



City of Rowlett

Work Session Meeting Agenda

City Council

4000 Main Street
Rowlett, TX 75088
www.rowlett.com

City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.

Wednesday, September 7, 2016

5:30 P.M.

Municipal Building – 4000 Main Street

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. **CALL TO ORDER**
2. **WORK SESSION ITEMS**
 - 2A. Discuss making Community Investment Program Task Force a standing Board and Commission. (30 minutes)
 - 2B. Conduct interview of board and commission applicants.
3. **ADJOURNMENT**

Laura Hallmark

Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website (www.rowlett.com) on the 2nd day of September 2016, by 5:00 p.m.



City of Rowlett
Staff Report

4000 Main Street
P.O. Box 99
Rowlett, TX 75080-0099
www.rowlett.com

AGENDA DATE: 09/07/16

AGENDA ITEM: 2A

TITLE

Discuss making Community Investment Program Task Force (CIPTF) a standing Board and Commission (30 minutes).

STAFF REPRESENTATIVE

Jim Proce, Assistant City Manager

SUMMARY

The purpose of this item is to discuss the creation of a board or task force for the purpose of having a non-binding advisory board or commission answering to the City Council for the review of capital projects and bond elections.

BACKGROUND INFORMATION

The Capital Improvement Program (CIP) also referred to as the **Community Investment Program** involves identification, management, and implementation of capital projects and expenditures. The process included input from City staff, citizens, the 2015 CIP Task Force, and City Council. Recognition of the community needs and balancing the infrastructure demands with available funding, is a primary goal of the CIP. This includes a balance of addressing existing infrastructure needs, planning for future growth, and addressing quality of life wants and needs of the community.

Since 2012 the City has been planning for a series of bond elections. The most recent bond election was in May of 2015. The next proposed bond election would take place in May of 2018.

In June of 2014, during the annual City Council Planning Session with City Management, staff presented a plan to address the bond election in May of 2015 and the related process. Council provided consensus on several items that included holding a bond election, implementing as strategy of implementing consecutive 3-year programs, and providing for a public engagement process that would include an ad-hoc committee that would operate as a citizen task force.

In July of 2014, during the City Council Work Session, the City Council had directed staff to establish the task force to develop a recommendation for the upcoming bond election. The bond committee was named the "Community Investment Program Task Force" or CIP Task Force.

Based upon the discussions in the July 2014 Council Work Session and the consensus provided by Council, staff enacted the creation of the Community Investment Program Task Force for a specific period effective immediately upon its formation, and terminating at the conclusion of the May 2015 election. Once the required tasks were completed, the task force was to stand down having concluded its assigned tasks.

Specifically, the CIP Task Force had been charged with making a recommendation to Council for the May 2015 bond election, including project identification and prioritization. The Task Force held regular meetings, dates and time to be determined by the task force members, and additional meetings were called as necessary.

The original task force was configured to include seven Council-appointed members, and one Council liaison with a Council-alternate liaison chosen by the Council and staff liaison designated by the City Manager. Creation of the task force and selection of the members of the task force was confirmed by the resolution and in accordance with the City of Rowlett Boards and Commissions Handbook (Resolution RES-095-12). Ad-hoc committees, boards and commissions are created periodically to address specific needs or concerns for a limited period of time.

DISCUSSION

The discussion being before Council currently, is to make a determination going forward on the next iteration of planned bond election with regard to the formation of a future committee or task to be created for similar purpose of the prior CIP Task Force.

Upon the conclusion of the 2015 Bond Election, several Councilmembers had expressed an interest in the formation of a standing advisory committee to address the concerns of the Council, Staff and Community with regard to Capital planning and projects.

The purpose of such a committee or task force would include but not be limited to:

- Providing recommendations to City Council on project priorities;
- Providing recommendations to City Council on project selection;
- Providing guidance on strategic recommendations to City Council with regard to capital projects;
- Providing recommendations to City Council on guiding values for planning of capital projects;
- Providing recommendations to City Council on the setting of bond elections; and
- Represent the City at public meetings and public outreach campaigns on the subject of capital projects.

Going forward, it is imperative that the formation of either a committee or task force be formed to enable staff to begin the planning for the proposed Bond Election of 2018. This will enable sufficient time to adequately plan and implement the required steps for a successful effort. The questions to be discussed by Council with regard to a committee or task force are as follows:

- ***Does the Council wish to implement an Ad-Hoc Committee or does the Council wish to have a standing committee for the purposes stated above?***
 - For clarification, ad-hoc committees are temporary and have a specific term, project or duration and will stand down at the completion of the assigned task (as was the model implemented for the 2015 Bond Election.)
 - A standing committee would be permanent or until Council decides otherwise.
 - Both options are advisory to Council in nature.

- ***What should be the make-up of the committee?***
 - How many citizen members, alternates, staff, and Council liaison?
 - The former Ad-Hoc Committee was 7 citizen members, 1 Council Liaison with an Alternate Council Liaison, there were no alternate members, and there was one staff liaison with an alternate.
 - A standing committee could be set up the same way but it would be advantageous to have at least two alternate members to ensure a quorum will always be achievable.
 - Staff non-voting Ex-officio members could be designated as permanent designees; i.e.: Public Works Director, CFO; Representative from the CMO, etc.
- ***What is the committee purpose?***
 - Are the stated goals in alignment with Council expectations?
 - The stated goals and purpose are the same as they were for the past CIP Task Force.

Staff is seeking guidance on these questions and can bring the resulting input to Council at the next meeting for implementation.

FINANCIAL/BUDGET IMPLICATIONS

N/A

RECOMMENDED ACTION

Staff seeks guidance from Council on the formation and creation of a board or task force for the purpose of having a non-binding advisory board or commission answering to the City Council for the review of capital projects and bond elections.