

2018-2019 Council Goal Action Plan



An overview of Council-directed processes for the 2018-2019 Fiscal Year

As part of the first budget retreat, and throughout the budgeting process, the Town Council identified goals and processes to undertake in the 2018-2019 Fiscal Year with particular focus in clearly identifying a handful of efforts that could be undertaken and substantially completed during the year.

Each of the following slides provides information on the goals identified, the challenges/barriers to attaining those goals, the team(s) involved in those processes, the financial implications, the performance indicators with target and actual dates, and a slide with updates from the team(s) on a month-to-month basis. Each slide also has an indicator in the top right corner to show the current status of the goal.

GOVERNANCE

- Board Relationships & Training
- Code of Ethics Review
- Compensation Study
- Administrative Fee Study
- Economic Development Strategies
 - Glazer Tract



INFRASTRUCTURE

- CIP Process & Plan
- Collins Road
- Drainage Study
- Roadway Improvements
- UDO Review & Updates



PUBLIC SAFETY

- Dispatch Transition
- Public Safety Study



ENHANCE BOARD & COMMISSION RELATIONSHIPS AND TRAINING

STATUS: ON TARGET



To build a better working relationship between all Town Boards and Commissions while also enhancing training by offering certain on-site courses.



CHALLENGES/BARRIERS

- Communication
- Availability of all boards at the same time



TEAM

- Leader: Town Secretary
- Town Council
- Management Team
- Town Boards, Commissions



FUNDING

- Source: General fund
- Total cost: TBD
- Spent to date: \$0

PERFORMANCE INDICATORS:

- Appreciation Dinner
- Open Meetings Act Training
- Economic Development Training/Overview for EDC's and Council

TARGET DATE

November 2018
TBD
Summer, 2019

ACTUAL

ENHANCE BOARD & COMMISSION RELATIONSHIPS AND TRAINING

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

CODE OF ETHICS REVIEW

STATUS: ON TARGET



Citizen Committee review of the current Code of Ethics for Elected and Appointed Officials as a result of a recommendation from the Home Rule Charter Committee.



CHALLENGES/BARRIERS

- Strong Focus of Scope



TEAM

- Leader: Asst. Town Mgr., Town Secretary



FUNDING

- Source: General Fund
- Total cost allocated: \$0
- Spent to date: \$0



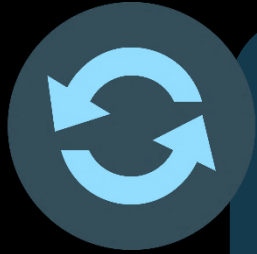
PERFORMANCE INDICATORS:

- Appoint Ethics Committee
- Committee Meetings
- Committee Recommendations to Town Council
- Council Review & Implementation

TARGET DATE
September, 2018

TBD
TBD
TBD

ACTUAL



STATUS UPDATE:

July, 2018

- Identified as key goal for FY 18-19

September, 2018

- Interviews of interested volunteers

COMPENSATION STUDY

STATUS: ON TARGET



An in-depth review of the Town's compensation and classifications for employees to ensure equitable pay based on duties and market rates.



CHALLENGES/BARRIERS

- Emotional responses to salaries
- Communication with Employees



TEAM

- Leader: Town Mgt.



FUNDING

- Source: General Fund
- Total cost allocated: \$17,000
- Spent to date: \$0



PERFORMANCE INDICATORS:

- Approve Contract for Study
- Study duration
- Recommendations to Town Council
- Implementation

TARGET DATE

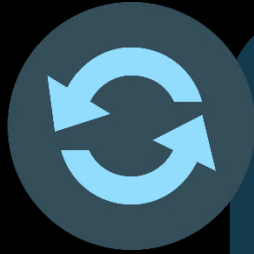
- Sept., 2018
- Oct. – Dec., 2018
- Jan. 2019
- Jan. – Feb., 2019

ACTUAL

- Sept., 2018

COMPENSATION STUDY

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Executed Contract

ADMINISTRATIVE FEE STUDY

STATUS: ON TARGET



Undergo study to review cost recovery for Town services with a focus on Development Services and other fee-related processes to ensure fees are adequate and fair.



CHALLENGES/BARRIERS

- Time to implement proposed changes
- TBD



TEAM

- Leader: Town Management
- Town Secretary, Director of Development Services



FUNDING

- Source: Non-Departmental
- Total cost allocated: \$30,000
- Spent to date: \$0



PERFORMANCE INDICATORS:

- Approve Interlocal Agreement
- Fee Study Review
- Fee Study Implementation

TARGET DATE

ACTUAL

9/2018

9/2018

TBD

TBD

ADMINISTRATIVE FEE STUDY

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Interlocal Agreement finalized to hire fee study firm

CONTINUE COORDINATION BETWEEN 4A, 4B, & COUNCIL TO MAXIMIZE COMMERCIAL OPPORTUNITIES.

STATUS: ON TARGET



REVIEW, ADOPTION, AND IMPLEMENTATION OF THE TOWN'S ECONOMIC DEVELOPMENT STRATEGIC PLAN.



CHALLENGES/BARRIERS

- Differing visions and priorities
- Citizen input/feedback
- Determining needs vs. wants vs. use



TEAM

- Leader: Econ Dev Director
- Town Council
- 4A & 4B
- Town Manager



FUNDING

- Source: Econ Dev Budget
- Total cost: \$0
- Spent to date: \$0



<u>PERFORMANCE INDICATORS:</u>	<u>TARGET DATE</u>	<u>ACTUAL</u>
• Discussion with boards on strategic plan	September and October 2018	
• Joint Workshop with Town Council and Boards	October 29, 2018	
• Revision on the ED Strategic Plan	November/December 2018	
• Final review of Strategic Plan by Boards	January 2019	
• Final review of Strategic Plan by Council	January/February 2019	
• Adoption by ED 4A and 4B Boards	February/March 2019	
• Implementation	March 2019	

CONTINUE COORDINATION BETWEEN

STATUS: ON TARGET

4A, 4B, & COUNCIL TO MAXIMIZE COMMERCIAL OPPORTUNITIES.



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Discussion with 4A and 4B Boards

CONTINUE COORDINATION BETWEEN 4B AND COUNCIL ON GLAZER TRACT.

STATUS: ON TARGET



DEVELOPMENT AND IMPLEMENTATION OF A MASTER CONCEPT PLAN FOR THE DEVELOPMENT OF THE GLAZER TRACT.



CHALLENGES/BARRIERS

- Differing visions and priorities
- Funding



TEAM

- Leader: Econ Dev Director
- Town Council
- 4B
- Town Manager



FUNDING

- Source: Town Council and EDC Budgets
- Total cost: Concept Plan: \$15,899; Implementation / Development: TBD
- Spent to date: \$0



<u>PERFORMANCE INDICATORS:</u>	<u>TARGET DATE</u>	<u>ACTUAL</u>
• Selection of a firm to conduct a Master Concept Plan	July 2018	July 2018
• Approval of the fee proposal	September 2018	
• Committee works with the Consultant to develop a Master Plan	October 2018-January 2019	
• Master Plan presentation by Consultant to Board and Council	February 2019	
• Approval of Master Plan	February/March 2019	
• Determining Next Steps	March 2019	

CONTINUE COORDINATION BETWEEN 4B AND COUNCIL ON GLAZER TRACT.

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Discussion with 4B and Town Council regarding fee proposal

DEVELOP CIP PROCESS AND PLAN

STATUS: ON TARGET



A MULTI-YEAR CIP PROCESS AND PLAN IS DEVELOPED, REFLECTING COMMUNITY NEEDS AND ANTICIPATED REVENUES.



CHALLENGES/BARRIERS

- Changing bond market
- Town's capacity for borrowing and impact on property tax rate
- Increasing property taxes due to increased appraisals and other jurisdictions rate adjustments



TEAM

- Leader: Town Engineer
- Town Council
- Management Team
- CIP Committee
- Consultant Engineer
- Town Boards, Commissions



FUNDING

- Source: All funds
- Total cost: TBD
- Start date:



PERFORMANCE INDICATORS:

- Council determines composition of all committee and its framework
- Conduct bus tour of possible CIP projects
- Finance prepare options of revenues
- Committee recommends plan
- Joint Committee/Council Meeting
- Adoption
- Implementation

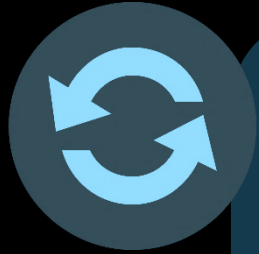
TARGET DATE

ACTUAL

Under Development

DEVELOP CIP PROCESS AND PLAN

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Action plan prepared

Under
Development

COLLINS ROAD, US 80 TO TRIPP RD.

STATUS: ON TARGET



RECONSTRUCTION OF THIS ROAD, INCLUDING A ROUNDABOUT AT THE COLLINS/TRIPP INTERSECTION, TO IMPROVE TRAFFIC AND PUBLIC SAFETY.



CHALLENGES/BARRIERS

- Acquiring remaining ROW/easements
- Securing additional funding from Dallas County
- Franchise utility relocation
- Traffic Control and coordination with SH 352 project



TEAM

- Leader: Town Engineer
- Town Council
- Management Team
- Consultant Engineer
- Dallas County



FUNDING

- Source: General fund/Dallas County
- Total cost: \$8,789,518 (estimated)
- Spent to date: \$150,000



PERFORMANCE INDICATORS:

- Acquisition of remaining ROW parcels and easements for the project
- Start bidding process for project
- Start Franchise Utility Relocations
- Bid Opening
- Award of project to contractor by Council
- Start Construction
- Project Complete

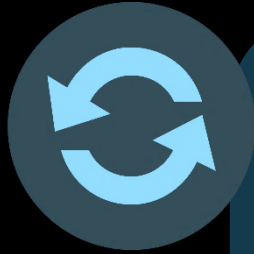
TARGET DATE

ACTUAL

9/30/2018
12/01/2018
1/31/2019
1/31/2019
3/31/2019
4/30/2019
4/30/2020

COLLINS ROAD, US 80 TO TRIPP RD.

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Finalizing ROW purchases.

LONG CREEK DRAINAGE STUDY

STATUS: ON TARGET



REVIEW OF EXISTING DRAINAGE AND FLOODING PROBLEMS ALONG THIS CREEK AND ITS TRIBUTARIES AND EVALUATION/IMPLEMENTATION OF SOLUTIONS



CHALLENGES/BARRIERS

- Multiple locations with homes subject to flooding
- Identifying cost-effective solutions
- Cost estimation and funding
- Design/implementation of solutions
- Possible applications for funding assistance



TEAM

- Leader: Town Engineer
- Town Council
- Management Team
- Citizens
- Consultant
- State/County/FEMA



FUNDING

- Source: TBD
- Total cost: TBD
- Spent to date:

PERFORMANCE INDICATORS:

- Preliminary Report Complete
- Town Engineer determines preliminary priority list for projects
- Conduct tour of possible project locations and evaluate funding sources
- Schedule and conduct public input meeting(s)
- Identify sources and allocate funding for projects
- Finalize and present project list/schedule to Council
- Move into detailed design phase with consultant

TARGET DATE

ACTUAL

9/30/2018
12/31/2018
2/1/2019
5/1/2019
6/1/2019
8/1/2019
8/15/2019





STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Awaiting final report from Engineering Firm

ROADWAY IMPROVEMENTS

STATUS: ON TARGET



Reconstruction or repair of identified roadways to include Nance Rd., East Fork (80 to Tripp), and Jobson (80 to Tripp) in partnership with Dallas County.



CHALLENGES/BARRIERS

- Dallas County Scheduling
- Weather
- Equipment Reliability



TEAM

- Leader: Public Works Director



FUNDING

- Source: General Fund
- Total cost allocated: \$465,451
- Spent to date: \$0



PERFORMANCE INDICATORS:

- Approve PSA for Roadwork
- Roadwork duration
- Completion

TARGET DATE

TBD

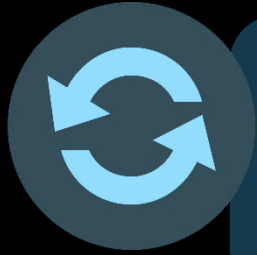
TBD

May, 2019

ACTUAL

ROADWAY IMPROVEMENTS

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

UDO UPDATES

STATUS: ONGOING



TOWN STAFF IS ACTIVELY REVIEWING THE UDO FOR ANY INCONSISTENCIES OR IMPLEMENTATION ISSUES ON A DAILY BASIS.



CHALLENGES/BARRIERS

- Time to implement proposed changes



TEAM

- Leader: Director of Development Services
- Town Planner
- Town Council
- Management Team
- Planning & Zoning Commission



FUNDING

- Source: General fund, Staff Resources
- Total cost: TBD



PERFORMANCE INDICATORS / CURRENT UDO UPDATES:

- Highway Commercial Zoning District Land Use Review
- Industrial Zoning District Land Use Review
- Industrial Zoning Proximity Regulation
- Lake Edge Regulation Amendments
- Public Notice Sign Amendment/Review

REVIEW DATES

- 5/2018 – 6/2018
- 7/2018 – 9/2018

TARGET DATE

- 10/2018 – 11/2018
- 10/2018 – 11/2018
- 10/2018 – 11/2018



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19
- Highway Commercial Land Use Review

July, 2018

- Industrial Zoning Land Use Review

August, 2018

- Industrial Zoning Land Use Review

September, 2018

- Industrial Zoning Land Use Review Approved

DISPATCH TRANSITION

STATUS: ON TARGET



Transition the Town's Fire & EMS Dispatch Services to the City of Mesquite and join as a member of the Garland, Mesquite Radio System.



CHALLENGES/BARRIERS

- Equipment purchasing/programming



TEAM

- Leader: Fire Chief
- Asst. Town Mgr.



FUNDING

- Source: General Fund
- Total cost allocated: \$200,000
- Spent to date: \$0



PERFORMANCE INDICATORS:

- Draft plan presentation to Town Council
- Begin developing agreements with partner agencies
- Prepare project budget for ongoing expenses
- Finalize agreements and transition timelines
- Acquire Equipment
- Public Education
- Measure results

TARGET DATE

ACTUAL

Sept., 2018

Sept., 2018

Aug.- Nov., 2018

TBD

Jan. – Mar., 2019

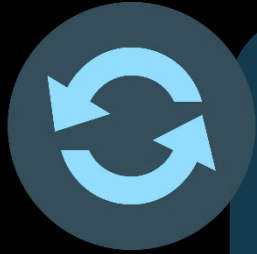
Ongoing

Ongoing

Mar., 2019 - Ongoing

DISPATCH TRANSITION

STATUS: ON TARGET



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

September, 2018

- Initial Transition Plan presented to Town Council

DEVELOP PLAN FOR PUBLIC SAFETY

STATUS: ON TARGET



A MULTI-YEAR PLAN FOR MEETING THE FUTURE PUBLIC SAFETY NEEDS FOR THE COMMUNITY.



CHALLENGES/BARRIERS

- Public Perception/Education
- Defining Service Expectations
- Funding for implementation



TEAM

- Leader: Asst. Town Manager
- DSO, Sunnyvale Fire Rescue
- Other Local Gov'ts
- Citizens
- Consultant



FUNDING

- Source: General Fund
- Total cost: TBD
- Spent to date: \$0



PERFORMANCE INDICATORS:

- Request for Proposals Drafted & Released
- Deadline for Proposal Submittal
- Proposal Review and Contract Approval
- Appoint Focus Group
- Study period
- Recommendations to Town Council
- Implementation

TARGET DATE

ACTUAL

Sept., 2018

Sept., 2018

Oct., 2018

Oct., 2018

Nov., 2018

Nov., 2018

Nov., 2018

Nov., 2018

TBD

TBD

TBD

TBD

TBD

TBD



STATUS UPDATE:

June, 2018

- Identified as key goal for FY 18-19

July & August, 2018

- Met with local gov. partners
- Drafted RFQ for Council review

September, 2018

- Released RFQ, proposals due by October 12, 2018
- Pre-Bid Meeting held September 28, 2018