

**MINUTES**  
**RICHARDSON CITY COUNCIL WORK SESSION**  
**SEPTEMBER 18, 2023**

- **Call to Order**

Mayor Dubey called the meeting to order at 6:00 p.m. with the following Council members present:

|                  |               |
|------------------|---------------|
| Bob Dubey        | Mayor         |
| Arefin Shamsul   | Mayor Pro Tem |
| Curtis Dorian    | Councilmember |
| Jennifer Justice | Councilmember |
| Dan Barrios      | Councilmember |
| Joe Corcoran     | Councilmember |
| Ken Hutchenrider | Councilmember |

The following staff members were also present:

|                 |                                          |
|-----------------|------------------------------------------|
| Don Magnier     | City Manager                             |
| Kent Pfeil      | Chief Financial Officer                  |
| Charles Goff    | Assistant City Manager                   |
| Michaela Dollar | Assistant City Manager                   |
| Aimee Nemer     | City Secretary                           |
| Haley Alsabrook | Management Analyst                       |
| Alisha Gimbel   | Director of Emergency Management         |
| Jim Dulac       | Director of Engineering/Capital Projects |
| Jenny Davidson  | Library Director                         |

Consultants:

Doug Moss, Steinberg Hart  
Anne Stimmel, Architexas  
Meridith McKinley, Via Partnership

**WORK SESSION – 6:00 PM, MULTIPURPOSE ROOM #CH 157**

**A. VISITORS/ACKNOWLEDGEMENT OF PUBLIC COMMENT CARDS**

There were no public comments submitted.

**B. PRESENTATION OF PROCLAMATION FOR NATIONAL PREPAREDNESS MONTH**

Alisha Gimbel, Director of Emergency Management, reviewed the mission of the Office of Emergency Management and discussed steps for the public to prepare for an emergency. Council recognized the month of September as National Preparedness Month.

Steps to be Prepared:

- Make a Plan – stay safe and take action
- Be Informed – sign up to receive emergency alerts
- Build a Kit – gather supplies to take care of basic needs during an emergency
- Get Involved – donate and volunteer to emergency relief organizations

### **C. REVIEW AND DISCUSS THE PUBLIC LIBRARY AND CITY HALL MUNICIPAL CAMPUS PLANNING UPDATE**

Doug Moss, Steinberg Hart, presented the Library project schedule, budget, and proposals for the exterior and interior design. Anne Stimmel, Architexas, presented Municipal Campus design options.

### **D. REVIEW AND DISCUSS PUBLIC ART FOR 2021 BOND PROJECTS**

Meridith McKinley, Via Partnership, provided an update on public art for the following locations including the budget and timelines.

- Fire Station 5
- Animal Shelter
- Richardson Public Library
- City Hall

### **E. REVIEW AND DISCUSS THE ADMINISTRATIVE CODE RENEWAL**

Haley Alsabrook, Management Analyst, reviewed proposed amendments to the Administrative Code as part of the required biennial review.

- Updated responsibilities of directors of departments and divisions in Sec. 2-53 to include:
  - Developing and implementing department/division goals, objectives, policies, and strategies
  - Preparing operating budgets, provide expenditure estimates, which shall be open to public
  - Collecting fees for the department/division
  - Directing the administrative details of the department/division, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; setting appropriate charges for programs and projects; and the preparation of records and reports
- Eliminated these responsibilities from each director's section to help improve consistency in description of said duties and to reduce duplication
- Added Sections:
  - Sec. 2-73. – Director of Economic Development
  - Sec. 2-74. – Convention & Visitors Bureau Administrator
  - Sec. 2-75. – Director of Facilities and Fleet Services
- Added new responsibilities to:
  - Sec. 2-56 – Community services administrator
  - Sec 2-58 – Executive director of the Eisemann Center
  - Sec 2-70 – Director of engineering-capital projects

### **F. REPORT ON ITEMS OF COMMUNITY INTEREST**

Council reported on items of Community Interest.

### **EXECUTIVE SESSION**

In compliance with Section 551.087 (1) and (2) of the Texas Government Code, Council will convene into a closed session to discuss the following:

- Deliberation Regarding Economic Development Negotiations
  - Commercial Development – Main St./U.S. 75 Area

**Council Action**

Council convened into Executive Session at 8:15 p.m.

**RECONVENE INTO REGULAR SESSION**

Council will reconvene into open session, and take action, if any, on matters discussed in Executive Session.

**Council Action**

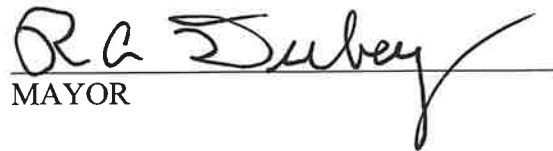
Council reconvened in regular session at 9:29 p.m. There was no action as a result of the Executive Session.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 9:29 p.m.

ATTEST:

  
CITY SECRETARY

  
MAYOR