

**CARROLLTON CITY COUNCIL
WORKSESSION AND REGULAR MEETING**

JUNE 17, 2008

The City Council of the City of Carrollton, Texas convened in a Regular Meeting and Worksession on Tuesday, June 17, 2008, at 5:45 p.m. with the following members present: Mayor Ron Branson, Mayor Pro Tem Matthew Marchant, Deputy Mayor Pro Terry Simons, Councilmembers Tim Hayden, John Mahalik, Pat Malone, Larry Williams and Herb Weidinger. Also present were City Manager Leonard Martin, Assistant City Managers Marc Guy and Bob Scott, Director of Managed Competition Tom Guilfooy, Workforce Services Director Erin Rinehart, City Attorney Clayton Hutchins and City Secretary Ashley D. Mitchell.

***** PRE-MEETING ***
5:45 P.M. – COUNCIL BRIEFING ROOM**

1. Dinner
2. Mayor and Council **reports and information sharing.**

Councilmember Malone stated that she attended a ribbon cutting for Good Energy.

Councilmember Weidinger gave a report from his trip to Cleveland and distributed information about green buildings.

Councilmember Mahalik stated that he has approached Brad Mink about going to Korea with the Mayor and need Council consensus. Councilmember Williams stated that he doesn't have a problem with him attending. Councilmember Weidinger stated he was in agreement with it. Councilmember Malone stated that she doesn't think council should go unless there is a benefit and doesn't want to spend the money. Councilmember Hayden stated that the trips have benefits to the community.

Mayor Branson stated that a letter was sent out endorsing the NCAA Men's Basketball Final Four be held in Dallas, Attended the DRMC Meeting, Mosaic group, attended the Texas CAN Academy graduations, attended a gathering of Grace Church and had a TOD subcommittee tour.

3. Receive **supplemental staff information** and responses to questions.

***** WORKSESSION ***
COUNCIL BRIEFING ROOM**

6. Discuss **Denton County Veterans Memorial Funding.**

Council concurred to fund \$10,000 for the Denton County Veterans Memorial.

***** EXECUTIVE SESSION *****

4. Council convened in **Executive Session at 6:03 p.m.** pursuant to Texas Government Code:

- **Section 551.071** for private consultation with the City Attorney to seek legal advice with respect to pending and contemplated litigation and including all matters on this

- agenda to which the City Attorney has a duty under the Texas Rules of Discipline and Professional conduct regarding confidential communication with the City Council.
- **Section 551.072** to discuss certain matters regarding real property.
 - **Section 551.074** to discuss personnel matters.
 - **Section 551.076** to discuss security matters.
 - **Section 551.087** to discuss Economic Development.
5. Council **reconvened in open session at 6:41 p.m.** to consider action, if any, on matters discussed in the Executive Session.

INVOCATION by Willie Rainwater

PLEDGE OF ALLEGIANCE

PRESENTATIONS

9. Present a **Proclamation Declaring June 17, 2008 As Erin Hunt, Miss Carrollton Day.**
10. Presentation of **2008 Government Academy Graduates.**
11. Present a **Proclamation Declaring June 14, 2008 As United States Army Day.**

PUBLIC FORUM

12. **Hearing of any citizen/visitor on items not listed on the regular meeting agenda.** Citizens/visitors should complete an appearance card located on the table at the entrance to the City Council Chambers. Speakers must address their comments to the presiding officer rather than to individual Council members or staff; Stand at the podium, speak clearly into the microphone and state your name and address prior to beginning your remarks; Speakers will be allowed a maximum of 5 minutes for testimony; Speakers making personal, impertinent, profane or slanderous remarks may be removed from the room; Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations will not be permitted; No placards, banners or signs will be permitted in the Chambers or in any other room in which the council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

None.

CONSENT AGENDA (**All items marked with a single asterisk are part of a Consent Agenda and require no deliberation by the Council. Each Council member has the prerogative of removing an item from this agenda so that it may be considered separately. Contracts and agreements are available in the City Secretary's Office.*)

Councilmember Mahalik moved approval of Agenda Item No. 13 – 18. Second by Councilmember Hayden. The vote was cast 7-0 in favor of the motion.

BIDS AND PURCHASES

- *13. Consider approval of Bid # 08-030 for **Sand & Gravel For Various Departments From Various Vendors** in an amount not to exceed \$86,000.

- *14. Consider approval of the purchase of **Lighting Improvements For Five Satellite Tennis Courts To Musco Lighting** through an Inter-Local Agreement with Buyboard in an amount not to exceed \$ 205,750.00.

CONTRACTS AND AGREEMENTS

- *15. Consider authorizing the City Manager to **Enter Into An Engineering Design Services Contract With Hayden Consultants For The Midway Road Widening Project** in an amount not to exceed \$ 187,250.00.
- *16. Consider authorizing the City Manager to **Enter Into An Engineering Designs Services Contract With Teague, Nall & Perkins For The Woodgate #3 Addition Street Replacement Project** in an amount not to exceed \$193,550.00.

RESOLUTIONS

- *17. Consider a Resolution **Authorizing DART To Exercise Its Right Of Eminent Domain To Acquire Various Properties For Future Light Rail Expansion.**

ORDINANCES

- *18. Consider an **Ordinance Approving The Municipal Setting Designation For 1215 W. Crosby Road & 1310 Electronics Drive.**

PUBLIC HEARINGS – INDIVIDUAL CONSIDERATION

19. Hold a public hearing and consider approval of a **Resolution on the Draft PY 2008 Community Development Block Grant (CDBG) One Year Plan of Action and Budget.**

Mayor Pro Tem Marchant moved approval of Resolution on the Draft PY 2008 Community Development Block Grant (CDBG) One Year Plan of Action and Budget. Second by Deputy Mayor Pro Tem Simons. The vote was cast 7-0 in favor of the motion.

Mayor Branson adjourned the meeting and reconvened the Worksession at 7:22 p.m.

12. Briefing on **Library Service Improvements & Reorganization.**

Cheri Gross, Library Director stated that the library team has been focused on becoming a highly sustainable and competitive business unit. Since May of 2006 there have been multiple opportunities to re-evaluate vacant positions, improve business processes and leverage technology and offer value to customers. Over time, and in concert with the compensation study, staff looked at each division within the library business unit with an

eye to improve the organizational structure and create a business unit that operated more efficiently and effectively.

Position Changes:

- Public Services and Technical Services Manager positions were eliminated when they became vacant – reducing an entire level of management.
- In the summer of 2007, it was agreed that a Youth Services Supervisor position was key to service delivery. This position would supervise all youth services librarians and library technicians and would be responsible for all children and teen programming. This was accomplished by re-classifying the existing Collection Management Supervisor position.
- An Acquisitions Librarian position was created from a vacancy. This position streamlined online materials ordering and works with staff, vendors and the city's Purchasing Department to get materials into the hands of customers faster.
- Another opportunity to streamline operations was presented with the resignation of the Access Services Supervisor in February 2008. This supervisor position was responsible for a staff of 23. After thorough analysis of the access services function, it was determined that the two team leader positions were ineffective and had no supervisory responsibilities. Instead, one additional Access Services Supervisor will be hired so that each library location would have a working supervisor. This provided an internal promotion opportunity for existing staff.
- The access services division, our “super” technology team that supports public computers, self checks, security gates, etc. was assigned a new supervisor. That “new” supervisor was the existing Systems Administrator who was given new duties and re-classified within the new compensation system.

Business Process and Customer Improvement Changes:

- In 2006, the library began utilizing Print Management software to recover costs of printing from public computers. The increasing number of online research sources had increased copying charges and the honor system was no longer effective.
- At the same time, Public Computer Reservation software was implemented to manage wait times of computers in the libraries, easing the frustration for customers and allowing staff to focus on helping customers with information needs (our core business) instead of being “referees.”
- Library staff fundamentally changed the business process of checking and re-shelving library materials in 2006. In the past, materials turned in were placed on carts, checked in, placed on carts, transferred to shelves in the workroom in alphabetical order, put back on carts to be reshelved in the public area. Now, materials are left on carts, checked in, sorted “on the fly” and re-shelved from the carts. This process improvement reduces the number of times that materials are handled and returned to the shelves and now they can be accessed by customers within 24 hours.
- The library replaced aging Self-Check equipment in 2006. Ease of use for customers has resulted in 90% utilization and the library reduced ongoing maintenance costs by approximately \$9,000. Our goal is 95%.

The library is committed to a competitive strategy, continuous improvement, and increased efficiencies through the use of future technologies. These changes have created an annual/recurring cost savings of \$230,000.

13. Discuss Towing of Uninsured Vehicles.

Councilman Marchant introduced the concept and Police Chief David James answered questions.

Currently, the Carrollton Police Department is operating under a policy that authorizes officers to have a vehicle without proper insurance coverage that is involved in an accident to be towed at the officers' discretion. At the June 3, 2008, Councilman Marchant requested an item be placed on the June 17 work session to discuss a possible ordinance modification that would authorize officers to tow any vehicle stopped for a traffic violation or involved in an accident that is not covered by insurance as required by state law.

Failure to maintain proper insurance coverage places an undue burden on the majority of drivers who are responsible and carry the proper insurance. The large number of vehicles that are not covered properly by insurance drives up the cost of insurance and creates a financial hardship on those drivers who do follow the financial responsibility law. If all cars had insurance, all rates would decrease.

Council concurred that more information was needed and that an item will be placed on a future Worksession.

Mayor Branson adjourned the meeting at 8:35 p.m.

ATTEST:

Ashley D. Mitchell, City Secretary

Ronald F. Branson, Mayor