



**CITY COUNCIL STRATEGY AND PLANNING SESSION MINUTES
MAIN STREET EVENTS CENTER
4111 MAIN STREET ~ ROWLETT, TEXAS 75088
JUNE 29/30, 2018**

**DAY ONE
FRIDAY, JUNE 29, 2018:**

Present: Mayor Dana-Bashian, Mayor Pro Tem Brown, Deputy Mayor Pro Tem Grubisich, Councilmember Margolis, Councilmember Sherrill, Councilmember Bobbitt and Councilmember Bell

1. Gather & Enjoy Refreshments

2. Opening Remarks and Review of Retreat Goals

Mayor Dana-Bashian called the session to order at 8:16 a.m. and provided some opening remarks. Brian Funderburk, City Manager, reviewed the agenda and the process for the two days.

3. Consider and Discuss 2018 Strategic Plan Statements

David Eisenlohr, with Azimuth Group, reviewed the schedule and progress thus far of the Strategic Plan process, which included the review of history of Rowlett and milestones, the strengths/weaknesses/opportunities/threats matrix, and the strategic priorities as outlined by Council at their Strategic Plan workshop held April 30th and May 3rd.

10:15 – 10:30 a.m.*BREAK

4. Consider and Discuss 2018 Strategic Priorities

Mr. Eisenlohr presented a draft version of Strategic Priorities and Goals, which were discussed and the proposed Vision and Mission Statements as well as Goals were tweaked and modified. Mr. Eisenlohr will make the discussed changes and incorporate them into the draft of the Strategic Plan that will be presented to Council in August.

5. Council Governance Topics (working lunch)

Review of Council's sub-committees and any revisions they would like to make, including naming them "Committees" rather than "Sub-Committees" and adding a public safety component to the Court Governance Committee

1:00 – 1:15 p.m.* BREAK

6. Consider and Discuss 2018 Strategic Goals

Council conducted an exercise to determine two, five and ten-year goals, then narrowed the list to determine the top ten.

3:15 – 3:30 p.m.* BREAK

7. 2018 Strategic Plan Implementation

Mark McAvoy, Assistant City Manager, discussed options available to track the implementation of the Strategic Plan, including reporting through the use of a performance management software system and assigning strategy teams for each priority

8. Wrap-up & Closing Remarks

Mr. Funderburk made some closing remarks and the session was adjourned at 4:25 p.m.

DAY TWO

SATURDAY, JUNE 30, 2018:

Present: Mayor Dana-Bashian, Mayor Pro Tem Brown, Deputy Mayor Pro Tem Grubisich, Councilmember Margolis, Councilmember Sherrill, Councilmember Bobbitt and Councilmember Bell

*Times listed are approximate

1. Gather & enjoy refreshments

2. Tax Values, Priorities & Strategies

Mayor Dana-Bashian called the session to order at 8:17 a.m. and provided some opening remarks. Mr. Funderburk, reviewed the agenda for the day.

Mr. Funderburk reviewed recent development, projected taxable value, reviewed the Community Investment Bond program and three-year allocations, reviewed property tax rate and revenue estimates with options for FY19.

10:15 – 10:30 a.m. *BREAK

Further discussion of the Operation and Maintenance portion and Interest and Sinking portion of the tax rate. Council discussed other items that they would like to see added to a list of possibilities for the upcoming year. It was the consensus of Council to include a two-cent tax reduction for the proposed FY19 budget.

3. Employee Compensation and Staffing Priorities

Richard Jones, Director of Human Resources, provided a review of the employee classification and compensation study, beginning with a review from the 2017 Strategic Planning session – to conduct a market study in the first quarter of each year and to move the City's pay ranges and steps when necessary to remain in line with the market and be competitive. He reviewed the implementation from FY18 along with the results of the study and the proposed implementation for FY19.

4. Council Governance Topics (working lunch)

Laura Hallmark, City Secretary, presented Council with an up-to-date reference of their Travel/Training/Registration and Community Outreach expenditures. Staff previously met with the Intergovernmental Relations Committee (IGR) to discuss a previously mentioned training allotment increase. Deputy Mayor Pro Tem Grubisich, Councilmember Sherrill and Councilmember Bell – members of the IGR, presented their recommendations to Council for increasing the Travel/Training/Registration funds for Councilmembers, Community Outreach funds for Councilmembers and the Mayor and U.S. Conference of Mayors Travel/Training/Registration funds.

Council discussed reporting on their meeting/conference attendance and the mechanism to do so, which will include a written summation to Council and the City Manager's Office and a brief one to three-minute presentation during the announcements of the City Council meeting.

1:00 – 1:15 p.m.* BREAK

5. Enterprise Funds Priorities & Strategies

Wendy Badgett, Interim Director of Finance, reviewed the funds and outlined the water/wastewater rate study and financial forecast along with the current rate plan and proposed plan for FY19.

6. 2018-2019 Legislative Agenda

Mr. Funderburk reviewed the previous session's agenda and the process for staff and Council. Members of the Rowlett Chamber of Commerce were in attendance to discuss their Legislative Committee and the schedule for Legislative Days in Austin in February. The IGR will work with staff and in partnership with the Chamber's committee to help determine the City's agenda for the 2019 session.

3:30 – 3:45 p.m.* BREAK

7. Budget Requests from Boards and Community Partners

Mr. Funderburk reviewed the budget requests including the Arts & Humanities Commission, the Golf Advisory Board, Keep Rowlett Beautiful, Rowlett Chamber of Commerce, Rowlett Citizen Corps Council, Rowlett Housing Finance Corporation, Senior Advisory Board, Community Development Block Grant funding including Habitat for Humanity, Life Message and Salvation Army. It was the consensus of Council to agree to all requests and discuss the Golf Advisory Board's request at a future date.

8. Wrap-up & Closing Remarks

Mr. Funderburk and Mayor Dana-Bashian provided parting comments and the session adjourned at 4:00 p.m.


Tammy Dana-Bashian, Mayor


Laura Hallmark, City Secretary

Date Approved: July 17, 2018