

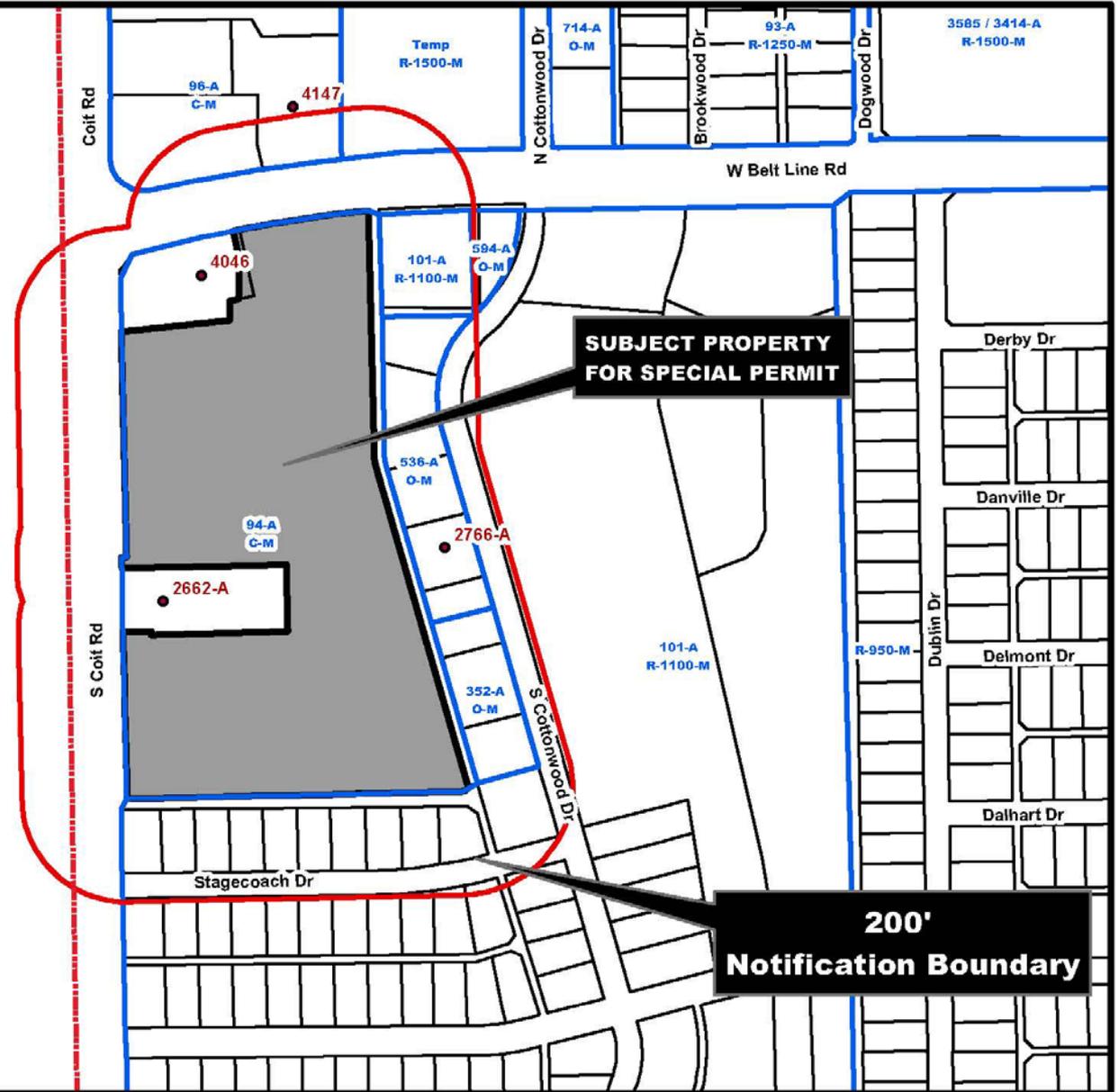
City Council Work Session Handouts

March 28, 2016

- I. Review and Discuss Zoning File 16-03
- II. Review and Discuss Variance 16-01
- III. Review and Discuss Records Management Program Update
- IV. Review and Discuss the Planned Intersection and Roadway Improvements in Richardson

Agenda Item 5
Zoning File 16-03
Special Permit
(Temporary Open Air Market)

ZF 16-03



ZF 16-03 Notification Map

Updated By: shacklett, Update Date: February 15, 2016
File: DSIMapping\Cases\212015ZF1603\ZF1603 notification.mxd

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.



ZF 16-03



ZF 16-03 Aerial Map

Updated By: shackleltd. Update Date: February 15, 2016
File: DSMMapping\Cases\212015ZF1603\ZF1603.ortho.mxd

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Cottonwood Drive

Belt Line Road

Temporary
Open Air
Market Area

Coit Road

Oblique Aerial
Looking East

Agenda Item 6
Variance 16-01
Campbell Plaza Center
(parking)



Subject Property

Nantucket Dr

W Campbell Rd

**VAR 16-01 Campbell Plaza Center
581 W. Campbell Road**



Permitted Retail Uses	Required Parking Ratio
Bowling Alley	6 spaces / lane
Church or Place of Worship	1 space / 3 seats
Furniture or Appliance Store	1 space / 500 s.f.
Recreation, Private (Health Club, Dance or Martial Arts Studio, etc.)	1 space / 100 s.f. excluding locker rooms
Restaurant	1 space / 100 s.f.
Retail up to 10,000 s.f.	1 space / 333 s.f.
over 10,000 s.f.	30 spaces for 1st 10,000 s.f., plus 1 space / 200 s.f. for remainder
over 100,000 s.f.	10% reduction in required parking is permitted
Movie Theater	1 space / 3 seats
Office (incl. banks)	
Offices up to 75,000 s.f.	1 space / 250 s.f.
over 75,000 s.f.	1 space / 300 s.f.

Proposed Ratio:

1 space/ 250 sq. ft. of floor area for the entire center.

Per the proposed ratio:

Spaces required by code: 90 sp.

Spaces Provided 91 sp.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
8:00 – 10:00 AM	8	11	7 (lowest)	12	7 (lowest)	9	10
12:00 – 1:00 PM	18	20	14	22	20	21	18
6:00 – 7:00 PM	24	19	26	27	24	23	26
7:00 – 8:00 PM					38 (53 vacant)	25	



Records Management Update

City Council
March 28, 2016

City of Richardson
City Secretary's Office



Overview

- Updates
- Definitions
- Requirements
- History
- Retention & Destruction
- Records Center
- Records Liaison Officers
- Training
- Next Steps



Updates

- Added definitions
- Designated Records Management Officer (RMO) and defined role
- Designation of Records Liaison Officers (RLO)
- Defined roles of Department Directors and RLO's
- Updated state law references
- Specify adoption of state records control schedules



Definitions

- **Records** – All documents, papers, letters, books, maps, photos, sound/video recordings, microfilm, magnetic tape, electronic media, regardless of physical form or characteristic and regardless whether public access to it is open or restricted under the laws of the state, created or received by the city or any of its officers or employees pursuant to law or in the transaction of public business.
- **Records Management** – The management of records for the entire life cycle; creation to destruction.
- **Records Control Schedule** – A document prepared by the Records Management Officer and approved by the Texas State Library and Archives Commission (TSLAC) listing the records maintained by the City and establishing a minimum retention period.
- **Retention Period** – The minimum time that must pass after the creation, recording, or receipt of a record, before it is eligible for destruction.



Requirements

- The Texas Local Government Records Act was adopted in 1989; Local Government Code, Chapters 201-205
 - Local Governments designate a Records Management Officer (req. June 1990)
 - Establish a Records Management Program (req. June 1991)
 - Develop or adopt Records Control Schedules approved and filed with the State
 - Comply with destruction methods and requirements



History

- Records Management Program established August 1987 by Ord. No. 2615-A
- Specific Records Management Officer designated March 1990 by Res. 90-08
- Records Management Program updated and Records Management Officer designated by position January 1992 by Ord. No. 2870-A and Res. No. 92-02
- State Retention Scheduled adopted April 2011 by filing with TSLAC



COR Retention Schedules

- **EL** – Records of Elections ([City Secretary](#))
- **GR** – General Government Records ([City-wide](#))
- **HR** – Records of Public Health Agencies
([Health/Animal Control/Hospital Authorities](#))
- **LC** – Justice/Municipal Courts ([Court/PD](#))
- **PS** – Public Safety Agencies ([PD/FD](#))
- **PW** – Public Works & Services
([P&Z, Traffic, Eng., Streets, Parks & Rec, Public Broadcasting, etc.](#))
- **TX** – Property Taxation ([Tax/Finance](#))
- **UT** – Utility Services ([Water/Wastewater/Solid Waste](#))



Annual Destruction

- Destruction of records is conducted annually
 - Onsite at Records Center
 - Shredding Company
 - Overseen by Records Management Coordinator
 - Boxes are pulled for destruction based on the retention dates entered in system by department staff



Records Center



- Records Center is located in the Municipal Courts building on Campbell Road



- Records Management Coordinator oversees all Records Center activity



Records Center

- Maintain 1,697 boxes at the Records Center
- Check in an average of 285 boxes per year
- Dispose of an average of 760 boxes per year



Records Liaison Officers



- Each department director is responsible for designating at least one Records Liaison Officer for their department
- The officer is responsible for maintaining the department records and attending training



Annual Training and Professional Development

- City Secretary staff attends annual training through the Association of Records Managers and Administrators (ARMA), Texas Municipal Clerks Association (TMCA), and training offered by the state
- Staff also provides training to Records Liaison Officers and department staff annually through classes and one-on-one training



Next Steps

- April 11 – Ordinance for adoption
- April 18 – Proclamation recognizing Records Management Month
 - Records Liaison Officers accepting



Questions?



Planned Intersection and Roadway Improvements in Richardson

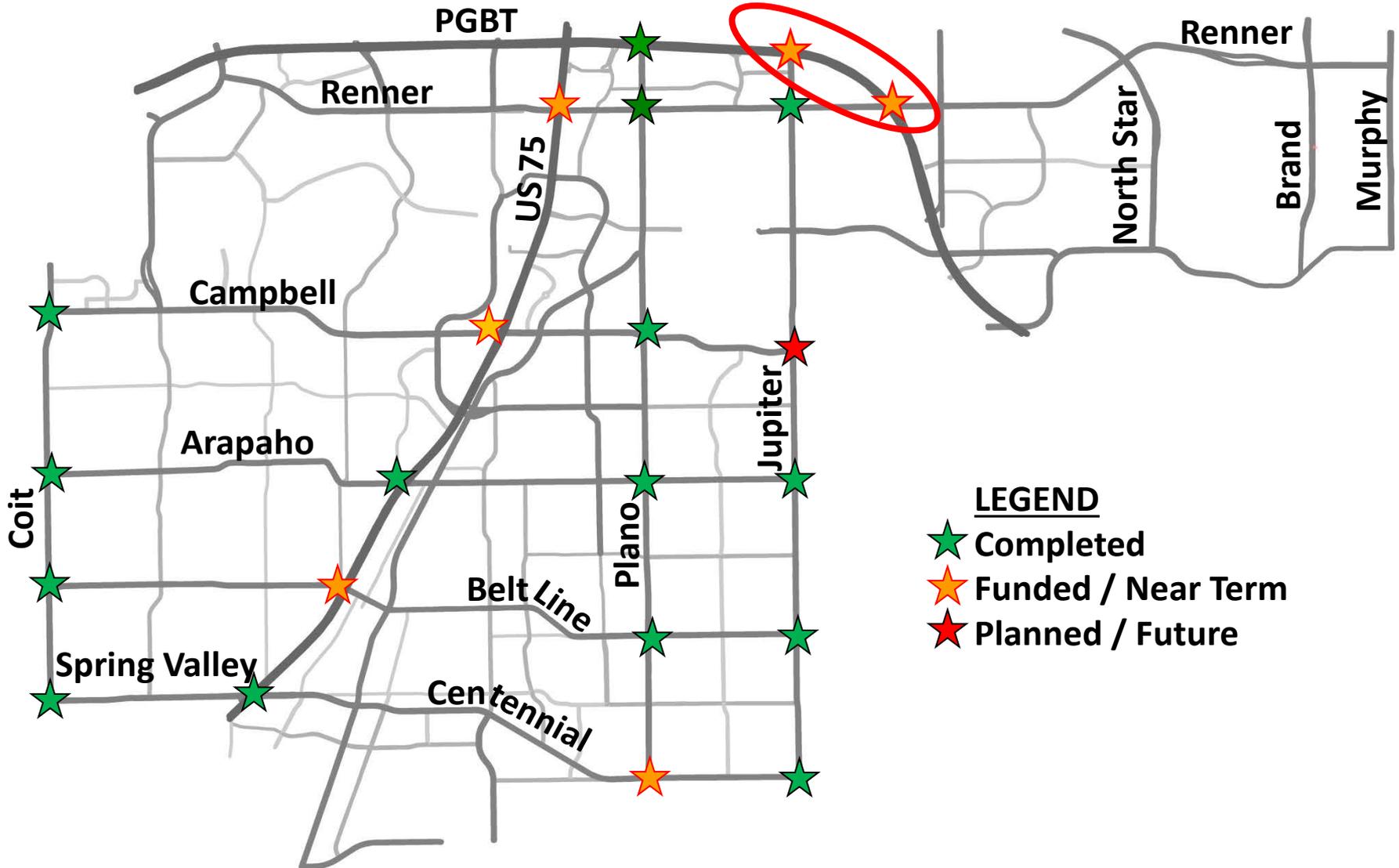
**City Council Meeting
March 28, 2016**



Presentation Outline

- Planned Intersection / Roadway Improvements
 - Jupiter at PGBT
 - Renner at PGBT
- Scope and Schedules
- Summary

Location of Intersection Improvements





Jupiter at PGBT

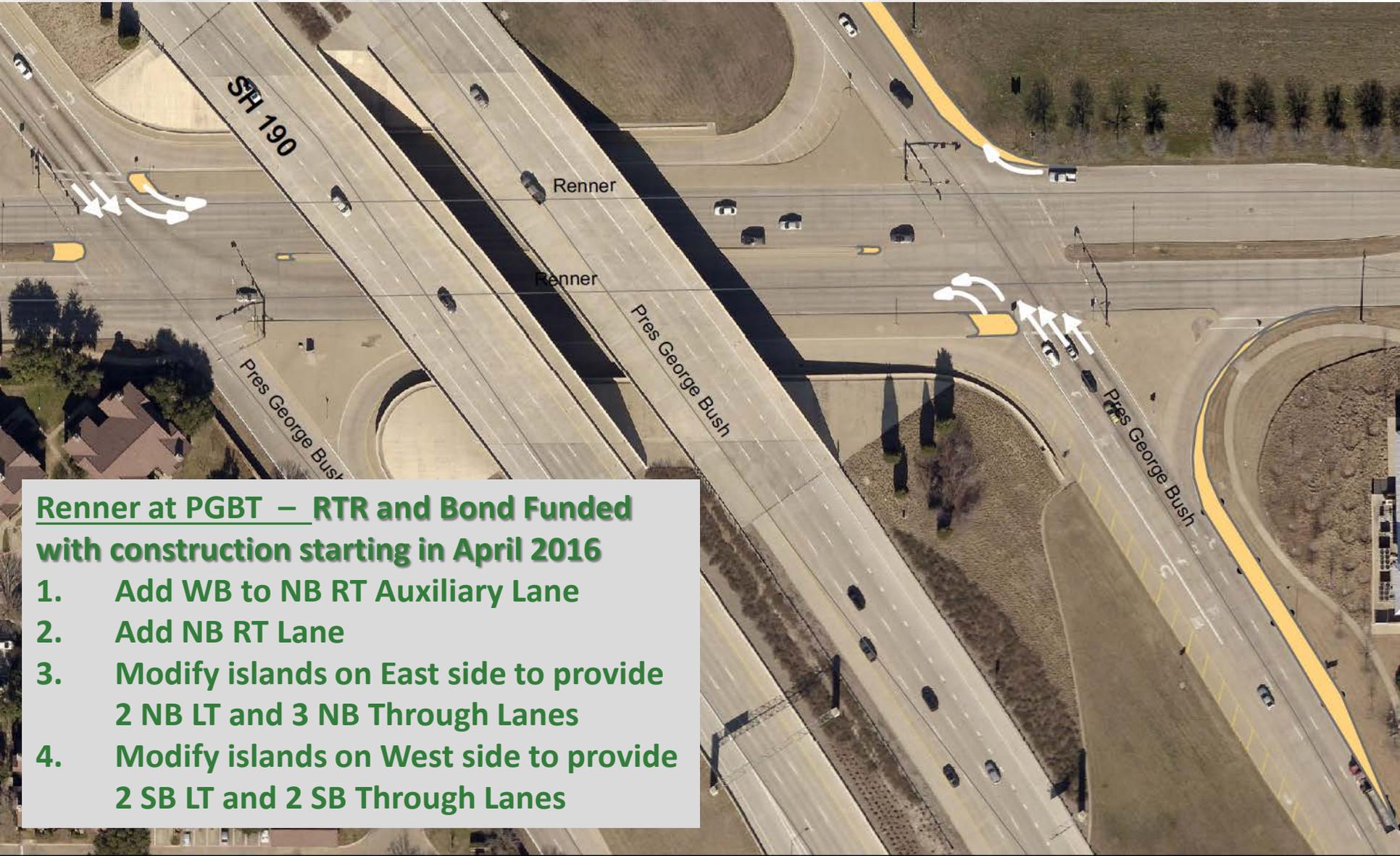


Jupiter at PGBT – RTR and Bond Funded with construction starting in April 2016

1. Extend EB RT Lane and EB LT Lane
2. Modify islands to provide 2 EB LT, 2 EB Through Lanes and 1 RT Lane
3. Add NB RT Lane



Renner at PGBT



Renner at PGBT – RTR and Bond Funded with construction starting in April 2016

- 1. Add WB to NB RT Auxiliary Lane**
- 2. Add NB RT Lane**
- 3. Modify islands on East side to provide 2 NB LT and 3 NB Through Lanes**
- 4. Modify islands on West side to provide 2 SB LT and 2 SB Through Lanes**

Scope and Schedule

- Utility relocations – nearly complete
- Traffic Signal Ped Pole Relocations
 - Conduit bores for underground conduit started in March
 - New Ped Pole foundations and relocations to begin in April
- Street Paving & drainage inlets (60 – 90 days)
 - Begin in late April
 - Complete in late July
- Median and Island Paving, ADA Ramps etc. (30 days)
 - Begin after street paving work
 - Complete in August

