

## PLANO CITY COUNCIL

**WILL CONVENE INTO EXECUTIVE SESSION AT 5:00 P.M. ON SEPTEMBER 08, 2014, FOLLOWED BY THE PRELIMINARY OPEN MEETING IN THE PLANO MUNICIPAL BUILDING, 1520 K AVENUE, IN COMPLIANCE WITH VERNON'S TEXAS CODES ANNOTATED, GOVERNMENT CODE CHAPTER 551 (OPEN MEETINGS ACT), AS FOLLOWS:**

**Mission Statement: The 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.**

### EXECUTIVE SESSION

- |      |  |                |         |
|------|--|----------------|---------|
| I.   | Legal Advice<br>a) Respond to questions and receive legal advice on agenda items<br>b) Drought and Emergency Response Plan regulations<br>c) Clean Water Act   | Mims           | 15 min. |
| II.  | Economic Development<br>Discuss a financial offer or other incentive to a business prospect to locate, stay, or expand in Plano and consider any commercial and financial information from the business prospect | Glasscock/Bane | 15 min. |
| III. | Real Estate<br>a) Downtown Plano   | Turner         | 10 min. |
| IV.  | Personnel<br>a) Evaluation of Council Appointees - City Manager<br>b) Council Appointee Evaluation Review  | Council        | 50 min. |

### PRELIMINARY OPEN MEETING

- |      |  |         |         |
|------|--|---------|---------|
| I.   | Consideration and action resulting from Executive Session discussion | Council | 5 min.  |
| II.  | Finance Department Briefing  | Tacke   | 10 min. |
| III. | Council items for discussion/action on future agendas                | Council | 5 min.  |

IV. Consent and Regular Agendas

Council

5 min.

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

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

# Finance



# Finance

## Divisions of Finance

- Finance Administration
- Accounting
- Purchasing/Warehouse
- Financial Systems
- Treasury
- Municipal Court Administration
- Customer & Utility Services



# Finance Administration

- The Finance Department is responsible for financial analysis and reporting, development of financial policies and economic analysis. The department also provides general supervision and oversight of the Accounting, Purchasing/Warehouse, Inventory, Treasury, Municipal Court, Customer Utility Services and Financial Systems Divisions.
- The Finance Department is responsible for the execution and administration of Tax Abatements and Economic Development Incentive Agreements.
- The Finance Department is also responsible for the facilitation of Tax Increment Finance Districts 2.



# Accounting

- The Accounting Department is responsible for the timely and accurate recording of the City's transactions, as well as ensuring compliance with Generally Accepted Accounting Principles. The City prepares the Comprehensive Annual Financial Report which is audited by an external audit firm.
- The Accounting Department is also responsible for establishing and maintaining effective internal controls surrounding the accounting transactions, as well as providing transparency to the citizens of Plano.



# Accounting

- Full Time Employees = 16
- Total Net Assets (Assets less Liabilities) = \$1.4 billion
- Total Expenses = \$433 million
- Total Revenues = \$461 million
- Annual payment requests processed = 73,235
- Annual journal entry transactions = 156,695
- Annual issuance of 1099's = 579
- Annual daily cash receipts (20-30 departments/day) = 15,233
- Annual payroll disbursements (2,675 FT and PT employees) = 67,966
- Receive and process insurance premiums for 230 retirees



# Accounting

## Certificate of Achievement in Excellence in Financial Reporting

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- Awarded by the Governmental Finance Officers Association (GFOA)
- The City has received this honor for 32 consecutive years

## Award for Outstanding Achievement in Popular Annual Financial Reporting

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- Awarded by the GFOA
- The City has received this award 8 consecutive years (since its first participation in 2006)



# Purchasing

- The Purchasing Manager is charged with ensuring the timely availability of needed goods, services and supplies, as well as establishing procedures and controls in the purchasing process to comply with all applicable laws and regulation.
- Regardless of the expenditure it is the policy of the City of Plano to garner competition that produces the highest quality goods and services at the lowest possible price whether the item or service is subject to bid or not.
- The Inventory Control and Asset Disposal function is responsible for the coordination of inventory and bulk purchases to the entire city operation, as well as disposal of all surplus city assets.



# Purchasing

- Full Time Employees = 18
- Total Annual Expenditures = @ \$100,884,713.
- ANNUAL CONTRACT EXPENDITURES FORM REQUIREMENTS CONTRACTS = 40%
- Orders Issued Citywide
  - Contract Release Orders = 5,133
  - One Time Purchase Orders = 10,231
- Bids/Quotes/Contracts Processed = 432
- Inventory Value = \$832,206
- Number of Inventory Items Issued = 540,350
- Number of Inventory Billings = 3.6 million



# Purchasing

## Achievement of Excellence in Procurement

- 1 of only 6 agencies that have received the award all 18 years
- Ranked in the top 5% of agencies

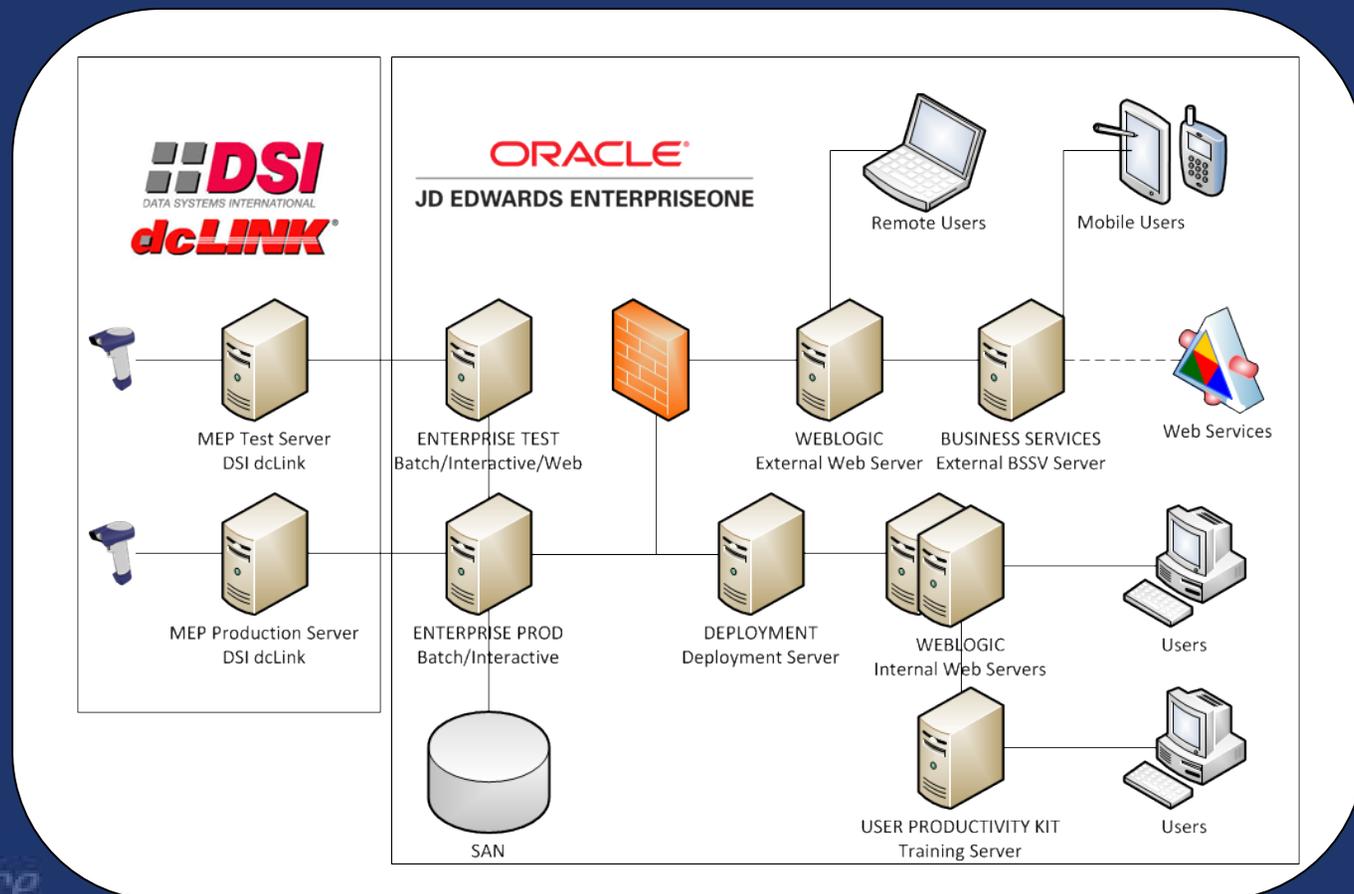


The Outstanding Agency Accreditation Achievement Award recognizes those agencies that lead the public procurement profession



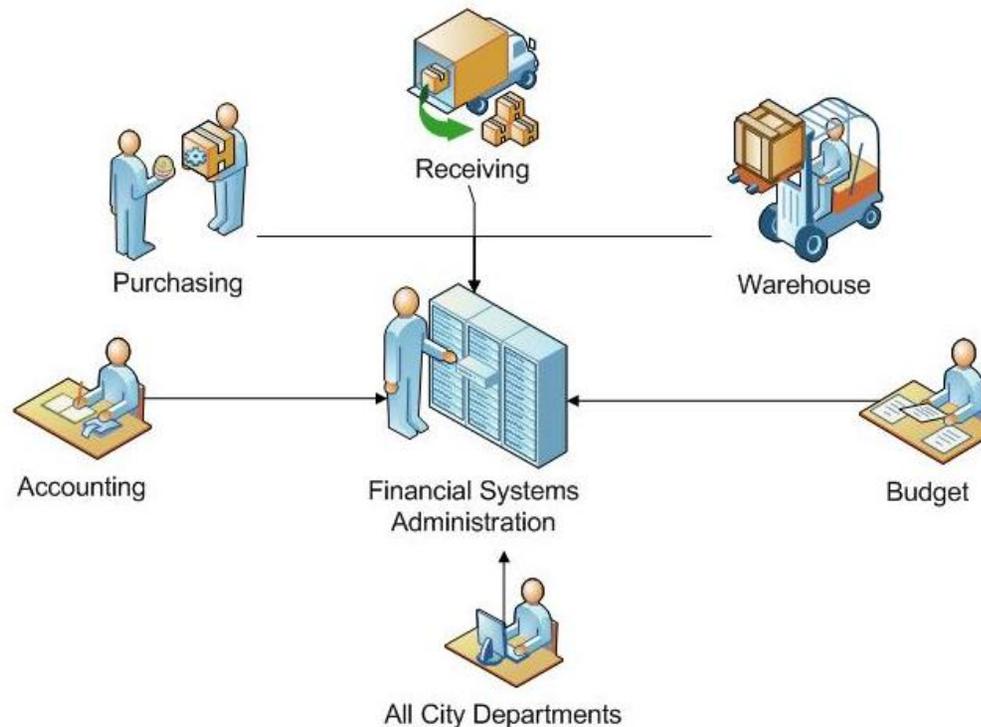
# Financial Systems

- Responsible for the installation, configuration, on-going support and maintenance of the JDE EnterpriseOne financial system and the DSI Mobile Enterprise Platform. Serves as the City's expert on user support, system set-up, user access, security, custom menu design, application customizations, report writing, ad-hoc reports, queries and overall data integrity.



# Financial Systems

- JDE EnterpriseOne is the system that runs the City's financials used by Accounting, Budget, Purchasing and Warehouse as well as virtually every other department in the City for entering their budgets and purchase orders.



# Financial Systems

- Full Time Employees = 2
- Users Supported = 350
- Modules Supported = 10
  - *Foundation, Address Book, A/P (Accounts Payable), A/R (Accounts Receivable), G/L (General Ledger), Fixed Assets, Budget, Purchasing, Inventory, Sales Order*
- Interfaces Supported = 10
  - *Payroll, Direct Deposit, Positive Pay, Water Meter Billing (A/R), Utility Billing (G/L), Utility Billing (Refund), Equipment Services (G/L), Jury Duty, Police Alarm (G/L), Parks & Rec. (Refund)*
- Servers Supported = 10
  - *2 - Enterprise, Deployment, 3-Web Servers, Business Services Server, UPK (User Productivity Kit), 2 – DSI MEP*
- Miscellaneous Applications Supported = 8
  - *COPFS (Transparency Extraction Review), COPCTRS(Monthly State Sales Tax), Insight Software, 1099 Convey, BI Publisher, Oracle User Productivity Kit (UPK), Oracle Server Manager, Boomerang*



# Treasury

- Cash management:
  - Monitor daily cash flows and invest excess funds
  - Monitor collateralization levels
  - Responsible for bank depository contract and relationship
  - Submit investment policy to City Council for approval annually
  - Approve brokers annually
  - Prepare the Quarterly Investment Report
- Responsible for credit card processing contract
- Administration of the hotel occupancy tax program including audits of hotels
- Facilitate preparation of the CMFR each month



# Treasury

- Administration for the \$100 and under unclaimed property reporting process
- Maintain delinquent taxpayer list on account payable address book (JD Edwards)
- Issuance of GO and Municipal Drainage bonds and payment of related debt service



# Treasury

- Full Time Employees = 2
- Portfolio Book Value as of 9/30/13 = \$415,386,453
- Investment Income YTD as of 9/30/13 = \$977,566
- # of Securities purchased YTD as of 9/30/10 = 58
- # of Securities matured/called YTD as of 9/30/10 = 15
- Received the Government Treasurer's Organization of Texas's Certification of Investment Policy.



# Municipal Court Administration

Commitment, honesty, integrity and a dedicated effort to strive for excellence are the values Court Administration possesses to achieve the following primary functions:



- Timely and accurate processing of citations and complaints
- Providing excellent customer service
- Providing responsible collection of fines, fees, bonds and State costs
- Providing for financial monitoring, State and local reporting
- Facilitating employee training and development
- Providing efficient docketing and courtroom support
- Providing a safe and enjoyable work environment



# Municipal Court Administration

- Full Time Employees = 34
- Part Time Employees = 1
- Average # of annual cases filed in the last 5 years = 73,743
- Average annual revenue collected during the last 5 years = \$7,263,770

Court functions are organized into key areas:

- Data Entry/Jail Processing / Communications
- Customer Service – Justice Center and Joint Use Facility
- Dockets
- Compliance and Collections
- Warrants
- Quality Control
- Special Projects / Mail



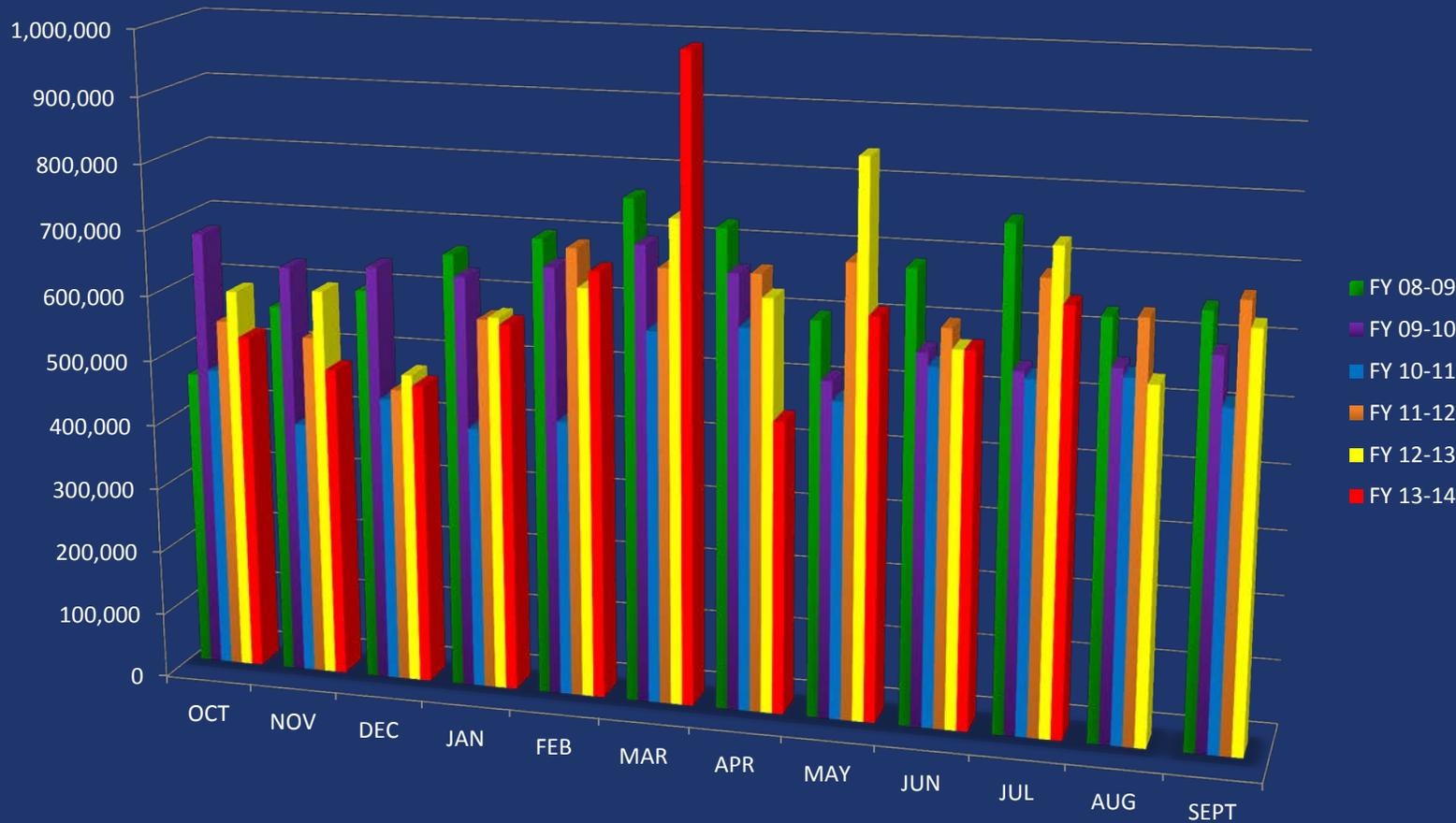
# Citations Issued



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
<span style="color: green;">■</span> FY 08-09	8,881	7,311	6,817	8,238	8,434	8,509	8,333	8,209	7,935	7,288	6,562	5,616	92,133
<span style="color: purple;">■</span> FY 09-10	5,585	5,320	4,451	5,649	5,312	6,015	6,081	5,518	6,231	6,152	6,297	5,987	68,598
<span style="color: blue;">■</span> FY 10-11	4,203	3,858	3,121	4,076	3,927	5,767	5,431	5,624	6,311	5,190	6,561	6,309	60,378
<span style="color: orange;">■</span> FY 11-12	5,942	5,196	4,462	6,100	6,551	6,130	6,832	7,883	6,048	6,443	7,205	6,307	75,099
<span style="color: yellow;">■</span> FY 12-13	6,092	5,270	4,559	5,774	6,476	6,870	7,039	6,617	6,042	6,492	5,845	5,431	72,507
<span style="color: red;">■</span> FY 13-14	6,003	5,039	4,118	6,481	5,738	6,190	6,393	6,254	5,609	5,248			57,073



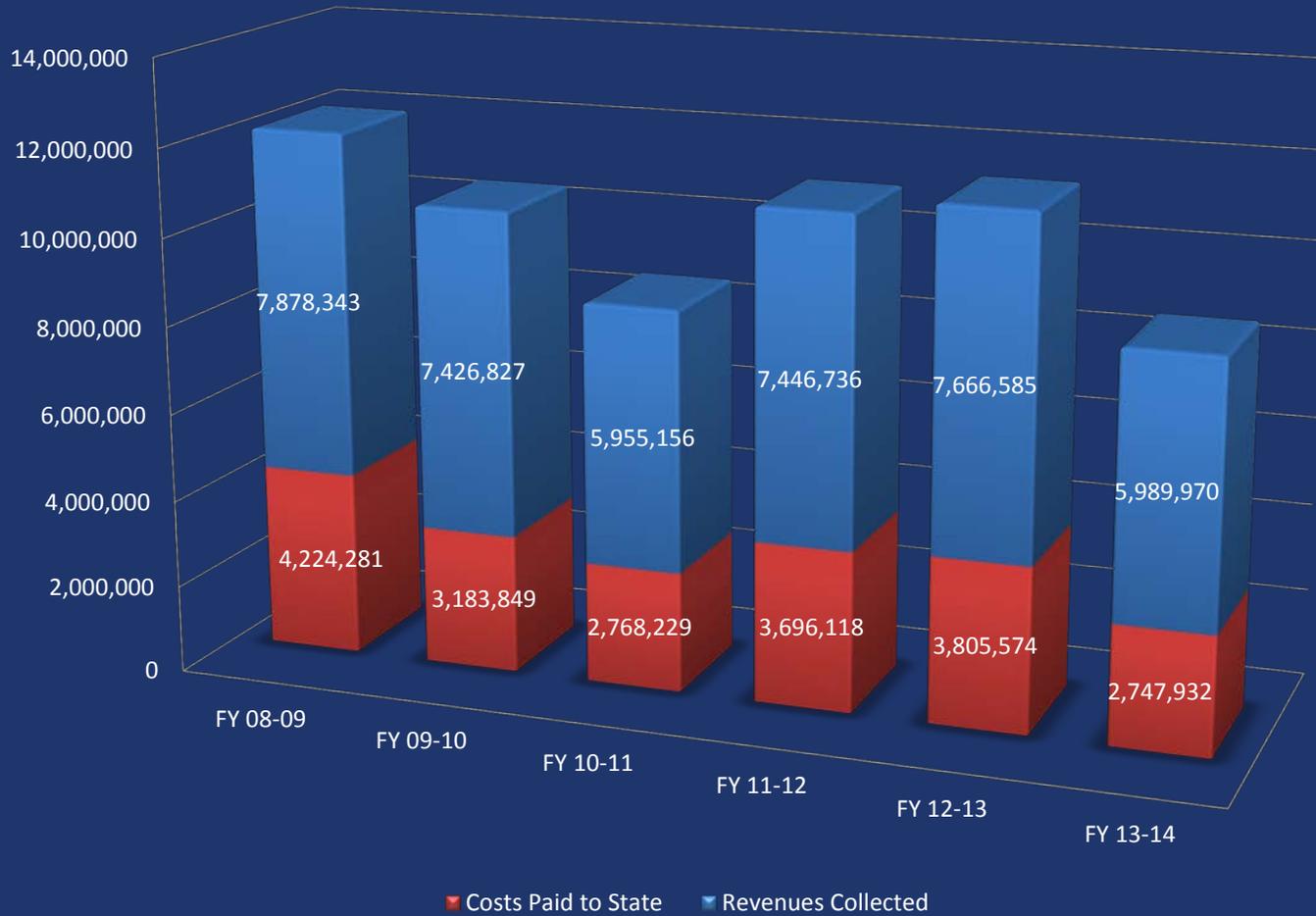
# Revenues Collected



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	TOTAL
<b>FY 08-09</b>	460,603	575,410	608,366	671,067	703,086	770,619	734,290	606,464	691,575	763,543	637,908	655,412	7,878,343
<b>FY 09-10</b>	680,424	636,370	645,171	638,422	661,091	702,142	668,152	517,634	568,902	550,509	565,284	592,726	7,426,827
<b>FY 10-11</b>	468,937	394,527	442,924	407,792	428,180	575,017	588,937	488,238	549,273	540,472	552,241	518,618	5,955,156
<b>FY 11-12</b>	546,741	530,076	458,293	575,856	691,905	670,037	669,970	694,312	607,489	688,422	640,027	673,608	7,446,736
<b>FY 12-13</b>	594,228	602,942	482,577	579,961	633,203	744,023	634,805	848,830	576,697	735,722	544,356	634,446	7,611,790
<b>FY 13-14</b>	523,698	482,135	466,877	569,953	658,845	989,724	452,828	617,659	577,197	651,055			5,989,971



## REVENUES / STATE COSTS



	FY 08-09	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14
<b>Revenues Collected</b>	7,878,343	7,426,827	5,955,156	7,446,736	7,666,585	5,989,970
<b>Costs Paid to State</b>	4,224,281	3,183,849	2,768,229	3,696,118	3,805,574	2,747,932



# Municipal Court Administration

## The Plano Municipal Court:

- Is recognized state-wide as one of the most progressive courts in Texas
- Is one of the first courts in Texas to go completely paperless, functioning in a workflow environment
- Is a benchmark city for:
  - ✓ The State-mandated Collections and Compliance Unit
  - ✓ Development of Court manuals for Operation Policies and Procedures and Cash Handling
  - ✓ Teambuilding Activities – Monthly staff enrichment days, Animal Personality Test by Gary Smalley (Lion, Otter, Golden Retriever and Beaver).

## Plano Municipal Court's greatest asset is its employees, who:

- Share a commitment and belief in the importance of a strong, neutral court
- Are challenged to grow in knowledge of every aspect of court operations
- Demonstrate teamwork and unity to accomplish both court and city goals



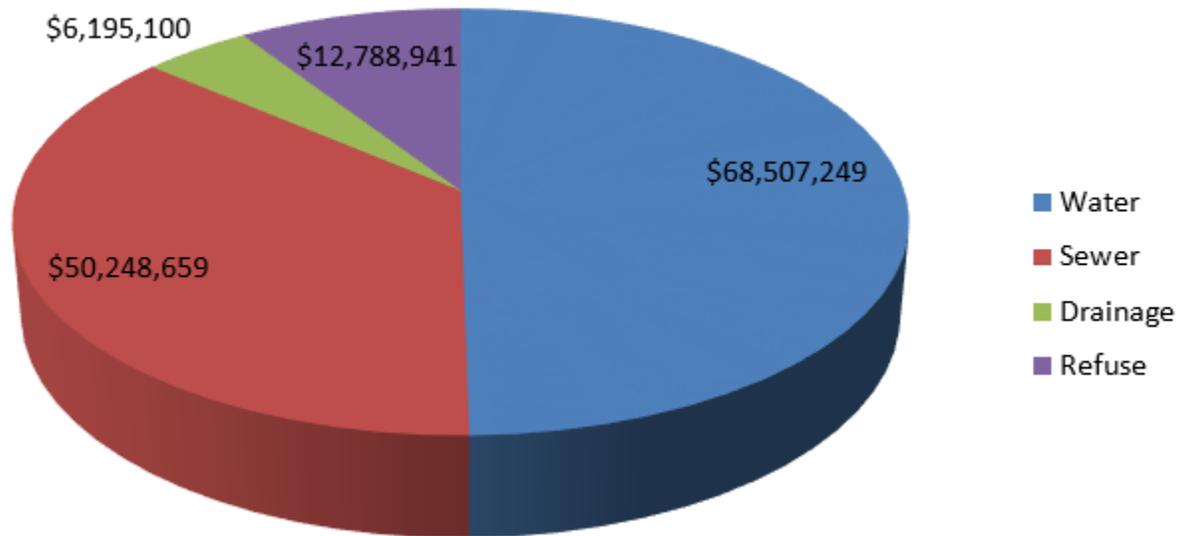
# Customer & Utility Services

Contributes to the overall quality of life of our vibrant and versatile city by striving to provide world-class services; and ensuring adequate funds for the protection of citizens and provision of municipal services by providing accurate and timely reading of water meters and billing of accounts, controlling optimum collections, maintaining precise financial and customer records, and ensuring positive public relations.



# Customer & Utility Services

- Full time employees = 31
- Total accounts = 80,670 (72,046 Residential 8,624 Commercial)
- Total Revenue Billed FY 2012-2013 \$137,739,949



Total Revenue Billed

# Customer & Utility Services

## Field Services

- Meters read by Automated Meter Reading System
- 100% accuracy of reads
- 99.91% reliability
- All 82,390 meters read manually once a year to ensure quality



## Administration

- Average of 7,300 phone calls per month regarding payments, bill inquiries, new service and termination of services
- 99.5% collection rate
- Average rating of 4.83 out of 5.00 for COP Customer Satisfaction Survey



# Questions?



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## Discussion/Action Items for Future Council Agendas

*September 14 – 17 – ICMA Conference – Charlotte, NC*

*September 18 – Council Meet & Greet –6:00 pm, Senior Citizen’s Center*

*September 19-21 – Plano Balloonfest – Oak Point Park & Nature Preserve*

### **September 22**

- Human Resources Briefing
- NTTA Briefing
- Board and Commission Appointments
- Zoning Case 2014-08
- Zoning Case 2014-30
- Zoning Case 2014-27
- Zoning Case 2014-28
- Zoning Case 2014-29

*September 29 – October 3 – TML Conference – Houston, TX*

*October 7 – National Night Out*

*October 10 – HOA President’s Breakfast –7:30 am*

### **October 13**

- DART Report
- Technology Services Briefing
- PID Public Hearing

*October 25-28 - IACP Conference – Orlando, FL*

**October 27**

- Comprehensive Monthly Financial Report – September 2014
- Building Inspections Briefing
- Purchasing Award Presentation

***November 6 – Town Hall Meeting – Municipal Center – 7-8 pm*****November 10**

- Policy and Government Relations Briefing

***November 18-22 – National League of Cities, Austin, TX*****November 24**

- PSC
- PID Service & Assessment Plans

***November 27-28 – Thanksgiving Holidays*****December 8**

- Fire Department Briefing
- PID Levy of Assessment

**December 16 (Tuesday)**

- Police Department Briefing

***December 25-26 – Christmas/Winter Holiday***

January 12, 2015

- Economic Development Briefing

January 26, 2015

- Marketing and Media Briefing