

ORDINANCE NO. 4402

AN ORDINANCE OF THE CITY OF RICHARDSON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF RICHARDSON, BY AMENDING AND UPDATING CHAPTER 2, "ADMINISTRATION," ARTICLE III, "ADMINISTRATIVE CODE"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Richardson, Texas, has conducted the biannual review of the administrative code and has desired to amend the administrative code; **NOW, THEREFORE**,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHARDSON, TEXAS:

SECTION 1. That Chapter 2, "Administration," Article III, "Administrative Code," be and the same is hereby amended in part to read as follows:

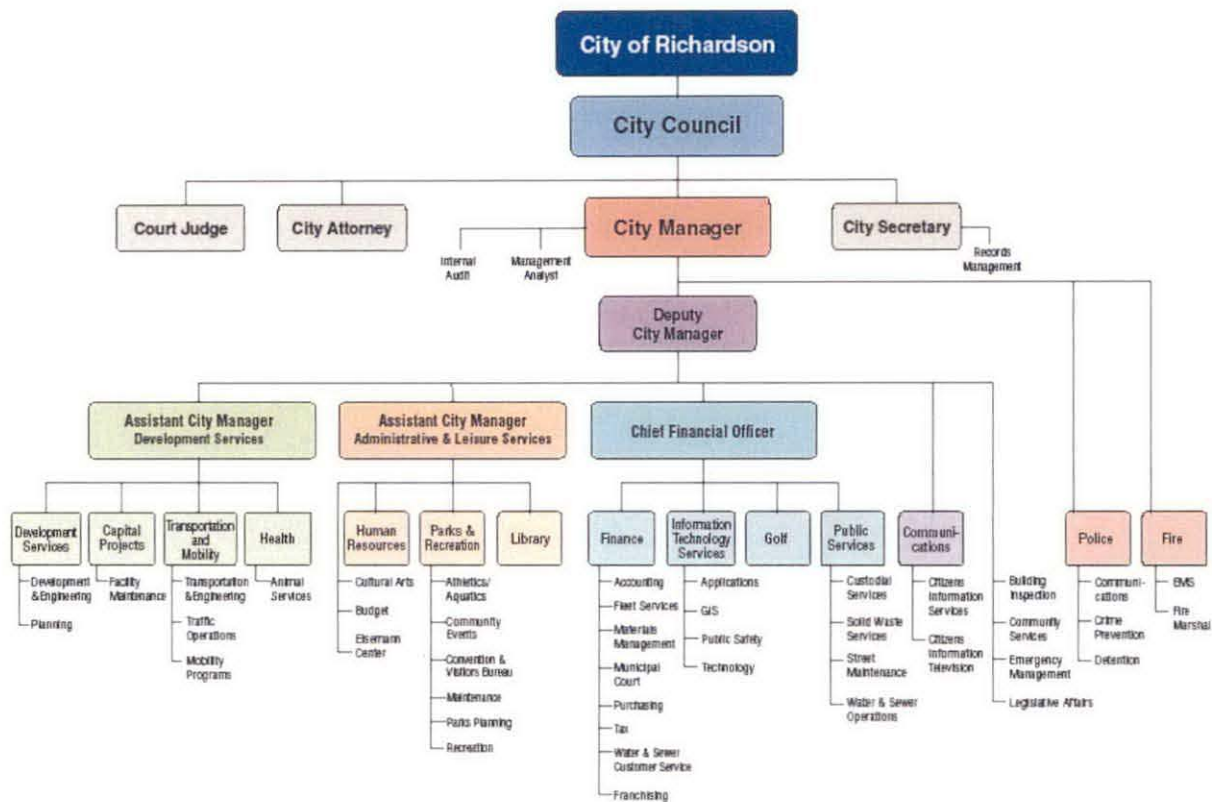
"ARTICLE III. - ADMINISTRATIVE CODE

Sec. 2-51. - Administrative departments and divisions.

- (a) The administrative departments and divisions of the city are hereby created and placed under control of the city manager as set forth in the organization chart below. The city manager is served by a deputy city manager, an assistant city manager-development services, an assistant city manager-administrative and leisure services, and a chief financial officer. As a representative for the city manager, the deputy city manager is the second ranking administrator for the city and serves as the acting city manager in the absence of the city manager, unless otherwise designated. As executives of the City of Richardson, the responsibilities of the deputy city manager, two assistant city managers, and chief financial officer include the daily supervision, direction and coordination of administrative departments and divisions assigned to the deputy city manager, assistant city managers, or chief financial officer by the city manager. For purposes of this administrative code, the executives of the city manager's office, which includes the city manager, the deputy city manager, assistant city managers, and chief financial officer, are interchangeable in the terms of authority vested in them in their discretion of the administrative departments.
- (b) The following administrative departments and divisions of the city are under control of the city manager:
 - (1) Budget Office.
 - (2) Building Inspection.

- (3) Community Services.
- (4) Development Services.
- (5) Eisemann Center.
- (6) Emergency Management.
- (7) Health.
- (8) Finance.
- (9) Fire.
- (10) Golf.
- (11) Library.
- (12) Parks and Recreation.
- (13) Human Resources.
- (14) Police.
- (15) Public Services.
- (16) Information Technology.
- (17) Engineering - Capital Projects.
- (18) Transportation and Mobility.
- (19) Communications.

(c) Administrative code organization chart below:



Sec. 2-52. - City manager.

- (a) The city manager or designee shall have those powers and duties provided in the City Charter and as otherwise provided by the city council or by ordinance.
- (b) The purpose of this section is to delegate authority to the city manager or designee to make purchases, execute contracts and approve change orders and contracts for expenditures without further approval of the city council for all budgeted items not exceeding limits set by the city council.
- (c) Whenever this Code, another city ordinance, or a city council resolution delegates a duty, power, or function to a specific employee who is responsible to the city manager, that duty, power or function may, at the discretion of the city manager, as a chief administrative and executive officer of the city, also be performed or exercised by the deputy city manager, an assistant city manager, chief financial officer, or other city employee designated by the city manager to perform or exercise that duty, power or function.

- (d) A contract for personal or professional services, if provided in the budget, may be authorized by the city manager by administrative action without further council action.
- (e) If a contract was awarded pursuant to competitive bids or competitive sealed proposals, with one or more renewal options, the city manager may by administrative action, without further city council action, exercise each renewal option and authorize a contract for the specified renewal term.
- (f) No expenditure exceeding state law limitations may be made without competitive bids, competitive sealed proposal or pursuant to an alternate procurement method authorized by Section 2269 of the Texas Government Code unless such expenditure falls within one of the general exemptions provided by Section 252.022 of the Texas Local Government Code, as amended. In the event of an emergency, an expenditure may be made without competitive bids or competitive sealed proposals provided, such emergency is declared by the city manager and approved or ratified by the city council, or such emergency is declared by the city council in its resolution authorizing execution of the contract.
- (g) The city manager is authorized to approve change orders subject to any restrictions imposed by state law provided there are budgeted funds to cover any increase in cost to the city.
- (h) The city manager is granted actual and express authority to make purchases, execute contracts and approve change orders for the city. The city manager has implied authority to do what is proper, usual, and necessary to exercise the authority that has been expressly delegated to the city manager by ordinance, including, but not limited to, appointing a purchasing agent or other designee to sign and execute purchase orders, contracts and change orders on behalf of the city manager.
- (i) The city manager is authorized to waive or reduce city development fees as a component of the city's economic development program. As a portion of the city's economic development program, the city manager is authorized to execute contracts or other legal instruments pursuant to Section 380 of the Texas Local Government Code, as amended, for amounts up to \$500,000 per project. The city manager is further authorized to execute contracts or other legal instruments, to participate in public works infrastructure construction in municipal rights-of-way or dedicated public easements as a portion of the city's economic development program, for amounts up to \$500,000 per project. Participation in excess of these amounts requires the approval of the city council. Funding for these components of the city's economic development program will be provided through funds approved and dedicated for such purposes.
- (j) The city manager is authorized to initiate the process for contracts pertaining to public improvements or the maintenance of public property. Plans and specifications for capital equipment do not require city council approval to initiate competitive bids.

Sec. 2-53. - Responsibility of department and division directors.

The directors of departments and divisions herein are appointed by the city manager and shall be immediately responsible to the city manager for the administration of their departments or division. Their advice in writing may be required by the city manager on all matters affecting their departments or division. They shall prepare estimates, which shall be open to public inspection, and they shall make all their reports and recommendations concerning their departments or division at stated intervals or when requested by the city manager.

Sec. 2-54. Budget officer.

- (a) The budget officer shall, under the direction of the designated executive of the city manager's office, direct the planning and preparation of the annual operating and capital budgets and multi-year financial plans. The budget officer shall prepare analytical reports for and makes recommendations to the city manager's office regarding budget policy, development, preparation, and implementation of these budgets as well as preparing and coordinating preparation of all support material relevant to each budget
- (b) The duties of budget officer shall include the following:
 - (1) Plan and direct the City's annual budget process.
 - (2) Initiate and direct the preparation, monitoring, and management of the operating budget, and the multi-year financial forecasts for the City's five main operating funds.
 - (3) Assure the accuracy of budgetary information and research.
 - (4) Recommend strategies and work with departments to develop schedules and instruments to facilitate departmental budget preparation.
 - (5) Serve as the liaison with City departments to implement budget objectives.
 - (6) Monitor budget and financial reports and complete detail account analyses for irregularities, account limits; researches problem areas for resolution, insures fiscal goals set by management/City Council are being met.
 - (7) Design, develop, and implement systems and procedures for projecting, monitoring and analyzing budgetary expenditures.
 - (8) Assist in projecting revenues for the budget; analyze projections for consistency, completeness, and accuracy for each department.

- (9) Coordinates with departments to review plans, determine budgetary needs, gather information, monitor programs, and make recommendations on budget preparation, presentation, implementation, and interpretation.

Sec. 2-55. - Building official.

- (a) The building official shall, under the direction of the designated executive of the city manager's office, manage and coordinate building code enforcement programs.
- (b) The duties of the building official shall include the following:
 - (1) Serve as chief building official.
 - (2) Manage, evaluate, and direct inspectors and office personnel in the matter of authorizing the issuance of permits for and overseeing the inspection of commercial and residential construction, development, and redevelopment to ensure city and division goals are met.
 - (3) Assist in design and implementation of programs directed towards community improvements.
 - (4) Serve as staff liaison to the Sign Control Board and Board of Adjustment.
 - (5) Interface with and counsel the public including, but not limited to, property owners, residents, city employees, officials, contractors, community leaders, and stakeholder groups.
 - (6) Prepare and administer the annual budget and collection of fees for the division.

Sec. 2-56. - Community services administrator.

- (a) The community services administrator shall, under the direction of the designated executive of the city manager's office, manage and coordinate programs related to promoting and protecting the vitality, integrity, health and safety of the community, including administration and enforcement of the city's nuisance and zoning ordinances, minimum property standards regulations, and community enhancement initiatives.
- (b) The duties of the community services administrator shall include the following:
 - (1) Direct inspectors and office personnel in the matter of administering all aspects of the Residential, Rental Registration, Commercial and Apartment Inspection Programs.
 - (2) Serve as staff liaison to the Building & Standards Commission.

- (3) Oversee and coordinate neighborhood relations activities, including providing regular advice and counsel to neighborhood associations, providing regular training opportunities for neighborhood leaders, and providing regular communication on code enforcement activity to all interested.
- (4) Oversee and coordinate neighborhood enhancement activities, including approving home improvement projects for an incentive, approving neighborhood sign toppers, and directing staff in the matter of administering all aspects of neighborhood assessment and vitality exercises.
- (5) Direct inspectors and office personnel in the matter of administering all aspects of the Volunteer Assistance Program, the Graffiti Abatement Program, and the Recreational Vehicle Parking Variance Program.
- (6) Direct the administration detail of the division, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; and the preparation of records and reports.
- (7) Prepare and administer the annual budget and collection of fees for the division.

Sec. 2-57. - Director of development services.

- (a) The director of development services shall, under the direction of the designated executive of the city manager's office, administer the operation of the development services department, which is comprised of the planning and development and engineering, divisions. The director of development services is responsible for providing professional counsel and technical advice on matters relating to policy and program development with respect to each of these areas.
- (b) The duties of the director of development services shall include the following:
 - (1) Act as principal staff liaison and provide technical assistance including the development of technical reports to the city plan commission and city council on land development issues, special projects, programs and policies and provide staff assistance to the board of adjustment.
 - (2) Oversee and coordinate activities of the planning division of the development services department, including zoning and special permit applications, comprehensive planning, demographics, special studies, transit-oriented development, and mapping services.
 - (3) Oversee and coordinate activities of the development and engineering division of the development services department, including subdivision review, site plan, landscaping plan, building elevation and civil engineering plan review and oversight of special projects.

- (4) Provide direction to planners and development engineers.
- (5) Interface with consultants, other government agencies, the business community and the general public on matters of mutual interest.
- (6) Implement, revise and create development related ordinances, policies and guidelines as necessary.
- (7) Represent the city at state and regional planning meetings.
- (8) Direct the administrative detail of the department, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; the preparation of records and reports; and coordinate work of the divisions within the department.
- (9) Prepare and administer the annual budget and collection of fees for the department.

Sec. 2-58. - Managing director of Eisemann Center.

- (a) The managing director of the Eisemann Center, shall under the direction of the designated executive of the city manager's office, supervise and manage the city's performing arts and corporate presentations facility.
- (b) The duties of the Eisemann Center managing director shall include the following:
 - (1) Oversee and administer the daily operations of the Eisemann Center.
 - (2) Supervise Eisemann Center personnel.
 - (3) Prepare and administer annual budgets and revenue generation for facility Operations, Eisemann Center Presents and the city's Public Parking Garage.
 - (4) Initiate and maintain effective relationships with community and performing arts groups.
 - (5) Manage contracts for outsourced services including concessions, parking, stage labor and others necessary for the effective operation of the Eisemann Center.
 - (6) Plan, organize and implement special events and programming presented by the city featuring local, regional and national touring artists and attractions.
 - (7) Serve on the Eisemann Center Foundation Board of Directors.
 - (8) Work closely with other city departments on special projects and events of the city that utilize the Eisemann Center's venues or services.

- (9) Develop and implement policies and procedures regarding the usage of the Eisemann Center and services provided to client organizations.

Sec. 2-59. - Emergency management coordinator.

- (a) The emergency management coordinator shall, as appointed by the mayor as the emergency management director and under the direction of the designated executive of the city manager's office, administer the operation of the Office of Emergency Management. The emergency management coordinator shall coordinate the development and implementation of the City's Emergency Management Program, coordinate and act as liaison for the city's disaster recovery efforts, oversee disaster training and exercise program and direct the preparedness public awareness program.
- (b) The duties of the emergency management coordinator shall include the following:
 - (1) Serve as an assistant to the mayor, the presiding officer, for emergency management purposes.
 - (2) Manage development, coordination and implementation of the emergency operations plan, city's continuity of operations plan and mitigation action plan to include sufficient flexibility to adjust such plans as necessary to accommodate the circumstances of a particular emergency including facilitation of emergency assignments and duties.
 - (3) Direct the administrative activities of the office, including the selection, training, assignment, utilization and disciplining of personnel.
 - (4) Direct the requisitioning of materials, supplies and equipment, and the preparation of records and reports including management and administration of homeland security and emergency management grant funds.
 - (5) Manage the activation, operation, and readiness of the city's emergency operations center and emergency warning systems.
 - (6) Assist in planning and implementation of the city's evacuation and reentry plan to include a credentialing process with primary coordination between the police and fire departments.
 - (7) Prepare and administer annual division budget.
 - (8) Direct preparedness programs consistent with the needs of the community.
 - (9) Represent the city at conferences, meetings and functions for the purpose of promoting the emergency management program.

- (10) Advise and inform the mayor and city management about emergency management activities.
- (11) Coordinate with city departments to identify resource and capability deficiencies; work with appropriate officials on recommendation measures to correct such deficiencies.
- (12) Coordinate with city, regional, state and federal organizations as well as nonprofits and the private sector to enhance city's response and recovery efforts.

Sec. 2-60. - Director of health.

- (a) The director of health shall, under the direction of the designated executive of the city manager's office, be responsible for executing an environmental health program for the city and for overseeing animal control.
- (b) The duties of the director of health shall include the following:
 - (1) Recommend and prepare regulations and ordinances in specific areas of environmental and public health.
 - (2) Enforce the laws of the state, the provisions of the Charter and all ordinances relating to environmental and public health.
 - (3) Direct inspection of every part of the city and its environs with a view of maintaining sanitary conditions.
 - (4) Provide and conduct environmental health related training programs for department and city staff.
 - (5) Cooperate with municipal, state and federal health officials to investigate and take measures, including the exercise of power of quarantine and detention, to prevent the development and spreading of contagious and infectious diseases inimical to the public health and safety.
 - (6) Administer the industrial pretreatment wastewater program as required by federal and state law.
 - (7) Cooperate with municipal, state and federal health officials on mutual environmental health matters.
 - (8) Prepare and administer the annual department budget.
 - (9) Administer household hazardous waste collection program.
 - (10) Conduct vector control activities to limit vector-borne disease.

- (11) Serve as local rabies control authority, as required by the Texas Health and Safety Code.
- (12) Administer a storm water management program as required by state and federal law.

Sec. 2-61. - Director of finance.

- (a) The director of finance shall, under the direction of the designated executive of the city manager's office, administer the operation of the department of finance, including accounting, tax, purchasing, water and sewer customer service, fleet and materials management, municipal court, and the administration of the financial affairs of the city in the various departments placed under control of the finance department.
- (b) The duties of the director of finance shall include the following:
 - (1) Direct general finance operations.
 - (2) Monitor and revise finance procedures.
 - (3) Control the custody and disbursement of city funds and monies according to ordinances and regulations of the city council.
 - (4) Oversee the assessment and collection of such taxes, including special assessments, as may be levied by ordinance.
 - (5) Formulate financial policies under the guidance of the city manager.
 - (6) Prepare and administer the annual department budget.
 - (7) Oversee billing and collection of revenues for utility service and miscellaneous receivables.
 - (8) Oversee the city's procurement process.
 - (9) Oversee administration of the city's municipal court.
 - (10) Oversee operation of the city's garage and warehouse.
 - (11) Oversee the administrative duties for franchise and regulatory affairs of public utilities, right-of-way regulations, public utility rate regulation and right-of-way franchise and license relations.
 - (12) Initiate and direct the preparation, monitoring, and management of debt issuance, capital budgets and multi-year financial forecasts.

Sec. 2-62. - Fire chief.

- (a) The fire chief shall, under the direction of the city manager, administer the operation of the fire department. The fire chief shall plan, organize and direct the city's fire prevention, fire suppression, emergency medical services, hazardous material response, special operations programs and public outreach and community engagement.
- (b) The duties of the fire chief shall include the following:
 - (1) Direct the office of the fire marshal in administrative activities, including inspections, investigations, fire prevention and education.
 - (2) Direct the administrative activities of the department, including the selection, training, assignment, utilization and disciplining of personnel, and the creation and revision of Standard Operating Procedures.
 - (3) Direct the requisitioning of materials, supplies and equipment, and the preparation of records and reports.
 - (4) Direct fire and life safety programs consistent with the needs of the community.
 - (5) Assist in planning the city's fire defenses and the location, layout and construction of new stations and the training center.
 - (6) Respond to and take command at major incidents as needed.
 - (7) Support the preparation of the city's emergency management plan and related plan maintenance and management.
 - (8) Direct the selection, maintenance, repair, improvement and replacement of firefighting and rescue equipment, vehicles, apparatus and facilities.
 - (9) Prepare special studies for the city manager on various phases of departmental operation.
 - (10) Prepare and administer annual department budget.
 - (11) Represent the city at meetings and functions for the purpose of promoting fire and life safety.
 - (12) Direct the delivery of emergency medical services to include emergency transport to medical facilities.

- (13) Direct the operation of the department in the delivery of emergency services related to fire suppression, technical rescue, disaster response and hazardous materials response.
- (14) Oversee the review of plans and inspections for fire suppression, detection and alarms systems for all new constructions, remodels and renovations.
- (15) Support communications and emergency dispatch of fire, rescue and emergency medical services.

Sec. 2-63. - Golf professional.

- (a) The golf professional shall, under the direction of the designated executive of the city manager's office, supervise and manage the city's municipal golf course.
- (b) The duties of the golf professional shall include the following:
 - (1) Collect all green fees.
 - (2) Be responsible for all golf course operations, including supervision of assistant golf professionals, golf course maintenance supervisor, concessionaire, and other golf course personnel.
 - (3) Prepare and administer the annual budget for the golf course.
 - (4) Be responsible for reports and records.
 - (5) Be responsible for the project management of any improvements.
 - (6) Manage and oversee all teaching programs including individual lesson programs, adult classes for men and women and all junior golf programs.

Sec. 2-64. - Director of library services.

- (a) The Director of Library Services shall, under the direction of the designated executive of the city manager's office, plan and administer the program of library services.
- (b) The duties of the library director shall include the following:
 - (1) Care, maintenance and operation of the library facilities in the city.
 - (2) Advise the library board pertaining to planning, development and operation of the library facilities.
 - (3) Recommend and supervise library personnel.

- (4) Inform the public of services and solicit suggestions from the public to increase effectiveness of library services.
- (5) Conduct studies of local conditions and needs for library services and prepare manuals, bulletins and reviews on library issues.
- (6) Prepare and administer annual budget and collection of fees for the department.
- (7) Interface with other governmental agencies, school districts, universities, and the business community to integrate planning, and programs into the city's programs.
- (8) Prepare all necessary reports to the Texas State Library and other entities.

Sec. 2-65. - Director of parks and recreation.

- (a) The director of the parks and recreation department shall, under the direction of the designated executive of the city manager's office, administer the operation of the parks and recreation department. The director of parks and recreation shall be the chief administrative officer in charge of the care, maintenance and operation of the city parks and recreation facilities.
- (b) The duties of the director of parks and recreation shall include the following:
 - (1) Plan, coordinate and direct the operation and maintenance of the various facilities of the department, including parks and trails, recreation programs, community events, convention and visitor's bureau, recreation centers, tennis center, gymnastics center, senior center, civic center, swimming pools and playgrounds.
 - (2) Direct the administrative detail of the department, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; setting appropriate charges for programs and events; and the preparation of records and reports.
 - (3) Study the needs of the community relative to parks and recreation facilities and programs and make recommendations for the development of needed services and facilities.
 - (4) Coordinate the activities of the department with the programs of other local agencies involved in recreation, rendering technical assistance and soliciting suggestions from the general public to improve or increase effectiveness of services.
 - (5) Collaborate with the city's consulting engineers on the layout and design of new facilities, including park areas, playgrounds and recreation buildings.

- (6) Advise the parks and recreation commission pertaining to planning, development and operation of the parks and recreation programs.
- (7) Attend and participate in public functions and meetings to explain and promote the parks and recreation programs.
- (8) Prepare and administer the annual budget and collect fees of the department.
- (9) Interfaces with other governmental agencies, school districts, universities, and the business community to integrate planning, programs and construction into the city's programs.
- (10) Interface with professional consultants to develop plans and specifications for park developments.
- (11) Investigate various funding mechanisms and the preparation of grants.
- (12) Develop and promote community events and festivals.

Sec. 2-66. - Director of human resources.

- (a) The director of human resources shall, under the direction of the designated executive of the city manager's office, administer the operation of the human resources department. The director of human resources shall plan and direct the human resources and the civil service programs for the city.
- (b) The duties of the director of human resources shall include the following:
 - (1) Manage and direct personnel recruitment and testing.
 - (2) Confer with city manager, civil service board, department directors and employees on personnel matters.
 - (3) Maintain classification and pay plan, recommending changes when appropriate.
 - (4) Recommend changes in human resources policies and procedures as needed.
 - (5) Administer employee benefit programs, including health insurance, workers compensation and retirement, make referrals to the employee assistance program when needed, and oversee the wellness program.
 - (6) Plan and coordinate in-service training programs.
 - (7) Coordinate with other department heads regarding the city's safety program.

- (8) Review and administer a risk management program covering structures, equipment and contents of all city property and make recommendations to the city manager for increases, decreases, deletions or other changes.
- (9) Administer the city civil service system and prepare civil service board agenda and attend regular and special board meetings.
- (10) Prepare and administer annual department budget.

Sec. 2-67. - Chief of police.

- (a) The chief of police shall, under the direction of the city manager, administer the operation of the police department. The chief of police is responsible for planning, organizing and directing the city's crime prevention and law enforcement services, including public outreach and community engagement.
- (b) The duties of the chief of police shall include the following:
 - (1) Promulgate rules, regulations, and procedures for the operation of the police department and the conduct of personnel.
 - (2) Analyze the law enforcement problems of the city and the personnel and facilities required to maintain the proper level of police services.
 - (3) Determine the relative importance of the various types of police activity and the proportionate staffing and equipment to devote to each.
 - (4) Direct the development of formal and in-service programs for the training of police personnel.
 - (5) Confer with the city manager on departmental activities and policies, long-range programs and coordination of departmental activities with those of other departments and public agencies.
 - (6) Prepare and administer annual department budget.
 - (7) Supervise the training, counseling and disciplining of police personnel.
 - (8) Research and study of modern practices in police work.

Sec. 2-68. - Director of public services.

- (a) The director of public services shall, under the direction of the designated executive of the city manager's office, administer the public services department. The department consists of water, sewer, street, solid waste services, and custodial services.

(b) The duties of the director of public services shall include the following:

- (1) Plan, supervise, and coordinate the design, construction, operation and maintenance of water, sewer, street, solid waste and custodial services.
- (2) Schedule the most efficient use of manpower and equipment.
- (3) Review work in progress and upon completion.
- (4) Prepare estimates on construction jobs and related improvements.
- (5) Coordinate work of the divisions of the department.
- (6) Prepare and administer annual department budget and reports.
- (7) Supervise training, counseling and disciplining of personnel.
- (8) Prepare specifications and approve purchases of materials, supplies and equipment.
- (9) Confer with city manager on ordinances and policies.
- (10) Provide liaison support for contractual utility service of water, wastewater, and solid waste received from the North Texas Municipal Water District and other regional entities.

Sec. 2-69. - Chief information officer.

(a) The chief information officer shall, under the direction of the designated executive of the city manager's office, direct the operations of the city's information technology services department and provide leadership on the city's technology initiatives.

(b) The duties of the chief information officer shall include the following:

- (1) Manage the process of identifying and evaluating current and emerging technologies.
- (2) Evaluate and assess the technology needs of the city.
- (3) Develop recommendations on the allocation of technology resources.
- (4) Oversee the citywide technology procurement process.
- (5) Direct the implementation of technology initiatives.

- (6) Ensure that all city facilities and operations receive high-quality information technology support.
- (7) Coordinate closely with the Communications Department in overseeing and directing the city's external and internal WEB including design, content and application development to support all city departments.
- (8) Oversee and direct the geographic information system development and application to support all city departments and divisions.
- (9) Coordinate technology partnerships with vendors and the business community.
- (10) Manage, direct and enforce the city's information technology security efforts. Develop and enforce information services policies and procedures.
- (11) Prepare and administer annual department budget.

Sec. 2-70. - Director of engineering-capital projects.

- (a) The Director of engineering-capital projects shall, under the direction of the designated executive of the city manager's office, administer the operations of capital projects/engineering and facilities maintenance, and provide general control of the city's Capital Improvement Program.
- (b) The duties of the director of engineering-capital projects shall include the following:
 - (1) Direct and coordinate the city's development and implementation of the Capital Improvement Program.
 - (2) Coordinate the project planning, phasing and orderly development of the capital infrastructure of the City of Richardson.
 - (3) Monitor the funding for the Capital Improvement Program, golf account, water and sewer, street rehabilitation, general special projects, and development contract participation.
 - (4) Prepare recommendations for future street, drainage and bond program projects.
 - (5) Process/acquire necessary easements and rights-of-way.
 - (6) Administer use of floodplains, provide liaison with other Federal, State, and County governmental agencies and utility firms.
 - (7) Supervise and participate in review of engineering and development plans and contract documents of public works projects for capital projects and other city departments.

- (8) Provide construction inspection for public works construction projects.
- (9) Manage departments' annual operating budget.
- (10) Provide input for the Standard Specifications for Public Works Construction-North Central Texas Council of Government.
- (11) Oversee utility franchise and fiber optic right-of-way permits within the city.
- (12) Manage and oversee the city's drainage utility fund.
- (13) Manage and oversee the facilities maintenance division.

Sec. 2-71. - Director of transportation and mobility.

- (a) The director of transportation and mobility shall, under the direction of the designated executive of the city manager's office, administer the operations of traffic operations, traffic engineering, transportation planning and mobility programs. The director of transportation shall administer and manage intergovernmental relations on transportation issues and serve as the liaison to related transportation agencies.
- (b) The duties of the director of transportation and mobility shall include the following:
 - (1) Creates and oversees the implementation of long and short-range planning for transportation infrastructure and programs.
 - (2) Supervises traffic engineering reviews of roadway construction plans, schematics and traffic studies proposed by other state agencies, engineering firms, planners, and developers to determine proposed impact to city transportation system.
 - (3) Supervises engineering analysis to develop mobility and safety solutions to traffic conditions and provides oversight for traffic control plans.
 - (4) Supervises the design review and contract documents for engineering improvements and purchases for the construction or installation of signals.
 - (5) Management and oversight of the traffic signal systems and traffic management center.
 - (6) Manage and oversee the pavement marking and street signage program.
 - (7) Maintain and oversee crash records and analysis.
 - (8) Administers the City's street lighting program.

- (9) Supervises the active transportation program to include bike and pedestrian infrastructure design and implementation.
- (10) Management and oversight of neighborhood and school traffic programs.
- (11) Serves as liaison to all transportation-related agencies of the state, county, surrounding cities, Council of Governments, Dallas Area Rapid Transit, Chamber of Commerce, and local utility companies to coordinate transportation related programs and projects.
- (12) Prepares and administers annual departmental budget.

Sec. 2-72. - Director of communications.

- (a) The director of communications shall, under the direction of the designated executive of the city manager's office, administer the operation of the communications department. The director of communications shall plan and direct the communications, marketing, and public information activities for the city.
- (b) The duties of the director of communications shall include the following:
 - (1) Manage and direct all of the city's communications activities, except those associated with public safety, both internally and externally, ensuring consistency in messaging, and protection of the city brand.
 - (2) Administer and direct the communications department, directing and evaluating subordinates involved in the supervising and producing of video, print and electronic media for internal or external use.
 - (3) Prepare and present departmental reports, recommendations and budgets at stated intervals and when requested by the city manager's office.
 - (4) Confer with city manager, deputy city manager, assistant city managers, chief financial officer, department directors, and employees on communications strategies and key messages.
 - (5) Assist other city departments with the development of department-specific communications plans, policies and procedures, ensuring alignment with the city communications plan.
 - (6) Direct and manage the preparation of presentations, written/graphic support materials and video projects for the City Council and city manager's office.
 - (7) Direct the preparation of news releases as required and serve as the primary general media contact.

- (8) Assist city departments and division in the review of all publications produced for distribution to mass audiences.
- (9) Coordinate closely with Information Technology regarding content for the city's internet and intranet websites.
- (10) Manage the use of outside public relations, marketing or advertising agencies, as needed.
- (11) Assist with communications activities for city festivals and events. Assist with the planning of press conferences, city facility groundbreaking and ribbon-cuttings, and other communications-related events as appropriate.
- (12) Handle crisis communications on the city's behalf. Develop a crisis communications plan in conjunction with the Emergency Management Coordinator, recommend changes as needed. Train city departments and divisions on crisis response policies and procedures as needed.
- (13) Prepare applications for national, state and local awards and other public recognitions of city initiatives.
- (14) Prepare and administer annual department budget.

Sec. 2-73. - Biannual review.

On or before October 1, 2017, and thereafter on a biannual basis, the city council will review this administrative code to incorporate any needed changes since its last amendment.

Secs. 2-74 - 2-85. - Reserved."

SECTION 2. That all provisions of the ordinances of the City of Richardson in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Richardson not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 3. That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal or invalid.

SECTION 4. That this Ordinance shall take effect immediately from and after its passage, as the law and Charter in such case provide.

DULY PASSED by the City Council of the City of Richardson, Texas, on the 11th day of October 2021.



APPROVED:


MAYOR

CORRECTLY ENROLLED:


CITY SECRETARY

APPROVED AS TO FORM:



CITY ATTORNEY
(PGS:10-6-21:TM 125257)

