

**OCTOBER 20, 2010 CITY COUNCIL BRIEFING AGENDA
CERTIFICATION**

This certification is given pursuant to Chapter XI, Section 9 of the City Charter for the City Council Briefing Agenda dated October 20, 2010. We hereby certify, as to those contracts, agreements, or other obligations on this Agenda authorized by the City Council for which expenditures of money by the City are required, that all of the money required for those contracts, agreements, and other obligations is in the City treasury to the credit of the fund or funds from which the money is to be drawn, as required and permitted by the City Charter, and that the money is not appropriated for any other purpose.



Mary K. Suhm
City Manager

10-15-10

Date



Edward Scott
City Controller

10/15/10

Date

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CITY SECRETARY
DALLAS, TEXAS



COUNCIL BRIEFING AGENDA

October 20, 2010

DATE

(FOR GENERAL INFORMATION AND RULES OF COURTESY PLEASE SEE OPPOSITE SIDE.)

(LA INFORMACIÓN GENERAL Y REGLAS DE CORTESÍA QUE DEBEN OBSERVARSE

DURANTE LAS ASAMBLEAS DEL CONSEJO MUNICIPAL APARECEN EN EL LADO OPUESTO, FAVOR DE LEERLAS.)

General Information

The Dallas City Council regularly meets on Wednesdays beginning at 9:00 a.m. in the Council Chambers, 6th floor, City Hall, 1500 Marilla. Council agenda meetings are broadcast live on WRR-FM radio (101.1 FM) and on Time Warner City Cable Channel 16. Briefing meetings are held the first and third Wednesdays of each month. Council agenda (voting) meetings are held on the second and fourth Wednesdays. Anyone wishing to speak at a meeting should sign up with the City Secretary's Office by calling (214) 670-3738 before 9:00 a.m. on the meeting date. Citizens can find out the name of their representative and their voting district by calling the City Secretary's Office.

Sign interpreters are available upon request with a 48-hour advance notice by calling (214) 670-5208 V/TDD. The City of Dallas is committed to compliance with the Americans with Disabilities Act. **The Council agenda is available in alternative formats upon request.**

If you have any questions about this agenda or comments or complaints about city services, call 311.

Rules of Courtesy

City Council meetings bring together citizens of many varied interests and ideas. To insure fairness and orderly meetings, the Council has adopted rules of courtesy which apply to all members of the Council, administrative staff, news media, citizens and visitors. These procedures provide:

- That no one shall delay or interrupt the proceedings, or refuse to obey the orders of the presiding officer.
- All persons should refrain from private conversation, eating, drinking and smoking while in the Council Chamber.
- Posters or placards must remain outside the Council Chamber.
- No cellular phones or audible beepers allowed in Council Chamber while City Council is in session.

"Citizens and other visitors attending City Council meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer, and the person shall be barred from further audience before the City Council during that session of the City Council. If the presiding officer fails to act, any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council shall require the presiding officer to act." Section 3.3(c) of the City Council Rules of Procedure.

Informacion General

El Ayuntamiento de la Ciudad de Dallas se reúne regularmente los miércoles en la Cámara del Ayuntamiento en el sexto piso de la Alcaidía, 1500 Marilla, a las 9 de la mañana. Las reuniones informativas se llevan a cabo el primer y tercer miércoles del mes. Estas audiencias se transmiten en vivo por la estación de radio WRR-FM 101.1 y por cablevisión en la estación *Time Warner CityCable* Canal 16. El Ayuntamiento Municipal se reúne el segundo y cuarto miércoles del mes para tratar asuntos presentados de manera oficial en la agenda para su aprobación. Toda persona que desee hablar durante la asamblea del Ayuntamiento, debe inscribirse llamando a la Secretaría Municipal al teléfono (214) 670-3738, antes de las 9 de la mañana del día de la asamblea. Para enterarse del nombre de su representante en el Ayuntamiento Municipal y el distrito donde usted puede votar, favor de llamar a la Secretaría Municipal.

Intérpretes para personas con impedimentos auditivos están disponibles si lo solicita con 48 horas de anticipación llamando al (214) 670-5208 (aparato auditivo V/TDD). La Ciudad de Dallas se esfuerza por cumplir con el decreto que protege a las personas con impedimentos, *Americans with Disabilities Act*. **La agenda del Ayuntamiento está disponible en formatos alternos si lo solicita.**

Si tiene preguntas sobre esta agenda, o si desea hacer comentarios o presentar quejas con respecto a servicios de la Ciudad, llame al 311.

Reglas de Cortesia

Las asambleas del Ayuntamiento Municipal reúnen a ciudadanos de diversos intereses e ideologías. Para asegurar la imparcialidad y el orden durante las asambleas, el Ayuntamiento ha adoptado ciertas reglas de cortesía que aplican a todos los miembros del Ayuntamiento, al personal administrativo, personal de los medios de comunicación, a los ciudadanos, y a visitantes. Estos reglamentos establecen lo siguiente:

- Ninguna persona retrasará o interrumpirá los procedimientos, o se negará a obedecer las órdenes del oficial que preside la asamblea.
- Todas las personas deben abstenerse de entablar conversaciones, comer, beber y fumar dentro de la cámara del Ayuntamiento.
- Anuncios y pancartas deben permanecer fuera de la cámara del Ayuntamiento.
- No se permite usar teléfonos celulares o enlaces electrónicos (*paggers*) audibles en la cámara del Ayuntamiento durante audiencias del Ayuntamiento Municipal.

"Los ciudadanos y visitantes presentes durante las asambleas del Ayuntamiento Municipal deben obedecer las mismas reglas de comportamiento, decoro y buena conducta que se aplican a los miembros del Ayuntamiento Municipal. Cualquier persona que haga comentarios impertinentes, utilice vocabulario obsceno o difamatorio, o que al dirigirse al Ayuntamiento lo haga en forma escandalosa, o si causa disturbio durante la asamblea del Ayuntamiento Municipal, será expulsada de la cámara si el oficial que esté presidiendo la asamblea así lo ordena. Además, se le prohibirá continuar participando en la audiencia ante el Ayuntamiento Municipal. Si el oficial que preside la asamblea no toma acción, cualquier otro miembro del Ayuntamiento Municipal puede tomar medidas para hacer cumplir las reglas establecidas, y el voto afirmativo de la mayoría del Ayuntamiento Municipal precisará al oficial que esté presidiendo la sesión a tomar acción." Según la sección 3.3(c) de las reglas de procedimientos del Ayuntamiento.

AGENDA
CITY COUNCIL BRIEFING MEETING
WEDNESDAY, OCTOBER 20, 2010
CITY HALL
1500 MARILLA
DALLAS, TEXAS 75201
9:00 A.M.

9:00 am Invocation and Pledge of Allegiance 6ES

Special Presentations

Open Microphone Speakers

VOTING AGENDA 6ES

1. Approval of Minutes of the October 6, 2010 City Council Meeting
2. Consideration of appointments to boards and commissions and the evaluation and duties of board and commission members (List of nominees is available in the City Secretary's Office)

Briefings 6ES

A. Implementation of Online Boards and Commissions Application (NEOGOV)

B. City Fleet Operations

Lunch

Closed Session 6ES

Attorney Briefings (Sec. 551.071 T.O.M.A.)

- City of Dallas v. Carback's Valley View L.P., et al., Cause No. 07-03884-C
- Leroy White et al. v. City of Dallas, Texas, Civil Action No. 3:09-CV-2395-F
- Legal issues involving the Trinity River Corridor Project
- Citizens United v. Federal Election Commission, 130 S. Ct. 876 (2010), and legal issues involving campaign contribution restrictions by applicants in certain zoning cases, public subsidy matters and city contracts
- Legal issues involving specific use permits for certain retail uses and processing of applications for alcohol permits

AGENDA
CITY COUNCIL BRIEFING MEETING
WEDNESDAY, OCTOBER 20, 2010

Open Microphone Speakers

6ES

The above schedule represents an estimate of the order for the indicated briefings and is subject to change at any time. Current agenda information may be obtained by calling (214) 670-3100 during working hours.

Note: An expression of preference or a preliminary vote may be taken by the Council on any of the briefing items.

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. Contemplated or pending litigation, or matters where legal advice is requested of the City Attorney. Section 551.071 of the Texas Open Meetings Act.
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the Texas Open Meetings Act.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.073 of the Texas Open Meetings Act.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the Texas Open Meetings Act.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the Texas Open Meetings Act.
6. Deliberations regarding economic development negotiations. Section 551.087 of the Texas Open Meetings Act.

Memorandum



DATE **OCTOBER 15, 2010**

TO **HONORABLE MAYOR AND
MEMBERS OF THE CITY COUNCIL**

SUBJECT **BOARD AND COMMISSION NOMINEES/RENOMINEES**

The following Board and Commission nominee will be considered on October 20, 2010 for appointment.

The list represents the following category for your consideration:

- Individual Nominee

The nominee meets all qualifications for service on this board.

If you need additional information, please advise.



Deborah Watkins
City Secretary

c: Mary K. Suhm, City Manager
Thomas P. Perkins, Jr., City Attorney

**CITY OF DALLAS BOARDS AND COMMISSIONS
NOMINEES FOR INDIVIDUAL APPOINTMENTS
CLEARED FOR COUNCIL ACTION**

BOA BOARD OF ADJUSTMENT

12 ROBERT T. RICHARD

NOMINATED REC 09/29/2010

W M 12 | Appointed by NATINSKY

Memorandum



DATE October 15, 2010

TO Honorable Mayor and
Members of the City Council

SUBJECT **October 20, 2010 Briefing Item - Online Board Application System**

The materials for this briefing item will be distributed to City Councilmembers on Tuesday, October 19, 2010.

Please contact me if you have questions.



Deborah A. Watkins
City Secretary

C: Mary K. Suhm, City Manager
Thomas P. Perkins, Jr., City Attorney
Rosa A. Rios, Assistant City Secretary
Warren Ernst, Administrative Assistant City Attorney
Barbara Martinez, Assistant City Attorney
Daniel Soliz, Boards and Commissions Manager, CSO
Jesse Salazar, Boards and Commissions Coordinator, CSO

Memorandum



DATE October 15, 2010

TO Honorable Mayor and Members of the City Council

SUBJECT City Fleet Operations Briefing

On Wednesday, October 20, 2010, you will be briefed on City Fleet Operations. The presentation material is attached for your review.

If you have questions or need additional information, please let me know.



Forest E. Turner
Assistant City Manager

cc: Mary K. Suhm, City Manager
Deborah A. Watkins, City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor
C. Victor Lander, Administrative Judge
Ryan S. Evans, First Assistant City Manager
A.C. Gonzalez, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Frank Libro, Public Information Office
Helena Stevens-Thompson, Assistant to the City Manager

City Fleet Operations

Presented to the Dallas City Council
October 20, 2010



Outline

- Purpose
- Overview
- Fleet Services Operations
- Process Improvements
- Recap
- Questions

Purpose

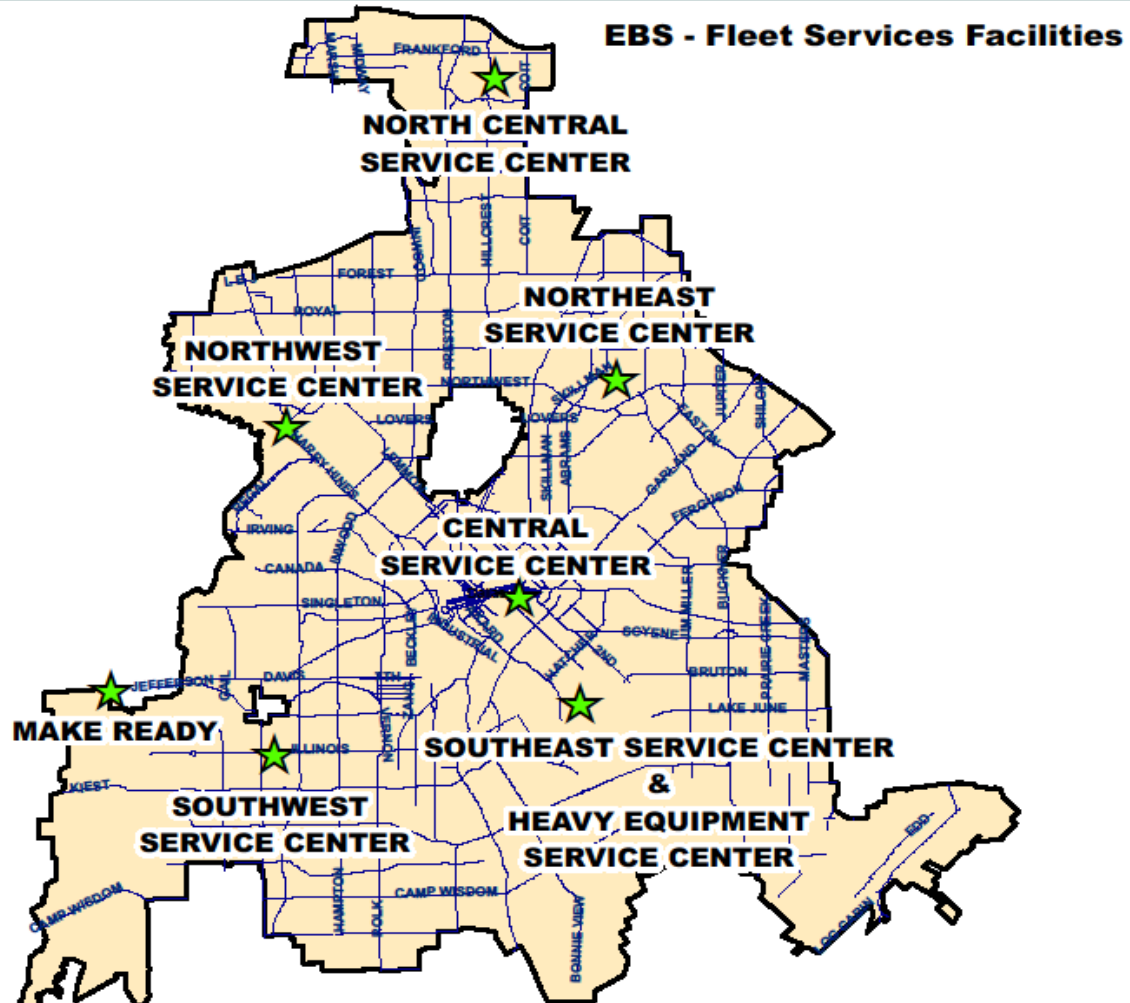
To describe:

- Key components and operational functions of Equipment and Building Services - Fleet Services Division
- Process improvements in Fleet Services
- Upcoming improvements

Overview

- Fleet Services is a division within EBS responsible for procurement, maintenance, repair and disposal of vehicles and equipment assigned to 24 city departments
 - \$49.5M budget (\$17.5M for fuel)
 - 230 employees
 - Six automotive service centers
 - One heavy equipment service center
 - One make ready facility
 - 5,100 active pieces of equipment

Overview

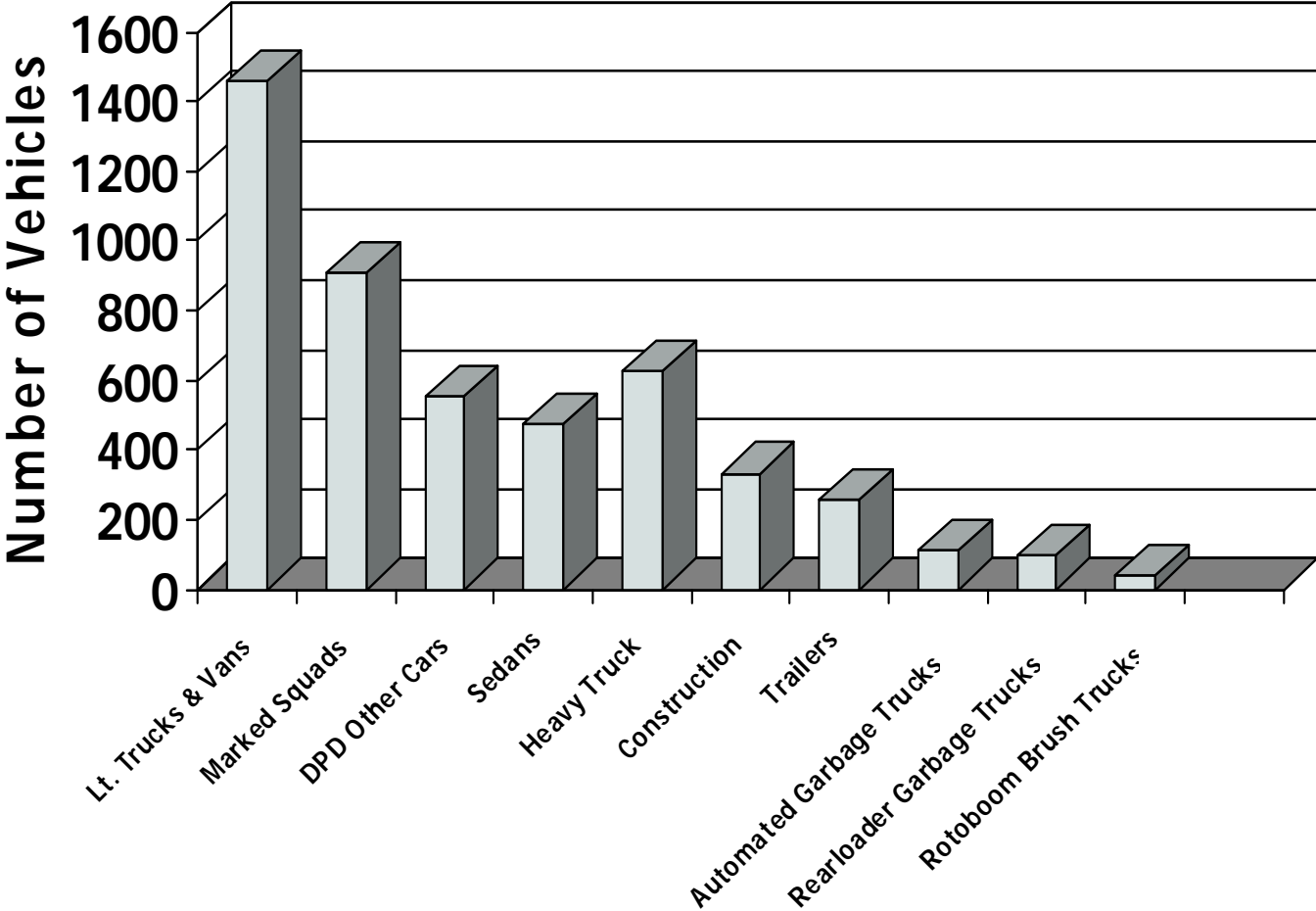


Note: This map shows the location of the service centers and make ready center discussed on the previous page.

Overview

- The 5,100 active units in the fleet of vehicles are used by departments to deliver services to citizens
- The fleet consists of light trucks and vans, marked squad cars, sedans, heavy trucks, construction equipment, trailers, garbage trucks and brush trucks
- The average age of the vehicles in the fleet is 5.7 years
- The alternative fuel vehicles represent 37% of the entire fleet

Fleet By Type



Note: This chart illustrates the types of 5,100 units on the previous page.

Fleet Services Operations

- Fleet Services Division is organized by function at various locations throughout the city
 - Vehicle Procurement
 - Make Ready
 - Maintenance and Repair
 - Parts Management
 - Fuel Operations
 - Tires/Auction
- The main service is the maintenance and repair function performed at the seven automotive service centers
- Proper maintenance and repair is critical to ensuring fleet availability and extending the life cycle

Fleet Services Operations

- The first step in Fleet Services operations is the procurement process where EBS coordinates with customers to document their needs consistent with established standards
- The process includes maintaining vehicle replacement criteria, developing detailed bid specifications and coordinating the replacement or addition of vehicles and equipment with customer departments
- OFS and EBS work together to determine the best financing options for procurement during the budget process
- Purchasing department completes the process by advertising, bid evaluation/selection and scheduling for council consideration

Fleet Services Operation

- The second step in Fleet Services is the Make Ready process. There are two separate make ready processes to get a vehicle ready for service, one in EBS and one in CIS
- The process in EBS includes installation of electronic fueling devices, license plates, decals, fire extinguishers, strobe lights, hydraulic systems for sand trucks
- The process in CIS includes installation, configuration and wiring of electronic equipment including radios, sirens, computers and associated software

Fleet Services Operations

- Fleet Maintenance is routine service performed to ensure the safety, reliability, drivability and longevity of vehicles and equipment
 - Oil and Lube
 - Tire rotation and balancing
 - Systems Checks
 - Fluid and Filter Checks
 - Safety Inspections
 - Brake Inspection
- Fleet Repair is a corrective measure performed outside of any scheduled maintenance for component failures including engine and transmission replacements
 - Battery Replacement
 - Brake Repair

Fleet Services Operations

- Maintenance and repair of the fleet has several related functions to support this operation which includes parts, fuel, tires and vehicle retirements (auctions)
- The service for these functions is delivered through the automotive service centers while the monitoring and management is centralized
- A vehicle is evaluated for reassignment for another service or considered for salvage parts prior to being sold at auction

Process Improvements

- EBS conducted surveys with customer departments to solicit feedback on ways to improve service
- Customers identified several areas that needed to be improved to better deliver their services to citizens
- Areas identified for improvement included reducing vehicle downtime, better adherence to preventive maintenance schedule, and faster make ready processing of vehicles

Process Improvements

- Established a team to examine fleet operations
 - This team consisted of representatives from EBS, OFS, Efficiency Team, DPD, and Sanitation
 - The team worked for 6 months to examine all facets of fleet operations and focused on improving internal controls, process efficiencies, and customer service
 - Identify and measure the current processes
 - Conduct site interviews with customers to identify areas for improvement
 - Make recommendations for process improvements

Process Improvements

Team Recommendations

ID	Recommendation	Status
1	Consider becoming certified as a warranty shop to reduce vehicle down time	Planning stages
2	Examine the use of lease-purchase financing to lower acquisition costs	Considered / not implemented
3	Consolidate CIS and EBS vehicle make-ready processes into one unit to gain efficiencies	Implemented
4	Explore implementation of pool car program	Under review
5	Consider implementation of a team-based approach similar to the one utilized by DART	Implemented

Process Improvements

Team Recommendations

ID	Recommendation	Status
6	Create a purchasing review committee to standardize specifications led by a Procurement Manager within EBS	In progress
7	Institute a department-wide training curriculum to train on new products before they arrive	In progress
8	Enhance communication for increased productivity and consistency through planning and production meetings	Implemented
9	Explore changing method of billing departments for maintenance and repair services for non-scheduled repairs	Considered/ not implemented

Process Improvements

- Prior to the process improvement team, the city manager assigned new executive staff to improve efficiency and enhance customer service
- The executive team:
 - Re-organized the division and reclassified managers to reduce the span of control to monitor and measure productivity effective October 1, 2010
 - Established new performance measures for each service center: 1.) # of completed preventive maintenance compared to actuals, 2.) % of vehicles available for service
 - Created a new fleet procurement manager position, responsible for vehicle inventory database (M5), acquisition, vehicle selection criteria, and coordination to be filled by December 31, 2010

Process Improvements

- The executive team (cont'd):
 - Added additional programming features to the vehicle database management system (M5) to allow better tracking and monitoring of service by service center
 - Consolidated EBS and CIS make ready processes at one location to gain efficiencies
 - Began a pilot program with a private vendor for oil changes on marked squad cars for DPD to increase availability and monitor the turnaround time for PM scheduling to be completed by March of 2011
 - Added additional work shifts to increase availability of cars for DPD and garbage trucks for Sanitation during weekend hours

Process Improvements

- During this same time period, the City Auditor began conducting an audit of fleet services in accordance with the FY 2010 audit plan
- The scope of the audit focused on fleet utilization and software while EBS examined the entire operation
- Staff participated fully to provide all requested information needed for the audit
- EBS will continue to work closely with the auditor to implement recommendations once the audit is completed later this year

Recap

- Re-organized the division to improve efficiency and enhance customer service
- Began measuring each service center's performance as of October 1, 2010 to monitor productivity and increase accountability
- Consolidated functions in EBS and CIS make ready to gain efficiencies
- Staff will continue to evaluate process improvement recommendations and efforts toward standardizing fleet

Questions?