



CITY COUNCIL

1520 K Avenue, Plano, TX 75074
Senator Florence Shapiro Council Chambers

DATE: November 12, 2018

TIME: 7:00 PM

CALL TO ORDER

INVOCATION: Pastor Brian McClane - Northpoint Church

PLEDGE OF ALLEGIANCE / TEXAS PLEDGE: American Legion Harding - Blaine Post 321 Color Guard and Cub Scout Pack 1259 - Hughston and Wells Elementary Schools

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

Proclamation: November 12 is being observed as Veterans Day, a day to honor all who have served our country. **Presented**

Special Recognition: The City of Plano recognizes the Department of Texas Military Order of the Purple Heart and thanks them for the sign designating Plano a Purple Heart City. **Presented**

Proclamation: Homeless Awareness Week is November 10 – 18, 2018. **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) October 22, 2018
Approved

Approval of Expenditures

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

- (b) RFB No. 2018-0106-B for a contract for Installation of Microwave Radio Network Routing Equipment Upgrade for Radio Shop to Scientel Solutions, LLC in the amount of \$59,400; and authorizing the City Manager to execute all necessary documents. **Approved**
- (c) RFB No. 2018-0295-C for a one (1) year contract with four (4) one-year City optional renewals for Herbicides, Pesticides and Misc. Chemicals for the Parks and Recreation Department to Helena Agri-Enterprises, LLC \$36,438, Rentokil North America, Inc. DBA Target Specialty Products \$11,296, Red River Specialties, LLC \$5,157, Pro Pest and Lawn Store \$58,460, Morning Star Industries, Inc. \$13,666 and SiteOne Landscape Supply \$33,588 in the total estimated annual amount of \$158,605; and authorizing the City Manager to execute all necessary documents. **Approved**
- (d) RFB No. 2018-0570-B for the Relocation of the Transportation Management Center to KC Construction Services, Inc. in the amount of \$160,790; and authorizing the City Manager to execute all necessary documents. **Approved**
- (e) RFB No. 2018-0483-B for I Avenue - 14th Street to 15th Street, Project No. 6820, for Engineering to XIT Paving and Construction, Inc. in the amount of \$590,592; and authorizing the City Manager to execute all necessary documents. **Approved**
- (f) RFB No. 2018-0588-B for Intersection Improvements - McDermott Road, 15th Street and Plano Parkway, Project No. 6336, to Rebcon, Inc. in the amount of \$841,643; and authorizing the City Manager to execute all necessary documents. **Approved**

Purchase from an Existing Contract

- (g) To approve the purchase of six (6) Refuse Trucks in the amount of \$1,099,452 from Bond Equipment Company, Inc., four (4) Automated Side Load Bodies in the amount of \$448,789 from BTE Body Company, and two (2) Rear Load Bodies in the amount of \$204,400 from Heil of Texas for a total amount of \$1,752,641 for Fleet Services to be utilized by Environmental Waste Collections through existing contracts; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 516-16 and 521-16) **Approved**

- (h) To approve the purchase of Swimming Pool Supplies and Services ending May 31, 2019 with one (1) twelve-month City optional renewal for Parks and Recreation in the estimated annual amount of \$75,000 from Sunbelt Pools through an existing contract; and authorizing the City Manager to execute all necessary documents. (Buyboard Contract No. 533-17) **Approved**
- (i) To approve the purchase of Infield Material for Ballfields for the Parks and Recreation Department in the estimated amount of \$150,550 from MasterTurf Products and Service, Inc. through an existing contract; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 529-17) **Approved**
- (j) To approve the purchase of Furniture for the Sam Johnson Recreation Center in the amount of \$272,797 from Business Interiors, Inc., Interior Resources Group, Wilson Office Interiors, LLC, and Mity-Lite, Inc. through existing contracts; and authorizing the City Manager to execute all necessary documents. (TXMAS Contract No's. 4-7110240, 17-7103, 17-7106, 18-7105, 18-7801; NIPA Contract No's. R142213, R142217, P15-150-DT; and BuyBoard Contract No. 503-16) **Approved**

Approval of Contract Modification

- (k) To approve an increase to current awarded annual amount of \$783,100 by \$342,500, for a total annual amount of \$1,125,600, for the purchase of additional Advertising for Visit Plano from Atkins International, LLC; and authorizing the City Manager to execute all necessary documents. (Contract No. 2017-0400-C, Modification No.1) **Approved**

Approval of Expenditure

- (l) To ratify an expenditure in the amount of \$111,963 for a Rough Area Riding Mower from Professional Turf Products for Fleet Services to be utilized by Grounds Maintenance Services; and authorizing the City Manager to execute all necessary documents. **Approved**
- (m) To ratify an expenditure in the amount of \$64,868 for Software Maintenance and Support for the Polaris Integrated Library System (ILS) for a contract with five (5) one-year City optional renewals from Innovative Interfaces, Inc. for Libraries; and authorizing the City Manager to execute all necessary documents. **Approved**
- (n) To approve an expenditure in the amount of \$225,084 to MuniServices, LLC; and authorizing the City Manager to execute all necessary documents. **Approved**

Approval of Contract / Agreement

- (o) To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the City of Lucas for the use of the Plano and Allen Radio Communications System. **Approved**
- (p) To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the City of Parker for the use of the Plano and Allen Radio Communications System. **Approved**
- (q) To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the Plano Independent School District for the use of the Plano and Allen Radio Communications System. **Approved**

- (r) To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the Texas Health Center for Diagnostics and Surgery for the use of the Plano and Allen Radio Communications System. **Approved**

Adoption of Resolutions

- (s) **Resolution No. 2018-11-4(R):** To authorize a Substantial Amendment to the 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Community Development Block Grant and HOME Investment Partnerships Program funds; and providing an effective date. **Adopted**
- (t) **Resolution No. 2018-11-5(R):** To repeal Resolution No. 2008-2-9(R) and giving direction to staff to prepare instructions and application forms to be used by applicants seeking City of Plano approval of a municipal setting designation, and directing staff to amend such instructions and application forms from time to time as staff deems necessary; and providing an effective date. **Adopted**

Adoption of Ordinances

- (u) **Ordinance No. 2018-11-1:** To amend Section 12-172, Bike-Share Permits, of Article VII, Bicycles, of Chapter 12, Motor Vehicles and Traffic, and amend Section 19-1, Obstruction of Streets, Alleys, Sidewalks, Parkway Areas, or Public Grounds, of Article I, In General, of Chapter 19, Streets and Sidewalks, of the Code of Ordinances of the City of Plano, Texas to regulate scooter share service companies, providing a repealer clause, a severability clause, a savings clause, a publication clause, a penalty clause, and an effective date. **Adopted**
- (v) **Ordinance No. 2018-11-2:** To amend a section of Ordinance No. 2012-12-13 codified as Section 2-136 of Article VI, Emergency Management of Chapter 2, Administration, of the City of Plano Code of Ordinances as required by state law; and providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date. **Adopted**
- (w) **Ordinance No. 2018-11-3:** To amend Section 16-19 – Fees for zoning, rezoning and other miscellaneous fees, of Article II – Fees Generally, of Chapter 16, Planning and Development, of the Code of Ordinances of the City of Plano; establishing a new fee for municipal setting designations; providing a repealer clause, a severability clause, a savings clause, and an effective date. **Adopted**

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) **Public Hearing and adoption of Ordinance No. 2018-11-6** as requested in Zoning Case 2018-021 to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, granting Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: The Salvation Army **Conducted and Adopted with amendment**
- (2) Public Hearing and consideration of an Ordinance as requested in Zoning Case 2018-014 to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, so as to rezone 19.3 acres of land located at the northwest corner of the Dallas North Tollway and Plano Parkway in the City of Plano, Collin County, Texas, from Regional Commercial to Planned Development-25-Regional Commercial in order to modify development standards; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: Kreymer Investments, LTD. (Request to table to November 26, 2018 City Council meeting.) **Tabled to November 26, 2018**
- (3) **Public Hearing and adoption of Ordinance No. 2018-11-7** as requested in Zoning Case 2018-018 to amend Article 8 (Definitions), Article 10 (Nonresidential Districts), Article 14 (Allowed Uses and Use Classifications), Article 16 (Parking and Loading), Article 17 (Landscaping and Tree Preservation), Article 23 (Exterior Wall Construction Standards), and related sections of the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, to consider various modifications and updates; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. **Conducted and Adopted**
- (4) Presentation of changes to the City of Plano Housing Tax Credit Resolution Application and process for the 2019 Housing Tax Credit cycle. **Presented**
- (5) Discussion and direction re: FY 2019-20 Budget Process **Discussed**

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: 11/12/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Proclamation: November 12 is being observed as Veterans Day, a day to honor all who have served our country. **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: 11/12/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Special Recognition: The City of Plano recognizes the Department of Texas Military Order of the Purple Heart and thanks them for the sign designating Plano a Purple Heart City. **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: 11/12/2018

Department: Proclamations

Department Head:

Agenda Coordinator:

CAPTION

Proclamation: Homeless Awareness Week is November 10 – 18, 2018. **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: 11/12/2018

Department: City Secretary

Department Head: Lisa Henderson

Agenda Coordinator: Lisa Henderson

CAPTION

October 22, 2018

Approved

FINANCIAL SUMMARY

Not Applicable

FUND(S): N/A

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Regionalism

ATTACHMENTS:

Description	Upload Date	Type
Work Session Minutes	11/6/2018	Minutes
Regular Session Minutes	11/6/2018	Minutes

**PLANO CITY COUNCIL
PRELIMINARY OPEN MEETING
October 22, 2018**

COUNCIL MEMBERS PRESENT

Harry LaRosiliere, Mayor
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.
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 LaRosiliere called the meeting to order at 5:00 p.m., Monday, October 22, 2018, in the Senator Florence Shapiro Council Chambers of the Municipal Center, 1520 K Avenue. A quorum was present. Mayor LaRosiliere 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; to discuss Real Estate, Section 551.072; and to discuss Personnel Matters, Section 551.074; for which a certified agenda will be kept in the office of the City Secretary for a period of two years as required.

Mayor LaRosiliere reconvened the meeting back into the Preliminary Open Meeting at 6:43 p.m. in the Senator Florence Shapiro Council Chambers.

- **Consideration and action resulting from Executive Session discussion**
- **Personnel Appointments**
 - a) **Photographic Traffic Signal Advisory Committee**

Upon a motion made Mayor LaRosiliere and seconded by Council Member Grady, the Council voted 8-0 to reappoint Natalie Crawford as Chair.

Upon a motion made by Mayor LaRosiliere and seconded by Council Member Prince, the Council voted 8-0 to appoint Kay Carter as Vice-Chair.

Upon a motion made by Mayor LaRosiliere and seconded by Council Member Prince, the Council voted 8-0 to appoint Jerrald (Jerry) Wayne Smith as Member-Place 6.

- **Discussion and direction re: Formation of Tax Increment Financing Reinvestment Zone Number Three**
- **Discussion and direction re: Expanding the Bike Share Program to include E-Scooters**
- **Consent and Regular Agendas**
Item R was removed from the Consent Agenda for individual consideration by Council Member Ricciardelli.
- **Council items for discussion/action on future agendas**

With no further discussion, the Preliminary Open Meeting was adjourned at 6:57 p.m.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, City Secretary

**PLANO CITY COUNCIL
REGULAR SESSION
October 22, 2018**

COUNCIL MEMBERS PRESENT

Harry LaRosiliere, Mayor
Ron Kelley, Mayor Pro Tem
Angela Miner, Deputy Mayor Pro Tem
Anthony Ricciardelli
Rick Grady
Kayci Prince
Tom Harrison
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 LaRosiliere convened the Council into the Regular Session on Monday, October 22, 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

Sr. Pastor Sam Fenceroy with Mt. Olive Church Plano led the invocation and Daisy Girl Scout Troop 4583 with Shepard and Sigler Elementary Schools led the Pledge of Allegiance and Texas Pledge.

Proclamations and Special Recognitions

Presentation: Atmos Energy presented a \$2500 donation to Plano Fire-Rescue.

Presentation: Plano received the 2018 Bronze DFW Clean Cities Outstanding Fleet Recognition.

Presentation: The Plano Public Works Department received Full Re-Accreditation from the American Public Works Association.

Presentation: Plano received the Texas Chapter American Planning Association Planning Excellence Recognition.

Presentation: The EPA honored the City of Plano as WaterSense Promotional Partner of the Year.

Proclamation: October is National Disability Employment Awareness Month.

Certificates of Appreciation

Mayor LaRosiliere presented certificates of appreciation to outgoing board and commission members.

Comments of Public Interest

- Robert Pannell spoke to the Masonic Lodge's appreciation of city staff and the Council.
- John Salvey spoke to lifetime golf memberships at Los Rios Golf Club.

Consent Agenda

MOTION: Upon a motion made by Council Member Grady and seconded by Deputy Mayor Pro Miner, the Council voted 8-0, to approve all items on the Consent Agenda, except Item A, Item Q, and Item R as follows:

Approval of Expenditures

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

RFB No. 2018-0279-C for a one (1) year contract with four (4) City optional renewals for Pet Licensing for Animal Services to PetData, Inc. in the estimated annual amount of \$55,622; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "B")

RFQ No. 2018-0134-B for the Oak Point Recreation Center Outdoor Aquatic Facility Master Plan, Project No. 7034, for Parks and Recreation to Weston & Sampson Engineers, Inc. in the amount of \$108,500; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "C")

RFB No. 2018-0558-B for the Fire Station 2 Bay Door Replacement to IWC Texas, LLC in the amount of \$124,750; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item "D")

Purchase from an Existing Contract

To approve the purchase of Palo Alto Firewall Maintenance for a one (1) year contract for Technology Services in the amount of \$83,479 from Solid Border, Inc. through an existing contract; and authorizing the City Manager to execute all necessary documents. (DIR-TSO-4095) (Consent Agenda Item "E")

To approve the purchase of VISTA XLT Wearable Cameras for the Police Department in the amount of \$195,365 from WatchGuard Video through an existing contract; and authorizing the City Manager to execute all necessary documents. (Texas Department of Information Resources Contract No. DIR-TSO-4163) (Consent Agenda Item "F")

Approval of Change Order

To approve an increase to the current awarded contract amount of \$2,310,212 by \$59,238 for a total contract amount of \$2,369,450 for the Plano Transit Village Veloweb, Project No. 5435.4, to 2L Construction Company, LLC; and authorizing the City Manager to execute all necessary documents. (Contract No. 2017-0338-B, Change Order No. 1) (Consent Agenda Item “G”)

Approval of Expenditure

To approve an expenditure for professional services for Median Improvements 2018 -Tennyson Parkway, K Avenue and Legacy Drive, Project No. 7022, in the estimated amount of \$54,800 from Kimley-Horn and Associates, Inc.; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “H”)

To approve an expenditure in the amount of \$175,000 for a grant of hotel-motel tax revenues to USA Softball DFW, Inc. for hosting the USA Softball 2019 18U and 16U Gold Nationals softball tournament; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “I”)

To approve an expenditure for engineering design related services in the amount of \$155,100 from Burgess & Niple, Inc. for Valley Creek Drive and Arborcove Drive Paving and Water Improvements - Project No. 7041; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “J”)

To approve an expenditure for engineering design related services in the amount of \$304,875 from White Hawk Engineering & Design, LLC for Screening Wall Replacement - Independence Parkway - Project No. 7028; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “K”)

Approval of Contract / Agreement

To approve an Economic Development Incentive Agreement between the City of Plano, Texas, and Visual BI Solutions, Inc., a Texas corporation (“Company”), providing an economic development grant to the Company; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “L”)

To approve an Interlocal Cooperation Agreement between the City of Plano and Denton ISD for Adult Education and Literacy Services at Plano Public Library; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “M”)

To approve an Interlocal Agreement between the City of Plano and City of Frisco to jointly provide a homebuyer educational class for households attempting to purchase homes within each City’s territorial jurisdiction; designating the City Manager as Chief Executive Officer and authorized representative of the City for the purpose of executing the agreement; and providing an effective date. (Consent Agenda Item “N”)

To approve an Interlocal Agreement between the City of Plano and City of Lewisville to jointly provide a homebuyer educational class for households attempting to purchase homes within each City's territorial jurisdiction; designating the City Manager as Chief Executive Officer and authorized representative of the City for the purpose of executing the agreement; and providing an effective date. (Consent Agenda Item "O")

Adoption of Resolutions

Resolution No. 2018-10-8(R): To support Census Programs, Surveys, and Other Critical Preparations for Accurate Enumeration in the 2020 Census; and providing an effective date. (Consent Agenda Item "P")

Adoption of Ordinances

Ordinance No. 2018-10-9: To amend the Future Land Use Map, Growth and Change Map, Park Master Plan Map, and Bicycle Transportation Map of the Comprehensive Plan, originally adopted by Ordinance No. 2015-10-9, related to the 2018 update of the Park Master Plan, and to amend the Growth and Change Map of the Comprehensive Plan, originally adopted by Ordinance No. 2015-10-9, to reflect development that has already occurred within the City of Plano, Texas; and providing an effective date. Comprehensive Plan Amendment 2018-001. (Consent Agenda Item "S")

Ordinance No. 2018-10-10: To transfer the sum of \$175,000 from the Convention & Tourism Fund Unappropriated fund balance to the Convention & Tourism Operating Appropriation for fiscal year 2018-19 for the purpose of providing funding for the USA Softball 18U and 16U Gold National Tournament, amending the Budget of the City adopted by Ordinance No. 2018-9-9, specifically Section 1, Item "H", to reflect the actions taken herein; declaring this action to be a case of public necessity; and providing an effective date. (Consent Agenda Item "T")

Ordinance No. 2018-10-11: To amend Section 12-102 of Article V, Chapter 12, Motor Vehicles and Traffic, of the Code of Ordinances of the City of Plano, Texas to prohibit stopping, standing, or parking of motor vehicles on certain sections of Springhurst Drive and to establish 2-hour parking zones on certain sections of Tigua Drive, within the city limits of the City of Plano; and providing a penalty clause, a repealer clause, a severability clause, a savings clause, a publication clause, and an effective date. (Consent Agenda Item "U")

END OF CONSENT AGENDA

October 8, 2018 Minutes (Consent Agenda Item "A")

MOTION: Upon a motion made by Council Member Ricciardelli and seconded by Mayor Pro Tem Kelley, the Council voted 8-0, to approve the minutes with a correction to the Work Session Minutes designating Mayor LaRosiliere as absent.

Resolution No. 2018-10-12(R): To approve the issuance of revenue bonds in a principal amount not to exceed \$65,000,000 to be issued by the New Hope Cultural Education Facilities Finance Corporation for a residential senior living project, to be known as the Bridgemoor Plano Apartments, located near 14th Street and Park Vista Road, in Plano; and declaring an effective date. (Consent Agenda Item “Q”)

Colleen Epstein spoke in opposition of the item. There were no other speakers.

MOTION: Upon a motion made by Council Member Grady and seconded by Council Member Prince, the Council voted 8-0, to approve the issuance of revenue bonds in a principal amount not to exceed \$65,000,000 to be issued by the New Hope Cultural Education Facilities Finance Corporation for a residential senior living project, to be known as the Bridgemoor Plano Apartments, located near 14th Street and Park Vista Road, in Plano; and further to adopt Resolution No. 2018-10-12(R).

Council Member Harrison left the meeting at 7:51 p.m.

Resolution No. 2018-10-13(R): To adopt the 2019 Legislative Program for the City of Plano, Texas; directing the City Manager or his designee to act with regard to the City's 2019 Legislative Program; and providing an effective date. (Consent Agenda Item “R”)

Colleen Epstein spoke in opposition of the item. Warren Casteel spoke in support of the item. A motion to table made by Council Member Smith and seconded by Council Member Ricciardelli failed with a vote of 2-5, with Mayor LaRosiliere, Mayor Pro Tem Kelley, Deputy Mayor Pro Tem Miner, and Council Members Grady and Prince in opposition.

MOTION: Upon a motion made by Mayor LaRosiliere and seconded by Council Member Grady, the Council voted 5-2, with Council Members Ricciardelli and Smith in opposition, to adopt the 2019 Legislative Program for the City of Plano, Texas; directing the City Manager or his designee to act with regard to the City's 2019 Legislative Program; and further to adopt Resolution No. 2018-10-13(R).

Public Hearing and consideration of a request to waive the fifty (50) foot maximum height requirement for the construction of a flagpole, as required by Code of Ordinances Chapter 6, Article XII, Division 6, Section 6-501(a), to allow a flagpole to exceed the fifty (50) foot height requirement by 52.5 feet for an overall height of 102.5 feet to be located at 3033 West Presidential George Bush Hwy, Plano, Texas. Applicant: Champion Partners (Regular Item “1”)

Mayor LaRosiliere opened the public hearing. Don Wrightsmith representing the applicant, spoke to the project. No one else appeared to speak. Mayor LaRosiliere closed the public hearing.

Public Hearing and consideration of a request (Cont'd.)

MOTION: Upon a motion made by Mayor Pro Tem Kelley and seconded by Council Member Smith, the Council voted 7-0, to waive the fifty (50) foot maximum height requirement for the construction of a flagpole, as required by Code of Ordinances Chapter 6, Article XII, Division 6, Section 6-501(a), to allow a flagpole to exceed the fifty (50) foot height requirement by 52.5 feet for an overall height of 102.5 feet to be located at 3033 West Presidential George Bush Hwy, Plano, Texas with the restriction of flag use only.

Public Hearing and adoption of Ordinance No. 2018-10-14 as requested in Zoning Case 2018-004 to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, granting Specific Use Permit No. 83 for Recreational Vehicle Sales and Service on 13.2 acres of land located at the northwest corner of U.S. Highway 75 and State Highway 190, in the City of Plano, Collin County, Texas, presently zoned Corridor Commercial and located within the 190 Tollway/Plano Parkway Overlay District; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: Pitman Partners, LTD., North Texas Municipal Water District, and City of Plano (Regular Item “2”)

Mayor LaRosiliere opened the public hearing. Rick Fambro, representing the applicant, spoke to the project. No one else appeared to speak. Mayor LaRosiliere closed the public hearing.

MOTION: Upon a motion made by Deputy Mayor Pro Tem Miner and seconded by Council Member Smith, the Council voted 7-0, to grant Specific Use Permit No. 83 for Recreational Vehicle Sales and Service on 13.2 acres of land located at the northwest corner of U.S. Highway 75 and State Highway 190, in the City of Plano, Collin County, Texas, presently zoned Corridor Commercial and located within the 190 Tollway/Plano Parkway Overlay District; as requested in Zoning Case 2018-004; and further to adopt Ordinance No. 2018-10-14.

Public Hearing and consideration of an Ordinance as requested in Zoning Case 2018-019 to waive the 300-foot distance separation from arcade use to the residential zoning district, and to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, granting Specific Use Permit No. 84 for Arcade on 0.1 acre located 570 feet west of Custer Road and 810 feet south of 15th Street in the City of Plano, Collin County, Texas, presently zoned Planned Development-79-Retail; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: Asian New Century Square, LLC (Regular Item “3”)

Mayor LaRosiliere opened the public hearing. Eliza Wang, representing the applicant, spoke to the project. James Copper and Robert Miller spoke in opposition of the project. No one else appeared to speak. Mayor LaRosiliere closed the public hearing.

Public Hearing and consideration of an Ordinance (Cont'd.)

MOTION: Upon a motion made by Council Member Prince and seconded by Council Member Smith, the Council voted 7-0, to deny granting Specific Use Permit No. 84 for Arcade on 0.1 acre located 570 feet west of Custer Road and 810 feet south of 15th Street in the City of Plano, Collin County, Texas, presently zoned Planned Development-79-Retail; as requested in Zoning Case 2018-004.

Consideration of changing the name of the Senior Recreation Center, located in Harrington Park at 401 West 16th Street, Plano, Texas 75075, to Sam Johnson Recreation Center with the tag line For Adults 50+. (Regular Item “4”)

MOTION: Upon a motion made by Deputy Mayor Pro Tem Miner and seconded by Mayor Pro Tem Kelley, the Council voted 7-0, to change the name of the Senior Recreation Center located in Harrington Park at 401 West 16th Street, Plano, Texas 75075, to Sam Johnson Recreation Center with the tag line For Adults 50+.

With no further discussion, the Regular City Council Meeting adjourned at 9:14 p.m.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, City Secretary



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Technology Services

Department Head: Chris Chiancone

Agenda Coordinator: Vernie Rambo

CAPTION

RFB No. 2018-0106-B for a contract for Installation of Microwave Radio Network Routing Equipment Upgrade for Radio Shop to Scientel Solutions, LLC in the amount of \$59,400; 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	0	267,569	0	267,569
Encumbered/Expended Amount	0	-194,483	0	-194,483
This Item	0	-59,400	0	-59,400
Balance	0	13,686	0	13,686

FUND(S): Technology Improvements

COMMENTS: Funding for this item is available in the 2018-19 Technology Improvements Fund. This request is to install the Nokia equipment for the Microwave Radio Network upgrade, in the amount of \$59,400, which will leave a remaining balance of \$13,686 for future year expenditures in the Technology Improvements Fund.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
2018-0106-B Recommendation Memo	11/5/2018	Memo
2018-0106-B RFB Recap	11/5/2018	Bid Recap

Date: October 16, 2018

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

From: Chris Chiancone, Chief Information Office

Subject: Contract Award to Scientel for Nokia Network Upgrade Installation

Project: 2018-0106-B Installation of Microwave Radio Network Routing Equipment Upgrade

Background

Technology Services requires the purchase of Version 8.0 of Nokia software and hardware equipment in order to keep current with technology on the Plano, Allen, Wylie, and Murphy (PAWM) microwave radio network. The current software and hardware equipment has exceeded life-cycle constraints and must be upgraded. Listed below are the justifications for this request:

Standardized Network Configuration – The City's Radio Division manages the operations of the Joint Radio System microwave radio network, consisting of nine (9) tower sites. The network includes four (4) partner cities and a number of system subscribers throughout Collin and Denton Counties. The microwave radio portion of the network consists of system software and hardware from two primary vendors, Nokia and Motorola. Both vendors' hardware and software was selected in 2009 based on their strong portion in the public safety radio marketplace.

TS Support – The upgrade of the Nokia radio system allows for a low risk transition and minimal training for Radio Division staff that support the public safety systems. The Radio Division would have fewer software and hardware system to manage, as well as an established vendor platform for support issues that may be beyond the expertise of existing staff. For support needs, a single support call is all that is required, thereby, eliminating possible delays, reducing time to repair and impacts to public safety.

Current Infrastructure – The current Nokia platform has reached end of life and maintenance contract is not available. Currently, Nokia support is secured on a time and materials basis, which does not include the response time required for a public safety environment. This software and hardware upgrade provides an opportunity to correct this situation while increasing the overall reliability of the Joint Radio System microwave radio network. The upgrade also resolves the connectivity issues associated with Collin County becoming a partner on the PAWM network.

Process and Approval Justification

Council approved the purchase of the most current version of Nokia hardware and software for the upgrade. The hardware and software was ordered and delivered to the City's Radio Division.

The City issued an RFB to select a vendor to complete the installation of the Nokia components. After reviewing all submissions, the evaluation team selected Scientel Solutions, LLC to complete the installation portion of the Microwave Radio Routing Equipment Upgrade.

Project Cost/Budget

Based on the best value process, the team selected Scientel Solutions, LLC to complete the implementation portion of the project for a cost of \$59,399.90.

Impact if not approved by Council

The public safety enhancements included in the technology upgrade will be delayed along with the risks related to operating on hardware and software not supported by the vendor. The increased coverage gained by incorporating Collin County into the radio network will be at risk.

CITY OF PLANO

Bid No. 2018-0106-B

Installation of Microwave Radio Network Routing Equipment Upgrade

Bid Recap

Bid opening Date/Time: July 12, 2018 @ 3:00 PM

Number of Vendors Notified: 9,686

Vendors Submitting "No Bids": 1

Bids Evaluated Non-Responsive to Specifications: 1

Number of Bids Submitted: 3

<u>Vendor Name</u>	<u>Amount</u>
Scientel Solutions, LLC	\$ 59,400
Dawcom, LLC	\$116,200

Recommended Vendor(s):

Scientel Solutions, LLC

\$ 59,400

Vernie Rambo

Vernie Rambo, Senior Buyer

October 23, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Parks

Department Head: Robin Reeves

Agenda Coordinator: Kimberly Williams ext. 7204

CAPTION

RFB No. 2018-0295-C for a one (1) year contract with four (4) one-year City optional renewals for Herbicides, Pesticides and Misc. Chemicals for the Parks and Recreation Department to Helena Agri-Enterprises, LLC \$36,438, Rentokil North America, Inc. DBA Target Specialty Products \$11,296, Red River Specialties, LLC \$5,157, Pro Pest and Lawn Store \$58,460, Morning Star Industries, Inc. \$13,666 and SiteOne Landscape Supply \$33,588 in the total estimated annual amount of \$158,605; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: FY2018-19 thru FY2023-24	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	336,879	634,420	971,299
Encumbered/Expended Amount	0	-1,485	0	-1,485
This Item	0	-158,605	-634,420	-793,025
Balance	0	176,789	0	176,789

FUND(S): GENERAL FUND

COMMENTS: This item approves price quotes for herbicides, pesticides, and other miscellaneous chemicals used by Sports Turf Maintenance and Grounds Maintenance Service Districts 1, 2, and 3. The request is for approval of a one-year contract with four (4) one-year optional City renewals. The Parks and Recreation Department estimates \$158,605 for annual expenditures in the 2018-19 Budget, which will leave a remaining balance of \$176,789 in the current budget year. Future annual expenditures are also estimated to be \$158,605 for the 2019-20 through 2023-24 fiscal years. All future expenditures will occur within council approved appropriations.

SUMMARY OF ITEM

See Recommendation Memo

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	11/7/2018	Memo
Bid Recap	11/1/2018	Agreement

Date: October 31, 2018

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

From: Ron Smith, Park Services Manager

Subject: Award Recommendation – Contract 2018-0295-C Herbicides, Pesticides and Miscellaneous Chemicals

It is the recommendation of the Parks and Recreation Department to award Contract 2018-0295-C by line item to the lowest responsive, responsible bidders, versus a total award to one vendor due to total dollar savings achieved. The department notified 2,239 vendors and received 6 bids. The department recommends awarding the contract to the following vendors in the amounts shown below:

Recommended Vendors:

Helena Agri-Enterprises, LLC:

Section 1 Line items: 1, 9

Section 2 Line item: 7

Estimated Annual Amount: \$36,438

Rentokil North America, Inc. DBA Target Specialty Products:

Section 1 Line items: 3, 7

Section 2 Line items: 3, 6

Estimated Annual Amount: \$11,296

Red River Specialties LLC:

Section 1 Line items: 2, 5

Section 2 Line item: 4

Section 3 Line items: 1, 5

Estimated Annual Amount: \$5,157

Pro Pest and Lawn Store:

Section 1 Line items: 11, 12

Estimated Annual Amount: \$58,460

Morning Star Industries, Inc.:

Section 1 Line item: 10

Section 2 Line item: 2

Estimated Annual Amount: \$13,666

SiteOne Landscape Supply:

Section 1 Line items: 4, 6, 8

Section 2 Line items: 1, 5

Section 3 Line items: 2, 3, 4, 6

Estimated Annual Amount: \$33,588

It is also our recommendation to make no award on Section 1, Line Item 13 for Specticle as the quantities, were overestimated and the total is over our budgeted amount for this line item. We will rebid this item later. It is also our recommendation to make no award on Section 2, Line Item 8 for Demise Fire Ant and Insect Dehydrator as the one (1) bid we received on this item was over budget.

This is a one-year contract with four (4) one-year City-optional renewals. The estimated annual expenditure is \$158,605 and this amount is within the budgeted amount for this contract.

This contract will be utilized for the purchase of various herbicides, insecticides and miscellaneous chemicals for use on athletic sites, parks, medians & rights of way, and public building grounds in Plano. Chemical application is a key component of a complete turf maintenance program and insect control. Chemical applications are major contributors in weed and insect control, which leads to healthy turf that is safe for park users.

Should approval be denied, the turf surfaces would become severely infested with weeds and insects, in turn weakening the turf, which will make it unsafe and unusable to the public.

Cc: Robin Reeves, Director of Parks and Recreation

CITY OF PLANO
BID NO. 2018-0295-C
RFB Herbicides, Pesticides and Miscellaneous Chemicals
BID RECAP

Bid opening Date/Time: May 14, 2018 @ 2:00 pm

Number of Vendors Notified: 2239

Vendors Submitting "No Bids": 1

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 6

Rentokil North America, Inc. DBA Target Specialty Products	(23/25 Items)	\$210,962
Helena Agri-Enterprises, LLC	(25/25 Items)	\$175,321
Morning Star Industries, Inc.	(18/25 Items)	\$171,392
Pro Pest and Lawn Store	(19/25 Items)	\$169,556
SiteOne Landscape Supply	(23/25 Items)	\$159,130
Red River Specialties, LLC	(15/25 Items)	\$ 83,169

Recommended Vendors:

Helena Agri-Enterprises, LLC:
Section 1 Line items: 1, 9
Section 2 Line items: 7
Estimated Annual Amount: \$36,438

Rentokil North America, Inc. DBA Target Specialty Products:
Section 1 Line items: 3, 7
Section 2 Line item: 3, 6
Estimated Annual Amount: \$11,296

Red River Specialties, LLC:
Section 1 Line items: 2, 5
Section 2 Line items: 4
Section 3 Line item: 1, 5
Estimated Annual Amount: \$5,157

Pro Pest and Lawn Store:
Section 1 Line item: 11, 12
Estimated Annual Amount: \$58,460

Morning Star Industries, Inc.:
Section 1 Line item: 10
Section 2 Line item: 2
Estimated Annual Amount: \$13,666

SiteOne Landscape Supply:
Section 1 Line item: 4, 6, 8
Section 2 Line item: 1, 5
Section 3 Line item: 2, 3, 4, 6
Estimated Annual Amount: \$33,588

Total Annual Expenditure \$158,605

Kimberly Williams

Kimberly Williams
Buyer II

November 1, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Facilities

Department Head: B. Caleb Thornhill

Agenda Coordinator: Michael Parrish x7554

CAPTION

RFB No. 2018-0570-B for the Relocation of the Transportation Management Center to KC Construction Services, Inc. in the amount of \$160,790; 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	343,755	1,028,079	250,000	1,621,834
Encumbered/Expended Amount	-343,755	-328,119	0	-671,874
This Item	0	-160,790	0	-160,790
Balance	0	539,170	250,000	789,170

FUND(S): Street Improvements CIP

COMMENTS: Funding is available in the 2018-19 Street Improvements CIP for this item. Relocation of the Transportation Management Center, in the amount of \$160,790, will leave a current year balance of \$539,170 available for future improvements to the Transportation Management Center or other signalization initiatives.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City, Strong Local Economy, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Social Environment, Economic Environment, Regionalism

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	11/6/2018	Memo
Bid Recap	11/1/2018	Bid Recap

Date: November 2, 2018

To: Bruce D. Glasscock
City Manager

Via: B. Caleb Thornhill
Director of Engineering

From: Richard Medlen
Facilities Maintenance Superintendent

Subject: Relocation of Transportation Management Center – Bid #2018-0570-B

I have reviewed the bids submitted for the relocation of the Transportation Management Center. I recommend award to the lowest responsive responsible bid submitted from KC Construction Services, Inc. for \$160,790.27. There were two additional bids submitted from Falkenberg Construction Co., Inc. for \$245,935.00 and 308 Construction LLC for \$265,690.25.

The existing Traffic Management Center's outdated technology can no longer serve the significantly increased number of monitored intersections and increased complexity requirements for managing mobility throughout the City. The assessment conducted by an outside consultant determined the need of a larger space for newer technology with additional monitors, and additional personnel to meet the demands of the department. The current space cannot meet those needs and will be repurposed when the project is complete.

The funding for the project is in CIP Account #36742.

Please contact me if you have any questions.

/md

cc: Jim Razinha
Brian Shewski
Sandy Bloomer
Matt Yager
Michael Parrish
Earl Whitaker

CITY OF PLANO

RFB No. 2018-0570-B

Relocation of Transportation Management Center

Bid Recap

Bid Opening Date/Time: October 10, 2018, at 2:00 PM

Number of Vendors Notified: 1,560

Vendors Submitting “No Bids”: 0

Number of Bids Submitted: 3

VENDOR NAME

KC Construction Services, Inc.
Falkenberg Construction Co., Inc.
308 Construction LLC

TOTAL BID

\$160,790.27
\$245,935.00
\$265,690.25

RECOMMENDED VENDOR

KC Construction Services, Inc.

TOTAL BID

\$160,790.27

Michael Parrish

Michael Parrish, Senior Buyer

October 12, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Cynthia Hogue

CAPTION

RFB No. 2018-0483-B for I Avenue - 14th Street to 15th Street, Project No. 6820, for Engineering to XIT Paving and Construction, Inc. in the amount of \$590,592; 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	34,550	695,450	0	730,000
Encumbered/Expended Amount	-34,550	-17,701	0	-52,251
This Item	0	-590,592	0	-590,592
Balance	0	87,157	0	87,157

FUND(S): Street Improvement CIP, Water CIP & Sewer CIP

COMMENTS: Funding for this item is available in the 2018-19 Street Improvements CIP, Water CIP and Sewer CIP. Construction of the I Avenue 14th Street to 15th Street Paving, Water & Sanitary Sewer Improvements project, in the amount of \$590,592, will leave a project balance of \$87,157 available for future project expenditures.

SUMMARY OF ITEM

The Engineering Department accepted bids on August 24, 2018 for the I Avenue (from 14th Street to 15th Street) project. The project includes replacing sewer and water lines, street paving, sidewalk, driveways and barrier free ramp paving.

The lowest responsive and responsible bid was submitted by XIT Paving and Construction, Inc., in the amount of \$590,592. City staff chose Alternate 1 to provide a condensed construction schedule and provide improved access during the construction, which will have a positive impact on the quality of life for nearby residents and users. There were a total of 6,797 vendors notified of this project. Six (6) complete bids were received for the project as shown in the attached bid recap.

If this project is not awarded, the result is continued deterioration of the existing sewer and water lines and street paving in this section of I Avenue, between 14th Street and 15th Street. Not rehabilitating the infrastructure included in this project could cause increased maintenance costs for the City and have a negative impact on the quality of life in this neighborhood.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live, Exciting Urban Centers - Destination for Residents and Guests

Plano Tomorrow Plan Pillar:

Built Environment, Economic Environment

ATTACHMENTS:

Description	Upload Date	Type
Bid Recap	10/24/2018	Bid Recap
Location Map	10/31/2018	Map

CITY OF PLANO

RFB CIP

Bid No. 2018-0483-B

I Avenue 14th Street to 15th Street

Project No. 6820

Bid Recap

Bid Opening Date/Time: August 24, 2018 @ 11:00 AM (CST)

Number of Vendors Notified: 6,797

Vendors Submitting "No Bids": 0

Number of Non-Responsive Bids Submitted: 0

Number of Responsive Bids Submitted: 6

<u>Vendor:</u>	<u>Total Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
XIT Paving and Construction, Inc.	\$552,758.20	\$590,592.20	\$585,469.20
Pavecon Public Works, LP	\$567,282.42	\$649,500.00	\$619,928.42
McMahon Contracting, LP	\$620,856.40	\$652,054.70	\$664,982.82
FNH Construction, LLC	\$626,660.00	\$676,740.00	\$645,000.00
EJ Smith Construction Company, LLC	\$605,350.25	\$671,867.25	\$705,119.25
Joe Funk Construction, Inc.	\$750,517.00	\$846,589.60	\$777,636.30

Recommended Vendor:

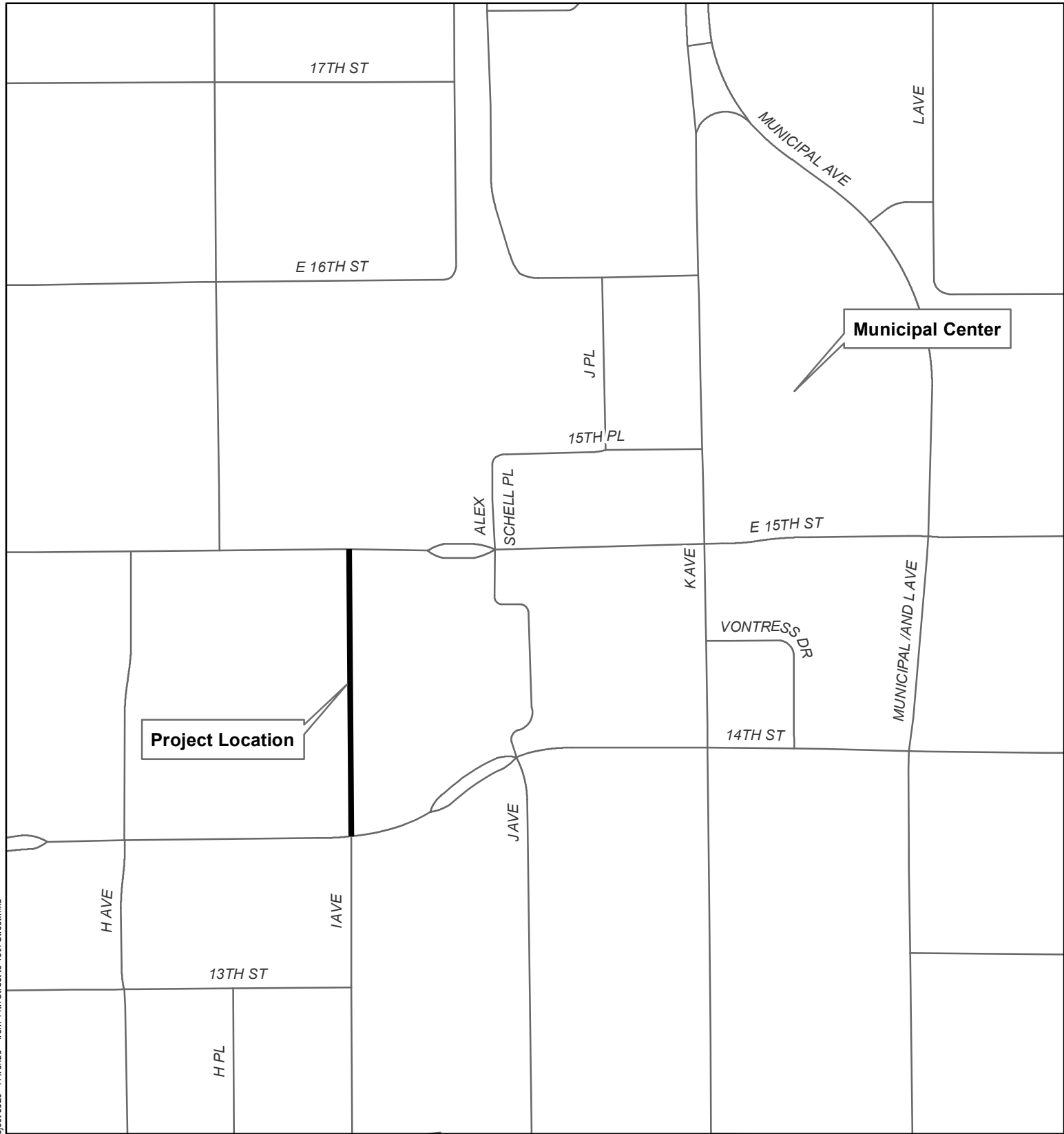
XIT Paving and Construction, Inc.	\$552,758.20	\$590,592.20	\$585,469.20
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Cynthia Hogue

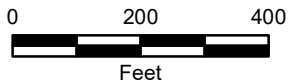
Cynthia Hogue, Contract Administrator

October 4, 2018

Date



\\buie2\GIS\Projects\Engineering\2018-10-09_Project6820_DD\Project6820 - I Avenue - from 14th Street to 15th Street.mxd

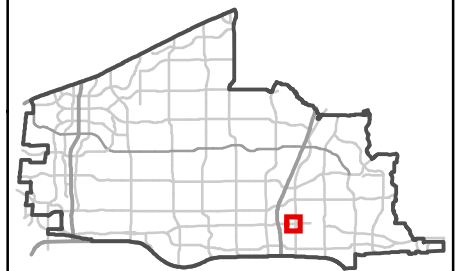


City of Plano GIS Division
October 2018

I Avenue – 14th Street to 15th Street

Project 6820

Project Location



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Libby McCabe

CAPTION

RFB No. 2018-0588-B for Intersection Improvements - McDermott Road, 15th Street and Plano Parkway, Project No. 6336, to Rebcon, Inc. in the amount of \$841,643; 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		7,764	1,127,935	0	1,135,699
Encumbered/Expended Amount		-7,764	-7,900	0	-15,664
This Item		0	-841,643	0	-841,643
BALANCE		0	278,392	0	278,392

FUND(S): Street Improvements CIP

COMMENTS: Funding for this item is available in the 2018-19 Street Improvements CIP. Construction services for the Intersection Improvements - McDermott Road, 15th Street and Plano Parkway project, in the amount of \$841,643, will leave a project balance of \$278,392 available for future expenditures on this or other street improvement projects.

SUMMARY OF ITEM

The Engineering Department accepted bids on October 5, 2018 for the Intersection Improvements - McDermott Road, 15th Street and Plano Parkway Project No. 6336. The project includes construction of additional left and right turn lanes, extension of existing turn lanes and modification of traffic signals on McDermott Road and Ohio Drive intersection; extension of existing storage for Eastbound and Westbound left turn lanes on 15th Street at Alma Drive and construction of a left turn lane on Plano Parkway 150 ft. east of K Avenue.

The lowest responsive and responsible bid was submitted by Rebcon, Inc., a Texas Corporation, in the amount of \$841,643.20. There were a total of 11,897 vendors notified of this project. Ten complete bids were received for the project as shown in the attached bid recap.

If this project is not awarded, the result will be continued traffic congestion at these locations, having a negative impact on the quality of life in these areas.

Strategic Plan Goal:

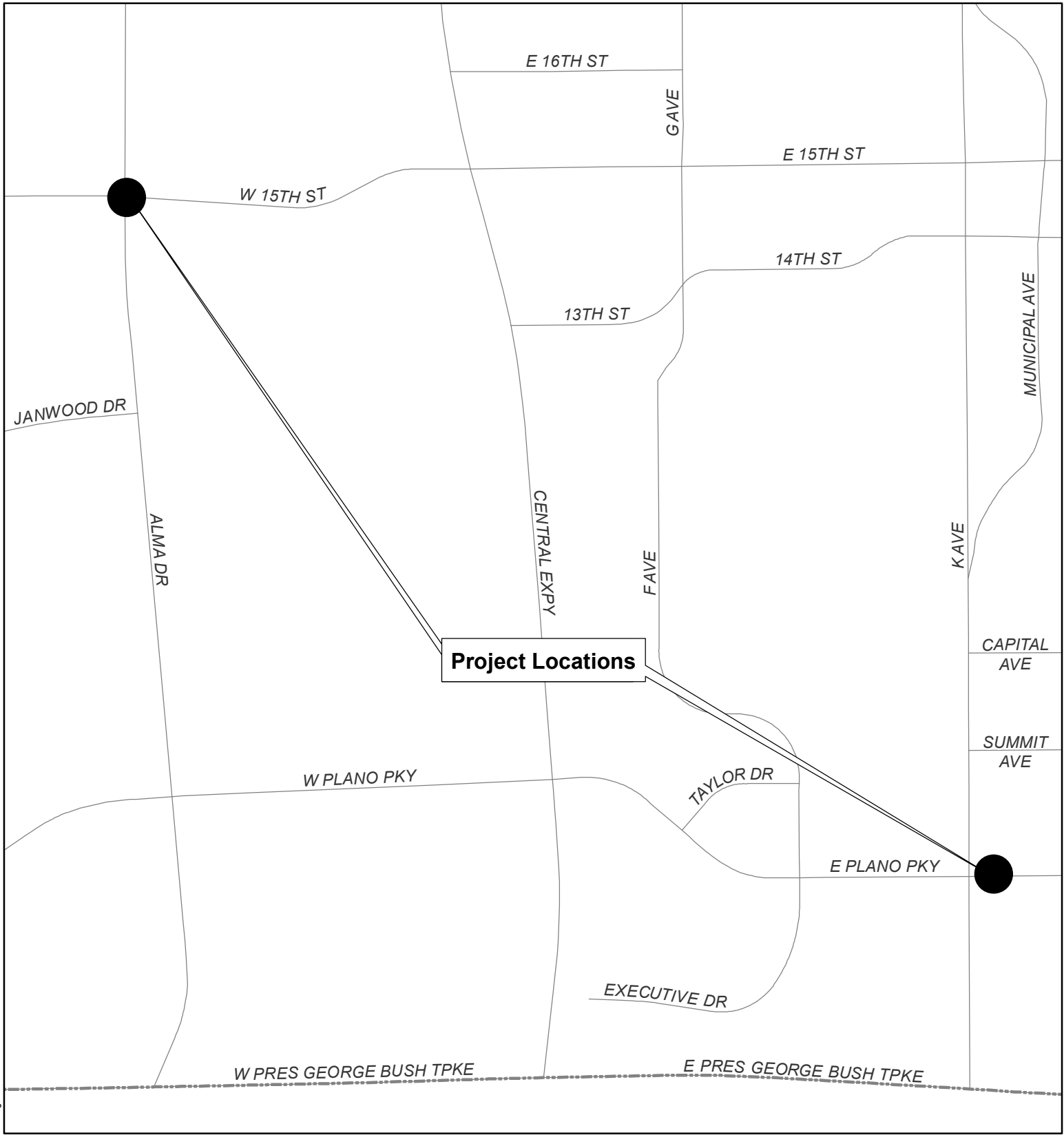
Financially Strong City with Service Excellence, Great Neighborhoods - 1st Choice to Live

Plano Tomorrow Plan Pillar:

Built Environment, Economic Environment

ATTACHMENTS:

Description	Upload Date	Type
Location Maps	10/29/2018	Map
Bid Recap	10/29/2018	Bid Recap



0 450 900
Feet



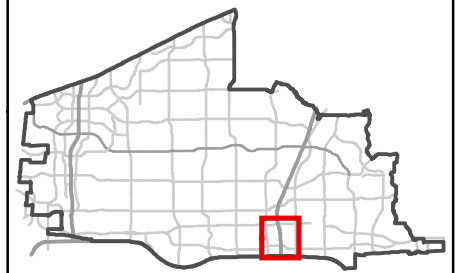
City of Plano BI-GIS Division
October 2018

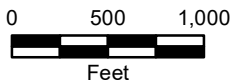
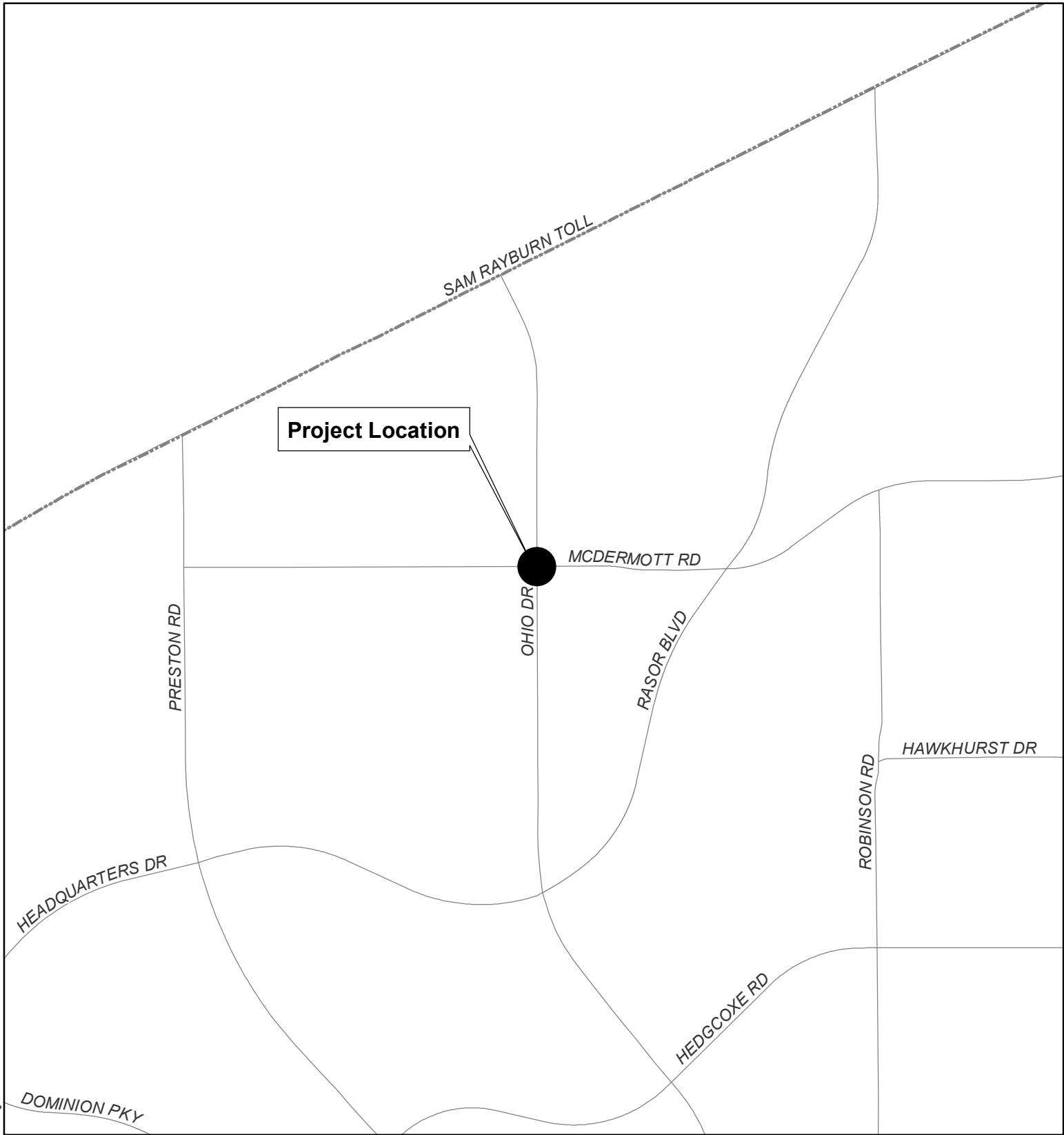
Intersection Improvements – McDermott Road, 15th Street and Plano Parkway

Project No. 6336

Page 1 of 2

Project Location

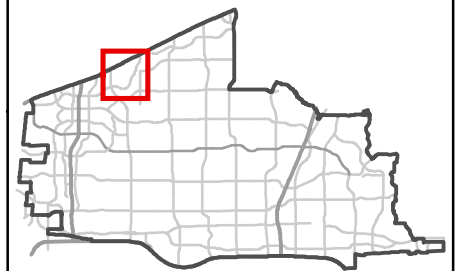




Intersection Improvements – McDermott Road, 15th Street and Plano Parkway

Project No. 6336

Project Location



CITY OF PLANO

RFB CIP

Bid No. 2018-0588-B

**Intersection Improvements – McDermott Road, 15th Street,
and Plano Parkway
Project No. 6336**

Bid Recap

Bid Opening Date/Time: October 5, 2018 @ 2:00 PM (CST)

Number of Vendors Notified: 11,897

Vendors Submitting “No Bids”: 0

Number of Non-Responsive Bids Submitted: 0

Number of Responsive Bids Submitted: 10

<u>Vendor:</u>	<u>Total Bid</u>
Axis Contracting, Inc.	\$1,276,041.96
EJ Smith Construction Company, LLC	\$1,020,516.00
FNH Construction, LLC	\$1,210,466.00
Jeske Construction Company	\$1,036,037.00
Jim Bowman Construction Company, LP	\$ 914,959.00
Joe Funk Construction, Inc.	\$1,160,145.01
RBR Infrastructure & Road, LLC	\$1,096,897.00
Rebcon, Inc.	\$ 841,643.20
Tiseo Paving Company	\$ 898,520.00
Urban Infraconstruction, LLC	\$1,034,468.75

Recommended Vendor:

Rebcon, Inc.	\$ 841,643.20
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Cynthia Hogue

Cynthia Hogue, Contract Administrator

October 11, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Fleet Services

Department Head: Gerald Cosgrove

Agenda Coordinator: Lincoln Thompson (Ext. 7376)

CAPTION

To approve the purchase of six (6) Refuse Trucks in the amount of \$1,099,452 from Bond Equipment Company, Inc., four (4) Automated Side Load Bodies in the amount of \$448,789 from BTE Body Company, and two (2) Rear Load Bodies in the amount of \$204,400 from Heil of Texas for a total amount of \$1,752,641 for Fleet Services to be utilized by Environmental Waste Collections through existing contracts; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 516-16 and 521-16) **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	1,706,275	0	1,706,275
Encumbered/Expended Amount	0	0	0	0
This Item	0	-1,752,641	0	-1,752,641
Balance	0	-46,366	0	-46,366

FUND(S): Equipment Replacement Fund and Sustainability & Environmental Services Fund

COMMENTS: Funds are available in the FY 2018-19 Adopted Budget to purchase six (6) Refuse Trucks, four (4) Automated Side Load Bodies, and two (2) Rear Load Bodies for the scheduled replacement of units 11916, 12924, 12936, 13940, and 13942 in Cost Center 748/Environmental Waste Collections. One (1) unit is an approved New Addition from the Capital Outlay List for Cost Center 748/Environmental Waste Collections. The additional funds of \$46,366 needed for this purchase are available from savings in previous Equipment Replacement Fund purchases.

SUMMARY OF ITEM

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Texas Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (BuyBoard Contract No. 516-16 and 521-16 / City of Plano Internal Contract No. 2019-0049-O) 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	11/6/2018	Memo
Cooperative Quote Recap	10/29/2018	Cooperative Quote Recap

Date: November 5, 2018

To: Bruce D. Glasscock, City Manager

From: Gerald Cosgrove, P.E., Director of Public Works

Subject: Refuse Trucks and Truck Bodies Purchase Recommendation

It is the recommendation of Fleet Services to purchase six (6) Refuse Trucks and six (6) Truck Bodies. Six (6) Refuse Trucks will be purchased from Bond Equipment Company, Inc. in the amount of \$1,099,452.00 through BuyBoard Contract No. 521-16. Four (4) Automated Side Load Bodies will be purchased from BTE Body Company in the amount of \$448,789.20 through BuyBoard Contract No. 516-16. Two (2) Rear Load Bodies will be purchased from Heil of Texas in the amount of \$204,400.00 through BuyBoard Contract No. 516-16. The total cost of the six (6) Refuse Trucks and Truck Bodies is \$1,752,641.20.

In prior years, these particular makes and models of Refuse Trucks have been purchased from these vendors because they met the City's needs for Environmental Waste Collections and allowed for standardization of Refuse Trucks. The standardization of Refuse Trucks minimizes vehicle downtime by allowing Fleet technicians to become familiar with a small number of vehicle makes, thereby decreasing diagnosis time and increasing efficiency. This also creates a standardization of parts that allows us to keep more parts in stock and decrease the downtime that results from the order of non-stocked parts.

Purchasing these Refuse Trucks and Truck Bodies through BuyBoard contracts has been found to be the best value for the City.

Five (5) units are scheduled replacements of units numbers 11916, 12924, 12936, 13940, and 13942 Truck, Compactor in Cost Center 748 Environmental Waste Collections. One (1) unit is an approved new addition from the Capital Outlay List for FY 2018-19, Supplement 7480001, to be purchased in Cost Center 748 Environmental Waste Collections. Due to operational demands, it is necessary to purchase the Refuse Trucks and Truck Bodies at this time.

The purchase of the Refuse Trucks and Truck Bodies for Cost Center 748 Environmental Waste Collections is necessary for the following reasons:

1. These units are essential to Environmental Waste Collections' daily operations and are required to maintain current service levels.
2. The old Refuse Trucks and Truck Bodies are in need of replacement. The determination for the need of replacement is based on age, usage, maintenance cost, and re-sale value. Based on these criteria, Fleet Services recommends the replacement of the above vehicles.
3. If these units are not replaced we will incur additional maintenance costs and the salvage value will be greatly depreciated. In addition, the older, aging units will limit the users' ability to perform their duties because of increased breakdowns and additional downtime for repairs

**CITY OF PLANO
SOLICITATION NO. 2019-0049-O
REFUSE TRUCKS AND TRUCK BODIES
COOPERATIVE QUOTE RECAP**

Number of Vendors Contacted: 3

Vendors Submitting "No Bids": 0

Quotes Deemed Non-responsive: 0

Number of Responsive Quotes Received: 3

Six (6) Refuse Trucks from Bond Equipment Company, Inc. via BuyBoard Contract No. 521-16	\$1,099,452.00
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Four (4) Automated Side Load Bodies from BTE Body Company via BuyBoard Contract No. 516-16	\$ 448,789.20
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Two (2) Rear Load Bodies from Heil of Texas via BuyBoard Contract No. 516-16	\$ 204,400.00
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Total Cost	\$1,752,641.20
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Lincoln Thompson

Lincoln Thompson
Senior Buyer

October 25, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Parks

Department Head: Robin Reeves

Agenda Coordinator: Teresa Cox ext:7539

CAPTION

To approve the purchase of Swimming Pool Supplies and Services ending May 31, 2019 with one (1) twelve-month City optional renewal for Parks and Recreation in the estimated annual amount of \$75,000 from Sunbelt Pools through an existing contract; and authorizing the City Manager to execute all necessary documents. (Buyboard Contract No. 533-17) **Approved**

FINANCIAL SUMMARY

CIP

FISCAL YEAR: 2018-19, 2019-20	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	153,304	341,417	212,100	706,821
Encumbered/Expended Amount	-153,304	0	0	-153,304
This Item	0	-75,000	-75,000	-150,000
Balance	0	266,417	137,100	403,517

FUND(S): Capital Maintenance Fund

COMMENTS: Funding for this item is available in the 2018-19 Capital Maintenance Fund Budget and is expected in 2019-20, as well. Awarding of a supply and service contract with an optional one (1) year renewal, in the estimated amount of \$75,000 for each year will leave a balance of \$403,517 available for future expenditures related to pool equipment.

SUMMARY OF ITEM

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Texas Local Government

Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (Buyboard Contract No. 533-17, City of Plano Contract No. 2019-0025-O)

Strategic Plan Goal:

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

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	11/6/2018	Memo

Date: October 8, 2018

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

From: Robin Reeves, Director Parks and Recreation

Subject: **Award Recommendation for Cooperative Contract 533-17, Swimming Pool Chemicals, Supplies and Equipment**

The Parks and Recreation department is in need of a supply and service contract for the City's swimming pools. The contract will be used in conjunction with, and in addition to, internal personnel to provide swimming pool repair services on an as needed basis. This will assist staff in performing necessary repairs and preventative maintenance while keeping the facilities open to the public to the greatest extent possible.

This cooperative contract best meets the needs of the City, as it is the only one that covers a broad range of products and services that are necessary to properly maintain the City's swimming pools. The contract includes a discount on parts and labor for repairs to the mechanical equipment, chemical feeding systems, pool coatings, and electrical systems.

It is the recommendation of the Parks and Recreation Department to award Buyboard Cooperative Contract #533-17, Swimming Pool Chemicals, Supplies and Equipment to Sunbelt Pools in an estimated annual amount \$75,000. This contract is effective from date of award through May 31, 2019 with an option to renew for an additional one year. The contract period will run concurrent with the Buyboard contract term.

If this contract is not awarded, the aquatic facilities may experience more frequent and lengthy closures while individual contracts are developed and secured. The extended closure of the aquatic facilities would directly impact the revenue generated by the Parks and Recreation Department as there would be a reduction in the number of Recreation Center Memberships and daily fees paid by the public.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Parks

Department Head: Robin Reeves

Agenda Coordinator: Kimberly Williams ext. 7204

CAPTION

To approve the purchase of Infield Material for Ballfields for the Parks and Recreation Department in the estimated amount of \$150,550 from MasterTurf Products and Service, Inc. through an existing contract; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 529-17)

Approved

FINANCIAL SUMMARY

CIP

FISCAL YEAR:	2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		894,141	748,299	625,000	2,267,440
Encumbered/Expended Amount		-894,141	-14,500	0	-908,641
This Item		0	-150,550	-0	-150,550
BALANCE		0	583,249	0	1,208,249

FUND(S): Capital Maintenance Fund

COMMENTS:

Funding for this item is available in the 2018-19 Capital Maintenance Fund Budget. This request to purchase Infield Material for Ballfields for the Parks and Recreation Department, in the estimated amount of \$150,550, will leave a current year balance of \$583,249 available for future expenditures at City of Plano athletic fields.

SUMMARY OF ITEM

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Texas Local Government Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for

items. (Buyboard Contract No. 529-17 and the City of Plano Contract No. 2019-0015-O)

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Social Environment, Economic Environment

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	10/31/2018	Memo
Bid Recap	10/31/2018	Bid Recap

Date: October 30, 2018

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

From: Ron Smith – Park Services Manager

Subject: Award Recommendation – 2019-0015-O Purchase and Installation of Master Turf Infield Material

This purchase will refresh and replenish 11 existing baseball/softball infields with *Master Seal Infield Mix*, a proprietary topsoil mix used by the City of Plano to improve infield conditions and reduce the frequency of game rain outs. The topsoil mix is provided by Master Turf Products and Services, Inc.

The list of 11 fields identified to receive the refresh include all 9 fields at Heritage Yards and 2 fields at High Point Park. It has been over five years since these particular fields received a refresh of Master Seal Infield Mix. Refreshing infield material is a required maintenance practice. Over time, infield material breaks down and blows or washes away, leaving an inferior, slow-drying playing surface.

The refreshing process includes several tons of a proprietary product delivered to each field, followed by laser grading to insure proper material distribution. Due to the varying depth of existing infield material at each field, calculating the exact amount of material is difficult. The vendor's estimate for all 11 fields is \$150,550.

The City of Plano currently has 64 baseball/softball game fields. All but six are amended with Master Seal Infield Mix. The six omitted fields do not have the game usage to warrant the expense of installing Master Turf, or any other additive. They remain solely clay based infields.

The result of using Master Seal has been extremely positive for the City of Plano, benefiting Plano-based teams and leagues that play on these fields daily. Tournaments are attracted to Plano due to the quality playing surface and fast recovery time after rain, leading to economic impact to the community.

Master Seal Infield Mix is a proprietary product that is manufactured by and only available from one vendor. The vendor only allows direct purchase.

The outcome of using Master Seal Infield Mix aligns with Plano's commitment to be financially strong, provide service excellence and to foster the social and economic environment. Should the request be denied, the quality of Plano's ballfields will decline, resulting in a loss of service to Plano residents and a reduced Sports Tourism economic impact.

CITY OF PLANO
SOLICITATION NO. 2019-0015-O
INFIELD MATERIAL FOR BALLFIELDS
COOPERATIVE QUOTE RECAP

Number of Vendors Contacted: 1

Vendors Submitting "No Bids": 0

Quotes Deemed Non-responsive: 0

Number of Responsive Quotes Received: 1

MasterTurf Products and Service, Inc.
via BuyBoard Contract No. 529-17

\$150,550.00

Recommended Vendor:

MasterTurf Products and Service, Inc.
via BuyBoard Contract No. 529-17

\$150,550.00

Kimberly Williams

Kimberly Williams
Buyer II

October 30, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Parks

Department Head: Robin Reeves

Agenda Coordinator: Teresa Cox ext:7539

CAPTION

To approve the purchase of Furniture for the Sam Johnson Recreation Center in the amount of \$272,797 from Business Interiors, Inc., Interior Resources Group, Wilson Office Interiors, LLC, and Mity-Lite, Inc. through existing contracts; and authorizing the City Manager to execute all necessary documents. (TXMAS Contract No's. 4-7110240, 17-7103, 17-7106, 18-7105, 18-7801; NIPA Contract No's. R142213, R142217, P15-150-DT; and BuyBoard Contract No. 503-16) **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: FY 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	460,303	0	460,303
Encumbered/Expended Amount	0	-76,411	0	-76,411
This Item	0	-272,797	0	-272,797
Balance	0	111,095	0	111,095

FUND(S): General Fund

COMMENTS: Funding for this item is available in the FY 2018-19 Plano Senior Recreation Center Budget. The purchase of furniture following renovation and expansion of the Senior Recreation Center, in the amount of \$272,797, will leave an available balance of \$111,095 available for future expenditures.

SUMMARY OF ITEM

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 271 Subchapter F of the Texas Local Government

Code and by doing so satisfies any State Law requiring local governments to seek competitive bids for items. (TXMAS Contract No's. TXMAS-4-7110240, TXMAS-17-7103, TXMAS-17-7106, TXMAS-18-7105, TXMAS-18-7801; NIPA Contract No's. NIPA R142213, NIPA R142217, NIPA P15-150-DT, and BuyBoard Contract No. 503-16, City of Plano Contract No. 2018-0519-O)
See Recommendation Memo.

Strategic Plan Goal:

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

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	11/6/2018	Memo
Cooperative Quote Recap	11/6/2018	Cooperative Quote Recap

Date: November 2, 2018

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

From: Robin Reeves, Director Parks and Recreation

Subject: Sam Johnson Recreation Center Furniture - Bid No. 2018-0519-O

Working with the Purchasing Department, we solicited quotes from twenty-seven cooperative vendors for new furniture for the renovation and expansion of the Sam Johnson Recreation Center, 401 West 16th Street. Quotes submitted by vendors had their pricing separated by manufacturer due to the fact that manufacturers have different cooperative contract numbers. Both complete and partial quotes were allowed.

Quotes were submitted by:

- Business Interiors, Inc. (Quoted 15 out of 15 Manufacturers), for \$289,462.67
- Interior Resources Group (Quoted 15 out of 15 Manufacturers), for \$325,462.67
- Wilson Office Interiors, LLC (Quoted 15 out of 15 Manufacturers) for \$296,759.22
- Workplace Solutions (Quoted 13 out of 15 Manufacturers), for \$311,142.53
- GL Seaman & Company (Quoted 12 out of 15 Manufacturers), for \$271,381.15
- McKinney Office Supply (Quoted 11 out of 15 Manufacturers), for \$166,015.64
- Ables-Land, Inc. (Quoted 3 out of 15 Manufacturers), for \$86,882.54
- Mity-Lite, Inc. (Quoted 1 out of 15 Manufacturers), for \$16,375.82
- Plano Office Supply (Quoted 1 out of 15 Manufacturers), for \$14,387.02
- Production Automation Corporation (Quoted 1 out of 15 Manufacturers), for \$3,438.00
- Texas Furniture Source, Inc. (Quoted 1 out of 15 Manufacturers), for \$8,301.94.

After review, we recommend awarding to the lowest quotes for each item manufacturer as shown below:

Business Interiors, Inc. Manufacturers: Clarus, Grand Rapids Chair, High Tower, KI Furniture, Kimball Office, Lacasse, Landscape Forms, OFS, Sit On It, and Studiowise	\$ 183,987.14
Interior Resources Group Manufacturers: JSI Jasper Group Brand and Community	\$ 48,925.94
Wilson Office Interiors, LLC Manufacturers: Allsteel, HON, and Metro Shelving	\$ 23,508.33
Mity-Lite, Inc. Manufacturers: Mity-Lite	\$ 16,375.82
Total Awarded Amount	\$ 272,797.23

The new furniture is needed to meet the design layout of newly added spaces as well as renovated areas of the recreation center. Items include:

- Office and check-in desk furniture
- Classroom and multipurpose room tables and chairs
- Lobby and hallway benches, tables and chairs
- Dining room tables and chairs
- Table and chair carts

The purchase of new furniture to replace worn out and outdated pieces after a building renovation is in keeping with the expectations of the citizens of Plano. To fund an expansion and renovation of an existing facility, and not fund new furnishings to fill the new and updated spaces, would not be meeting our citizens' expectations of excellence within our facilities, nor our city's operational driver, *Well maintained community*.

Funding for the project was approved and is in account 01.656.8411.

Feel free to contact me if you have any questions.

cc: Colette Hall



Quote No. 2018-0519-O

Sam Johnson Recreation Center Furniture

Cooperative Quote Recap

Quote Due Date/Time: October 4, 2018 at 5:00 PM

Number of Vendors Contacted: 27

Vendors Submitting "No Bids": 0

Number of Quotes Submitted Non-Responsive: 0

Number of Quotes Submitted: 12

VENDOR NAME

AMOUNT

Business Interiors, Inc. (Quoted 15 out of 15 Manufacturers)	\$289,462.67
Interior Resources Group (Quoted 15 out of 15 Manufacturers)	\$325,462.67
Wilson Office Interiors, LLC (Quoted 15 out of 15 Manufacturers)	\$296,759.22
Workplace Solutions (Quoted 13 out of 15 Manufacturers)	\$311,142.53
GL Seaman & Company (Quoted 12 out of 15 Manufacturers)	\$271,381.15
McKinney Office Supply (Quoted 11 out of 15 Manufacturers)	\$166,015.64
Ables-Land, Inc. (Quoted 3 out of 15 Manufacturers)	\$86,882.54
Mity-Lite, Inc. (Quoted 1 out of 15 Manufacturers)	\$16,375.82
Plano Office Supply (Quoted 1 out of 15 Manufacturers)	\$14,387.02
Production Automation Corporation (Quoted 1 out of 15 Manufacturers)	\$3,438.00
Texas Furniture Source, Inc. (Quoted 1 out of 15 Manufacturers)	\$8,301.94

RECOMMENDED VENDOR

AMOUNT

Business Interiors, Inc. Manufacturers: Clarus, Grand Rapids Chair, High Tower, KI Furniture, Kimball Office, Lacasse, Landscape Forms, OFS, Sit On It, and Studiowise	\$183,987.14
Interior Resources Group Manufacturers: JSI Jasper Group Brand and Community	\$48,925.94
Wilson Office Interiors, LLC Manufacturers: Allsteel, HON, and Metro Shelving	\$23,508.33
Mity-Lite, Inc. Manufacturers: Mity-Lite	\$16,375.82
Total Awarded Amount	\$272,797.23

Michael Parrish

Michael Parrish, Senior Buyer

October 18, 2018

Date



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Parks

Department Head: Robin Reeves

Agenda Coordinator: Teresa Cox ext:7539

CAPTION

To approve an increase to current awarded annual amount of \$783,100 by \$342,500, for a total annual amount of \$1,125,600, for the purchase of additional Advertising for Visit Plano from Atkins International, LLC; and authorizing the City Manager to execute all necessary documents. (Contract No. 2017-0400-C, Modification No.1) **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: 2018-19 thru 2023-24	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	896,236	4,844,900	5,741,136
Encumbered/Expended Amount	0	0	0	0
This Item	0	-783,100	-4,844,900	-5,628,000
Balance	0	113,136	0	113,136

FUND(S): Convention & Tourism

COMMENTS: Expenditures will be made within Visit Plano and Plano Event Center approved budget appropriations for each year of the contract. The estimated amount to be spent in FY 2018-19 for the remaining current year on this contract is \$783,100 with the remaining balance to be used for other contractual expenditures. The estimated future amount for this item, which includes approved contract increase amounts, is \$4,844,900 (\$1,125,600 in FY 2019-20, \$1,125,600 in FY 2020-21, \$1,125,600 in FY 2021-22, \$1,125,600 in FY 2022-23, and \$342,500 in FY 2023-24.)

SUMMARY OF ITEM

See Recommendation Memo

Strategic Plan Goal:

Financially Strong City with Service Excellence, Strong Local Economy, Great Neighborhoods - 1st Choice to Live, Exciting Urban Centers - Destination for Residents and Guests

Plano Tomorrow Plan Pillar:

Social Environment, Economic Environment, Regionalism

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	11/5/2018	Memo

Date: October 17, 2018

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

Through: Robin Reeves, Director Parks and Recreation

From: Mark W. Thompson, Manager CVB

Subject: 2017-0400-C: The Atkins Group/Advertising Contract Increase

Visit Plano and Plano Event Center are currently under contract with The Atkins Group for its advertising agency needs via competitive bid process 2017- 0400-C - RFQ for Advertising Agency (Visit Plano). The total compensation under this contract is annual estimated amount \$783,100 for their services. This total amount covers the annual expenditure of \$698,100 for Visit Plano and an annual expenditure of \$85,000 for the Plano Event Center, for advertising/media placement, which is the cost charged by the various media outlets for promoting Plano as a meetings, convention, leisure and sports destination and for special projects.

Due to the approval of the supplements listed below for Visit Plano, we need to raise the estimated annual expenditures for Visit Plano's contract by \$342,500 for an estimated annual expenditure of \$1,040,600 to cover the new projects. This will not affect the annual expenditure for Plano Event Center. All funding associated with these expenditures is from Hotel Occupancy Tax revenue and not from the City of Plano General Fund. Total estimated annual amount for these contracts is \$1,125,600.

Contracts – Professional Service - Ad Agency Contract Increase (46-125-6312)

\$21,200 - Visit Plano went out for bid for an agency this past year and the bid from the approved ad agency came back higher (\$79,200) than our current (\$58,000) agreement so this request is to offset the difference (\$21,200). The contract for this was approved by City Council at their 12/11/17 meeting, and was signed by the City Manager on 12/13/17.

Currently Visit Plano has \$58,000 in our budget to cover the ad agency services and the new contract came back at \$79,200 for the cost of these services so we are requesting the difference between the two amounts which is \$21,200 to make up for the shortfall of the new agreement which went into effect December 2017. This request ties in with the "Strategic Vision" of the City Council in keeping Plano "A city of business and enterprise of national and international importance".

Advertising - New Collateral Materials \$130,000 – 46-125-6306

\$20,000 - This would be a total refresh of the existing guide, which has not had a total redesign in over 5 years. We use this brochure as our major fulfillment piece for visitors, convention attendees, all of the state Information Centers, relocation packets and distribution through Certified Folder Display. We go through about 125,000 of these a year.

\$15,000 - New Online Meeting Planners Guide

The current Meeting Planners Guide is not up-to-date with the new full service hotels and all the additional meeting space available in Plano. This new online guide will give us a location to direct people to so they can download the guide as needed and give us an easier way to keep the guide up-to-date. We will no longer do a printed guide.

\$10,000 - Tear Off Map of the Area

This would be a complete redesign of the current tear off map, which we have been doing in house. We give these out to the hotels, restaurants, and attractions so they can better help their customers find their way around Plano. This new map will tie in with the new Wayfinding project.

\$85,000 - Photo/Video Shoot/Editing

As you know, the landscape for Plano has changed substantially over the past 2 years and we need to update our photo and video library with media that we can use online, in printed materials and in advertisements. Because these photos and videos are used to promote Plano, we just cannot use any old photo/video. We need professionally done photos and videos with models and model releases. It has been a number of years since we did this and we need photos of all the new areas of Plano so we can better promote the destination to visitors, conventions, leisure travelers and sporting events. These photo and video files will also be able to be used by other departments within the City of Plano

These requests tie in with the “Strategic Vision” of the City Council and the goal to “affirm and reinforce Plano’s commitment to exceptional city services”.

Advertising – Media – (46-125-6306)

\$75,500 - A number of years ago we had to pull out of some print publications because we had to put more money behind online media and at the time, we did not feel that some of the publications we were in fit our goals and objectives. We now feel with the product we have, we would like to return to some of these publications to go after the weekend business, which from all indications is coming from the Texas area and more specifically the DFW area. We have also been able to back this up with research provided by ADARA, one of the largest research providers of travel trends and behaviors in the country. The information they provided us states the 21.9% of our weekend overnight visitors are coming from the DFW area. We would like to add some more drive market publications to our media plan.

This requests ties in with the “Strategic Vision” of the City Council in making Plano “A city of business and enterprise of national and international importance”. By Visit Plano advertising in these publications, we are able to have a greater influence in attracting more visitors and future business and residents to Plano. Every future business location begins as a visitor.

Advertising - Website updates – \$37,000 - (46-125-6306)

According to the most recent Citizens survey, 3 in 4 Plano citizens go to the City's website for information and Visit Plano would like to keep providing the citizens of Plano and our visitors with an "excellent" website for information on hotels, restaurants, attractions and special events.

\$20,000 ADA Compliant/Translations – Japanese and Spanish

This past year Visit Plano took the required ADA training and in doing so, we realized that we should do some things to the Visit Plano website to make it more compliant, while at the same time, bring it up to the standards of an international city such as ours by translating the site into Japanese and Spanish. This will tie in with the council's goal of being a city of excellence.

\$8,000 Website User Research

Use technologies to survey and target the DFW area to understand what they expect of the website to help us improve it from a user's perspective. This includes additional analytics.

\$9,000 Update Meetings and Sports Pages

We will refresh the meeting planner and sports landing pages with new content and design.

Advertising - Third Party Tools \$20,000 – (46-125-6306)

These two requests tie in with the "Strategic Vision" of the City Council and the goal to "affirm and reinforce Plano's commitment to exceptional city services" by helping visitors and even residents plan their trips. In addition, it will assist Visit Plano in collecting photos from visitors giving us a better feel of what people are doing while visiting Plano.

\$10,000 - Utrip is an online travel planner that we have added to the Visit Plano website on a trial basis. Utrip uses artificial intelligence and human experience to make it easy for travelers to the Visit Plano website to create their perfect trip to Plano. The system uses their available time, budgets and interest to map out the attractions they want to see in the area, the stores they want to visit, the restaurants they wish to eat at and the hotel where they would like to stay. This will help visitors to Plano create personalized itineraries in minutes!

\$10,000 - Chute is an end-to-end user generated content marketing solution that streamlines user-generated content (UGC) search and discovery, curation, rights management, publishing and brand insights. This system will allow Visit Plano to capture photos and videos relevant to our brand via hashtags, people and the themes taking place on Instagram, Facebook, Twitter etc. The Visit Plano team will then be able to use this information to find photos from our visitors and use them in campaigns to show others what our visitors are doing and saying about Plano.

Advertising – Research – (46-125-6306)

\$45,000 Adara, Arrivalist or like systems - Over the years we have had limited research to back up our media plan and now with our current hotel inventory, Visit Plano needs to invest in a research module that will help provide our team with a better understanding of the travelers coming to Plano. Adara will connect our digital media campaigns and website activity to visitors, flight bookings, room nights and hotel revenue. This research will provide us with insight into the types of travelers that are visiting Plano and those that are responding to our

digital marketing efforts. We will be able to use this information to show a direct connection between those who have seen our digital campaigns or been to our website and real visitors to our city.

This ties in with a few areas within the City's "Strategic Vision". This research will allow us to do a better job at "affirming and reinforcing Plano's commitment to exceptional city services" and helping to establish Plano as "A city of business and enterprise of national and international importance".

Advertising - That's Tempting 2.0 – (46-125-6306)

\$20,000 - That's Tempting is the name of our online food publication platform, developed by Visit Plano, that focuses on the culinary scene in and around Plano. It showcases video content and influencer-crafted reviews and recommendations for users to follow and tap into while exploring our wonderful city. Our Tier 2 strategy is to turn the content development over to the restaurants themselves, to capture via motion content, the uniqueness of their business (restaurant, coffee shop, etc.). This will allow us to be most efficient with our budget, while really harnessing the power of this food platform. The website is strongly supported by social media and influencers to extend and continue the conversation.

This request ties in with the "Strategic Vision" of the City Council in making Plano "A city of business and enterprise of national and international importance". "That's Tempting" provides Visit Plano with the tools to go after one of the fast growing travel market segments in the country--culinary tourism.

Advertising - Brand Identity Work + Personas – (46-125-6306)

\$15,000 – This request ties in with the "Strategic Vision" of the City Council in making Plano "A city of business and enterprise of national and international importance". This will help Visit Plano have a better understanding of our brand perception, both locally and on a state and national level.

There is need to explore the current Visit Plano brand to determine how the brand messaging should evolve. This will include analysis of all current media metrics and visitor data available to identify and better understand the expected features and benefits of our destination, our position in the marketplace and the current unique value proposition we offer our various audiences. We will review barriers and opportunities, prioritize target audiences and agree on the destination's key value to use in extending our branding efforts. This will also create the opportunity to identify our most relevant and engaged target audience personas, and the various markets they may visit us from, so that we can further tailor our messaging to deliver personalized, relevant content to the right audiences at the right times.

Each of the above supplements were approved through the budgeting process but because there is a current contract cap we have with The Atkins Group we will not be able to move forward on these projects until the contract is amended to include these supplemental amounts.

If not approved, Visit Plano will not be able to proceed with these projects and this will have a substantial impact on our marketing efforts for the City of Plano and for our hospitality partners.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Fleet Services

Department Head: Gerald Cosgrove

Agenda Coordinator: Lincoln Thompson (Ext. 7376)

CAPTION

To ratify an expenditure in the amount of \$111,963 for a Rough Area Riding Mower from Professional Turf Products for Fleet Services to be utilized by Grounds Maintenance Services; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR: 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	111,300	0	111,300
Encumbered/Expended Amount	0	0	0	0
This Item	0	-111,963	0	-111,963
Balance	0	-663	0	-663

FUND(S): Equipment Replacement Fund

COMMENTS: Funds are available in the FY 2018-19 Adopted Budget to purchase one (1) Toro Groundsmaster 5910 Rough Area Riding Mower for the unforeseen, unscheduled emergency replacement of unit 09102 in Cost Center 658/Grounds Maintenance Services District 3. The additional funds of \$663 needed for this purchase are available from savings in previous Equipment Replacement Fund purchases.

SUMMARY OF ITEM

This is a necessary procurement because of unforeseen damage to public machinery, equipment, or other property. 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)(3). (City of Plano Internal

Contract No. 2019-0059-X)
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	10/29/2018	Memo

Date: October 24, 2018
To: Bruce D. Glasscock, City Manager
From: Gerald Cosgrove, P.E., Director of Public Works
Subject: Rough Area Riding Mower Purchase Ratification

Fleet Services requests the ratification of the purchase of one (1) Toro Groundsmaster 5910 Rough Area Riding Mower in the amount of \$111,962.97 from Professional Turf Products.

This unit was an unforeseen, unscheduled, emergency replacement for Unit 09102 in Cost Center 658 Grounds Maintenance Services District 3. Due to operational demands, it is necessary to purchase at this time. The current unit has reached the end of its useful life and experienced major mechanical error with estimated repair costs in excess of \$8,000.00.

The purchase of the Toro Groundsmaster 5910 Rough Area Riding Mower for Cost Center 658 Grounds Maintenance Services District 3 was necessary for the following reasons:

1. This unit is critical to Grounds Maintenance Services District 3 services. Grounds Maintenance Services District 3 could not maintain current service levels without this unit.
2. Not purchasing this vehicle would have led to increased maintenance and repair costs.

Fleet Services requests ratification of the expenditure of \$111,962.97 which was necessary to maintain grounds maintenance services.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Library

Department Head: Libby Holtmann

Agenda Coordinator: Sharron Mason

CAPTION

To ratify an expenditure in the amount of \$64,868 for Software Maintenance and Support for the Polaris Integrated Library System (ILS) for a contract with five (5) one-year City optional renewals from Innovative Interfaces, Inc. for Libraries; and authorizing the City Manager to execute all necessary documents.

Approved

FINANCIAL SUMMARY

Operating Expense

FISCAL YEAR:	2018-19 thru 2023-24	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	212,036	376,356	588,392
Encumbered/Expended Amount		0	-14,190	0	-14,190
This Item		0	-64,868	-376,356	-441,224
BALANCE		0	132,978	0	132,978

FUND(S): General Fund

COMMENTS: Funding for this item is included in the approved FY 2018-19 Budget. The estimated amount to be spent in FY 2018-19 is \$64,868. The remaining balance of \$132,978 in FY 2018-19 will be used for other maintenance agreements. The total estimated future amount to be spent is \$376,356 and will be spent from future budget appropriations (FY 2019-20 \$68,111, FY 2020-21 \$71,517, FY 2021-22 \$75,092, FY 2022-23 \$78,847 and FY 2023-24 \$82,789). Awarding of a software maintenance and support contract with five (5) one (1) year City optional renewals for an estimated total amount of \$441,224.

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)(7)(A). (City of Plano Internal Contract

No. 2018-0534-X)

Strategic Plan Goal:


Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Economic Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo for Ratification	11/5/2018	Memo

Date: October 31, 2018 

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

From: Libby Holtmann, Library Director

Subject: Memo for Ratification of Innovative Interfaces, Inc. 2018-0534-X

Staff requests City Council to ratify an expenditure for the purchase of software maintenance and support for the Polaris Integrated Library System (ILS) in the amount of \$64,867.69 from Innovative Interfaces, Inc. for Plano Public Library (PPL); and authorizing the City Manager to execute all necessary documents. The initial term of this contract shall begin on November 1, 2018 and end on September 30, 2019; provided however, that the City shall have the right and option to extend the term by up to five (5) additional twelve (12) month periods by giving written notice to Contractor of City's election to extend the term hereof, such notice to be given not more than ninety (90) days prior to the expiration of the initial term or the immediately preceding term.

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)(7)(A). (City of Plano Internal Contract No. 2018-0534-X)

Innovative Interfaces, Inc. is a sole source provider of software maintenance and support. If this request were not granted, regular library business of processing materials, searching resources and patron activities would not be possible. The ILS is the foundation upon which all library services are run and access to resources is provided.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Budget

Department Head: Karen Rhodes-Whitley

Agenda Coordinator: Benjamin Petty

CAPTION

To approve an expenditure in the amount of \$225,084 to MuniServices, LLC; and authorizing the City Manager to execute all necessary documents. **Approved**

FINANCIAL SUMMARY

Operating Expense

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	-225,084	0	-225,084
BALANCE		0	-225,084	0	-225,084

FUND(S): General

COMMENTS: This item approves payment of \$225,084 to Muniservices, LLC. for recovering misallocated sales tax reimbursement owed to the City of Plano totaling \$750,279. Per contract terms, Muniservices, LLC. receives 30% of recovered sales tax collections.

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 No. 2016-0388-X)

See Memo

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	10/22/2018	Memo

Date: October 22, 2018

To: Bruce D. Glasscock, City Manager

From: Karen Rhodes-Whitley, Budget Director

Subject: MuniServices, LLC Sales Tax Contract Payment

In May 2016, the City of Plano engaged MuniServices, LLC to provide Sales Tax Audit Review services in order to detect, document and correct sales tax misallocations thereby producing previously unrealized revenue for the City. Under the terms of the contract, once discovery of the misappropriated sales tax is documented and paid to the City, a 30% contingency fee is due to MuniServices. Recovery of forty-four separate entities sales tax collections through the month of September totaling \$750,279 has been documented as paid to the City. This agenda item approves payment of \$225,084 to MuniServices, LLC based on the 30% contingency agreement.

Please let me know if you have any questions.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Technology Services

Department Head: Chris Chiancone

Agenda Coordinator: Kelsey Horne

CAPTION

To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the City of Lucas for the use of the Plano and Allen Radio Communications System. **Approved**

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 and is an extension of the existing contract already in place.

SUMMARY OF ITEM

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with City of Lucas will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	11/1/2018	Memo
Agreement and Exhibit A	10/30/2018	Agreement

Date: October 17, 2018

To: Bruce D. Glasscock, City Manager
Jim Parrish, Deputy City Manager

From: Chris Chiancone, Chief Information Officer

Subject: Extend Interlocal Agreement with City of Lucas

BACKGROUND

The Cities of Plano and Allen entered into an Interlocal Agreement (ILA) in 2009 to provide public safety radio services for themselves and other entities in Collin County. The City of Lucas entered into an ILA with the Cities of Plano and Allen as a subscriber of radio services on the Joint Radio network; the agreement states that the contractual obligations of the parties began on October 1, 2010. The Joint Radio ILA has been renewed by the network owners (City of Plano and City of Allen), and the ILA with City of Lucas expired 30 September 2018. Due to the rate schedule changes for subscribers on the Joint Radio network, the terms of the ILA between City of Plano, City of Allen and City of Lucas requires modifications and updating.

PROCESS & AWARD JUSTIFICATION

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with City of Lucas will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

The ILA between Joint Radio owners and City of Lucas greatly improves the communication and coordination of emergency services by first responders. By continuing our commitment to shared services and costs, citizens benefit through a lower total cost of ownership and high levels of resilience for our public safety agencies along with general government radio users.

DOLLAR VALUE

The future value of this agreement will be realized in Fiscal Year 2018-2019 with the introduction of a new rate schedule for subscribers on the Plano and Allen Joint Radio System

WHAT IS THE IMPACT IF THIS IS NOT AWARDED BY COUNCIL

The communication and coordination of emergency services could be significantly impacted if the platform is not available for verbal communication interoperability of agencies to provide effective and reliable public safety radio communications.

September 24, 2018

Joni Clarke, City Manager
City of Lucas
665 Country Club Road
Lucas, Texas 75002-7651

Brian E. Harvey, Police Chief
City of Allen
205 W. McDermott
Allen, Texas 75013

RE: Extension of Interlocal Agreement between the Cities of Allen and Plano and the City of Lucas for the Use of the Allen and Plano Radio Communications System

City of Lucas City Manager and City of Allen Police Chief:

The above referenced interlocal agreement, attached hereto as **Exhibit "A"**, is set to expire on September 30, 2018. By signing below, the City of Plano, the City of Allen and the City of Lucas agree to extend the interlocal agreement, attached hereto as **Exhibit "A"**, through September 30, 2019, or until a new agreement is executed, whichever comes first. The parties agree to continue to be bound by the terms and conditions, as set out in Exhibit "A", during the term of the herein extension.


The City looks forward to a continued successful relationship. Please sign and email the signed letter to khorne@plano.gov. If you have any further questions, please contact me at the number listed below.

Sincerely,

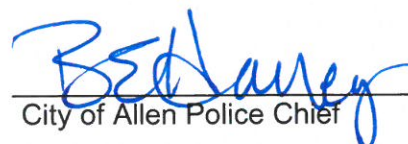


Chris Chiancone
Chief Information Officer, City of Plano
Technology Services Department
(972) 941-5391

City of Lucas, Texas

 9/26/18
City Manager Date

City of Allen, Texas

 9-27-18
City of Allen Police Chief Date

AGREEMENT BETWEEN THE CITIES OF ALLEN AND PLANO AND THE CITY OF LUCAS FOR THE USE OF THE ALLEN AND PLANO RADIO COMMUNICATIONS SYSTEM

The CITIES OF PLANO, TEXAS AND ALLEN, TEXAS, both municipal corporations, (hereinafter referred to as "Cities") and the CITY OF LUCAS, TEXAS, a home-rule municipality (hereinafter referred to as "Lucas"), agree as follows:

WHEREAS, the Cities and Lucas are political subdivisions within the State of Texas, each of which engages in the provision of governmental services for the benefit of their citizens; and

WHEREAS, the Interlocal Cooperation Act under Chapter 791 of the Texas Government Code (the "Act") provides authority for local governments of the State of Texas to enter into Interlocal agreements with each other regarding governmental functions and services as set forth in the Act; and

WHEREAS, the cities of Allen and Plano jointly own, operate, and maintain the radio communications system exclusive of the radios owned individually by each city (hereinafter referred to as "System") for the purpose of providing radio communications in support of its governmental operations; and

WHEREAS, Lucas wishes to use certain portions of the System for its governmental operations; and

WHEREAS, the use of the System in the provision of governmental services benefits the public health and welfare, promotes efficiency and effectiveness of local governments, and is of mutual concern to the contracting parties; and

WHEREAS, Lucas and the Cities have current funds available to satisfy any fees and costs required pursuant to this Agreement.

NOW, THEREFORE, the Cities and Lucas, for and in consideration of the recitals set forth above and terms and conditions below, agree as follows:

I. TERM

The term of this Agreement is for a period of five (5) years, beginning on the 1st day of October 2010, and ending on the 30th day of September 2015, with an optional three (3) year automatic renewal, unless terminated earlier by either party in accordance with the terms of this Agreement. Unless terminated by the Cities or Lucas, as set forth hereafter, this agreement shall automatically renew yearly without further action until its automatic termination on the 30th day of September, 2018.

II. OBLIGATIONS OF LUCAS

2.01 Lucas shall use the System in accordance with this Agreement to provide integration of communications by Lucas between its users on the System for governmental operations.

2.02 When using the System, Lucas shall abide by all applicable federal and state laws and regulations, including any regulations of the Allen and Plano Radio System. When Lucas uses the System for interoperability with Talkgroups other than those provided by this Agreement, Lucas will also abide by the user rules of those Talkgroups.

2.03 Lucas must provide a written request to the Plano System Manager to activate radios on the System. Such request must include the model and serial number of the radio, the name of the user, and identifying Talkgroups required in the radio.

2.04 Lucas is responsible for furnishing all its radios, which are compatible with the P-25 Digital system, and for the maintenance of the same.

III. OBLIGATIONS OF CITIES

3.01 The Cities will lease to Lucas five (5) Talkgroups, which are a primary level of communication for users on the System (hereinafter referred to as "Talkgroup"), comparable to a channel on a conventional radio system, for the exclusive use of Lucas. Talkgroups will be established for Lucas by Plano.

3.02 The Plano System Manager will not activate radios on Lucas Talkgroups nor make changes to Lucas radios without first receiving authorization from the designated representative of Lucas, unless in the opinion of Plano, such action is necessary to eliminate harmful interference.

3.03 Plano is also responsible for:

- (1) Coordinating Talkgroups among system users;
- (2) Grouping of Talkgroups to allow transmitting and receiving on all associated Talkgroups as required by Lucas;
- (3) The operation, maintenance, and control of the System.

IV. FEES

The fees assessed against Lucas and due annually for services and use of the System are as follows:

- | | | |
|-----|--|---------|
| (1) | Lease radio airtime (per radio, per month) | \$ 8.56 |
| (2) | Lease Talkgroup (per Talkgroup, per month) | \$62.97 |
| (3) | Administrative and Technical fee (per month) | \$96.30 |

None of the charges listed above include the cost of maintenance of mobiles, portables, or control stations/points.

The Cities may increase these fees at the beginning of each fiscal year by an amount not to exceed seven percent (7%) of the previous year's fees. The Cities will provide 120 days notice to Lucas before increasing the fees.

Total Fees for Annual Service

Based on the fees set out above, the Cities will calculate the annual fee due based upon the total number of radios and Talkgroups and submit an invoice to Lucas on or before October 1st of each year. This amount is subject to change when Lucas adds or deletes the number of radios and/or Talkgroups in service. Lucas must notify the Plano System Manager in writing of any addition or deletion of radios and/or Talkgroups. The amount owed for annual fees for additions of radio/Talkgroups will be prorated for the year added, invoiced immediately, and amounts will be due within 30 days of receipt of the invoice for the addition(s). The amount owed for annual fees will be adjusted for deletions the next contract year. No refunds will be given for payments made for radios/Talkgroups deleted after annual payment until the next contract year.

V. PAYMENT DUE

Lucas agrees to pay the Cities the annual fees specified under Article IV within thirty (30) days of the receipt of the invoice. Should Lucas add radios or Talkgroups to the service within a term, Lucas agrees to pay the additional fee(s) due within thirty (30) days of invoice. All payments for expenses incurred as a result of the performance of this Agreement shall be made only from current revenues legally available to each respective party.

VI. TERMINATION

6.01 Termination of this Agreement may occur by any of the following:

- (1) Either party may terminate this Agreement at any time by giving sixty (60) days advance written notice. Lucas shall pay for all fees incurred through the effective date of termination.
- (2) If the Cities permanently discontinue the operation of its System, this Agreement shall terminate on the date of discontinuance without further notice, and no fees will be reimbursed by the Cities to Lucas.

VII. RELEASE AND HOLD HARMLESS

Each party does hereby agree to waive all claims against, release, and hold harmless the other party and its respective officials, officers, agents, employees, in both their public and private capacities, from any and all liability, claims, suits, demands, losses, damages, attorneys fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury to or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement. In the event that a claim is filed, each party is responsible for its proportionate share of liability.

VIII. IMMUNITY

In the execution of this Agreement, none of the parties waive, nor shall be deemed hereby to have waived, its sovereign immunity or any legal or equitable defense to any form of liability. The parties by entering into this Agreement do not create any

obligations, express or implied, other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.

IX. ASSIGNMENT

Lucas agrees to retain control and to give full attention to the fulfillment of this Agreement; Lucas cannot assign or sublet this Agreement without the prior written consent of a majority of the Cities. Further, Lucas cannot sublet any part or feature of the work to anyone objectionable to the Cities. Lucas also agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Agreement, does not relieve Lucas from its full obligations to the Cities as provided by this Agreement.

X. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement between the Cities and Lucas, and supersedes all prior negotiations, representations and/or agreements, either written or oral. The parties may amend this Agreement only by written instrument signed by Lucas and the Cities, except that execution of an amendment for assignment or subletting only requires the signature of the Cities.

XI. NOTICES

Unless notified otherwise in writing, all notices are required to be given to either party in writing and delivered in person or send via certified mail to the other party at the following respective addresses:

Lucas Representative:

City Manager
City of Lucas
665 Country Club Road
Lucas, Texas 75002
972-727-8999

Plano Representative:

Director, Public Safety Communications
City of Plano
1520 K Avenue
Plano, Texas 75074
972-941-7931

Allen Representative:

Police Chief
City of Allen
205 W. McDermott
Allen, Texas 75013
214-509-4200

XII. AUTHORITY TO SIGN/CITY COUNCIL AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto. Cities have executed this Agreement pursuant to duly authorized action of the City Council of Plano on October 11, 2010, and the City of Allen on September 14, 2010. Lucas has this Agreement pursuant to duly authorized action of the City Council of Lucas on October 7, 2010.

XIII. SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either party may terminate this Agreement by giving the other party thirty (30) days written notice.

XIV. VENUE

This Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. The parties agree that this Agreement shall be enforceable in Collin County, Texas, and, if legal action is necessary, exclusive venue shall lie in Collin County, Texas.

XV. INTERPRETATION OF AGREEMENT

Although this Agreement is drafted by the Cities, this is a negotiated document. Should any part of this Agreement be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

XVI. REMEDIES

No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the parties. It is further agreed that one (1) or more instances of forbearance by either party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

XVII. SUCCESSORS AND ASSIGNS

The parties each bind themselves, their respective successors, executors, administrators and assigns to the other party to this contract. Neither party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of all parties.

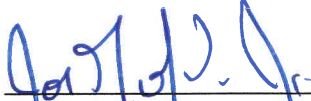
EXECUTED on the dates indicated below:



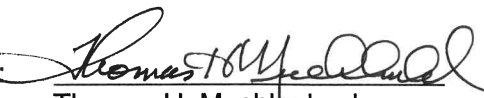
CITY OF LUCAS, TEXAS

BY: 
Robert Patrick
City Manager


APPROVED AS TO FORM:


Joe Gorfida Jr., City Attorney


CITY OF PLANO, TEXAS

BY: 
Thomas H. Muehlenbeck
City Manager

APPROVED AS TO FORM:


Diane C. Wetherbee, City Attorney

CITY OF ALLEN, TEXAS

BY: 
Peter H. Vargas, City Manager

APPROVED AS TO FORM:


Peter G. Smith, City Attorney

ACKNOWLEDGEMENTS

STATE OF TEXAS

§
§
§

COUNTY OF COLLIN

This instrument was acknowledged before me on the 2 day of July, 2010, by Robert Patrick, **ROBERT PATRICK**, City Manager of the **CITY OF LUCAS, TEXAS**, a home-rule municipality, on behalf of such municipality.



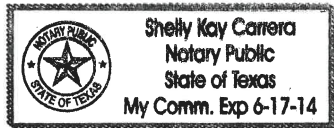
Kathy Wingo
Notary Public, State of Texas

STATE OF TEXAS

§
§
§

COUNTY OF COLLIN

This instrument was acknowledged before me on the 22 day of October, 2010, by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of such municipal corporation.



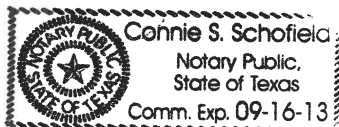
Shelly Kay Carrera
Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF COLLIN

This instrument was acknowledged before me on the 8th day of November, 2010, by **PETER H. VARGAS**, City Manager of the **CITY OF ALLEN, TEXAS**, a home-rule municipality, on behalf of such Municipality.



Connie S. Schofield
Notary Public, State of Texas



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Technology Services

Department Head: Chris Chiancone

Agenda Coordinator: Kelsey Horne

CAPTION

To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the City of Parker for the use of the Plano and Allen Radio Communications System. **Approved**

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 and is an extension of the existing contract already in place.

SUMMARY OF ITEM

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with City of Parker will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	11/1/2018	Memo
Agreement and Exhibit A	10/30/2018	Agreement

Date: October 17, 2018

To: Bruce D. Glasscock, City Manager
Jim Parrish, Deputy City Manager

From: Chris Chiancone, Chief Information Officer

Subject: Extend Interlocal Agreement with City of Parker

BACKGROUND

The Cities of Plano and Allen entered into an Interlocal Agreement (ILA) in 2009 to provide public safety radio services for themselves and other entities in Collin County. The City of Parker entered into an ILA with the Cities of Plano and Allen as a subscriber of radio services on the Joint Radio network; the agreement states that the contractual obligations of the parties began on October 1, 2010. The Joint Radio ILA has been renewed by the network owners (City of Plano and City of Allen), and the ILA with City of Parker expired 30 September 2018. Due to the rate schedule changes for subscribers on the Joint Radio network, the terms of the ILA between City of Plano, City of Allen and City of Parker requires modifications and updating.

PROCESS & AWARD JUSTIFICATION

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with City of Parker will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

The ILA between Joint Radio owners and City of Parker greatly improves the communication and coordination of emergency services by first responders. By continuing our commitment to shared services and costs, citizens benefit through a lower total cost of ownership and high levels of resilience for our public safety agencies along with general government radio users.

DOLLAR VALUE

The future value of this agreement will be realized in Fiscal Year 2018-2019 with the introduction of a new rate schedule for subscribers on the Plano and Allen Joint Radio System

WHAT IS THE IMPACT IF THIS IS NOT AWARDED BY COUNCIL

The communication and coordination of emergency services could be significantly impacted if the platform is not available for verbal communication interoperability of agencies to provide effective and reliable public safety radio communications.

September 24, 2018

PATTI GRAY

Acting City Administrator ~~Johnna~~ *Gray* Boyd
City of Parker
5700 East Parker Road
Parker, Texas 75002

Chief of Police Brian E. Harvey
City of Allen
205 W. McDermott
Allen, Texas 75013

RE: Extension of Interlocal Agreement between the Cities of Allen and Plano and the City of Parker for the Use of the Allen and Plano Radio Communications System

Acting City Administrator *Gray* ~~Boyd~~ and City of Allen Police Chief Harvey:

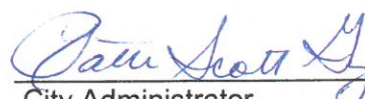
The above referenced Interlocal agreement, attached hereto as Exhibit "A", is set to expire on September 30, 2018. By signing below, the City of Plano, the City of Allen and the City of Parker agree to extend the Interlocal agreement, attached hereto as **Exhibit "A"**, through September 30, 2019, or until a new agreement is executed, whichever comes first. The parties agree to continue to be bound by the terms and conditions, as set out in Exhibit "A", during the term of the herein extension.

The City looks forward to a continued successful relationship. Please sign and email the signed letter to khorne@plano.gov. If you have any further questions, please contact me at the number listed below.

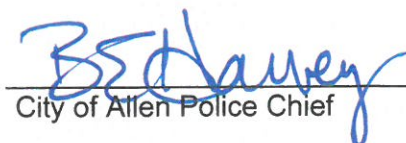
Sincerely,


Chris Chiancone
Chief Information Officer
Technology Services Department
(972) 941-5391

City of Parker, Texas

 *9/25/2018*
City Administrator Date

City of Allen, Texas

 *9-27-18*
City of Allen Police Chief Date

AGREEMENT BETWEEN THE CITIES OF ALLEN AND PLANO AND THE CITY OF PARKER FOR THE USE OF THE ALLEN AND PLANO RADIO COMMUNICATIONS SYSTEM

The CITIES OF PLANO, TEXAS AND ALLEN, TEXAS, both municipal corporations, (hereinafter referred to as "Cities") and the CITY OF PARKER, TEXAS, a general-law municipality (hereinafter referred to as "Parker"), agree as follows:

WHEREAS, the Cities and Parker are political subdivisions within the State of Texas, each of which engages in the provision of governmental services for the benefit of their citizens; and

WHEREAS, the Interlocal Cooperation Act under Chapter 791 of the Texas Government Code (the "Act") provides authority for local governments of the State of Texas to enter into Interlocal agreements with each other regarding governmental functions and services as set forth in the Act; and

WHEREAS, the cities of Allen and Plano jointly own, operate, and maintain the radio communications system exclusive of the radios owned individually by each city (hereinafter referred to as "System") for the purpose of providing radio communications in support of its governmental operations; and

WHEREAS, Parker wishes to use certain portions of the System for its governmental operations; and

WHEREAS, the use of the System in the provision of governmental services benefits the public health and welfare, promotes efficiency and effectiveness of local governments, and is of mutual concern to the contracting parties; and

WHEREAS, Parker and the Cities have current funds available to satisfy any fees and costs required pursuant to this Agreement.

NOW, THEREFORE, the Cities and Parker, for and in consideration of the recitals set forth above and terms and conditions below, agree as follows:

I. TERM

The term of this Agreement is for a period of five (5) years, beginning on the 1st day of October 2010, and ending on the 30th day of September 2015, with an optional three (3) year automatic renewal, unless terminated earlier by either party in accordance with the terms of this Agreement. Unless terminated by the Cities or Parker, as set forth hereafter, this agreement shall automatically renew yearly without further action until its automatic termination on the 30th day of September, 2018.

II. OBLIGATIONS OF PARKER

2.01 Parker shall use the System in accordance with this Agreement to provide integration of communications by Parker between its users on the System for governmental operations.

2.02 When using the System, Parker shall abide by all applicable federal and state laws and regulations, including any regulations of the Allen and Plano Radio System. When Parker uses the System for interoperability with Talkgroups other than those provided by this Agreement, Parker will also abide by the user rules of those Talkgroups.

2.03 Parker must provide a written request to the Plano System Manager to activate radios on the System. Such request must include the model and serial number of the radio, the name of the user, and identifying Talkgroups required in the radio.

2.04 Parker is responsible for furnishing all its radios, which are compatible with the P-25 Digital system, and for the maintenance of the same.

III. OBLIGATIONS OF CITIES

3.01 The Cities will lease to Parker two (2) Talkgroups, which are a primary level of communication for users on the System (hereinafter referred to as "Talkgroup"), comparable to a channel on a conventional radio system, for the exclusive use of Parker. Talkgroups will be established for Parker by Plano.

3.02 The Plano System Manager will not activate radios on Parker Talkgroups nor make changes to Parker radios without first receiving authorization from the designated representative of Parker, unless in the opinion of Plano, such action is necessary to eliminate harmful interference.

3.03 Plano is also responsible for:

- (1) Coordinating Talkgroups among system users;
- (2) Grouping of Talkgroups to allow transmitting and receiving on all associated Talkgroups as required by Parker;
- (3) The operation, maintenance, and control of the System.

IV. FEES

The fees assessed against Parker and due annually for services and use of the System are as follows:

(1)	Lease radio airtime (per radio, per month)	\$ 8.56
(2)	Lease Talkgroup (per Talkgroup, per month)	\$62.97
(3)	Administrative and Technical fee (per month)	\$96.30

None of the charges listed above include the cost of maintenance of mobiles, portables, or control stations/points.

The Cities may increase these fees at the beginning of each fiscal year by an amount not to exceed seven percent (7%) of the previous year's fees. The Cities will provide 120 days notice to Parker before increasing the fees.

Total Fees for Annual Service

Based on the fees set out above, the Cities will calculate the annual fee due based upon the total number of radios and Talkgroups and submit an invoice to Parker on or before October 1st of each year. This amount is subject to change when Parker adds or deletes the number of radios and/or Talkgroups in service. Parker must notify the Plano System Manager in writing of any addition or deletion of radios and/or Talkgroups. The amount owed for annual fees for additions of radio/Talkgroups will be prorated for the year added, invoiced immediately, and amounts will be due within 30 days of receipt of the invoice for the addition(s). The amount owed for annual fees will be adjusted for deletions the next contract year. No refunds will be given for payments made for radios/Talkgroups deleted after annual payment until the next contract year.

V. PAYMENT DUE

Parker agrees to pay the Cities the annual fees specified under Article IV within thirty (30) days of the receipt of the invoice. Should Parker add radios or Talkgroups to the service within a term, Parker agrees to pay the additional fee(s) due within thirty (30) days of invoice. All payments for expenses incurred as a result of the performance of this Agreement shall be made only from current revenues legally available to each respective party.

VI. TERMINATION

6.01 Termination of this Agreement may occur by any of the following:

- (1) Either party may terminate this Agreement at any time by giving sixty (60) days advance written notice. Parker shall pay for all fees incurred through the effective date of termination.
- (2) If the Cities permanently discontinue the operation of its System, this Agreement shall terminate on the date of discontinuance without further notice, and no fees will be reimbursed by the Cities to Parker.

VII. RELEASE AND HOLD HARMLESS

Each party does hereby agree to waive all claims against, release, and hold harmless the other party and its respective officials, officers, agents, employees, in both their public and private capacities, from any and all liability, claims, suits, demands, losses, damages, attorneys fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury to or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement. In the event that a claim is filed, each party is responsible for its proportionate share of liability.

VIII. IMMUNITY

In the execution of this Agreement, none of the parties waive, nor shall be deemed hereby to have waived, its sovereign immunity or any legal or equitable defense to any form of liability. The parties by entering into this Agreement do not create any

obligations, express or implied, other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.

IX. ASSIGNMENT

Parker agrees to retain control and to give full attention to the fulfillment of this Agreement; Parker cannot assign or sublet this Agreement without the prior written consent of the Cities. Further, Parker cannot sublet any part or feature of the work to anyone objectionable to the Cities. Parker also agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Agreement, does not relieve Parker from its full obligations to the Cities as provided by this Agreement.

X. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement between the Cities and Parker, and supersedes all prior negotiations, representations and/or agreements, either written or oral. The parties may amend this Agreement only by written instrument signed by Parker and the Cities, except that execution of an amendment for assignment or subletting only requires the signature of the Cities.

XI. NOTICES

Unless notified otherwise in writing, all notices are required to be given to either party in writing and delivered in person or send via certified mail to the other party at the following respective addresses:

Parker Representative:

City Administrator
City of Parker
5700 East Parker Road
Parker, Texas 75002
972-442-6811

Plano Representative:

Director, Public Safety Communications
City of Plano
1520 K Avenue
Plano, Texas 75074
972-941-7931

Allen Representative:

Police Chief
City of Allen
205 W. McDermott
Allen, Texas 75013
214-509-4200

XII. AUTHORITY TO SIGN/CITY COUNCIL AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto. Cities have executed this Agreement pursuant to duly authorized action of the City Council of Plano on October 11, 2010, and the City of Allen on September 14, 2010. Parker has executed this Agreement pursuant to duly authorized City Council Resolution No. 2010-307, dated August 17, 2010.

XIII. SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either party may terminate this Agreement by giving the other party thirty (30) days written notice.

XIV. VENUE

This Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. The parties agree that this Agreement shall be enforceable in Collin County, Texas, and, if legal action is necessary, exclusive venue shall lie in Collin County, Texas.

XV. INTERPRETATION OF AGREEMENT

Although this Agreement is drafted by the Cities, this is a negotiated document. Should any part of this Agreement be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

XVI. REMEDIES

No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the parties. It is further agreed that one (1) or more instances of forbearance by either party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

XVII. SUCCESSORS AND ASSIGNS

The parties each bind themselves, their respective successors, executors, administrators and assigns to the other party to this contract. Neither party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of all parties.

EXECUTED on the dates indicated below:

CITY OF PARKER, TEXAS

BY: 
~~City Administrator~~ Mayor

APPROVED AS TO FORM:


City Attorney

CITY OF PLANO, TEXAS

BY: 
Thomas H. Muehlenbeck
City Manager

APPROVED AS TO FORM:


Diane C. Wetherbee, City Attorney

CITY OF ALLEN, TEXAS

BY: 
Peter H. Vargas, City Manager

APPROVED AS TO FORM:


Peter G. Smith, City Attorney

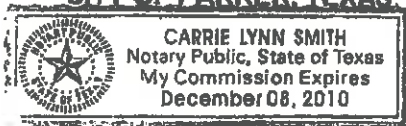
ACKNOWLEDGEMENTS

STATE OF TEXAS

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COUNTY OF COLLIN

This instrument was acknowledged before me on the 7th day of December, 2010, by Joe Cordero, Mayor, City Administrator of the **CITY OF PARKER, TEXAS**, a general-law municipality, on behalf of such municipality.



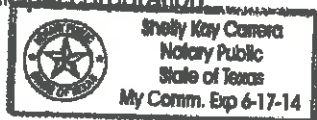
Carrie Lynn Smith
Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF COLLIN

This instrument was acknowledged before me on the 22nd day of October, 2010, by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of such municipal corporation.



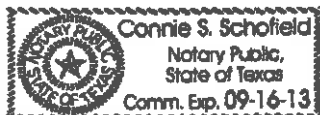
Shelly Kay Carrera
Notary Public, State of Texas

STATE OF TEXAS

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COUNTY OF COLLIN

This instrument was acknowledged before me on the 8th day of November, 2010, by **PETER H. VARGAS**, City Manager of the **CITY OF ALLEN, TEXAS**, a home-rule municipal corporation, on behalf of such corporation.



Connie S. Schofield
Notary Public, State of Texas

RESOLUTION NO. 3297-4-15(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, APPROVING THE TERMS AND CONDITIONS OF THE FIRST MODIFICATION OF INTERLOCAL COOPERATION AGREEMENT BY AND BETWEEN THE CITY OF ALLEN, CITY OF PLANO, AND CITY OF PARKER FOR THE USE OF THE RADIO SYSTEM THAT IS JOINTLY OWNED BY THE CITY OF ALLEN AND THE CITY OF PLANO; AUTHORIZING ITS EXECUTION BY THE CITY MANAGER OR DESIGNEE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes governmental entities to contract with each other to perform government functions and services under the terms thereof; and,

WHEREAS, the Allen City Council has been presented an Interlocal Agreement by and between the City of Plano, Texas, and the City of Allen, Texas, providing terms and conditions for the purchase and operation of a joint radio system for Municipal Services with such Agreement being approved by the Allen City Council on May 12, 2009, through Resolution No. 2822-5-09(R); and,

WHEREAS, the Allen City Council has also been presented an Interlocal Agreement by and between the City of Plano, City of Allen and City of Parker to allow the use of the joint radio system by the City of Parker with such Agreement being approved by the Allen City Council on September 14, 2010, through Resolution No. 2945-09-10(R); and,

WHEREAS, the Allen City Council has reviewed an interlocal cooperation agreement by and between the City of Plano, the City of Allen and the City of Parker, entitled "First Modification of Interlocal Agreement," a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference (hereinafter called "Agreement"); and,

WHEREAS, the City of Allen, City of Plano, and City of Parker (hereinafter collectively referred to as "Parties") are political subdivisions within the State of Texas and are all engaged in the provision of governmental services for the benefit of their citizens; and,

WHEREAS, the Parties desire to enter into the attached Agreement to amend the use of the Plano/Allen jointly owned radio system pursuant to Chapter 791 of the Texas Government Code; and,

WHEREAS, upon full review and consideration of the Agreement, and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Manager or designee should be authorized to execute the Agreement on behalf of the City of Allen, Texas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:

SECTION 1. The terms and conditions of the Agreement, having been reviewed by the City Council of the City of Allen and found to be acceptable and in the best interest of the City of Allen and its citizens, be, and the same is hereby, in all things approved.

SECTION 2. The City Manager or designee is hereby authorized to execute the Agreement and all other documents in connection therewith on behalf of the City of Allen, substantially according to the terms and conditions set forth in these Agreements.

SECTION 3. This Resolution shall become effective from and after its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 28TH DAY OF APRIL, 2015.

APPROVED:



Stephen Terrell, MAYOR

ATTEST:



Shelley B. George, TRMC, CITY SECRETARY

THE STATE OF TEXAS

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First Modification of Interlocal Agreement
By and Between City of Plano,
City of Allen and City of Parker
2015-107-1

COUNTY OF COLLIN

THIS FIRST MODIFICATION OF Interlocal Agreement (hereinafter "First Modification") is by and between the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation (hereinafter "Plano"), acting by and through its City Manager or his designee, the **CITY OF ALLEN, TEXAS**, a municipal corporation (hereinafter "Allen"), and the **CITY OF PARKER, TEXAS**, a general-law municipality (hereinafter "Parker"). Plano and Allen are sometimes collectively referred to as "Cities."

WITNESSETH:

WHEREAS, Cities and Parker entered into an Interlocal Agreement on December 7, 2010 (hereinafter "Agreement") for the use of the Allen and Plano Radio Communications System (hereinafter "System"); and

WHEREAS, Cities and Parker desire to amend such Agreement in certain respects as set forth herein in this First Modification.

NOW THEREFORE, the Agreement is incorporated herein as if written word for word. Except as provided below, all other terms and conditions of the Agreement shall remain unchanged and shall remain in full force and effect. In the event of any conflict or inconsistency between the provisions set forth in this First Modification and the Agreement, priority of interpretation shall be in the following order: First Modification, Agreement. In consideration of the foregoing, and for other good and valuable consideration, the parties hereto agree as follows:

i.

Beginning on the effective date of this Modification and continuing through the remaining term of the Agreement, **section III. OBLIGATIONS OF CITIES sub-section 3.01** is hereby modified to read in its entirety as follows:

"III. OBLIGATIONS OF CITIES

3.01 The Cities will lease to Parker three (3) Talkgroups, which are a primary level of communication for users on the System (hereinafter referred to as "Talkgroup"), comparable to a channel on a conventional radio system, for the exclusive use of Parker. Talkgroups will be established for Parker by Plano."

IN WITNESS WHEREOF, this Modification shall be effective from and after the date of execution by the last signatory hereto as evidenced below.

CITY OF PARKER, TEXAS

Date: April 7, 2015

APPROVED AS TO FORM:


CITY ATTORNEY

By: 

Name: Z Marshall
Title: Mayor



CITY OF ALLEN, TEXAS

Date: on file

APPROVED AS TO FORM:

on file
CITY ATTORNEY

By: 

Name: Peter H. Vargas
Title: City Manager

CITY OF PLANO, TEXAS

Date: 6/22/15

APPROVED AS TO FORM:


Paige Mims, CITY ATTORNEY

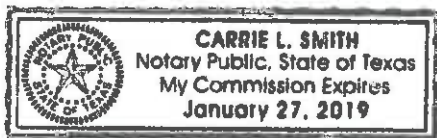
By: 

Bruce D. Glasscock
CITY MANAGER

ACKNOWLEDGMENTS

STATE OF TEXAS §
COUNTY OF Collin §

This instrument was acknowledged before me on the 7th day of April, 2015 by Z Marshall, (Authorized representative) Mayor (Title) of CITY OF PARKER, TEXAS, a general-law municipality, on behalf of said municipality.



Carrie L. Smith
Notary Public, State of Texas

STATE OF TEXAS §
COUNTY OF Collin §

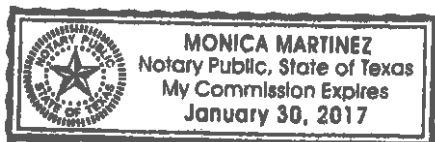
This instrument was acknowledged before me on the 30 day of April, 2015 by Peter H Vargas, (Authorized representative) City Manager (Title) of CITY OF ALLEN, TEXAS, a home-rule municipal corporation, on behalf of said corporation.



Y. Linette Magana
Notary Public, State of Texas

STATE OF TEXAS §
COUNTY OF COLLIN §

June This instrument was acknowledged before me on the 24th day of June, 2015 by FRANK TURNER, Deputy City Manager BRUCE D. GLASSCOCK, City Manager of the CITY OF PLANO, TEXAS, a home-rule municipal corporation, on behalf of said corporation.



Monica Martinez
Notary Public, State of Texas



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Technology Services

Department Head: Chris Chiancone

Agenda Coordinator: Kelsey Horne

CAPTION

To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the Plano Independent School District for the use of the Plano and Allen Radio Communications System.
Approved

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 and is an extension of the existing contract already in place.

SUMMARY OF ITEM

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with the Plano Independent School District will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	11/1/2018	Memo
Agreement and Exhibit A	10/30/2018	Agreement

Memorandum

Date: October 17, 2018

To: Bruce D. Glasscock, City Manager
Jim Parrish, Deputy City Manager

From: Chris Chiancone, Chief Information Officer

Subject: Extend Interlocal Agreement with Plano Independent School District

BACKGROUND

The cities of Plano and Allen entered into an Interlocal Agreement (ILA) in 2009 to provide public safety radio services for themselves and other entities in Collin County. The Plano Independent School District entered into an ILA with the Cities of Plano and Allen as a subscriber of radio services on the Joint Radio network; the agreement states that the contractual obligations of the parties began on October 1, 2010. The Joint Radio ILA has been renewed by the network owners (City of Plano and City of Allen), and the ILA with Plano Independent School District expired 30 September 2018. Due to the rate schedule changes for subscribers on the Joint Radio network, the terms of the ILA between City of Plano, City of Allen and Plano Independent School District requires modifications and updating.

PROCESS & AWARD JUSTIFICATION

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with Plano Independent School District will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

The ILA between Joint Radio owners and Plano Independent School District greatly improves the communication between the District and public safety responders. By continuing our commitment to shared services and costs, citizens benefit through a lower total cost of ownership and high levels of resilience for our public safety agencies along with general government radio users.

DOLLAR VALUE

The future value of this agreement will be realized in Fiscal Year 2018-2019 with the introduction of a new rate schedule for subscribers on the Plano and Allen Joint Radio System

WHAT IS THE IMPACT IF THIS IS NOT AWARDED BY COUNCIL

Without the use of the Joint Radio network the Plano Independent School District would be required to source another means of radio communication. This radio system allows the Independent School District readily available communication in times of safety and security of school staff and students.

September 24, 2018

Steve Neill, Assistant Director
Plano Independent School District
600 Seabrook Drive
Plano, Texas 75023

Chief of Police Brian E. Harvey
City of Allen
205 W. McDermott
Allen, Texas 75013

RE: Extension of Interlocal Agreement between the Cities of Allen and Plano and the Plano Independent School District for the Use of the Allen and Plano Radio Communications System

Assistant Director and City of Allen Police Chief:

The above referenced interlocal agreement, attached hereto as **Exhibit "A"**, is set to expire on September 30, 2018. By signing below, the City of Plano, the City of Allen and the Plano Independent School District agree to extend the interlocal agreement, attached hereto as **Exhibit "A"**, through September 30, 2019, or until a new agreement is executed, whichever comes first. The parties agree to continue to be bound by the terms and conditions, as set out in **Exhibit "A"**, during the term of the herein extension.


The City looks forward to a continued successful relationship. Please sign and email the signed letter to khorne@plano.gov. If you have any further questions, please contact me at the number listed below.

Sincerely,




Chris Chiancone
Chief Information Officer, City of Plano
Technology Services Department
(972) 941-5391

Plano Independent School District


Assistant Director
Date 9/25/18

City of Allen, Texas


City of Allen Police Chief
Date 9-27-18

**AGREEMENT BETWEEN THE CITIES OF ALLEN AND PLANO AND THE PLANO
INDEPENDENT SCHOOL DISTRICT FOR THE USE OF THE ALLEN AND PLANO
RADIO COMMUNICATIONS SYSTEM**

The CITIES OF PLANO, TEXAS AND ALLEN, TEXAS, both municipal corporations, (hereinafter referred to as "Cities") and the PLANO INDEPENDENT SCHOOL DISTRICT, a school district formed under the laws of the State of Texas, (hereinafter referred to as "PISD"), agree as follows:

WHEREAS, the Cities and PISD are political subdivisions within the State of Texas, each of which engages in the provision of governmental services for the benefit of their citizens; and

WHEREAS, the Interlocal Cooperation Act under Chapter 791 of the Texas Government Code (the "Act") provides authority for local governments of the State of Texas to enter into Interlocal agreements with each other regarding governmental functions and services as set forth in the Act; and

WHEREAS, the cities of Allen and Plano jointly own, operate, and maintain the radio communications system exclusive of the radios owned individually by each city (hereinafter referred to as "System") for the purpose of providing radio communications in support of its governmental operations; and

WHEREAS, PISD wishes to use certain portions of the System for its governmental operations; and

WHEREAS, the use of the System in the provision of governmental services benefits the public health and welfare, promotes efficiency and effectiveness of local governments, and is of mutual concern to the contracting parties; and

WHEREAS, PISD and the Cities have current funds available to satisfy any fees and costs required pursuant to this Agreement.

NOW, THEREFORE, the Cities and PISD, for and in consideration of the recitals set forth above and terms and conditions below, agree as follows:

I. TERM

The term of this Agreement is for a period of five (5) years, beginning on the 1st day of October 2010, and ending on the 30th day of September 2015, with an optional three (3) year automatic renewal, unless terminated earlier by either party in accordance with the terms of this Agreement. Unless terminated by the Cities or PISD, as set forth hereafter, this agreement shall automatically renew yearly without further action until its automatic termination on the 30th day of September, 2018.

II. OBLIGATIONS OF PISD

2.01 PISD shall use the System in accordance with this Agreement to provide integration of communications by PISD between its users on the System for governmental operations.

2.02 When using the System, PISD shall abide by all applicable federal and state laws and regulations, including any regulations of the Allen and Plano Radio System. When PISD uses the System for interoperability with Talkgroups other than those provided by this Agreement, PISD will also abide by the user rules of those Talkgroups.

2.03 PISD must provide a written request to the Plano System Manager to activate radios on the System. Such request must include the model and serial number of the radio, the name of the user, and identifying Talkgroups required in the radio.

2.04 PISD is responsible for furnishing all its radios, which are compatible with the P-25 Digital system, and for the maintenance of the same.

III. OBLIGATIONS OF CITIES

3.01 The Cities will lease to PISD **nine (9)** Talkgroups, which are a primary level of communication for users on the System (hereinafter referred to as "Talkgroup"), comparable to a channel on a conventional radio system, for the exclusive use of PISD. Talkgroups will be established for PISD by Plano.

3.02 The Plano System Manager will not activate radios on PISD Talkgroups nor make changes to PISD radios without first receiving authorization from the designated representative of PISD, unless in the opinion of Plano, such action is necessary to eliminate harmful interference.

3.03 Plano is also responsible for:

- (1) Coordinating Talkgroups among system users;
- (2) Grouping of Talkgroups to allow transmitting and receiving on all associated Talkgroups as required by PISD;
- (3) The operation, maintenance, and control of the System.

IV. FEES

The fees assessed against PISD and due annually for services and use of the System are as follows:

(1)	Lease radio airtime (per radio, per month)	\$ 8.56
(2)	Lease Talkgroup (per Talkgroup, per month)	\$62.97
(3)	Administrative and Technical fee (per month)	\$1,374.95

None of the charges listed above include the cost of maintenance of mobiles, portables, or control stations/points.

The Cities may increase these fees at the beginning of each fiscal year by an amount not to exceed seven percent (7%) of the previous year's fees. The Cities will provide 120 days notice to PISD before increasing the fees.

Total Fees for Annual Service

Based on the fees set out above, the Cities will calculate the annual fee due based upon the total number of radios and Talkgroups and submit an invoice to PISD on or before October 1st of each year. This amount is subject to change when PISD adds or deletes the number of radios and/or Talkgroups in service. PISD must notify the Plano System Manager in writing of any addition or deletion of radios and/or Talkgroups. The amount owed for annual fees for additions of radio/Talkgroups will be prorated for the year added, invoiced immediately, and amounts will be due within 30 days of receipt of the invoice for the addition(s). The amount owed for annual fees will be adjusted for deletions the next contract year. No refunds will be given for payments made for radios/Talkgroups deleted after annual payment until the next contract year.

V. PAYMENT DUE

PISD agrees to pay the Cities the annual fees specified under Article IV within thirty (30) days of the receipt of the invoice. Should PISD add radios or Talkgroups to the service within a term, PISD agrees to pay the additional fee(s) due within thirty (30) days of invoice. All payments for expenses incurred as a result of the performance of this Agreement shall be made only from current revenues legally available to each respective party.

VI. TERMINATION

6.01 Termination of this Agreement may occur by any of the following:

- (1) Either party may terminate this Agreement at any time by giving sixty (60) days advance written notice. PISD shall pay for all fees incurred through the effective date of termination.
- (2) If the Cities permanently discontinue the operation of its System, this Agreement shall terminate on the date of discontinuance without further notice, and no fees will be reimbursed by the Cities to PISD.
- (3) In the event of any default of any term, either party may forfeit this Agreement at its discretion if the default is not cured within ten (10) days of written notice.

VII. RELEASE AND HOLD HARMLESS

Each party does hereby agree to waive all claims against, release, and hold harmless the other party and its respective officials, officers, agents, employees, in both their public and private capacities, from any and all liability, claims, suits, demands, losses, damages, attorneys fees, including all expenses of litigation or settlement, or causes of action which may arise by reason of injury to or death of any person or for loss of, damage to, or loss of use of any property arising out of or in connection with this Agreement. In the event that a claim is filed, each party is responsible for its proportionate share of liability.

VIII. IMMUNITY

In the execution of this Agreement, none of the parties waive, nor shall be deemed hereby to have waived, its sovereign immunity or any legal or equitable defense

to any form of liability. The parties by entering into this Agreement do not create any obligations, express or implied, other than those set forth herein, and this Agreement shall not create any rights in parties not signatories hereto.

IX. ASSIGNMENT

PISD agrees to retain control and to give full attention to the fulfillment of this Agreement; PISD cannot assign or sublet this Agreement without the prior written consent of the Cities. Further, PISD cannot sublet any part or feature of the work to anyone objectionable to the Cities. PISD also agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Agreement, does not relieve PISD from its full obligations to the Cities as provided by this Agreement.

X. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement between the Cities and PISD, and supersedes all prior negotiations, representations and/or agreements, either written or oral. The parties may amend this Agreement only by written instrument signed by PISD and the Cities, except that execution of an amendment for assignment or subletting only requires the signature of the Cities.

XI. NOTICES

Unless notified otherwise in writing, all notices are required to be given to either party in writing and delivered in person or send via certified mail to the other party at the following respective addresses:

PISD Representative:

Daniel Wine
Energy Manager
Plano Independent School District
6600 Alma Drive
Plano, TX 75023-2806
972-519-8282

Plano Representative:

Director, Public Safety Communications
City of Plano
1520 K Avenue
Plano, Texas 75074
972-941-7931

Allen Representative:

Police Chief
City of Allen
205 W. McDermott
Allen, Texas 75013
214-509-4200

XII. AUTHORITY TO SIGN/CITY COUNCIL AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto. Cities have executed this Agreement pursuant to duly authorized action of the City Council of Plano on October 11, 2010, and the City

of Allen on September 14, 2010. PISD has executed this Agreement pursuant to duly authorized City Council Resolution No. 2010-10-966 dated _____, 2010.

XIII. SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either party may terminate this Agreement by giving the other party thirty (30) days written notice.

XIV. VENUE

This Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. The parties agree that this Agreement shall be enforceable in Collin County, Texas, and, if legal action is necessary, exclusive venue shall lie in Collin County, Texas.

XV. INTERPRETATION OF AGREEMENT

Although this Agreement is drafted by the Cities, this is a negotiated document. Should any part of this Agreement be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

XVI. REMEDIES

No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the parties. It is further agreed that one (1) or more instances of forbearance by either party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

XVII. SUCCESSORS AND ASSIGNS

The parties each bind themselves, their respective successors, executors, administrators and assigns to the other party to this contract. Neither party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of all parties.

EXECUTED on the dates indicated below:

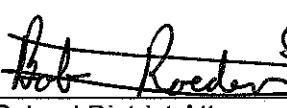
PLANO INDEPENDENT SCHOOL
DISTRICT

BY: 

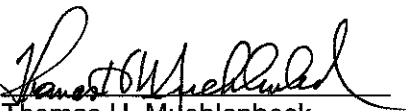
Name: Richard McKen

Title: Associate Superintendent

APPROVED AS TO FORM:

 
School District Attorney


CITY OF PLANO, TEXAS

BY: 
Thomas H. Muehlenbeck
City Manager

APPROVED AS TO FORM:


 Diane C. Wetherbee, City Attorney

CITY OF ALLEN, TEXAS

BY: 
Peter H. Vargas, City Manager

APPROVED AS TO FORM:


Peter G. Smith, City Attorney

ACKNOWLEDGEMENTS

STATE OF TEXAS

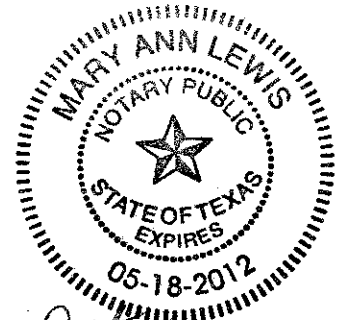
§

COUNTY OF COLLIN

§

This instrument was acknowledged before me on the 1st day of December 2010, by Richard Mathis, **PLANO INDEPENDENT SCHOOL DISTRICT**, a Texas Public School on behalf of such entity.

Mary Ann Lewis
Notary Public, State of Texas



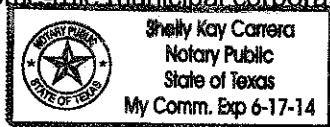
STATE OF TEXAS

§

COUNTY OF COLLIN

§

This instrument was acknowledged before me on the 22nd day of October 2010, by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of such municipal corporation.



Shelly Kay Carrera
Notary Public, State of Texas

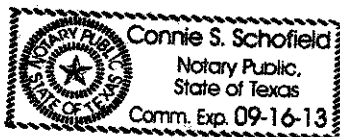
STATE OF TEXAS

§

COUNTY OF COLLIN

§

This instrument was acknowledged before me on the 8th day of November 2010, by **PETER H. VARGAS**, City Manager of the **CITY OF ALLEN, TEXAS**, a home-rule municipality, on behalf of such municipality.



Connie Schofield
Notary Public, State of Texas



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Technology Services

Department Head: Chris Chiancone

Agenda Coordinator: Kelsey Horne

CAPTION

To ratify an extension of the Interlocal Cooperation Agreement between the Cities of Allen and Plano and the Texas Health Center for Diagnostics and Surgery for the use of the Plano and Allen Radio Communications System. **Approved**

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 and is an extension of the existing contract already in place.

SUMMARY OF ITEM

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with Texas Health Center for Diagnostics and Surgery will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Safe Large City, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	11/1/2018	Memo
Agreement and Exhibit A	10/30/2018	Agreement

Date: October 17, 2018

To: Bruce D. Glasscock, City Manager
Jim Parrish, Deputy City Manager

From: Chris Chiancone, Chief Information Officer

Subject: Extend Interlocal Agreement with Texas Health Center for Diagnostics and Surgery

BACKGROUND

The cities of Plano and Allen entered into an Interlocal Agreement (ILA) in 2009 to provide public safety radio services for themselves and other entities in Collin County. Texas Health Center for Diagnostics and Surgery entered into an ILA with the Cities of Plano and Allen as a subscriber of radio services on the Joint Radio network; the agreement states that the contractual obligations of the parties began on October 1, 2010. The Joint Radio ILA has been renewed by the network owners (City of Plano and City of Allen), and the ILA with Texas Health Center for Diagnostics and Surgery expired 30 September 2018. Due to the rate schedule changes for subscribers on the Joint Radio network, the terms of the ILA between City of Plano, City of Allen and Texas Health Center for Diagnostics and Surgery requires modifications and updating.

PROCESS & AWARD JUSTIFICATION

With the Joint Radio network ILA having been approved by both City of Allen and City of Plano City Councils, the need to extend the current ILA with Texas Health Center for Diagnostics and Surgery will allow for all parties the opportunity to review the existing ILA, compare the new services and rate schedule set in the new ILA, and be processed through each respective parties legislative process.

The ILA between Joint Radio owners and Texas Health Center for Diagnostics and Surgery greatly improves the communication and coordination of emergency services and medical facilities supporting emergency responders. By continuing our commitment to shared services and costs, citizens benefit through a lower total cost of ownership and high levels of resilience for our public safety agencies along with general government radio users.

DOLLAR VALUE

The future value of this agreement will be realized in Fiscal Year 2018-2019 with the introduction of a new rate schedule for subscribers on the Plano and Allen Joint Radio System.

WHAT IS THE IMPACT IF THIS IS NOT AWARDED BY COUNCIL

The communication and coordination of medical facilities in support of emergency services could be significantly impacted if the platform is not available for verbal communication interoperability of agencies to direct and divert emergencies to appropriate hospitals for support.

September 24, 2018

Randy Hostettler, Facilities Director
Texas Health Center
6020 West Parker Road
Plano, Texas 75092

Chief of Police Brian E. Harvey
City of Allen
205 W. McDermott
Allen, Texas 75013

RE: Extension of Interlocal Agreement between the Cities of Allen and Plano and Texas Health Center for Diagnostics and Surgery for the Use of the Allen and Plano Radio Communications System

Facilities Director and City of Allen Police Chief:


The above referenced interlocal agreement, attached hereto as **Exhibit "A"**, is set to expire on September 30, 2018. By signing below, the City of Plano, the City of Allen and Texas Health Resources agree to extend the interlocal agreement, attached hereto as **Exhibit "A"**, through September 30, 2019, or until a new agreement is executed, whichever comes first. The parties agree to continue to be bound by the terms and conditions, as set out in **Exhibit "A"**, during the term of the herein extension.

The City looks forward to a continued successful relationship. Please sign and email the signed letter to khorne@plano.gov. If you have any further questions, please contact me at the number listed below.


Sincerely,



Chris Chiancone
Chief Information Officer, City of Plano
Technology Services Department
(972) 941-5391



Facilities Director Date 9/25/18

City of Allen, Texas


City of Allen Police Chief Date 9-27-18

AGREEMENT BETWEEN THE CITIES OF ALLEN AND PLANO AND THE TEXAS HEALTH CENTER FOR DIAGNOSTICS AND SURGERY FOR USE OF THE ALLEN AND PLANO RADIO COMMUNICATIONS SYSTEM

The CITIES OF PLANO, TEXAS AND ALLEN, TEXAS both municipal corporations, (hereinafter referred to as "Cities"), and the TEXAS HEALTH CENTER FOR DIAGNOSTICS AND SURGERY a hospital for-profit corporation (hereinafter referred to as "THCDS"), agree as follows:

WHEREAS, The Cities of Allen, and Plano jointly own, operate, and maintain an 800 MHz trunked communications system (hereinafter referred to as "System") for the purpose of providing radio communications in support of its governmental operations; and

WHEREAS, THCDS wishes to use the Cities System to provide Communications with-in THCDS, Buildings and/or Facilities on a day-to-day basis and will have the ability to coordinate with Plano Dispatch in time of emergency.

WHEREAS, the Cities hereby consent to such use of the System by THCDS, and recognizes that such use benefits THCDS, and the public health and welfare.

NOW, THEREFORE, the Cities and THCDS, for and in consideration of the recitals set forth above and terms and conditions below, agree as follows:

I. TERM

The term of this Agreement is for a period of five (5) years, beginning on the 1st day of October 2010, and ending on the 30th day of September 2015, with an optional three (3) year automatic renewal, unless terminated earlier by either party in accordance with the terms of this Agreement. Unless terminated by either the Cities or THCDS, as set forth hereafter, this agreement shall automatically renew yearly without further action until its automatic termination on the 30th day of September 2018.

II. OBLIGATIONS OF PARTIES

2.01 Plano shall provide THCDS with radio identification numbers (aliases). and/or Radio Talkgroups (channels) on the Plano system.

2.02 THCDS shall use the System in accordance with this Agreement to provide interoperability of communications to Plano Dispatch in an emergency and THCDS and its users on the System only for conducting day-to-day operations specifically identified herein.

2.03 When using the System, THCDS shall abide by all applicable federal, state, and local laws, rules, and regulations, including any rules and regulations of the Allen and Plano Radio System. When THCDS is using the System for interoperability with Talkgroups other than those provided for by this Agreement, THCDS shall also abide by the rules for such Talkgroups.

2.04 THCDS must make written requests to the Plano System Manager for the activation of radios on the System, which must include the model and serial number of the radio, the name of the user, and the required Talkgroups.

2.05 THCDS shall be responsible for furnishing/purchasing its own radios. Radio Manager must approve radio type and model.

2.06 THCDS programming of additional units will be performed by the City of Plano Radio shop.

2.07 THCDS may operate no more than two (2) mobile/portable units on their Talkgroup at any one time.

2.08 THCDS shall operate on Allen and Plano system ONLY for purposes related to their provision of emergency and day-to-day services. Any other use by THCDS is prohibited.

III. FEES

3.01 The fees assessed against THCDS and due annually for the services and use of the System are as follows:

(1)	Lease radio airtime (per month, per radio)	\$ 8.56
(2)	Lease Talkgroup (per month, per Talkgroup)	\$ 62.97
(3)	Contract services (per month)	\$ 96.30

None of the charges listed above include the cost of maintenance of mobiles, portables, or control stations/points.

The Cities may increase these fees at the beginning of each renewal period by an amount not to exceed seven percent (7%) of the previous year's fees. The Cities will provide 120 days notice to THCDS before increasing the fees.

Total Fees for Annual Service

Based on the fees set out above, the Cities will calculate the annual fee due based upon the total number of radios and Talkgroups and submit an invoice to THCDS on or before October 1st of each year. This amount is subject to change when THCDS adds or deletes the number of radios and/or Talkgroups in service. THCDS must notify the Plano System Manager in writing of any addition or deletion of radios and/or Talkgroups.

The amount owed for annual fees for additions of radio/Talkgroups will be prorated for the year added, invoiced immediately, and amounts will be due within 30 days of receipt of the invoice for the addition(s). The amount owed for annual fees will be adjusted for deletions the next contract year. No refunds will be given for payments made for radios/Talkgroups deleted after annual payment until the next contract year.

IV. PAYMENT DUE

THCDS agrees to pay the Cities the annual fees specified under Article III. Within thirty (30) days of the receipt of the invoice. Should THCDS add radios or Talkgroups to the service within a term, THCDS agrees to pay the additional fees(s) due within thirty (30) days of invoice.

V. TERMINATION

5.01 Termination of this Agreement may occur by any of the following:

- (a) Either party may terminate this Agreement at any time by giving sixty (60) days advance written notice. THCDS shall pay for all fees incurred through the effective date of termination.
- (b) If the Cities permanently discontinue operation of the System, this Agreement shall terminate on the date of discontinuance without further notice, and no fees will be reimbursed by the Cities to THCDS.

VI. INDEMNIFICATION

THE CONTRACTOR AGREES TO DEFEND, INDEMNIFY AND HOLD THE CITIES AND THEIR RESPECTIVE OFFICERS, AGENTS AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, JUDGMENTS, FINES, PENALTIES, COSTS AND EXPENSES FOR PERSONAL INJURY (INCLUDING DEATH), PROPERTY DAMAGE OR OTHER HARM OR VIOLATIONS FOR WHICH RECOVERY OF DAMAGES, FINES, OR PENALTIES IS SOUGHT, SUFFERED BY ANY PERSON OR PERSONS, THAT MAY ARISE OUT OF OR BE OCCASIONED BY CONTRACTOR'S BREACH OF ANY OF THE TERMS OR PROVISIONS OF THIS CONTRACT, VIOLATIONS OF LAW, OR BY ANY NEGLIGENT, GROSSLY NEGLIGENT, INTENTIONAL, OR STRICTLY LIABLE ACT OR OMISSION OF THE CONTRACTOR, THEIR OFFICERS, AGENTS, EMPLOYEES, INVITEES, SUBCONTRACTORS, OR SUB-SUBCONTRACTORS AND THEIR RESPECTIVE OFFICERS, AGENTS, OR REPRESENTATIVES, OR ANY OTHER PERSONS OR ENTITIES FOR WHICH THE CONTRACTOR IS LEGALLY RESPONSIBLE IN THE PERFORMANCE OF THIS CONTRACT. THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH SHALL NOT APPLY TO ANY LIABILITY RESULTING FROM THE SOLE NEGLIGENCE OF THE CITIES, AND THEIR OFFICERS, AGENTS, EMPLOYEES OR SEPARATE CONTRACTORS. THE CITIES DO NOT WAIVE ANY

GOVERNMENTAL IMMUNITY OR OTHER DEFENSES AVAILABLE TO THEM UNDER TEXAS OR FEDERAL LAW. THE PROVISIONS OF THIS PARAGRAPH ARE SOLELY FOR THE BENEFIT OF THE PARTIES HERETO AND ARE NOT INTENDED TO CREATE OR GRANT ANY RIGHTS, CONTRACTUAL OR OTHERWISE, TO ANY OTHER PERSON OR ENTITY.

CONTRACTOR AT ITS OWN EXPENSE IS EXPRESSLY REQUIRED TO DEFEND CITIES AGAINST ALL SUCH CLAIMS. CITIES RESERVE THE RIGHT TO PROVIDE A PORTION OR ALL OF THEIR OWN DEFENSE; HOWEVER, CITIES ARE UNDER NO OBLIGATION TO DO SO. ANY SUCH ACTION BY CITIES IS NOT TO BE CONSTRUED AS A WAIVER OF CONTRACTOR'S OBLIGATION TO DEFEND CITIES OR AS A WAIVER OF CONTRACTOR'S OBLIGATION TO INDEMNIFY CITIES PURSUANT TO THIS AGREEMENT. CONTRACTOR SHALL RETAIN DEFENSE COUNSEL WITHIN SEVEN (7) BUSINESS DAYS OF CITIES WRITTEN NOTICE THAT CITIES ARE INVOKING THEIR RIGHT TO INDEMNIFICATION UNDER THIS AGREEMENT. IF CONTRACTOR FAILS TO RETAIN COUNSEL WITHIN THE REQUIRED TIME PERIOD, CITIES SHALL HAVE THE RIGHT TO RETAIN DEFENSE COUNSEL ON THEIR OWN BEHALF AND CONTRACTOR SHALL BE LIABLE FOR ALL COSTS INCURRED BY THE CITIES.

VII. ASSIGNMENT AND SUBLETTING

THCDS agrees to retain control and to give full attention to the fulfillment of this Agreement; THCDS cannot assign or sublet this Agreement without the prior written consent of a majority of the Cities. Further, THCDS cannot sublet any part or feature of the work to anyone objectionable to the Cities. THCDS also agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Agreement, does not relieve THCDS from its full obligations to the Cities as provided by this Agreement.

VIII. ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement between the Cities and THCDS and supersedes all prior negotiations, representations, and/or agreements, either written or oral. The parties may amend this Agreement only by written instrument signed by THCDS and the Cities, except that execution of an amendment for assignment or subletting only requires the signature of a majority of the Cities.

IX. NOTICES

Unless notified otherwise in writing, all notices required to be given to either party shall be in writing and delivered in person or sent by certified mail to the respective parties at the following addresses:

THCDS Representative:

Randy J. Hostettler
Facilities Director
Texas Health Center for Diagnostics
and Surgery
6020 West Parker Road
Plano, Texas 75093
(972) 403-2823

Plano Representative:

Director of Public Safety Communications
City of Plano
1520 K Avenue
Plano, TX 75074
(972) 941-7931

Allen Representative:

Police Chief
City of Allen
205 W. McDermott
Allen, Texas 75013
(214) 509-4200

X. AUTHORITY TO SIGN/CITY COUNCIL AUTHORIZATION

The undersigned officer and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto. Cities have executed this Agreement pursuant to duly authorized action of the City Council of Plano on October 11, 2010, and the City of Allen on September 14, 2010. THCDS has executed this Agreement on November 24, 2010.

XI. SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event, either party may terminate this Agreement by giving the other party thirty (30) days written notice.

XII. VENUE

This Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. The parties agree that this Agreement shall be enforceable in Collin County, Texas, and, if legal action is necessary, exclusive venue shall lie in Collin County, Texas.

XIII. INTERPRETATION OF AGREEMENT

Although this Agreement is drafted by the Cities, this is a negotiated document. Should any part of this Agreement be in dispute, the parties agree that the Agreement shall not be construed more favorably for either party.

XIV. REMEDIES

No right or remedy granted herein or reserved to the parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the parties. It is further agreed that one (1) or more instances of forbearance by either party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

XV. SUCCESSORS AND ASSIGNS

The parties each bind themselves, their respective successors, executors, administrators and assigns to the other party to this contract. Neither party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of both parties.

EXECUTED on the dates indicated below:

TEXAS HEALTH CENTER FOR DIAGNOSTICS AND SURGERY

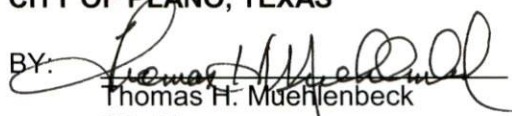
BY: 

Name: Larry Q. Robertson

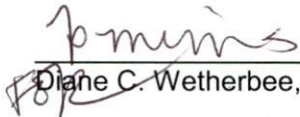
Title: President

CITY OF PLANO, TEXAS

BY:

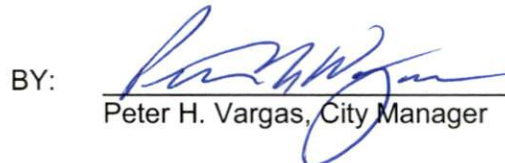

Thomas H. Muehlenbeck
City Manager

APPROVED AS TO FORM:

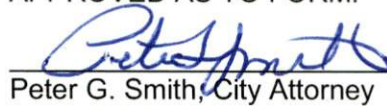

Diane C. Wetherbee, City Attorney

CITY OF ALLEN, TEXAS

BY:


Peter H. Vargas, City Manager

APPROVED AS TO FORM:

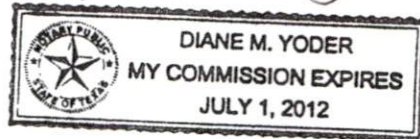

Peter G. Smith, City Attorney

ACKNOWLEDGMENTS

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

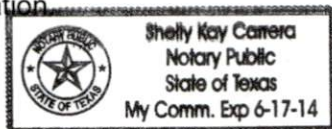
This instrument was acknowledged before me on the 24th day of NOVEMBER, 2010, by LARRY ROBERTSON, of **TEXAS HEALTH CENTER FOR DIAGNOSTICS AND SURGERY**, a hospital for-profit corporation, on behalf of such corporation.

Diane M. Yoder
Notary Public, State of Texas



STATE OF TEXAS §
 §
COUNTY OF COLLIN §

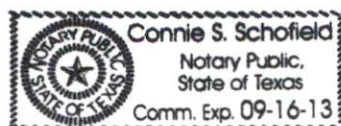
This instrument was acknowledged before me on the 22nd day of October, 2010, by **THOMAS H. MUEHLENBECK**, City Manager of the **CITY OF PLANO, TEXAS**, a home-rule municipal corporation, on behalf of such municipal corporation.



Shelly Kay Camera
Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF COLLIN §

This instrument was acknowledged before me on the 8th day of November, 2010, by **PETER VARGAS**, City Manager, of the **CITY OF ALLEN, TEXAS**, a home-rule municipality, on behalf of such municipality.



Connie Schofield
Notary Public, State of Texas



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Community Services

Department Head: Lori Schwarz

Agenda Coordinator: Nichole Adamo x8135

CAPTION

Resolution No. 2018-11-4(R): To authorize a Substantial Amendment to the 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Community Development Block Grant and HOME Investment Partnerships Program funds; and providing 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): CDBG & Home Grant Fund

COMMENTS: This item has no fiscal impact.

SUMMARY OF ITEM

Staff is proposing a substantial amendment to the City's 2017-2018 Action Plan for the purpose of reallocating funds to ensure timely commitment and usage of U. S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) funds and Community Development Block Grant (CDBG) funds, allocate funds according to market and public demand, and comply with HUD regulations.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Social Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	11/2/2018	Memo
Resolution	11/5/2018	Resolution
Exhibit A - Notice	11/1/2018	Exhibit
Exhibit B	11/5/2018	Exhibit

Date: October 29, 2018

To: Bruce Glasscock, City Manager

From: Shanette Eaden, Housing and Community Services Manager

Subject: Substantial Amendment to the 2017- 2018 Action Plan

Summary

Staff is proposing a substantial amendment to the City's 2017-2018 Action Plan for the purpose of reallocating funds to ensure timely commitment and usage of U. S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) funds and Community Development Block Grant (CDBG) funds, allocate funds according to market and public demand, and comply with HUD regulations.

Background

Market conditions have made it difficult for Habitat for Humanity of Collin County to locate reasonably priced vacant lots to build single-family homes for some time. Likewise, participants in our First Time Homebuyer program have been experiencing difficulty in locating and successfully winning bids when trying to purchase homes in the current market due to City of Plano program requirements and HUD regulations.

Staff met with Habitat for Humanity of Collin County regarding additional options for utilizing the funds. In the past, the organization purchased vacant lots for \$25,000 - \$30,000; however, with the limited supply of vacant lots, prices have increased dramatically. Staff encouraged the organization to reallocate funds to existing projects, as well as provided the organization the flexibility to spend a larger percentage of their funding to purchase vacant lots. The organization has been unable to utilize \$60,000 of their 2015 HOME funds in the three-year timeframe of their contractual agreement. Therefore, staff is recommending the \$60,000 be re-allocated into the First Time Homebuyer Program to ensure compliance with HUD guidelines.

In July 2018, staff amended the First Time Homebuyer (FTHB) Program structure to make homes affordable to those seeking to purchase within city limits. The program offers participants the ability to receive up to \$55,000 of down payment and closing costs assistance, as needed. Additionally, the city has a 30-year property lien with a shared equity agreement that stipulates if the participant moves out of the home prior to 15 years, the entire amount of funds provided must be repaid. The recent FTHB program modifications to adjust for market conditions has decreased the number of homebuyers proposed to be assisted with the funds. Therefore, staff recommends moving \$63,000 in 2017 HOME funds from the Housing Rehabilitation (HR) Program to the FTHB Program. The decrease in HR funding should not affect the overall number of housing rehabilitation projects proposed to be completed.

HUD regulations cap the amount of funding used on public service activities to 15 percent. The 2017-2018 Action Plan approved by HUD included a budget for public service projects at 16 percent due to a miscalculation. Therefore, staff is proposing to reduce the Homelessness Prevention Program budget by \$13,258; thereby, bringing the public service percentage into compliance with regulations. These funds will also be re-allocated to the FTHB program.

HUD requires the approval of a substantial amendment when:

- (1) Changes to project budgets approved in the annual action plan exceed twenty-five percent (25%) of the action plan's approved budget; or
- (2) New activities are added to the approved annual action plan.

The proposed substantial amendment to the 2017-2018 Action Plan is required because the proposed funding reallocations exceed 25% of the approved budget for the 2017-2018 Action Plan.

Current Request

On October 11, 2018, a public notice was placed in the Plano Star Courier to inform citizens of the proposed changes. No comments have been received. The proposed amendments are as follows:

Action Plan Year	Activity	Activity Budget	Current Funding Balance	Proposed Amendment	Proposed Amount
2015	HOME Habitat for Humanity	\$120,000	\$60,000	-\$60,000	\$0
2017	HOME Housing Rehabilitation	\$258,283	\$109,538	-\$63,000	\$46,538
2017	HOME First Time Homebuyer	\$59,685	\$59,685	+\$123,000	\$182,685
2017	CDBG Homelessness Prevention	\$119,417	\$13,258	-\$13,258	\$0
2017	CDBG First Time Homebuyer	\$0	\$0	+13,258	\$13,258

Next Steps

If approved, staff will commit funds in HUD's Integrated Disbursement and Information System (IDIS) as proposed, thereby meeting HUD's commitment of 2017 HOME and CDBG fund deadlines.

xc: Jack Carr, Deputy City Manager
Lori Schwarz, Director of Neighborhood Services

A Resolution of the City of Plano, Texas, authorizing a Substantial Amendment to the 2017-2018 Action Plan for the use of U.S. Department of Housing and Urban Development Community Development Block Grant and HOME Investment Partnerships Program funds; and providing an effective date.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires local governments seeking federal assistance through the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Program to develop a Five Year Consolidated Plan for Housing and Community Development and an annual Action Plan; and

WHEREAS, on July 24, 2017 the City Council adopted Resolution No. 2017-7-7(R) approving activities and proposed use of funds set forth in the 2017-2018 Action Plan; and

WHEREAS, a substantial amendment to the 2017-2018 Action Plan is required to reallocate funds previously approved for Action Plan activities according to market and public demands and to comply with HUD regulations; and

WHEREAS, HUD requires the approval of a substantial amendment when (1) changes to project budgets approved in the annual Action Plan exceed twenty-five percent (25%) of the Action Plan's approved budget or (2) new activities are added to the approved annual Action Plan; and

WHEREAS, the City's 2015-2019 Five Year Consolidated Plan for Housing and Community Development details the public participation process established by the Citizen Participation Plan required by HUD when seeking a substantial amendment to an annual Action Plan; and

WHEREAS, in accordance with the Citizen Participation Plan, a public notice was published in the Plano Star Courier on Thursday, October 11, 2018, a copy of which is attached hereto as Exhibit "A", informing the public of the proposed amendment to the 2017-2018 Action Plan via a Substantial Amendment; and

WHEREAS, the City Council approves of the Substantial Amendment to the 2017-2018 Action Plan which is attached hereto as Exhibit "B" and the related activities and proposed uses of the funds.

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

SECTION I. The City Council adopts the Substantial Amendment to the 2017-2018 Action Plan which is attached hereto as Exhibit "B".

SECTION II. The adoption of the Substantial Amendment approves the reallocation of 2015 HOME Investment Partnerships funds and 2017 Community

Development Block Grant and HOME Investment Partnerships funds for activities previously approved in the 2017-2018 Action Plan.

SECTION III. This resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

Approved as to form:

Paige Mims, CITY ATTORNEY

Scott & White Medical Center, vision screenings from Wal-Mart, Essilor Vision Foundation, and held consultations with local hospitals and medical centers. Wise Orthodontics, Los Rios Dental, Strongbridge Pediatrics and students from the Collin College Dental Hygiene program also offered dental screenings for children.

Nonprofits like Music Above All played live music across from members of

organizations aren't on the forefront of mainstream community events, he said, "But I felt today that everyone wants us to be included and wants us to be a part of it. So I am glad to be here on behalf of the entire disabilities community."

Nowosiad hopes to return to the fall festival next year and looks forward to even more representation and resources for Plano's special needs community.

The fall festival was also

"I know we have the department of fire, but little do we know they can come and talk about CPR and make awareness about the choking and the drowning of kids and how to rescue them when they find themselves in such a predicament," Claunch said. "It was quite eye-opening."

Based on the success of this year's event, the Families First Fall Fair may soon become a staple in Plano's community calendar.

CITY OF PLANO
NOTICE OF PUBLIC COMMENT PERIOD FOR PROPOSED SUBSTANTIAL AMENDMENT
TO THE 2017 ACTION PLAN FOR THE USE OF HOME INVESTMENT PARTNERSHIPS AND
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Publication Date: October 11, 2018

The City of Plano proposes a substantial amendment to its 2017 Annual Action Plan (AAP). The purpose of the proposed substantial amendment is to reallocate funding resources from the U.S. Department of Housing and Urban Development (HUD) to comply with HUD regulations and allocate funds according to market and public demand. The proposed changes affect the City's HOME Investment Partnerships (HOME) funds and Community Development Block Grant (CDBG) funds. The proposed amendment is stated below.

The City will reallocate \$13,258 in CDBG funds originally budgeted for the City's Homelessness Prevention Program to meet the 15% public service cap pursuant to 24 CFR § 570.201(e)(1). The City will also reallocate \$60,000 in unspent 2015 HOME funds originally awarded to Habitat for Humanity of South Collin County due to the passing of the expenditure deadline of 9/30/2018. The City proposes reallocating these HOME and CDBG funds to the First Time Homebuyer (FTHB) Program. Additionally, Housing Rehabilitation HOME funds in the amount of \$63,000 will be reallocated to the FTHB Program.

The following chart is a detailed breakdown of the proposed amendment:

AAP Year	Activity	Activity Budget	Current Funding Balance	Proposed Amendment	Proposed Amount
2015	HOME Habitat for Humanity	\$120,000	\$60,000	-\$60,000	\$0
2017	HOME Housing Rehabilitation	\$258,283	\$109,538	-\$63,000	\$46,538
2017	HOME First Time Homebuyer	\$59,685	\$59,685	+\$123,000	\$182,685
2017	CDBG Homelessness Prevention	\$119,417	\$13,258	-\$13,258	\$0
2017	CDBG First Time Homebuyer	\$0	\$0	+\$13,258	\$13,258

PUBLIC COMMENTS

A public comment period will be open from October 12, 2018 to November 12, 2018. The public may review the Action Plan in-person at the Neighborhood Services Department, 7501-A Independence Parkway, Plano, TX 75025. City department office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. The Action Plan may also be reviewed online at www.plano.gov/660/Housing-Urban-Development-HUD-Grants.

Comments regarding the Substantial Amendment should be directed to Shanette Eaden, Housing and Community Services Manager, 7501-A Independence Parkway, Plano, TX 75025, Phone: (972) 208-8150, Fax: (972) 208-8158, Email: shanettee@plano.gov. The Substantial Amendment will be reviewed by City Council on Monday, November 12, 2018, at 7:00 P.M. in the Council Chambers of the Plano Municipal Center, 1520 K Ave, Plano, TX 75074. Comments received by 5:00 P.M. on Monday, November 12, 2018, will be provided to City Council. Comments received after Monday, November 12, 2018, will not be sent to HUD.

ACCESSIBILITY STATEMENT

The Plano Municipal Building 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. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Neighborhood Services Department at (972) 208-8150.



Exhibit B

Substantial Amendment to the 2017 Action Plan

Action Plan Year	Activity	Activity Budget	Current Funding Balance	Proposed Amendment	Proposed Amount
2015	HOME Habitat for Humanity	\$120,000	\$60,000	-\$60,000	\$0
2017	HOME Housing Rehabilitation	\$258,283	\$109,538	-\$63,000	\$46,538
2017	HOME First Time Homebuyer	\$59,685	\$59,685	+\$123,000	\$182,685
2017	CDBG Homelessness Prevention	\$119,417	\$13,258	-\$13,258	\$0
2017	CDBG First Time Homebuyer	\$0	\$0	+13,258	\$13,258



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Linda Sweeney

CAPTION

Resolution No. 2018-11-5(R): To repeal Resolution No. 2008-2-9(R) and giving direction to staff to prepare instructions and application forms to be used by applicants seeking City of Plano approval of a municipal setting designation, and directing staff to amend such instructions and application forms from time to time as staff deems necessary; 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

COMMENTS: Increasing the Municipal Setting Designation application fee will result in additional revenue to the City of Plano's General Fund; however, given the periodic nature of this development process the potential change to revenues is indeterminable and likely to have minimal impact on the City of Plano's operating budget.

SUMMARY OF ITEM

See Recommendation Memo.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Strong Local Economy

Plano Tomorrow Plan Pillar:

Built Environment, Natural Environment

ATTACHMENTS:

Description	Upload Date	Type
Recommendation Memo	10/30/2018	Memo
Resolution	10/30/2018	Resolution

Date: November 12, 2018

To: Bruce D. Glasscock, City Manager

From: B. Caleb Thornhill, Director of Engineering 

Subject: Municipal Setting Designation Application Revisions

The City of Plano passed Resolution No. 2008-2-9(R) directing staff to prepare instructions and application forms to be used by applicants seeking City of Plano approval of a municipal setting designation (MSD). The Engineering Department is recommending repealing this resolution to allow staff flexibility to update the instructions and application forms from time to time in order to adapt quickly to necessary changes relevant to evaluating and making a recommendation to the City Council regarding a request for municipal setting designation. Repealing of this resolution would also remove the fee associated with the application review. We will adopt the fee in a separate ordinance that will include other city fees.

In April of 2018, the City of Plano hired Modern Geosciences to review and evaluate the City's current MSD application form. Based on this review, the City of Plano will be making recommended changes to the application including:

1. Checklist form – Enables staff to easily verify submitted information.
2. Schedule – Increased review time to sixty (60) days.
3. Property owner notice – Property owner distance set to 2,500 ft. instead of ½ mile.
4. Public Meeting and Hearing – Expectations to applicant on what input is expected for the meeting and hearing.
5. Instructions – Further expanded to provide additional data.

As Plano continues to see a rise in redevelopment, we should also expect the possibility of additional MSD cases to be considered before City Council. By repealing this resolution, it provides staff flexibility to adjust to future MSD considerations and requests by Council.

A Resolution of the City of Plano, Texas, repealing Resolution No. 2008-2-9(R) and giving direction to staff to prepare instructions and application forms to be used by applicants seeking City of Plano approval of a municipal setting designation, and directing staff to amend such instructions and application forms from time to time as staff deems necessary; and providing an effective date.

WHEREAS, the Texas Commission on Environmental Quality will not approve a Municipal Setting Designation (MSD) unless the City Council of the municipality in which the property is located supports the application; and

WHEREAS, the City Council adopted Resolution 2008-2-9(R) and its associated instructions and application form which was used by applicants seeking City of Plano approval of a municipal setting designation; and

WHEREAS, the City wishes to allow staff to update the instructions and application forms from time to time without City Council approval in order to adapt quickly to changes and to obtain all information that may be relevant to evaluating and making a recommendation to the City Council regarding a request for a municipal setting designation.

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

Section I. Resolution No. 2008-2-9(R) is hereby repealed.

Section II. Staff may adopt and amend application forms and instructions for applicants seeking municipal setting designations and post such forms and instructions in a place accessible to applicants.

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

DULY PASSED AND APPROVED this the 12th day of November, 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: 11/12/2018

Department: Special Projects

Department Head: Peter Braster

Agenda Coordinator:

CAPTION

Ordinance No. 2018-11-1: To amend Section 12-172, Bike-Share Permits, of Article VII, Bicycles, of Chapter 12, Motor Vehicles and Traffic, and amend Section 19-1, Obstruction of Streets, Alleys, Sidewalks, Parkway Areas, or Public Grounds, of Article I, In General, of Chapter 19, Streets and Sidewalks, of the Code of Ordinances of the City of Plano, Texas to regulate scooter share service companies, providing a repealer clause, a severability clause, a savings clause, a publication clause, a penalty 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	0	0
Encumbered/Expended Amount	0	0	0	0
This Item	0	0	500	500
Balance	0	0	500	500

FUND(S): General Fund

COMMENTS: This item extends the \$500 permit fee for bike share operators in Plano to include motor scooter operators as well, with revenue going to the City of Plano General Fund.

SUMMARY OF ITEM

This ordinance will allow private companies to operate for-rent battery operated scooters in Plano by permit.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Exciting Urban Centers - Destination for Residents and Guests, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Social Environment, Economic Environment

ATTACHMENTS:

Description	Upload Date	Type
Memo	10/31/2018	Memo
Ordinance	11/6/2018	Ordinance

Date: October 29, 2018

To: Bruce D. Glasscock, City Manager
Jack Carr, Deputy City Manager

From: Peter J. Braster, Director of Special Projects

Subject: Ordinance for E-Scooters

On February 26, 2018, City Council adopted a Bike Share ordinance. The Bike Share ordinance allows commercial bike share operations in the City of Plano by permit. At the time of the ordinance's enactment, there were three bike share companies operating in Plano. Only LimeBike, now known as Lime, has completed the permitting process. The Bike Share ordinance was limited to bicycles. We would now like to add e-scooters to that program.

Currently, private citizens are free to own and operate e-scooters in Plano. State law allows their use on roads where the posted speed limit is 35 mph or less. City Code allows riding bicycles and scooters on sidewalks and shared-use paths except: Downtown, Legacy Town Center, and Memorial Park. City does not require helmets nor allow e-scooter parking on sidewalks. State Law allows adults and children over 10, but under 18, to operate scooters on sidewalks and paths. Adults and children under 18 (who hold a driver's license or permit) may operate e-scooters on the street.

The e-scooters are battery operated and travel with a maximum speed of 14.8 miles per hour. The operators need to recharge the scooters each evening. Consequently, most e-scooters will be collected each evening at dusk, the battery will be recharged, maintenance performed as needed, and then returned to an approved location each morning. In addition, e-scooters:

- have a 20+ mile maximum range;
- cost \$1/unlock + \$0.15/min to ride;
- have in-app battery monitoring;
- are rented via mobile device App;
- rental companies require riders to be 18 years or older;
- rental companies require riders to have a driver's license;
- rental companies request riders use of helmet; and
- rental companies provide instructions on parking and use.

Observing e-scooters use in Dallas, we've seen their popularity soar. People are riding them to and from appointments, work, grocery stores, and fun. Their introduction into Plano will give our citizens another choice for transportation. We are also recommending that the 1-year pilot program for bike share, and by this action e-scooters, be permanently extended.

An Ordinance of the City of Plano, Texas amending Section 12-172, Bike-Share Permits, of Article VII, Bicycles, of Chapter 12, Motor Vehicles and Traffic, and amending Section 19-1, Obstruction of Streets, Alleys, Sidewalks, Parkway Areas, or Public Grounds, of Article I, In General, of Chapter 19, Streets and Sidewalks, of the Code of Ordinances of the City of Plano, Texas to regulate scooter share service companies, providing a repealer clause, a severability clause, a savings clause, a publication clause, a penalty clause, and an effective date.

WHEREAS, pursuant to Texas Transportation Code Section 311.001, the City of Plano (the “City”) maintains and regulates the streets and alleys within the City; and

WHEREAS, the goals of the City are to provide safe and affordable multimodal transportation options to all residents, increase mobility across the city, maintain all current uses of streets and sidewalks, and regulate the placement and proliferation of bicycles and scooters in the City’s right-of-way; and

WHEREAS, bicycle and scooter share services are a component to help the City achieve its transportation goals and the City desires to make bicycles and scooter share services available to residents, employees and visitors in the City, while maintaining the right-of-way for use by the public for passage and maintaining or enhancing property values; and

WHEREAS, the City created a pilot program to allow the City to evaluate the regulation of bicycle share companies in the City’s right-of-way; and

WHEREAS, the City adopted Ordinance No. 2018-2-6 on February 26, 2018 to regulate bicycle share service companies; and

WHEREAS, the City’s bike share pilot program created a successful permit program for granting bike share permits and implementing the bike share ordinance; and

WHEREAS, the City wishes to continue the permit program and add scooter share services to the ordinance.

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

Section I. Chapter 12, Motor Vehicles and Traffic, Article VII, Bicycles, of the Code of Ordinances, City of Plano, Texas, is hereby amended to read as follows:

Sec. 12-172. – Bike-share permits.

- (a) It shall be an offense for a company or person that provides bicycles or scooters on a short-term basis in exchange for compensation to place bicycles or scooters in the city’s right-of-way without a bike-share permit.
- (b) Permits may be issued and amended by the Director of Engineering, or his designee, of the City of Plano and shall regulate the use of the city’s right-of-way to allow sufficient access for pedestrians, comply with the American’s with Disabilities Act,

ensure no significant adverse effect on the property rights of third parties, and avoid creating conditions that are a threat to public health and safety.

Section II. Chapter 19, Streets and Sidewalks, Article I, In General, Section 19-1, Obstruction of streets, alleys, sidewalks, parkway areas, or public grounds, of the Code of Ordinances, City of Plano, Texas is hereby amended to read as follows:

Sec. 19-1. - Obstruction of streets, alleys, sidewalks, parkway areas, or public grounds.

- (a) It shall be unlawful for any person to obstruct or encumber any portion of any public street, alley, sidewalk, parkway area, or public property in the city with any item, including, but not limited to, lumber, boxes, firewood, posts, fences, and vehicles. If this conduct is also an offense under the Texas Penal Code, the violation must be prosecuted under state law.
- (b) It shall be an affirmative defense to prosecution if a defendant proves by a preponderance of the evidence that:
 - (i) a bike-share permit was issued by the City of Plano and the obstruction is allowed under the terms of the permit; or
 - (ii) the obstruction is allowed under Section 19-2 below; or
 - (iii) the obstruction is expressly authorized by city ordinance.
- (c) Exempt from this prohibition are trees, shrubs, landscaping, bike racks placed in the right-of-way by the City of Plano, bike racks placed in the right-of-way by a developer as required by the City of Plano, and mailboxes located in the parkway area that are maintained in compliance with other city ordinances, rules and regulations.
- (d) The parkway area is that area lying between the outer boundary of the right-of-way of any public street and/or alley and the curb line of the street and/or alley; or if there is no curb line, the paved portion of the street and/or alley.
- (e) 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(b) of the City Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.
- (f) In addition to the penalty provided above, and any other remedies available in law or equity, in the event that any person violates the provisions of this section, the city has the right to remove any such obstruction or encumbrance pursuant to Article III, Impounded Property, of Chapter 17, Police, of this Code.

Section III. 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 IV. 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 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 of any Ordinances 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(b) 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, publication as required by law, and after all necessary signs have been installed.

DULY PASSED AND APPROVED THE 12TH DAY OF NOVEMBER, 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: 11/12/2018

Department: Emergency Management.

Department Head: Carrie Reyes

Agenda Coordinator: Liza Warren

CAPTION

Ordinance No. 2018-11-2: To amend a section of Ordinance No. 2012-12-13 codified as Section 2-136 of Article VI, Emergency Management of Chapter 2, Administration, of the City of Plano Code of Ordinances as required by state law; and providing a repealer clause, a severability clause, a savings clause, a penalty 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): NA

COMMENTS: This item has no financial impact.

SUMMARY OF ITEM

Strategic Plan Goal:

Safe Large City

Plano Tomorrow Plan Pillar:

ATTACHMENTS:

Description	Upload Date	Type
Memo	10/30/2018	Memo
2017 CEMP Basic Plan	10/26/2018	Other
Ordinance	10/30/2018	Ordinance

Date: October 24, 2018

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

From: Carrie M. Reyes, Director of Emergency Management

Subject: Formal Adoption of the 2017 Comprehensive Emergency Management Plan

At the November 12, 2018 City Council meeting, I respectfully request action by city council on the following:

- Approval of an ordinance amending the emergency management ordinance to reference the 2017 Comprehensive Emergency Management Plan.
- Signature of approval by the city manager and mayor on the 2017 Comprehensive Emergency Management Plan Basic Plan document.

The City of Plano is required to develop and update a Comprehensive Emergency Management Plan (CEMP) every five years to meet state and federal statutes. As part of the update to the CEMP, the emergency management ordinance for the City of Plano is also updated to reflect adoption of the most current CEMP document.

The city manager and mayor are required by state policy to sign the Comprehensive Emergency Management Plan Basic Plan document, identifying approval of the plan and its contents. A copy of the signed plan is then forwarded on to the State of Texas Division of Emergency Management to authenticate our compliance with state policy. A current CEMP is required for the City of Plano to remain eligible for state and federal emergency management, mitigation, preparedness, and homeland security grant funding streams.

The 2017 CEMP involved almost two years of revision, modification, and alignment of the plan itself to state and federal statutes. The format of the document was modified to follow the same numbering of emergency support functions as the state and federal level planning documents. Many emergency support functions were moved into support or hazard specific annexes to better align with state and federal plans while adhering to new federal and state planning guidance.

The content of the emergency management plan did not significantly change. Several areas of the comprehensive emergency management plan were expanded to address modifications to planning standards which occurred over the five year approval cycle. The plan was reviewed by state planning staff to assure adherence to federal and state planning requirements.

Adoption of the ordinance and signature on the CEMP Basic Planning document is the last step required by the state to document formal plan adoption.

Thank you for your time and attention to this matter. Please let me know if you have any questions or concerns.



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

2017

BASIC PLAN

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APPROVAL & IMPLEMENTATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

This Emergency Management Plan is hereby approved. This Plan is effective immediately and supersedes all previous editions.

Mayor

Date

City Manager

Date

Director, Emergency Management

Date

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Record of Changes

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ATTACHMENTS

- Attachment-1 Distribution List
- Attachment-2 National Incident Management System
- Attachment-3 Explanation of Terms
- Attachment-4 Summary of Agreements and Contracts

EMERGENCY SUPPORT FUNCTIONS (ESF)

- ESF #1 Transportation
- ESF #2 Communications and Warning
- ESF #3 Public Works and Engineering
- ESF #4 Firefighting
- ESF #5 Emergency Management
- ESF #6 Shelter and Mass Care
- ESF #7 Resource Management
- ESF #8 Medical Services
- ESF #9 Search and Rescue
- ESF #10 Hazardous Materials
- ESF #12 Utilities
- ESF #13 Law Enforcement
- ESF #14 Recovery
- ESF #15 Public Information

SUPPORT ANNEXES

- Volunteer Management
- Donations Management
- Private Sector Coordination
- Damage Assessment
- Financial Management

INCIDENT ANNEXES

- Public Health
- Terrorism

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EXECUTIVE SUMMARY

The City of Plano is vulnerable to a variety of hazards that can potentially threaten the citizens, businesses, and the environment of the City. The City of Plano Comprehensive Emergency Management Plan (CEMP) establishes the framework to ensure that the City of Plano will be adequately prepared to deal with these hazards. The CEMP outlines the general roles and responsibilities of City agencies when preparing for, responding to, or recovering from a large-scale emergency or disaster. The CEMP also coordinates emergency and disaster activities with volunteer organizations and businesses that serve the City of Plano.

The CEMP addresses the four mission areas of emergency management (preparedness, response, recovery, and mitigation). These areas parallel activities set forth in the "State of Texas Emergency Management Plan" and the "National Preparedness Goal". The CEMP also describes how national, state, local, and other resources will be coordinated under the National Incident Management System (NIMS) in response to a disaster.

CEMP Components

The CEMP is divided into the following sections: The Basic Plan, Emergency Support Function appendices, Support annexes, and Incident annexes.

A. Basic Plan

The Basic Plan describes how the City of Plano will mitigate, prepare for, respond to, and recover from the impacts of a large-scale emergency or disaster. The Basic Plan contains sections that address areas such as: the responsibilities of the City government, method of operations, financial policies that will be adhered to during times of emergency or disaster, and continuity of government.

B. Emergency Support Functions (ESF)

The Basic Plan organizes City Emergency Operations into Emergency Support Functions. These ESFs contain all information as required by the State of Texas Preparedness Guidelines. The ESF format is also consistent with the National Response Framework. The City of Plano has identified an initial 14 Emergency Support Functions as described in the appendices. Each of the 14 ESFs, at a minimum, contains a method of operation and the responsibilities of the primary and support agencies that will respond in support of City government.

Comprehensive Emergency Management Plan

Basic Plan

Emergency Support Functions

Support Annexes

Incident Annexes

Figure 1: CEMP Components

C. Support Annexes

The Support annexes address those functions that are common to every type of incident and that provide support for all ESFs. They describe the framework through which departments, volunteer organizations, and nongovernmental organizations coordinate and execute common

functional processes and administrative requirements necessary to ensure efficient and effective incident management.

D. Incident Annexes

The Incident annexes address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations and responsibilities pertinent to incidents.

AUTHORITIES AND REFERENCES

Authorities

A. Federal

- Chemical Safety Information, Site Security, and Fuels Regulatory Relief Act, 42 U.S.C. 5101 – 5127
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. 103
- Emergency Management and Assistance, 44 Code of Federal Regulations (CFR)
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 116
- Federal Radiological Emergency Response Plan (FRERP)
- Hazardous Waste Operations & Emergency Response, 29 Code of Federal Regulations (CFR) 1910.120
- Homeland Security Act of 2002, (as amended – includes Post Katrina Emergency Management Reform Act 2006), 6 U.S.C. 101
- Homeland Security Presidential Directive (HSPD) 3 – Homeland Security Advisory System
- Homeland Security Presidential Directive (HSPD) 5 – Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 7 – Critical Infrastructure Identification, Prioritization, and Protection
- Homeland Security Presidential Directive (HSPD) 21 – Public Health and Medical Preparedness
- National Incident Management System (NIMS), March 1, 2004
- National Strategy for Homeland Security, July 2002
- Nuclear / Radiological Incident Annex of the National Response Framework
- Presidential Policy Directive (PPD8): National Preparedness
- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended - includes Disaster Mitigation Act of 2000 and Sandy Recovery Improvement Act of 2013), 42 U.S.C 5121
- Standard on Disaster/Emergency Management and Business Continuity Programs: NFPA 1600

B. State

- Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- Government Code, Chapter 418 (Emergency Management)
- Government Code, Chapter 421 (Homeland Security)
- Government Code, Chapter 433 (State of Emergency)
- Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- Health & Safety Code, Subtitle D, Chapter 81 (Communicable Diseases)
- Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- Governor's Executive Order (RP-32) Relating to Emergency Management and Homeland Security
- Governor's Executive Order (RP-40) Relating to the National Incident Management System
- Governor's Executive Order (RP-57) Relating to Evacuations
- Senate Bill 11 and House Bill 1471 (Statewide Mutual Aid, Emergency Management Planning)
- State of Texas Emergency Management Plan
- Texas Homeland Security Strategic Plan 2015-2020

C. Local

- City of Plano Ordinance # 2012-12-13 dated December 18, 2012
- City of Plano Local Government Code 330-000 Procurement of Goods and Services
- City of Plano Local Government Code 330-001 Purchase Documents and Methods
- City of Plano Local Government Code 330-002 Emergency Purchase Procedures
- Mutual Aid Agreement between City of Plano and Collin County dated December 3, 2004
- National Incident Management System (NIMS) Resolution # 2005-6-21(R) Adopted by City Council and signed on June 27, 2005
- Inter-Jurisdictional Agreement/Mutual Aid Agreement between the Cities of Plano and Melissa dated March 22, 2005
- North Central Texas Public Works Mutual Aid Agreement dated March 24, 2014

References**A. Federal**

- FEMA, *Public Assistance and Policy Guidance*, April 2017
- FEMA, *Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans*, November 2010
- FEMA, *National Preparedness Core Capabilities List*, July 2017
- FEMA, *National Prevention Framework*, June 2016
- FEMA, *National Protection Framework*, June 2016
- FEMA, *National Mitigation Framework*, June 2016
- FEMA, *National Response Framework*, June 2016

- FEMA, *National Disaster Recovery Framework*, June 2016
- U. S. Department of Homeland Security, *National Incident Management Systems (NIMS)*, December 2008
- U. S. Department of Homeland Security, *National Priorities List*

B. State

- Texas Department of Public Safety, Division of Emergency Management, *Local Emergency Management Planning Guide, DEM-10*
- Texas Department of Public Safety, Division of Emergency Management, *Disaster Recovery Manual DEM-62*, March 2006
- Texas Department of Public Safety, Division of Emergency Management, *Mitigation Handbook*
- Texas Planning Standards Checklist for the Basic Plan, May 2005
- 79th Texas Legislature, House Bill 3111

C. Local

- City of Plano Hazard Mitigation Action Plan, 2013
- City of Plano Pandemic Influenza Plan, 2006
- City of Plano Continuity of Operations (COOP), 2013
- City of Plano Disaster Debris Management Plan (DDMP), 2013

INTRODUCTION

The City of Plano Comprehensive Emergency Management Plan (CEMP) is based on the principle of local governments bearing the initial responsibility for response to an emergency. As a result, each level of government will accomplish the functions for which it is responsible, requesting assistance from the next higher level of government. This shall only occur after available resources at the local level are clearly inadequate to cope with the effects of the situation. Local government authorities should know where and how to obtain assistance, if it is needed.

Chapter 418.106, Texas Statute, mandates the development of the City of Plano Comprehensive Emergency Management Plan. The CEMP establishes a framework through which the City of Plano may prepare for, respond to, recover from, and mitigate large-scale emergencies and disasters that can adversely affect the health, safety, and general well-being of citizens, businesses, and visitors. The large-scale emergencies or disasters can result from natural, technological, or man-made hazards. The CEMP provides guidance to the City of Plano, volunteer, and private sector partners on procedures, organization, and responsibilities that will prevent, minimize, and/or relieve personal hardship and property damage associated with large-scale emergencies, disasters, or the imminent threat associated with these events.

Chapter 418.1015, Texas Statute, mandates that the presiding officer (mayor) of the governing body of an incorporated city (city council) is designated as the Emergency Management Director for the officer's political subdivision. An Emergency Management Director serves as the Governor's designated agent in the administration and supervision of duties under Chapter 418. An Emergency Management Director may designate a person to serve as Emergency Management Coordinator (EMC). The EMC shall serve as an assistant to the Emergency Management Director for emergency management purposes. For the City of Plano, the Director of the Department of Emergency Management serves as the EMC.

The CEMP clearly defines the roles of City agencies, including elected officials, using Emergency Support Functions, Support Annexes, and Incident Annexes. The CEMP is functional in a multi-jurisdictional setting where cross-jurisdiction coordination is necessary. This is achieved using the National Incident Management System.

For consistency with federal, state, and local response structures, the CEMP follows the framework of the National Incident Management System. Should an incident occur in the City of Plano that requires multiple jurisdictions, functional agencies, and emergency responder disciplines, it is critical that the operations of the incident be coordinated effectively and efficiently across public, private, and volunteer agencies on the local, state, and federal levels of government. The NIMS integrates all emergency agencies into a unified framework for incident management from an all-hazards approach. This framework forms the basis for interoperability and compatibility that will enable a diverse set of public, private, and volunteer agencies to conduct integrated and effective incident management operations. The use of NIMS is a nationwide effort that is federally mandated for local, state, and federal government agencies per Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5).

The CEMP describes the strategies that the City of Plano will use to mobilize its resources and conduct activities to mitigate, prepare for, respond to, and recover from large-scale emergency and disaster incidents. This will be done through a functional approach using the Emergency Support Functions (ESFs). Each ESF will be led by a primary agency that has been selected based on its authorities, resources, and capabilities in the functional area. These primary agencies will be assisted by a number

of support agencies who can aid in the supplementation of resources (personnel, equipment, and supplies).

This plan is based on certain assumptions and the existence of specific resources and capabilities that may be subject to frequent change. Actual measures taken by the City of Plano to respond to each situation will be tailored to each emergency. As such, a great deal of flexibility is built into the implementation of this plan. Some deviation in the implementation of the operational concepts identified in this plan may be necessary to protect the public.

The EMC has the overall responsibility for the development and continued maintenance of this plan; assuring that prompt and effective actions can and will be taken to respond and recover from the effects of a major or catastrophic emergency.

Purpose

The concepts and procedures specified by this CEMP are applicable to the City of Plano and adaptable to all hazards that might affect the City of Plano. The CEMP seeks to achieve the following goals:

- Reduce the vulnerability of people and communities of the City of Plano to loss of life, injury, or damage and loss of property resulting from natural, technological, and man-made emergencies, disasters, or catastrophes;
- Prepare for prompt and efficient response and recovery activities to protect lives and property affected by emergencies, disasters, or catastrophes;
- Respond to emergencies, disasters, and catastrophes using all systems, plans, and resources necessary to preserve and protect the health, safety, and well-being of persons affected by the incident;
- Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies;
- Outline recovery assistance available to individuals, businesses, and governments, and to the local government actions involved in obtaining such assistance;

Scope

- The CEMP establishes fundamental policies, program strategies, and assumptions.
- The CEMP establishes a concept of operations spanning the direction and control of an emergency or disaster from an initial monitoring and preparedness, through post-disaster response, recovery, and mitigation.
- The CEMP follows a structure and implements requirements from the National Incident Management System per Homeland Security Presidential Directive 5.
- The CEMP defines intra-governmental coordination and inter-governmental coordination mechanisms to help facilitate delivery of immediate assistance; including direction and control of intra-city, inter-city, county, state, and federal response and recovery assistance.
- The CEMP assigns specific functional responsibilities to appropriate city agencies and organizations, as well as outlines methods to coordinate with private sector and volunteer organizations.

- The CEMP addresses the various types of emergencies that are likely to occur, from localized emergencies, to minor, major, or catastrophic disasters. These include severe weather, ice storms, expansive soils, flooding, drought, hazardous materials spills, terrorism, and many more outlined in the Hazard Identification and Risk Assessment section of the CEMP.
- The CEMP identifies actions that City response and recovery organizations will take, in coordination with private, volunteer, county, state, and federal counterparts, regardless of the magnitude of the disaster.
- The CEMP identifies emergency support facilities, including critical facilities, staging areas, Disaster Recovery Centers (DRC), and landing zones.

Assumptions

- The City of Plano has developed the capability to execute this Plan to save lives, mitigate suffering, minimize the loss of property, and recover from the effects of an emergency. This Plan has been developed in a comprehensive all-hazards approach to cover the variety of hazards to which the City of Plano is exposed.
- The necessary Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU) have been negotiated with other political jurisdictions and private organizations by the City of Plano and by organizations that have functional responsibilities in this Plan.
- Elements of State government have certain expertise and resources available that may be utilized in relieving emergency or disaster-related problems that are beyond the capability of the City of Plano. State support capabilities and access arrangements for both State and State-coordinated Federal assistance are described in the current State of Texas Emergency Management Plan.
- When an emergency threatens the City of Plano, applicable provisions of this Plan will be applied, the Emergency Operations Center (EOC) may be activated, and a Local State of Emergency may be declared as appropriate to the severity of the situation.
- Should City resources be inadequate to cope with a disaster; county, regional, state, and federal assistance will be available through requests utilizing existing mutual aid agreements, memoranda of understanding, and leveraging of existing policies and procedure to procure assistance.
- This Plan will be used as the basis for specific implementing procedures and complimenting plans developed by functional entities.
- It is possible for a major disaster to occur at any time and at any place. In many cases, warning dissemination to the public and implementation of increased readiness measures may be possible. However, some emergencies occur with little or no warning.

CEMP Development Methodology

Plan development and maintenance is a primary functional responsibility of the City of Plano EMC. Active and on-going participation in the emergency planning process and plan maintenance is required of all departments and agencies that have responsibilities in the CEMP. This process involves a team of participants from all sectors of the community and at all levels of authority in those sectors in a set of interrelated activities as described in the following:

- The EMC maintains an emergency management staff, in addition to a committee of designated representatives of City of Plano agencies, critical businesses and industries, and

volunteer and other concerned private groups. The organizations providing key members to the emergency management committee.

- Those identified with ESF primary and support responsibilities comprise the core emergency management planning team. Those on the core team also have key roles in planning, training, and evaluation activities. In consultation with the core team, the EMC drafts the Basic Plan and revisions, defining the Plan Purpose and Scope, providing analysis of hazards and financial and resource management issues, as well as a Concept of Operations and the Assignment of Responsibilities associated with execution of the Concept, among other elements.
- Based upon contents of the draft Basic Plan, the Primary Agency for each plan annex will work with the City of Plano Department of Emergency Management (DEM) to draft and finalize each ESF Appendix, Support Annex, or Incident Annex. Each draft Appendix is reviewed by all affected agencies to advance overall coordination and understanding. In the drafting and review process, the Basic Plan, too, undergoes scrutiny for adequacy of policy, content, coverage, and concepts. The result of this reiterative draft-and-review activity is production of a final draft Basic Plan with Appendices.
- The Basic Plan with Appendices is then reviewed by the City Attorney, the City Manager, elected officials, and department and agency principles for official written concurrence preliminary to presentation to the City Council for adoption by Resolution or Ordinance. Recognizing that the planning process is unending, Plan adoption may be undertaken even though some elements may be incomplete.
- Departments and agencies as necessary to support the Plan will develop Standard Operating Procedures (SOP). Some SOPs will be developed concurrently with development of the Basic Plan and the Appendices; others will follow its formal adoption. SOPs that pertain solely to internal department or agency operations in execution of plan responsibilities are not included in distributed copies of the plan.
- Annexes / Tabs and other Plan Addenda are developed to support elements of the Basic Plan, an Appendix, or SOP, generally concurrent with development of each element. Since the data in Annexes / Tabs may be short-lived, identification of effective date/expiration date must be stated clearly and procedures set to ensure updating is done at the appropriate time.
- The final draft Plan is submitted to the City ordinance / resolution process after all issues raised in the final review step have been addressed by the EMC. A public hearing and comment period precedes City Council's action to adopt. Upon adoption, the Mayor promulgates the CEMP by signature, and copies are distributed for the record, for users, and for public access. Obsolete Plans and Plan elements are recovered in exchange for new editions. Receipt of replacement Plan elements is indicated by signature of the Department or Organization head. Changes will be sent to all persons named in Attachment-1 Distribution List at the end of this Plan. The matrix used indicates which elements of the Plan were distributed to each Department or Organization head.
- Complete rewriting and reprinting of the Plan and submission to the City Council for formal adoption, is done by exception, usually every five (5) years. Interim adjustments to the Plan are accomplished by the EMC as necessary to keep the Plan current following draft, coordination, and review processes outlined in the preceding.

The following is a listing of those departments and agencies that participated in the overall development and approval of the CEMP:

CEMP Collaborative Agencies	
City of Plano	
Animal Services	Library Services
Budget and Research	Marketing & Community Engagement
Building Inspections	Media Relations
City Attorney	Municipal Court
City Council	Neighborhood Services
City Manager's Office	Parks and Recreation/Convention & Tourism
City Secretary	Planning
Economic Development	Police
Emergency Management	Policy & Government Relations
Engineering	Procurement & Project Management
Environmental Health & Sustainability	Public Safety Communications
Finance	Public Works
Fire-Rescue	Special Projects
Human Resources	Technology Services

Table 1: CEMP Collaborating Agencies

SITUATION

The City of Plano is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A ranking of hazards in Plano is provided in the Hazard Mitigation Plan. Other hazards have been added that were not included in the study resulting in the updated ranking as of 2017 included as Table 2 in this document. Information that is more detailed is provided in the Hazard Mitigation Action Plan (HMAP), published separately. The paragraphs below briefly describe the City of Plano's Hazard Analysis.

Vulnerability Analysis

According to the North Central Texas Council of Governments, the City of Plano's 2016 estimated population is 274,960. The City of Plano can experience a loss of life and property from an array of hazards.

Several factors have been identified that increase the vulnerability / exposure to the City of Plano to both natural and man-made disasters. These include:

- The City of Plano has a large corporate and small business infrastructure. Damage to any combination of these from a large emergency or disaster could result in large economic impacts.
- The City of Plano has limited Red Cross certified shelter capacity.

Hazard Identification and Risk Assessment Matrix Methodology

Identification of the hazards - natural, man-made (including criminal, attack, and terrorist) and technological - expected to impact City of Plano, directly or indirectly, is the first step in the emergency planning process. The second major step is analysis of the social and economic effects that such impact would have on the City. The analysis step leads to identification of resources needed to deal with each hazard and the cascade effect of hazard combinations.

The focus of the hazard analysis is to identify the hazards and hazard combinations that are most likely to occur and may cause serious harm when they do occur. Hazards seldom occur in isolation from one another. For example, severe weather can potentially produce flooding, hazardous materials releases and utilities disruptions.

Hazards analysis is an ongoing activity that requires continual updating. The hazard analysis leads to development of resource requirements. Resources include personnel and skills, facilities and equipment, time, funding, and public relations. Certain resources are critical to emergency management operations.

Hazard Identification Risk Assessment Matrix

The primary goal of emergency management in the City of Plano is to ensure that the agencies and departments of the City of Plano's public, private, and volunteer sectors are prepared to respond and recover from large-scale emergencies and disasters. This section of the CEMP presents the hazards that could affect the City of Plano and some of the anticipated consequences associated with each hazard. These consequences can potentially have an adverse effect on the City of Plano's citizens, infrastructure, and environment.

Hazard Mitigation Team

The Director of Emergency Management is designated as the Hazard Mitigation Coordinator and serves as the single coordinator for this function for the City of Plano. The Hazard Mitigation Team (HMT) consists primarily of department representatives within the City. The HMT provides a pool of city staff with skills in the wide variety of disciplines that may be required to achieve effective hazard mitigation objectives. The Hazard Mitigation Coordinator will develop, review, update and distribute the Hazard Identification and Risk Assessment and Hazard Mitigation Plan.

Hazard Identification and Risk Assessment (HIRA) Matrix

Scale		Scale	
Extremely Unlikely Event Probable Next 10 Years	1	Minimal	1
Unlikely Event Probable Next 5 Years	2	Low	2
Likely Event Probable Next 3 Years	3	Medium/Moderate	3
Highly Likely Event Probable This Year	4	High	4
Extremely Likely Event Probable This Year	5	Catastrophic	5



Hazard	Probability (P/F)*S=RF	Frequency	Severity	Risk Factor	People		Property + Environment = Potential Damage (PD)		Total Vulnerability RF/PD=V
					People	Property + Environment	Environment	Potential Damage	
Tornado	3	2	4	6	3	5	3	11	54.50%
Infrastructure Failure	3	1	2	2	2	1	1	4	50.00%
High Winds	4	4	3	3	2	4	1	7	43.00%
Severe Thunderstorms	5	4	3	3.75	4	4	1	9	41.70%
Drought	3	2	2	3	3	3	2	8	38.00%
Active Shooter/ Hostile Event	1	1	2	2	1	3	2	6	33.30%
Cyber Incident	2	1	1	2	3	2	1	6	33.30%
Earthquake	1	1	3	3	3	4	2	9	33.30%
Explosive Incident	1	1	3	3	2	4	3	9	33.30%
Hail	4	4	3	3	3	5	1	9	33.30%
Severe Winter Storm	3	3	3	3	5	3	2	10	30.00%
Terrorism	1	1	3	3	2	5	3	10	30.00%
Public Health Emergency	1	2	4	2	3	3	1	7	28.60%
Lightning	4	4	2	2	2	3	2	7	28.60%
Civil Disorder	1	1	2	2	2	4	1	7	28.60%
Flooding	4	4	2	2	2	3	1	7	28.60%
Extreme Temperatures Heat & Cold	5	5	3	3	4	4	3	8	27.30%
Expansive Soils	3	2	1	1.5	2	2	2	6	25.00%
Hazardous Materials Incident	3	3	2	2	2	3	3	8	25.00%
Transportation Incident	2	3	2	1.33	1	3	2	6	22.20%

1/2017

Table 2: Hazard Identification and Risk Assessment (HIRA) Matrix

Geographic Information

The City of Plano is located in North Central Texas, the majority of the city lying Collin County, and a small western portion located in Denton County. The City of Plano is bounded on the north by the cities of Frisco, McKinney, and Allen. The City of Plano is bounded on the east by the Cities of Murphy and Parker; the south by the Cities of Richardson and Dallas; and on the west by the Cities of The Colony and Carrollton.

The City of Plano encompasses 71.6 square miles with 1 square mile being surface water. The City of Plano's land use pattern is as follows:

Land Use Type	Acres
Retail	1,730.28
Retail / Office	1,076.11
Office	1,244.59
Light Commercial	354.02
Commercial Employment	2,817.03
Business Government	112.59
Regional Employment	624.31
Regional Commercial	975.37
Central Business District	636.12
Corridor Commercial	2,081.77
Research/Technology	1,647.45
Mixed Use	806.69
Single Family	15,224.7
Multi Family	1,902.2
Agricultural	2,303.16
City / Public Facilities	2,427.10

Table3: City of Plano Land Use

Demographics

The median age is 37 years. For every 100 females, there are 95.7 males. For every 100 females age 18 and over, there are 89.6 males (2013 US Census American Community Survey).The age breakdown of the City of Plano's population is as follows (as of 2013):

City of Plano Demographics	
Age in years	Percentage of Population
0 – 18	25.6%
18 – 24	7.5%
25 – 44	28.6%
45 – 64	28.5%
65 +	9.8%

Table 4: City of Plano Demographics – 2013 US Census American Community Survey

There are two mobile home parks in the City of Plano, with 412 mobile homes.

There are 28 long-term care and assisted living facilities in the City of Plano with 1,187 beds. The City of Plano has nine hospitals with a total of 1,464 beds: The Baylor Heart Hospital of Plano (116 beds), Baylor Scott and White Medical Center (160 beds), Children's Medical Center Legacy (72 beds), Medical City of Plano (493 beds), Texas Health Resources Hospital of Plano (338 beds), Life Care Hospital of Plano (66 beds), Health South Rehabilitation Hospital of Plano (83 beds), Plano Specialty Hospital (43 beds), and Texas Health Diagnostic Hospital (18 beds), Plano Surgical Hospital (26 beds), Accel Rehabilitation Hospital (42 beds), and STAR Medical Center (7 beds).

The City of Plano's jail has a maximum capacity of 58 prisoners.

Economic Profile

Employment by Occupation		
Occupation	Number	Percentage
Employed people age 16 years and over	138,816	-
Management / Professional / Technical	74,818	53.9%
Service Occupations	16,097	16.6%
Sales and Office Occupations	35,743	25.7%
Farming, Fishing, Forestry	88	0.1%

Table 5: City of Plano Employment by Occupation – 2013 US Census American Community Survey

The unemployment rate for the City of Plano is an estimated 3.4%.

Average home market value in the City of Plano is \$314,800 (Collin Central Appraisal District).

The per capita income in the City of Plano averages out to about \$41,902, with a median of \$82,944 per household.

Emergency Management Support Facilities

Emergency Management Support Facilities include landing zones, staging areas, and a series of critical facilities. All of these are identified on maps, which are kept in the City of Plano Department of Emergency Management at 4125 West Parker Road, Plano, Texas 75093.

Disaster History in the City of Plano

The following table shows disasters that have affected the City of Plano and their estimated costs.

Date	Disaster Type	Estimated / Damages
4/21/2017	Hail	Severe thunderstorms developed in multiple waves along a surface dry line during the afternoon and evening hours. Large hail up to tennis ball size fell at the City fleet yard impacting numerous vehicles.

Date	Disaster Type	Estimated / Damages
03/23/2016	Hail	A thunderstorm with large hailstones affected most of the City of Plano. Hail shattered windows in cars, homes, and business and caused extensive damage to rooftops. The storm caused millions of dollars of damage loss in the City.
05/29/2015	Torrential Rains	Estimated Total Costs \$110,332 related to flooding damages at Pecan Hollow Golf Course, damages to various parks, and trails.
02/23/2015 - 02/25/2015	Winter Storm	Damages were minimal but impacts to the community included several days without schools and business open, travel on roads and highways treacherous, and damages to electrical utility infrastructure.
12/05/2013 – 12/07/2013	Winter Storm	\$720,597 (debris removal, emergency protective measures-sanding, and emergency protective measures-non sanding)
01/31/2011 - 02/04/2011	Ice Storm/Heavy Snow	Estimated Total Cost (includes regular labor, overtime labor, materials, equipment use, etc.) \$223,769.07
04/10/2008	Straight Line Winds (80-90mph)	Approximately \$1,076,999 in damages and repairs in Plano
05/02/2007	Straight Line Winds (70mph)	Outages to more than 200 traffic control signals, estimated costs in repairs and time to City \$140,184
08/23/2005 - 2006	Hurricanes Katrina / Rita	\$5.5 million in costs related to host sheltering operations
06/09/1975	Tornado (F0)	Reported touchdown of Tornado (Custer/Parker), but no reports of damage. No costs estimates found.
04/18/1970	Tornado (F1)	Reports of Wind and Rainstorm damage. Damage to Wilson Junior High School. No costs estimates found.
04/27/1969	Tornado (F2)	Rainstorm, accompanied by high winds and hail. Villa Casita Mobile Home Park suffered extensive damage. No costs estimates found.

Table 6: City of Plano Disaster History

CONCEPT OF OPERATIONS

This section of the plan describes the methods for the management of emergency activities during the response, recovery, and mitigation phases of an emergency or disaster. The major elements of this section include levels of emergencies or disasters, structure of the organization, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts.

Emergency Management Readiness Levels

The City of Plano follows the definitions of "emergency" and the various types of "disasters" consistent with the State of Texas Emergency Management Plan. Those definitions and their relationship to Emergency Operations Center (EOC) activation levels are as follows:

Readiness Levels	Level Description	Example Incident	Response Notification
Level 4 Normal Operations - Monitoring	<ul style="list-style-type: none"> Local Emergency Exists ICS and responders at scene are capable of managing incident 	<ul style="list-style-type: none"> Motor vehicle accident Grass fire Approaching severe weather Special Events Multi-Alarm Fire Major police or ESU response 	<ul style="list-style-type: none"> Standard response of appropriate city departments Local Emergency Responders at scene An ICP may be established
Level 3 Emergency / Crisis Operations	<ul style="list-style-type: none"> Escalation to non-routine emergency Multi-departmental response 	<ul style="list-style-type: none"> Severe Weather Warning Major HazMat release Isolated evacuation(s) Suspected communicable disease response Law Enforcement incident requiring mutual aid and multiple operational periods Mass-Casualty incident Multi-alarm fire requiring mutual aid (multiple operational periods) 	<ul style="list-style-type: none"> Departments review their internal departmental emergency plans and procedures Emergency Management monitors situation City Management updated by DEM
Level 2 Disaster Operations	<ul style="list-style-type: none"> Help from other jurisdictions, agencies, or mutual aid may be necessary Regional Disaster response may be required Multi-site incident 	<ul style="list-style-type: none"> Confirmed WMD/Bio event Extensive severe weather damages Large scale evacuation Mass care / Sheltering needed 	<ul style="list-style-type: none"> Response of multiple City departments Mayor and City Council notified by city management City Management representative to EOC
Level 1 Catastrophic Event Operations	<ul style="list-style-type: none"> Wide area disaster State and/or federal help required 	<ul style="list-style-type: none"> Large tornado or significant severe weather damages CBRNE/ Terrorism Incident Extended Mass Care or sheltering operations Widespread infectious disease outbreak 	<ul style="list-style-type: none"> City Management representative to EOC Mayor and City Council notified by city management Outside agencies requested for assistance

Table 7: Emergency Management Readiness Levels

Emergency Authorities

- Key federal, state, and local legal authorities pertaining to emergency management are listed in the Authorities and References section of this Plan.
- Texas Statutes and the Executive Order of the Governor Relating to Emergency Management provide local government, principally the chief elected official, with a number of powers to control emergencies. If necessary, we shall use these powers during emergencies. These powers include:
 - Emergency Declaration: In the event of riot or civil disorder, the Mayor may request the Governor to issue an emergency declaration for this jurisdiction and take action to control the situation. Use of the emergency declaration is explained under Concept of Operations, Response Actions of this Plan.
 - Disaster Declaration: When a disaster has caused severe damage, injury, or loss of life or it appears likely to do so, the Mayor may issue an executive order or proclamation declaring a local state of disaster. The Mayor may subsequently issue orders or proclamations referencing that declaration to invoke certain emergency powers granted the Governor in the Texas Disaster Act of 1975 on an appropriate local scale in order to cope with the disaster. These powers include:
 - Suspending procedural laws and rules to facilitate a timely response.
 - Using all available resources of government and commandeering private property, subject to compensation, to cope with the disaster.
 - Restricting the movement of people and occupancy of premises.
 - Prohibiting the sale or transportation of certain substances.
 - Implementing price controls.

A local disaster declaration activates the recovery aspects of this plan. A local disaster declaration is required to obtain state and federal disaster recovery assistance.

Authority for Evacuations: State law provides a Mayor with the authority to order the evacuation of all or part of the population from a stricken or threatened area within their respective jurisdictions.

General Concept of Operations

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at local government level. Therefore, the City of Plano has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

This Plan works under the assumption that each Office and Department of local government has developed the internal preparedness, response, and recovery procedures it needs to implement this Plan and to ensure internal capability to perform the Office / Department's functions. It is necessary for all departments to have their plans developed and in place in order to effectively respond to and recover from an emergency or disaster.

- City government accomplishes the functions for which it is responsible, and requests relief from the next higher level of government only when resources at City level are, or will be, inadequate to cope with a specific event.

The City of Plano works and coordinates with Collin and Denton Counties, along with other municipalities and counties, state organizations, and federal organizations on a regular basis in dealing with preparedness, response, recovery, and mitigation issues.

- Routine emergencies may be underway concurrently with City preparations for, response to, and recovery from a major event that is of such proportions that full activation of the EOC is affected. All pre-existing routine emergencies must be integrated into management of the overall event by establishing priorities, allocating resources, analyzing the impact of the emergencies, and informing the public.

The City of Plano will use the methods prescribed by the National Incident Management System (NIMS) to manage its emergencies and disasters. The City of Plano adopted the NIMS via Resolution 2005-6-21(R) on June 27, 2005. This includes the implementation and use of the Incident Command System.

ICS – EOC Interface

For major emergencies and disasters, the Emergency Operations Center (EOC) may be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the Incident Command Post and the EOC. A general division of responsibilities is outlined below.

A. The Incident Commander is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response to the emergency and managing the emergency resources committed there.
- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control in and around the incident scene.
- Requesting additional resources.
- Organizing search and rescue.

B. The EOC is generally responsible for:

- Providing resource support.
- Issuing community-wide warning.
- Issuing instructions and providing information to the public.
- Organizing and implementing large-scale evacuation.
- Organizing and implementing shelter and mass care arrangements for evacuees.
- Coordinating traffic control for large-scale evacuations.
- Requesting assistance from the State and other external sources.
- Providing human services such as health & medical services.
- Providing strategic and executive direction and control.

In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one Incident Command Post operation may be established. If this situation occurs, a transition to an Area Command or a Unified Area Command is desirable, and the allocation of resources to specific field operations may be coordinated through the EOC.

EOC Functions

The City of Plano EOC, in conjunction with the City of Plano Public Safety Communications, serves as the official warning point during activation and provides 24-hour communication capabilities. The City of Plano EOC serves as the central focus point for the coordination and direction of emergency preparedness, response, recovery, and mitigation activities. The functions to be performed by the City of Plano EOC during an activation include, but are not limited to the following:

- Executive and policy decision-making
- Receipt and dissemination of emergency information and instructions.
- Direction and control of emergency preparedness, response, recovery, and mitigation activities in the City of Plano.
- Coordination with appropriate public safety agencies or emergency-related officials, agencies, and organizations.
- Collection and analysis of data to formulate a common operating picture.
- Management of emergency resources (i.e., personnel, facilities, equipment, and supplies).
- Issuance of emergency public information, instructions, and directives for protection of lives and property.

EOC Locations

- **Location of Primary EOC**

The City of Plano Emergency Operations Center is located at 4125 West Parker Road, Plano, Texas, 75093. The EOC is located on the northwest corner of Parker Road and Coit Road behind Fire Station 12.

- **Location of Alternate EOC**

The Alternate City of Plano Emergency Operations Center is located at the City of Plano Technology Services Center at 1117 E. 15th Street, Plano, Texas 75074 in the Technology Services Training Room.

Organization

The organizational chart below identifies government officials by title, which will ensure continuous leadership authority and responsibility during emergencies. These same personnel will be responsible for activating the CEMP and directing preparedness, response, recovery, and mitigation operations.

NOTE: Director of Emergency Management serves in an advisory role to the Mayor, City Council, and City Management during emergencies and disasters.

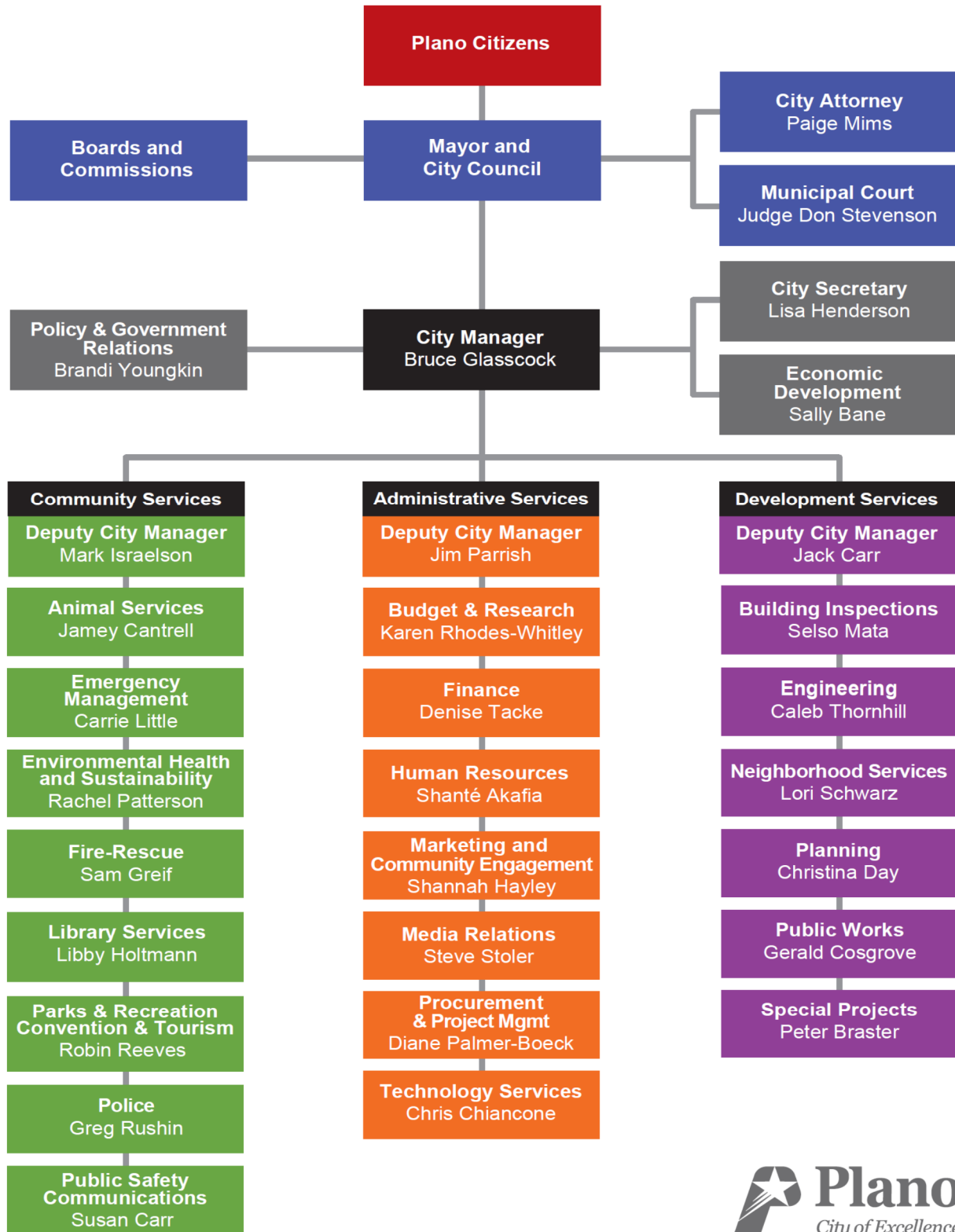


Figure 3: City of Plano Organization Chart

The following is a listing of the functions that could be activated during an emergency or disaster.

City of Plano Emergency Support Functions (ESFs)		
ESF #	Title	Primary Department(s)
ESF #1	Transportation	Public Works Engineering
ESF #2	Communications and Warning	Public Safety Communications Technology Services
ESF #3	Public Works and Engineering	Public Works Engineering
ESF #4	Firefighting	Fire Department
ESF #5	Emergency Management	Emergency Management
ESF #6	Shelter and Mass Care	Parks and Recreation Fire Department
ESF #7	Resource Management	Procurement and Project Management
ESF #8	Medical Services	Fire Department
ESF #9	Search and Rescue	Fire Department
ESF #10	Hazardous Materials	Fire Department
ESF #12	Utilities	Public Works Policy and Government Relations
ESF #13	Law Enforcement	Police Department
ESF #14	Recovery	Emergency Management
ESF #15	Public Information	Media Relations Marketing & Community Engagement
Support Annex	Volunteer Management	Parks and Recreation
Support Annex	Donations Management	Library Services
Support Annex	Private Sector Coordination	Economic Development Special Projects
Support Annex	Damage Assessment	Building Inspections
Support Annex	Financial Management	Finance Budget & Research
Incident Annex	Public Health	Environmental Health and Sustainability
Incident Annex	Terrorism	Police Department Fire Department

Table 8: City of Plano Emergency Support Functions

	City of Plano ESF Primary and Support Agencies																				
	ESF #1 Transportation	ESF #2 Communications and Warning	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Shelter and Mass Care	ESF #7 Resource Management	ESF #8 Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #12 Utilities	ESF #13 Law Enforcement	ESF #14 Recovery	ESF #15 Public Information	Support Annex Volunteer Management	Support Annex Donations Management	Support Annex Private Sector Coordination	Support Annex Damage Assessment	Support Annex Financial Management	Incident Annex Public Health	Incident Annex Terrorism
Animal Services					S	S		S					S	S					S		
Budget & Research					S		S						S						P		
Building Inspections					S				S				S				S	P	S		
City Attorney					S	S		S				S	S				S		S	S	S
City Manager’s Office	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
City Secretary					S		S	S					S	S					S		
Economic Development					S								S		S	S	P	S	S		
Emergency Management	S	S	S	S	P	S	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S
Engineering	P		P		S					S	S		S					S	S		
Environmental Health and Sustainability					S	S		S		S			S	S		S			S	P	S
Finance					S		S						S		S	S			P		

	City of Plano ESF Primary and Support Agencies																		
	ESF #1 Transportation	ESF #2 Communications and Warning	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Shelter and Mass Care	ESF #7 Resource Management	ESF #8 Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #12 Utilities	ESF #13 Law Enforcement	ESF #14 Recovery	ESF #15 Public Information	Support Annex Volunteer Management	Support Annex Donations Management	Support Annex Private Sector Coordination	Support Annex Damage Assessment	Support Annex Financial Management
Fire Department				P	S	P	S	P	P	P			S	S					S
Human Resources					S								S						S
Library Services					S								S	S	S	P			S
Marketing and Community Engagement		S			S	S		S					S	P				S	S
Media Relations		S			S								S	P					S
Municipal Court					S							S							S
Neighborhood Services					S	S							S		S	S		S	S
Parks and Recreation					S	P	S						S	S	P	S		S	S
Planning	S		S		S								S					S	S
Police	S				S	S			S	S		P		S		S			S
Policy & Government Relations					S						P		S				S		S

	City of Plano ESF Primary and Support Agencies																				
	ESF #1 Transportation	ESF #2 Communications and Warning	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Shelter and Mass Care	ESF #7 Resource Management	ESF #8 Medical Services	ESF #9 Search and Rescue	ESF #10 Hazardous Materials	ESF #12 Utilities	ESF #13 Law Enforcement	ESF #14 Recovery	ESF #15 Public Information	Support Annex Volunteer Management	Support Annex Donations Management	Support Annex Private Sector Coordination	Support Annex Damage Assessment	Support Annex Financial Management	Incident Annex Public Health	Incident Annex Terrorism
Procurement & Project Management			S		S	S	P	S					S						S	S	S
Public Safety Communications		P	S	S	S		S		S	S		S		S					S	S	S
Public Works	P		P	S	S		S		S	S	P	S	S					S	S	S	S
Special Projects					S								S		S	S	P	S	S		
Technology Services	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S

Table 9: City of Plano ESF Primary and Support Agencies

The City of Plano will organize Emergency Operations Center staff to support field operations. Additional elements will be activated, as necessary, to ensure comprehensive planning and support during incident response and recovery. The following figure shows the City of Plano Emergency Support Functions and how they fit into the overall City of Plano Incident Command System structure.

Lines of Succession

A. Mayor

- Mayor Pro Tem
- Deputy Mayor Pro Tem
- City Council Members (in order of Election or Appointment)
- City Manager
- Deputy City Manager(s)
- Emergency Management Coordinator

B. Emergency Management Coordinator

- Asst. Emergency Management Coordinator
- Fire Chief
- Police Chief
- Senior Deputy City Manager - Community Services
- Deputy City Manager - Development Services

C. Department / Agency Heads

The lines of succession for each of Department Directors and Agency Heads shall be in accordance with the SOPs established by those departments and agencies.

Direction and Control

A. Emergency Operations Center Activation

- The following individuals are authorized to activate the EOC:
 - Mayor
 - City Manager
 - Deputy City Manager(s)
 - Emergency Management Coordinator
 - Police Chief
 - Fire Chief
- The City of Plano EOC can be activated for emergency and disaster coordination purposes. Typically, the reasons for activation include one or more of the following:
 - Mass casualty (injuries or fatalities)
 - Widespread damage
 - Need for situational awareness of developing threat or actual event.
 - Special events

B. Emergency Operations Center Activation Staffing

- Activation of the EOC means that it is staffed by the Department of Emergency Management and representatives of CEMP functions and others from public, private, and volunteer sectors that are, or are expected to be, involved in a specific incident.
- Off-Duty emergency telephone numbers for organizational heads are on file in the DEM and in Public Safety Communications. Not listed in this plan are private phone numbers.
- Staffing may change as an incident progresses. Persons directed to staff the EOC are to arrive with knowledge of their organization's capabilities, resources, and mutual aid agreements. They are to remain in the EOC until released and must be authorized to act with full authority for the organization they represent.

C. Departments and agencies not directed to the EOC will be expected to conduct business from their normal or designated alternate headquarters in coordination with the DEM.

- The tiered EOC staffing is depicted in the EOC Standard Operating Procedures.

Emergency Operations Center Activation Levels

For the purposes of consistency with State Operations Center activation levels, the City of Plano EOC activation levels will go from Level IV (monitoring) to Level I (catastrophic event).

A. Level IV (Normal Operations/ Monitoring)

- Notification will be made to all city departments for informational purposes only in the event they are required to take action as part of their everyday responsibilities.

B. Level III (Emergency / Crisis Operations)

Level III activation indicates a higher level of coordination is needed in response to a threat or event.

- Incidents are able to be handled by City departments with little or no assistance from other departments, mutual aid, or contracts.
- Key staff are alerted and personnel and equipment availability is reviewed. Staffing at some facilities may be increased to provide additional situation monitoring.
- Contingency plans and procedures are reviewed.
- Equipment shortages and supply needs should be filled, if possible.
- Review, evaluate, and update appropriate plans and procedures to ensure ability to meet anticipated challenges of specific hazard.
- Begin tracking costs.
- Emergency public information should commence.
- Appropriate officials and agency representatives are briefed on anticipated risk, situations, expected impacts, and contingency measures.

C. Level II (Disaster Operations)

Level II activation indicates that a response is required to an incident that has affected, or is a threat, to the City of Plano. This level of activation may require resources from external agencies.

- Additional support functions will be needed (activated based on need).
- Staffing of emergency facilities is increased, hours of operation are expanded, and increased coordination is required.
- Requests for inter-departmental assistance may be initiated. Mutual aid agreements may be activated. Additional resources may be requested from the County and/or State.
- Appropriate officials and agency representatives are briefed on the current situation and anticipated impact.
- There may be some impairment of local government operations due to incident response, or facilities being affected by incident.
- Activated agencies in the EOC shall develop staffing plans for 24-hour operations.

D. Level I (Catastrophic Event Operations)

- The scope of the emergency or disaster has expanded to the point that all appropriate emergency response and recovery assets are committed to the incident.
- Interagency coordination and situation reporting will be increased to meet demands for information on the current situation.
- Additional response and recovery assets will need to be obtained through contract or mutual aid requests.
- Impairment of local government operations is probable due to incident response, facility damage, or evacuated personnel.
- Activated agencies will be required to staff the EOC 24/7.

Emergency Operations Center Operations

All information on EOC Functional Operations can be found in the EOC SOP. The following is a summary of what can be found in this document:

- Staffing patterns of the EOC to ensure 24 hour operations
- Internal information flow in the EOC
- Activation / Deactivation measures
- Security / EOC Access
- EOC Setup
- Emergency Power capabilities
- Procedures for disseminating warnings to necessary officials and organizations.
- Procedures for the activation of the public notification system, and who has the authority to activate it.

Key Roles

A. Preparedness, Response, Recovery, and Mitigation Activities

- The EMC will coordinate the mitigation, preparedness, response, post-disaster recovery activities of all elements of local government and will initially serve as the City of Plano single point of contact on these recovery activities as they relate to local, State, and Federal officials.
- Emergency Management will also facilitate the transition between response and recovery. Both response and recovery will occur at about the same time. Emergency Management will also facilitate the coordination between local field offices and state and federal disaster field office development. Location names will be relayed to the necessary state and federal liaisons.

B. Evacuation

- The Mayor, by authority of Texas Government Code 418, may order the evacuation of all or part of the City of Plano from a stricken or threatened area if the mayor considers the action necessary for the preservation of life or other disaster mitigation, response, or recovery purposes. Additionally, The Mayor may control ingress to and egress from a disaster area within Plano and control the movement of persons and the occupancy of premises in that area.

C. Acquiring, Review, and Filing of Emergency and Disaster SOPs and Checklists

- The City of Plano Department of Emergency Management is responsible for acquiring and reviewing all of the City of Plano's emergency SOPs and checklists related to emergency and disaster mitigation, preparedness, response, and recovery. The DEM is also responsible for assisting with the development of emergency SOPs and checklists for other City agencies. The DEM keeps other agency SOPs and checklists on file. These SOPs and checklists are updated as necessary.

D. Maintaining the Operational Readiness of the City of Plano Emergency Operations Center

- The maintenance of operational readiness of the City of Plano EOC is the responsibility of the City of Plano Department of Emergency Management.

Notification and Warning

- The City of Plano Public Safety Communications (PSC) will serve as the City of Plano's 24-hour warning notification and receipt point. The Director of PSC will also serve as the coordinator for ESF #2 *Communications and Warning*. The Public Safety Communications Department is located in the basement of the City of Plano Municipal Center. An alternate 24-Hour Warning Point is located at the City of Plano EOC.
- Primary warning receipt systems for the EOC include regular telephones, cellular telephones, facsimile machines, Amateur Radio Emergency Services (ARES), email notification systems, networked incident management software.
- The use of Telecommunications Device for the Deaf (TDD) machines and operators will be used to disseminate warnings to the hearing impaired. Visually impaired people will be notified of warnings via weather radio, broadcast radio, Plano City Call, and television.

- Warning dissemination will occur through various means including the City of Plano Outdoor Warning System, NOAA Weather Radio, social media, email, radio, and television media outlets. The State Operations Center will be notified of a variety of incidents through the Garland TDEM District Coordinator. All notifications are at the discretion of the EMC.

Response Actions

A. Steps for Declaring a State of Local Emergency

The Director of the Department of Emergency Management will, when deemed necessary, begin the process of requesting a State of Local Emergency using the following measures:

- Solicit draft State of Local Emergency (document) input from City departments, including recommendations to modify, suspend, or cancel enforcement of ordinances and other rules in which they have an interest or responsibility;
- Draft the State of Local Emergency document;
- Request a State of Local Emergency before the City of Plano City Council;
- Disseminate the original, and all subsequent declarations to law enforcement, other affected entities, and the media. A sample State of Local Emergency Document can be found in the DEM library.

B. Closing of Schools and Businesses

- Closing of schools will be made by the Independent School Districts located within the City of Plano with advice from the Department of Emergency Management. Both the Frisco and Plano Independent School Districts are on the DEM and Public Safety Communications notification list for all impending and actual threats.
- Businesses will close using the decision of their owners / managers. Listings of closings will be coordinated by Economic Development Director.

C. Requesting County and/or State of Texas Assistance

- If local resources are inadequate to deal with an emergency situation, the City may request additional assistance. Initial assistance requests are routed from the local jurisdiction to the county emergency management office for fulfillment. If the county office is unable to fulfill the request for resources, requests for assistance may then be directed to the state.
- State assistance furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. Requests for state assistance should be made to the Disaster District Committee (DDC) Chairperson, who is located at the Department of Public Safety District Office in Garland, Texas. The State of Texas Assistance Request (STAR) form, available in the WebEOC platform should be used to request state assistance if at all feasible. In essence, state emergency assistance to local governments begins at the DDC level and the key person to validate a request for, obtain, and provide that state assistance and support is the DDC Chairperson.
- A request for state assistance must be made by the Chief Elected Official (the Mayor). While use of the STAR form is preferable when making assistance requests, requests may

also be made by email, telephone, fax, or teletype. The DDC Chairperson has the authority to utilize all state resources within the district to respond to a request for assistance, with the exception of the National Guard. Use of National Guard resources requires approval of the Governor.

- The Disaster District staff will forward requests for assistance that cannot be satisfied by state resources within the District to the State Operations Center in Austin for action.

NOTE: No requests will be made directly to the County or the State. All requests for County or State Assistance must be made through the City of Plano EMC, or designee.

Re-entry

Re-entry to evacuated areas is a controlled activity for residents, people who work in the area and for contractors, and others seeking work in the evacuated area. Re-entry will be undertaken only during daylight hours.

- The Plano Police Department will manage appropriate Traffic Control Points (TCP).
- Proof of residency in the area or area employment must be presented at the TCP in order to gain re-entry. For residents, a driver's license listing an address in the evacuated area is acceptable for re-entry. Lacking that, specific documentation of residency in the evacuated area can be established by photo ID along with a utility bill addressed to the bearer at the area address, or a lease or proof of building ownership. Employees of businesses in the evacuated area must present a photo ID issued by that business for the address in the evacuated area, or a photo ID along with other proof of employment at the business address in the evacuated area such as a paycheck stub.
- Re-entry to evacuated areas will begin and will be conducted only during daylight hours, and as damage assessment, debris removal, and the status of utilities permits. When the evacuated area is large or involves multiple sectors, re-entry is likely to take place in phases. Local broadcasts and other means of public information dissemination will be used to announce which areas are open for re-entry and when re-entry will commence.

RESPONSIBILITIES

This Plan is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at the local government level. Therefore, the City of Plano has primary responsibility for local emergency preparedness, response, recovery, and mitigation.

Each Office and Department of local government must develop internal preparedness, response, and recovery procedures it needs to implement this Plan and to ensure internal capabilities to perform the Office or Department functions.

Coordination with County, State, and Federal Support of Local Operations

The City of Plano will remain in constant contact with the Collin County Department of Homeland Security, Denton County Fire Marshal's Office and Office of Emergency Management, and the State of Texas Division of Emergency Management during the threat, onset, response, and recovery of any large emergency or disaster.

The City of Plano will request County and State assistance through the City of Plano Emergency Management Coordinator, or designee. The EMC will then analyze the request, and forward it to the County and the State **only when** all other City resources are depleted.

The City of Plano will also coordinate with County, State, and Federal agencies for the following situations:

- Establishing Disaster Recovery Centers (DRC) and Disaster Field Offices (DFO) (Lead: Emergency Management)
- Escorting Damage Assessment Teams and Impact Assessment Teams (Lead: Building Inspections)
- Coordinating Community Relations Teams (Lead: Parks and Recreation)
- Locating and setting up Emergency Housing (Lead: Emergency Management and Neighborhood Services)
- Requesting and locating additional resources as needed by the City of Plano, surrounding cities, Collin / Denton County, or the State of Texas (Lead: Emergency Management)
- Determining need for Public and Individual Assistance (Lead: Emergency Management and Policy Group)
- Determining Unmet Needs (Lead: Emergency Management and Neighborhood Services)
- Coordinating with mitigation assessment teams (Lead: Emergency Management / Hazard Mitigation Working Group)

Plan Development and Maintenance

Plan development and maintenance is a primary responsibility of the City of Plano Department of Emergency Management. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan implementation. The process involves a team of participants from all sectors of the community, and at all levels of authority in those sectors.

The final draft Plan is submitted to the City Council for review. After all issues raised in the final review step have been addressed by the EMC a public hearing and comment period will precede City Council's approval. Upon approval, the Mayor promulgates the CEMP by signature, and copies are distributed for the record, for users, and for public access. Changes will be sent to all persons on the distribution list as named in Attachment-1 at the end of this Plan.

Complete rewriting and reprinting of the Plan and submission to the City Council for formal review, is done by exception, usually every 5 years.

Record / Document Keeping for Government Functions and Post-Disaster Operations

All levels of government must ensure protection of the records vital to disaster preparation and response so that normal operations may resume after a disaster. Additional records may be essential to recovery from the effects of a disaster. Due to this, all City of Plano departments and agencies have developed a Continuity of Operations Plan (COOP) that will be reviewed by the DEM for consistency and content.

Mutual Aid Agreements / Memoranda of Understanding

- Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU) will be entered into by duly authorized officials and will be formalized in writing.
- The DEM shall review all mutual aid agreements prior to their execution for consistency with the National Incident Management System.
- Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and updating is required when circumstances of the agreement change or during the anniversary date of the mutual aid agreement.
- Officials who have signed Mutual Aid Agreements are responsible for ensuring that a current copy is on file in the DEM.
- Any agencies responding to mutual aid requests (outside of day-to-day automatic mutual aid) must notify the DEM so resources are tracked in case of an incident within the City of Plano.
- All mutual aid requests will be processed through the ESF #7 *Resource Management* desk or the EMC. This is done to ensure continuity in response and to avoid duplication in resources sent.

Agency / Department Responsibilities

The following is a general listing of responsibilities for various entities within the City of Plano. More specific details on responsibilities may be found in the Emergency Support Functions annexes.

General

- **Mitigation**

The City of Plano will conduct mitigation activities as an integral part of our emergency management program. Mitigation is intended to eliminate hazards, reduce the probability of hazards causing an emergency situation, or lessen the consequences of unavoidable hazards. Mitigation should be a pre-disaster activity, although mitigation may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. The City's mitigation program is outlined in the Hazard Mitigation Action Plan.

- **Preparedness**

The City of Plano shall conduct preparedness activities to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in our emergency management program are:

- Providing emergency equipment and facilities through grants and other means.
- Emergency planning, including maintaining this plan, its annexes, and appropriate SOPs.
- Conducting or arranging appropriate training for emergency responders, emergency management personnel, other local officials, and volunteer groups who assist us during emergencies.
- Conducting periodic drills and exercises to test the effectiveness of plans and training programs.

- **Response**

The City of Plano will respond to emergency situations effectively and efficiently. The focus of most of this Plan and its annexes is on planning for the response to disasters.

Response operations are intended to resolve an emergency situation while minimizing casualties and property damage. Response activities include warning and notification, public health, medical services, firefighting, law enforcement, shelter and mass care, emergency public information, search and rescue, as well as other associated functions.

- **Recovery**

If a disaster occurs, the City of Plano will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal state. The Federal Government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance.

The recovery process includes assistance to individuals, businesses, and to government and other public institutions. Examples of recovery programs include temporary housing, restoration of government services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged roads and bridges. The City's recovery program is outlined in ESF #14 Recovery.

The following lists general responsibilities assigned to the Executive Group, Emergency Support Functions, Support Annexes, Incident Annexes, and other Agencies.

A. Executive Group

- **Mayor's Office**

- Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program.
- Monitor the emergency response during disaster situations and provide direction where appropriate.
- With the assistance of the Public Information Officer, keep the public informed during emergency situations.
- With the assistance of the City Attorney and EMC, declare a Local State of Emergency, request the Governor declare a state of emergency, or invoke the emergency powers of government when necessary.
- Request assistance from other local governments or the State when necessary.
- Direct activation of the EOC.

- **City Manager and Deputy City Managers**

- Function as the coordination point between the Mayor, City Council, and the City department and office heads and private and volunteer sector representatives.
- Implement the policies and decisions of the governing body relating to emergency management.
- Support the EMC in assignment of emergency management program tasks to departments and agencies.

- Assist in ensuring that departments and agencies participate in emergency planning, training, and exercise activities.
- **Director, Emergency Management**
 - Serve as the staff advisor to the Mayor on emergency management matters.
 - Keep the Mayor and City Manager apprised of the City's preparedness status and emergency management needs.
 - Organize and oversee the City of Plano Department of Emergency Management program and identify personnel, equipment, and facility needs.
 - Coordinate local planning and preparedness activities and the maintenance of this plan.
 - Prepare and maintain a resource inventory.
 - Arrange appropriate training for local emergency management personnel and emergency responders.
 - Coordinate periodic emergency exercises to test the effectiveness of plans and training programs.
 - Manage the EOC, develop procedures for its operation, and conduct training for those who staff it.
 - Coordinate the operational response of local emergency services.
 - Coordinate activation of the EOC and supervise its operation.
 - Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
 - Coordinate with organized volunteer groups and businesses regarding emergency operations.
- **City Attorney**
 - Provide a two-person successor list to the DEM.
 - Provide legal counsel as required throughout the emergency with particular emphasis on State of Local Emergency (SLE) / disaster declarations and re-entry issues.

B. Emergency Support Functions

The following is a listing of the City of Plano Emergency Support Functions, Support Annexes, and Incident Annexes that could be activated during an emergency or disaster.

- ***ESF #1 Transportation***
 - Coordinator(s): Public Works
 Engineering
 - Scope:
 - Monitor and report status of damage to the transportation system and infrastructure as a result of the incident.
 - Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.

- Perform any necessary coordination of resources in relation to aviation, maritime, surface, railroad, and pipeline transportation with internal and external agencies.
- Mobilize, deploy, maintain and track transportation resources available to the City for use during emergency operations.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.
- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.
- ESF #1 is not responsible for movement of goods, equipment, animals, or people; however, coordination with ESF #6 *Shelter and Mass Care* is necessary.
- Mobilize, deploy and maintain transportation resources available to the City for use during emergency operations.
- Perform necessary actions to assist with emergency evacuation and reentry.

- **ESF #2 Communications and Warning**

Coordinator(s): Public Safety Communications
Technology Services

Scope:

- Coordinate the restoration and recovery of the City of Plano communications infrastructure.
- Provide interoperable communications support to City of Plano and incoming mutual aid during times of emergency or disaster.
- Assess the potential impact to and damage assessment of the communications infrastructure.
- Coordinate and support prevention, mitigation, response, and recovery activities among ESF #2 stakeholders within the authorities and resource limitations of ESF #2 agencies.
- Address cyber security issues that result from or occur in conjunction with incidents.
- Provide 24 / 7 warning coordination and dissemination to employees and the public about impending or actual threats.
- Coordinate a multi-faceted warning system to include functional needs populations.
- Monitor weather and other information feeds for hazards or threats that may adversely affect lives and property in the City of Plano.

- **ESF #3 Public Works and Engineering**

Coordinator(s): Public Works
Engineering

Scope:

- Coordinate the restoration and recovery of the City of Plano Public Works infrastructure.

- Work with the Department of Emergency Management to execute emergency contract support for life-saving and life-sustaining resources (i.e., debris management).
- Provide technical assistance and expertise, construction management, and contracting and real estate services.
- Provide emergency repair of damaged public infrastructure and critical facilities.
- Assess the potential impact to and damage assessment of Public Works and City of Plano infrastructure.
- Coordinate and support prevention, mitigation, response, and recovery activities among ESF #3 stakeholders within the authorities and resource limitations of ESF #3 agencies.

- ***ESF #4 Firefighting***

Coordinator(s): Fire Department

Scope:

- Manages and coordinates firefighting activities including containment, suppression, coordination of evacuation in hazard areas, and delivery of emergency medical services.
- Provides personnel, equipment, and supplies in support of firefighting operations during a major emergency or disaster.

- ***ESF #5 Emergency Management***

Coordinator(s): Emergency Management

Scope:

- Coordinate overall mitigation, preparedness, response, and recovery activities in the City of Plano. This includes emergency and disaster planning, training, and exercises.
- Identify, or assist in identifying resources for alert, activation, and subsequent deployment for quick and effective response and recovery.
- Complete Incident Action Planning efforts during activation of the EOC.
- Coordinate with the Accounting Division to ensure departmental tracking of eligible disaster costs and subsequent reimbursement.
- Coordinate operations of the EOC during times of activation, as well as on a day to day basis.
- During EOC activation, provide system and resources for information collection, analysis, and management.
- Facilitate requests for mutual aid resources from the City of Plano. Also facilitate mutual aid requests from the City to Collin / Denton County or the State of Texas.

- **ESF #6 Shelter and Mass Care**

Coordinator(s): Parks and Recreation
Fire Department

Scope:

- In conjunction with the American Red Cross (ARC), coordinate risk and host sheltering operations for the City of Plano.
- Assist volunteer, local, state, and federal agencies in performance of mass care. This may include identifying resources for feeding operations and bulk distribution of emergency items.
- Assist volunteer, local, state, and federal agencies in providing emergency assistance. This may include registration and tracking of evacuees, emergency services for pets and service animals, coordination of donated goods and services, and coordination of voluntary agency assistance (through Support Annex *Volunteer Management* and Support Annex *Donations Management*).
- Assist volunteer, state, and federal agencies in providing human services. This may include setting up centers for people to apply for programs to replace destroyed personal property, obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, and other state and / or federal benefits.
- Coordinate identification of populations who require special attention following an emergency or disaster (i.e., medical needs, shut-ins, non-English speaking populations, prisoners, etc.).
- Coordinate with appropriate agencies for managing functional needs populations following an emergency or disaster (evacuation, relocation, etc.).

- **ESF #7 Resource Management**

Coordinator(s): Procurement and Project Management

Scope:

- Set forth framework to manage resources within the City of Plano during and after an emergency or disaster.
- Establish a framework for integration of internal and external logistics partners, as warranted, through increased collaboration in the planning, sourcing, acquisition, and utilization of resources.
- Accelerate communication among all service support elements in order to minimize recovery efforts in the impact area, and re-establish self-sufficiency as rapidly as possible.
- Review contracts, memorandum of understanding, Memorandum of Agreement (MOA), and interagency agreements as necessary to ensure consistency with City of Plano Purchasing rules, regulations, and state law.

- **ESF #8 Medical Services**

Coordinator(s): Fire Department

Scope:

Providing assistance in and / or coordinating the following areas following an emergency or disaster:

- Assessment of medical needs
- Health surveillance
- Medical care personnel
- Medical equipment and supplies
- Patient evacuation
- Patient care
- Safety and security of drugs, biologics, and medical devices
- Blood and blood products
- All-hazard medical consultation, technical assistance, and support
- Behavioral health care
- Mass fatality management, victim identification, and decontamination of remains

- **ESF #9 Search and Rescue**

Coordinator(s): Fire Department

Scope:

Prepare for and coordinate Search and Rescue operations as required during incidents in the City of Plano, to include:

- Structural Collapse (Urban) Search and Rescue (USAR)
- Waterborne Search and Rescue
- Inland / Wilderness Search and Rescue

- **ESF #10 Hazardous Materials**

Coordinator(s): Fire Department

Scope:

- Prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential hazardous materials incidents.
- Prevent, minimize, or mitigate hazardous materials releases.
- Work with other agencies to coordinate and implement cleanup and waste disposition.
- Provide initial decontamination of personnel, equipment, and citizens who may be exposed to hazardous materials.

- **ESF #12 Utilities**

Coordinator(s): Public Works

Policy and Government Relations

Scope:

- Collect, evaluate, and share information on energy system damage / outages and provide estimations on the impact (time and location) of outages within affected areas.
- Provide information concerning the restoration process, such as projected schedules, percent of completed restoration, and geographic information on the restoration.

- **ESF #13 Law Enforcement**

Coordinator(s): Police Department

Scope:

- Serve as primary authority for enforcement of laws and ordinances in the City of Plano.
- Staff traffic control points / access points to scenes as warranted by the incident.
- Provide site / scene security as required by the incident.
- Provide for investigative process should one be required for the incident (typically involving criminal activity).
- Mitigate or prevent criminal activity through patrol and other crime prevention measures.

- **ESF #14 Recovery**

Coordinator(s): Emergency Management

Scope:

- Establishes a concept of operations spanning the coordination of an emergency or disaster for the post-disaster recovery and mitigation actions taken by the City of Plano.
- Activates in accordance with the CEMP to facilitate the recovery process from any incident, and to apply for and obtain financial reimbursement from state and federal assistance programs for qualifying events.
- Coordinates accurate assessments of the impact and damages caused by the event in order to develop a clear and quantifiable operating picture.
- Defines coordination mechanisms to help facilitate the delivery of immediate assistance, including direction and control of local, county, state, and federal response and recovery assistance.
- Assigns specific functional responsibilities to appropriate City departments and agencies, as well as outlines methods to coordinate with private sector and volunteer organizations.
- Identifies actions that City response and recovery organizations will take in coordination with private, volunteer, county, state, and federal counterparts, regardless of the magnitude of the disaster.

- Provides guidance in assembling and organizing records that provides thorough documentation of recovery activities and facilitates the financial reimbursement process.
- Sustains open communication that fosters new ideas, provides viable solutions to challenges, and identifies successful best practices throughout the recovery process.

- **ESF #15 Public Information**

Coordinator(s): Marketing and Community Engagement
Media Relations

Scope:

- Establish Joint Information System (JIS) and Joint Information Center (JIC) to communicate emergency information to various audiences following an emergency or disaster. These audiences include private sector, public sector, citizens, and other agencies as required.
- Coordinate with City, state, and federal agencies to compile emergency information to ensure consistent message delivery.
- Produce press releases and other outreach information as required in order to communicate emergency information.
- Coordinate media press conferences with other departments and agencies as required.

- **Support Annex – Volunteer Management**

Coordinator(s): Parks and Recreation

Scope:

- Inventory, update, and maintain a database of offers of services and goods.
- Develop a liaison with other ESFs regarding available donated resources and goods.
- Maintain a daily log of activities and action plans, including scheduling staff and submitting situation reports to ESF #5 *Emergency Management*.
- Assist in coordination of field activities related to volunteer management including establishing a volunteer hot line, database, and Volunteer Reception Center (VRC).
- Ensure appropriate information intended for public distribution is given to ESF #15 *Public Information*.
- Oversee Unmet Needs Committee that will work to fulfill needs that may arise that may not be normally covered under government scopes of services.

- **Support Annex – Donations Management**

Coordinator(s): Library Services

Scope:

- Inventory, update, and maintain a database of offers of services and goods.
- Develop a liaison with other ESFs regarding available donated resources and goods.
- Maintain a daily log of activities and action plans, including scheduling staff and submitting situation reports to ESF #5 *Emergency Management*.
- Assist in coordination of field activities related to donated goods including a donations hot line, database, Donation Collection Center(s), Staging Areas, and donations liaisons.
- Ensure appropriate information intended for public distribution is given to ESF #15 *Public Information*.
- Oversee Unmet Needs Committee that will work to fulfill needs that may arise that may not be normally covered under government scopes of services.

- **Support Annex – Private Sector Coordination**

Coordinator(s): Economic Development
Special Projects

Scope:

- Identify businesses and industries that may be shut down due to physical damage to their property.
- Work with ESF #15 *Public Information* to develop public awareness campaigns to inform businesses of available programs for business assistance (if activated by state or federal resources).
- Collection and compilation of information regarding business losses due to disaster event.
- Identify Public-Private Partnerships (PPP) that can be built to assist in emergency and disaster preparedness, response, and recovery.

- **Support Annex – Damage Assessment**

Coordinator(s): Building Inspections

Scope:

- Develop multi-disciplinary impact and damage assessment teams that are trained to perform efficient assessment of damages and losses following large scale emergencies and disasters.
- Perform initial impact assessment (sometimes referred to Preliminary Damage Assessment) of City of Plano following a large scale emergency or a disaster to determine areas affected, and damages or losses to housing and businesses.
- Coordinate with local, state, and federal agencies to complete a detailed damage assessment of city infrastructure, housing, and businesses.

- Compile reports and submit to ESF #5 *Emergency Management* for submittal to State and federal agencies as required. Reports shall include estimated dollar values for losses.

- **Support Annex – Financial Management**

Coordinator(s): Finance
Budget & Research

Scope:

- Responsible for tracking time and costs, executing purchases, and compiling financial records.
- Assists with the compilation of emergency or disaster related financial information.
- Assists ESF #5 *Emergency Management* with funding aspects of emergency or disaster programs and funds.

- **Incident Annex – Public Health**

Coordinator(s): Environmental Health & Sustainability

Scope:

Providing assistance in and / or coordinating the following areas following an emergency or disaster:

- Assessment of public health needs
- Health surveillance
- Medical care personnel
- Health equipment and supplies
- Patient care
- Food safety and security
- All-hazard public health consultation, technical assistance, and support
- Behavioral health care
- Vector control
- Potable water / wastewater and solid waste disposal
- Shelter Inspections

- **Incident Annex – Terrorism**

Coordinator(s): Police Department
Fire Department

Scope:

- Identify the operational strategies for the City of Plano's response to actual or threatened terrorist incidents.
- Describe potential threats to the City of Plano and Dallas-Fort Worth Region.
- Describe warning, command, control, communications and coordination activities to actual or threatened terrorist incidents.
- Define information-sharing partnerships among emergency management and law enforcement partners.
- Clarify roles and responsibilities for responding entities.

C. Volunteer Agencies

- **Volunteers in Plano (VIP)**

Volunteers in Plano (VIP) has three staff members available to respond 24/7 to an emergency. Staff has training in managing volunteers regarding recruitment, orientation, training and placement. VIP will provide an online database to call out volunteers. The database can receive online volunteer applications, real time position postings and scheduling, among many other features.

- **Plano Community Emergency Response Team (CERT)**

The City of Plano CERT is a volunteer organization that trains Plano citizens in basic first aid, search and rescue protocol and shelter management. Plano CERT also works to educate our volunteers to better equip themselves to help their families and community.

- Assist when called up by the City of Plano with any needs regarding an emergency either in Plano or Collin County
- Assist in shelter operations
- Assist with donation management
- Assist in conduct of coordinated damage estimation and assessment
- Assist with limited search and rescue
- Assist with crowd control

- **American Red Cross (ARC)**

- In coordination with the DEM and ESF #6, determine when and where shelters shall be opened. Staff and operate City host or risk shelters in coordination with local faith-based organizations and other facilities that are to be used as shelters.
- In coordination with the DEM and organizations providing shelter facilities, set operating hours and capacities for shelters, arrange for food and other shelter services.
- Operate a shelter locator service.
- Assist in conduct of coordinated damage estimation and assessment.
- Provide public services in accordance with the Chapter Disaster Plan.
- Maintain liaison with the EOC throughout the emergency period.
- Open and operate shelters and service centers in accordance with national ARC programs and policies.

- **The Salvation Army (SA)**

Provide emergency assistance to include mass and mobile feeding, temporary shelter, counseling, missing person services, medical assistance, and the warehousing and distribution of donated goods including food, clothing, and household items. It also provides referrals to government and private agencies for special services.

- **Radio Amateur Civil Emergency Service (RACES) / Amateur Radio Emergency Service (ARES)**

The Radio Amateur Civil Emergency Service provides amateur radio support for emergency operations, including communications support in the EOC.

ADMINISTRATION AND SUPPORT

Agreements and Contracts

- Should local resources prove to be inadequate during an emergency; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel.
- Mutual aid agreements and memoranda of understanding will be entered into by duly authorized officials and will be formalized in writing.
- All mutual aid agreements will follow the National Incident Management System guidelines.
- Unless otherwise provided, agreements remain in effect until rescinded or modified. A recorded review and update is required when circumstances of the agreement change, and at least annually on the anniversary date of each mutual aid agreement, unless otherwise noted in the mutual aid agreement.
- In an emergency or disaster situation, the ESF #7 *Resource Management* Coordinator will make and keep track of all emergency mutual aid contacts and resources that are to be used.

Reports

A. Hazardous Materials Spill Reporting

If a City department or agency is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, that department or agency shall make the required report. See ESF #10 Hazardous Materials, for more information. If the party responsible for a reportable spill cannot be located, the Incident Commander shall ensure that the required report(s) are made.

B. Initial Emergency Report

This short report should be prepared and transmitted by the EOC when an on-going emergency incident appears likely to worsen and assistance may be needed from other local governments or the State.

C. Situation Report

A situation report should be prepared and distributed by the EOC during major emergencies or disasters.

D. Other Reports

Several other reports covering specific functions are described in the annexes to this plan.

Post-Incident Evaluation

All post-incident evaluations shall follow guidelines set forth by the Homeland Security Exercise and Evaluation Program (HSEEP). Following each incident, an After Action Review and Report (AAR) will be developed. As a result of the AAR, a Corrective Action Plan and an Improvement Plan will be developed to ensure that lessons learned are incorporated into future preparedness, response, and recovery efforts. Needed corrective actions are followed up by each agency's administration and the DEM.

Records

A. Record Keeping for Emergency Operations

The City of Plano Finance Department is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.

- **Activity Logs**

The Incident Command Post and the EOC shall maintain accurate logs recording key response activities, including:

- Activation or deactivation of emergency facilities.
- Emergency notifications to other local governments and to state and federal agencies.
- Significant changes in the emergency situation.
- Major commitments of resources or requests for additional resources from external sources.
- Issuance of protective action recommendations to the public.
- Evacuations.
- Casualties.
- Containment or termination of the incident.

- **Incident Costs**

All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

- **Emergency or Disaster Costs**

For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed costs for emergency operations to include:

- Personnel costs, especially overtime costs.
- Equipment operations cost.
- Costs for leased or rented equipment.
- Costs for contract services to support emergency operations.

- Costs of specialized supplies expended for emergency operations.

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.

B. Preservation of Records

- In order to continue normal government operations following an emergency situation disaster, vital records must be protected. These include legal documents as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Each agency responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
- If records are damaged during an emergency situation, the City of Plano will seek professional assistance to preserve and restore them.

Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices often occur in the aftermath of a disaster. Such complaints will be directly referred to the Consumer Protection Division of the Office of the Attorney General.

Financial Management

- It is the practice of City of Plano employees to use the same process to fill out and file financial reports in daily activities as it is during emergency situations. These procedures are compatible to state and federal financial procedures. Municipal finance agents' work together to ensure continuity in financial procedures during emergency and disaster events.
- The City of Plano Purchasing Department and Accounting Division will work as a team to support preparedness, response, recovery, and mitigation activities on an everyday basis. This includes any training and guidance as needed. All disaster costs will be captured and handled through a Disaster / Emergency Account set up through the Accounting Division.
- The Purchasing Department will provide procurement support for supplies, facilities, equipment, and supplies needed by City agencies. Items that may be included are meals, vehicle repair parts, construction materials, and rental equipment.
- City of Plano emergency operations are funded by the budgeted allocations of each agency having functional responsibilities in emergency operations.
- The City may allocate and expend funds as appropriate for local emergency operations in accordance with Texas Government Code 418. As a general rule, funding availability may be assumed for all emergency response efforts.
- Close expenditure controls must be exercised during any emergency operation. The City Manager, or authorized Deputy City Manager, operating from the EOC, is the approved point for expense authorization. The City of Plano Finance Director will provide technical overview of this area. No emergency staff shall make funding commitments without the coordination of the Finance Director, City Manager, or authorized Deputy City Manager(s).
- Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained. Accounting is required on a daily

(sometimes more regular) basis to identify and document personnel costs, supplies and materials used, and equipment hours committed to each specific preparation, response, and recovery task. Equipment use charges must be associated with an equipment operator. All personnel hours must be identified with a specific and definable task.

- When responding to another jurisdiction for mutual aid, the responding party **must obtain a mission number or tracking number**. This will be used to identify costs. Once costs are figured at the end of the event, the department head shall forward all costs to the Finance Department, who will compile costs and send them to the hosting jurisdiction. In cases of mutual aid requests from the State of Texas, the City of Plano Finance Department shall forward costs, along with the appropriate paperwork to the Department of Emergency Management (paperwork can be obtained from the DEM). The DEM will then forward the appropriate paperwork to the State of Texas Division of Emergency Management (TDEM).
- Following an event, the Finance Department will coordinate with all City of Plano agencies to compile costs and proper documentation needed for reimbursement under public assistance procedures. A member of the Finance Department, the DEM, and pertinent agency officials will be present during the reimbursement application process with the Federal Emergency Management Agency (FEMA) and / or the TDEM.
- When Federal Public Assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and federal audit (except small projects approved under Section 419 of Public Law 92-288 which require only federal audit).
- There are several funding agreements that are made available to counties and other local jurisdictions during peacetime, as well as disasters. Most of these agreements come in the form of grants. The following is a list of examples of funding agreements that can and / or will assist the City of Plano in emergency and disaster mitigation, preparedness, response, and recovery:
 - Program / Technical Funding:

On occasion, funding becomes available from the Federal and State government to implement programs on the local level. Such ongoing programs include the State Homeland Security Grant Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Urban Area Security Initiative (UASI) program. The City of Plano is awarded money from these competitive programs regularly in order to enhance its program capabilities.
 - Mitigation Program Funding:

This category includes programs such as the Pre-Disaster Mitigation Fund (PDM), Flood Mitigation Assistance Program (FMA) and the Hazard Mitigation Grant Program (HMGP). The City of Plano reviews its projects at least twice a year to determine if there are any outstanding projects that might qualify for these types of programs.
- The City of Plano works with TDEM to identify funding sources that can be used to implement programs and enhance already-existing programs. Any programs that are made available are reviewed by the City of Plano Department of Emergency Management and used as needed in order to enhance emergency mitigation, preparedness, response, and recovery capabilities in the City of Plano.

TRAINING, EXERCISES, AND EVALUATIONS

This element of the CEMP addresses general and specific training of CEMP stakeholders. The City of Plano Department of Emergency Management, in conjunction with the City of Plano Human Resources Department will be responsible for developing and notifying others of training opportunities as they arise.

- Training to develop disciplinary preparedness for mission operations is the individual responsibility of the Department Directors. The DEM will conduct ongoing and other requested "in-service" training to assist in integration of discipline-specific training with specifics of emergency management. Training includes emergency exercises and post-event reviews.
- All exercises will follow guidelines set forth by the Homeland Security Exercise and Evaluation Program. Following each drill, tabletop exercise, functional exercise, or full scale exercise, an After Action Review and Report will be developed. As a result of the AAR, a Corrective Action Plan and an Improvement Plan will be developed to ensure that lessons learned are incorporated into future preparedness, response, and recovery efforts. Needed corrective actions are followed up by Administration and the DEM.
- ESF teams will train with the DEM at the start of each severe weather season in basic NIMS / ICS principles as well as their ESF functions and relationships with other ESF and internal EOC operations.
- The City of Plano has developed a Five Year Exercise and Training program that will incorporate all City departments, and include stakeholders from all levels of government and the private and volunteer sectors.

Distribution List

Organization / Agency	Point of Contact	CEMP Components	Number of Copies
Animal Services	Director	All	1
Budget & Research	Director	All	1
Building Inspections	Director	All	1
City Attorney	City Attorney	All	1
City Council	City Manager	All	1
City Manager's Office	City Manager	All	1
City Secretary	City Secretary	All	1
Economic Development	Director	All	1
Engineering	Director	All	1
Environmental Health and Sustainability	Director	All	1
Emergency Management	Director	All	1
Finance	Director	All	1
Fire- Rescue	Fire Chief	All	1
Human Resources	Director	All	1
Library Services	Director	All	1
Marketing and Community Engagement	Director	All	1
Media Relations	Director	All	1
Municipal Court	Judge	All	1
Neighborhood Services	Director	All	1
Parks & Recreation Convention & Tourism	Director	All	1
Planning	Director	All	1
Police	Police Chief	All	1
Policy & Government Relations	Director	All	1
Procurement & Project Management	Director	All	1
Public Safety Communications	Director	All	1
Public Works	Director	All	1
Special Projects	Director	All	1
Technology Services	Director	All	1

Distribution List

Organization / Agency	CEMP Components	Number of Copies
AT&T	All	1
Atmos	All	1
Baylor Scott and White Regional Medical Center	All	1
Collin College	All	1
Collin County Emergency Management	All	1
Collin County Public Health	All	1
Collin County Voluntary Organizations Active In Disasters	All	1
Children's Medical Center Legacy	All	1
CoServ Electric	All	1
Dallas Area Rapid Transit	All	1
Denton County Emergency Management	All	1
Denton County Public Health	All	1
Denton County Volunteer Organizations Active In Disasters	All	1
Frisco Independent School District	All	1
Medical City Plano	All	1
North Texas Tollway Authority	All	1
Plano Chamber of Commerce	All	1
Plano Independent School District	All	1
Oncor	All	1
Southern Methodist University	All	1
Spectrum	All	1
Texas Health Presbyterian Plano	All	1
The Heart Hospital Baylor Plano	All	1
The Salvation Army	All	1
Verizon	All	1

National Incident Management System (NIMS)

Background

- NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. This system is suitable across a wide range of incidents and hazard scenarios, regardless of size or complexity. It provides a flexible framework for all phases of incident management, as well as requirements for processes, procedures, and systems designed to improve interoperability.
- NIMS is a multifaceted system that provides a national framework for preparing for, preventing, responding to, and recovering from domestic incidents.

Components

- Command and Management: The incident management structures employed by NIMS can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.
 - Incident Management System. A system that can be used to manage emergency incidents or non-emergency events such as celebrations.
 - Features of ICS

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink depending on current needs. It is a standardized system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure. Among the primary attributes of ICS are:

 - Common Terminology: ICS requires the use of common terminology, such as the use of standard titles for facilities and positions within an organization, to ensure efficient and clear communications.
 - Organizational Resources: All resources including personnel, facilities, major equipment, and supply items used to support incident management activities must be “typed” with respect to capability. This typing will minimize confusion and enhance interoperability.
 - Manageable Span of Control: Span of control should ideally vary from three to seven. Anything less or more requires expansion or consolidation of the organization.

- Organizational Facilities: Common terminology is used to define incident facilities, the activities conducted at these facilities, and the organizational positions that can be found working there.
 - Use of Position Titles: All ICS positions have distinct titles.
 - Reliance on an Incident Action Plan: The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.
 - Integrated Communications: Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
 - Accountability: ICS is based on an orderly chain of command, check-in for all responders, and only one supervisor for each responder.
- Unified Command
 - Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements.
 - ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.
 - Area Command
 - An Area Command is intended for situations where there are multiple incidents that are each being managed by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command becomes Unified Area Command when incidents are multijurisdictional.

- The organization of an Area Command is different from a Unified Command in that there is no operations section, since all operations are conducted on-scene, at the separate incident command posts (ICP).
- Multiagency Coordination Systems. Multiagency coordination systems may be required for incidents that require higher level resource management or information management. The components of multiagency coordination systems include facilities, equipment, EOCs, specific multiagency coordination entities, personnel, procedures, and communications; all of which are integrated into a common framework for coordinating and supporting incident management.
- Public Information. The NIMS system fully integrates the ICS Joint Information System (JIS) and the Joint Information Center (JIC). The JIC is a physical location where public information staff involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. More information on JICs can be obtained in the DHS National Incident Management System Plan, dated March 2004.
- Preparedness: Preparedness activities include planning, training, and exercises as well as certification of response personnel, and equipment acquisition and certification. Activities would also include the creation of mutual aid agreements and Emergency Management Assistance Compacts. Any public information activities such as publication management would also be preparedness activities.
- Resource Management: All resources, such as equipment and personnel, must be identified and typed. Systems for describing, inventorying, requesting, and tracking resources must also be established.
- Communications and Information Management: Adherence to NIMS specified standards by all agencies ensures interoperability and compatibility in communications and information management.
- Supporting Technologies: This would include any technologies that enhance the capabilities essential to implementing the NIMS. For instance, voice and data communication systems, resource tracking systems, or data display systems.
- Ongoing Management and Maintenance: The NIMS Integration Center provides strategic direction and oversight in support of routine review and continual refinement of both the system and its components over the long term.

Explanation of Terms

Acronyms

AAR	After Action Report
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CEMP	Comprehensive Emergency Management Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
COOP	Continuity of Operations
DDC	Disaster District Committee
DDMP	Disaster Debris Management Plan
DEM	Department of Emergency Management
DHS	Department of Homeland Security (US)
DRC	Disaster Recovery Center
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FMAP	Flood Mitigation Assistance Program
HMGP	Hazard and Mitigation Grants Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IA	Incident Annex
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
MAA	Mutual Aid Agreement
MOA	Memoranda of Agreement
MOU	Memoranda of Understanding
NFPA	National Fire Protection Act
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
PDD	Presidential Policy Directive
RACES	Radio Amateurs in Civil Emergency Services
SA	Support Annex
TSA	The Salvation Army
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
STAR	State of Texas Assistance Request
TDEM	Texas Division of Emergency Management
TFS	Texas Forest Service
USAR	Urban Search and Rescue
VRC	Volunteer Reception Center

Definitions

- **Area Command (Unified Area Command):** An organization established (1.) to oversee the management of multiple incidents that are each being managed by an ICS organization, or (2.) to oversee management of large or multiple incidents to which several Incident Management Teams have been assigned. Sets overall strategy and priorities for the incident, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area command becomes Unified Area Command when multiple jurisdictions are involved.
- **Disaster Districts:** Disaster Districts are regional state emergency management organizations mandated by Executive Order of the Governor relating to Emergency Management whose boundaries parallel those of the Highway Patrol Districts and Sub Districts of the Texas Department of Public Safety.
- **Disaster District Committee (DDC):** The DDC consists of a Chairperson (the local Highway Patrol Captain or Command Lieutenant), and agency representatives that mirror the membership of the State Emergency Management Council. The DDC Chairperson, supported by committee members, is responsible for identifying, coordinating use of, committing, and directing state resources within the district to respond to emergencies and disasters.
- **Emergency Operations Center (EOC):** Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency or disaster situation.
- **Emergency Public Information:** Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.
- **Emergency Situations:** As used in this Plan, this term is intended to describe a range of occurrences, from a minor incident to a catastrophic disaster. It includes the following:
 - Incident: An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - Involves a limited area and/or limited population.
 - Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - Warning and public instructions are provided in the immediate area, not community-wide.
 - One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
 - May require limited external assistance from other local response agencies or contractors.

- For the purposes of the National Response Framework (NRF), incidents include the full range of occurrences that require an emergency response to protect life or property.
- Emergency: An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - Involves a large area, significant population, or important facilities.
 - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - May require community-wide warning and public instructions.
 - Requires a sizable multi-agency response operating under an incident commander.
 - May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.
 - For the purposes of the NRF, an emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”
- Disaster: A disaster involves the occurrence or threat of significant casualties and / or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - Involves a large area, a sizable population, and/or important facilities.
 - May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - Requires community-wide warning and public instructions.
 - Requires a response by all local response agencies operating under one or more incident commanders.
 - Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

- For the purposes of the NRF, a major disaster (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
 - Catastrophic Incident: For the purposes of the NRF, this term is used to describe any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions.
- **Hazard Identification and Risk Assessment:** A document, published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment. A brief description of the Hazard Risk Assessment can be found below under Situations and Assumptions.
- **Hazardous Material (HazMat):** A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. This includes toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.
- **Inter-local agreements:** Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. These Inter-Local agreements are commonly referred to as Mutual Aid Agreements (MAA).
- **Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.
- **Standard Operating Procedures (SOPs):** Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level. The SOPs may also be referred to as Standard Operating Guidelines (SOGs).

Summary of Agreements and Contracts

Agreements

Agreement Title / Number	
– Description	
– Effective Date	
– Summary of Provisions	
– Authorized Officials	
– Costs	
Agreement Title / Number	
– Description	
– Effective Date	
– Summary of Provisions	
– Authorized Officials	
– Costs	

Contracts

Contract Title / Number	
– Description	
– Effective Date	
– Summary of Provisions	
– Authorized Officials	
– Costs	
Contract Title / Number	
– Description	
– Effective Date	
– Summary of Provisions	
– Authorized Officials	
– Costs	

NOTE: Due to the dynamic nature of this information, Attachment-4 is published separately and is located in the DEM Library.

An Ordinance of the City of Plano, Texas, amending a section of Ordinance No. 2012-12-13 codified as Section 2-136 of Article VI, Emergency Management of Chapter 2, Administration, of the City of Plano Code of Ordinances as required by state law; and providing a repealer clause, a severability clause, a savings clause, a penalty clause, a publication clause and an effective date.

WHEREAS, on December 18, 2012, by Ordinance No. 2012-12-13, the City Council of the City of Plano, Texas, adopted a Comprehensive Emergency Management Program for the City of Plano and its citizens; and

WHEREAS, staff recently revised the City's Comprehensive Emergency Management Plan as required by state law; 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 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, the proposed 2017 Comprehensive Emergency Management Plan should be approved and adopted.

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

Section I. Certain section of Ordinance No. 2012-12-13 codified as Section 2-136 of Chapter 2, Article VI, Emergency Management is hereby amended to read as follows:

“Sec. 2-136. Comprehensive Emergency Management Plan.

The 2017 Comprehensive Emergency Management Plan, which provides for disaster mitigation, preparedness, response, and recovery and the means for its implementation, which is on file in the City Secretary's Office and incorporated by reference, is hereby adopted as the Comprehensive Emergency Management Plan for the City.”

Section II. The City Council hereby approves and adopts the 2017 Comprehensive Emergency Management Plan, and authorizes its execution and implementation as required by state law.

Section III. All provisions of the Code of Ordinances of the City of Plano, codified or uncoded, in conflict with the provision 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 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 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(b) 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 12th day of November, 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: 11/12/2018

Department: Engineering

Department Head: B. Caleb Thornhill

Agenda Coordinator: Linda Sweeney

CAPTION

Ordinance No. 2018-11-3: To amend Section 16-19 – Fees for zoning, rezoning and other miscellaneous fees, of Article II – Fees Generally, of Chapter 16, Planning and Development, of the Code of Ordinances of the City of Plano; establishing a new fee for municipal setting designations; providing a repealer clause, a severability clause, a savings 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	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: Increasing the Municipal Setting Designation application fee will result in additional revenue to the City of Plano's General Fund; however, given the periodic nature of this development process the potential change to revenues is indeterminable and likely to have minimal impact on the City of Plano's operating budget.

SUMMARY OF ITEM

The proposed ordinance removes the fee from Resolution No. 2008-2-9(R) and increases it to an amount of \$7,500. The fee increase is comparable to surrounding communities and provides for external review if necessary.

Strategic Plan Goal:

Financially Strong City with Service Excellence, Strong Local Economy

Plano Tomorrow Plan Pillar:

Built Environment, Natural Environment

ATTACHMENTS:

Description	Upload Date	Type
MSD Ordinance	11/6/2018	Ordinance

An Ordinance of the City of Plano, Texas, amending Section 16-19 – Fees for zoning, rezoning and other miscellaneous fees, of Article II – Fees Generally, of Chapter 16, Planning and Development, of the Code of Ordinances of the City of Plano; establishing a new fee for municipal setting designations; providing a repealer clause, a severability clause, a savings clause, and an effective date.

WHEREAS, the City Council recognizes that certain adjustments to fees are necessary to cover increased administrative costs for providing specific services; and

WHEREAS, the City of Plano proposes to update the Municipal Setting Designation application fee to \$7,500; and

WHEREAS, the City Council, based upon staff recommendation and review and consideration of this matter, has determined that it is in the best interest of the City of Plano, Texas, to establish a new fee for the processing of applications for municipal setting designations.

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

Section I. Section 16-19, Fees for zoning, rezoning and other miscellaneous fees of Article II, Fees Generally, of Chapter 16, Planning and Development, of the Code of Ordinances of the City of Plano, is hereby amended to read in its entirety as follows:

“Sec. 16-19. - Fees for zoning, rezoning and other miscellaneous fees.

Any person, firm or corporation desiring to submit for approval or inspection of a zoning case, concept plan, preliminary site plan, site plan, substantially conforming site plan, preliminary or final plat, vacation of plat, replat, amended plat, conveyance plat, minor plat, landscape plan, general tree survey, tree preservation plan, tree mitigation, engineering inspection fee, or traffic impact analysis, shall, at the time said zoning case, study, plan or plat is filed with the Planning Department or at the time deemed appropriate by said department, pay to the City of Plano a fee in accordance with the following fee schedule. Fees are non-refundable except as noted:

(1)	Amended plat	\$250.00 plus \$5.00 per lot
(2)	Annexation/disannexation	No charge
(3)	Concept plan	\$350.00

(4)	Conveyance plat	\$190.00
(5)	Engineering inspection fee	4.0% of estimated costs of public improvements
(6)	Façade plan	\$100.00
(7)	Final plat	\$250.00 plus \$5.00 per lot
(8)	Flood study analysis	\$3,000.00
(9)	General tree survey	No charge
(10)	Heritage resource designation	\$30.00
(11)	Landscape plan	\$100.00 per acre with a minimum fee of \$250.00
(12)	Minor plat	\$250.00 plus \$5.00 per lot
(13)	Municipal setting designation application	\$7,500.00
(14)	Preliminary plat	\$280.00 per acre for all types of development
(15)	Preliminary site plan	\$50.00 per acre with a minimum fee of \$250.00

(16)	Priority processing	\$2,500.00 in addition to other applicable fees
(17)	Replat	\$250.00 plus \$5.00 per lot
(18)	Site plan	\$100.00 per acre with a minimum fee of \$250.00
(19)	Site plan—Substantially conforming	\$100.00
(20)	Specific use permit	\$250.00
(21)	Street name change (after preliminary plat approval)	\$250.00
(22)	Subdivision mapping fees	No charge
(23)	Subdivision name change (after preliminary plat approval)	\$100.00
(24)	Traffic impact analysis	\$1,000.00
(25)	Tree mitigation	\$175.00 per caliper inch, based on the total number of caliper inches to be mitigated
(26)	Tree preservation plan	No charge
(27)	Vacation of plat	\$30.00

(28)	Zoning appeal	\$110.00 plus \$5.00 for each property owner listed on the public hearing notice
(29)	Zoning case withdrawal	Refund 50% of filing fee prior to mailing or publication of a notice of public hearing. After public notice has been given, no refund will be made.
(30)	Zoning requests	
	Residential zoning:	\$600.00
	Commercial and multifamily zoning:	\$1,500.00 for 0-50 acres, plus \$10.00 per acre over 50 acres
	Planned development zoning:	\$1,500.00 for 0-50 acres, plus \$10.00 per acre over 50 acres
(31)	Zoning verification letter	\$50.00

The engineering inspection fee is a percentage of the actual contract cost of city-maintained improvements, to be paid prior to the release of engineering plans and/or site plans. Contracts are to be provided to verify costs.

The fees for all concept plans, preliminary and final plats, conveyance plats, and replats apply as well to areas outside the corporate city limits but within the extra-territorial jurisdiction of the City of Plano.

Fees calculated on a per acre basis shall be rounded up to the next whole acre.”

Section II. Any provision of any Ordinance of the City of Plano, codified or uncoded, in conflict with the provisions of this Ordinance is 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 III. 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 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 of any Ordinances at the time of passage of this Ordinance.

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

DULY PASSED AND APPROVED this the 12th day of November, 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: 11/12/2018

Department: Zoning

Department Head: Christina Day

Agenda Coordinator: Linette Magaña

CAPTION

Public Hearing and adoption of Ordinance No. 2018-11-6 as requested in Zoning Case 2018-021 to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, granting Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: The Salvation Army **Conducted and Adopted with amendment**

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:

SUMMARY OF ITEM

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
ZC 2018-021 Follow-Up	10/31/2018	P/Z Follow-up Memo
ZC 2018-021 Write-Up	10/31/2018	Staff Report
ZC 2018-021 Locator	10/31/2018	Map
ZC 2018-021 Aerial	10/31/2018	Map
ZC 2018-021 Zoning Exhibit (Bold)	10/31/2018	Map
ZC 2018-021 Letter from Applicant	10/31/2018	Letter
ZC 2018-021 Ordinance with Exhibits	10/31/2018	Ordinance

DATE: October 16, 2018
TO: Honorable Mayor & City Council
FROM: John Muns, Chair, Planning & Zoning Commission
SUBJECT: Results of Planning & Zoning Commission Meeting of October 15, 2018

**AGENDA ITEM NO. 3 - PUBLIC HEARING
ZONING CASE 2018-021
APPLICANT: THE SALVATION ARMY**

Request for a Specific Use Permit for Household Care Institution on 7.3 acres located on the south side of 14th Street, 620 feet west of Shiloh Road. Zoned Light Commercial. Project #ZC2018-021.

Speaker Card(s) Received	Support: <u>4</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
Letters Received Within 200' Notice Area:	Support: <u>0</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
Petition Signatures Received:	Support: <u>0</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
Other Responses:	Support: <u>7</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
APPROVED: <u>7-0</u>	DENIED: <u> </u>	TABLED: <u> </u>	

STIPULATIONS:

Recommended for approval subject to the following:

1. Maximum number of daily residents: 70
2. Days and Hours of Operation: November 1 through March 31 during the hours of 6:00 p.m. through 7:00 a.m. when the temperature is forecasted by the National Weather Service to be 35 degrees Fahrenheit or lower.

FOR CITY COUNCIL MEETING OF: November 12, 2018 (To view the agenda for this meeting, see www.plano.gov)

PUBLIC HEARING - ORDINANCE

CF/amc

xc: Joseph Tafur, The Salvation Army
Jeanna Scott, Building Inspections Manager

CITY OF PLANO
PLANNING & ZONING COMMISSION

October 15, 2018

Agenda Item No. 3

Public Hearing: Zoning Case 2018-021

Applicant: The Salvation Army

DESCRIPTION:

Request for a Specific Use Permit for Household Care Institution on 7.3 acres located on the south side of 14th Street, 620 feet west of Shiloh Road. Zoned Light Commercial. Project #ZC2018-021.

REMARKS:

The subject property is developed with a 21,450 square foot religious facility zoned Light Commercial (LC). The applicant is requesting a Specific Use Permit (SUP) for Household Care Institution. The Zoning Ordinance defines household care institution as “a facility that provides residence and care to more than 8 persons, regardless of legal relationship, who are elderly; disabled; orphaned, abandoned, or neglected children; victims of domestic violence; convalescing from illness; or rendered temporarily homeless due to fire, natural disaster, or financial setback. Where applicable, a household care institution shall have appropriate licensing and/or registration by the State of Texas.”

The LC district is intended to provide for a wide array of retail, office, and service uses to meet the needs of local residents and businesses. Some vehicle-related uses and limited assembly, which address local service and employment opportunities are also included in LC districts. The purpose and intent of an SUP is to authorize and regulate a use not normally permitted in a district which could be of benefit in a particular case to the general welfare, provided adequate development standards and safeguards are established.

Additionally, Section 6.100 (Specific Use Permits) of Article 6 (Specific Use Permits and Certificates of Occupancy) states the following:

“The Planning & Zoning Commission in considering and determining its recommendations to the City Council on any request for a specific use permit may require from the applicant plans, information, operating data, and expert evaluation concerning the location, function, and characteristics of any building or use proposed. The City Council may, in the interest of the public welfare and to insure compliance with this ordinance, establish conditions of operation, location, arrangement, and type and manner of construction of any use for which a permit

is authorized. In authorizing the location of any of the uses listed as specific use permits, the City Council may impose such development standards and safeguards as the conditions and locations indicate important to the welfare and protection of adjacent property from noise, vibration, dust, dirt, smoke, fumes, gas, odor, explosion, glare, offensive view, traffic, or other undesirable or hazardous conditions.”

In 2011, the city amended the Zoning Ordinance to allow a new use associated with religious facilities entitled temporary accessory housing shelter. This use is defined as “a not-for-profit housing shelter operated as an accessory use to a religious facility only, providing temporary free lodging for indigent individuals or families with no regular home or residential address. A temporary accessory housing shelter shall house a maximum of 14 individuals at one time and shall operate a maximum of 30 days per calendar year. This definition shall not include household care facility and household care institutions.”

The subject property operates a temporary accessory housing shelter for the purposes of cold weather sheltering. As outlined in the accompanying letter, the applicant would like to expand this service to better meet resident needs during cold weather events. In order to expand this use, the applicant must request an SUP for Household Care Institution as the expansion will exceed the definition for temporary accessory housing shelter.

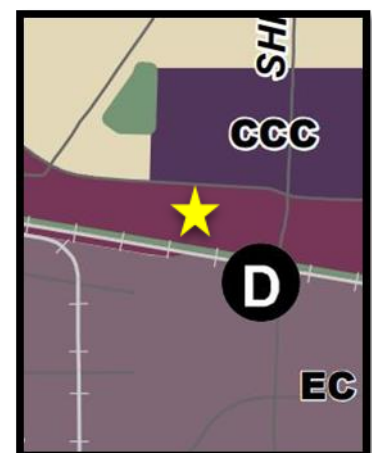
Surrounding Land Use and Zoning

North	Across 14th Street, multifamily residences zoned Planned Development-5-Multifamily Residence-2.
East	Professional/general administrative office zoned LC with Specific Use Permit No. 590 for 80-foot commercial antenna support structure.
South	Dallas Area Rapid Transit (DART) railroad right-of-way, and further south, office-showroom/warehouse zoned Research/Technology Center.
West	Mini-warehouse/public storage zoned LC.

Conformance to the Comprehensive Plan

Future Land Use Map - The Future Land Use Map of the Comprehensive Plan designates the subject property as Transit Corridor (TC).

The Transit Corridor future land use category applies to the Downtown Plano core and the adjoining rail corridor linking the Dallas Area Rapid Transit (DART) red/orange line and the future Cotton Belt line. It is the intention to continue the transformation of the Downtown Plano core into a distinct and authentic urban center and expand the vision for transit-oriented development within the entire corridor. Major uses within Transit Corridor include housing, retail, cultural facilities,



hotels, and government offices. Infill and redevelopment projects should be compatible with the historical character of the area and transit-oriented residential, employment, retail, and civic uses should be located between one-quarter to one-half mile walking distance of a transit stop. Uses should be serviced by parking structures to reduce surface parking and encourage efficient use of land. Street, bike trail, and sidewalk improvements will be emphasized to create a more accessible, walkable, and unified corridor. Useable open space will be included to create active and interesting public spaces. Commercial and residential uses within the corridor shall be designed to acknowledge visibility from rail, especially where elevated, as a gateway to the community.

The proposed household care institution would be operated in conjunction with the existing religious facility as a compatible accessory use. With the proposed restrictions noted in the recommendation section, this request is consistent with the Future Land Use Map designation.

Special Housing Needs Policy - Plano will accommodate senior and special needs housing through inclusive regulations and goals stated in the Consolidated Plan.

Plano's 2015-2019 Consolidated Plan of housing and community development needs, prepared for the U.S. Department of Housing and Urban Development, has strategies which include addressing the emergency and transitional housing needs of the city's homeless population. Homeless services are a public service priority for the city. As such, the proposed household care institution is consistent with the Special Housing Needs policy of the Comprehensive Plan.

Restrictions

The requested household care institution will be operated in conjunction with the existing religious facility to meet the city's homeless needs. The 2018 Collin County Homeless Census surveyed 69 unsheltered persons living in Plano. This request will help ensure the safety of these persons during severe weather. The National Weather Service indicates that on average there were 33 days below 32 degrees Fahrenheit in the DFW area from 1981 to 2010. Freezing temperatures fell between November and March in our region. To ensure the operations are consistent with meeting local needs through expanded provision of a warming shelter and knowing their operational capacity, the applicant is requesting to restrict the Household Care Facility permit as follows:

- A maximum of 50 individuals will be permitted; and
- The facility will operate only from November 1 to March 31 during cold weather conditions, and only from 6:00 p.m. to 7:00 a.m.

These restrictions would limit the operating days and times of the institution, ensuring it is only open at night and during times of the year where needs are most urgent to the city's homeless population. Staff is in support of the proposed restrictions.

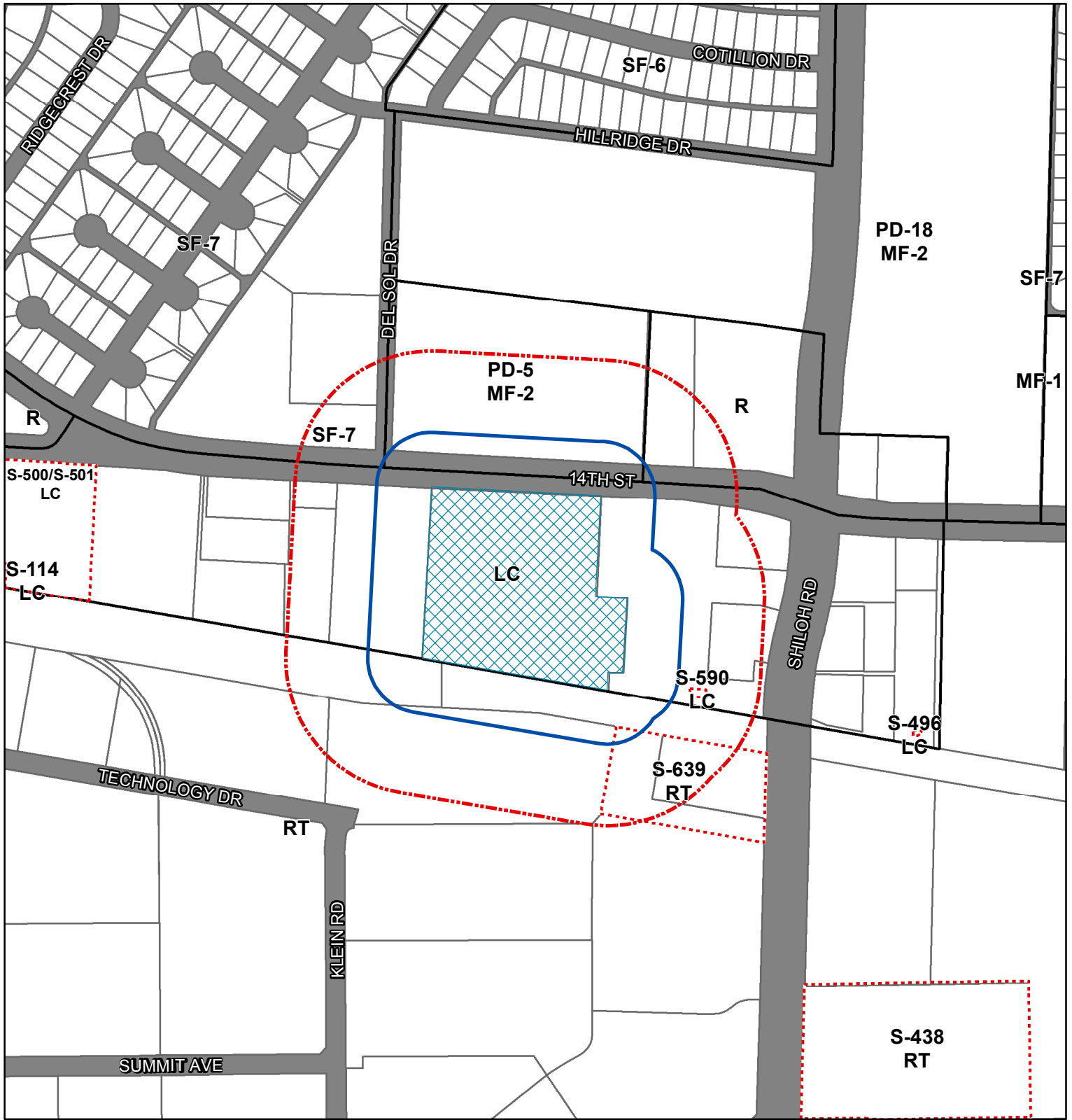
SUMMARY:

With the proposed restrictions, the proposed household care institution is a complementary use to the existing religious facility and is an expansion of the current temporary accessory housing shelter. The request is supported by the Comprehensive Plan and, therefore, staff is in support of the requested SUP.

RECOMMENDATION:

Recommended for approval subject to the following:

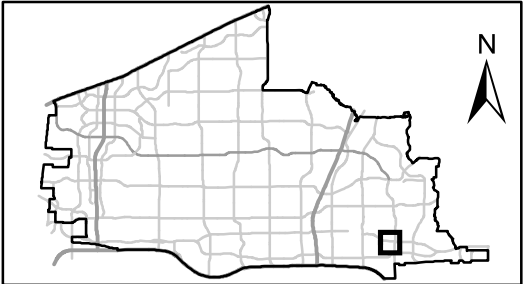
1. Maximum number of daily residents: 50
2. Days and Hours of Operation: November 1 through March 31 during the hours of 6:00 p.m. through 7:00 a.m. when the temperature is forecasted by the National Weather Service to be 35 degrees Fahrenheit or lower.



Zoning Case #: ZC2018-021

Existing Zoning: Light Commercial

Proposed Zoning: Specific Use Permit for Household Care Institution



- | | | |
|-----------------------------------|----------------------------|---------------------|
| 500' Courtesy Notification Buffer | Zoning (labels) | Zoning Boundary |
| 200' Notification Buffer | Zoning Boundary Change/SUP | Specific Use Permit |
| Subject Property | City Limits | Right of Way |



Source: City of Plano, Planning Dept.
Date: 10/17/2018

Zoning Case 2018-021

Zoning Petition – Special Use Permit – Household Care Institution

Submitted: Wednesday, September 5, 2018

**The Salvation Army
3528 E. 14th Street
Plano, TX 75074**

Introduction

We are applying for a Special Use Permit to provide a reasonable life-saving service to the City of Plano, specifically those individuals who, due to the lack of housing, may find themselves at risk for loss of life, etc. due to Cold-Weather temperatures.

Key Truths

- For the past several years, The Salvation Army has, at the request of the Plano Police Department provided a warm place for homeless individuals to come in out of the cold during inclement weather.
- With the primary hope to meet the need for those who may find themselves at a higher risk of mortality due to the cold weather exposure, the Collin County Homeless Coalition (“CCHC”) approached The Salvation Army about creating a collaboration of faith-based entities to serve this need better.
- Each year, Plano experiences 30-35 nights a year when temperatures fall below freezing.
- Homeless individuals are at significant risk of mortality when the weather gets colder.
- According to the CCHC HUD mandated Point in Time Study for Jan 2018
 - 427 Persons are Experiencing Homelessness in Collin County.
 - 69 on these individuals were counted in Plano.
 - Some of these individuals are sleeping in cars, but there was recorded a 20% increase over 2017 those sleeping on street/sidewalks.
 - 2 Cold-Weather related deaths occurred just last winter (2017) in Plano, Texas.
- Currently, there is a provision that allows a church/religious institution to temporarily house individuals under the City of Plano Zoning Ordinance called, “Temporary Accessory Housing Shelter.” It reads as follows:

Temporary Accessory Housing Shelter

A not-for-profit housing shelter operated as an accessory use to a religious facility only, providing temporary free lodging for indigent individuals or families with no regular home or residential address. A temporary accessory housing shelter shall house a maximum of 14 individuals at one time and shall operate a maximum of 30 days per calendar year. This definition shall not include household care facility and household care institutions. (ZC 11-13; Ordinance No.; 2011-6-14)

- While we have operated in the past under this ordinance mentioned above, we do believe that the need has surpassed this defined use for our purposes.
- Instead of petitioning the city to raise the limits of the ordinance mentioned above, which would apply to every church/religious institution in the city, we are requesting a Special Use Permit for zoning: "Household Care Institution." The terms of this use are defined as follows:

Household Care Institution

A facility that provides residence and care to more than 8 persons, regardless of legal relationship, who are elderly; disabled; orphaned, abandoned, or neglected children; victims of domestic violence; convalescing from illness; or rendered temporarily homeless due to fire, natural disaster, or financial setback. Where applicable, a household care institution shall have appropriate licensing and/or registration by the State of Texas. (ZC 2009-09 & 2004-15; Ordinance No. 2009-6-9 & 2004-9-18)

What is a Warming Station?

- An overnight warming station ("OWS") is short-term emergency housing program that opens when temperatures (or a combination of precipitation, wind, and temperature) become dangerously inclement. The paramount purpose is the prevention of death and injury from exposure to the elements. In recent years, the Salvation Army-Plano has served as the OWS site.
- The POWS ("Plano Overnight Warming Station") site is expected to open when the forecasted temperature is 35 degrees with a 20% chance of precipitation, or a standing temperature of 32 degrees or below is anticipated.
- The program will operate from Nov 1. – March 31 annually.
- This Plan seeks to bring faith communities and service agencies together to provide a safe, secure overnight sleeping environment and assist those in greatest need during these nights.
- Hot meals will be served on site.
- Security will be contracted with the City of Plano Police Department with off-duty police officers.
- The following groups are currently supporting this effort:
 - Ave F Church of Christ
 - Christ United Methodist Church
 - City of Plano, Neighborhood Services Department
 - First Baptist Church
 - First Christian Church
 - Islamic Assoc. of The Colony (IATC)
 - Knights of Columbus #6065
 - Metro Dallas Homeless Alliance

- Plano Police Department
- Prince of Peace Catholic Church
- St. Elizabeth Ann Seaton Catholic Church
- St. Mark the Evangelist Catholic Church
- The Assistance Center of Collin County
- The Salvation Army of Plano & Collin County
- The Village Church

Additional Services to be Provided:

- Transportation volunteers will help transport people between designated pickup points and the POWS.
- There will be a hospitality team of 8-10 staff/volunteers providing care and supervision of guests.
- Hot meals will be served.
- The site will not open until 6 pm and will close daily at 7 am.

Why the Citizens of Plano should support this special use permit:

- We will be serving those individuals who are already homeless in Plano.
- The Salvation Army is a trusted name in providing various types of assistance in the Plano community.
- There is a strong coalition of organizations and religious institutions behind the effort. This is a collaborative effort of citizens in our city.
- We will continuously monitor ourselves and continually improve the program.
- It will save lives.
- It will provide help for those most vulnerable to the cold.
- It's the right thing to do!

Zoning Case 2018-021

An Ordinance of the City of Plano, Texas, amending the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, granting Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land out of the Eli Murphy Survey, Abstract No. 597, and the D. Yeamans Survey, Abstract No. 1043, located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date.

WHEREAS, the City Secretary of Plano, Texas, directed that notices of a hearing be issued, as required by the Zoning Ordinance of the City of Plano and laws of the State of Texas, at a meeting of the City Council, to be held on the 12th day of November 2018, for the purpose of considering granting Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land out of the Eli Murphy Survey, Abstract No. 597, and the D. Yeamans Survey, Abstract No. 1043, located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial; and

WHEREAS, the City Secretary of the said City accordingly caused to be issued and published the notices required by its Zoning Ordinance and laws of the State of Texas applicable thereto, the same having been published in a paper of general circulation in the City of Plano, Texas, at least fifteen (15) days prior to the time set for such hearing; and

WHEREAS, the City Council of said City, pursuant to such notice, held its public hearing and heard all persons wishing to be heard both for and against the aforesaid change in the Zoning Ordinance, on the 12th day of November 2018; and

WHEREAS, the City Council is of the opinion and finds that the granting of Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land out of the Eli Murphy Survey, Abstract No. 597, and the D. Yeamans Survey, Abstract No. 1043, located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial, would not be detrimental or injurious to the public health, safety and general welfare, or otherwise offensive to the neighborhood; and

WHEREAS, the City Council is of the opinion and finds that such change will promote the best and most orderly development of the properties affected thereby, and to be affected thereby, in the City of Plano, and as well, the owners and occupants thereof, and the City generally.

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

Section I. The Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended so as to grant Specific Use Permit No. 90 for Household Care Institution on 7.3 acres of land out of the Eli Murphy Survey, Abstract No. 597, and the D. Yeamans Survey, Abstract No. 1043, located on the south side of 14th Street, 620 feet west of Shiloh Road, in the City of Plano, Collin County, Texas, presently zoned Light Commercial, said property being more fully described on the legal description in Exhibit A attached hereto.

Section II. The change in Section I is granted subject to the following:

Restrictions:

1. Maximum number of daily residents: 70
2. Days and Hours of Operation: November 1 through March 31 during the hours of 6:00 p.m. through 7:00 a.m. when the temperature is forecasted by the National Weather Service to be 35 degrees Fahrenheit or lower.

Section III. It is directed that the official zoning map of the City of Plano (which is retained in electronic record format) be changed to reflect the zoning classification established by this Ordinance.

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

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 of any ordinance 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) of the City Code of Ordinances for each offense. Every day a violation continues shall constitute a separate offense.

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

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

PASSED AND APPROVED THIS THE 12TH DAY OF NOVEMBER 2018.

Harry LaRosiliere, MAYOR

ATTEST:

Lisa C. Henderson, CITY SECRETARY

APPROVED AS TO FORM:

Paige Mims, CITY ATTORNEY

Zoning Case 2018-021

Whereas the Salvation Army, a Georgia Corporation, is the owner of a tract of land situated in the Eli Murphy Survey, Abstract No. 597 and the D. Yeamans Survey, Abstract No. 1043, in the City of Plano, Collin County, Texas, and being that tract of land conveyed to The Salvation Army by deed recorded in volume 4326, Page 3499, Deed Records of Collin County, Texas, being Lot 4 of Shiloh/544 Addition, and addition to the City of Plano, Texas, recorded in Cabinet G, Page 532, Map Records, Collin County, Texas, and being more particularly described as follows:

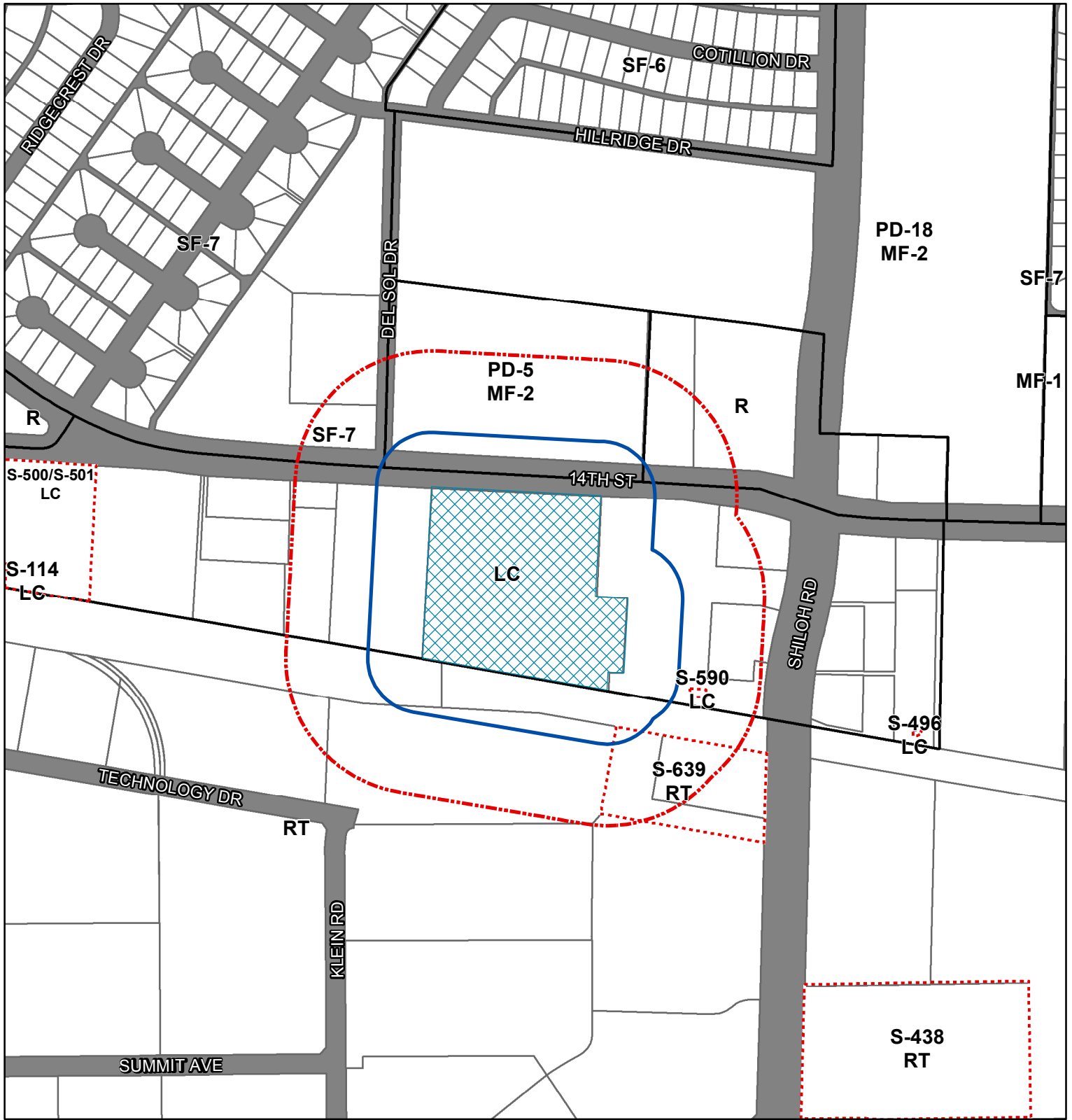
BEGINNING at a aluminum disk set in concrete found at the northeast corner of said Lot 4, said point being at the northwest corner of Lot 1 Shiloh/544 Addition;

Thence, along the common line between said Lot 4 and Lot 1 as follows: South 03°50'02" West a distance of 310.00 ft. to a 1/2 inch iron rod found for a corner; South 86°09'58" East a distance of 101.23 ft. to a 5/8 inch rod found for a corner; South 03°50'02" West a distance of 229.50 ft. to an "x" found in concrete for a corner; North 86°09'58" West a distance of 50.00 ft. to an "x" found in concrete for a corner; South 03°50'02" West a distance of 55.00 ft. to a 1/2 inch rod found for a corner;

Thence, North 79°32'12" West a distance of 576.20 ft. along the southerly line of said Lot 4 and the northerly of the St. Louis and Southwestern Railroad 100 ft. right of way to a 1/2 inch iron rod found for a corner;

Thence, North 03°49'17" East a distance of 528.49ft. along the west line of said Lot 4 and the east line of Lot 1, Block A, Public Storage No. 4 Addition, an addition to the City of Plano, Texas recorded in Cabinet F, Page 584, Map Records, Collin County, Texas, to a 1/2 inch iron rod found for a corner;

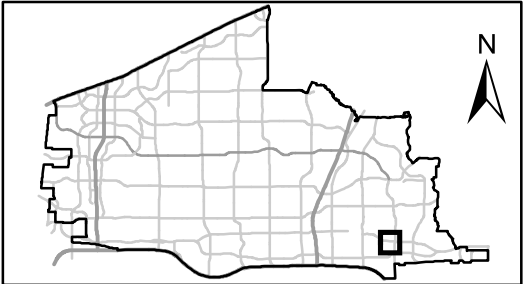
Thence, South 86°09'58" East a distance of 521.23 ft. along the north line of said Lot 3 and the south line of 14th Street (F.M. 544), a 110 ft. right of way, to the POINT OF BEGINNING and CONTAINING 7.2799 acres (313,112 square feet of land).



Zoning Case #: ZC2018-021

Existing Zoning: Light Commercial

Proposed Zoning: Specific Use Permit for Household Care Institution



- | | | |
|-----------------------------------|----------------------------|---------------------|
| 500' Courtesy Notification Buffer | Zoning (labels) | Zoning Boundary |
| 200' Notification Buffer | Zoning Boundary Change/SUP | Specific Use Permit |
| Subject Property | City Limits | Right of Way |





CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Zoning

Department Head: Christina Day

Agenda Coordinator: Linette Magaña

CAPTION

Public Hearing and consideration of an Ordinance as requested in Zoning Case 2018-014 to amend the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, so as to rezone 19.3 acres of land located at the northwest corner of the Dallas North Tollway and Plano Parkway in the City of Plano, Collin County, Texas, from Regional Commercial to Planned Development-25-Regional Commercial in order to modify development standards; directing a change accordingly in the official zoning map of the City; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. Applicant: Kreymer Investments, LTD. (Request to table to November 26, 2018 City Council meeting.) **Tabled to November 26, 2018**

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:

The applicant is requesting to table this item to the November 26, 2018 City Council meeting per the attached letter.

SUMMARY OF ITEM

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
ZC2018-014 Letter	11/6/2018	Letter



October 17, 2018

Ross Altobelli
City of Plano
Planning Division
1520 K Avenue, 2nd Floor
Plano, TX 75074

RE: Mixed-Use Plano Parkway & DNT Request to Table

Planning Division:

As the owner, applicant and/or representative of the CMS Addition, Block A – Lot 2, I hereby request the Planned Development and Preliminary Site Plan documents for Project No. PSP2018-029 to be tabled from scheduled City Council meeting dated Monday, November 12 until the November 26, 2018 City Council meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Mullinix".

Judd Mullinix, P.E.



CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: Zoning

Department Head: Christina Day

Agenda Coordinator: Linette Magaña

CAPTION

Public Hearing and adoption of Ordinance No. 2018-11-7 as requested in Zoning Case 2018-018 to amend Article 8 (Definitions), Article 10 (Nonresidential Districts), Article 14 (Allowed Uses and Use Classifications), Article 16 (Parking and Loading), Article 17 (Landscaping and Tree Preservation), Article 23 (Exterior Wall Construction Standards), and related sections of the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, to consider various modifications and updates; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date. **Conducted and 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:

SUMMARY OF ITEM

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:

Built Environment

ATTACHMENTS:

Description	Upload Date	Type
ZC 2018-018 Follow-Up	11/1/2018	P/Z Follow-up Memo
ZC 2018-018 Write-Up	11/1/2018	Staff Report
ZC 2018-018 Ordinance	11/1/2018	Ordinance

DATE: October 16, 2018
TO: Honorable Mayor & City Council
FROM: John Muns, Chair, Planning & Zoning Commission
SUBJECT: Results of Planning & Zoning Commission Meeting of October 15, 2018

**AGENDA ITEM NO. 2 - PUBLIC HEARING
ZONING CASE 2018-018**

Request to amend Article 8 (Definitions), Article 10 (Nonresidential Districts), Article 14 (Allowed Uses and Use Classifications), Article 16 (Parking and Loading), Article 17 (Landscaping and Tree Preservation), and related sections of the Zoning Ordinance and Subdivision Ordinance to consider various modifications and updates. Tabled October 1, 2018. Project #ZC2018-018.

Speaker Card(s) Received	Support: <u>0</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
Petition Signatures Received:	Support: <u>0</u>	Oppose: <u>0</u>	Neutral: <u>0</u>
Other Responses:	Support: <u>0</u>	Oppose: <u>0</u>	Neutral: <u>0</u>

APPROVED: 7-0 **DENIED:** _____ **TABLED:** _____

STIPULATIONS:

Recommended for approval as follows: (Additions are indicated in underlined text; deletions are indicated in strikethrough text.)

Amend Section 8.200 (Terms Defined) of Article 8 (Definitions), such amended definition to read as follows:

Hospital

~~An institution providing primary health services and medical or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, deformity, and other abnormal physical or mental conditions and including, as an integral part of the institution, related facilities such as laboratories, outpatient facilities, or training facilities as licensed by the State of Texas.~~

An institution currently licensed by the State of Texas as a General Hospital, Special Hospital, or Private Psychiatric Hospital, and acting as such.

Amend Section 14.100 (Residential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), such portion of section to be deleted as follows:

RESIDENTIAL ZONING DISTRICTS																
Permitted Uses	Use Category	A – Agricultural	ED – Estate Development	SF-20 – Single-Family-20	SF-9 – Single-Family-9	SF-7 – Single-Family-7	SF-6 – Single-Family-6	UR – Urban Residential	PH – Patio Home	SF-A – Single-Family Attached	2F – Two Family (Duplex)	GR – General Residential	MF-1 – Multifamily-1	MF-2 – Multifamily-2	MF-3 – Multifamily-3	MH – Mobile Home
Trailer Rental	Service															

Amend Section 14.200 (Nonresidential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), such portions of section to be amended as follows:

NONRESIDENTIAL ZONING DISTRICTS															
Permitted Uses	Use Category	O-1 - Neighborhood Office	O-2 - General Office	R - Retail	LC - Light Commercial	CC - Corridor Commercial	UMU - Urban Mixed-Use	BG - Downtown Business/Government	CB-1 - Central Business-1	CE - Commercial Employment	RC - Regional Commercial	RE - Regional Employment	RT - Research/Technology	LI-1 - Light Industrial-1	LI-2 - Light Industrial-2
Artisan's Workshop	Service			P	P	P		P			P	44			
Trailer Rental	Service			N	S	S								P	P

Amend Section 14.300 (Use Table Notes) of Article 14 (Allowed Uses and Use Classifications), portion of section to be read as follows:

Number	End Note
21	Permitted as an accessory use. [Reserved]

Amend Part B of Subsection 16.800.4 (Special Vehicle Storage) of Section 16.800 (Special Off-Street Parking Regulations) of Article 16 (Parking and Loading), such portion of subsection to read as follows:

B. All special vehicles must conform to the following:

- vii. Surfaces used for special vehicle storage in residential districts must conform to the following requirements: All special vehicles must be stored on an improved driveway or improved parking surface such as concrete, asphalt, paving stones, or brick. Gravel or crushed rock may be used when used in the side and rear yards but not in the front yard.
 - a. Special vehicles stored in the front yard must be stored on a paved surface. Special vehicles stored in the side or rear yards must be stored on a paved surface or on gravel. A gravel surface must not be used to store special vehicles in the front yard.
 - b. The parking storage area surface for special vehicle storage must be contiguous with and be an extension of the driveway, and the area of the parking surface improvement should must not be less than the full dimensions of the special vehicle.

Amend Section 16.1100 (Parking Reduction for ~~Storm Water~~ Stormwater Conservation) of Article 16 (Parking and Loading), such section to read as follows:

~~Per the development incentives and standards in Article 18, u~~Up to 10% of required parking may be permanently set aside for storm water stormwater quality or quantity improvements provided that the minimum required parking is 100 spaces or greater.

Amend Part F of Subsection 17.200.1 (Multifamily and Retirement Housing Landscaping Requirements) of Section 17.200 (Residential Landscaping Requirements) of Article 17 (Landscaping and Tree Preservation), such portion of subsection to read as follows:

- F. Parking areas shall be landscaped in addition to the required landscape edge. Seventeen square feet of landscaping for each parking space shall be provided within the paved boundaries, including one shade tree (3-inch caliper minimum) or an approved ornamental tree per 10 parking spaces. Ornamental trees may be substituted for shade trees at a ratio of two to one with approval of the Director of Planning or designee. Ornamental trees shall be 8 feet to 10 feet in height, if single trunked, or a total of 3-inch caliper and 8 feet to 10 feet in height, if multi-trunked. ~~Per the development incentives and standards in Article 18, u~~Up to 50% of the parking lot landscaping may be placed outside of the parking lot to meet the landscaping requirement. Required parking lot trees placed outside the perimeter of the parking must be planted no closer than 5 feet and no greater than 15 feet from the back of the parking lot curb.

Amend Part B of Subsection 10.1100.6 (Special District Requirements) of Section 10.1100 (Regional Commercial District, RC) of Article 10 (Nonresidential Districts), such portion of subsection to read as follows:

- B.** At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for high-rise buildings 55 feet in height and over only, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Amend Subpart A.ii of Subsection 10.1200.6 (Special District Requirements) of Section 10.1200 (Regional Employment District, RE) of Article 10 (Nonresidential Districts), such portion of subsection to read as follows:

- ii.** At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for high-rise buildings 55 feet in height and over only, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Amend Part A of Subsection 23.300.2 (Metal Exterior Wall Construction) of Section 23.300 (Nonresidential Structures) of Article 23 (Exterior Wall Construction Standards), such portion of subsection to read as follows:

- A.** For high-rise buildings 55 feet in height and over only, a maximum of 50% of any exposed exterior wall may consist of metal. ~~High-rise buildings shall be defined by the International Building Code as amended by the city.~~

FOR CITY COUNCIL MEETING OF: November 12, 2018 (To view the agenda for this meeting, see www.plano.gov)

PUBLIC HEARING - ORDINANCE

EM/amc

xc: Lauren Mecke, Planner
Renee Jordan, Parks Planning Manager
Jeanna Scott, Building Inspections Manager

CITY OF PLANO
PLANNING & ZONING COMMISSION

October 15, 2018

Agenda Item No. 2

Public Hearing: Zoning Case 2018-018

DESCRIPTION:

Request to amend Article 8 (Definitions), Article 10 (Nonresidential Districts), Article 14 (Allowed Uses and Use Classifications), Article 16 (Parking and Loading), Article 17 (Landscaping and Tree Preservation), and related sections of the Zoning Ordinance and Subdivision Ordinance to consider various modifications and updates. Tabled October 1, 2018. Project #ZC2018-018.

REMARKS:

On August 20, 2018, the Planning & Zoning Commission called a public hearing to consider various updates to the Zoning and Subdivision Ordinances. The proposed amendments focus on removal of extraneous references, consistency in land use policies, and clarification of definitions and standards.

Conformance to the Comprehensive Plan

Land Use Policy - *Plano will support a system of organized land uses to provide greater housing and employment choices, where new and redevelopment areas respect existing neighborhoods and businesses.*

Land Use Action Statement LU1 - *Review and evaluate the Zoning Ordinance and make appropriate amendments based on the policies of the Comprehensive Plan.*

The proposed amendments contribute to a system of organized land uses by allowing for consistent, clear, and accurate information within the Zoning Ordinance. These updates will aid the city in creating a vibrant built environment with greater employment choices, which respect existing neighborhoods and businesses. This request is in conformance with the Land Use Policy and Action Statement LU1 and, therefore, compliant with the Comprehensive Plan.

ISSUES:

Requested updates are focused on the following issues:

Trailer Rental

In 2017, the City Council adopted amendments to Article 19 (Open Storage and Outside Display) of the Zoning Ordinance in order to improve general organization, modernize definitions and uses, and modify various standards. During the review and public hearing process, staff proposed that the definition of trailer rental be deleted. A newly proposed definition of compact construction and transportation equipment sales and service was created to absorb the trailer rental use.

The trailer rental definition was ultimately deleted from Article 8 (Definitions) of the Zoning Ordinance; however, the corresponding references within Article 14 (Allowed Uses and Use Classifications) were not deleted. Staff recognized this as an error and is requesting to correct this omission.

Artisan's Workshop

The Zoning Ordinance defines artisan's workshop as the "production of jewelry, furniture, sculpture, pottery, leather goods and similar hand-crafted consumer goods, involving the use of hand tools and small-scale, light mechanical equipment within a completely enclosed area not exceeding 3,000 square feet of floor area." Artisan's workshop is currently allowed within several retail and office-focused zoning districts including:

- Corridor Commercial (CC)
- Downtown Business/Government (BG)
- Light Commercial (LC)
- Regional Commercial (RC)
- Regional Employment (RE)

Staff believes it is appropriate to add artisan's workshop as a permitted use within the Retail (R) zoning district. The R zoning district is "primarily intended to provide areas for neighborhood, local, and regional shopping facilities for the retail sales of goods and services including convenience stores, shopping centers, and regional malls but not including wholesaling or warehousing."

Artisan's workshop is a service use which is restricted in size, operation, and intensity by the standards included within the definition. Generally, these spaces are used for the creation and sale of products crafted by hand or with simple tools. Examples of artisan-crafted products include textiles, wood and paper crafts, pottery, glassware, sculpture, and jewelry.

The restrictions placed within the definition are intended to limit the impacts of production operations on surrounding properties. Additionally, like all uses citywide, artisan's workshops must meet the noise, odor, and other performance standards in Article 24 (Performance Standards) of the Zoning Ordinance, as well as related building and health codes.

Given the restrictions included in the definition, the artisan's workshop use would be as intense as or less intense than other uses currently permitted in the R district (some of which have further restrictions from residential properties), including:

- Car wash
- Gas station
- Minor print shop
- Minor vehicle repair
- Small engine repair

Finally, several other area cities permit artisan's workshops by right in their retail-oriented zoning districts as noted in the table below:

<u>City</u>	<u>Use</u>	<u>District</u>
Frisco	Artisan's Workshop	Retail
Richardson	Fine Arts Studio	Local Retail
McKinney	Studios	Neighborhood Business
Garland	Arts/Craft Studio	Neighborhood Services and Community Retail

With this information in mind, staff believes it is appropriate to allow artisan's workshop by right in R zoning districts.

High-rise Building Definition

The Zoning Ordinance does not currently define the term "high-rise," although it is used five times in various sections of the ordinance. One of these references is in relation to the general purpose of the General Office (O-2) zoning district; two of these references, relate to district-specific exterior wall material requirements in the Regional Commercial (RC) and Regional Employment (RE) districts, and the last two references are within Article 23 (Exterior Wall Construction Standards).

Of these five uses of the term "high-rise," the latter four are used in a technical manner to classify buildings that qualify for an increase in the minimum percentage of metal exterior finish. By substituting an objective measure for the term "high-rise", staff believes construction standards will be more consistently understood and enforced. The fifth use, found in Subsection 10.300.1 (Purpose) of Section 10.300 (O-2, General Office District), is

not technical in nature and accompanies two other undefined terms, stating that the district is intended to allow “low-, mid-, and high-rise office developments.” Because this word choice does not impede staff’s ability to enforce standards for the O-2 zoning district, staff does not recommend removing or replacing the “high-rise” reference in Subsection 10.300.1. The remaining four references, however, should be changed to allow clarity and consistency with building code standards.

Building Inspections Department staff has confirmed that the city currently operates under the 2015 International Building Code (IBC), which defines high-rise building as “a building with an occupied floor located more than 55 feet above the lowest level of fire department vehicle access.” In discussing future building code amendments with Building Inspections staff, this minimum height standard is not expected to change with future IBC updates. For this reason, staff recommends amending the language within Sections 10.1100 (RC, Regional Commercial District) and 10.1200 (RE, Regional Employment District) of Article 10 (Nonresidential Districts) and Section 23.300 (Nonresidential Structures) of Article 23 (Exterior Wall Construction Standards) to be consistent with the 55-foot standard within the building code.

Hospital Definition

The Zoning Ordinance defines a hospital as “an institution providing primary health services and medical or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, deformity, and other abnormal physical or mental conditions and including, as an integral part of the institution, related facilities such as laboratories, outpatient facilities, or training facilities as licensed by the State of Texas.” The city’s current definition of hospital has been problematic for staff when approached with interpreting the various related uses in the current medical field.

Although the city’s current definition states that a hospital facility must be licensed by the state, it does not specifically require that this license be a hospital license. After discussion of proposed hospital and medical-related definitions with the City Attorney’s Office, in comparison with state definitions, staff believes the definition needs to be clarified to expressly require a hospital to have the appropriate license. For these reasons, staff is proposing an update to the city’s hospital definition.

Special Vehicle Storage

Subsection 16.800.4 (Special Vehicle Storage) of Section 16.800 (Special Off-Street Parking Regulations) of Article 16 (Parking and Loading) of the Zoning Ordinance includes requirements for storage of recreational vehicles. These standards include specifications for both residential and nonresidential zoning for the following:

- location of storage;
- parking surfaces; and
- screening requirements

This subsection requires specific parking surfaces for special vehicle placement; however, based on the experience of Property Standards division in working with property owners, the language could be clearer and would be improved if the surface was defined consistently with other parking definitions in Article 16. Therefore, staff is proposing to further refine the existing special vehicle parking surface requirements for additional clarity and consistency.

Stormwater Regulations

In 2017, the City Council adopted amendments to the city's stormwater regulations found in both the Zoning and Subdivision Ordinances. The purpose of these amendments was to consolidate the requirements within the Subdivision Ordinance and to address implementation of measurable best management practice (BMP) goals. These BMPs are required for the city to maintain its Texas Pollutant Discharge Elimination System (TPDES) permit with the Texas Commission on Environmental Quality (TCEQ). Although the standards were updated and the regulations were moved to the Subdivision Ordinance, two references to the previous regulations that were within Article 18 (Stormwater Regulations) within the Zoning Ordinance were omitted. Staff is requesting to correct this inaccuracy.

SUMMARY:

This is a request to amend various sections of the Zoning Ordinance. The proposed changes will provide clean up of extraneous language, allow artisan's workshop in the R zoning district, and improve definitions and regulations. This request is recommended for approval as noted below.

RECOMMENDATION:

Recommended for approval as follows: (Additions are indicated in underlined text; deletions are indicated in strikethrough text.)

Amend Section 8.200 (Terms Defined) of Article 8 (Definitions), such amended definition to read as follows:

Hospital

~~An institution providing primary health services and medical or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, deformity, and other abnormal physical or mental conditions and including, as an integral part of the institution, related facilities such as laboratories, outpatient facilities, or training facilities as licensed by the State of Texas.~~

An institution currently licensed by the State of Texas as a General Hospital, Special Hospital, or Private Psychiatric Hospital, and acting as such.

Amend Section 14.100 (Residential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), such portion of section to be deleted as follows:

[illegible]

Amend Section 14.200 (Nonresidential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), such portions of section to be amended as follows:

[illegible]

Amend Section 14.300 (Use Table Notes) of Article 14 (Allowed Uses and Use Classifications), portion of section to be read as follows:

Number	End Note
21	Permitted as an accessory use. [Reserved]

Amend Part B of Subsection 16.800.4 (Special Vehicle Storage) of Section 16.800 (Special Off-Street Parking Regulations) of Article 16 (Parking and Loading), such portion of subsection to read as follows:

B. All special vehicles must conform to the following:

- vii. Surfaces used for special vehicle storage in residential districts must conform to the following requirements: ~~All special vehicles must be stored on an improved driveway or improved parking surface such as concrete, asphalt, paving stones, or brick. Gravel or crushed rock may be used when used in the side and rear yards but not in the front yard.~~
 - a. Special vehicles stored in the front yard must be stored on a paved surface. Special vehicles stored in the side or rear yards must be stored on a paved surface or on gravel. A gravel surface must not be used to store special vehicles in the front yard.
 - b. The parking storage area surface for special vehicle storage must be contiguous with and be an extension of the driveway, and the area of the parking surface improvement should must not be less than the full dimensions of the special vehicle.

Amend Section 16.1100 (Parking Reduction for ~~Storm~~Water Stormwater Conservation) of Article 16 (Parking and Loading), such section to read as follows:

~~Per the development incentives and standards in Article 18, u~~Up to 10% of required parking may be permanently set aside for ~~storm water~~ stormwater quality or quantity improvements provided that the minimum required parking is 100 spaces or greater.

Amend Part F of Subsection 17.200.1 (Multifamily and Retirement Housing Landscaping Requirements) of Section 17.200 (Residential Landscaping Requirements) of Article 17 (Landscaping and Tree Preservation), such portion of subsection to read as follows:

- F. Parking areas shall be landscaped in addition to the required landscape edge. Seventeen square feet of landscaping for each parking space shall be provided within the paved boundaries, including one shade tree (3-inch caliper minimum) or an approved ornamental tree per 10 parking spaces. Ornamental trees may be substituted for shade trees at a ratio of two to one with approval of the Director of Planning or designee. Ornamental trees shall be 8 feet to 10 feet in height, if single trunked, or a total of 3-inch caliper and 8 feet to 10 feet in height, if multi-trunked. ~~Per the development incentives and standards in Article 18, u~~Up to 50% of the parking lot landscaping may be placed outside of the parking lot to meet the landscaping requirement. Required parking lot trees placed outside the perimeter of the parking must be planted no closer than 5 feet and no greater than 15 feet from the back of the parking lot curb.

Amend Part B of Subsection 10.1100.6 (Special District Requirements) of Section 10.1100 (Regional Commercial District, RC) of Article 10 (Nonresidential Districts), such portion of subsection to read as follows:

- B. At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for high-rise buildings 55 feet in height and over only, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Amend Subpart A.ii of Subsection 10.1200.6 (Special District Requirements) of Section 10.1200 (Regional Employment District, RE) of Article 10 (Nonresidential Districts), such portion of subsection to read as follows:

- ii. At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for high-rise buildings 55 feet in height and over only, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Amend Part A of Subsection 23.300.2 (Metal Exterior Wall Construction) of Section 23.300 (Nonresidential Structures) of Article 23 (Exterior Wall Construction Standards), such portion of subsection to read as follows:

- A. For high-rise buildings 55 feet in height and over only, a maximum of 50% of any exposed exterior wall may consist of metal. ~~High-rise buildings shall be defined by the International Building Code as amended by the city.~~

Zoning Case 2018-018

An Ordinance of the City of Plano, Texas, amending Article 8 (Definitions), Article 10 (Nonresidential Districts), Article 14 (Allowed Uses and Use Classifications), Article 16 (Parking and Loading), Article 17 (Landscaping and Tree Preservation), Article 23 (Exterior Wall Construction Standards), and related sections of the Comprehensive Zoning Ordinance of the City, Ordinance No. 2015-5-2, as heretofore amended, to consider various modifications and updates; and providing a penalty clause, a repealer clause, a savings clause, a severability clause, a publication clause, and an effective date.

WHEREAS, the City Secretary of Plano, Texas, directed that notices of a hearing be issued, as required by the Zoning Ordinance of the City of Plano and laws of the State of Texas, at a meeting of the City Council, to be held on the 12th day of November 2018, for the purpose of considering a change in the Zoning Ordinance; and

WHEREAS, the City Secretary of the said City accordingly caused to be issued and published the notices required by its Zoning Ordinance and laws of the State of Texas applicable thereto, the same having been published in a paper of general circulation in the City of Plano, Texas, at least fifteen (15) days prior to the time set for such hearing; and

WHEREAS, the City Council of said City, pursuant to such notice, held its public hearing and heard all persons wishing to be heard both for and against the aforesaid change in the Zoning Ordinance, on the 12th day of November 2018; and

WHEREAS, the City Council is of the opinion and finds that such change would not be detrimental to the public health, safety, or general welfare, and will promote the best and most orderly development of the properties affected thereby, and to be affected thereby, in the City of Plano, and as well, the owners and occupants thereof, and the City generally.

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

Section I. Section 8.200 (Terms Defined) of Article 8 (Definitions), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such definition to read as follows:

Hospital

An institution currently licensed by the State of Texas as a General Hospital, Special Hospital, or Private Psychiatric Hospital, and acting as such.

Section II. Part B of Subsection 10.1100.6 (Special District Requirements) of Section 10.1100 (Regional Commercial District, RC) of Article 10 (Nonresidential Districts), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of subsection to read as follows:

- B.** At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for buildings 55 feet in height and over, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Section III. Subpart A.ii. of Part A of Subsection 10.1200.6 (Special District Requirements) of Section 10.1200 (Regional Employment District, RE) of Article 10 (Nonresidential Districts), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such subpart to read as follows:

- ii. At least 80% of any exposed exterior wall of main buildings, parking structures, and accessory buildings shall consist of glass, native stone, clay-fired brick or tile, or a combination of these materials. All exterior building materials made of glass shall have a maximum exterior visible reflectance of 20%. Other finishes and materials may be used at the sole discretion of the Planning & Zoning Commission if adopted as part of the site plan approval and if permitted by building and fire codes. Any finish and material permitted by building and fire codes and Article 23 may be used on the remaining 20% of any exposed exterior wall, except that for buildings 55 feet in height and over, this percentage may be increased to 50% for use of metal only. The Planning & Zoning Commission may allow, at its sole discretion, the use of cast concrete, concrete block, and tile, as described in the City of Plano Building Code on exterior walls that are not visible from public thoroughfares. These finishes must be consistent in color with the remainder of the building. These would include the walls of service courts and other facilities that are secluded from view by the specific design of a building, or group of buildings.

Section IV. Sections 14.100 (Residential Districts Use Table) and 14.200 (Nonresidential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same have been heretofore amended, are hereby further amended, to delete Trailer Rental use.

Section V. Section 14.200 (Nonresidential Districts Use Table) of Article 14 (Allowed Uses and Use Classifications), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of section to read as follows:

NONRESIDENTIAL ZONING DISTRICTS															
Permitted Uses	Use Category	O-1 - Neighborhood Office	O-2 - General Office	R - Retail	LC - Light Commercial	CC - Corridor Commercial	UMU - Urban Mixed-Use	BG - Downtown Business/Government	CB-1 - Central Business-1	CE - Commercial Employment	RC - Regional Commercial	RE - Regional Employment	RT - Research/Technology	LI-1 - Light Industrial-1	LI-2 - Light Industrial-2
Artisan's Workshop	Service			P	P	P		P			P	44			

Section VI. Section 14.300 (Use Table Notes) of Article 14 (Allowed Uses and Use Classifications), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of section to be amended as follows:

Number	End Note
21	[Reserved]

Section VII. Subpart B.vii. of Part B of Subsection 16.800.4 (Special Vehicle Storage) of Section 16.800 (Special Off-Street Parking Regulations) of Article 16 (Parking and Loading), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of subsection to read as follows:

- vii. Surfaces used for special vehicle storage in residential districts must conform to the following requirements:
 - a. Special vehicles stored in the front yard must be stored on a paved surface. Special vehicles stored in the side or rear yards must be

stored on a paved surface or on gravel. A gravel surface must not be used to store special vehicles in the front yard.

- b. The storage area surface for special vehicle storage must be contiguous with and be an extension of the driveway, and the area of the surface improvement must not be less than the full dimensions of the special vehicle.

Section VIII. Section 16.1100 (Parking Reduction for Stormwater Conservation) of Article 16 (Parking and Loading), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such amended section to read as follows:

Up to 10% of required parking may be permanently set aside for stormwater quality or quantity improvements provided that the minimum required parking is 100 spaces or greater.

Section IX. Part F of Subsection 17.200.1 (Multifamily and Retirement Housing Landscaping Requirements) of Section 17.200 (Residential Landscaping Requirements) of Article 17 (Landscaping and Tree Preservation), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of subsection to read as follows:

- F. Parking areas shall be landscaped in addition to the required landscape edge. Seventeen square feet of landscaping for each parking space shall be provided within the paved boundaries, including one shade tree (3-inch caliper minimum) or an approved ornamental tree per 10 parking spaces. Ornamental trees may be substituted for shade trees at a ratio of two to one with approval of the Director of Planning or designee. Ornamental trees shall be 8 feet to 10 feet in height, if single trunked, or a total of 3-inch caliper and 8 feet to 10 feet in height, if multi-trunked. Up to 50% of the parking lot landscaping may be placed outside of the parking lot to meet the landscaping requirement. Required parking lot trees placed outside the perimeter of the parking must be planted no closer than 5 feet and no greater than 15 feet from the back of the parking lot curb.

Section X. Part A of Subsection 23.300.2 (Metal Exterior Wall Construction) of Section 23.300 (Nonresidential Structures) of Article 23 (Exterior Wall Construction Standards), of the Comprehensive Zoning Ordinance No. 2015-5-2, as the same has been heretofore amended, is hereby further amended, such portion of subsection to read as follows:

- A. For buildings 55 feet in height and over, a maximum of 50% of any exposed exterior wall may consist of metal.

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

Section XII. 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 of any ordinance at the time of passage of this Ordinance.

Section XIII. 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 XIV. It is the intention of the City Council that this Ordinance, and every provision hereof, shall be considered severable and the invalidity or partial invalidity of any section, clause or provision of this Ordinance shall not affect the validity of any other portion of this Ordinance.

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

PASSED AND APPROVED THIS THE 12TH DAY OF NOVEMBER 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: 11/12/2018

Department: Community Services

Department Head: Lori Schwarz

Agenda Coordinator: Nichole Adamo x8135

CAPTION

Presentation of changes to the City of Plano Housing Tax Credit Resolution Application and process for the 2019 Housing Tax Credit cycle. **Presented**

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

Neighborhood Services Department staff has updated the City of Plano Texas Department of Housing and Community Affairs (TDHCA) Housing Tax Credit Resolution application process for the upcoming 2019 application year. The process ensures that the City meets all of the requirements of the Texas Government Code §2306.67071 and Texas Administrative Code Title 10, §10.204(4) with regards to holding a public hearing for proposed tax exempt bond developments.

Strategic Plan Goal:

Strong Local Economy, Great Neighborhoods - 1st Choice to Live, Partnering for Community Benefit

Plano Tomorrow Plan Pillar:

Built Environment, Economic Environment, Regionalism

ATTACHMENTS:

Description	Upload Date	Type
Presentation	11/5/2018	Other
Application	11/6/2018	Other

Texas Department of Housing and Community Affairs Housing Tax Credit Program

Lori Feild Schwarz, Director of Neighborhood Services



Program Purpose

- Incentivize and leverage private-sector investment capital for the creation of rental units for households earning 60% or less of Area Median Income (AMI)
- Supplement federal appropriations devoted to housing assistance administered by the U.S. Department of Housing and Urban Development
- Ensure each state has affordable rental housing supply that is well maintained and operated



History of the TDHCA HTC Process

- Commitment of development funding by a political subdivision.
- 2001 – State Legislature support added to the Community Support and Engagement section of the scoring process.
- 2011 – TDHCA required a resolution from the governing body if the HTC applicant was requesting TDHCA HOME funds to assist in the development.



History of the TDHCA HTC Process

- 2014 – TDHCA added “ Local Government Support” via a resolution to the Community Support and Engagement section of the scoring process.
- August 2014 – City Council held a public hearing and passed a Resolution of Support for a 4% elderly HTC development.
- November 2015 – City of Plano Official Housing Tax Credit Process.



2019 TDHCA Process Highlights

- A Public Hearing is required for all housing tax credit (HTC) applications
- 4% Applications accepted year-round
- 9% Applications are competitive and accepted once a year



2019 TDHCA Process Highlights

9% HTC Municipality Maximum Points

- 17pts. – Resolution of Support
- 1 pt. – Commitment of Development Funding
- 7pts. – Concerted Revitalization Plan



2019 City of Plano

HTC Process Amendment Highlights

Threshold Question Edits

- Removed the threshold question, “Does the developer have an existing relationship utilizing City of Plano HUD funds to provide or maintain affordable housing or a letter of support from a municipality for which the developer has collaborated for the purpose of building or rehabilitating housing and are they in good standing with their current and/or past contracts?”
- Reduced the minimum commitment of funding from \$1,000 to \$500 in the form of a fee waiver for those applicants receiving a Resolution of Support, per TDHCA requirement.
- Added to the criteria for consideration for 9% applications that best fit the City’s Concerted Revitalization Plan by adding, “The project is located within the Opportunity Zone.”
- Added to the criteria for consideration for 9% applications that best fit the City’s Concerted Revitalization Plan by adding, “The applicant has an equity partner.”



2019 City of Plano

HTC Process Amendment Highlights

Application Edits

- Added a table that requests a Preliminary Development Budget.
- Removed the question, “Does the Ownership Entity/Applicant have current funding contracts and/or had previous funding contracts within the past three (3) years for the use of federal funds for providing housing through the State of Texas or another municipality?”
- Added the question, “Is the project located within the Opportunity Zone?”
- Added language above the applicant signature that states, “This application cannot be supplemented or amended after submission.”



2019 City of Plano

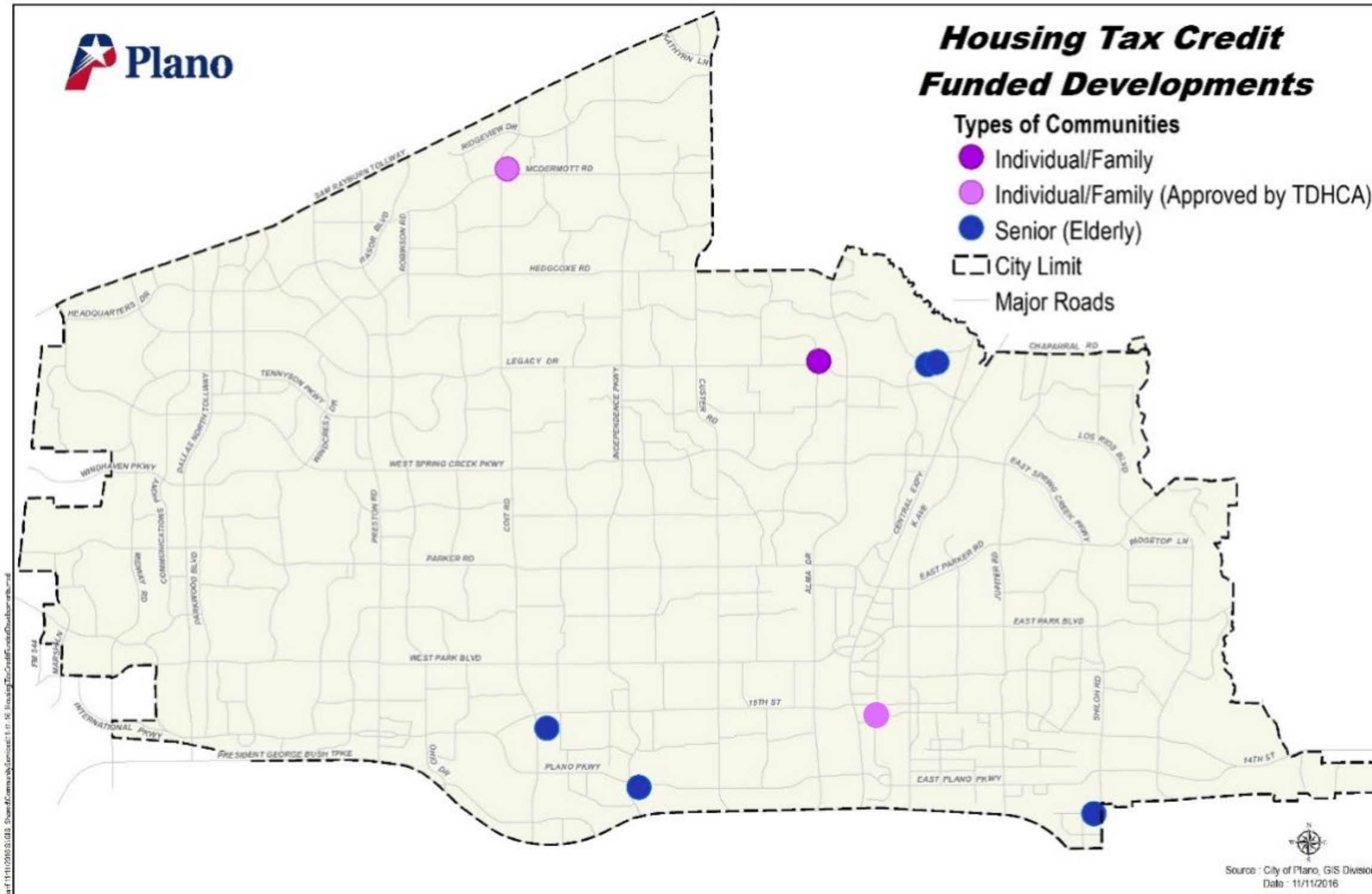
HTC Process Amendment Highlights

Application Edits continued

- Added a question regarding past and current federal grant funding for housing projects, requesting the name of the entity that provided the funding.
- Added a question requesting a list and location of HTC projects built by the applicant within the past five years.
- Removed the requirement to provide for submittal of the most recent financial statement for the applicant(s) and co-applicant(s).



Existing HTC Developments



Questions?





City of Plano HTC Resolution Application Threshold Questions

Threshold Evaluation Criteria

Staff will use the below threshold questions and information submitted by the developer with the application to determine whether a Resolution of Support or a Resolution of No Objection will be recommended to City Council.

Resolutions of Support

Applications meeting at least 4 of the 5 threshold questions below, including threshold question #1, will receive a staff recommendation for a Resolution of Support.

Resolutions of No Objection

Applications meeting at least 3 of the 5 threshold questions below, including threshold question #1, will receive a staff recommendation for a Resolution of No Objection.

Threshold Questions – as defined further within the application.

- 1) Do the units address a housing need or problem identified in the Needs Assessment or Market Analysis sections of the City of Plano's current Consolidated Plan for HUD programs?
- 2) Is the proposed Development located within half a mile (0.50) mile walking distance of DART transportation (current or developing public transportation route); **or** is the proposed Development located in a high opportunity area?

High opportunity area is defined as an area with area median income (AMI) greater than 80%; or an area with poverty rate of 10% or less.
- 3) Does the proposed development have at least 20% market rate units?
- 4) Does this development redevelop a multifamily complex or under-performing commercial development?
- 5) Does the development include at least 4 of the below energy efficient or sustainable/green build components?
 - a) The use of better than R-3 insulation on exposed hot water pipes;
 - b) Energy Star qualified windows with Low E glass;
 - c) Energy Star qualified HVAC;
 - d) Energy Star certified water heaters;
 - e) Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation);
 - f) Spray foam insulation exceeding code requirements; or
 - g) Low or no VOC paint



City of Plano LIHTC Resolution Application Threshold Questions

All applicants receiving a Resolution of Support will be provided:

- **Commitment of Development Funding:** A minimum of a \$500 commitment of development funding in the form of a fee waiver; and
- **Consideration to receive Concerted Revitalization Points:** An application that receives a Resolution of Support **and** is located within the City's Concerted Revitalization Plan area may be considered as the application that best fits the City's Concerted Revitalization Plan. The additional two points will be awarded to the applicant who most fully meets or exceeds the criteria listed below:
 1. The project is located within the Tax Increment Financing (TIF) and/or Neighborhood Empowerment Zone (NEZ) area(s);
 2. The project is located within the Opportunity Zone;
 3. The applicant is a nonprofit organization;
 4. The applicant has been certified as a Community Housing Development Organization (CHDO) within the last 12 months;
 5. The applicant has an equity partner;
 6. At least 20% of the units in the development are market rate units. Preference will be given to the project with a higher percentage of market rate units;
 7. The target populations for the proposed development are low-income families;
 8. The applicant has current funding contracts or has completed Housing Tax Credit project(s) within the past 5 years; and
 9. The development advances the goals of the City's Concerted Revitalization Plan; and

City of Plano Timeline	
Deadline	Action
October 22, 2018	Brief City Council on the updated process
December 14, 2018	9% HTC Resolution Application due
January 14, 2019	City Council Review of HTC Resolutions
TDHCA Timeline	
Deadline	Required Documentation
January 4, 2019	Application acceptance period begins
March 1, 2019	Local resolutions and state representative letters due
June 1, 2019	Application scores released
July 2019	Final awards



City of Plano

Housing Tax Credit Resolution of Support Application

Percent (4%) Housing Tax Credit Resolution Application

Four Percent (4%) housing tax credit applications are accepted year round. Use one application per resolution request. The applications will be subject to the same evaluation criteria as the Nine Percent (9%) applications.

Nine Percent (9%) Housing Tax Credit Resolution Application

Nine Percent (9%) housing tax credit applications must be submitted by 3:00 PM on Friday, December 14, 2018. Use one application per resolution request. Any documents submitted after the deadline will not be considered as part of your application and will not be reviewed.

Required Documents

To be considered for the resolution, you must submit the required documents listed below with your application. Incomplete applications and/or applications missing substantial information will be deemed ineligible. Do not provide any non-required documents such as cover letter, pictures and informational insert(s).

Please submit **ONLY** the required items below.

- Location map showing the site of the proposed development;
- IRS 501(c)3 Letter of Determination (if applicable);
- A Confirmed Equity Commitment Letter; and
- CHDO Certification Letter (if applicable).

Application Submission

Applications and required documents must be submitted by email to nopawna@plano.gov. Documents must be readable using Adobe PDF Reader software. Scanned documents must be legible and printable on standard 8.5" by 11" paper.

Successful application submission will receive confirmation email by staff within one (1) business day. Applications submitted without submission receipt email confirming successful receipt of your application(s) will not be considered.

Applications delivered by individuals to the City or by mail will not be accepted.

For questions, contact Nopawn Austin (nopawna@plano.gov) in the Neighborhood Services Department at 972-208-8150.

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City of Plano Housing Tax Credit Resolution of Support Application

Select type of Housing Tax Credit Resolution are you requesting:

4% Housing Tax Credit

OR

9% Housing Tax Credit

Development Information

Development Name as it will appear on the TDHCA application:

Ownership Entity as it will appear on the TDHCA application:

Development Address:

Legal Description:

Development Type:

New Construction

Reconstruction

Adaptive Reuse

Rehabilitation

Site Acreage:

Number of buildings:

Number of Stories:

Unit Type	Market Rate Units	Affordable Units	Total Number of Units
Number of Units Proposed			
Percentage of Total Units			

How many units are available to each income bracket listed below (i.e. rent level of tenants)?

0-30% AMI

31-50% AMI

51-60% AMI

61-80% AMI

Market Rate

Total Units

Unit mix/types available:

Efficiency

1 Bedroom

2 Bedrooms

3 Bedrooms

4 Bedrooms

Total Units

How many accessible units are included?

Will the development be tax exempt upon completion?

Yes OR

No

If yes, explain:

List property amenities below, noting any difference between market rate and affordable amenities:

Preliminary Development Budget

(380 Characters Max.)

Land/Acquisition	
Site Preparation Cost/ Off Site Costs	
Direct Construction and Site Work	
Indirect Construction Cost and Soft Costs	
Site Amenities	
Developer Fee	
Other Costs	
Total	
Comments:	

(600 Characters Max.)

Addressing Threshold Questions

1) Explain how the development addresses a housing need (pages 26 to 48) or problem identified in the Needs Assessment or Market Analysis sections (pages 57 to 68) of the City of Plano's current Consolidated Plan.

(440 Characters Max.)

2) Is the project located within a half mile (0.5) walking distance of DART transportation (current or developing public transportation route) and/or is the project located in a high opportunity area? Yes OR No

If yes, specify

Within 0.5 mile

High Opportunity

3) Does the development have at least 20% of market rate units?

Yes OR

No

4) What is the current use of the proposed site? (350 Characters Max.)

4-A) Is the proposed project a redevelopment of under-performing commercial development or multifamily complex? Under-performing commercial development includes underused commercial structures (office building, shopping mall/center, and retail), aging commercial centers, and commercial structures that are incompatible with surrounding uses.

Yes OR No If yes, briefly explain:

(350 Characters Max.)

5) Will the development include any of the below energy efficient components or sustainable/green build components? Please select each applicable component. (*Minimum of four components is necessary to meet this threshold requirement*).

The use of better than R-3 insulation on exposed hot water pipes

Energy Star Qualified windows with Low E Glass

Energy Star Qualified HVAC

Energy Star Certified Water Heaters

Radiant barrier per ASTM standards in attic and/or roof sheathing; and/or exterior wall sheathing (may not be combined with spray foam insulation)

Spray foam insulation exceeding code requirements

Low or no VOC paint

**Consideration to be deemed the application
that best fits the City's Concerted Revitalization Plan**

1. Is the development located within the City of Plano Concerted Revitalization Plan Area?

Yes OR No

Check the area(s) in which the development is located:

Tax Increment Financing (TIF) and/or Neighborhood Empowerment Zone (NEZ)?

2. Is the project located within the Opportunity Zone?

Yes OR No

3. Is the Developer or Applicant a 501(c)3 organization?

Yes OR No

4. Has the ownership entity and/or applicant been certified as a CHDO within the last 12 months?

Yes OR No

If yes, please state the city/cities that provided such certification:

(440 Characters Max.)

5. Does the applicant have equity partner(s) for this development? *(Equity partner confirmation letter must be provided in order to receive this point.)*

Yes OR No

6. Does the proposed development have at least 20% market rate units? Preference will be given to project with higher percentage of market rate units.

Yes OR No Percentage of Market Rate Units:

7. Are the target populations for the proposed development low-income families?

Yes OR No OR Combination

If combination, provide the percentage of each target population:

8. Does the applicant have current or previous funding contracts for the use of federal funds; or have completed Housing Tax Credit Project(s), within the past 5 years.

Yes OR No

List existing development properties that have been built by the Ownership Entity and/or the Applicant within the past five (5) years.

Project Name	City	Type of Funding (HTC/CDBG/ HOME /OTHER)	Estimated Project Budget	Was the project completed as proposed?
Comments:				
Comments:				
Comments:				
Comments:				
Comments:				
Comments:				
Comments:				
Comments:				

9. How does the development advance the goals of the City's Concerted Revitalization Plan? Describe how it fully meets or exceeds the goals.

Developer Information

(850 Characters Max.)

Organization Name:

Address:

City/State/Zip code:

DUNS Number:

Main Contact Person:

Title:

Phone Number:

Email:

Do you have site control or owner's consent to apply for HTC funding on this site?

Yes OR

No

Property Owner Information

Owner Name(s):

Address:

City/State/Zip:

Phone Number:

Email:

Application Submittal Signature

By signing this form, the Applicant authorizes the City of Plano to begin proceeding in accordance with the process for this request. The applicant further acknowledges that submission of an application does not in any way obligate the City of Plano to approve the application and that although City staff may make certain recommendations regarding this application, the decision making authority may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.







Any information found to be misleading and/or inaccurate will result in automatic disqualification under this program.

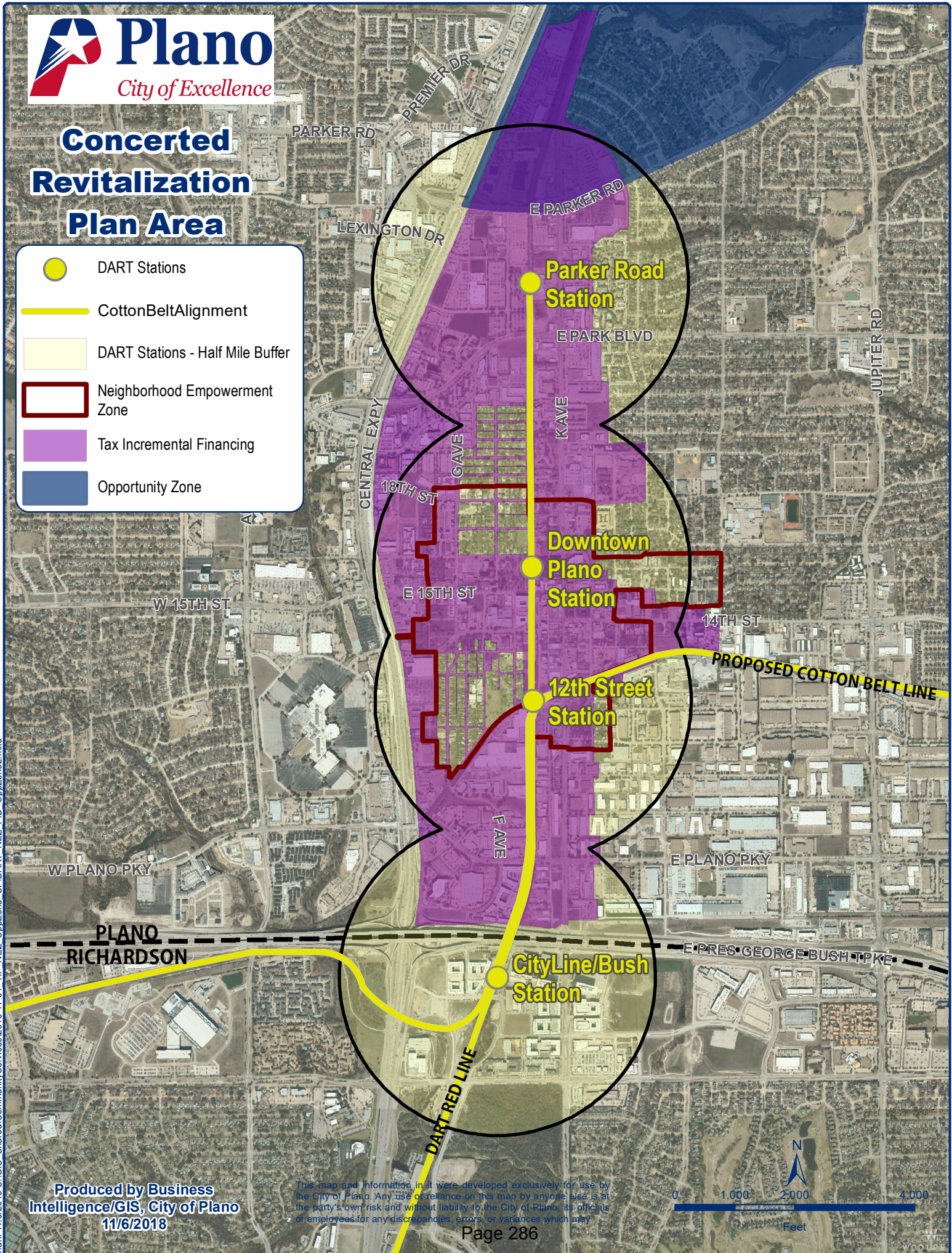
This application cannot be supplemented or amended after submission. Nine Percent (9%) application submitted after 3:00 pm, Friday, December 14, 2018, will not be accepted.

Applicant Signature: _____ Date: _____

Printed Name:

Concerted Revitalization Plan Area

-  DART Stations
-  CottonBeltAlignment
-  DART Stations - Half Mile Buffer
-  Neighborhood Empowerment Zone
-  Tax Incremental Financing
-  Opportunity Zone





CITY OF PLANO COUNCIL AGENDA ITEM

Council Meeting Date: 11/12/2018

Department: City Manager

Department Head: Bruce D. Glasscock

Agenda Coordinator:

CAPTION

Discussion and direction re: FY 2019-20 Budget Process **Discussed**

FINANCIAL SUMMARY

FUND(S):

COMMENTS:

SUMMARY OF ITEM

Strategic Plan Goal:

Financially Strong City with Service Excellence

Plano Tomorrow Plan Pillar:
