

City Council Meeting Handouts

November 6, 2023

- I. Recognition of Municipal Courts Week
- II. 2023-2025 Council Tactics
- III. Strategies to Promote Public Engagement
- IV. Update on 2021 Bond Program Parks Capital Projects

Municipal Courts Week



November 6, 2023

City Council

What is Municipal Courts Week?

The Texas Legislature designates the first full week of every November as Municipal Courts Week.

Purpose:

- ▶ To show appreciation for the dedicated municipal judges, court clerks, court administrators, prosecutors, bailiffs, and warrant officers who comprise the Texas municipal courts.
- ▶ To share with the public the important role that local courts and their personnel play in the criminal justice system and the larger community.
- ▶ Handles more Defendants than all other Courts combined

Municipal Court Overview

- ▶ **PURPOSE:**
 - ▶ Judicial branch of City Government
 - ▶ Provide for Safety and Quality of Life
- ▶ **JURISDICTION:** Class C Misdemeanors and City Ordinance Violations
- ▶ **MISSION:** Provide accessible forum for individuals to have their matter heard in a fair, unbiased, and efficient manner, while providing a high level of integrity, professionalism and customer service.
- ▶ **PERSONNEL:** Presiding Judge, Assistant Judges, Court Administrator, Court Operations Manager, Court Technology Manager, Senior Court Clerks, Deputy Court Clerks, Court Bailiffs and Prosecutor

Municipal Court Clerk Certification Program

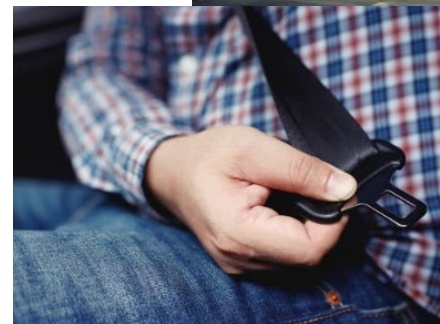
- ▶ To encourage professional development and educational growth within the court clerk profession.
- ▶ Program participants achieve certification upon successful completion of each of the three levels:
 - ▶ Level I (CCCI) (1 Richardson Clerk)
 - ▶ Level II (CCCII) (5 Richardson Clerks)
 - ▶ Certified Municipal Court Clerk (CMCC) (3 Richardson Clerks)
- ▶ Sponsored by:



TEXAS  STATE
UNIVERSITY[®]

Importance of Municipal Courts

- ▶ Enforce “less serious” offenses that are NOT insignificant
- ▶ Improve Safety & Quality of Life
- ▶ Deter Behavior related to:
 - ▶ Speeding
 - ▶ Impaired/Distracted Driving
 - ▶ Traffic Signal Violations
 - ▶ Seat Belt Violations
- ▶ City Ordinances





Municipal

Court Week

November 6-10, 2023



CITY COUNCIL RECOMMENDED 2023-25 TACTICS

City Council Work Session: November 6, 2023



INTRODUCTION

- City Council met on Saturday, September 16, 2023, to review and discuss its Statement of Goals, which includes:
 - Role of Council
 - Rules of Engagement
 - Vision, Goals and Strategies
- On October 23, 2023, City Council adopted its updated Statement of Goals via Resolution
- Tonight's briefing will provide the Council with a list of recommended Tactics that will aid in achieving the Council's Vision and Goals



TACTICS DEVELOPMENT CONSIDERATIONS

- The Tactics being shared tonight were developed with the following guidance:
 - City Council direction
 - Boards and Commission feedback
 - Resident's ideas and input
 - Business and institutional partners insights and suggestions
- Many Tactics are designed to help achieve multiple strategies; likewise, many are ongoing efforts that traverse Council terms due to their significant nature
- Some Tactics will not require Council action to implement; notwithstanding, regular status reports will be provided
- The Tactics presented tonight will not represent the complete work plan; many Tactics develop organically or in response to developments throughout the term and are added to the list of planned tactics and tracked as well

VISION

- Richardson is recognized and studied for being a well-run, professionally managed, forward-looking city, and for our ability to create a clean, safe, vibrant, diverse and inclusive community in which residents and all stakeholders enjoy high-quality amenities, arts, and entertainment.
 - Residents and visitors value our accessibility, the quality and variety of our city services, recreational opportunities, green spaces, housing, educational opportunities, retail choices, and transportation options
 - We have a thriving, diverse business community whose success is supported by a superior infrastructure, access to a talented, well-educated, and engaged workforce, a business-friendly environment, and easy access to the North Texas region

GOALS

- To effectively, efficiently, and transparently manage city resources while maintaining and enhancing city services
- To have residents and all stakeholders choose Richardson as the best place to locate, contribute, and engage
- To have clear, effective, efficient, continuously improved, and consistently applied processes and policies that make it easy for residents, employees, and all stakeholders to interact with the City
- To have well-trained, engaged, and innovative employees who deliver an exceptional customer experience while working in a safe, inclusive, and equitable environment

STRATEGIES

1. Attract, develop, and retain high-quality, innovative employees
2. Document and continuously improve business processes
3. Improve access, usability, and user experience with policies, processes, and procedures
4. Promote an innovative approach to business processes
5. Ensure systems are safe and secure
6. Continue to explore unique opportunities to attract and retain residents and all stakeholders
7. Promote economic development that benefits the whole city
8. Promote avenues for public engagement and input
9. Work to maintain a balance between responsible neighborhood integrity and the regulatory environment
10. Leverage our regional leadership position to positively impact County, State and Federal issues
11. Maintain strong fund balance and bond rating
12. Value, protect, and create a positive return on City, resident, and other stakeholder investments in the City
13. Leverage county, state, and federal opportunities

ONGOING TACTICS

- Advance City Hall and Library projects – on time, within budget
- Complete renovation of the Animal Shelter and Fire Station 5, including public art selection and installation
- Implement Years 3 & 4 of the 2021 Bond Program
- Advance the Arapaho Station Master Developer RFP
- Complete expansion of the 825 Pressure Zone
- Continue coordination with DART, NCTCOG and other community partners on construction of Silver Line Rail and Cotton Belt Trail projects
- Further implementation of legacy software systems (Tyler Employee Recruitment Module, Utility Billing, Cashiering and EnerGov/Building Inspection)
- Complete renovation of Sherrill Park Course #2
- Transition to new city-wide radio system

ONGOING TACTICS

- Complete Envision Richardson Comprehensive Plan Update
 - Explore potential zoning changes to encourage diverse housing options throughout the City
- Major planning initiatives:
 - Facilities Generator Master Plan (underway)
 - Water Master Plan (underway)
 - Solid Waste Services Master Plan (underway)
 - Library Strategic Plan (underway)
 - Fire Services Master Plan (commences January 2024)
 - Aquatics Master Plan (commences Q1 2024)
 - Cultural Arts Master Plan (commences in Q1 2024)
 - Convention & Visitors Bureau Strategic Plan (commences Q1 2024)
 - Community Services Strategic Plan (commences Q1 2024)

ATTRACT, DEVELOP, AND RETAIN HIGH-QUALITY, INNOVATIVE EMPLOYEES

- Explore additional opportunities for more staff events to focus on organizational culture development
- Perform comprehensive compensation analysis on an annual basis to sustain market competitiveness
- Continue implementation of multi-year sustainability strategies to CORPlan, which balances competitiveness with financial stability
- Develop customized recruitment and retention strategies for difficult to fill positions and to enhance diverse applicant pools
- Explore cross-training and promotional paths for various positions that rewards advanced training and accumulated experience to increase employee retention
- Evaluate options for partnering with the City of Plano on updating the Police Training Center

DOCUMENT AND CONTINUOUSLY IMPROVE BUSINESS PROCESSES

- Explore codification of processes in relation to Council appointments, training, etc.
- Explore a policy related to virtual attendance for Council
- Discuss a pothole repair policy
- Evaluate standard construction details and design standards, consider enhancements to maximize value of infrastructure and extend the life cycle
- Develop a simplified and streamlined approach to special event and alcohol sales permitting

IMPROVE ACCESS, USABILITY, AND USER EXPERIENCE WITH POLICIES, PROCESSES, AND PROCEDURES

- Discuss creation of a GIS map accessible to everyone to show all infrastructure, planning, etc.
- Begin preparation for 2025 Charter Review
- Develop a comprehensive City Fee Ordinance – combine all fees into one ordinance
- Conduct review of Code of Ethics
- Launch cor.net enhancements to ensure a modern, contemporary platform that provides exceptional access and user experience

PROMOTE AN INNOVATIVE APPROACH TO BUSINESS PROCESSES

- Develop a comprehensive philanthropy and sponsorship guide for City opportunities, to include assets, sponsorship levels, packages, and pricing
- Explore ticketed event pricing options to increase accessibility, attendance, security, safety and attendee satisfaction
- Review current facility rental processes and contracts to streamline requests
- Explore third party vendor to facilitate management of the City's Backflow Program

ENSURE SYSTEMS ARE SAFE AND SECURE

- Conduct Cybersecurity Awareness Training via monthly newsletters, annual training, and periodic testing
- Enhance Cybersecurity best practices
- Conduct continuous Information Technology infrastructure upgrades, patching, and technology refresh ensuring continued vendor support and security
- Complete security and access upgrades at city facilities

CONTINUE TO EXPLORE UNIQUE OPPORTUNITIES TO ATTRACT AND RETAIN RESIDENTS AND ALL STAKEHOLDERS

- Explore opportunities for more multi-cultural events
- Explore new resources/programming to welcome new residents/businesses to the City and familiarize them with the community
- Evaluate additional placemaking initiatives throughout the City with wayfinding and public art
- Complete and activate open space projects at Apollo/Plano, Belt Line/Glenville, Main/Interurban
- Activate disc golf course and begin programming efforts

PROMOTE ECONOMIC DEVELOPMENT THAT BENEFITS THE WHOLE CITY

- Ensure equitable distribution of economic opportunity and city amenities/services across the City
- Discuss options for economic development at the Spring Valley Corridor
- Create a plan to target businesses for relocation to Richardson
- Look at opportunities to further celebrate diversity and make it an economic driver

PROMOTE AVENUES FOR PUBLIC ENGAGEMENT AND INPUT

- Explore the creation of a board to celebrate and promote diversity, inclusion, accessibility, etc.
- Conduct an evaluation and alignment of current boards and commissions
- Engage community and customers through utilization of the new Library outreach van
- Launch the capital campaign for relocation of Ms. Belle's House to Huffhines Park
- Develop strategy for hosting open houses regarding bond and capital improvement programs

WORK TO MAINTAIN A BALANCE BETWEEN RESPONSIBLE NEIGHBORHOOD INTEGRITY AND THE REGULATORY ENVIRONMENT

- Create a new educational workshop series and neighborhood awareness campaign focused on enhancing the curb appeal of residential properties and stressing the importance of basic maintenance
- Develop an interactive map that allows stakeholders to track the status of code violations
- Explore options for expanding the street median maintenance/enhancement program
- Provide status report on Year 1 of short-term rental program; evaluate opportunities to enhance if appropriate
- Evaluate updates to the City's health and animal services codes

LEVERAGE OUR REGIONAL LEADERSHIP POSITION TO POSITIVELY IMPACT COUNTY, STATE AND FEDERAL ISSUES

- Discuss how to impact our state representatives in order to maintain local control
- Work with the NTMWD and other regional partners to ensure adequate water supply and sewer treatment capacity in the future; further the Customer City premium discussion
- Coordinate with DART on community needs as part of its Strategic Plan development process
- Take an active role in the NCTCOG's Regional Transportation Study
- Collaborate with TxDOT on the US75 Technology Lanes & Traffic Management Plan

MAINTAIN STRONG FUND BALANCE AND BOND RATING

- Prepare for annual bond issuance/bond rating agency meetings to continue capital project implementation
- Review outstanding debt annually for future refunding opportunities
- Annually evaluate property tax exemptions in conjunction with financial policies
- Evaluate utility/enterprise rate structures to stay competitive within the market and set rates to maintain a 90-day fund balance
- Maintain multi-year capital improvement plan; update annually

VALUE, PROTECT, AND CREATE A POSITIVE RETURN ON CITY, RESIDENT, AND OTHER STAKEHOLDER INVESTMENTS IN THE CITY

- Discuss environmental initiatives
- Renew League of American Bicyclists' Bicycle Friendly Community status; discuss process to attain a silver-level bike-friendly designation
- Implement a multi-prong approach to educate the public and reduce litter in Richardson's public spaces
- Develop construction standards and policies regarding tree placement and protections that reduce the impact of construction projects on existing trees; discuss process to attain Tree City Certification

LEVERAGE COUNTY, STATE, AND FEDERAL OPPORTUNITIES

- Explore opportunities for federal and state housing grants
- Discuss active participation in regional homelessness events and organizations
- Strengthen relationships with school districts for events and programs
- Coordinate with TxDOT, NCTCOG and other stakeholders along the US 75 Corridor as part of the US 75 – Tech Lane Project

NEXT STEPS

- Receive City Council feedback and suggestions
- Add Tactics to the Council's Statement of Goals online
- Coordinate with staff on implementation schedules and timelines
- Planned Winter 2023/2024 Work Plan
 - Explore the creation of a board to celebrate and promote diversity, inclusion, accessibility, etc.
 - Explore codification of processes in relation to Council appointments, training, etc.
 - Explore a policy related to virtual attendance for Council
 - Discuss a pothole repair policy
 - Renew League of American Bicyclists' Bicycle Friendly Community status; discuss process to attain a silver-level bike-friendly designation
 - Activate disc golf course and begin programming efforts

Board Creation Discussion

City Council Meeting

Oct. 23, 2023

City Council Tactic

- Explore the creation of a board to celebrate and promote diversity, inclusion, accessibility, etc.

Overview

Process Review



```
graph TD; A[Process Review] --> B[Establish Purpose and Charge]; B --> C[Proposed Timeline]; C --> D[Discussion];
```

Establish Purpose and Charge

Proposed Timeline

Discussion

Process Review



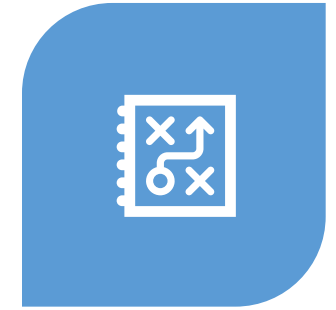
ESTABLISH A CLEAR
PURPOSE AND CHARGE



RECRUIT DIVERSE
MEMBERS



PROVIDE TRAINING
AND SUPPORT



DEVELOP A STRATEGIC
PLAN



ESTABLISH A CLEAR
PURPOSE AND CHARGE



DRAFT Purpose and Charge

- Define **Role**
- Initial **Goals**

Role / Purpose:

DRAFT Purpose and
Charge



- The commission, which shall be representative of our diverse community, shall act in an advisory capacity to the City Council in matters pertaining to advancing harmony in the community, encouraging inclusion and participation by all stakeholders, and furthering the City's engagement and outreach on issues such as diversity, inclusion, engagement, and accessibility.

Initial Goals / Responsibilities:

DRAFT Purpose and
Charge



- Work to advance unity, understanding and collaboration with ever changing diverse stakeholders
- Promote inclusion and participation of all stakeholders in our diverse community
- Assist all stakeholders in gaining a working knowledge of the City government and the community
- As directed by the City Council, review plans, programs, projects, and services
- Support the City's efforts in soliciting feedback from all stakeholders of our diverse community
- Assist with developing a diverse group of engaged leaders who are representative of the community

Creation and Establishment

Representation

Service

Eligibility

Name Considerations

Representation

- The commission shall consist of nine (9) Council-appointed members.
- Commission composition:
 - Chair (1)
 - Vice-chair (1)
 - Members (7)
- City Council Liaison?

Service

- Members shall be appointed to serve two (2) year terms.
- No member shall be appointed to serve more than four (4) consecutive two (2) year terms.

Eligibility

- Must be a qualified voter.
- Must have been a resident of Texas for at least one (1) year.
- Must be a residents of the city for at least six (6) months immediately prior to the date of appointment.
- Must hold no elected public office.
- Must not be in arrears in taxes or other liability due the City.

Name Considerations

Best Practices

- **Clarity and Relevance:**
 - Reflects the purpose or mission of the group
- **Short and Simple**
 - Easier to remember and more user-friendly
- **Acronyms**
 - Can be useful
 - Can also be confusing if not well-known or relevant to the group's purpose
- **Future Proofing**
 - Will it still make sense and be relevant as the group evolves

Name Considerations

Naming Examples

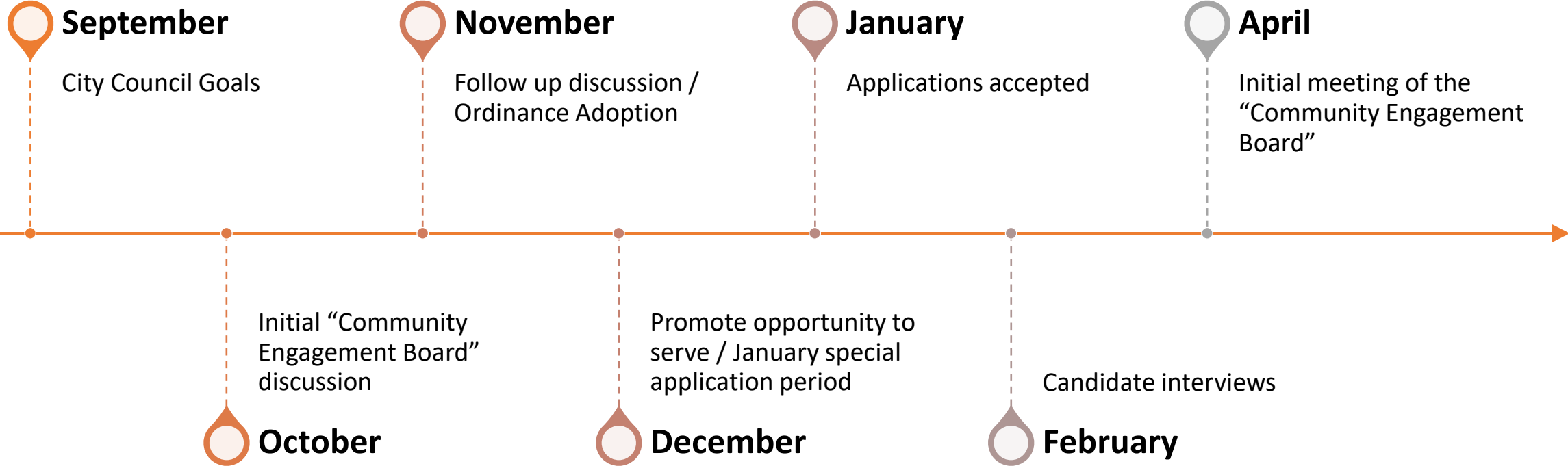
- Multicultural Outreach Roundtable
- Community Engagement Advisory Board
- Diversity, Equity, and Inclusion Commission
- Equity, Diversity and Inclusion Council
- Community-based Leaders for Equity, Diversity and Inclusion Council
- Chief's Advisory Committee
- Community Inclusion Advisory Committee
- Unity Council

Name Considerations

Naming Options

- Accessibility Inclusion Diversity and Engagement Commission (AIDE)
- Accessibility and Diversity Commission
- Community Diversity Engagement Commission
- Community Inclusion and Engagement Commission
- Multi-Cultural Accessibility Diversity and Engagement Commission (MADE)

Timeline



Administrative support

- The City Manager's office will provide the committee with appropriate and necessary administrative support to assist it in its endeavors and in the exercise of its duties.
- Communication Department to Serve as Commission Liaison

Discussion

PARKS AND RECREATION
Update on the
2021 Bond Parks Capital Projects
And Proposed Names

Richardson City Council
Nov 6, 2023



Overview

- Park Naming Background
- Apollo Road Property
- Glenville Drive Property
- Interurban Property
- Playground Projects

City Council Tactic

- Complete and activate open space projects at Apollo/Plano, Belt Line/Glenville, Main/Interurban

Park Naming Background

- The Parks and Recreation Commission is tasked with recommending park names to City Council
- Richardson has historically named parks for geographic features
- We do consider naming amenities within a park for individuals

Park Naming Background

- The 825 Pressure Zone project at Point North Park highlighted a potential inconsistency in our park naming practices
- The City Attorney was tasked to assess all our park sites, researching:
 - Purchase resolutions
 - Deeds
 - Ownership status
- The full inventory produced by the City Attorney is available to citizens online
- At this time, we do not recommend renaming any parks; this would likely cause more confusion
- When naming parks/open space in the future, we will be strategic and avoid calling any property we do not fully control a park

Apollo Road Property

- 2021 Bond Project
- \$1.25M
- Phase 1 of activation
- Multi-use fields and a parking lot



Master Plan Concept for Apollo Road Property

Apollo Road Property

- Project is 90% complete
- Anticipated opening for use in Spring 2024



Current Site Condition 10-17-2023



Aerial Site Photo Prior to Grass Seeding

Apollo Road Property -Naming

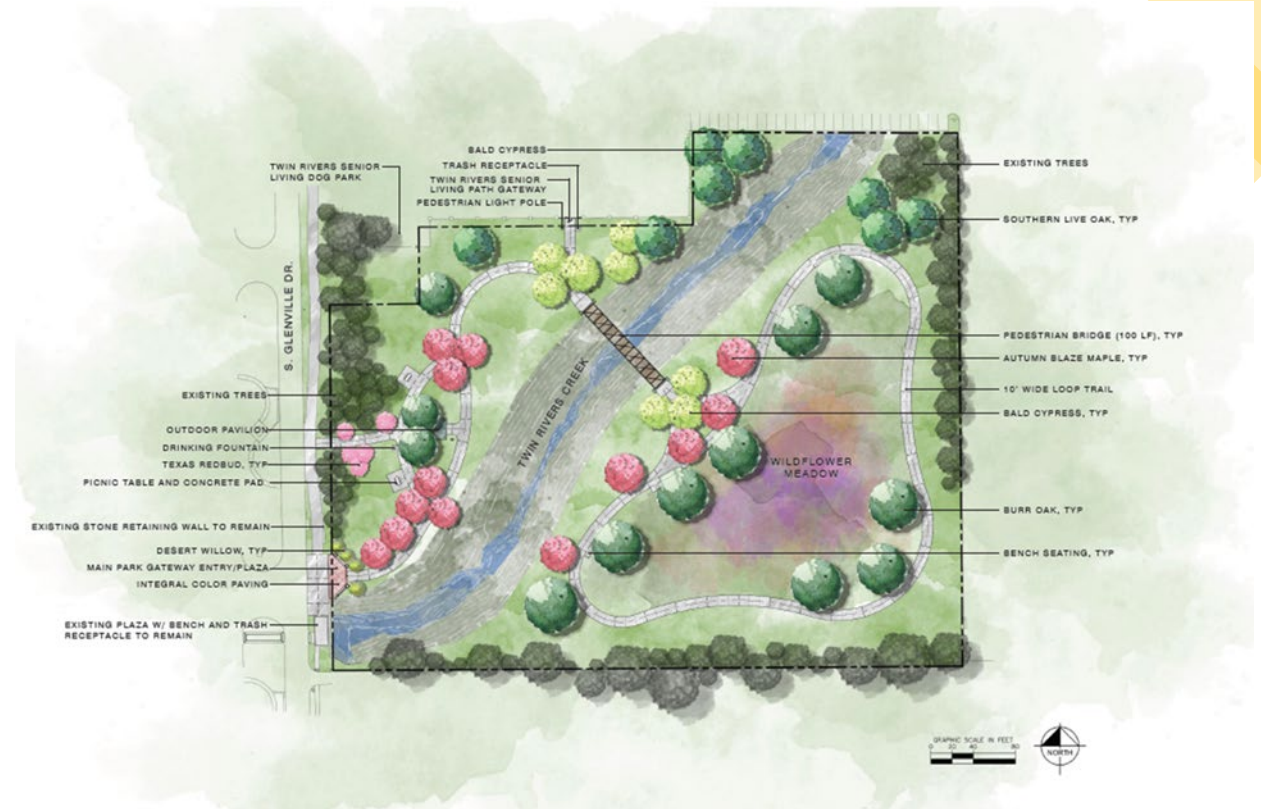
- At the October 10, 2023 meeting of the Park and Recreation Commission, the commissioners voted to recommend that this property be named:

Apollo Park

- An action to formally name this park will be on the consent agenda Nov 13, 2023

Glenville Drive Property

- 2021 Bond Project
- \$2.1M
- Approximately 5.5 acres
- Construction began Oct 2
- Park anticipated to open next Fall
- Passive use park with walking trail, pavilion, and wildflower meadow



Glenville Drive Property Concept

Glenville Drive Property



Current Site Conditions 10-17-2023

Glenville Drive Property - Naming

- At the October 10, 2023 meeting of the Park and Recreation Commission, the commissioners voted to recommend that this property be named:

Twin Rivers Park

- An action to formally name this park will be on the consent agenda Nov 13, 2023

Interurban Property



Conceptual Rendering

- Approximately 2.5-acre urban park with plaza space, seating, landscaping, and food truck space
- Located on DART Property
- \$5.4M budget
- Contract for construction scheduled to come before City Council on Nov. 13

Interurban Property



Site Conditions 10-17-2023

Interurban Property - Naming

- At the October 10, 2023 meeting of the Park and Recreation Commission, the commissioners voted to recommend that this property be named:

Interurban Common

- An action to formally name this park will be on the consent agenda Nov 13, 2023

Playgrounds

- Recently completed playground renovations:
 - Berkner Park
 - Terrace Park



Terrace Park Playground



Berkner Park Playground

Playgrounds

- Breckinridge Playground In Progress
 - Anticipated completion: Nov 2023



Playgrounds

- Upcoming (FY24) playground renovations:
 - Woods Park
 - Woodland Park



Woods Park Concept



Woodland Park Concept



RICHARDSON

PARKS & RECREATION