

**STATE OF TEXAS
COUNTY OF DENTON
CITY OF CORINTH**

On this the 21st day of June 2018 the City Council of the City of Corinth, Texas met in a Workshop Session at the Corinth City Hall at 5:30 P.M., located at 3300 Corinth Parkway, Corinth, Texas. The meeting date, time, place and purpose as required by Title 5, Subtitle A, Chapter 551, Subchapter C, Section 551.041, Government Code, with the following members to wit:

Members Present:

Bill Heidemann, Mayor
Tina Henderson, Council Member
Scott Garber, Council Member
Don Glockel, Council Member
Sam Burke, Mayor Pro-Tem

Members Absent:

Lowell Johnson, Council Member

Staff Members Present:

Bob Hart, City Manager
Kimberly Pence, City Secretary
Michael Ross, LCFD Assistant Fire Chief
Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations
Jimmie Gregg, Police Lieutenant
Brenton Copeland, Technology Services Manager
Helen-Eve Liebman, Planning and Development Director
Guadalupe Ruiz, Human Resources Director
Debra Walthall, Chief of Police
Andy Messer, Messer, Rockefeller, & Fort

Mayor Heidemann called the meeting to order at 5:30 p.m.

WORKSHOP BUSINESS AGENDA

- 1. Discuss Regular Meeting Items on Regular Session Agenda, including the consideration of closed session items as set forth in the Closed Session agenda items below.**

No discussions made.

- 2. Operational discussions on the Fire Department, Police Department and the Public Works Department.**

Bob Hart, City Manager – I'm going to do this in reverse order of what we have listed on the agenda. It will be Public Works, Police Department and then the Fire Department.

This is intended to serve two purposes, one is an overview of those major departments. The other side is it's not part of the budget process, it's not intended to be part of that. It is intended to start to introduce and make sure that you've got a good comfort level on the operational elements of those three major departments. That's where most of the money is spent. When we move into the budget everybody will be on the same page. I wanted to caution you that it's not intended to be a budget discussion. We do identify issues that are coming up and when we talk about issues coming up, they are coming up over the next five to ten years

Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations – A lot of this is very detailed so I'm going to hit some of the higher notes and jump into some details of some things that we do that are very important that a lot of folks don't know we do.

Some of the facets that Public Works covers, we have the Parks Department, Utilities which includes Water/Sewer, the Streets Department, Drainage Department, and we have Recreation. Everything you see and interact with throughout this city, 100% of this is going through the Public Works Department in some form. Public Works employees, technically, we have 35 positions. We have 34 right now, the vacancy is a meter reader. Hopefully we won't have to fill that position. We have one Manager who is over the Parks/Streets Department with 2 crew leaders with 4 maintenance workers, 2 streets crew leaders with 4 maintenance workers. Recreations and Special Programs Manager, with 1 aide and 7 seasonal summer camp leaders. We have one Utilities Operation Manager with a drainage crew leader and 2 maintenance workers, and a Utility Supervisor with 2 utility crew leaders and 11 maintenance workers.

At this time, Mr. Collier gave a brief descriptions on the accomplishments listed.

Accomplishments for the Parks and Streets Departments are as follows:

- Identified and repaired sidewalks which pose a risk (trip hazard) to pedestrians.
- Implemented a three-year road striping program.
- Renewed all Sports Association contracts.
- Renewed R.O.W. and parks mowing contracts.
- Public Works facility remodel initiated.

Mayor Heidemann – Have you gone out for bid on that?

Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations – No, when we get all the plans in 100% complete, we're going to take those and use all that information to submit for bid. And that will come to Council for approval.

Councilmember Glockel – Your R.O.W. and parks mowing, what parks do we mow?

Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations – There are 13 neighborhood parks in town, we have 5 that are maintained by an HOA.

The rest of them, the city used to mow them when our parks staff was 12, the parks staff is reduced to half of that, so we contracted the mowing of our parks. Meadowview Park, Naughton Park, and Mulholland Park are mowed by contract. Some of the parks that are maintained by an HOA are the Woods Park and Meadows Oak Park. There are some that are done by HOA that was done that way when they were dedicated.

- Green Ribbon project approval with TXDPT for 2181 and 2499.
- Completed IPWEA Asset Management training program.
- Entered into agreement with PSD to perform and Asset Management Program for Corinth.
- Seeking APWA Accreditation.

Bob Hart, City Manager – Can you talk about some of the benefits you see for APWA.

Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations – It's one of those things that you do every day, in our careers and in our personal lives. There are things you do every single day that you almost take for granted. You have a policy, you have a practice, you have a procedure for everything. You take it for granted. What happens is over time that builds up institutional knowledge, we all just retain what we know and you take it for granted and you dish it out as something occurs. Sometimes it doesn't occur to you that what you take for granted, somebody else doesn't know. What this does is it forces that institutional knowledge out of everyone's heads and into policy, procedures, and practices. When this is all done anybody at any level could come in to the Public Works department and immediately see how we do everything even as a maintenance worker. It's like the best training policy you could ever have. They pick it up and know anything from budgeting requirements to purchasing to personnel, to how to patch a pothole properly. They look at every single facet of what Public Works does. Taking this and being able to give it to the employees will help with a long term training program to let everyone know this is our expectation, this is what we want. When you on board a new employee, you sit down with them and give them this book and ask them to go through it and read it just like we would our personnel policy and basically fast track them. You see everything we do is inventoried and provided for the future. Someone could step in, look at what you have and immediately be up to speed if continued.

- Recognized as a member of the Mayors Monarch Pledge.

Accomplishments for the Water/Wastewater Department are as follows:

- Upgrade and replace Phase 2 of the City's Utility transponder system to a single point meter reading system.
- Completed State Reports to stay in compliance with TCEQ.
- Updated the Engineering Design Manual.
- Adopted Water Conservation Incentive Program.
- 3A Lift Station rehab from fire damage underway.

Accomplishments for the Storm Drainage Department:

- Met or exceeded Texas Commission on Environmental Quality (TCEQ) Storm Water Compliance regulations and Best Management Practices (BMP'S).
- Began Lynchburg Creek drainage study.
- Preventative maintenance has resulted in reduction of resident generated work orders.
- Renew Vector Disease Control International (VDCI) Mosquito Contract and Mosquito Abatement Program.
- Completed street/drainage projects at the corners of Meadows-Shady Shores & Dalton-Shady Shores.

Repairs done by the Street Department:

- 80 potholes repaired
- 250 linear feet of sidewalk replaced
- 181 square yards of street reconstruction
- 61% of citizen requests resolved in 5 days

Repairs done by Stormwater/Drainage Department:

- 305 storm inlet inspections
- 40 storm inlets cleaned
- 26,000 linear feet of channel mowing
- 375 linear feet of channel cleaning & grading
- 63% of citizen requests resolved in 5 days

Parks & Recreation:

- Trails
 - 12.74 miles
- Parks
 - 184 acres of public parkland
 - 13 neighborhood parks
 - 11 playgrounds
 - 10 miles of ROW maintained
 - Athletic fields prepped for 875 games
- Recreation
 - 224 class participants
 - 2,756 summer camp participants
 - 21,012 association athletic participants

Water/Wastewater maintained:

- 10 water main repairs
- 2 water pump stations repaired
- 13 sanitary lift stations maintained
- 350 water quality sample tests
- UTRWD subscription usage. Water – 70% annually, Sewer – 80% annually
- Flushed dead end lines 500 times
- 6 water storage tanks maintained

- 150 meter box replaced
- 75 meter sets
- 651 transponders replaced
- 7,125 water & wastewater accounts serviced

Public Works Challenges:

- Employee retention
 - 32% of full time employees have been here 2 years or less
- Attracting experienced and qualified new hires
 - Vacant positions advertised and posted with no qualified applicants

Mayor Heidemann – In your assessment of that specific subject, is it due basically to an hourly rate? Or do our fringe benefit packages have any influence on the people leaving? What actually is it that you think is the reason that we can't attract people?

Cody Collier, Director of Public Works, Park Maintenance, Recreation, and Utility Operations – I will speak for the Public Works side because there tends to be a little bit of difference. In the Public Works side when you're attracting people for those entry level positions, they're younger. When we're younger in your 18's to 20's you don't see the retirement. What they see is the dollar value. They see that dollar per hour and that's what I lose them to. I've had a lot of folks that I've tried to talk to when they said they were leaving here to go somewhere else to make \$1.50 more an hour. I sit down with them and I spend a lot of time and I've even asked them to go to Human Resources. Human Resources went through the same thing. We try to tell them, you're leaving here for \$1.50 more but you need to look at your retirement, you need to look at your benefits, look at all these options. A lot of the younger people, it's not registering. When you get into a little higher professional side and get people a little bit older, you start recognizing the need and the value of those programs. With the market, with what's happened with some of the salaries around here, I've had employees here go work for Aldi. Aldi's will start them out at \$15.00 per hour where as I'm starting them out at \$13.00 per hour. How am I supposed to get people when that's what I'm competing with? Attracting people just to get them to apply is a problem. When they do apply, some of the quality I'm getting is not what I want knocking on your door. They may not be eligible to work any place else and I don't want them here either. The problem I'm running into is not just getting people, getting quality people, once I get them here I need to hold on to them. That's one of my biggest challenges.

- Funding for asset management/capital improvement program
 - Street repair – 50% of Corinth streets will need to be replaced within 20 years
 - Water/Sewer – 50% year life average on PVC. Over 70% into life in many areas
 - Lynchburg Creek – Study, design, mitigation

POLICE SERVICES:

Jimmie Gregg, Police Lieutenant - We currently have 34 sworn personnel and 7 civilian staff.

Patrol Shifts:

- Day A shift, Day B shift, Nights A, Nights B – 12 hour shifts, rotate days off
 - 1 Sergeant
 - 1 Corporal
 - 3 Officers

To maximize Officer safety, our goal is to have 5 per shift, that way if we have to have training or days off, we prefer to have 4 per shift for a minimum. And so we're not relying on Lake Dallas or Hickory Creek or Denton County to come out and respond to our calls. We want to take care of our own business. When we are fully staffed the traffic would also fall under Field Operations. Right now we don't currently utilize that. When we had all that road construction going on we had 2 motor units. Those guys were out there taking care of business because traffic was all messed up on 35 and Swisher Rd. That was a great tool during that time period, we're going to reevaluate the need for this as we get fully staffed.

Support Services:

- 1 Lieutenant
- 1 Corporal
- 3 School Resource Officers
- 2 Animal Control Officers
- 2 Crossing Guards

Criminal Investigations:

- 1 Lieutenant
- 1 CID Sergeant
- 3 Detectives
- 1 support Services Assistant

Accomplishments for Police Department:

- Continued emphasis on professional development and supervisory training. In total, nine (9) supervisors received approximately 360 hours of training during the 2016-17 FY.
- Continued community engagement initiatives through participation in National Night Out and the Citizen Police Academy and CSI Camp. The Citizen Police Academy graduated 12 students and the CSI Camp graduated 22 students.
- Successful completion and transition into new Public Safety Complex.
- Continued advanced and executive level leadership training for command staff.

Community Policing Initiatives:

- National Night Out – 9 parties attended in 2017
- Citizens on Patrol
- Citizen Police Academy – 12 graduates in 2017
- Directed Patrols – 13,863
- Foot Pursuit 5K – 200 participants
- House watches

- School Resource Officers – 3 dedicated officers
- CSI Youth Camp – 22 students

Patrol Division:

- Calls for service – answered 9,396 calls
- Traffic citations – issued 7,362 citations
- Warning citations – issued 4,339 citations
- Park & Walks/Directed Patrols – conducted 16,865 patrols
- Vehicle accidents – investigated 705 accidents
- Traffic complaints – investigated 640 complaints
- Reckless driver complaints – investigated 203 complaints
- Vacation watches – conducted 8,072 watches
- The City of Corinth was named the 15th safest city in the state of Texas – average response 4.2 minutes on priority calls (national standard was 7 minutes)

Criminal Investigations:

- Cleared 115 cases
- Recovered \$95,225 in stolen property
- Investigated 743 criminal cases
- Filed 415 criminal cases

Animal Services:

- Animal shelter – sheltered 77 animals
- Citations – issued 30 citations
- Calls for service – answered 950 calls
- Pet registrations – conducted 132 pet registrations
- Animal bites – responded to 16 bite calls
- Quarantines – quarantined 11 animals

Call Volume Trends:

- In 2010 – averaged 19.28 calls per day
- In 2016 – averaged 26.06 calls per day
- 2018 estimated 24.10 calls per day

Councilmember Garber – Do you guys have a matrix that would give us an idea of how many calls per responder, or how many calls per individual within the Police Department?

Jimmie Gregg, Police Lieutenant – Yes, we have a monthly stat sheet we could provide.

Councilmember Garber - So when we enter the budget season, can we supplement calls per day with that additional information?

Jimmie Gregg, Police Lieutenant – It's broke down by the month and per Officer, yes.

- Incident growth is up about 14% almost 15% - between 2013-2018.

Police Challenges:

- Staffing – Officer ratio currently sits at 1.3 officers per 1,000 residents. IACP recommends 1.8 officers per 1,000 residents.
- Growth – Denton County ranking in the top 10 counties in the U.S. for growth
 - Increased traffic – 3 major arteries now pass through Corinth. Approximately 125,000 cars a day pass through Corinth via IH35E, FM 2181, and FM 2499.
 - Increased population - the city currently has 2 apartment complexes under construction and 4 subdivisions currently under construction or in planning phases. (US Census Bureau estimates the average household size in Corinth to be 2.94). CPD responded to 705 calls for service at our 3 apartment complexes in 2017.
 - Millennium Apts. – 228 units; Oxford Apts. – 240 units
 - Terrace Oaks – 108 lots, Valencia – 86 lots, Amherst – 50 lots, Crosspointe – 37 lots

Police Challenges:

- Bailiff/Warrant position – 8700 outstanding warrants, \$3.8 million
- Jail Services
- Obtain TCOLE Training Provider status
- Qualified Applicant pool
- Equipment Replacement – portable radios

FIRE SERVICES:

Michael Ross, LCFD Assistant Fire Chief - We currently have 44 full time employees.

Fire Services:

- 1 Fire Chief
- 1 Administrative Assistant
- 1 Deputy Chief – Support/EMS
- 1 Assistant Fire Chief
- 1 Deputy Chief – Emergency Mgt./Fire Marshall
- Fire House No. 1 – 18 Firefighters
- Fire House No. 2 – 21 Firefighters

LCFD Accomplishments:

- Updated Standard Operating Procedures/Guidelines
- Completed construction of PSF and Firehouse No. 3
- Updated the International Fire Codes
- Conducted ISO evaluation
- Applied for Federal SAFER grant
- High School Fire Academy began its second class

Department Duties and Responsibilities:

- All hazards response to the Lake Cities area including fire suppression, emergency medical services, hazardous materials and specialty technical rescue.
- Specialty Technical Rescue response to Denton County and the surrounding area. This is a cooperative effort with Coppell and Little Elm Fire Departments.
- Provide support to neighboring departments and Texas through Auto/Mutual aid agreements and TIFMAS.
- Emergency Management and Disaster Planning for the Lake Cities area.
- Fire prevention through fire code adoption and enforcement, fire inspections and education.
- Public Education for the public schools, charter school, and childcare centers in the Lake Cities area.

LCFD in the Community:

- Fire & Life Safety Education
 - Reached approx. 8000 children, pre-K to 3rd grade + 5th grade.
 - Included LDISD, Charter School, and Daycare Facilities.
 - High School Fire Academy.
 - Citizens Emergency Management Academy.
- Commercial Occupancy Inspections
 - Inspected 456 businesses.
 - 90% were compliant on 1st visit.
 - 36 foster homes were inspected at request of CPS.
- Community Support
 - Over 1,323 staff hours spent providing 196 public education, public appearances, ride out programs, and station tours.

LCFD 2017 All Volume by Incident Types:

- 3195 Total Calls for Service
 - EMS – 1,518
 - Rescue – 448
 - Service Calls – 406
 - Good Intent – 398
 - False Alarms – 235
 - Fire – 101
 - Hazard Condition – 89

We should respond within 4 minutes 90% of the time. We are nowhere near that. That was one of the huge drivers for me to get that station on the west side of the freeway. There is a whole bunch of the City of Corinth that was being serviced by 2 firehouses on the east side. We're expecting an improvement in that. We were able to get there within 8 minutes 92% of the time. Of the calls, 86% of them required some kind of mitigation on scene.

Mayor Heidemann – When you talk about response time, 4 minutes, if you're having a heart attack, what is the most apropos amount of time you'd want to be there?

Michael Ross, LCFD Assistant Chief – If you're not breathing, after about 4-6 minutes it's irreversible.

Mayor Heidemann – So that 4 minutes becomes very critical.

Michael Ross, LCFD Assistant Chief – Absolutely it does. Fire squares itself every minute. If you've got a fire in a corner in 2 minutes it's ¼ of the room. You can watch the Christmas tree videos on Utube, it starts out as little candle and 2 minutes later you've got windows blowing out. Not every one of them are that drastic but on both sides, especially the medical call. That's why those standards are set so high. When we did a dot map, we color coded this thing and anything over 4 minutes was red and orange. The whole west side of town was pretty much that color.

Call Volume Trends:

- In 2009 – averaged 6.15 calls per day
 - 46.9% increase
- Incident growth 2013-2018, 11.8% increase
- In 2016 – averaged 9.50 calls per day
- 2018 estimated 9.04 calls per day

Emergency Management:

Provide emergency response planning, training, and Emergency Operations Center to Lake Cities Area and serve as liaison to FEMA and other related agencies.

Activate and maintain 9 outdoor siren systems for the Lake Cities Area:

- 300 East Hundley, Lake Dallas
- 700 North Shady Shores Road, Lake Dallas
- Intersection of S. Hooks and Lakewood, Hickory Creek
- Intersection of Oak Tree and Strait, Hickory Creek
- 3101 South Garrison, Corinth
- 3200 Post Oak, Corinth
- 1701 Ford Street, Corinth
- Shady Shores Road, Corinth
- 101 Shady Shores Road, Shady Shores

Fire Challenges:

- Response times
- Opening Fire House No. 3 for Operations
 - Staffing
 - Equipment
 - Fleet – (6-9 month lead time)
- Fire Agreement with Lake Cities
- Qualified Applicant pool
- Equipment Replacement – portable radio, air-pak, rescue

Councilmember Glockel – When the sirens were first conceived about how and where they were going to be and how they were going to be activated, when it says activated and maintained, what's

the criteria to activate? There was a long drawn out very specific way that they would get activated, what had to be triggered, the national weather had to do something. When we say activate, we're not responsible for deciding when to do it are we?

Michael Ross, LCFD Assistant Chief – Yes sir. That's part of Chief Thiessens responsibility as the Emergency Manager, the Fire Marshall, and all of his preparedness. They have set criteria. If Lake Dallas called Chief Thiessen and go I need you to set our sirens off, I'm sure he's not going to grill them 20 questions. But he will have that conversation and be sure that it falls in the criteria that's been set. There are buttons at the Fire Headquarters, there are buttons in the EOC, and ours are on a different system in Lake Dallas. We have a radio system we can actually set ours off with a portable radio, we can be stuck at the train track and we can still activate it. I can get you those specific requirements. The biggest question we get is I can't hear it in my house, I didn't hear them going off. Those are actually outdoor warning sirens, that was conceived back before everyone had cell phones and weather alerts and stuff like that. If you're playing outside, mowing your yard, at the park and you hear this siren because you're not sitting in front of the TV, you would know you need to seek shelter. They are to warn folks that are outdoors that do not have access to current information. Some cities will set them off just because the city next door sets them off. We try to caution against that because where does it stop.

3. Review of the City of Corinth Unified Development Code, Vehicle Parking Regulations and provide staff with direction on proceeding with an amendment.

Helen-Eve Liebman, Planning and Development Director – I'm here before you for you all to consider an amendment to the Unified Development Code to revise the parking standards for required off street parking in non-residential areas.

Our current requirements are a 10 foot by 20 feet deep parking space. I receive a lot of calls and questions asking why is it this big, nobody else is that big. I've had many years of experience in public and private work and it is a little bit out of the norm. I understand that people have big vehicles and we want to be able to accommodate those trucks. What I've done is I took an opportunity to put together some bench mark comparisons for cities that I would consider a platinum standard communities. You can see we have four that are 9 X 18 generally, Flower Mound, Allen, McKinney and Southlake. We have a few others that are 9 X 20, 9 X 19 with the opportunity to have an optional dimension of 9 X 18 with a 2 foot overhang.

Say there's a curb, they would have to have at least 6" height of a curb and that could overhang into a walkway or a landscape area, but it would not be allowed to overhang into a required landscape buffer or a required pedestrian width. You have to have a minimum of 5 feet between a building and a parking space so that pedestrians can adequately get through there. Another way to look at this is to look at the costs associated, not just the cost of the concrete but the land area that's dedicated. I heard we want to be developer friendly. We're working on streamlining some of our review processes so we are more in line with other review procedures in other communities. We'll take a hypothetical 24 acre site that's designed as a mixed use, multi-family, commercial, some retail, office, lodging and if we had a 10 X 20 space and we were allowed to go down to a 9 X 18 space, we could save nearly an acre of that overall land area to be dedicated to taxable square

footage or tax generated square footage. The development costs, we could look at the heat island concept. Hopefully, those folks would take that savings and put that money into the structure aesthetics, landscape, other improvements that would be above and beyond. I'm here from Planning and Development to ask for your guidance and it's our recommendation that we consider amending the parking regulations based on your guidance.

Councilmember Glockel – When I read this the first thing I thought about was if you've been to Denton to the voter registration building, they've got various size parking. They've got little parking to accommodate the smaller cars and they have parking to accommodate vehicles like I drive. A mix might be a great choice instead of all 10 X 20.

Helen-Eve Liebman, Planning and Development Director – Understood and we did research that with these benchmark communities as well and none of them provide for compact car parking standards. I have asked some of my friends that are in those communities and they say even if you have them, people aren't going to comply with compact car. They'll put a full size sedan in a compact car space. It's just not easy to regulate and then there's the frustration, people taking up the compact car spaces.

Bob Hart, City Manager – The idea is we're going to take this to Planning and Zoning and then come back and have more discussions.

Councilmember Garber – What's the recommendation? Is it 9 X 18 with a two foot overhang? Or just 9 X 18?

Helen-Eve Liebman, Planning and Development Director – I haven't finalized my final opinion. I think that would be great, but you can see some of these other communities, they are great communities. They have excellent standards and regulations and 9 X 18 is adequate for them. Some folks would say these other communities are above crazy standards, but that's what they choose to adopt.

Mayor Pro-Tem Burke - When you have a big truck, it's my experience, it's not wider, it's just longer right? To me nine foot was a no brainer. Narrower. What do we want to do with the length? I would think shorter, but how much is a legitimate question? How does this interplay with the vehicle lane? You can have two issues, one is the parking space is too small and two, you don't have enough lane width to back in and out with a big truck.

Helen-Eve Liebman, Planning and Development Director – We'll be working on amending those as well with the regulation we've already been investigating. We have a number of diagrams. We're going to go to a chart but we will definitely have a minimum based on if it's angled parking, 45, 60, 90 degree parking what the required lanes would be and they're adequate to provide for the backing and turning and q-ing.

Councilmember Glockel – You bring up a good point. I drive a big truck and I always look for a place I can back in without backing into the bushes. That I can put the hitch out over something where nobody is walking. I'd be fine with a smaller parking. As long as there's somewhere to back up.

Mayor Heidemann – So the consensus here is to go forward with the 9 X 18.

ADJOURN:

Mayor Heidemann adjourned the Workshop meeting at 7:00 P.M.

AYES: All

Meeting adjourned.

Approved by Council on the 19th day of July, 2018.

Kimberly Pence
Kimberly Pence, City Secretary
City of Corinth, Texas