

**MINUTES
RICHARDSON CITY COUNCIL
WORK SESSION MEETING
DECEMBER 6, 2021**

• **Call to Order**

Mayor Voelker called the meeting to order at 6:02 p.m. with the following Council members present:

Paul Voelker	Mayor
Janet DePuy	Mayor Pro Tem
Bob Dubey	Councilmember
Jennifer Justice	Councilmember
Joe Corcoran	Councilmember
Ken Hutchenrider	Councilmember
Arefin Shamsul	Councilmember

The following staff members were also present:

Dan Johnson	City Manager
Don Magnier	Deputy City Manager
Kent Pfeil	Chief Financial Officer
Shanna Sims-Bradish	Assistant City Manager Admin/Leisure Services
Aimee Nemer	City Secretary
Jessica Almendarez	Management Analyst
Jim Dulac	Assistant Director of Engineering
Ronny Glanton	Head Golf Professional
Sam Chavez	Interim Development Services Director
Keith Krum	Senior Planner
Bob Clymire	Budget Officer

WORK SESSION – 6:00 PM, RICHARDSON ROOM

A. VISITORS/ACKNOWLEDGEMENT OF PUBLIC COMMENT CARDS

There were no public comments submitted.

B. REVIEW AND DISCUSS COUNCIL TACTICS FOR THE 2021-2023 COUNCIL TERM

Deputy City Manager Magnier reviewed the Council Tactics for the 2021-2023 Council term.

Attract, develop, and retain high-quality, innovative employees

- Perform comprehensive compensation analysis/recommendations on an annual basis to sustain market competitiveness
- Develop customized recruitment and retention strategies for difficult to fill positions
- Enhance training opportunities to promote professional development of staff and cross-training opportunities to improve operations resiliency
- Enhance our utilization of social media to further recruiting efforts beyond the N. Texas region
- Customize recruitment strategies to enhance diversity in hiring

Document and continuously improve business processes

- Develop a strategy to facilitate ongoing benchmarking of city services and programs

- Expand utilization of customer service evaluation tools and feedback methods on City services, programs, and events
- Explore development (when new Tyler software systems permit) of real-time data dashboards to provide timely feedback on a department's performance
- Update Storm Water Permit and begin implementation of new requirements
- Prepare for Texas Police Chiefs Association Re-recognition
- Examine sign regulations in redevelopment areas and consider enhancements to improve consistency in regulatory approach
- Review retail regulations that have been relaxed or waived during the pandemic and determine if permanent changes in regulatory approach may be warranted given lessons learned

Improve access, usability, and user experience with policies, processes, and procedures

- Facilitate City Council District Boundary update process
- Further implementation of legacy software systems
 - Tyler Incode, Munis, ExecuTime, and Human Capital Management
- Explore options (when Tyler software systems permit) for a new generation of the MyRichardson App
- Review Richardson CARES curriculum for opportunities to enhance citizen understanding of policies, processes and procedures
- Evaluate library overdue policy to ensure fair access to materials

Promote an innovative approach to business processes

- Continue implementation of the cost recovery model for establishing appropriate fees for programs and services; develop recommendations for annual consideration
- Migrate to bi-weekly payroll following industry best practice
- Continue implementation of the water meter replacement program and automated meter reading technology
- Complete evaluation of on-board camera system for all Solid Waste vehicles and develop an implementation plan
- Evaluate technology solutions to improve database management for board and commission applicants
- Continue to evaluate smart city initiatives for appropriateness

Ensure systems are safe and secure

- Conduct Cybersecurity Awareness Training via monthly newsletters, annual training, and periodic testing
- Enhance Cybersecurity best practices implementation
- Conduct continuous Information Technology infrastructure upgrades, patching, and technology refresh (network, server, storage, desktop...) ensuring continued vendor support and security updates
- Evaluate replacement of city-wide radio system
- Complete upgrades to access controls and security systems at city facilities
- Continue to explore unique incentives/initiatives to attract and retain residents and other stakeholders

Expand culturally diverse programming and event opportunities

- Introduce "Things To Do" initiative promoting events throughout the community

- Enhance opportunities to work with retail centers on building modernization and site renewal projects
- Activate the new Richardson IQ® Headquarters as the hub for business recruitment and innovation ecosystem engagement
- Leverage the recent TIF District expansion to support the Richardson IQ®
- Embark on the open space project and finalize agreements to create additional public parking opportunities within the CORE District

Promote avenues for public engagement and input

- Collaborate with partners on establishing a businesses and merchant association in the Richardson IQ and CORE District, respectfully
- Continue to identify opportunities for private philanthropic participation and contributions
- Prepare for the City's 150th Anniversary Celebration (Chartered 1873; Celebration 2023)
- Celebrate 20th Anniversary of the Eisemann Center (September 8-10, 2022)
- Implement pilot program for public art on traffic control boxes
- Host events in Richardson IQ® and CORE District that celebrate the city's diversity
- Evaluate opportunities to promote service of boards and commissions and to broaden the diversity of applicants

Work to maintain a balance between responsible neighborhood integrity and the regulatory environment

- Conduct an evaluation of standard enforcement procedures and internal policies to ensure approaches balance education and enforcement
- Refresh neighborhood integrity codes to provide clarity and increased transparency
- Evaluate short-term rental regulations
- Explore establishing an accessory dwelling unit ordinance and its impact on neighborhoods
- Identify infill areas and explore regulations to ensure desirable redevelopment
- Evaluate opportunities to enhance the Apartment Inspection Program
- Explore strategies to enhance the Commercial Inspection Program to establish relationships with business owners

Leverage our regional leadership position to positively impact County, State and Federal issues

- Continue to encourage and support service on regional boards and committees
- Enhance partnership with NCTCOG to implement regional traffic management strategies that result in data driven outcomes that reduce congestion
- Collaborate with NCTCOG to implement the autonomous vehicle shuttle pilot program in the Richardson IQ®
- Partner with NCTCOG/UTD on Phase 2 of the DALI project to validate adaptive traffic signal programming effectiveness
- Engage with county elections offices to ensure efficient and cost-effective elections
- Further development of regional mutual operations agreements

Maintain strong fund balance and bond rating

- Prepare for Series 2022 issuance and bond rating agency meetings
- Review outstanding debt annually for future refunding opportunities
- Annually evaluate property tax exemptions in conjunction with financial policies

- Evaluate rate structures for Solid Waste services to stay competitive within the market and set rates to maintain a minimum 90-day fund balance
- Implement multi-year recovery strategy for Hotel Motel Fund
- Continue to utilize financial management strategies to maintain AAA bond rating
- Develop multi-year capital improvement plan; update annually

Value, protect, and create a positive return on City, resident, and other stakeholder investments in the City

- Implement year one of the 2021 Bond Program while working with our general engineering consultant to develop a comprehensive implementation plan and schedule
- Continue to build on multi-year infrastructure maintenance strategies
- Facilitate Master Developer request for proposals process for the Arapaho Station redevelopment
- Develop strategy and timeline to update the Comprehensive Plan
 - Commence with development of an Active Transportation Plan (explore enhancing Bike Friendly City status) and update of the Parks Master Plan
- Conduct a comprehensive review and applicable studies of facilities at Sherrill Park that include the renovation of Course #2 and a maintenance/training facility
- Begin efforts to activate additional emergency medical services at Station #6

Leverage county, state, and federal opportunities

- Collaborate with DART to ensure a successful implementation of DARTZoom for Richardson residents and other stakeholder
- Work in partnership with DART to manage construction of the Silver Line rail/stations and to influence service offerings and details
- Partner with UT Dallas to leverage the Center for Emergent Novel Technology's five centers to enhance the Richardson IQ® innovation ecosystem and early-stage business support
- Utilize American Recovery Plan funding to implement water system improvement projects to balance zones and ensure future capacity for water users
- Partner with Collin and Dallas County to advance coordinated development and redevelopment of infrastructure for the benefit of the North Texas region
- Evaluate opportunities to establish micro-mobility pilot programs in the Richardson IQ®

C. REVIEW AND DISCUSS THE 2021 CAPITAL IMPROVEMENT PLAN OVERVIEW

Deputy City Manager Magner reviewed this item for Council.

- 2015 Bond Program – Remaining Projects
- Utility Improvements
- Special Maintenance Initiatives
- 2021 Bond Program - Year 1 Implementation Plan for 2021 Bond Program
- CIP Work Plan Delivery Strategy

D. REVIEW AND DISCUSS SHERRILL PARK GOLF COURSE STATUS REPORT

Kent Pfeil, Chief Financial Officer, provided an update on the Sherrill Park Golf Course.

- The Last Couple of Years at Sherrill Park

- Programs & Operations
- Capital Planning & Facilities

E. REVIEW AND DISCUSS 2020 CENSUS

Keith Krum, Senior Planner, provided an update on the 2020 Census and the Council district boundary history and process.

F. REVIEW AND DISCUSS THE YEAR-END FINANCIAL REPORT FOR THE FY 2020-2021 OPERATING BUDGET

Bob Clymire, Budget Officer, reviewed the year-end financials with a focus on the year-end performance of revenues and expenditures against the estimates developed in June 2021 across all operating funds.

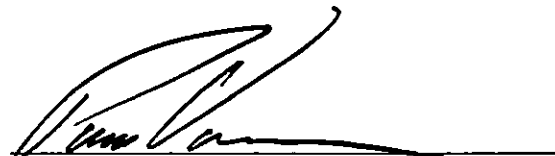
- General Fund
- Water and Sewer Fund
- Solid Waste Services Fund
- Golf Fund
- Hotel/Motel Tax Fund

G. REPORT ON ITEMS OF COMMUNITY INTEREST

Council reported on items of community interest.

ADJOURNMENT

With no further business, the meeting was adjourned at 9:14 p.m.


MAYOR

ATTEST:


CITY SECRETARY