

City Council Work Session Handouts

October 3, 2016

- I. Review and Discuss Overview of National Association of Town Watch's National Night Out Against Crime on Tuesday, October 4, 2016
- II. Review and Discuss the Code of Ethics Ordinance Renewal
- III. Review and Discuss Proposed Civil Service Rule Changes
- IV. Review and Discuss the Multiculturalism Partnership Initiative



City Council Ethics Ordinance Review

City Council Briefing: October 3, 2016



Background

- Code of Ethics was adopted September 27, 2010
- Biannual review required in the ordinance
 - Renewal required by October 27, 2016
- Ordinance Features
 - Purpose
 - Title/Application
 - Definitions
 - Standards of Conduct
 - Additional Standards
 - Disclosure of Substantial Interest
 - Complaints Against Officers
 - Violations
 - Interpretation of Content
 - Review



Title/Application

- Applies to the City Council and all City Boards and Commissions
- Applies to City officers while the person holds the position/office
- City employees are not covered in the ordinance
 - “The standards of conduct for employees are governed by the City of Richardson Personnel Policies and City Charter.”



Ethical Standards

- **No Officer of the City or relative thereof shall:**
 - **Have a financial interest in the sale of land to the City**
 - **Ownership interest greater than 10%**
 - **Participate in a vote or decision on any matter in which the officer has a substantial interest**
 - **Request or appear on behalf of private interests**
 - **Excluding homeowner or neighborhood associations**
 - **Accept any gift that might influence decision making**
 - **Exceptions listed in Section 2-4 (d) (1-12)**



Ethical Standards

- **No Officer of the City or relative thereof shall:**
 - **Use official position to secure special privileges or benefits**
 - **Grant special consideration, treatment or advantage to any citizen**
 - **Disclose confidential information**
 - **Engage in outside activities which will conflict with the person's official position and/or duties**
 - **Use City supplies, personnel, property, equipment or facilities for any purpose other than official City business**



Additional Standards

- **No member of the City Council may vote on any funding request for a nonprofit in which the person is a board member**
- **No member of the City Council may appear on his/her own behalf before City Council, a board, a commission, or a committee**
- **No member of the City Council, City Plan Commission or Board of Adjustment shall participate in , or vote on, any land use matter in which such officer has a substantial interest in any real property within 200 feet of the real property, the subject of the land use matter**



Disclosure of Substantial Interest

- Any officer who has a substantial interest in any matter pending before the City Council, a board or a commission of which the officer is a member must file an affidavit stating the nature and extent of the substantial interest before a vote or decision on such matter
- Officer must also abstain from participation in such a matter



Complaints Against Officers

- To be considered, a written complaint shall be filed with the City Secretary's Office.
 - Must be sworn to before a notary public
 - Must describe the specific details of the complaint
 - May not be anonymous
- Subsequent to an official complaint being received by the City Secretary, an investigation is commissioned in accordance with Sections 2-7 (a-g)
- Once an official complaint is resolved, the City Council may take any one or more of the actions outlined in Sections 2-8 (1-6) in an open meeting



Next Steps

- **Accept City Council feedback and direction about renewal of the ethics ordinance.**
- **Prepare an ordinance for City Council consideration/action on October 10, 2016 agenda.**





Proposed Civil Service Rule Changes

City of Richardson
Human Resources

- October 3, 2016



General Background on Civil Service Rules

- In 1969, City Council appointed a Civil Service Board to promulgate rules and procedures to run the Civil Service system
- Purpose of rules are to set principles and procedures to be followed by City management/administration
- Civil Service Rules augment Article 9 and 10 of City Charter



General Background on Civil Service Rules

- Civil Service Rules govern the regulations and processes regarding...
 - Recruitment
 - Probationary periods
 - Promotions
 - Disciplinary actions
 - Disciplinary appeals
 - Civil Service Board administration
 - Other ancillary related areas...



Process for Changing Rules

- City management/Human Resources (HR) propose rule changes
- Review changes w/board attorney
- HR shares proposed rules with City Manager's Office for initial approval & feedback
- Proposed rules shared again with Department Heads
 - Dept. Heads reminded of internal policy to share proposed rules with employees



Process for Changing Rules

- Proposed changes shared with Civil Service employees
 - Employees allowed to ask questions regarding proposed changes with dept. head
 - Employees allowed to sign up to speak with Civil Service Board regarding proposed changes
- Proposed rules introduced to the Board
 - Employees allowed opportunity to speak to Board on proposed changes



Process for Changing Rules

- Board determines to accept or reject proposed changes or to request more information related to the change(s)
 - If Board accepts changes, the board will recommend to the City Council to adopt the revised rules.
- Council approves/rejects proposed changes



Update Needs

- Updates due to changes in newly adopted City Charter (November, 2015)
 - Various language clean up/updates
 - (e.g. replaced the word “officer” with “department head”)
 - General administrative updates
 - How often board meets
 - Changes made to reflect current board practices



Update Needs

- Updates due to Department Head input:
 - Changes to allow administrative flexibility through...
 - **Changes in City recruitment processes/activities** (e.g. allow for expanded applicant pools, elimination of lengthy applicant bans, change the length of time an “entry eligibility list” is live for Fire Department)
 - **Changes in promotional procedure updates** (e.g. acknowledge seniority among sworn ranks in Police Dept., clarification of when promotional eligibility lists become live, allow management flexibility to conduct promotional testing when anticipated vacancies will occur, etc.)



Update Needs

- Changes due to Department Head input (cont.):
 - Changes to allow administrative flexibility through...
 - **Administrative clarification of what employee leave category cannot be included in initial and promotional probationary periods**
 - **Eliminated administrative repetitiveness** (e.g. FMLA verbiage eliminated, pre-employment drug screen verbiage eliminated, etc.)



Results of Civil Service Board Meeting

- Civil Service Board met on September 8, 2016
- No employee signed up to speak to the board
- Board unanimously recommends Council approval of all proposed changes to Civil Service Rules



Next Steps

- Civil Service proposed rule changes will be listed for consideration on October 10, 2016.



Questions?





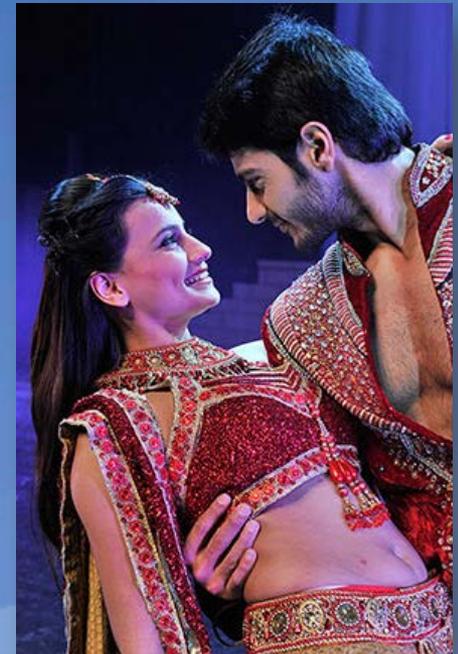
Multiculturalism Partnership Initiative

City Council Meeting
October 3, 2016



Overview

- City Council Vision and Goal
- Current Recognitions, Programs and Events
- Proposed Areas of Enhancement
- Next Steps



Council Vision Excerpt

“The City of Richardson is a clean, safe, vibrant, and inclusive community in which residents and businesses enjoy a high quality of life and are proud to call “home.”

All of our stakeholders enjoy superior, responsive city services....”



Council Goals

- 2015 – 2017 City Council Statement of Goals
 - Increase the Sense of Community
 - Tactic: “To define, explore, and enhance multiculturalism within the community”
- Purpose of this briefing:
 - Recommend ways to enhance existing strategies to recognize and celebrate multiculturalism within Richardson

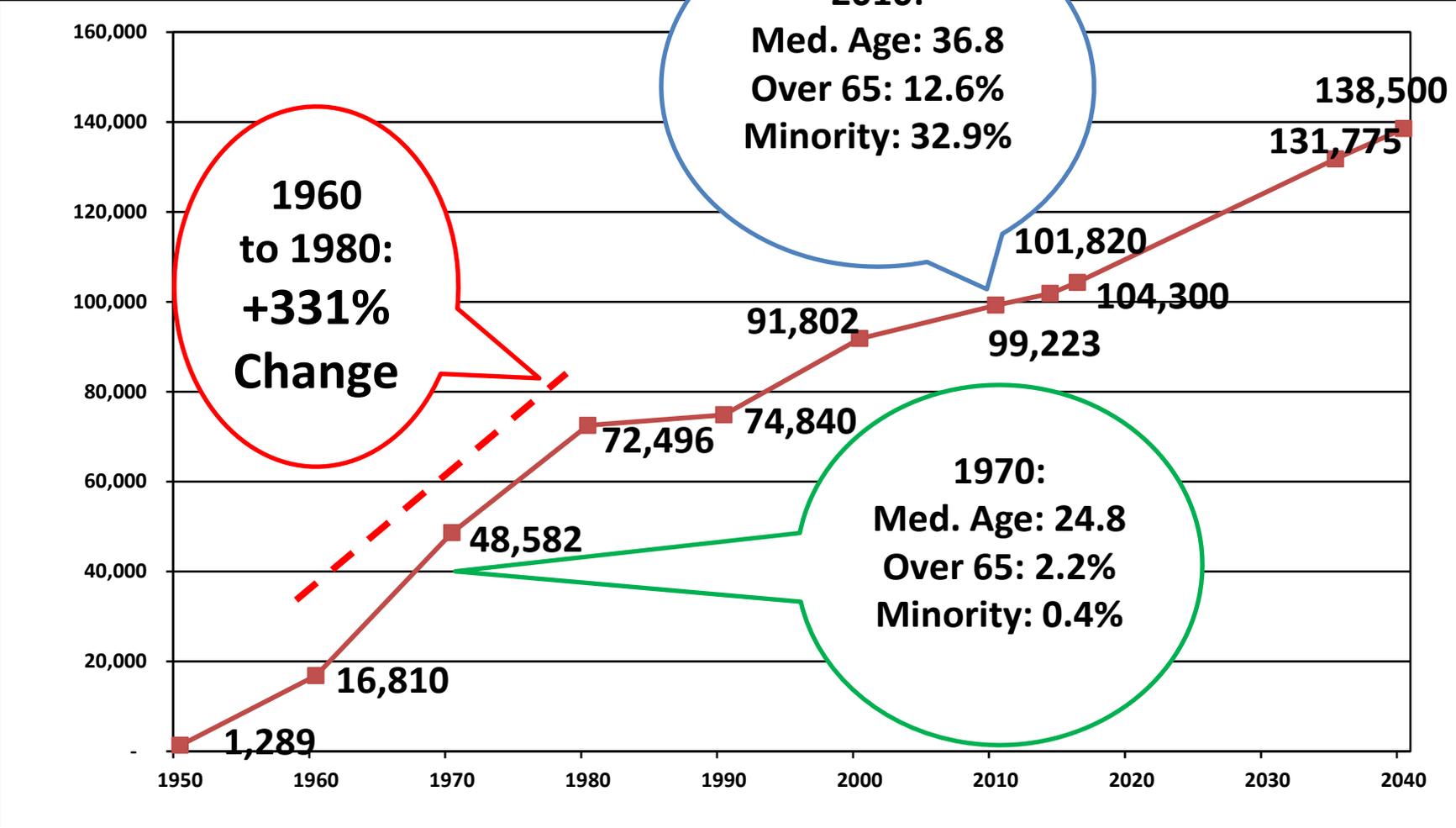


Multiculturalism

- Multiculturalism is meant to preserve cultural identity within a larger society as people unify, find connections, and acceptance between and among different cultures
 - In a multicultural world, people *unify, accept, embrace, and celebrate* the differences in others



Richardson Population Growth



CURRENT RECOGNITIONS, PROGRAMS, AND EVENTS



Recognitions

- International Business Capital of North Texas designation from the State of Texas
 - 62 foreign businesses with American headquarters in Richardson
- “No. 1 Foreign Direct Investment (FDI) Strategy among American Cities of the Future with populations less than 250,000” by FDI Magazine



Current Programs and Events

- In order to provide responsive, high quality services...
 - The City has recognized opportunities to enhance service delivery due to desires of community and to recognize beliefs and customs that impact perception of quality of service



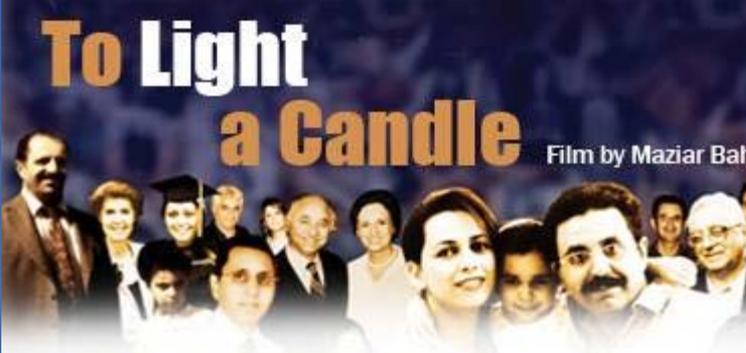
Current Programs and Events

- Library
 - Books available in 12 languages
 - DVDs with films in over 30 languages
 - Displays and art exhibits featuring Chinese American authors, celebrating African American Heritage Month, Taiwanese history, and world peace
 - Staff speak Spanish, Chinese, Vietnamese, and Russian
 - Ongoing Programs with RALC, citizenship, personal finance



Current Programs and Events

- Library (continued)
 - Individual Programs in 2015 included:
 - West African drumming
 - Japanese crafts
 - Chinese calligraphy
 - Celtic guitar
 - “Global Teen Game Night”
 - Several lectures and films
 - “A Musical Evening at the Library” with RSO and the Dallas Goethe Center
 - And Much More!



To Light a Candle Film by Maziar Bahari

Film Screening & Human Rights Discussion

Tuesday, October 27

2 Screenings: **11:30 a.m. – 12:30 p.m.**
Followed by Q&A or **7:00 p.m. – 8:00 p.m.**

Basement Program Room. No registration required.
Call 972-744-4376 for more information.



Current Programs and Events

- Parks and Recreation
 - Cottonwood Art Festival ArtPlay Day and ArtStop
 - Hosted Taiwan Double Tenth Softball Tournament for last 8 years
 - Senior Center offers classes in Spanish and French and host performances of the Sun Ray Chinese School



Current Programs and Events

- Parks and Recreation
 - Tae Kwon Do Classes
 - Tai Chi Classes
 - Belly Dancing Classes -
5 levels of classes
from Basic to
choreographed
 - Badminton
 - Table Tennis
 - Zumba Classes
 - Fencing Classes
 - Line Dancing
 - Swing Out Dance
 - Qi Gong Kung Fu
 - Brazilian Jui Jitsu
 - Tai Chi
 - Traditional Yoga



Current Programs and Events

- Police Department
 - Asian Liaison serves as point of contact and education
 - Unidos Educational Program
 - Faith Based Crime Prevention Conference
 - Quarterly Apartment Managers Meetings
- Fire Department
 - Communication Books on all fire apparatus with Spanish and two dialects of Chinese (Simplified and Traditional)



Current Programs and Events

- Human Resources:
 - Training Program
 - Actively recruits for a more diverse workforce by advertising our jobs with community organizations and educational institutions where women, veterans, persons with disabilities and other members of a protected class are represented in substantial numbers



Current Programs and Events

- Cultural Arts Master Plan
 - 46 cultural facilities were identified under the categories of cultural institutions / organizations, districts, or events and entertainment
 - Richardson Cultural Arts Needs Include:
 - A need to leverage Richardson’s rich existing cultural assets, including festivals, outdoor activities and parks to nurture and engage diverse cultural audiences
 - A need to celebrate the diversity of cultural activities that thrive in the City of Richardson



COMMUNITY PARTNERS



Community Partners

- Compassionate City Initiative
 - Helping Agencies Serving Richardson
 - Richardson Interfaith Alliance
 - Thanksgiving Gathering
 - National Day of Prayer
 - Teen Interfaith Alliance



Community Partners

- Altrusa
 - Recommendations forthcoming after Community Leader Interview
- Homeowner / Neighborhood Associations
 - Crowley Park International Potluck
 - Regular events, welcoming committees, etc



Community Partners

- Chamber of Commerce
 - Mayor's Office of International Business
 - Leadership Richardson Arts & Culture Day
 - Variety of programs, committees, and events cover wide range of topics of interest to business community



Community Partners

- Richardson Independent School District
 - Multiracial Advisory Committee
 - Religious Practices Advisory Committee
 - Art Contest with Altrusa and Civic Arts Society
- Plano Independent School District
 - Diversity Advisory Committee
 - Diversity Leadership Award Program
 - Diversity Steering Committee
 - Cultural Competency Training Initiative



Community Partners



- UT Dallas
 - Multicultural Center
 - Office of Diversity and Community Engagement: Diversity Lecture Series
 - Training Programs: Veterans Center
 - Outreach programs: Engineering, STEM, Arts and Technology



Community Partners

- UT Dallas
 - 2015 – US News & World Report - Top 25 Most Ethnically Diverse Undergraduate Student Populations
 - 2015 – Best College Reviews - #37 nationally as one of the Top 50 Ethnically Diverse Colleges in America



PROPOSED AREAS OF ENHANCEMENT



Purpose

- To strengthen and sustain current programs and events in:
 - Regularity / Frequency
 - Promotion
 - Quality of programming
 - Number Served



Proposed Areas of Enhancement

- Calendar
 - Ongoing efforts in variety of forums so celebration of multiculturalism remains at the forefront of the community experience
- Communication
 - Organized efforts to inform residents of offerings that celebrate multiculturalism
- Community
 - Enhance community offerings through partnership



Calendar - April

- 'Celebrate Multiculturalism Month' alongside Month of Volunteerism
 - People of variety of cultures volunteering for shared interest
 - Increase community with service
- Components would include:
 - Proclamation
 - Invite cultural leaders
 - Highlight cultural offerings in communications

Richardson
Interfaith Alliance
at Trash Bash 2014



Calendar – Summer

- Create annual roundtable event
 - Forum for discussion and community interaction



Calendar - November

- Partner with the Richardson Interfaith Alliance to enhance the reception at Annual Thanksgiving Celebration by incorporating food from around the world
 - Save the Date: November 17, 2016
 - 6:30 p.m. at Islamic Association of North Texas



Communication

- When applicable, promote events that focus on celebrating multiculturalism within the Richardson Today
- Content within the Week In Review to promote upcoming events focused on celebrating multiculturalism



Communication

- Promote community multicultural initiatives
 - Example: Volunteer Page



Trash Bash
Last year, over 400 volunteers collected 5,000 pounds of trash, 2,000 pounds of recyclable materials, and 50 pounds of plastic grocery bags.

[Learn More](#)
972-744-4076
Email Janet Tucker

Volunteer Assistance Program
This program unites owners in need due to age, finance or disability with volunteer groups who wish to provide assistance.

[Learn More](#)
972-744-4197
Email Stephanie Pennington

Animal Shelter
Time spent at the shelter is a valuable part of keeping our dogs and cats clean and happy and provides a positive atmosphere and exceptional adoptions.

[Learn More](#)
972-744-4483
Email Noura Jammal



Community

- Seek opportunities to support community events and programs and celebrate multiculturalism throughout the year
 - Educational Partners
 - Homeowner and Neighborhood Associations
 - Compassionate City Initiative (RIA & HASR)
- Assist in communication as described



Community

- In conjunction with the City Hall renovation, create a public space for gatherings and offerings that celebrate multiculturalism



NEXT STEPS



Next Steps

- Communication
 - Design and implement multicultural communication strategy
 - Create guidelines and process for departments and community partners to communicate events and programs on channels



Next Steps

- Calendar:
 - Begin work with RIA for Thanksgiving Service expansion



Next Steps

- Community
 - Appoint ‘Multicultural Liaison’ and begin outreach with community partners to share process for communication
 - Share recent efforts with community partners and association meetings



