,100,313	\$24,669,257	-3.6%	-1.7%
Transfer to General Fund	\$1,478,308	\$2,239,325	\$2,239,325	\$2,258,627	0.9%	0.9%
Transfer to Technology Fund	60,000	60,000	60,000	60,000	0.0%	0.0%
Transfer to Risk Management Fund	295,219	280,002	359,766	402,180	43.6%	11.8%
TOTAL TRANSFERS	\$1,833,527	\$2,579,327	\$2,659,091	\$2,720,807	5.5%	2.3%
TOTAL APPROPRIATIONS	\$26,492,366	\$28,157,889	\$27,759,404	\$27,390,064	-2.7%	-1.3%
WORKING CAPITAL	\$5,268,641	\$2,981,890	\$4,492,983	\$4,426,050	48.4%	-1.5%
Days of Operation				65		

MUNICIPAL DRAINAGE UTILITY

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$3,347,066	\$2,463,976	\$4,228,637	\$3,010,208	22.2%	-28.8%
Revenues						
Environmental Assessment Fees:						
Residential Class Fees	\$3,718,628	\$3,793,594	\$3,722,836	\$3,734,005	-1.6%	0.3%
Commercial Class Fees	\$3,816,750	3,662,457	\$3,821,069	3,832,533	4.6%	0.3%
Miscellaneous	17,652	6,000	28,381	0	-100.0%	-100.0%
Interest Income	20,326	20,700	22,500	23,000	11.1%	2.2%
TOTAL REVENUES	\$7,573,356	\$7,482,751	\$7,594,787	\$7,589,537	1.4%	-0.1%
TOTAL RESOURCES	\$10,920,422	\$9,946,727	\$11,823,423	\$10,599,745	6.6%	-10.3%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$1,928,710	\$2,256,435	\$1,935,673	\$2,313,306	2.5%	19.5%
Materials & Supplies	185,862	392,059	380,368	383,719	-2.1%	0.9%
Contractual	497,235	716,818	960,822	776,070	8.3%	-19.2%
Sundry	26,243	4,715	37,465	4,661	-1.1%	-87.6%
Reimbursements	609,462	639,388	834,392	934,340	46.1%	12.0%
Subtotal	\$3,247,512	\$4,009,415	\$4,148,720	\$4,412,096	10.0%	6.3%
Capital Outlay	245	38,000	38,000	0	0.0%	0.0%
TOTAL OPERATIONS	\$3,247,757	\$4,047,415	\$4,186,720	\$4,412,096	9.0%	5.4%
Transfer to General Fund	\$520,362	\$521,924	\$528,073	\$529,658	1.5%	0.3%
Transfer to Capital Maintenance	500,000	500,000	500,000	500,000	0.0%	0.0%
Transfer to Technology Fund	20,000	20,000	20,000	20,000	0.0%	0.0%
Transfer to Revenue Debt	2,403,666	2,506,288	2,442,498	2,321,063	-7.4%	-5.0%
TOTAL TRANSFERS	\$3,444,028	\$3,548,211	\$3,490,571	\$3,370,720	-5.0%	-3.4%
TOTAL APPROPRIATIONS	\$6,691,785	\$7,595,626	\$7,677,291	\$7,782,816	2.5%	1.4%
EST. RESERVE REQUIREMENT	0	0	1,135,925	0	0.0%	-100.0%
WORKING CAPITAL	\$4,228,637	\$2,351,101	\$3,010,208	\$2,816,929	19.8%	-6.4%
Days of Operation				233		

RECREATION REVOLVING

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$962,316	\$542,514	\$1,221,118	\$902,765	66.4%	-26.1%
Revenues						
Recreation Fees	\$3,806,659	\$4,423,137	\$4,073,137	\$4,423,137	0.0%	8.6%
Contributions	13,110	21,355	15,000	15,000	-29.8%	0.0%
Interest Income	11,946	15,000	12,000	12,000	-20.0%	0.0%
Miscellaneous	69,399	52,775	52,775	52,775	0.0%	0.0%
TOTAL REVENUES	\$3,901,114	\$4,512,267	\$4,152,912	\$4,502,912	-0.2%	8.4%
TOTAL RESOURCES	\$4,863,430	\$5,054,781	\$5,374,030	\$5,405,677	6.9%	0.6%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$1,181,101	\$1,800,016	\$1,711,833	\$1,755,007	-2.5%	2.5%
Materials & Supplies	212,900	229,102	213,705	240,542	5.0%	12.6%
Contractual	2,046,124	2,189,931	2,097,363	2,151,204	-1.8%	2.6%
Sundry	29,716	36,874	38,070	37,820	2.6%	-0.7%
Subtotal	\$3,469,841	\$4,255,923	\$4,060,971	\$4,184,573	-1.7%	3.0%
Capital Outlay	(14,275)	0	202,648	0	0.0%	0.0%
TOTAL OPERATIONS	\$3,455,566	\$4,255,923	\$4,263,619	\$4,184,573	-1.7%	-1.9%
Transfer to General Fund	\$186,747	\$225,613	\$207,646	\$225,146	-0.2%	8.4%
TOTAL TRANSFERS	\$186,747	\$225,613	\$207,646	\$225,146	-0.2%	8.4%
TOTAL APPROPRIATIONS	\$3,642,313	\$4,481,536	\$4,471,265	\$4,409,719	-1.6%	-1.4%
WORKING CAPITAL	\$1,221,118	\$573,245	\$902,765	\$995,959	73.7%	10.3%
Days of Operation				87		

GOLF COURSE

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$11,637	\$10,729	(\$6,657)	\$2,156	-79.9%	-132.4%
Revenues						
Golf Fees	\$958,362	\$980,000	\$914,382	\$980,000	0.0%	7.2%
Concessions	61,657	60,985	62,315	62,502	2.5%	0.3%
Interest Income	97	800	400	400	-50.0%	0.0%
Miscellaneous	0	0	31,088	0	0.0%	0.0%
TOTAL REVENUES	\$1,020,116	\$1,041,784	\$1,008,185	\$1,042,901	0.1%	3.4%
TOTAL RESOURCES	\$1,031,753	\$1,052,514	\$1,001,528	\$1,045,057	-0.7%	4.3%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$631,824	\$625,312	\$623,753	\$624,309	-0.2%	0.1%
Supplies	94,537	112,925	119,076	112,725	-0.2%	-5.3%
Contractual Services	258,992	255,743	204,084	215,609	-15.7%	5.6%
Sundry Charges	1,773	2,050	2,050	2,050	0.0%	0.0%
Subtotal	\$987,126	\$996,030	\$948,963	\$954,693	-4.2%	0.6%
Capital Outlay	0	0	0	0	0.0%	0.0%
TOTAL OPERATIONS	\$987,126	\$996,030	\$948,963	\$954,693	-4.2%	0.6%
Transfer to General Fund	51,285	52,089	50,409	52,145	0.1%	3.4%
TOTAL TRANSFERS	\$51,285	\$52,089	\$50,409	\$52,145	0.1%	3.4%
TOTAL APPROPRIATIONS	\$1,038,411	\$1,048,119	\$999,372	\$1,006,838	-3.9%	0.7%
WORKING CAPITAL	(\$6,657)	\$4,395	\$2,156	\$38,220	769.6%	1672.9%
Days of Operation				15		

RISK MANAGEMENT FUND

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$3,863,201	\$2,564,048	\$697,615	\$1,047,539	-59.1%	50.2%
Resources						
General Fund Transfer In	\$3,700,000	\$3,700,000	\$4,647,411	\$4,771,520	29.0%	2.7%
Water & Sewer Fund Transfer In	668,011	743,192	797,838	807,476	8.6%	1.2%
Sustain. & Env. Svcs. Fund Transfer In	295,219	280,002	359,766	402,180	43.6%	11.8%
Claims Recovered	1,598,152	200,000	1,523,329	200,000	0.0%	-86.9%
Interest Earned	35,545	50,000	50,000	50,000	0.0%	0.0%
TOTAL REVENUES	\$6,296,927	\$4,973,194	\$7,378,344	\$6,231,176	25.3%	-15.5%
TOTAL RESOURCES	\$10,160,128	\$7,537,242	\$8,075,959	\$7,278,715	-3.4%	-9.9%
APPROPRIATIONS						
Workers' Compensation	\$2,686,947	\$2,302,058	\$2,302,058	\$2,302,058	0.0%	0.0%
Judgements and Damages	4,464,181	1,500,000	2,200,000	1,500,000	0.0%	-31.8%
Risk Management Operations	2,311,385	2,274,831	2,526,362	2,429,170	6.8%	-3.8%
TOTAL APPROPRIATIONS	\$9,462,513	\$6,076,889	\$7,028,420	\$6,231,228	2.5%	-11.3%
UNAPPROPRIATED FUND BALANCE	\$697,615	\$1,460,353	\$1,047,539	\$1,047,487	-28.3%	0.0%

HUD GRANTS

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
TOTAL HUD REVENUES	\$1,220,684	\$1,516,777	\$1,669,098	\$2,179,655	43.7%	30.6%
APPROPRIATIONS						
CDBG:						
Housing Rehabilitation	\$544,376	\$643,610	\$562,991	\$730,671	13.5%	29.8%
Administrative	236,612	237,252	237,252	263,999	11.3%	11.3%
Homelessness Prevention	102,000	119,417	119,417	122,000	2.2%	2.2%
Homeownership Program	9,390	50,254	10,000	0	-100.0%	-100.0%
Boys and Girls Clubs of Collin County	35,000	45,907	45,907	52,000	13.3%	13.3%
Plano Community Homes	0	58,855	58,855	0	-100.0%	-100.0%
Samaritan Inn	60,256	0	0	0	0.0%	0.0%
Texas Muslim Women's Foundation	0	50,965	50,965	42,000	-17.6%	-17.6%
Rebuilding Together of Greater Dallas	0	0	0	229,328	100.0%	100.0%
Sub-Total CDBG:	\$987,634	\$1,206,260	\$1,085,387	\$1,439,998	19.4%	32.7%
HOME:						
Housing Rehabilitation	\$98,143	\$251,533	\$156,600	\$283,721	12.8%	81.2%
Administrative	38,653	38,984	38,984	55,936	43.5%	43.5%
Homeownership Program	4,514	0	140,000	0	0.0%	-100.0%
Plano Housing Corporation	(19,076)	0	4,550	0	0.0%	-100.0%
Habitat for Humanity of S. Collin County	92,643	20,000	21,000	0	-100.0%	-100.0%
Christ United Methodist Church	18,173	0	35,577	0	0.0%	-100.0%
Housing Channel	0	0	187,000	400,000	100.0%	113.9%
Sub-Total HOME:	\$233,050	\$310,517	\$583,711	\$739,657	138.2%	26.7%
TOTAL APPROPRIATIONS	\$1,220,684	\$1,516,777	\$1,669,098	\$2,179,655	43.7%	30.6%

PTV FUND

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$1,649,688	\$626,257	\$1,738,793	\$645,907	3.1%	-62.9%
Revenues						
Plano Television Network Fee	\$774,423	\$817,882	\$729,070	\$733,444	-10.3%	0.6%
Interest Income	9,381	10,000	10,000	10,000	0.0%	0.0%
Transfer In Gen Fund - Franch. Fees	250,000	250,000	250,000	250,000	0.0%	0.0%
Transfer In Technology Fund	250,000	250,000	250,000	250,000	0.0%	0.0%
Miscellaneous	0	500	500	500	0.0%	0.0%
TOTAL REVENUES	\$1,283,804	\$1,328,382	\$1,239,570	\$1,243,944	-6.4%	0.4%
TOTAL RESOURCES	\$2,933,492	\$1,954,639	\$2,978,363	\$1,889,850	-3.3%	-36.5%
APPROPRIATIONS						
Operating Expense						
Salaries & Wages	\$615,958	\$624,223	\$633,050	\$634,970	1.7%	0.3%
Materials & Supplies	76,554	78,920	91,283	78,920	0.0%	-13.5%
Contractual	289,834	401,679	414,004	466,598	16.2%	12.7%
Equipment Reserve	0	200,000	0	550,000	175.0%	100.0%
Subtotal	982,346	1,304,822	1,138,337	1,730,488	32.6%	52.0%
Capital Outlay	212,353	500,000	1,194,119	0	-100.0%	-100.0%
TOTAL APPROPRIATIONS	1,194,699	1,804,822	2,332,456	1,730,488	-4.1%	-25.8%
WORKING CAPITAL	\$1,738,793	\$149,817	\$645,907	\$159,362	6.4%	-75.3%
Days of Operation				34		

CRIMINAL INVESTIGATION

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
UNAPPROPRIATED FUND						
BALANCE	\$5,139,334	\$3,924,617	\$4,296,230	\$3,264,260	-16.8%	-24.0%
Forfeited Property	\$49,069	\$35,000	\$40,000	\$40,000	14.3%	0.0%
Equitable Sharing	23,856	91,040	502,778	10,000	-89.0%	-98.0%
Interest	20,716	0	0	0	0.0%	0.0%
Auction Proceeds	1,625	5,000	2,500	5,000	0.0%	100.0%
Grants and Miscellaneous	39,923	0	0	0	0.0%	0.0%
TOTAL REVENUES	\$135,189	\$131,040	\$545,278	\$55,000	-58.0%	-89.9%
TOTAL RESOURCES	\$5,274,523	\$4,055,657	\$4,841,508	\$3,319,260	-18.2%	-31.4%
APPROPRIATIONS						
Operating Expense						
Materials & Supplies	\$718,374	\$423,500	\$486,348	\$373,500	-11.8%	-23.2%
Contractual - Professional	137,764	200,000	204,800	292,500	46.3%	42.8%
Reimbursements to Other Funds	39,923	0	0	0	0.0%	0.0%
Capital Outlay	82,233	1,000,000	886,100	1,500,000	50.0%	69.3%
TOTAL APPROPRIATIONS	\$978,294	\$1,623,500	\$1,577,248	\$2,166,000	33.4%	37.3%
UNAPPROPRIATED FUND						
BALANCE	\$4,296,230	\$2,432,157	\$3,264,260	\$1,153,260	-52.6%	-64.7%

TECHNOLOGY FUND

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$6,491,142	\$260,642	\$20,895,060	\$1,497,715	474.6%	-92.8%
Revenues						
General Fund	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	0.0%	0.0%
Water & Sewer Fund	300,000	300,000	300,000	300,000	0.0%	0.0%
Sustainability & Environmental	60,000	60,000	60,000	60,000	0.0%	0.0%
Municipal Drainage Fund	20,000	20,000	20,000	20,000	0.0%	0.0%
Convention & Tourism Fund	20,000	20,000	20,000	20,000	0.0%	0.0%
Technology Services Fund	0	0	0	0	0.0%	0.0%
Interest Earnings	149,109	13,000	50,000	50,000	284.6%	0.0%
Tax Note Sale	15,000,000	0	0	0	0.0%	0.0%
TOTAL REVENUES	\$16,549,109	\$1,413,000	\$1,450,000	\$1,450,000	2.6%	0.0%
TOTAL RESOURCES	\$23,040,250	\$1,673,642	\$22,345,060	\$2,947,715	76.1%	-86.8%
APPROPRIATIONS						
Operating Expense						
Fund 62 Projects	\$837,900	\$1,231,325	\$4,487,297	\$1,514,500	23.0%	-66.2%
Fund 29 Projects	1,057,290	0	16,110,048	0	0.0%	-100.0%
TOTAL OPERATIONS	\$1,895,190	\$1,231,325	\$20,597,345	\$1,514,500	23.0%	-92.6%
Transfer to PTV	250,000	250,000	250,000	250,000	0.0%	0.0%
TOTAL TRANSFERS	\$250,000	\$250,000	\$250,000	\$250,000	0.0%	0.0%
TOTAL APPROPRIATIONS	\$2,145,190	\$1,481,325	\$20,847,345	\$1,764,500	19.1%	-91.5%
WORKING CAPITAL	\$20,895,060	\$192,317	\$1,497,715	\$1,183,215	515.2%	-21.0%

TS REPLACEMENT FUND

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$2,870,028	\$1,206,071	\$3,347,111	\$1,002,872	-16.8%	-70.0%
Revenues						
General Fund	\$973,799	\$968,883	\$974,703	\$973,978	0.5%	-0.1%
PTV Fund	5,125	5,125	5,125	5,125	0.0%	0.0%
Municipal Court Technology	733	733	733	733	0.0%	0.0%
Water & Sewer Fund	46,191	46,192	46,192	46,192	0.0%	0.0%
Sustainability & Environ. Svcs.	17,309	17,308	17,308	17,308	0.0%	0.0%
Convention & Tourism	25,941	25,942	25,942	25,942	0.0%	0.0%
Municipal Drainage	3,659	3,658	3,658	3,658	0.0%	0.0%
Golf Course	1,467	1,467	1,467	1,467	0.0%	0.0%
Recreation Revolving	733	733	733	733	0.0%	0.0%
Equipment Maintenance	8,775	8,775	8,775	8,775	0.0%	0.0%
Municipal Warehouse	1,466	1,467	1,467	1,467	0.0%	0.0%
Risk Management	8,525	8,525	8,525	8,525	0.0%	0.0%
Technology Services	94,966	94,967	94,967	94,967	0.0%	0.0%
Traffic Safety Fund	1,242	1,242	1,242	1,242	0.0%	0.0%
Interest	18,690	15,000	20,000	20,000	33.3%	0.0%
Miscellaneous	0	11,500	0	0	-100.0%	0.0%
Transfer from General Fund	500,000	500,000	500,000	500,000	0.0%	0.0%
TOTAL REVENUES	\$1,708,621	\$1,711,517	\$1,710,837	\$1,710,112	-0.1%	0.0%
TOTAL RESOURCES	\$4,578,649	\$2,917,587	\$5,057,948	\$2,712,984	-7.0%	-46.4%
APPROPRIATIONS						
Operating Expense						
Printer & Plotter Replacement	\$0	\$11,000	\$11,000	\$0	-100.0%	-100.0%
PC, Laptop & Tablet Replacement	119,835	1,100,000	2,096,514	1,124,911	2.3%	-46.3%
Servers, Switches, Routers & SAN	1,111,703	90,000	597,562	500,000	455.6%	-16.3%
Camera Replacement	0	64,000	564,000	500,000	681.3%	-11.3%
RFID Replacement	0	143,000	286,000	143,000	0.0%	-50.0%
Audio Visual Replacements	0	500,000	500,000	250,000	-50.0%	-50.0%
TOTAL OPERATIONS	\$1,231,538	\$1,908,000	\$4,055,076	\$2,517,911	32.0%	-37.9%
Transfer to Technology Fund	0	0	0	0	0.0%	0.0%
TOTAL APPROPRIATIONS	\$1,231,538	\$1,908,000	\$4,055,076	\$2,517,911	32.0%	-37.9%
WORKING CAPITAL	\$3,347,111	\$1,009,587	\$1,002,872	\$195,073	-80.7%	-80.5%

GENERAL OBLIGATION DEBT SERVICE

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
UNAPPROPRIATED FUND BALANCE	\$3,925,760	\$4,279,409	\$4,440,933	\$6,431,489	50.3%	44.8%
Revenues						
Ad Valorem Tax						
Current	\$41,179,204	\$44,264,540	\$44,795,540	\$45,312,712	2.4%	1.2%
Delinquent	232,584	463,323	73,831	474,215	2.4%	542.3%
Penalty & Interest	176,956	185,329	123,895	189,686	2.4%	53.1%
Fund Interest Income	284,622	200,000	262,000	200,000	0.0%	-23.7%
Police Academy Reimbursement	151,804	151,994	151,994	148,562	-2.3%	-2.3%
TOTAL REVENUES	\$42,025,171	\$45,265,187	\$45,407,261	\$46,325,175	2.3%	2.0%
TOTAL RESOURCES	\$45,950,931	\$49,544,596	\$49,848,194	\$52,756,664	6.5%	5.8%
APPROPRIATIONS						
Bond and Certificates						
Principal	\$25,250,000	\$25,250,000	\$25,250,000	\$26,550,000	5.1%	5.1%
Interest	13,712,428	13,787,755	13,787,755	16,639,820	20.7%	20.7%
Transfer to CO's Radio Sys Repl	905,400	801,700	801,700	802,725	0.1%	0.1%
Transfer to Tax Notes Radio Repl, PLL, Phone Sys	996,500	998,800	998,800	995,700	-0.3%	-0.3%
Transfer to Tax Notes NextGen	638,422	2,567,950	2,567,950	2,571,700	0.1%	0.1%
Exchanges Fees & Bond Sale Expense	7,248	9,500	10,500	11,250	18.4%	7.1%
Subtotal	\$41,509,998	\$43,415,705	\$43,416,705	\$47,571,195	9.6%	9.6%
New Debt Projection	0	1,858,800	0	1,280,000	-31.1%	100.0%
TOTAL APPROPRIATIONS	\$41,509,998	\$45,274,505	\$43,416,705	\$48,851,195	7.9%	12.5%
UNAPPROPRIATED FUND BALANCE	\$4,440,933	\$4,270,091	\$6,431,489	\$3,905,470	-8.5%	-39.3%

WATER & SEWER DEBT SERVICE

	Actual 2016-17	Budget 2017-18	Re-Est 2017-18	Budget 2018-19	Variance	
					Bud to Bud	Est to Bud
WORKING CAPITAL	\$801,869	\$805,519	\$805,916	\$809,566	0.5%	0.5%
Revenues						
Transfer In (W & S Fund)	1,837,225	1,835,400	1,835,400	3,270,000	78.2%	78.2%
Fund Interest Income	4,797	4,400	4,400	4,400	0.0%	0.0%
TOTAL	\$1,842,022	\$1,839,800	\$1,839,800	\$3,274,400	78.0%	78.0%
TOTAL RESOURCES	\$2,643,891	\$2,645,319	\$2,645,716	\$4,083,966	54.4%	54.4%
APPROPRIATIONS						
Principal	\$930,000	\$855,000	\$855,000	\$1,825,000	113.5%	113.5%
Interest	907,225	980,400	980,400	1,446,070	47.5%	47.5%
Fees	750	750	750	1,500	100.0%	100.0%
Subtotal	\$1,837,975	\$1,836,150	\$1,836,150	\$3,272,570	78.2%	78.2%
New Debt Projection	0	273,438	0	0	0.0%	0.0%
TOTAL APPROPRIATIONS	\$1,837,975	\$2,109,588	\$1,836,150	\$3,272,570	55.1%	78.2%
WORKING CAPITAL	\$805,916	\$535,731	\$809,566	\$811,396	51.5%	0.2%



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Budget

Department Head: Karen Rhodes-Whitley

Agenda Coordinator: Matt Yager, x5220

CAPTION

Ordinance No. 2018-9-10: To approve and adopt the Community Investment Program and setting the appropriations for the fiscal year beginning October 1, 2018, and ending September 30, 2019; and providing an effective date. **Adopted**

FINANCIAL SUMMARY

CIP

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): Community Investment Program Funds

COMMENTS: This items has no financial impact as it solely sets Community Investment Program appropriations for the 2018-19 fiscal year.

SUMMARY OF ITEM

This Ordinance approves and adopts the capital improvement projects in the Community Investment Program (CIP) to be completed or undertaken in 2018-19, and sets the level of appropriations for the various funds, as reviewed by the City Council.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2018-19 Community Investment Program Appropriation Ordinance	8/29/2018	Ordinance
2018-19 Community Investment Program Combined Expenditure Summary	8/29/2018	Attachment

An Ordinance of the City of Plano, Texas, approving and adopting the Community Investment Program and setting the appropriations for the fiscal year beginning October 1, 2018, and ending September 30, 2019; and providing an effective date.

WHEREAS, following public notice duly posted and published as required by law, public hearings were held on August 13, 2018, and August 18, 2018 by and before the City Council of the City of Plano, the subject of which was the proposed Operating Budget and Community Investment Program of the City of Plano for Fiscal Year 2018-19; and

WHEREAS, during said public hearings, all interested persons were given the opportunity to be heard for or against any item or the amount of any item contained in said Community Investment Program, after which said public hearings were closed; and

WHEREAS, the City Council, upon full consideration of the matter, is of the opinion that the appropriations for the 2018-19 Community Investment Program hereinafter set forth is proper and should be approved and adopted.

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

Section I. Appropriations for the Community Investment Program for the year beginning October 1, 2018 and ending September 30, 2019, as filed and submitted by the City Manager, containing estimates for the various projects to be expended, is hereby approved and adopted as follows:

A.	Recreation Center Facilities Fund	5,950,000
B.	Library Facilities Fund	5,220,000
C.	Park Improvements Fund	25,555,000
D.	Street Improvements Fund	64,917,242
E.	Public Infrastructure Improvements Fund	4,500,000
F.	Municipal Drainage CIP Fund	4,517,000
G.	Park Fee Program	824,300
H.	Capital Maintenance Fund	53,622,507
I.	Water Projects Fund	19,799,153
J.	Sewer Projects Fund	9,760,000

Section II. This Ordinance shall be in full force and effect from and after its passage.

DULY PASSED AND APPROVED this the 10th day of September, 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

COMBINED EXPENDITURE SUMMARY

(Includes All Resources)

	Re-Estimate							
Project Expenditures	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Future	Total
Fire & Public Safety Facilities	21,009,260	0	250,000	500,000	0	0	0	21,759,260
Library Facilities	1,108,350	5,220,000	5,600,000	0	470,000	4,705,000	0	17,103,350
Police & Court Facilities	12,364,383	0	0	0	0	0	0	12,364,383
Animal Shelter	195,314	0	0	0	200,000	0	0	395,314
Joint Use Facility	86,608	0	0	0	0	0	0	86,608
Service Center Facilities	130,000	0	1,700,000	2,800,000	2,750,000	0	0	7,380,000
Park Improvements	56,322,455	25,555,000	29,140,000	13,850,000	7,050,000	22,625,000	43,175,000	197,717,455
Carpenter Rec Center	53,291	0	0	0	0	0	0	53,291
Recreation Center	10,785,489	5,950,000	5,900,000	4,550,000	425,000	425,000	7,650,000	35,685,489
Public Infrastructure Improvements	1,792,760	4,500,000	6,000,000	0	0	0	0	12,292,760
Street Improvements	44,375,551	64,917,242	60,293,000	38,610,000	27,013,000	22,055,000	28,130,000	285,393,793
Street Enhancements	<u>711,730</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>375,000</u>	<u>375,000</u>	<u>750,000</u>	<u>2,211,730</u>
Total General Obligation	148,935,191	106,142,242	108,883,000	60,310,000	38,283,000	50,185,000	79,705,000	592,443,433
Public Art	111,321	0	0	0	0	0	0	111,321
Technology Improvements	<u>16,110,048</u>	<u>0</u>	<u>7,000,000</u>	<u>7,000,000</u>	<u>7,000,000</u>	<u>0</u>	<u>0</u>	<u>37,110,048</u>
Total Short Term Debt	16,221,369	0	7,000,000	7,000,000	7,000,000	0	0	37,221,369
Municipal Drainage	<u>8,274,149</u>	<u>4,517,000</u>	<u>5,128,000</u>	<u>3,525,000</u>	<u>3,525,000</u>	<u>3,525,000</u>	<u>11,070,000</u>	<u>39,564,149</u>
Total Revenue Bond	8,274,149	4,517,000	5,128,000	3,525,000	3,525,000	3,525,000	11,070,000	39,564,149
Park Fee Program	1,036,903	824,300	1,022,297	273,900	0	0	0	3,157,400
DART Local Assistance	274,000	0	0	0	0	0	0	274,000
Capital Maintenance Fund:								
Streets & Drainage Projects	27,914,000	34,041,000	31,820,000	33,780,000	46,670,000	49,320,000	48,330,000	271,875,000
Parks & Recreation Projects	8,226,661	11,006,996	8,169,100	6,610,000	10,860,000	12,075,000	10,520,000	67,467,757
Municipal Facilities Projects	14,263,256	7,908,511	2,746,500	5,872,000	5,047,000	6,072,000	0	41,909,267
Utility & Other Projects	<u>1,018,174</u>	<u>666,000</u>	<u>1,866,000</u>	<u>516,000</u>	<u>516,000</u>	<u>500,000</u>	<u>501,000</u>	<u>5,583,174</u>
Capital Maintenance Fund Total	51,422,091	53,622,507	44,601,600	46,778,000	63,093,000	67,967,000	59,351,000	386,835,198
Total Other Funds	52,732,994	54,446,807	45,623,897	47,051,900	63,093,000	67,967,000	59,351,000	390,266,598
Water	12,966,120	19,799,153	21,605,000	28,560,000	13,110,000	1,200,000	5,210,000	102,450,273
Sewer	<u>13,564,541</u>	<u>9,760,000</u>	<u>7,700,000</u>	<u>6,450,000</u>	<u>6,450,000</u>	<u>4,950,000</u>	<u>8,950,000</u>	<u>57,824,541</u>
Total Water & Sewer	26,530,661	29,559,153	29,305,000	35,010,000	19,560,000	6,150,000	14,160,000	160,274,814
TOTAL	252,694,364	194,665,202	195,939,897	152,896,900	131,461,000	127,827,000	164,286,000	1,219,770,363



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Budget

Department Head: Karen Rhodes-Whitley

Agenda Coordinator: Jennifer Morvant

CAPTION

Ordinance No. 2018-9-11: To approve and adopt the Tax Rate for the fiscal year beginning October 1, 2018 and terminating September 30, 2019, and providing an effective date. (Public Hearings held August 27, 2018 and September 5, 2018) **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS: This item has no fiscal impact.

SUMMARY OF ITEM

This Ordinance sets the ad valorem tax rate for 2018-19 at \$.4603 cents per \$100 assessed valuation, to be distributed as follows:

\$.3493 for Operation & Maintenance
\$.1110 for General Obligation Debt

\$.4603 Total Tax Rate

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.49 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$15.84.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2018-19 Property Tax Rate Adoption Ordinance	8/31/2018	Ordinance

An Ordinance of the City of Plano, Texas, approving and adopting the Tax Rate for the fiscal year beginning October 1, 2018 and terminating September 30, 2019 and providing an effective date.

WHEREAS, the City Council of the City of Plano has been presented with a proposed Ad Valorem Tax Rate for Fiscal Year 2018-19, and such Tax Rate would impose an amount of taxes that would exceed the levy for Fiscal Year 2017-18; and

WHEREAS, Section 26.05 of the Texas Tax Code, as amended, provides that the City may not adopt a Tax Rate for Fiscal Year 2018-19 that exceeds the lower of the Rollback Tax Rate or the Effective Tax Rate calculated without notice of and holding two public hearings on the proposed tax rate; and

WHEREAS, the proposed Tax Rate does exceed the Effective Tax Rate by 1.98 cents or 4.49%; and

WHEREAS, upon full review of and consideration of the matter, the City Council is of the opinion that the proposed Tax Rate for Fiscal Year 2018-19 should be approved and adopted for Fiscal Year 2018-19.

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

Section I. There is hereby levied and shall be assessed for the Fiscal Year 2018-19 of the City of Plano an Ad Valorem Tax Rate on each ONE HUNDRED DOLLARS (\$100.00) valuation of property within the limits of the City of Plano and subject to taxation as follows:

\$.3493	for purposes of General Fund maintenance and operation.
\$.1110	for payment of principal and interest on all General Obligation Bond funded debt of this City.

<hr/> \$.4603	Total Tax Rate
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Section II. The Tax Assessor of the City of Plano is hereby directed to assess for the 2018-19 Fiscal Year the rates and amounts herein levied and, when such taxes are collected, to distribute the collections in accordance with this Ordinance.

Section III. This Ordinance shall become effective immediately from and after its passage.

DULY PASSED AND APPROVED, this the 10th day of September 2018.

Harry LaRosiliere, **MAYOR**

ATTEST:

Lisa C. Henderson, **CITY SECRETARY**

APPROVED AS TO FORM:

Paige Mims, **CITY ATTORNEY**



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 9/10/2018

Department: Budget

Department Head: Karen Rhodes-Whitley

Agenda Coordinator: Jennifer Morvant

CAPTION

Ordinance No. 2018-9-12: To ratify the property tax revenue in the 2018-19 Budget as a result of the City receiving more revenues from property taxes in the 2018-19 Budget than in the previous fiscal year; and providing an effective date. (Public Hearings held on August 27, 2018 and September 5, 2018.) **Adopted**

FINANCIAL SUMMARY

Not Applicable

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	0	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	0	0
Balance	0	0	0	0

FUND(S): N/A

COMMENTS: This item has no fiscal impact.

SUMMARY OF ITEM

As required by Local Government Code 102.007, adoption of a Budget that raises more property tax revenue than was generated the previous year requires three votes by the City Council (a) one vote to adopt the Budget, and (b) one vote to adopt the tax rate, and (c) a separate vote to "ratify" the property tax revenue increase reflected in the Budget.

This Ordinance ratifies the property tax revenue increase as reflected in the 2018-19 Budget by adding the following statement:

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$13,586,209 OR 7.42% AND OF THAT AMOUNT \$6,910,802 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
2018-19 Property Tax Revenue Ratification Ordinance	9/4/2018	Ordinance

An Ordinance of the City of Plano, Texas ratifying the property tax revenue in the 2018-19 Budget as a result of the City receiving more revenues from property taxes in the 2018-19 Budget than in the previous fiscal year; and providing an effective date.

WHEREAS, Local Government Code 102.007 relating to Adoption of the Budget, requires the City to ratify by a separate vote and providing the necessary disclosure language in the ratification, when there is an increase to the property tax revenues in the proposed budget as compared to the previous year; and

WHEREAS, The City's 2018-19 Budget has an increase in property tax revenues as compared to the previous year; and

WHEREAS, as a result of the approval of the 2018-19 Budget, the City Council finds that it must ratify the increased revenue from property taxes.

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

Section I. The increased revenue from property taxes in the 2018-19 City Budget is hereby ratified, with the following declaration:

"THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$13,586,209 OR 7.42%, AND OF THAT AMOUNT \$6,910,802 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR."

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

DULY PASSED AND APPROVED, this the 10th day of September, 2018.

Harry LaRosiliere, **MAYOR**

ATTEST:

Lisa C. Henderson, **CITY SECRETARY**

APPROVED AS TO FORM:

Paige Mims, **CITY ATTORNEY**