

City Council Work Session Handouts

October 22, 2012

- I. Discussion of Brick Row Cabana Submission
- II. Discussion of Variance 12-09
- III. Review and Discuss the Vendor Oversight Initiatives
- IV. Review and Discuss the Corporate Challenge Program

City Council Worksession



October 22, 2012

Meeting Begins at 6:00 P.M.

Brick Row Cabana and Pool



Subject Site
0.24-acres

Cabana and Pool
152 Brick Row

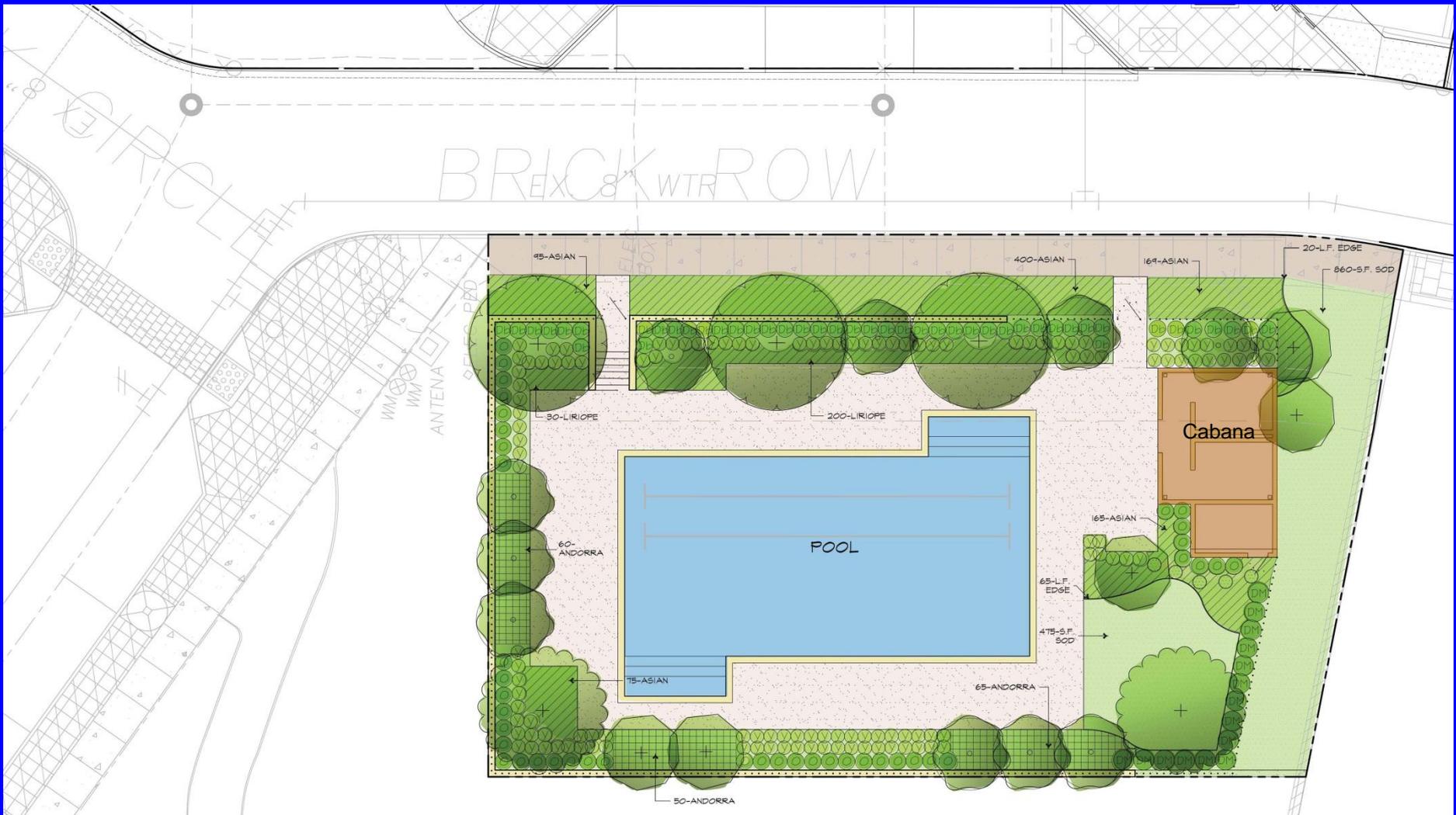




Looking east along Brick Row



Looking west along Brick Row



Approved Landscape Plan



POOL CABANA NORTH ELEVATION



POOL CABANA SOUTH ELEVATION



POOL CABANA WEST ELEVATION

Concept Building Elevations



4 POOL CABANA SOUTH ELEVATION
SCALE 1/4"=1'-0"



2 POOL CABANA WEST ELEVATION
SCALE 1/4"=1'-0"



5 POOL CABANA NORTH ELEVATION
SCALE 1/4"=1'-0"

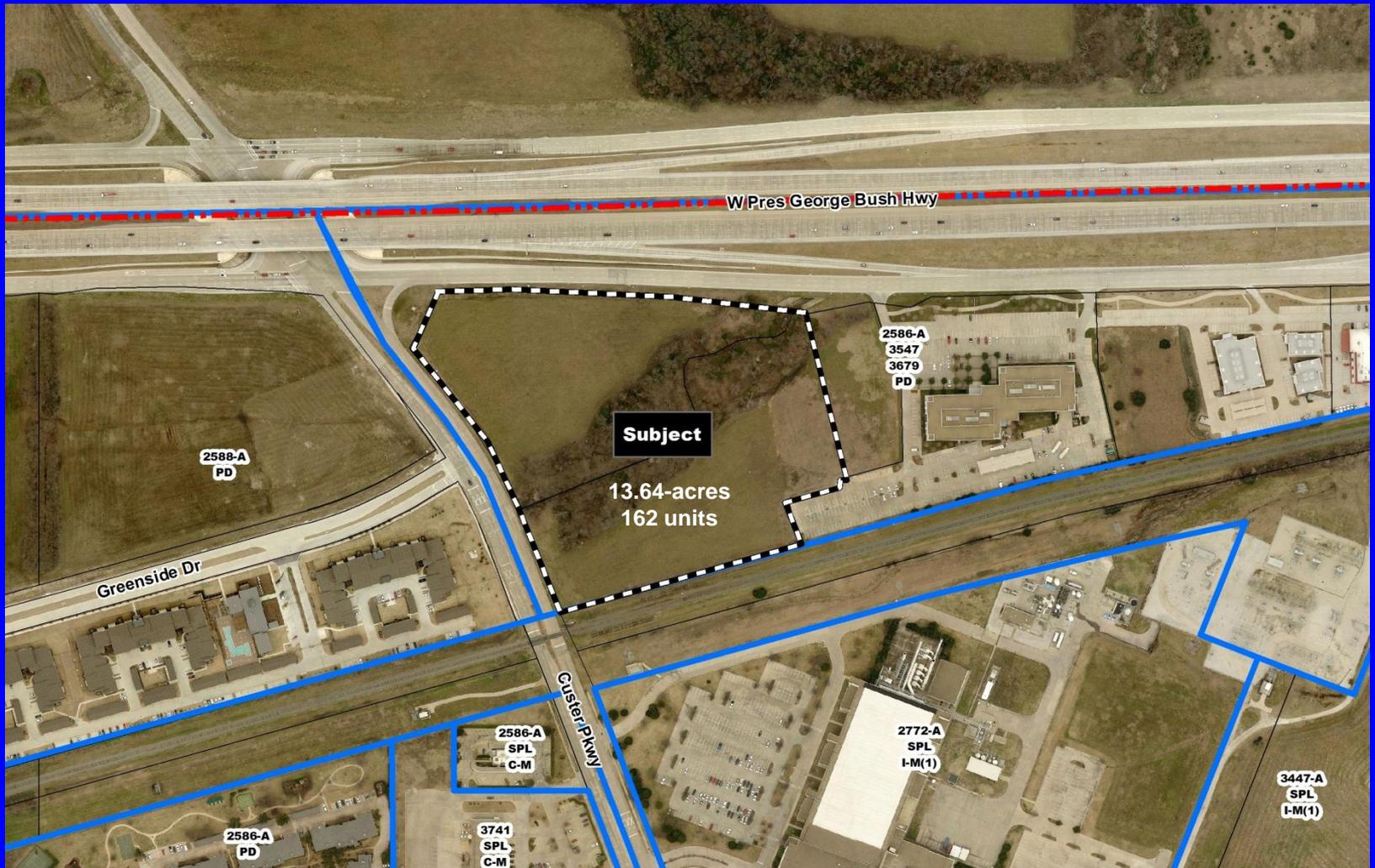


3 POOL CABANA EAST ELEVATION
SCALE 1/4"=1'-0"

Proposed Building Elevations

VAR 12-09

Alta Creekside
3650 Custer Parkway



VAR 12-09
Alta Creekside
3650 Custer Parkway



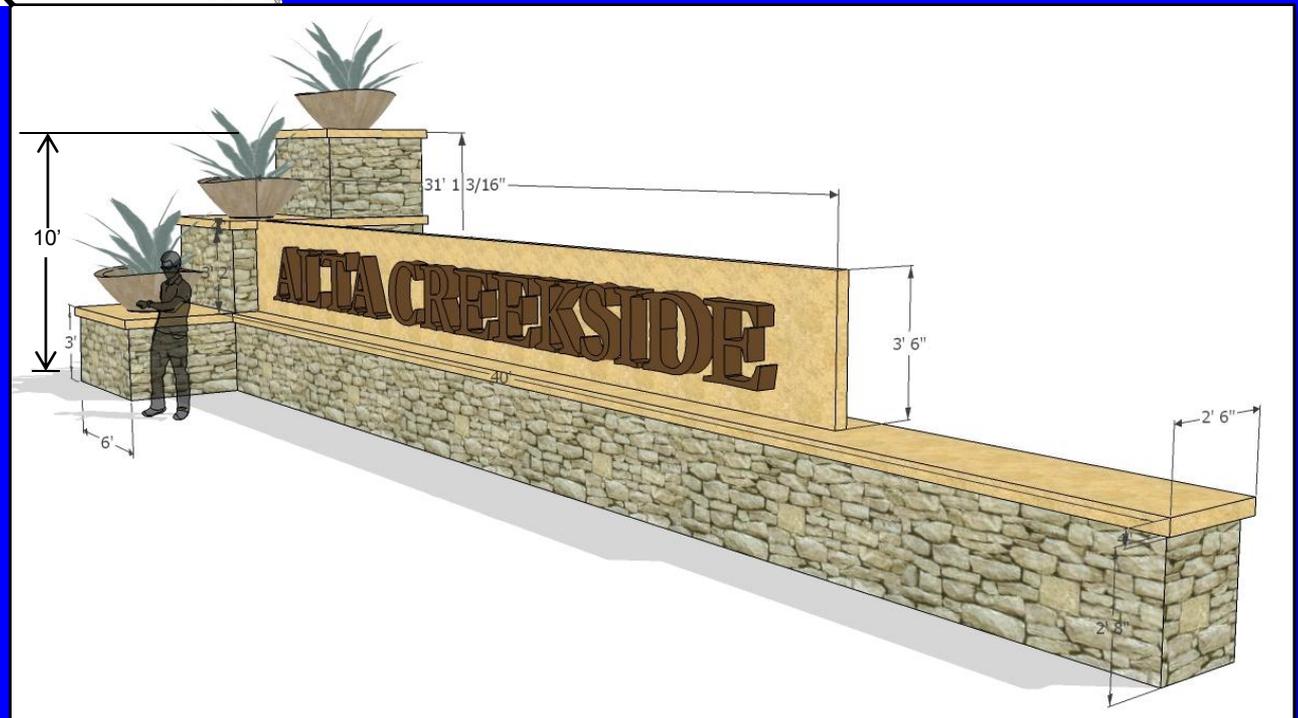
VAR 12-09
Alta Creekside
3650 Custer Parkway



VAR 12-09

Waive the required perimeter fence for an apartment community

- Bordered by streets, railroad, and an office development
- Eliminating the fence projects a more attractive image, including the entry feature



Proposed Entry Feature



VAR 12-09
 Alta Creekside
 3650 Custer Parkway



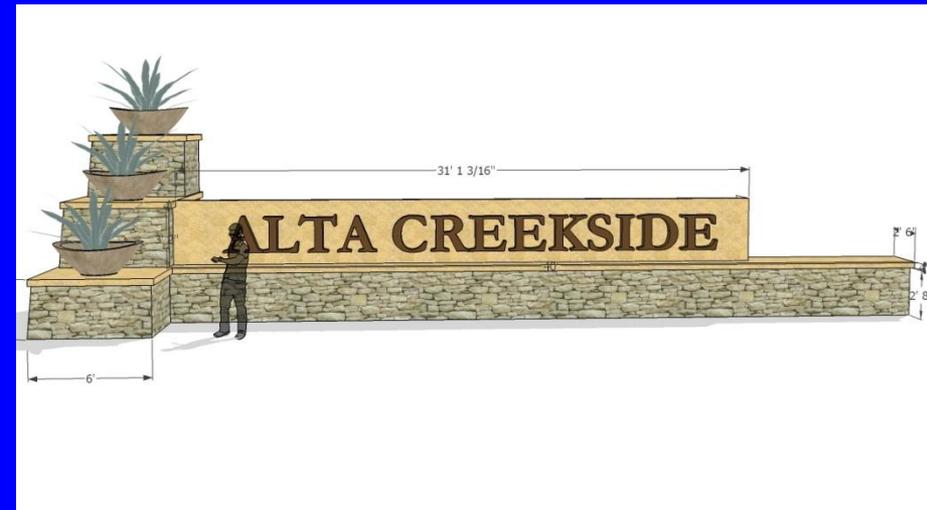
City Plan Commission

October 2, 2012

- Unanimously recommended approval with the condition to require construction of the entry feature prior to issuance of the certificate of occupancy.

City Council

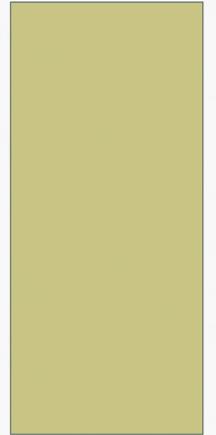
- Final decision



VAR 12-09
Alta Creekside
3650 Custer Parkway

VENDOR OVERSIGHT INITIATIVES

CITY COUNCIL PRESENTATION 10-22-2012



CITY COUNCIL NEAR TERM ACTION ITEM

- **Evaluate vendor contract provisions using appropriate risk management techniques**

OVERVIEW

- Design and Implement an Insurance Certificate Database for City Contracts
- Service and Controls (SOC1) Audits

BACKGROUND

- The City's standard practice for establishing a contract with a vendor/contractor includes:
 - Determining a scope of services reviewed by the appropriate department
 - The scope of services is sent to the City Attorney's Office for review and contract development.
 - The City Attorney's Office will consult with the City's Insurance Manager and broker representative to develop the insurance requirements for the specific contract.

CERTIFICATE OF INSURANCE DATABASE

- As part of the City's efforts to manage insurance requirements in contracts, a database system has been created.
- The database allows tracking of certificates of insurance required by City contracts with vendors and contractors.
- The database will provide electronic storage and reminder notifications of expiring policies and contracts.

CURRENT USE

- The Purchasing Department successfully began using this database in early 2012, with the notification feature implemented in early March.
- Purchasing has implemented the database for all agreements that flow through the Purchasing Department

The screenshot shows a Lotus Notes window titled "Quality Counts - AC: Traffic Count Program - IBM Lotus Notes". The window displays a record for a "Quality Counts" entry. The record includes the following information:

Quality Counts

Vendor Name: Quality Counts
Vendor Number: 20250
Vendor Status: New
Contract Title: AC: Traffic Count Program
PO #: [blank]
Total PO Amount: \$37,140.00
Internal Dept: Traffic and Transportation - 2071
Dept Contact: Robert Saylor/CH/Cor

Vendor Contact: Linda Larkins
Vendor Phone: 214-349-4861
Vendor Email: linda1958@yahoo.com
 Send Mail

Bid #: [blank]
Award Date: February 15, 2012
Notifications: Primary: William Martini/CH/Cor
cc: Robert Saylor/CH/Cor
Renewable?: Y N
Years: 5

Keywords: Traffic counts
Comments: Final 02/14/2015

Contract Start Date: February 15, 2012
Contract Completion Date: February 14, 2013
Contract Ends: February 14, 2014
Rating of Risk: 2

Insurance Record

Requirements	Req	Expiration Date
	<input checked="" type="checkbox"/> General Liability	04/09/2012
	<input checked="" type="checkbox"/> Includes XCU	04/09/2012
	<input type="checkbox"/> Waiver of Subrogation	04/09/2012
	<input checked="" type="checkbox"/> Auto	08/19/2012
	<input checked="" type="checkbox"/> Workers Comp	09/18/2012
	<input type="checkbox"/> Other	
	<input type="checkbox"/> Yes -- Excess liability/Umbrella if above does not meet limits	

Attachments: [blank]

ULTIMATE GOAL OF THE PROJECT

- Ensure city liability is minimized to the greatest extent possible through maintenance and updates of vendor certificate of insurance.
- Educate departments on use of the system and the importance of maintaining and tracking current certificates of insurance.
- Establish a user-friendly database for department use on maintaining, tracking and housing vendor certificates of insurance
 - Provide useful and timely reports
 - Provide timely certificates of insurance expiration notices sent via email to appropriate departments

NEXT STEPS

- Vendor database will be an on-going project
 - Add more reporting capabilities as necessary
 - Provide user training (currently on-going)
 - Continue to add new and current vendors as needed
 - Continue to add updated certificates of insurance and any additional information that may be useful for departments

SERVICE ORGANIZATION CONTROLS REPORT (SOC1 REPORT)

- Service Organization Controls 1 (SOC 1) Report
 - Reports on the system of internal control of a service organization (vendor) that is relevant to internal control over financial reporting of a user organization (client).
 - Performed under AICPA Standards
 - Previously known as a SAS70 Report
 - Prepared by an independent auditor

SOC1 AUDIT SPECIFICS

- A SOC1 Audit will review the design and operating effectiveness of controls at a service organization
- Areas that might be reviewed for a typical organization include:
 - Operations – collections, cash handling, data handling, invoice processing, remittance to clients, etc.
 - Control Environment - policy and procedures
 - Information & Communication – procedures for setting up new clients, reporting to clients
 - Information Systems – software applications, physical security of systems, security of data and access to data, data backup and retention

CONSIDERATION FOR A SOC1 AUDIT

- No “hard requirement” of when a SOC audit should be performed
- Most applicable when the service provider performs financial or transaction processing that is material to a user’s financial statements.
 - Material aspect to the activity – revenue, expenditures, transactions
 - Services provided to multiple clients/users
 - Internal controls are established by service provider and user may not have access to records or establishing the controls at the service provider
- SOC Audit is not necessary for all vendors
 - Small service provider or provides service for one client
 - City has some level of control or access to service provider’s records/information/procedures
 - Cost/benefit

USING A SOC 1 REPORT

- Did the Independent Auditor provide a clean opinion?
- Is the scope of the audit adequate for the user's needs?
- Was the Organization responsive to the findings from the Auditor's test results?
- Will any control changes identified by the Auditor require additional costs or changes to the City's relationship with the service provider?

VENDORS WITH A RECENT SOC ENGAGEMENT

- Blue Cross Blue Shield
 - Third-party administrator for all CORPlan health claims
 - October 1, 2010 to September 30, 2012
 - Clean opinion
- Digitech Computer
 - Third-party ambulance billing and collections
 - June 10, 2011 to June 30, 2012
 - Clean opinion

VENDORS WITH SOC1 IN PROCESS

- Redflex Traffic Systems
 - Bills and collects automated Red Light Violation citations
 - SOC1 in process
- PMAM Corporation
 - Bills and collects alarm permit and false alarm fees
 - SOC1 in process
- Dallas County Tax Office
 - Dallas County tax collections
 - SOC1 in process
 - Anticipate updating it every 5 years

SUMMARY

- HR staff will continue to train user departments of the Insurance Certificate Database
- Staff is requesting SOC1 Audits in contracts when it makes sense and it is financially feasible
- City staff will continue to work with the City Attorney to determine appropriate contract and review techniques for effective risk management control.

QUESTIONS





City Council Work Session

October 22, 2012



Who's New

- **The Beck Group**
- **Burns & McDonnell Engineering**
- **Ebby Halliday Realtors – Richardson Team**
- **General Electric**
- **KBM Group**
- **Layered Tech**
- **Markit**
- **Mustang Technology Group**
- **PrimeLending**
- **The Heart Hospital Baylor Plano**
- **Texas Capital Bank – Richardson**
- **Baylor Health Care System**



Calendar of Events

12 SUNDAY AUGUST	13 MONDAY AUGUST	14 TUESDAY AUGUST	15 WEDNESDAY AUGUST	16 THURSDAY AUGUST	17 FRIDAY AUGUST	OPENING CEREMONY THE GREAT WALK GALATYN PLAZA	18 SATURDAY AUGUST	VOLLEYBALL SPORTSPLEX@ VALLEY VIEW
19 SUNDAY AUGUST	20 MONDAY AUGUST	21 TUESDAY AUGUST	22 WEDNESDAY AUGUST	23 THURSDAY AUGUST	24 FRIDAY AUGUST	BASKETBALL UT DALLAS & SPORTSPLEX@ VALLEY VIEW	25 SATURDAY AUGUST	BASKETBALL SPORTSPLEX@ VALLEY VIEW
26 SUNDAY AUGUST	27 MONDAY AUGUST	28 TUESDAY AUGUST	29 WEDNESDAY AUGUST	30 THURSDAY AUGUST	31 FRIDAY AUGUST		1 SATURDAY SEPTEMBER	THE GREAT RIDE
2 SUNDAY SEPTEMBER	3 MONDAY SEPTEMBER	4 TUESDAY SEPTEMBER	5 WEDNESDAY SEPTEMBER	6 THURSDAY SEPTEMBER	7 FRIDAY SEPTEMBER	TEXAS HOLD 'EM CIVIC CENTER	8 SATURDAY SEPTEMBER	KICKBALL BRECKINRIDGE
9 SUNDAY SEPTEMBER	10 MONDAY SEPTEMBER	11 TUESDAY SEPTEMBER	12 WEDNESDAY SEPTEMBER	13 THURSDAY SEPTEMBER	14 FRIDAY SEPTEMBER	SOCCER UT DALLAS	15 SATURDAY SEPTEMBER	GOLF SHERRILL PARK GOLF COURSE DIV A, B & BB
16 SUNDAY SEPTEMBER	17 MONDAY SEPTEMBER	18 TUESDAY SEPTEMBER	19 WEDNESDAY SEPTEMBER	20 THURSDAY SEPTEMBER	21 FRIDAY SEPTEMBER	BADMINTON UT DALLAS DIV C	22 SATURDAY SEPTEMBER	BADMINTON UT DALLAS DIV B & BB - AM DIV D & E - PM
23 SUNDAY SEPTEMBER	24 MONDAY SEPTEMBER	25 TUESDAY SEPTEMBER	26 WEDNESDAY SEPTEMBER	27 THURSDAY SEPTEMBER	28 FRIDAY SEPTEMBER	SOFTBALL HUFFHINES BALLFIELDS	29 SATURDAY SEPTEMBER	SOFTBALL HUFFHINES BALLFIELDS
30 SUNDAY SEPTEMBER	1 MONDAY OCTOBER	2 TUESDAY OCTOBER	3 WEDNESDAY OCTOBER	4 THURSDAY OCTOBER	5 FRIDAY OCTOBER	DARTS CIVIC CENTER DIV A & C	6 SATURDAY OCTOBER	
7 SUNDAY OCTOBER	8 MONDAY OCTOBER	9 TUESDAY OCTOBER	10 WEDNESDAY OCTOBER	11 THURSDAY OCTOBER	12 FRIDAY OCTOBER	WOMEN'S 3/3 BASKETBALL SPORTSPLEX@ VALLEY VIEW	13 SATURDAY OCTOBER	BOWLING AMF RICHARDSON DIV D & E - 10AM DIV C & BB-2 PM DIV A & B - 6 PM
14 SUNDAY OCTOBER	15 MONDAY OCTOBER	16 TUESDAY OCTOBER	17 WEDNESDAY OCTOBER	18 THURSDAY OCTOBER	19 FRIDAY OCTOBER	CLOSING UNDER THE BIG TOP! GALATYN PLAZA		



2012 PARTICIPATING COMPANIES

A collection of logos for participating companies, arranged in a grid-like fashion. The logos include:

- BlueCross BlueShield of Texas
- CONVERGY'S Outthinking Outdoors
- markit
- MUSTANG TECHNOLOGY GROUP
- ASC AIR SYSTEM COMPONENTS INC.
- zynga
- friends
- HILL & WILKINSON GENERAL CONTRACTORS
- Nationwide On Your Side
- FOSSIL
- FRESE & NICHOLS
- TriQuint SEMICONDUCTOR
- AmeriSourceBergen Specialty Group
- BAYLOR Health Care System
- esurance
- availity Patients. Not paperwork.
- communications Integrated Systems
- HILTON WORLDWIDE
- Burns & McDonnell SINCE 1898
- PrimeLending A PlainsCapital Company.
- LENNOX INTERNATIONAL
- DALLAS SHERIFF'S DEPARTMENT
- ETC Electronic Transaction Consultants
- FM Global
- Companion Data Services
- layeredtech
- Insight Technology Solutions
- Raytheon EO Innovations
- GENBAND
- Raytheon
- Regus
- PFS web
- THE HEART HOSPITAL Baylor Plano
- Rockwell Collins
- ISN
- ARGO www.argoata.com
- PIONEER NATURAL RESOURCES
- Eddy Halliday REALTORS
- QUICK SUITS
- ca technologies
- SAMSUNG
- KBM GROUP
- UT DALLAS
- Concentra
- SOUTHWEST.COM
- SOURCE VOICE | DATA | BY TELEPHONE POWERING BUSINESS COMMUNICATION
- PEPSICO
- CommScope
- INTEGRA Body Resources DALLAS/FORT WORTH
- General Electric
- BECK 100
- Anritsu Discover What's Possible
- CISCO



Final Standings

Division A

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	Raytheon	7	5	1	4	4	3	199	893	16	215
2	BlueCross BlueShield of Texas	4	5	3	4	2	6	161	852	11	172
3	L3 Communications	5		6	3	3	7	143	755	4	147
4	Southwest Airlines	2	3	5	1	4	8	120	783	7	127
5	PepsiCo	2	3	4	4	4	6	119	708	1	120
6	Richardson ISD	2	2	1	3	5	11	94	713	1	95
7	General Electric	1	2	3	2	3	12	84	718	2	86
8	Dallas Sheriff's Department	2	1	1	1	3	13	73	598	1	74
9	Samsung	1	2	1		4	14	65	661	1	66
10	Baylor Health Care System				1	3	17	27	561	1	28



Final Standings

Division B

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	Fossil	7	4	1	2	2	8	181	843	16	197
2	City of Richardson	3	6	7	1	3	4	176	823	11	187
3	Lennox International	3	4	4	2	9	2	148	806	7	155
4	Cisco Systems	4	4	3	2	4	7	149	782	2	151
5	TriQuint Semiconductor Inc.	4	1	3	8	1	6	134	795	4	138
6	ISN	3	2	3	3	6	6	121	705	1	122
7	Rockwell Collins	1	2	3	1	4	11	81	693	1	82
8	The Heart Hospital Baylor Plano			2	4	5	11	50	699	1	51



Final Standings

Division BB

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	Pioneer Natural Resources	7	4	3	1	2	7	192	827	11	203
2	Concentra Inc.	6	3	3	8		4	184	831	16	200
3	CA	3	6	2		6	5	141	673	1	142
4	UT Dallas	2	4	4	4	1	7	129	711	1	130
5	AmerisourceBergen Specialty Group	1	1	8	3	3	7	107	729	4	111
6	Beck Group	2	3			3	14	85	712	2	87
7	Markit	1	1	1	4	3	13	69	748	7	76
8	Hilton	1	2	1	2	3	12	68	585	1	69
9	Argo Data		2		4	2	15	55	669	1	56
10	PrimeLending	1				5	13	39	529	1	40



Final Standings

Division C

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	EO Innovations	4	4	4	3	3	2	154	653	11	165
2	A-Team	3	6	1	1	5	3	138	640	7	145
2	Texas Capital Bank	3	2	5	5		5	129	655	16	145
4	PFSWeb, Inc.	3	3	5	3	2	3	134	591	4	138
5	Freese and Nichols	3	1	1	4	2	5	91	457	1	92
6	Hill & Wilkinson	3	1	1	1	6	7	89	519	2	91
7	GENBAND	1	2	3	1	5	4	77	378	1	78
8	Regus Management Group		1	1	2	1	3	31	249	1	32



Final Standings

Division D

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	Availity	5	3	3	3	3	2	152	597	2	154
2	Companion Data Services	2	4	4	2	4	4	124	645	16	140
3	ETC	4	2	4	2	3	4	131	618	4	135
4	Convergys	2	3	1	5	2	6	102	629	11	113
5	Air System Components	1	5	2		5	7	101	626	7	108
6	FM Global	4	1	1	1	2	9	97	554	1	98
7	SOURCE Inc.	2		4	2	1	10	80	572	1	81
8	Insight	1	1	1	3	5	8	64	531	1	65



Final Standings

Division E

Rank	Company	Medals							Participation		Total
		Gold	Silver	Bronze	4th	5th	6th+	Points	Total	Points	Points
1	Ebby Halliday Family of Companies	6	6		3	4	1	182	652	16	198
2	Burns & McDonnell	7	2	2	4	1	2	168	568	4	172
3	Esurance	3	5	2	1	5	3	128	551	2	130
4	KBM Group	4	2	2	4	2	6	121	620	7	128
5	Mustang Technology Group	1	2	4	6	3	3	99	638	11	110
6	Integra Realty Resources/Nationwide	1	2	3	2	6	5	78	497	1	79
7	Zynga with Friends		1	4		6	7	58	545	1	59

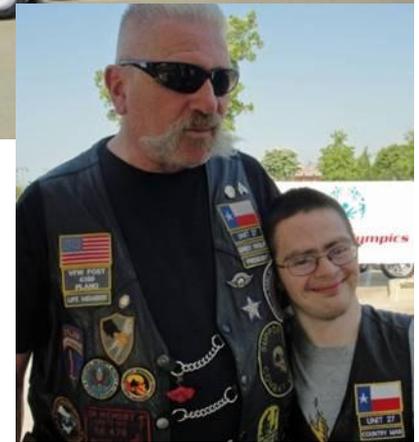


Opening Ceremony – August 17th





The Great Ride – September 1st





Softball





Bass Fishing





Medals



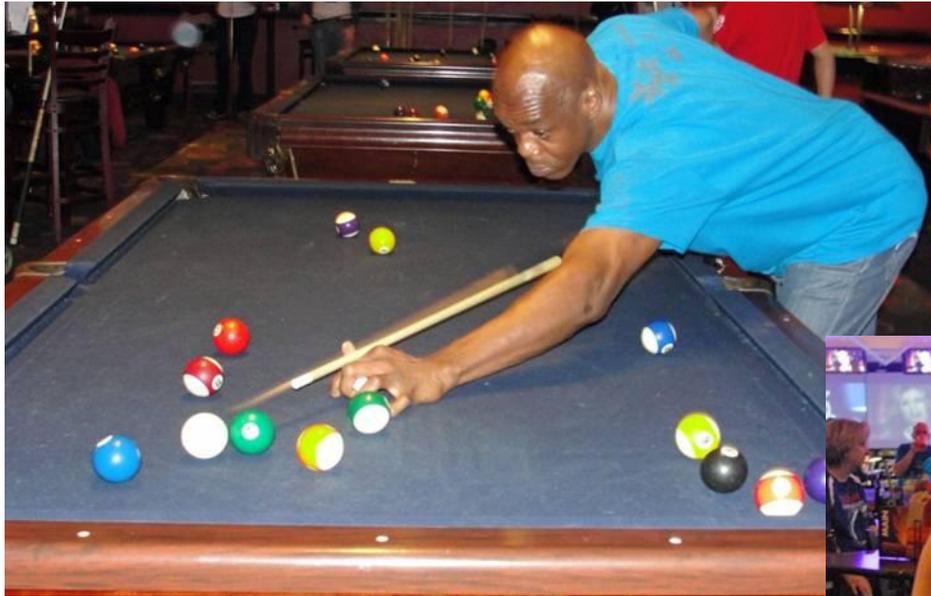


3 on 3 Basketball





Billiards





That's Spirit!





Closing Ceremony – October 19th





Special Olympics of Texas



Since the Corporate Challenge began 15 years ago, \$1,200,000 has been given to Special Olympics Texas by corporate challenge employees and corporation contributions.

- In 2012, \$160,000 contributed
- 25% goes to the Richardson Roadrunners organization
- As part of participating, companies are asked to raise a minimum of \$1,000

"We are so very appreciative of everything the City of Richardson and Corporate Challenge have done for Special Olympics, Texas and the Richardson Roadrunners in the past 14 years and are honored to have such generous and amazing support.."

- Alice Brimelow, Special Olympics Texas