

Executive Summary
Drainage/Storm Water Utility Fee
August 15, 2011

Background

- Three key elements have shaped the consideration of this Drainage Utility Fee:
 - City Council Policy & Goal Initiatives
 - Texas Pollution Discharge Elimination System Regulations (TPDES)
 - Community Requests for enhanced drainage support services
- To respond to these increasing regulations, the City of Richardson budget has been absorbing increasing operating costs within annual budget cycles without the benefit of any rate/fee levy. Evolving requirements and best-practices assessments also were reasons for a delay in fee activation.
- Prior City Council briefings have occurred on:
 - July 14, 2008
 - November 3, 2008
 - July 22, 2009
 - Other prior briefings by Health Dept. on timeframes and impact of TPDES on Richardson
- The City of Richardson has significant drainage systems:
 - 11 Drainage Basins
 - 8,500 Storm Drain Inlets
 - 295 miles of drain lines
 - 1,041 storm drain outfalls
 - 44.5 miles of creeks
- The provisions for a drainage user fee are outlined in Texas Government Code, Sec. 402 & 430.003. This authority was first established in 1987.
- Of the 13 Peer Cities in the DFW area, 11 of these cities already impose this fee. The **average fee of these cities is \$3.82:**
 - Dallas - \$7.77
 - Ft. Worth - \$4.75
 - Grand Prairie - \$4.30
 - Arlington - \$4.25
 - Irving - \$4.00
 - Plano - \$3.30
 - Allen - \$3.00
 - Mesquite - \$3.00
 - Garland - \$2.88
 - McKinney - \$2.75
 - Frisco - \$2.00
 - *Richardson - TBD*
 - *Carrollton - TBD*

Current Proposal Draft

- Based on current revenue needs and prevailing regional rate levels, the City of Richardson is proposing an average **\$3.75/month** rate for residential homes (\$45/year).
 - A preliminary review suggests three rate tiers for residential lot allocations by size.

- The equivalent commercial rate would be **\$0.105 per 100 sf** of impervious surface
- Based on the account distributions and impervious surface measurements, an estimated \$2,900,000 would be generated annually from this fee. Some communities provide exemptions for key local institutions and state law requires an exemption for university property. A likely annual net revenue estimate is \$2,690,000:

Gross Drainage Fee Revenue	\$2,900,000
Less Exemptions:	
City Property	-\$40,000
I.S.D. Facilities	-\$80,000
Churches	-\$90,000
Exempt Subtotal	-\$270,000
Net Total Drainage Fee Annual Revenue	\$2,690,000

- The City has been active in several activities that are storm water management practices, as well as several activities that were added obligations associated with the Texas Pollution Discharge Elimination System (TPDES) mandates as Phase II cities, including Richardson, were brought into the enforcement regulations.
- The purpose of this new fee is to recover the cost associated with this program and apply cost-recovery based on runoff impacts. Key recurring costs and new capital improvements will be the main expense elements of this new fund. State law requires the segregation of this revenue source into a special revenue fund. Cost incurred in other funds can either be transferred to this fund or allowed to be reimbursed through a prescribed method.
- With the adoption of the fee, a new revenue fund will be created. This will create a mid-year budget revision for 2011-2012 to establish these new expense relations.
- As an annualized expenditure budget proforma, the following expense obligations are identified:

Operations	
<i>Cost Allocations to General Fund</i>	
Cost Study Listing Pub. Srv. Dept. Admin. Engineering Dept. Streets Dept. - Inlets Health Dept. - Inspection	~\$835,000
Other Allocated Costs Parks Staff Street Sweeping	~\$65,000
<i>Direct Contract Expenses</i>	
Street Sweeping Contract	~\$290,000
Subtotal - General Fund Impact	\$1,190,000
New Operations Programming	~\$110,000
Total Operating Costs	\$1,300,000
Annual PayGo Capital Projects <i>(A detailed multi-year CIP is under development with input from Halff Eng. Drainage Study and field assessments)</i>	\$1,390,000
Total Annual Program	\$2,690,000

EXECUTIVE SUMMARY
DALLAS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS APPOINTMENTS FOR 2012 & 2013
September 12, 2011

APPOINTMENT PROCESS:

- There are 5 board positions representing the following groups:
 - Dallas County
 - City of Dallas
 - Suburban Cities (Richardson's Representative)
 - Dallas ISD
 - Suburban School Districts
- John Ames, Dallas County Tax Assessor/Collector, is an ex-officio member (Tax Code Sec. 6.03a)
- Each Suburban City may make a nomination for the Suburban City Representative (or several cities may agree to nominate an individual) – See October 15 below
- Because there is no “at large” voting entitlement, an entity may vote only for candidates nominated for the position that represents that entity

- **OCTOBER 1:** Chief Appraiser must deliver notice of voting entitlement to each entity
 - **VOTING ENTITLEMENT CALCULATION**
 - By 1980 agreement each suburban city is entitled to one vote, which is different from the Property Tax Code process and from CCAD
 - Richardson voting entitlement for 2010 was one (as determined by the 1980 agreement)
 - For 2010, Michael Hurtt of DeSoto was nominated and elected with 26 votes of the 30 entities eligible to vote
- **OCTOBER 17:** Entities wishing to nominate a candidate must do so by sending an official resolution to DCAD by this date
- **OCTOBER 31:** Chief appraiser prepares ballot containing names of the nominees and submits to entities
- **DECEMBER 15:** Each entity wishing to vote for the suburban representative must do so by official resolution by this date
- **JANUARY 1:** Chief Appraiser declares winner(s) and notifies entities

CURRENT BOARD MEMBERS:

- John Warren (Dallas County Representative)
- Sam Coats (City of Dallas Representative)
- Carla Ranger (Dallas ISD Representative)
- Michael Hurtt (Suburban Cities Representative)
- Jerry O. Jones (Suburban School Districts Representative)
- John Ames, Ex-Officio (County Tax Assessor/Collector – Legislature Board Appointment)

Executive Summary
Appraisal District – Board of Directors
Appointment Process (page 2)

STATUS:

- The Suburban Cities Representative current member is Michael Hurtt
- Mr. Hurtt is being nominated by the City of DeSoto
- **DIRECTOR QUALIFICATIONS (RESTRICTIONS):**
 - **RESIDENCY:** must reside in district for 2 years immediately preceding office term
 - **EMPLOYMENT:** may not be an employee of a taxing unit within the district (unless the employee is also an elected official of the governing body of a taxing unit)
 - **RELATIONSHIPS:** may not serve if related to someone who appraises property for use in proceedings before the appraisal review board
 - **BUSINESS INTERESTS:** may not serve if they have a substantial interest in a business entity which has a contract with the appraisal district or, in the case of a taxing unit, has a contract related to the performance of an activity governed by the Tax Code or if they are a tax agent

ATTACHMENTS:

- Michael Hurtt – Personal Profile
- Comparison of Suburban Cities Votes for 2008 and 2010
- DCAD Letter dated September 6, 2011

Personal Profile – Michael Hurtt

Michael Hurtt came to Dallas from Casper, Wyoming in 1971. Graduated from Mortuary Science College, and has been in this area ever since. He was elected to the DeSoto City Council in May of 1998, and served as Mayor Pro Tem those three years. He was elected Mayor in 2001, and again in 2004. He was the seated Mayor when DeSoto was recognized for the ALL AMERICA CITY Award in 2006. He has served as council liaison to the DeSoto Economic Development Corporation, the Arts Commission, and Keep DeSoto Beautiful, a commission he founded in DeSoto. He also served on the North Texas Commission Board of Directors. Recently the 30 suburban cities elected him to the Dallas County Appraisal District Board of Directors for a second two year term. He also serves as Vice-Chairman of the DeSoto Economic Development Corporation. Mr. Hurtt was recently appointed to the Advisory Board for Methodist Charlton Hospital for a three year term.

Mr. Hurtt was a member of the executive board of directors of the Dallas Zoological Society. He also served on Tex-21, the U.S. Conference of Mayors, and the National League of Cities. He was vice president of the Medical Center of Lancaster Hospital Board of Directors, and served on the board of Compass Hospital. In the past, Mr. Hurtt has served on the DeSoto Park Board, Strategy 2000, and the Charter Review Committee. He was also the chairman of the DeSoto Chamber of Commerce and the Best Southwest Chamber Partnership, past president of the DeSoto Rotary Club and the North Texas Funeral Directors Association.

Mr. Hurtt and his wife Marilyn have lived in DeSoto since 1988 and have two grandchildren. He is the owner of West/Hurtt Funeral Home in DeSoto since 1988.

City of Richardson, Texas
Comparison of DCAD Suburban Cities Votes Cast for Board of Directors
2008 & 2010 Votes Cast

Suburban City	2008 Vote - First Round	2008 Vote - Run off	2010
Addison	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Balch Springs	Rita Burks	Michael Hurtt	Michael Hurtt
Carrollton	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Cedar Hill	Michael Hurtt	Michael Hurtt	Michael Hurtt
Cockrell Hill	Rita Burks	Michael Hurtt	Abstain
Combine	Rita Burks	Michael Hurtt	Michael Hurtt
Coppell	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
DeSoto	Michael Hurtt	Michael Hurtt	Michael Hurtt
Duncanville	Michael Hurtt	Michael Hurtt	Michael Hurtt
Farmers Branch	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Ferris	Dwayne Gentsch	Michael Hurtt	Michael Hurtt
Garland	Dwayne Gentsch	R. Scott Wheeler	Michael Hurtt
Glenn Heights	Michael Hurtt	Michael Hurtt	Michael Hurtt
Grand Prairie	Robert Thornton	Michael Hurtt	Abstain
Grapevine	Abstain	Abstain	Abstain
Highland Park	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Hutchins	James Daniels	Michael Hurtt	Michael Hurtt
Irving	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Lancaster	James Daniels	Michael Hurtt	Michael Hurtt
Lewisville	Michael Hurtt	Michael Hurtt	Michael Hurtt
Mesquite	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Ovilla	Michael Hurtt	Michael Hurtt	Michael Hurtt
Richardson	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Rowlett	Dwayne Gentsch	R. Scott Wheeler	Michael Hurtt
Sachse	Dwayne Gentsch	Michael Hurtt	Michael Hurtt
Seagoville	Rita Burks	Michael Hurtt	Michael Hurtt
Sunnyvale	Abstain	R. Scott Wheeler	Abstain
University Park	R. Scott Wheeler	R. Scott Wheeler	Michael Hurtt
Wilmer	Dwayne Gentsch	No Vote	Michael Hurtt
Wylie	Dwayne Gentsch	Michael Hurtt	Michael Hurtt



Date: September 06, 2011

To:

From: W. Kenneth Nolan, Executive Director/Chief Appraiser

**Re: Election/Appointment of Members to Board of Directors
Of the Dallas Central Appraisal District**

The Property Tax Code, Section 6.03, requires that an election or appointment of members to the Board of Directors of an appraisal district be conducted in odd numbered years. The term of office for elected or appointed members is two years, beginning in even numbered years.

Pursuant to the provisions of the Property Tax Code in 1979, the agencies of Greater Dallas County elected to amend the manner in which representatives were chosen. By special provision of the Property Tax Code, it was decided that the following procedure would be adopted for the election or appointment of members.

Appointments

- A. The City of Dallas will be entitled to appoint one (1) member to the Board.
- B. The Dallas Independent School District will be entitled to appoint one (1) member to the Board.
- C. The Dallas County Commissioners Court may appoint one (1) member to the Board. The member appointed by the Commissioners Court may not be a resident of either the City of Dallas or the Dallas Independent School District.

Elections

- D. Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board.
The said cities and towns shall, from among the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, a member to the Board of Directors.
- E. Each of the Independent School Districts, except the Dallas Independent School District, shall have the right to nominate by official resolution one (1) candidate as the fifth member to the Board. The said Independent School Districts shall, from among

the nominations received, elect by a majority vote, with each Independent School District being entitled to one (1) vote, a member to the Board of Directors.

The votes required for appointment of the Board of Directors as prescribed by the Texas Property Tax Code, in Subsections d and e, hereof, shall be by a majority of those authorized to vote in Subsections d and e, respectively, and not by a majority of the quorum. In accordance with the procedures described in the Property Tax Code, the schedule for election/appointment is as follows:

By October 17: Nominees for each entity described in Subsections d and e hereto shall be submitted to the Chief Appraiser.

By October 31: The Chief Appraiser shall prepare a resolution ballot for those entities described in Subsections d and e hereto and submit the ballot accordingly.

By December 15: Each agency entitled to vote will do so by official resolution ballot and return same to the Chief Appraiser as soon thereafter as practical.

By January 1: Results of the election will be affirmed.

The County of Dallas, the City of Dallas and the Dallas Independent School District should advise the Chief Appraiser of their appointments no later than November 15, if possible. These appointments should also be by official resolution. The term of office for each member is two years beginning on January 1, 2012.

At the conclusion of the process, every agency will be advised of the final appointments or election results. For the convenience of the entities, a sample resolution is included for the purpose of nominations from the suburban cities and school districts. If you have any questions about this process, please contact me or Cheryl Jordan at 214/631-0520.

Enclosure (Sample Resolution)

cc:

**EXECUTIVE SUMMARY
COLLIN CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS APPOINTMENTS FOR 2012 & 2013
September 12, 2011**

APPOINTMENT PROCESS:

- There are 5 board positions representing the entities at-large
- Kenneth Maun, Collin County Tax Assessor/Collector, is an ex-officio member (Tax Code Sec. 6.03a)
- Each entity may make nominations (one to five candidates) or several cities may agree to nominate an individual
- An entity may allocate their voting entitlement to one candidate or distribute them among candidates

- **OCTOBER 1:** Chief Appraiser must deliver notice of voting entitlement to each entity
 - **VOTING ENTITLEMENT CALCULATION**
 - Prior Year (2010) Tax Levy for the Entity divided by the Sum of the Prior Year (2010) Tax Levy for all the Entities
 - Multiply the Quotient by 1,000 and round the product to the nearest whole number
 - Multiply the result by the number of directorships to be filled
 - Richardson's voting entitlement for 2012 is 69
 - Richardson voting entitlement for 2010 was 61 (of 5,000 total)
 - For 2010 there were 10 nominations for the 5 board positions
 - Wayne Mayo was nominated by the City and was elected with 1,018 votes in the 2009 election for 2010
- **OCTOBER 15:** Entities wishing to nominate a candidate must do so by sending an official resolution to CCAD by this date
- **OCTOBER 30:** Chief appraiser prepares ballot containing names of the nominees and submits to entities
- **DECEMBER 15:** Each entity wishing to vote must do so by official resolution by this date
- **JANUARY 1:** Chief Appraiser declares winner(s) and notifies entities

CURRENT BOARD MEMBERS:

- Ronald Carlisle
- Dr. Leo Fitzgerald
- Wayne Mayo
- Gary Rodenbaugh
- Roy Wilshire
- Ken Maun, Ex-Officio (County Tax Assessor/Collector – Legislature Board Appointment)

Executive Summary
Appraisal District – Board of Directors
Appointment Process (page 2)

STATUS:

- Richardson resident Wayne Mayo has expressed his interest to be reappointed.
- Mr. Mayo currently serves as chairman of the Board of Directors
- **DIRECTOR QUALIFICATIONS (RESTRICTIONS):**
 - **RESIDENCY:** must reside in district for 2 years immediately preceding office term
 - **EMPLOYMENT:** may not be an employee of a taxing unit within the district (unless the employee is also an elected official of the governing body of a taxing unit)
 - **RELATIONSHIPS:** may not serve if related to someone who appraises property for use in proceedings before the appraisal review board
 - **BUSINESS INTERESTS:** may not serve if they have a substantial interest in a business entity which has a contract with the appraisal district or, in the case of a taxing unit, has a contract related to the performance of an activity governed by the Tax Code or if they are a tax agent

ATTACHMENTS:

- Wayne Mayo – Personal Profile
- Comparison of CCAD Allocation of Votes, 2010 vs 2012
- 2012 Allocation of Votes
- Distribution of Votes 2010
- CCAD Letter dated August 15, 2011

PERSONAL PROFILE

L.W. (Wayne) Mayo

Native Texan – Born in Dallas; graduated from Woodrow Wilson High School

Attended East Texas State University (graduated 1964)
B.S. Degree in Biology & Physical Education

Teacher for 4 years (math & science)
Awarded Lifetime Membership Texas PTA

Real Estate for 31 years; Appraiser for 27 years

Married 37 years

CIVIC & PROFESSIONAL ACTIVITIES:

Rotary

Charter member – Richardson Central Rotary Club
Served as Sergeant-at-arms, President-Elect & President
Governor's Representative for District 581 for 4 years
Chairman of the Australian Group Study Exchange
Chairman of the Texas Tour for the German Mini-Exchange – 4 years
Member of District 581 Youth Exchange Committee
Perfect attendance – 12 years

YMCA

Board of Directors
Served as Director of All Sports Activities Committee

Chamber of Commerce

Served on the Advisory Board and the Board of Directors
Chairman of the annual Christmas Parade for 20 years
Served on Tourist & Convention Committee and the Governmental Affairs Committee

City of Richardson

Served on the Richardson Park Board
City Councilman – 4 years
Served as Vice-President of the Collin County Public Officials Association

Texas Wild Turkey Federation (a group dedicated to the preservation & conservation of the wild turkey in Texas)

Served as President, Vice-President and Treasurer
Board of Directors – Director of Merchandise
Served on the Advisory Board to the Texas Parks & Wildlife Commission

Profile

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American Wild Turkey Society – State Coordinator

Realtor & Appraiser Associations:

Member – National Association of Independent Fee Appraisers
Foundation Appraisers Coalition of Texas, Inc.
Employee Relocation Council
National Association of Realtors
Texas Association of Realtors
Lake Cities Board of Realtors

Served as a member of the Professional Standards Committee on Ethics for the Greater Dallas Board of Realtors (GDBR), Vice-Chairman of Professional Standards Committee on Ethics for the Collin County Board of Realtors, Chairman of the Arbitration Committee for the GDBR, and Chairman of the Grievance Committee for the GDBR.

Member, Board of Directors Central Appraisal District of Collin County (1997-2011)
Member, Collin County Appraisal Review Board (1992-1997)
Vice-Chairman, Collin County Appraisal Review Board (1994)
Chairman, Collin County appraisal Review Board (1995, 1996 & 1997)
Past President, Dallas Chapter, NAIFA
Deputy State Director, NAIFA (1990-91)
State Director for Texas, NAIFA (1991-93)
Regional Governor, Southwest Central Region, NAIFA (1993-96)
Vice-President, Foundation Appraisers' Coalition of Texas, Inc. (1992-94)
President, Foundation Appraisers' Coalition of Texas, Inc. (1994-96)
President, Foundation Appraisers' Coalition of Texas, Inc. (1994-96)
National Director, NAIFA (1996-98)
1997 "National Appraiser of the Year"
National Treasurer (1998-99)
Texas Appraiser Licensing & Certification Board
Deputy Director (Region IV) for AARO (Association of Appraisal Regulatory Officials (1999-2000)
(Region IV includes Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, and Texas)

Hobbies

Presentation of turkey-hunting seminars across the state
Hunting
Golf
Fishing

City of Richardson, Texas
Comparison of CCAD Allocation of Votes
For Board of Directors
History and 2010 vs 2012

District	# of Votes Allocated							Increase (Decrease)
	2000	2002	2004	2006	2008	2010	2012	2010 to 2012
Allen City	94	96	102	105	106	129	131	2
Allen ISD	262	294	313	333	306	324	358	34
Anna City	1	1	1	3	5	7	8	1
Anna ISD	12	11	11	17	24	26	25	-1
Bland ISD	n/a	n/a	n/a	n/a	0	0	0	0
Blue Ridge City	0	0	0	1	0	1	1	0
Blue Ridge ISD	7	6	7	6	6	6	6	0
Carrollton City	n/a	n/a	n/a	n/a	1	1	1	0
Celina City	4	4	4	5	7	10	9	-1
Celina ISD	21	20	22	27	29	32	33	1
Collin County	585	573	520	511	503	565	547	-18
Community ISD	13	12	15	17	17	21	22	1
Dallas City	n/a	n/a	n/a	n/a	108	99	96	-3
Fairview City	3	3	5	6	8	11	13	2
Farmersville City	4	3	2	2	3	3	3	0
Farmersville ISD	16	14	15	14	16	14	14	0
Frisco City	48	58	80	124	158	129	130	1
Frisco ISD	188	238	411	519	641	549	556	7
Garland City	n/a	n/a	n/a	n/a	1	1	1	0
Gunter ISD	n/a	n/a	n/a	n/a	0	0	0	0
Josephine City	0	0	0	0	0	0	1	1
Lavon City	0	0	1	1	1	2	2	0
Leonard ISD	n/a	n/a	n/a	n/a	0	0	0	0
Lovejoy ISD	45	45	50	62	65	71	73	2
Lowery Crossing City	0	0	1	1	1	1	1	0
Lucas City	4	4	5	5	5	6	7	1
McKinney City	124	125	134	145	160	201	200	-1
McKinney ISD	335	350	454	466	456	460	435	-25
Melissa City	1	1	9	3	4	7	7	0
Melissa ISD	12	12	14	17	19	21	21	0
Murphy City	7	6	10	14	17	23	27	4
Nevada City	0	0	0	0	0	0	0	0
New Hope City	0	0	0	0	0	0	0	0
Parker City	4	4	3	4	5	6	6	0
Plano City	538	513	407	378	357	382	371	-11
Plano ISD	2,451	2,388	2,156	1,909	1,624	1,466	1,439	-27
Princeton City	5	4	4	4	4	7	7	0
Princeton ISD	20	19	23	23	22	24	24	0
Prosper City	2	2	4	6	8	17	19	2
Prosper ISD	21	21	35	47	60	87	89	2
Richardson City	60	56	52	52	59	61	69	8
Rockwall ISD	n/a	n/a	n/a	n/a	0	0	0	0
Royse City	n/a	n/a	n/a	n/a	1	2	2	0
Royse City ISD	n/a	n/a	n/a	n/a	4	4	4	0
Sachse City	2	3	2	5	5	8	9	1
St. Paul City	0	0	1	1	1	1	1	0
Trenton ISD	n/a	n/a	n/a	n/a	0	0	0	0
Van Alstyne City	n/a	n/a	n/a	n/a	1	1	1	0
Weston City	0	0	0	0	0	0	0	0
Whitewright ISD	n/a	n/a	n/a	n/a	0	0	0	0
Wylie City	27	28	30	38	43	64	65	1
Wylie ISD	83	82	95	130	138	150	166	16
	<u>4,887</u>	<u>4,883</u>	<u>4,870</u>	<u>4,827</u>	<u>4,999</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>

**2012 ALLOCATION OF VOTES
BOARD OF DIRECTORS ELECTION**

DISTRICT	2010 TAX LEVY	% OF LEVY	CALC # OF VOTES	# OF VOTES (ROUNDED)	# OF VOTES ALLOCATED
ALLEN CITY	\$40,933,437	2.626%	131.304	131.000	131
ALLEN ISD	\$111,767,677	7.170%	358.521	359.000	358
ANNA CITY	\$2,374,427	0.152%	7.617	8.000	8
ANNA ISD	\$7,768,207	0.498%	24.918	25.000	25
BLAND ISD	\$102,261	0.007%	0.328	0.000	0
BLUE RIDGE CITY	\$153,006	0.010%	0.491	0.000	1
BLUE RIDGE ISD	\$2,011,866	0.129%	6.454	6.000	6
CARROLLTON CITY	\$206,933	0.013%	0.664	1.000	1
CELINA CITY	\$2,938,124	0.188%	9.425	9.000	9
CELINA ISD	\$10,212,741	0.655%	32.760	33.000	33
COLLIN COUNTY	\$170,678,625	10.950%	547.492	547.000	547
COMMUNITY ISD	\$6,748,745	0.433%	21.648	22.000	22
DALLAS CITY	\$29,840,980	1.914%	95.722	96.000	96
FAIRVIEW CITY	\$4,128,913	0.265%	13.244	13.000	13
FARMERSVILLE CITY	\$906,063	0.058%	2.906	3.000	3
FARMERSVILLE ISD	\$4,287,390	0.275%	13.753	14.000	14
FRISCO CITY	\$40,580,320	2.603%	130.171	130.000	130
FRISCO ISD	\$173,406,421	11.125%	556.242	556.000	556
GARLAND CITY	\$162,494	0.010%	0.521	1.000	1
GUNTER ISD	\$10,775	0.001%	0.035	0.000	0
JOSEPHINE CITY	\$160,197	0.010%	0.514	1.000	1
LAVON CITY	\$671,320	0.043%	2.153	2.000	2
LEONARD ISD	\$88,928	0.006%	0.285	0.000	0
LOVEJOY ISD	\$22,845,511	1.466%	73.282	73.000	73
LOWERY CROSSING CITY	\$206,735	0.013%	0.663	1.000	1
LUCAS CITY	\$2,037,883	0.131%	6.537	7.000	7
MCKINNEY CITY	\$62,459,692	4.007%	200.354	200.000	200
MCKINNEY ISD	\$135,690,913	8.705%	435.261	435.000	435
MELISSA CITY	\$2,086,151	0.134%	6.692	7.000	7
MELISSA ISD	\$6,435,512	0.413%	20.643	21.000	21
MURPHY CITY	\$8,315,363	0.533%	26.674	27.000	27
NEVADA CITY	\$67,015	0.004%	0.215	0.000	0
NEW HOPE CITY	\$73,706	0.005%	0.236	0.000	0
PARKER CITY	\$1,868,002	0.120%	5.992	6.000	6
PLANO CITY	\$115,716,452	7.424%	371.188	371.000	371
PLANO ISD	\$448,539,977	28.776%	1438.799	1,439.000	1,439
PRINCETON CITY	\$2,044,422	0.131%	6.558	7.000	7
PRINCETON ISD	\$7,465,204	0.479%	23.946	24.000	24
PROSPER CITY	\$5,770,491	0.370%	18.510	19.000	19
PROSPER ISD	\$27,885,074	1.789%	89.448	89.000	89
RICHARDSON CITY	\$21,502,214	1.379%	68.973	69.000	69
ROCKWALL ISD	\$6,603	0.000%	0.021	0.000	0
ROYSE CITY	\$495,668	0.032%	1.590	2.000	2
ROYSE CITY ISD	\$1,274,476	0.082%	4.088	4.000	4
SACHSE CITY	\$2,953,135	0.189%	9.473	9.000	9
ST. PAUL CITY	\$301,936	0.019%	0.969	1.000	1
TRENTON ISD	\$71,945	0.005%	0.231	0.000	0
VAN ALSTYNE ISD	\$423,397	0.027%	1.358	1.000	1
WESTON CITY	\$94,389	0.006%	0.303	0.000	0
WHITEWRIGHT ISD	\$49,654	0.003%	0.159	0.000	0
WYLIE CITY	\$20,190,117	1.295%	64.765	65.000	65
WYLIE ISD	\$51,719,020	3.318%	165.901	166.000	166
TOTALS	\$1,558,730,507	100.000%	5000.000	5000	5000

**COLLIN CENTRAL APPRAISAL DISTRICT
2010 BOARD OF DIRECTORS ELECTION RESULTS**

TAXING ENTITY	Nominee KEVIN ANDERSON	Nominee BOBBY BISHOP	Nominee RONALD CARLISLE	Nominee LEO FITZGERALD	Nominee JOE HELMBERGER	Nominee RANDY KAISER	Nominee WAYNE MAYO	Nominee GARY RODENBAUGH	Nominee ROY WILSHIRE	Nominee STEVE WRIGHT	Votes Cast	Votes Entitled Calculation
ALLEN CITY	0	0	0	0	0	0	0	129	0	0	129	129
ALLEN ISD	0	0	0	0	0	0	0	324	0	0	324	324
ANNA CITY	7	0	0	0	0	0	0	0	0	0	7	7
ANNA ISD	0	0	0	0	0	0	26	0	0	0	26	26
BLAND ISD	0	0	0	0	0	0	0	0	0	0	0	0
BLUE RIDGE CITY	0	0	0	0	0	0	0	0	0	0	0	1
BLUE RIDGE ISD	0	0	0	0	0	0	0	0	0	0	0	6
CARROLLTON CITY	0	0	0	0	0	0	0	0	1	0	1	1
CELINA CITY	0	0	0	0	0	10	0	0	0	0	10	10
CELINA ISD	0	0	32	0	0	0	0	0	0	0	32	32
COLLIN COUNTY	0	0	0	0	0	0	0	565	0	0	565	565
COMMUNITY ISD	0	7	0	0	7	7	0	0	0	0	21	21
DALLAS CITY	0	0	0	0	0	0	0	0	0	99	99	99
FAIRVIEW CITY	0	0	0	0	0	0	0	11	0	0	11	11
FARMERSVILLE CITY	0	3	0	0	0	0	0	0	0	0	3	3
FARMERSVILLE ISD	0	14	0	0	0	0	0	0	0	0	14	14
FRISCO CITY	0	0	129	0	0	0	0	0	0	0	129	129
FRISCO ISD	0	0	549	0	0	0	0	0	0	0	549	549
GARLAND CITY	0	0	0	0	0	0	0	0	0	0	0	1
GUNTER ISD	0	0	0	0	0	0	0	0	0	0	0	0
JOSEPHINE CITY	0	0	0	0	0	0	0	0	0	0	0	0
LAVON CITY	0	0	0	0	0	0	0	0	0	0	0	2
LEONARD ISD	0	0	0	0	0	0	0	0	0	0	0	0
LOVEJOY ISD	0	0	0	0	0	0	0	71	0	0	71	71
LOWERY CROSSING	0	0	0	0	0	0	0	0	0	0	0	1
LUCAS CITY	0	0	0	0	0	0	0	6	0	0	6	6
MCKINNEY CITY	0	0	0	0	0	0	201	0	0	0	201	201
MCKINNEY ISD	0	0	0	0	0	0	230	230	0	0	460	460
MELISSA CITY	0	0	0	0	0	7	0	0	0	0	7	7
MELISSA ISD	0	0	0	0	0	21	0	0	0	0	21	21
MURPHY CITY	0	0	0	0	0	0	0	0	0	0	0	23
NEVADA CITY	0	0	0	0	0	0	0	0	0	0	0	0
NEW HOPE CITY	0	0	0	0	0	0	0	0	0	0	0	0
PARKER CITY	0	0	0	0	0	0	0	0	0	0	0	6
PLANO CITY	0	0	0	0	0	0	0	0	382	0	382	382
PLANO ISD	0	0	0	666	0	0	500	0	300	0	1466	1466
PRINCETON CITY	0	0	0	0	0	0	0	0	0	0	0	7
PRINCETON ISD	0	24	0	0	0	0	0	0	0	0	24	24
PROSPER CITY	0	0	0	0	0	0	0	0	0	0	0	17
PROSPER ISD	0	87	0	0	0	0	0	0	0	0	87	87
RICHARDSON CITY	0	0	0	0	0	0	61	0	0	0	61	61
ROCKWALL ISD	0	0	0	0	0	0	0	0	0	0	0	0
ROYSE CITY	0	0	0	0	0	0	0	0	0	0	0	2
ROYSE CITY ISD	0	0	0	0	4	0	0	0	0	0	4	4
SACHSE CITY	0	0	0	8	0	0	0	0	0	0	8	8
ST. PAUL CITY	0	0	0	0	0	0	0	0	0	1	1	1
TRENTON ISD	0	0	0	0	0	0	0	0	0	0	0	0
VAN ALSTYNE ISD	0	0	0	0	0	0	0	0	0	0	0	1
WESTON CITY	0	0	0	0	0	0	0	0	0	0	0	0
WHITEWRIGHT ISD	0	0	0	0	0	0	0	0	0	0	0	0
WYLIE CITY	0	0	0	0	0	0	0	0	0	64	64	64
WYLIE ISD	0	0	0	0	0	0	0	0	0	0	0	150
TOTALS	7	135	710	674	11	45	1,018	1,336	683	164	4,783	5,000

RE-ELECTED RE-ELECTED

RE-ELECTED RE-ELECTED RE-ELECTED

ENTITLED VOTES NOT CAST: 217



cc: Dan
Kant
Parr S.

Collin Central Appraisal District

Bill Keffler, City Manager
City of Richardson
P.O. Box 830309
Richardson, TX 75083



August 15, 2011

RE: Election of Central Appraisal District of Collin County Board of Directors.

Dear Mr. Keffler:

Please be advised that the City of Richardson will have 69 votes to cast in the election of the Board of Directors for the Central Appraisal District of Collin County. The terms will be for two years beginning January 1, 2012.

Each voting unit may nominate one to five candidates. Nominations must be made in an open meeting.

A written resolution from the presiding officer should include the name and address of each candidate nominated. The resolution must be delivered to the Chief Appraiser before October 15, 2011.

Sincerely,

Bo Daffin
Chief Appraiser

Enclosure

DIRECTOR QUALIFICATIONS

An appraisal district director must reside in the appraisal district for at least two years immediately preceding the date he or she takes office.

A person may serve on the governing body of a taxing unit in the appraisal district that is; a city councilman, school board trustee, county commissioner, or other board member, and still be eligible to serve as a director. The common-law doctrine of incompatibility (holding offices that have conflicting demands on the holder) does not prohibit the same person from holding both offices. There is no limit to the number of elected officials that may serve on the board.

An employee of a taxing unit within the appraisal district may not serve as a director. The only time that a taxing unit's employee may serve is if that employee is also an elected official or member of the governing body. For example, a city councilman who is employed as the school business manager may serve as a director.

A person may not serve as a director if he or she is related to someone who appraises property for use in proceedings before the appraisal review board or in subsequent court proceedings, or represents property owners in such proceedings.

A person may not serve on the board of directors if that person has a substantial interest in a business entity which has a contract with the appraisal district or, in the case of a taxing unit, has a contract related to the performance of an activity governed by the Tax Code. (Example- a partner in a law firm engaged in collecting delinquent taxes for a taxing unit.)

In considering individuals to serve as directors, taxing units should look for expertise in such areas as accounting, finance, management, personnel administration, contracts, computers, real estate, or taxation.

**City of Richardson
Administrative Code - Biannual Review
Executive Summary
September 12, 2011**

Background

The City Charter (Art. 8.02) requires the establishment and periodic maintenance of an Administrative Code that documents the organizational and functional operations of the City of Richardson. The current Administrative Code Ordinance (# 3762) includes a review/renewal feature every two-years. This renewal is now due for the October 1, 2011 anniversary.

Update Review

The 2011 recommended changes relate to these key areas:

- An updating of the organizational list and chart (Section 2-51(b) & (c)), reflecting the consolidation of the Neighborhood Services and Building Inspection Departments into a combined Community Service Department.
- The related revisions in Section 2-54 (former Building Inspections) and relocation/consolidation of former Section 2-67 Neighborhood Services into the revised Section 2-54 Community Services.
- The periodic refinement of some existing department descriptions:
 - Duties and service clarifications in Fire Service, Sec. 2-58
 - Adding hazardous materials response
 - Adding dispatch support role
 - Duties and service clarifications in Library Service, Sec. 2-60
 - Adding Texas State Library reporting
 - Duties and service clarifications in Human Resources, Sec. 2-62
 - Clarifying risk management role
 - Duties and service clarifications in Information Technology Services, Sec. 2-65
 - Adding "Technology" to the department title
 - Clarifying Web services support roles
 - Duties and service clarifications in Communications Department, Sec. 2-68
 - Clarifying service support roles
- Updating for the next review anniversary of October 1, 2013

The Administrative Code continues to serve the City well, providing for a clear articulation of administrative duties and structure and providing for an efficient delivery of city services in compliance with the City Charter requirements.

A copy of a strikethrough edit version of the proposed 2011 Ordinance version is attached.

Upon review by the City Council, we will then set this Ordinance for action at the City Council's September 26, 2011 regular meeting.

Attachment:

- 2011 Administrative Code Draft - Strike out/edit version

ORDINANCE NO. 3762 _____

AN ORDINANCE OF THE CITY OF RICHARDSON, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF RICHARDSON, BY AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE III ADMINISTRATIVE CODE; BY AMENDING SECTION 2-51(b) TO ADD COMMUNICATIONS; BY AMENDING SECTIONS 2-54 THROUGH 2-56, 2-58, 2-61 AND 2-62 BY AMENDING THE DUTIES OF THE CHIEF BUILDING OFFICIAL, THE DIRECTOR OF DEVELOPMENT SERVICES, DIRECTOR OF HEALTH, DIRECTOR OF PARKS AND RECREATION, DIRECTOR OF HUMAN RESOURCES, THE FIRE CHIEF; BY ADDING SECTION 2-68 TO PROVIDE FOR THE DIRECTOR OF COMMUNICATIONS; BY UPDATING THE ORGANIZATIONAL CHART; 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.

(a) The administrative departments 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 services and an assistant city manager-community services. 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. The responsibilities of the deputy city manager and three assistant city managers include the daily supervision, direction and coordination of administrative departments assigned to the deputy city manager or assistant city manager by the city manager. For purposes of this administrative code, the city manager, the deputy city manager and assistant city managers are interchangeable in the terms of authority vested in them in their discretion of the administrative departments.

(b) The following administrative departments of the city are under control of the city manager:

(1) ~~Building Inspection, Community Services~~

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(2) Development Services-

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(3) Health-

(4) Finance-

(5) Fire-

(6) Golf-

(7) Library-

(8) Parks and Recreation-

(9) Human Resources-

(10) Police-

(11) Public Services-

(12) Information Technology Services-

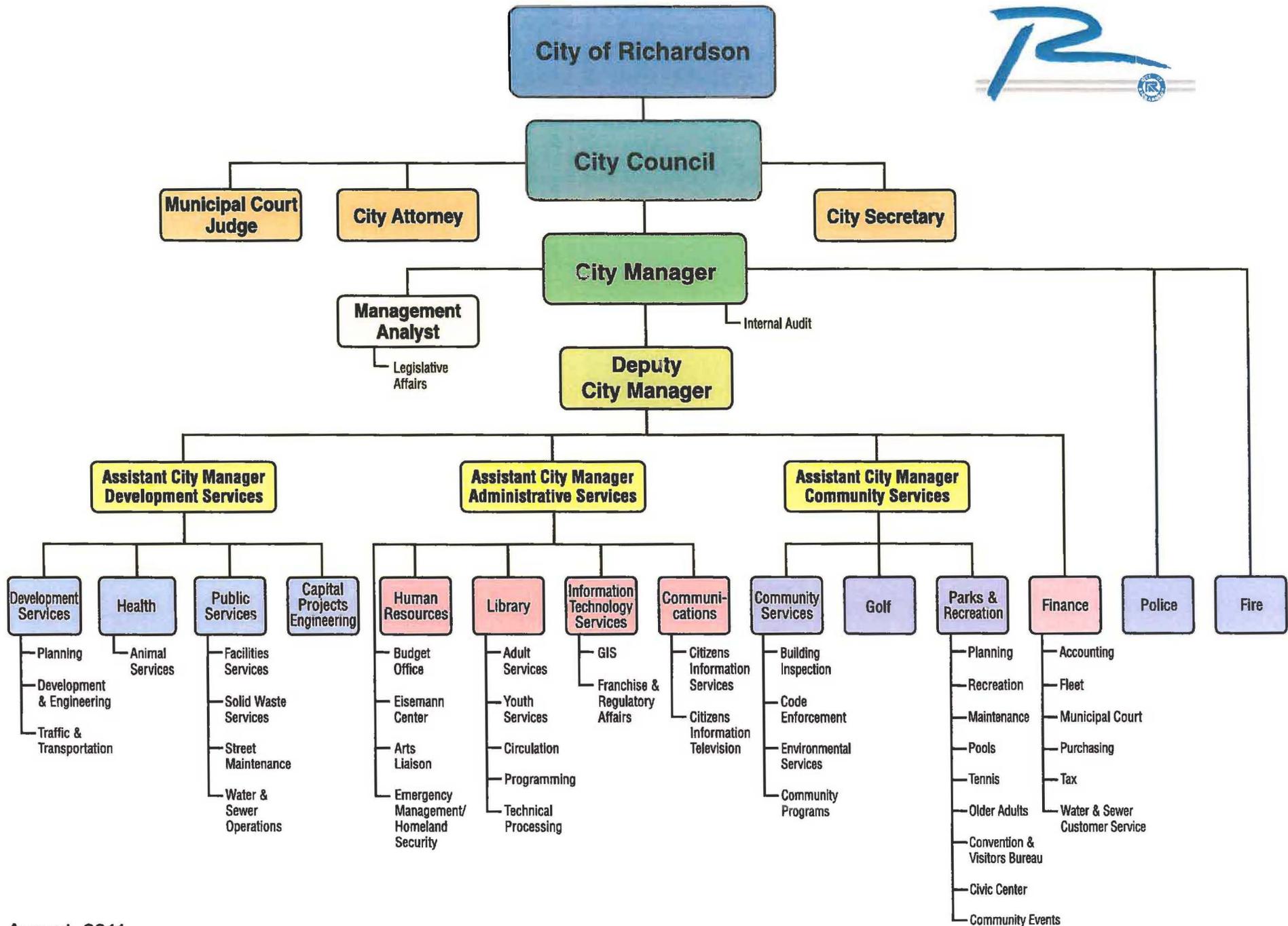
(13) Capital Projects Engineering-

(14) ~~Neighborhood Services~~

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(15) 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 or an assistant city manager 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 \$25,000.00, or a greater amount if allowed by state law, may be made without competitive bids, competitive sealed proposal or pursuant to design build process 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 however 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 \$300,000 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 \$300,000 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 ~~Fund 354~~ the General Government Special Projects Fund, and ~~Fund 542~~ the Water and Sewer Utility Special Projects Fund.

(j) The city manager is authorized to initiate the process for contracts pertaining to public improvements or the maintenance of public property. For purposes of Section 21.02 of the City Charter, contracts for public improvements or the maintenance of public property shall mean contracts for projects identified in the city's annual capital improvement program and requiring schematic plans. Plans and specifications for capital equipment do not require city council approval to initiate competitive bids.

Sec. 2-53. Responsibility of department directors.

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

Sec. 2-54. ~~Chief building official~~ Director of community services

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(a) ~~The Director of Community Services shall 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 building, plumbing, electrical, and mechanical codes; nuisance, zoning and sign ordinances; minimum property standards regulations; community enhancement initiatives; and environmental programs. Coordinate the implementation of reinvestment plans with city staff and community/development stakeholders.~~ ~~chief building official shall, under the direction of the designated assistant city manager, direct and coordinate the activities of the building, plumbing, electrical and general building codes of the city and administer the operation of the building inspection department.~~

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(b) The duties of the ~~chief building official~~ Director of Community Services shall include the following:

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- (1) ~~Direct inspectors and office personnel in the matter of authorizing and processing the issuance of permits for construction within the city, including commercial, residential, remodeling, fences, signs, pools, plumbing, electrical, mechanical, and such other related matters.~~
- (2) ~~Inspect all phases of construction within the city and inspect any change of occupancy classification, ownership or tenant in commercial zoning to ensure code compliance and maintain those records.~~
- (3) ~~Review plans for compliance with building, electrical, plumbing and mechanical codes and city ordinances.~~
- (4) ~~Counsel with architects, builders and owners concerning plan requirements under city codes.~~
- (5) ~~Give technical information and staff assistance to the sign control board and assist with the preparation of variance applications.~~
- (6) ~~Prepare and administer the annual budget and collection of fees for the department.~~
- (7) ~~Direct inspectors and office personnel in the matter of administering all aspects of the Rental Registration Program.~~

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- (1) Serve as Chief Building Official.
- (2) Direct inspectors and office personnel in the matter of administering all aspects of the Residential, Rental Registration, Commercial and Apartment Inspection Programs as well as authorizing the issuance of permits for and overseeing the inspect of commercial and residential construction, development and redevelopment.
- (3) Serve as staff liaison to the Building & Standards Commission, Sign Control Board of Adjustment and Environmental Advisory Commission.
- (4) 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.
- (5) Oversee and coordinate neighborhood enhancement activities, including approving home improvement projects for an incentive, approving neighborhood sign toppers, and directing staff in the

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- matter of administering all aspects of neighborhood assessment and vitality exercises.
- (6) 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.
 - (7) Coordinate the implementation of reinvestment plans with city staff and community/development stakeholders.
 - (8) Oversee and coordinate programs to promote environmental sustainability and energy efficiency.
 - (9) Direct the administration detail of the department, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; and the preparation of records and reports.
 - (10) Prepare and administer the annual budget and collection of fees for the department.

Sec. 2-55. Director of development services.

(a) The director of development services shall, under the direction of the designated assistant city manager, administer the operation of the development services, planning, development and engineering, and traffic and transportation 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, activity, 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 conducting special projects.

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

Sec. 2-56. Director of health.

(a) The director of health shall, under the direction of the designated assistant city manager, 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 health.
- (2) Enforce the laws of the state, the provisions of the Charter and all ordinances relating to 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 training programs for department staff.
- (5) 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) Regulate the sanitary condition of all morgues, cemeteries, crematories and burial places within the limits of the city and disposition of dead bodies of persons and animals.
- (7) Administer the industrial pretreatment sewage program as required by federal and state law.
- (8) Cooperate with municipal, state and federal health officials on mutual environmental health matters.
- (9) Prepare and administer the annual department budget.
- (10) Administer household hazardous waste collection program.
- (11) Conduct vector control activities.
- (12) Serve as local rabies control authority, as required by the Texas Health and Safety Code.
- (13) Administer the Phase II Storm Water Management program and coordinate with the Texas Commission on Environmental Quality to ensure compliance.

Sec. 2-57. Director of finance.

(a) The director of finance shall, under the direction of the deputy city manager, 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.

Sec. 2-58. 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, ~~and fire suppression services,~~ emergency medical services, ~~disaster preparedness~~ hazardous material response and special operations programs.

(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 and fire prevention and education.
- (2) Direct the administrative activities of the department, including the selection, training, assignment, utilization and disciplining of personnel.
- (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 equipment, ~~and trucks~~ and appartus.
- (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 and hazardous materials response.
- ~~(14) —Oversee the review of plans and inspections for fire suppression, detection and alarms and ~~detection~~ systems for all new constructions, remodels and renovations.~~
- (15) Support communications and emergency dispatch of fire, rescue and emergency medical services.

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Sec. 2-59. Golf professional.

- (a) The golf professional shall, under the direction of the designated assistant city manager, 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 employment of an individual or firm to provide concession services and execution of the concession services and execution of the concession contract providing food and beverage services.
- (5) Be responsible for reports and records.
- (6) Be responsible for the project management of any improvements.

Sec. 2-60. ~~Library D~~director of library services.

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(a) ~~The library D~~director of Library Services shall, under the direction of the designated assistant city manager, plan and administer the program of library services.

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

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Sec. 2-61. Director of parks and recreation.

(a) The director of the parks and recreation department shall, under the direction of the designated assistant city manager, 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, recreation programs, community events, convention and visitors bureau, tennis 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; 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. 2-62. Director of human resources.

(a) The director of human resources shall, under the direction of the designated assistant city manager 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) ~~Act as risk manager;~~ 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.

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- (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. 2-63. 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.

(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 manpower 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. 2-64. Director of public services.

(a) The director of public services shall, under the direction of the designated assistant city manager, administer the public services department. The department consists of water, sewer, street, solid waste services, and facilities services.

- (b) The duties of the director of public services shall include the following:
- (1) Plan, supervise and coordinate the design, construction and maintenance of water, sewer, street and building facilities.
 - (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. 2-65. Chief information officer.

(a) The chief information officer shall, under the direction of the designated assistant city manager, 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) Oversee and direct and 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.
- ~~(9)~~ 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.
- ~~(10)~~ Coordinate technology partnerships with vendors and the business community.
- ~~(11)~~ Develop and enforce information services policies and procedures.
- ~~(12)~~ Prepare and administer annual department budget.

Sec. 2-66. Director of capital projects/engineering

(a) The Director of capital projects/engineering shall, under the direction of the designated assistant city manager, administer the operations of capital projects/engineering and provide general control of the city's Capital Improvement Program.

(b) The duties of the director of capital projects/engineering 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 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) Make effective presentations to the city council, homeowners and/or other groups relevant to each program.
- (7) Administer use of floodplains, provide liaison with other Federal, State, and County governmental agencies and utility firms.
- (8) Supervise and participate in review of engineering and development plans and contract documents of public works projects for capital projects and other city departments.
- (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.

~~Sec. 2-67. — Director of Neighborhood Services.~~

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~~(a) The director of neighborhood services shall, under direction of the designated assistant city manager, manage and coordinate programs related to promoting the vitality and integrity of the City in residential and commercial areas.~~

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

- ~~(1) Direct inspectors and office personnel in the matter of administering all aspects of the Code Enforcement Program and Apartment Inspection Program.~~
- ~~(2) 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.~~
- ~~(3) 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.~~

- ~~(4) Direct inspectors and office personnel in the matter of administering all aspects of the Volunteer Assistance Program.~~
- ~~(5) Direct inspectors and office personnel in the matter of administering all aspects of the Graffiti Abatement Program.~~
- ~~(6) Direct inspectors and office personnel in the matter of administering all aspects of the Recreational Vehicle Parking Variance Program.~~
- ~~(7) Monitor ordinances and draft revisions as necessary.~~
- ~~(8) Direct the administration detail of the department, including the selection, training and utilization of personnel; requisitioning of supplies, materials and equipment; and the preparation of records and reports.~~
- ~~(9) Prepare and administer the annual budget and collection of fees for the department.~~

Sec. 2-68 Director of Communications

(a) The director of communications shall, under the direction of the assistant city manager for administrative services, administer the operation of the communications department. The director of communications shall plan and direct the communications 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, both internally and externally, ensuring consistency in messaging, and protection of the city brand, ~~compliance with legal and regulatory requirements including open records and open meetings requirements, timely response to citizen inquiries and proactive delivery of city news to the citizenry and other key audiences.~~
- (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 assistant city managers, deputy city manager, city manager, department directors and employees on communications strategies and key messages.
- (5) Develop an annual communications plan for the city and ensure compliance with the plan throughout the year, recommending changes in communications policies and procedures when appropriate.
- (6) Assist other city departments with the development of department-specific communications plans, policies and procedures, ensuring alignment with the city communications plan.
- (7) Direct and manage the preparation of presentations, written/graphic support materials and video projects for the City Council and city manager's office.
- (8) Direct the preparation of news releases as required and serve as the primary general media contact.
- (9) Assist City departments in the ~~Review of and approve~~ all publications produced for distribution to mass audience~~the public~~.
- (10) Coordinate closely with Information Services regarding content for the City's internet and intranet websites.
- (11) Manage the use of outside public relations, marketing or advertising agencies, as needed.
- (12) Coordinate communications activities for city festivals and events, and assist with the planning of press conferences, city facility groundbreaking and ribbon-cuttings, and other communications-related events as appropriate.
- (13) Handle crisis communications on the city's behalf, developing a crisis communications plan, recommending changes as needed and training city departments on crisis response policies and procedures.
- (14) Prepare applications for national, state and local awards and other public recognitions of city initiatives.
- (15) Prepare and administer annual department budget.

Sec. 2-69. Biannual review.

On or before October 1, ~~2013~~ ~~2011~~ and thereafter on a biannual basis, the city council will review this administrative code to incorporate any needed changes since its last amendment.

Secs. 2-70 - 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 so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

SECTION 4. 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 ____ day of September 2009.

APPROVED:

MAYOR

CORRECTLY ENROLLED:

CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY
(pgs/09-09-09/39018)

Near-Term Action Items 2011-2013

To achieve excellence in the established key goal areas, City Council has identified several Near Term Action Items to help facilitate the progress in which each goal is accomplished. See the following Near Term Action Items as they relate to the overarching goals:

A. Communication

- Evaluate providing handouts and background material for City Council Meetings online prior to or at the time a presentation is made.
- Evaluate use of social media to communicate important information regarding community updates, events and activities.

B. Community Vitality and Neighborhood Integrity

- Evaluate the home improvement incentive program and options to provide an incentive for investments lower than \$20,000.
- Evaluate funding strategies, **timing** and implementation planning for the ~~Neighborhood Vitality Program~~ following:
 - **Parks**
 - **Streets and Alleys**
 - **Sidewalks**
- Evaluate programs to address neighborhood decline issues to stabilize the overall health of the neighborhood.
- Review and evaluate the rental registration program and develop fee alternatives and strategies to increase participation.
- Evaluate developing a first-time homebuyer program to encourage ownership and residential reinvestment.
- Evaluate the establishment of a community wide day of caring where Richardson organizations and individuals come together to serve those in need.
- Develop outreach efforts with neighborhood associations to solicit residents to become involved **with Boards and Commissions and other** City volunteer opportunities.
- **Consider broadening the base of volunteer opportunities available to residents.**
- Consider creating a coop for neighborhood associations to provide improved economies for items such as insurance and maintenance services.
- Develop and maintain an inventory of all screening walls in the City to assist with future capital improvement efforts.

- Evaluate enhancing the check cashing ordinance and review the ordinance adopted by the City of Dallas.
- Evaluate creating an ordinance pertaining to the placement of Hookah lounges.
- Evaluate strategies to re-purpose underutilized retail areas.
- Create a development plan for the 400 block of West Arapaho.
- Initiate the new study area in ~~either the Downtown/Main Street area or the Belt Line/Bowser area~~ followed by the U.S. 75 corridor.
- ~~Develop opportunities for new pocket park locations similar to Ruth Young Park.~~
- Continue the implementation of the West Spring Valley reinvestment plan and consider public-private partnerships for redevelopment.
- Evaluate appropriate opportunities for public-private partnerships for future development, city services/amenities **and parks.**
- Evaluate the development of a dog park.
- ~~Investigate the implementation of a permanent farmers market.~~
- Periodically review the city's land use plan.
- **Identify gaps of sidewalk continuity and evaluate possible improvement plan.**

J. Marketing

- Promote and market local events within the community that are not city related or sponsored.
- Consider developing a branding and marketing plan.
- **Evaluate the creation of a Young Professionals Focus Group.**

K. Public Services

- Complete the arts comprehensive master plan.
- Evaluate City Hall/Civic Center facility improvements to enhance the customer/resident experience.
- Consider enhancing art grant funding to include **special benefits leveraging** at the Eisemann Center.
- ~~Periodically review the Parks, Recreation and Open Space Master Plan to ensure it meets community interests.~~

L. Transportation and Mobility

- **Evaluate the expansion of** ~~Expand~~ the City's bike lane system and evaluate enhancing pavement markings and signage.

- ~~Review traffic signal timing and synchronization to maximize efficient traffic flow and improve air quality.~~
- **Advocate for** ~~Promote~~ Richardson access points for the HOV lanes on Central Expressway.
- **Advocate for an** ~~Continue to promote the~~ acceleration of development of Cotton Belt rail line.
- ~~Evaluate strategies to enhance traffic signalization reviewing items such as flashing yellow lights and cross walk count down timers.~~