

MURPHY CITY COUNCIL AGENDA
REGULAR CITY COUNCIL MEETING
November 15, 2011 AT 6:00 PM
206 NORTH MURPHY ROAD
MURPHY, TEXAS 75094

NOTICE is hereby given of a meeting of the City Council of the City of Murphy, Collin County, State of Texas, to be held on November 15, 2011 at Murphy City Hall for the purpose of considering the following items. The City Council of the City of Murphy, Texas, reserves the right to meet in closed session on any of the items listed below should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- 1 CALL TO ORDER
- 2 INVOCATION & PLEDGE OF ALLEGIANCE
- 3 ROLL CALL & CERTIFICATION OF A QUORUM
- 4 Presentation of Murphy Arbor Day Celebration Proclamation
- 5 CONSENT ITEMS
All consent agenda items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and voted on separately.
- 5.1 Consider and/or act upon approval of the November 1, 2011 City Council Minutes.
- 5.2 Consider and/or act upon designating the 2012 holidays for the City of Murphy.
- 5.3 Consider and/or act upon approval of an ordinance declaring the results of the November 8, 2011 Special Election.
- 5.4 Consider and/or act upon authorizing staff to proceed with the Adopt-A-Street Program.
- 5.5 Consider and/or act upon a resolution adopting a code of ethics and minimum training standards for Juvenile Case Manager per Senate Bill 61 enacted by the 82nd Texas Legislature.
- 6 Consider and/or act upon hours of operation, membership rates, room rental rates, room reservation policy, alcohol use liability agreement and catering policy for the Murphy Community Center.
- 6.1 OTHER CONSIDERATION ITEMS

6.2 Consider and/or act upon City of Murphy addendums to the Collin County 381 program.

7 Consider and/or act upon a City Council Member iPad Purchase and Use Agreement and an Employee iPad Purchase and Use Agreement.

7.1 DISCUSSION ITEMS

8 Boards and Commissions Work Session

9 Consider and/or take any action necessary resulting from the Board and Commission Work Session.

10 CITY MANAGERS REPORT

- Nov 24-35 Thanksgiving Holiday -City Offices Closed
- Dec 12 Employee Holiday Dinner 4 pm -MAC
- Dec 20 Council Meeting

11 EXECUTIVE SESSION

The City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in:

11.1 §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving Michael Cantrell v. City of Murphy, et al., Cause No. 6:09-cv-225.

11.2 §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving Johnny Boles v. City of Murphy, et al., Civil Action No. 4:11cv682

11.3 §551.072 Deliberation regarding real property; to deliberate the purchase, exchange, lease, or value of real property.

11.4 §551.074 Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Municipal Judge.

12 RECONVENE INTO REGULAR SESSION

The City Council will reconvene into Regular Session, pursuant to the provision of Chapter 551, Subchapter D, Texas Government Code, to take any action necessary regarding:

- 12.1 §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving Michael Cantrell v. City of Murphy, et al., Cause No. 6:09-cv-225.
- 12.2 §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving Johnny Boles v. City of Murphy, et al., Civil Action No. 4:11cv682
- 12.3 §551.072 Deliberation regarding real property; to deliberate the purchase, exchange, lease, or value of real property.
- 12.4 §551.074 Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Municipal Judge.

Issue

Presentation of Murphy Arbor Day Celebration Proclamation

Background

To complete the application for Tree City USA, Murphy needs to proclaim an Arbor Day. With landscaping being installed at the Murphy Community Center and the Annual Park Board Tour scheduled for Saturday, November 19, 2011; this date was selected to proclaim Murphy Arbor Day.

Financial Considerations

Staff time and media publicity will be directed to cover this event.

Staff Recommendation

Read attached proclamation.

Attachments

Arbor Day Proclamation

Proclamation

City of Murphy, Texas

Murphy Arbor Day
November 19, 2011

WHEREAS, the City Council finds the importance of trees to the City of Murphy be observed; and

WHEREAS, the City Council agrees that trees can reduce the erosion of our topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, provide habitat for wildlife; and

WHEREAS, the City Council agrees that trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, the City Council agrees that trees have suffered greatly by this drought; and

WHEREAS, the City Council proclaims a Murphy Arbor Day Celebration, and will urge all citizens to support efforts to protect our trees and woodlands.

NOW, THEREFORE, I, Bret Baldwin, Mayor of the City of Murphy, Texas, do hereby proclaim November 19, 2011 at 1:00 p.m. at the Murphy Community Center the Murphy Arbor Day Celebration, and will urge all citizens to celebrate Murphy Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to maintain your trees and to nourish them and protect them from this record Texas drought.

in Murphy, Texas. Proclaimed this 15 day of November, 2011.

*Bret M. Baldwin, Mayor
City of Murphy*

Issue

Consider and/or act upon approval of the November 1, 2011 City Council Minutes.

Staff Recommendation

Motion to approve the Minutes.

Attachments

11-01-11 Minutes

DRAFT

**MINUTES
REGULAR CITY COUNCIL MEETING
CITY OF MURPHY
206 North Murphy Road
Murphy, Texas**

**November 1, 2011
6:00 P.M.**

CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL & CERTIFICATION OF A QUORUM

PRESENTATIONS

- **Presentation and review of Murphy Maize Days and 5K/Fun Run**
Stacy Buckley and Kristen Roberts provided an overview of the events.

PUBLIC COMMENTS

No public comments were submitted.

CONSENT AGENDA

All consent agenda items are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and voted on separately.

- Approval of the Minutes from the October 18, 2011 Regular City Council Meeting.**
- Consider and/or act upon approval of a resolution approving the 2011 tax roll with a total levy of \$8,328,925.99 as certified by Kenneth L. Maun, Tax Assessor Collector of Collin County.**
- Consider and / or act upon approval of a Memorandum of Agreement (MOA) with the State of Texas Department of State Health Services (DSHS) for Mutual Aid of Emergency Medical Services for Public Assistance to provide mutual aid in a pending or actual disaster.**

Council Action

Councilmember Halbert requested to remove Item D from the Consent Agenda to be considered individually. Ms. Halbert moved to approve the remaining Consent Items, A-C as presented. Councilmember Daugherty seconded the motion. A vote was taken and passed, 7-0.

- Consider and/or act upon approval of a cross-connection backflow ordinance.**

Council Action

After some clarification, Councilmember Halbert moved to approve a cr oss-connection backflow ordinance amending the last sentence of Section 82-410 (b) to *“This annual registration fee includes the City’s verification of the Tester’s equipment and tools.”* Councilmember Daugherty seconded the motion. A vote was taken and passed, 7-0.

INDIVIDUAL CONSIDERATION

- 1. Consider and/or act upon authorizing the City Manager to enter into an Interlocal Agreement with the City of Richardson for Phase 1 of a feasibility study for a Multi Agency Recreation Center.**

Council Discussion

Councilmember Halbert recused herself from this discussion and vote. Several Councilmembers indicated that they are not sure if the City needs to partner and fund this type of facility. There was a consensus to go forward with Phase 1 of the study to determine the need and how it meets the City's Master Plan.

Council Action

Councilmember Brandon moved to authorize the City Manager to enter into an Interlocal Agreement with the City of Richardson for Phase 1 of a feasibility study for a Multi Agency Recreation Center not to exceed \$15,000. Councilmember Daugherty seconded the motion. A vote was taken and passed 6-0 with Councilmember Halbert absent for this discussion and motion.

- 2. Consider and/or act upon approval of 9-1-1 address changes.**

Council Action

After some clarification, Councilmember Daugherty moved to approve the 9-1-1 address changes with the Albertson's shopping center designated as the 100 block. Councilmember Halbert seconded the motion and moved to amend the motion to include removing 210 E. FM 544. Councilmember Daugherty seconded the amendment. A vote was taken on the amendment and passed, 7-0. A vote was taken on the main amended motion and passed, 7-0.

- 3. Consider and/or act upon changes to the Governance Policy and Code of Ethics, including personnel matters and clarifying what constitutes an investigation, an inquiry, the scope of access by City Council Members to records and information, and setting forth procedures to deal with a violation of such policies.**

Council Discussion

Councilmember Bradley initiated the discussion regarding confidential information and a councilmember's access to it. He stated that rules needed to be in place to govern this. There was also discussion regarding what is considered an investigation and the role of a councilmember. Councilmember Bradley described a specific incident of a councilmember requesting previous employment information on a mid-level staff person who does not report to Council and the question was asked as to whether this would be considered an investigation.

Councilmember Brandon stated that he would like to see this policy jibe with the many Attorney General Opinions that are related to this subject. Councilmember Brandon also stated that he would love to define what constitutes an investigation because it seems to be a very grey area.

Councilmember Grant stated that he would hesitate to rely solely on Attorney General Opinions because they are very fact specific and specific to certain areas of law and cannot be used as precedence in a court of law. Councilmember Grant stated he would like to make it clear that he did not request the information and said that his personal opinion was that any councilmember can make a request for information to any city in his or her personal capacity as long as that information isn't used in an official capacity. He explained further that if an individual used their official capacity to gain information and it is used in their

official capacity, or; if information was obtained in a councilmember's personal capacity and then later used in their official capacity, then that would rise to the level of an investigation.

Councilmember Halbert read a statement for the record which is attached as *Exhibit A* to the Minutes.

Councilmember Grant requested to see the open records request. Councilmember Brandon said that the City could submit an open records request requesting a copy of the open records request that he initiated. Councilmember Halbert said that it would be embarrassing to the City to request this information. Councilmember Brandon stated that he agreed with Councilmember Grant's assessment that an individual can request information as long as it is not in their official capacity. He went on to say that if an investigation is warranted to see if any city resources were used, he is all for it. Councilmember Halbert stated that you do not get to be a regular citizen 23 hours of the day and a councilmember 1 hour a day. She explained that councilmembers are perceived as councilmembers 24/7. Ms. Halbert stated that she does not want to request a copy of the request but would be fine with initiating an investigation to see if this is an investigation of an employee of the city.

Mayor Baldwin asked what the nature of the inquiry was. Councilmember Brandon stated that he had requested the information but has not looked at it. He explained that he requested the information for a citizen who is considering running for City Council and wanted more information on an employee's background. He stated that this request stemmed from the citizen's dissatisfaction during the budget discussions.

Mayor Baldwin stated to Councilmember Brandon that he hoped that he recognized the difficulties that this situation has presented and the perception to employees knowing that a councilmember is requesting personal information and not knowing what will or won't be done with the information. Mayor Baldwin stated that he hoped he would seriously consider the potential implications before doing something like that again. Councilmember Brandon responded that the point was taken.

Council Action

Councilmember Bradley moved to direct the City Attorney to provide language in the Governance Policy related to Council access of confidential information. Councilmember Daugherty seconded the motion. A vote was taken and passed, 7-0.

Councilmember Halbert moved to direct the City Attorney to draft language for the Governance Policy to include the ability for Council to censure a Councilmember for violations of the Governance Policy, the Ethics Policy, or the Charter. Ms. Halbert clarified that she would like language for non-ethical violations to be included in the Governance Policy. Councilmember Grant seconded the motion. A discussion regarding defining an investigation followed the motion. City Manager Fisher pointed out that the recently amended Charter did clarify what constitutes an investigation. Councilmember Halbert requested the City Attorney to clarify what is *not* considered an investigation and what actions would be considered as initiating an investigation. A vote was taken and passed, 7-0.

CITY MANAGER/STAFF REPORTS

City Manager Fisher reported on the following:

- **Early Voting continues through November 4**
- **Election Day – November 8**
- **Board & Commission applications being accepted**
- **Board & Commission interviews – Nov 14-18**

- Thanksgiving Holiday – Nov 24-25
- Employee Holiday Dinner – Dec 12
- Stage 3 Watering Restrictions –Effective Today
- McCreary Road construction will be delayed until North Murphy Road utility relocations are completed

EXECUTIVE SESSION

The City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in:

- §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving *Michael Cantrell v. City of Murphy, et al.*, Cause No. 6:09-cv-225.
- §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving *Johnny Boles v. City of Murphy, et al.*, Civil Action No. 4:11cv682
- §551.072 Deliberation regarding real property; to deliberate the purchase, exchange, lease, or value of real property.
- §551.074 Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Municipal Judge.

Council Action

Council convened into Executive Session at 7:37 p.m.

RECONVENE INTO REGULAR SESSION

The City Council will reconvene into Regular Session, pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, to take any action necessary regarding:

- §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving *Michael Cantrell v. City of Murphy, et al.*, Cause No. 6:09-cv-225.
- §551.071 Consultation with City Attorney regarding pending litigation or contemplated litigation or settlement offer involving *Johnny Boles v. City of Murphy, et al.*, Civil Action No. 4:11cv682
- §551.072 Deliberation regarding real property; to deliberate the purchase, exchange, lease, or value of real property.
- §551.074 Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Municipal Judge.

DRAFT

Council Action

Council reconvened into Regular Session at 8:28 p.m. Councilmember Halbert moved to authorize City Manager James Fisher and Mayor Pro Tem John Daugherty to attend Cantrell litigation on behalf of the City. Councilmember Bradley seconded the motion. A vote was taken and passed, 7-0.

ADJOURNMENT

With no further business, the meeting was adjourned at 8:28 p.m.

APPROVED BY:

Bret M. Baldwin, Mayor

ATTEST:

Aimee Nemer, City Secretary

DRAFT

Exhibit A
November 1, 2011 City Council Minutes
Statement from Deputy Mayor Pro Tem Colleen Halbert

Councilmembers do not represent themselves, nor do they represent only those who voted for them, or those who “got them elected.” They represent the entire population of the city of Murphy – all 18,000 or so.

The role of a Councilmember is to serve not only the citizens, but also to serve The City of Murphy in ensuring that the city’s interests are protected. This includes not compromising the integrity of our community, or engaging in personal quests for information that give the appearance of a Council investigation, or attacking individual employees.

As Councilmembers our role is similar to that of a company’s Board of Directors. It is highly unusual for a member of a Board of Directors to begin a solo investigation upon an employee, especially one that is not a direct report. Even our Charter prohibits this sort of investigation and also this sort of delving into day to day operations.

Upon election a Councilmember takes on a new role different from Joe Citizen. While it is acceptable and appropriate for citizens to make certain requests for information, it is ill-advised for a Councilmember to do open records requests from other cities. This can be damaging to the City of Murphy’s reputation, ability to work with other cities, and recruit candidates if it appears that there is a Councilmember acting on behalf of the City to do investigations, especially when personnel matters are involved.

We have this governance policy in place to assist in delineating how communication should flow from staff to Council. If any member of Council has concerns about how that information is flowing than they should bring that to the attention of the full Council. If a majority of Council believes that the concerns are warranted, then the Council should deal directly with the City Manager, as he or she is the direct report tasked with the day to day operations of the city. If the Council then has concerns about the abilities of the City Manager, then they deal with the City Manager through the personnel procedures. At no time is it appropriate for Council, individually or collectively, to involve themselves in personnel matters beyond their direct reports as lined out by the Charter.

If the Council determines that there is no cause for concern about the flow of information, or the functionality of the city, then it is inappropriate for individual Councilmembers to continue by questioning individual staff members, other cities or agencies and working to undermine the work of the City Council or the City Staff.

It seems that if the Charter prohibits solo investigations and Council involvement in the day to day operations, then there should be repercussions for those Councilmembers who violate the Charter before it reaches the level of involving the entire community in divisive and costly recall elections.

Issue

Consider and/or act upon designating the 2012 holidays for the City of Murphy.

Background

According to Section 4.03.01, General Policy – Holiday, the City Manager is required to submit the proposed holiday schedule for the coming year by November 1st (I know I am 15 days late). The proposed schedule calls for 10 holidays. Fire personnel take Patriot's Day instead of Labor Day.

Staff Recommendation

Motion to approve the 2012 Employee Holiday Schedule.

Attachments

2012 Holiday Schedule

2012 Holiday Schedule

Monday	January 2, 2012	New Year's Day
Monday	January 16, 2012	Martin Luther King Day
Friday	April 6, 2012	Good Friday
Monday	May 28, 2012	Memorial Day
Wednesday	July 4, 2012	Independence Day
Monday	September 3, 2012	Labor Day
Tuesday	September 11, 2012	Patriot's Day (Fire only)
Thursday	November 22, 2012	Thanksgiving Day
Friday	November 23, 2012	Thanksgiving
Monday	December 24, 2012	Christmas Eve
Tuesday	December 25, 2012	Christmas Day

Issue

Consider and/or act upon approval of an ordinance declaring the results of the of the November 8, 2011 Special Election.

Background

The City of Murphy conducted a Special Election on November 8, 2011 for the purpose of for the purpose of submitting to the qualified voters, for adoption or rejection of a proposition to terminate the Murphy Economic Development Corporation (Type A) with the abolition of its sales tax for the promotion and development of new and expanded business enterprises at the rate of one-half of one percent, and concurrently, authorize the creation of the City of Murphy Municipal Development District with the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the district.

The election was conducted by the Collin County Elections Administrator. Canvass documents will be available at the November 15, 2011 Council Meeting. The unofficial results are listed below.

Proposition No. 1 - Murphy

		Total
Number of Precincts	3	
Precincts Reporting	3	100.0 %
Vote For	1	
Times Counted	403/9293	4.3 %
Total Votes	397	
Times Blank Voted	6	
Times Over Voted	0	
Number Of Under Votes	0	
<hr/>		
For	231	58.19%
Against	166	41.81%

Staff Recommendation

Motion to approve an ordinance declaring the results of the November 8, 2011 Special Election.

Attachments

Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MURPHY, COLLIN COUNTY, TEXAS, CERTIFYING THE ELECTION RESULTS FOR THE NOVEMBER 8, 2011 SPECIAL ELECTION; DECLARING THE RESULTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council ordered a Special Election to be held on November 8, 2011 for the purpose of submitting to the qualified voters, for adoption or rejection of a proposed proposition to terminate the Murphy Economic Development Corporation (Type A) and the abolition of its sales tax for the promotion and development of new and expanded business enterprises at the rate of one-half of one percent, and concurrently, authorize the creation of the City of Murphy municipal development district with the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the district; and

WHEREAS, only duly qualified resident voters of the City of Murphy, Texas, voted at the Special Election called and held on November 8, 2011; and

WHEREAS, section 67.003 of the Texas Election Code provides that each local canvassing authority shall convene not earlier than the eighth (8th) day or later than the eleventh (11th) day after election day for the purpose of canvassing the election results; and

WHEREAS, section 67.004(a) of the Texas Election Code also provides that only two (2) members of City Council are needed and constitute a quorum for the purpose of canvassing election results; and

WHEREAS, a quorum of the City Council met on Tuesday, November 15, 2011, and duly canvassed the election returns of the above mentioned election, hereby attached as *Exhibit A*.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MURPHY, COLLIN COUNTY, TEXAS, AS FOLLOWS:

Section 1. The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. That the City Council officially finds and determines an election was duly ordered to be held in the City of Murphy, Texas on the 8th day of November, 2011, for the purpose of submitting to the qualified voters, for adoption or rejection of a proposed proposition to terminate the Murphy Economic Development Corporation (Type A) and the abolition of its sales tax for the promotion and development of new and expanded business enterprises at the rate of one-half of one percent, and concurrently, authorize the creation of the City of Murphy municipal development district with the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the district and that proper notice of said election was duly given; that proper election officers were duly appointed prior to said election; that said election has been made and delivered; and that the City Council has duly canvassed said returns all in accordance with law.

Section 3. That the City Council officially finds and determines that only qualified resident voters of the City were allowed to vote at said election, and following votes were cast at said Special Election, and that the canvass of the votes cast in said election and returns thereof, which is attached hereto as *Exhibit A*, were made in accordance with the law.

Section 4. Pursuant to the applicable provisions of the Texas Local Government Code, Texas Election Code, and the City of Murphy, Texas Home-Rule Charter, the City Council officially finds and determines and declares the results of said election to be that:

The Murphy Economic Development Corporation (Type A) and the sales tax for the promotion and development of new and expanded business enterprises at the rate of one-half of one percent is abolished and concurrently, the creation of the City of Murphy Municipal Development District with the imposition of a sales and use tax at the rate of one-half of one percent for the purpose of financing development projects beneficial to the district is authorized.

Section 5. Severability Clause. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6. Repealer Clause. Any provision of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 7. Effective Date. This Ordinance shall be effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS, on this the 15th day of November, 2011

Bret M. Baldwin, Mayor
City of Murphy

ATTEST:

Aimee Nemer, City Secretary
City of Murphy

Exhibit A

[Canvass Documents to be provided]

Issue

Consider and/ or act upon authorizing the staff to proceed with the Adopt-A-Street Program.

Background

The City of Murphy (Keep Murphy Beautiful) is an affiliate of the Keep Texas Beautiful Program though an interdepartmental employee group called "The Green Team". This group with the help of Celso Martinez, Municipal Voice, developed a new volunteer program called "Adopt-a-Street". Attached is the Information Packet that includes all the program information material and an application for the program.

The Adopt-A-Street Program follows the goals of Keep Murphy Beautiful program:

Vision Statement: "To make Murphy the cleanest and most beautiful city in North Texas"

Mission Statement: "To instill pride in the community through education, communication, and participation in improving the community environment through numerous programs and projects."

Purpose: "To be a clearinghouse and recognize the outstanding efforts of businesses, schools, media, educators, youth, individuals, civic groups, government, and city departments in Murphy in fulfilling the mission and vision of improving our community through litter prevention / pollution solutions, beautification, and waste reduction."

The marketing plan will include the usual vehicles of: news releases, Facebook, Twitter, "Memorandum" and perhaps an advertorial. The Green Team is submitting an application for the 2012 Governor's Community Achievement Award, which if selected includes a \$180,000 landscaping grant.

Financial Considerations

The cost of the program includes staff time to coordinate with volunteer groups, collect data, and follow-up on completion. The initial adoption signage is \$400 including installation. Changes in adoption groups will cost approximately \$60 each.

Staff Recommendation

Motion to proceed with the Adopt-a-Street Program as presented.

Attachments

Adopt-a-Street Program Information



Adopt-A-Street Program Information and Application

Life lived at your pace.



ADOPT-A-STREET INFORMATION AND APPLICATION PACKAGE

Now individuals and organizations can show they care about their community and the environment by adopting a street!

The Adopt-a-Street program encourages individuals, civic organizations, and others to help beautify their community by volunteering their services to collect litter alongside Murphy streets.

Why Adopt?

- It's an easy way for groups to help the community.
- It makes a visible impact on your local environment.
- It helps build community and group pride.
- It reduces litter cleanup costs and saves taxpayers money.

Program Requirements

- Cleanups must be conducted quarterly.
- Adoptees agree to maintain a one-mile stretch of roadway for one year.
- Group or individual must conduct one clean-up before sign can be installed.
- Group or individual must agree with adoption terms and sign agreement.
- Documentation and advanced notice must be submitted before clean-up activity.
- Adoptees agree to participate in a "Keep Murphy Clean" event.

Program Support

- Installation of "Adopt-A-Street" sign with entity's name.
- Supplies needed to conduct clean up (trash bags and high-visibility vests).
- Recognition of service to community; placement of adoptees photo in newsletter.

If you or your group are interested in participating or would like more information about this program contact: Kim Lenoir at klenoir@murphytx.org or 972-468-4068.



ADOPT-A-STREET TERMS AND AGREEMENT

The undersigned, acting as an individual or representative of a named organization, agrees to all of the terms and conditions of the Adopt-A-Street Program for the City of Murphy and pledges to maintain all conditions of the program.

The undersigned further affirms and agrees that in the event that adequate maintenance of the specified street and surrounding area is not being properly performed according to the agreed terms, the individual or organization will be afforded a 30-day notice of non-compliance. If adequate maintenance is resumed within the 30-day period, the notice will be rescinded. If, however, adequate maintenance does not resume within the 30-day notice period, the agreement will be rendered null and void, signs will be removed and the specified street and surrounding area will revert to unassigned. The individual or organization will be ineligible for reinstatement for one year from the end of the 30-day non-compliance period.

Signed this ____ of _____, 2011.

Signature of responsible party: _____

Printed name of responsible party: _____

Address of responsible party: _____

Title of responsible party: _____

Name of organization: _____

Address of organization: _____

Phone number: _____

Fax number: _____

E-mail address: _____

Website: _____



ADOPT-A-STREET LOCATION PREFERENCE

Please list two locations in order of preference. Minimum length is one mile. Certain areas may not be available due to safety and accessibility.

Please include the name of the primary street and include cross streets or other landmarks. For example, "Heritage Parkway from Betsy Lane to Oakhurst Drive."

First preference:

Second preference:

NAME TO APPEAR ON SIGN – ONE LETTER OR SPACE PER SQUARE

Slogans, religious themes, websites, or advertisements cannot be accepted.





ADOPT-A-STREET RELEASE FORM

**Fill this out and sign it before each clean-up event.
Each participant, or their legal guardian, must sign this form.**

City of Murphy
Public Works
206 North Murphy Road
Murphy, Texas 75094

Date of event: _____

In consideration of the City of Murphy's acceptance of my participation in the above project, I, for myself, participating in the project, any heirs, executors, administrators and assigns, forever releases and discharges any and all rights, demands, claims and causes of suit of action, known or unknown, whether arising now or in the future, that I may have against the City of Murphy and any and all injuries, including death and property damage in any manner arising or resulting from my participation in said project. I attest and verify that I have full knowledge of the risks involved in the project, that I solely assume those risks, that I will, without limitation, assume and pay and medical and emergency expenses in the event of an accident, injury, illness or other incapacity, regardless of whether I have authorized such expenses. Furthermore, I state that I have carefully read this release, know the contents of the release and signed the release of my own free will.

Organization: _____

Signature of responsible party: _____

Printed name of responsible party: _____

Title of responsible party: _____

Volunteers:

Name: _____ Signature: _____



ADOPT-A-STREET SAFETY INFORMATION

Here's a list of safety suggestions from Public Works to help make your clean-up experience safe and trouble-free!

DO:

- Wear gloves and thick-soled, closed-toe shoes.
- Wear long pants and long sleeve shirts.
- Wear safety vests and bright-colored clothing for cleanup.
- Wear sunscreen and use bug repellent.
- Drink plenty of fluids.
- Be aware of your surroundings and potential hazards (passing cars, hazardous tree branches, poison ivy, snakes, etc.)
- Use the buddy system by working in teams to maximize safety.
- Keep pre-moistened towelettes on hand.
- Maintain contact with other team members by phone.
- Wash hands with antibacterial soap after the cleanup.
- Know emergency procedures, such as the location of the nearest emergency facility and how to summon an ambulance or the police.

DON'T:

- Pick up hazardous materials such as hypodermic needles, sharp objects, car batteries, animal carcasses, or other unidentified or questionable objects.
- Attempt to move large objects; report this information to Public Works.
- Perform any activities outside of your physical abilities.
- Allow minor children to participate in clean-ups, unless supervised by an adult.
- Use power tools or motorized equipment.
- Conduct clean-ups near or around construction sites.
- Schedule clean-ups during peak pedestrian or traffic hours.
- Conduct clean-ups during inclement weather.

Issue

Consider and/or act upon a resolution adopting a code of ethics and minimum training standards for Juvenile Case Manager per Senate Bill 61 enacted by the 82nd Texas Legislature.

Background

On April 20, 2009, City Council approved an ordinance creating a Juvenile Case Manager Fund pursuant to Code of Criminal Procedure 102.0174 and imposing a five dollar Juvenile Case Manager Fee. The City has been collecting these funds since May, 2009. These funds are available to pay the costs of employing and training of the Juvenile Case Manager. In order to utilize these funds per Senate Bill 61 enacted by the 82nd Texas Legislature, a resolution adopting a code of ethics and the minimum training standards for the Juvenile Case Manager must be adopted by the City Council before December 1, 2011.

The City anticipates the juvenile cases to take approximately 20 hours a week. During FY 2011 approximately 250 juvenile cases were filed in Municipal Court. The duties of the Juvenile Case Manager will include but not limited to tracking juvenile offenses, at risk teens, explore alternate sentencing for repeat juvenile offenders and at risk teens and statistical reporting to the State of Texas. These additional duties will be incorporated into the duties of Heather Smith, Deputy Court Clerk; therefore, this position will not require additional personnel. These additional duties will not require an adjustment to Ms. Smith's current salary. Ms. Smith will continue to perform approximately 20 hours a week as a Deputy Court Clerk in Municipal Court. Effective November 19, 2011, 50% of the Juvenile Case Manager/Deputy Clerk salary and benefits will be paid with the Juvenile Case Manager Fees.

The Juvenile Case Manager program will lay the foundation for future teen programs such as teen court and first offender programs if and when the need arises.

Financial Considerations

During FY 2011, \$25,463 of Juvenile Case Manager Fees were collected and \$26,000 is budgeted for the FY 2012 fiscal year. Approximately \$30,000 will be required to fund 50% of the annual salary and benefits of the Juvenile Case Manager/Deputy Clerk with additional \$2,000 for training. As of September 30, 2011 approximately \$48,000 is available to fund this position. With the \$26,000 budgeted for FY 2012, approximately \$6,000 of the \$48,000 will be required.

Staff Recommendation

Motion to approve resolution adopting a code of ethics and minimum training standards for Juvenile Case Manager per Senate Bill 61 enacted by the 82nd Texas Legislature.

Attachments

Resolution
Exhibit A
Job Description

RESOLUTION NO. _____

A RESOLUTION ADOPTING A CODE OF ETHICS AND MINIMUM TRAINING STANDARDS FOR JUVENILE CASE MANAGERS EMPLOYED BY THE CITY OF MURPHY, PROVIDING FOR IMPLEMENTATION OF THE SAME, AND PROVIDING FOR PERIODIC REVIEW TO ENSURE IMPLEMENTATION OF THE REQUISITE STANDARDS

WHEREAS, the City has, pursuant to Code of Criminal Procedure 102.0174, authorized a juvenile case manager fund supported by additional costs assessed and collected in municipal court; and

WHEREAS, the City has, pursuant to Code of Criminal Procedure 45.056, employed a juvenile case manager to provide services in cases involving juvenile offenders before the court; and

WHEREAS, the 82nd Texas Legislature enacted Senate Bill 61, which requires a governing body employing a juvenile case manager to adopt, by December 1, 2011, reasonable rules for juvenile case managers that provide for a code of ethics, educational pre-service and in-service training standards, and training in relevant procedural and substantive areas; and

WHEREAS, the City wishes to ensure that its juvenile case managers receive the requisite training and are held to the highest ethical standards;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MURPHY, TEXAS, AS FOLLOWS:

Section 1. The City hereby adopts the Rules Implementing Article 45.056, Code of Criminal Procedures As Amended, attached hereto as Exhibit "A" and incorporated herein for all purposes, as the ethical and minimum training standards to which the City's juvenile case managers shall be held.

Section 2. This Resolution shall take effect immediately upon its passage.

DULY RESOLVED by the City Council of the City of Murphy, Texas, on this the 15th day of November, 2011.

Bret M. Baldwin, Mayor
City of Murphy

ATTEST:

Aimee Nemer, City Secretary
City of Murphy

Rules for Juvenile Case Managers of the City of Murphy, as required by Article 45.056, Code of Criminal Procedures (as amended)

Rule I – General Provisions

Section 1. Basis

Senate Bill 61, effective June 17, 2011, is a change in Texas law passed during the 82nd Regular Legislature that mandates the establishment minimum training and educational standards for juvenile case managers. Prior to this enactment, Texas law established no minimum standard of training or education for juvenile case managers. The passage of S.B. 61 occurred near the 10 year anniversary of the legislation authorizing local governments to employ juvenile case managers.

Juvenile case managers work predominantly in local trial courts of limited jurisdiction (i.e., municipal and justice courts) that adjudicate Class C misdemeanors. The mandate for training standards for juvenile case managers comes at a time in which local trial courts adjudicate more children than juvenile courts and district courts combined.

The legislative history for S.B. 61 states in part:

S.B. 61 seeks to establish minimum training and educational standards for juvenile case managers, including case planning and management; juvenile law; courtroom proceedings and presentations; law enforcement proceedings; local programs and services, including access procedures; code of ethics and disciplinary procedures; and detecting and preventing abuse, exploitation, and neglect of children. This training will create consistency across court systems and enable juvenile case managers to be more effective in their intended role as part court clerk, part probation officer, and part social worker.

Not later than December 1, 2011, the governing body of a governmental entity that employs a juvenile case manager under Article 45.056, Code of Criminal Procedure, is required to adopt minimum training and education standards for juvenile case managers.

Section 2. The Role of the Juvenile Case Manager

In Texas, municipal and justice courts come into contact with more children accused of violating the law than juvenile courts. Juvenile case managers are employed as a local strategic measure to help prevent children from becoming further involved in the justice system and to curb juvenile crime at the local level.

A juvenile case manager provides services in cases involving juvenile offenders before a court consistent with the court's statutory powers¹. Juvenile case managers assist the court in administering the court's juvenile docket and in supervising its orders in juvenile cases². Juvenile case managers timely report any information or recommendations relevant to assisting the judge in making decisions that are in the best interest of the child³.

While state law provides some parameters, the work performed by juvenile case managers is determined in light of local needs and circumstances. Accordingly, case managers may also perform intake duties on complaints filed, operate diversion programs, implement dispositional orders by providing supervision services, and initiate proceedings for enforcing those orders in the event of a violation⁴.

Rule II. Code of Ethics

Section 1. Preamble

The goal of the juvenile case manager is to assist the Court in administering the Court's juvenile docket and in supervising its court orders in juvenile cases. The mission of the juvenile case manager is to assist judges in providing juveniles the resources to shape their futures, connect with the community, and become law abiding citizens. When applying this Code of Ethics, keep foremost in mind that the City is guided at all times by the values of integrity, excellence, compassion, and respect for the dignity of every person.

Section 2. Standards

2.1 Confidentiality. A juvenile case manager shall not disclose to any unauthorized person any confidential information acquired in the course of employment. A juvenile case manager shall not violate the confidentiality of juvenile clients, unless it is to seek consultation services from within the case management program, school campus, or the juvenile has threatened to harm himself, herself or others, or to provide details of any criminal activity or enterprise.

2.2 Conflicts of Interest. A juvenile case manager shall be alert to and avoid conflicts of interest that interfere with the exercise of professional discretion and impartial judgment. In order to maintain the community's trust in the judicial system, a

¹ Article 45.056 (a)(1), Code of Criminal Procedure

² Article 45.056 (c), CCP

³ Article 45.056 (f), CCP

⁴ Robert O. Dawson, *Texas Juvenile Law (7th Edition)* Texas Juvenile Probation Commission at 47.

juvenile case manager should avoid soliciting or accepting improper gifts, gratuities, or loans, and should avoid engaging in business relationships that give rise to an appearance of impropriety.

2.3 Competence. A juvenile case manager shall endeavor at all times to perform official duties properly and with courtesy and diligence. A juvenile case manager shall fulfill his or her duty and represent himself or herself only within the boundaries of their education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.

2.4 Respect for the Law. A juvenile case manager shall abide by all federal, state, county, and municipal laws, guidelines, ordinances and rules. A juvenile case manager shall be familiar with the Texas Code of Judicial Conduct and the basic standards to which members of the judiciary are held.

2.5 Abuse of Position. A juvenile case manager shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, or any other person. A juvenile case manager shall always maintain an appropriate relationship with juveniles coming under the jurisdiction of the Court. A juvenile case manager shall not discriminate against any person on the basis of age, sex, creed, sexual preference, disability, or national origin.

Section 3. Enforcement. Any alleged violation of applicable ethical standards shall be subject to investigation and discipline by the hiring entity's designated non-judicial department or supervisor.

RULE III. Minimum Education and Training Standards

Section 1. Educational Qualification

The Juvenile Case Manager must have a High School Diploma or G.E.D. Two years experience in a municipal or justice court setting. Level I Municipal Court Clerk Certification and the ability to obtain Level II Certification within one year in position; OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Bilingual preferred but not required.

Section 2. Required Knowledge and Skills

In addition to the Educational Qualification provided for in the preceding section, the Juvenile Case Manager is required to have the knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations; good office skills; establishes good working relationship with other employees, communicates well with public.

Section 3. Pre-service Training

Within one-year from the date of hiring, the Juvenile Case Manager must obtain a minimum of twenty-four (24) contact hours of education and training, including twelve (12) hours of mandatory training through TMCEC for certification program that covers any or all of the following areas, to wit:

- a. The Role of the Juvenile Case Manager
- b. Case Planning and Management
- c. Applicable Procedural and Substantive Law in Municipal Courts
- d. Courtroom Proceedings and Presentation
- e. Interagency collaboration
- f. Case Reporting

Section 4. Municipal Court Clerk Certification Program

A Juvenile Case Manager who is at least a Certified Court Clerk Level I in good standing, as verified by the Texas Court Clerks Association (TCCA) and Texas Municipal Clerks Education Center (TMCEC), is considered to have satisfied the required minimum education and training hours provided for in the preceding section.

Section 5. Minimum In-Service Training Standards

The Juvenile Case Manager must obtain at least eight (8) hours of education and training within each calendar year of employment in such capacity in any one or a combination of related areas to include but not limited to the following, to wit:

- a. Legislative updates
- b. Juvenile Mental Health
- c. Services to At-Risk Youth (Subchapter D, Charter 264, Family Code)
- d. Detecting and Preventing Abuse, Exploitation and Neglect of Juveniles
- e. Substance Abuse
- f. Special Areas on Juveniles
 1. Gangs

2. Family Violence
 3. Bullying
 4. Sex offenders
 5. Learning, Psychological, and Physical Disabilities
- g. Local Programs and Services for Juveniles
 - h. Advances in Court Technology

Rule VI. Implementation and Review

Section 1. Implementation

These Rules shall be implemented by the appropriate personnel in relation to the reporting chain as provided for in the latest organizational chart of the Municipal Court, Finance Department and the City of Murphy.

Section 2. Review

The Municipal Court Administrator and Municipal Court Judge shall conduct an annual review of the Juvenile Case Manager to ensure implementation of these rules, and shall form part of the Employee Performance Evaluation that is conducted in accordance to the policies and procedures of the City.

CITY OF MURPHY STATUS: Non-exempt	JUVENILE CASE MANAGER	MUNICIPAL COURT Created 9/2011
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JOB SUMMARY

Under the direction of the Municipal Court Judge and Administrator, provides professional services in municipal court cases involving juvenile offenders. The purpose of this position is to monitor, screen, and assess juveniles that have been charged with class "C" misdemeanor penal code offenses. This is accomplished by making sentencing recommendations to the judges, monitoring compliance with court judgments; data entry and preparing statistical information for funding. Other duties include education and referring juveniles and their families to the appropriate agency; performing reviews of all penal code offenses; and interacting with school officials, other city employees and citizens. Will also perform a wide variety of specialized clerical duties in support of the municipal court including the initiation, processing, and maintenance of court and legal documents, correspondence and statistics; and provide information and assistance to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Design and implement systems and procedures under Municipal Court guidelines to ensure uniform and accurate juvenile/minor case management and Municipal Court including docket settings, docket notifications, processing summons or subpoenas, coordinate courtroom activity, system updating, compliance case monitoring, and quality control.
2. Screens and assesses juvenile family; identifying delinquent behaviors and areas of need.
3. Provide individual assessments of juvenile and minor offenders to Municipal Court Judge and State prosecutor.
4. Develop and maintain working relationship with the county, other courts, school officials, community service organizations and city departments to develop and implement collaborative youth services.
5. Provide assistance to juvenile/minor offenders for alternative sentencing options to include community resources such as, but not limited to; local, state and federal agencies; school resources, and non-profit agencies.
6. Stay abreast of legislature and court procedures and training related to court duties, to ensure compliance with applicable laws, rules, and regulations, primarily as it relates to juvenile/minor offenders.
7. Assist the public in person and by phone including retrieving information and files, and providing general information regarding scheduling of court dates, defensive driving, warrants, and processing extensions; assist the public in problem solving and research activities.
8. Compile, type, record and file a wide variety of court records, reports and materials, including citations, summons, warrants, letters, reports, and complaints.
9. Responsible for accurate court disposition and fine records by collecting payments, posting correctly to the court system, balancing a cash drawer and depositing collections daily, following the established cashiering procedures.
10. Sort, file, copy and distribute court documents, reports to appropriate personnel; process paperwork including quality control.
11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of clerical procedures of processing, recording and preparing legal documents, records, and reports related to court operations; good office skills; establishes good working relationship with other employees, communicates well with public, reports related to court operations; good office skills; establishes good working relationship with other employees, communicates well with public.

Reading: Reads TMCEC clerk manual, memoranda, legislation, educational and leadership materials

Writing: Writes reports and memoranda

Math: Calculates money from fees collected

Reasoning: Interprets and applies court procedures and City ordinances to duties

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand; sit; reach with hands and arms; and perform repetitive motions with wrists, hands, and fingers; stoop, kneel, crouch, or crawl; and talk or hear. Local travel may be required. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 10 pounds.

PERSONAL CHARACTERISTICS

Is responsible for encouraging and facilitating a harmonious working environment. To that end, the following interpersonal and personal characteristics are expected:

- a. Displays enthusiasm for the job, which includes attendance, performance, and conduct;
- b. Ability to work effectively and cohesively with others;
- c. Displays courteous, respectful, and polite demeanor towards co-workers and members of the public; and,
- d. Recognizes the importance of being a team member that creates a positive working environment

EDUCATION, EXPERIENCE AND CERTIFICATION

High school graduate, or its equivalent. Two years experience in a municipal or justice court setting. Level I Municipal Court Clerk Certification and the ability to obtain Level II Certification within one year in position; OR any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Bilingual preferred but not required.

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor:

Date Signed:

Issue

Consider and/or act upon hours of operation, membership rates, room rental rates, room reservation policy, alcohol use liability agreement and catering policy for the Murphy Community Center.

Background

The old city hall/school building renovation is a 2008 Bond project approved by the voters. In January 2010, Murphy was awarded a \$750,000 indoor recreation grant from Texas Parks and Wildlife Department for the renovation of the building to become the Murphy Community Center. Grand opening is scheduled for Saturday, January 28, 2012.

In addition to the Murphy Community Center coming online, Recreation Department manages the Murphy Activity Center, Recreation Programming (classes), Parks, Recreation and Room Rentals and Reservations and Community Events. For January 2011 - January 2012, Recreation staff, to date, has coordinated over 4,300 reservations.

INDOOR SPACE USAGE BREAKDOWN:

(January 1, 2011-January 31, 2012)

1,362 total indoor space reservations

- 892 time slots that are reserved for recreation programs and classes (City retains 25% of program fees).
- 158 total Non-profit/Scout Troop meetings 94 in the MAC, 49 in the Community Room, 15 in Conference room 117,201 or Council Chambers (**No Charge**).
- 275 Reservations made for City functions including staff meetings, Council, Board and Chamber meetings. (**No charge**)
- 27 Home Owners Association reservations (**No Charge**).
- 10 Citizen Room Reservations (Paid – deposit plus hourly rental rate).

OUTDOOR SPACE USAGE BREAKDOWN:

(January 1, 2011-January 31, 2012)

3,000 total outdoor space reservations

- Baseball Fields – 1,053 reservations (**No Charge**).
- Basketball Courts – 14 reservations (**No Charge**).
- Soccer Fields – 1,737 reservations (**No Charge**).
- Pavilions – 88 Reservations (Paid – hourly rate only, no deposit).

- Outdoor Recreation Classes – 108 Reservations (City retains 25% of program fees).

At the October 4, 2011, City Council meeting, hours of operation, membership rates, room rental rates, room reservation policy, and alcohol use liability agreement and catering policy for the Murphy Community Center were discussed. Council requested some edits to the proposed rates. Staff has included the increased non-resident membership rate, a resident day pass, a resident family rate and alcohol and catering policies for consideration.

Hours of Operation

Murphy Community Center operating hours was discussed at two City Council work sessions in the summer as a starting point for staff consideration and final City Council approval.

After detailed staff consideration with funding as approved for FY 2011-2012, Murphy Community Center hours for City Council consideration and action are:

Recommended Operating Hours

9:00 a.m. – 8:00 p.m. *Monday-Thursday*

Fridays – closed

10:00 a.m. – 4:00 p.m. *Saturdays*

Sunday - closed

Recommended After Hour Rentals

Minimum of 2 hours, one staff member is present

5:00 p.m. – 10:00 p.m. *Saturday*

Based on staff experience and current scheduling in the recreation field, Fridays are one of the slowest days during the work week in reference to classes being offered and rentals. With Murphy Recreation and Community Center staff limitations and to ensure the building is covered with at least two part time/and or full time staff members at all times, staff recommends closing on Fridays and Sundays.

Membership Rates

Staff recommends charging Memberships for the Community Center with pricing based on resident vs. non-resident. This membership would include use of the gym, game/teen area and lounge and rentals. See attachment for details.

Room Rental Rates

The recommended room rental rates are priced based on member vs. non-member. The rate spreadsheet is included for consideration and details the room capacity as well as deposit and set up fees.

Room Reservation Policy

The recommended Room Reservation Policy is attached for consideration and includes reservation procedures and rental/use rules and regulations.

Alcohol Use Liability Agreement

Staff recommends the attached Murphy Community Center and Activity Center Alcohol Use Liability Agreement. After much research and consideration of the venue size, staff proposes to not require a liability Insurance policy for parties that may serve alcohol. For functions involving more than 50 individuals though, the applicant is responsible for providing a fully an off duty Murphy Police Department officer to ensure safety and security. The banquet seating capacity for our largest available room is 120 persons. However, if the City were to rent out the entire facility for a function, we could consider requiring a special event insurance policy.

Catering Policy

Staff recommends the attached Murphy Community Center and Activity Center Catering Policy. The proposed policy allows any caterer/food establishment that holds an active city Health Permit to serve food. However, food must arrive ready to serve as there are no food prep facilities.

Staff Recommendation

Motion to approve the proposed hours of operation, membership rates, room rental rates, room reservation policy, alcohol use liability agreement and catering policy for the Murphy Community Center.

Attachments

Alcohol Use Policy
Proposed Operating Hours
Proposed Rental Rates
Catering Policy
Council Room Rental Rules
Membership Fees
Community Center Visual
Outdoor Space

Alcohol Use Liability Agreement City of Murphy

If alcoholic beverages are to be sold, served and/or consumed at _____ (the "Facility") during the period of this rental agreement or facility use permit (the "Agreement"), the Lessee identified hereinbelow agrees to the following:

1. The Lessee shall pay a fee of \$50.00 in advance for an alcohol use permit to serve alcoholic beverages at the event (alcoholic beverages shall be limited to beer and wine only, and shall not include hard liquor, "spirits," mixed-beverages, or "margarita-machine" or other similar alcoholic beverages). If alcoholic beverages are to be sold at the event, Lessee must pay a fee of \$100.00 in advance for an alcohol use permit to sell alcoholic beverages at the event (alcoholic beverages shall be limited to beer and wine only, and shall not include hard liquor, "spirits," mixed-beverages, or "margarita-machine" or other similar alcoholic beverages). Alcoholic beverages shall be considered to be "sold" under the following circumstances: a) if a fee is charged for the serving of an alcoholic beverage; and/or b) if the Lessee charges a cover charge or other admission fee or donation for the event and alcoholic beverages are then provided to patrons at no additional cost.
2. Alcoholic beverages may be consumed only inside the authorized portions of the Facility and only during the permitted event.
3. Lessee fully guarantees, represents and shall be totally responsible, that the sale, serving and/or consuming of alcoholic beverages at the event shall comply with the laws of the State of Texas and the rules and regulations of the Texas Alcoholic Beverage Commission ("TABC"), including, without limitation, ensuring that no alcoholic beverages are dispensed to minors.
4. At events where there are more than fifty (50) patrons and alcohol is being served, the Lessee shall be responsible, at its sole cost and expense, for providing one (1) uniformed, off-duty MPD officer or other police officer as approved by the Chief of Police, to ensure safety and security. Notwithstanding the foregoing, for events that are not open to the public and admission is based on invitation only ("private events"), the City Manager may issue a security exemption after determining there is no necessity for the provision of security services. At events where alcohol is being sold, the Lessee shall be responsible, at its sole cost and expense, for providing two (2) uniformed, off-duty MPD officer or other police officer as approved by the Chief of Police, to ensure safety and security.
5. Alcoholic beverages may only be served in plastic or paper cups and/or cans. No glasses or glass bottles shall be permitted.
6. If alcoholic beverages are to be sold at the event, the sale of alcoholic beverages must be in conjunction with a City-sponsored or City-approved community, civic, or charitable event.
7. An event may not run or continue for more than three (3) consecutive days.
8. Lessee undertakes and agrees to save, keep and hold harmless, the City of Murphy, its employees, agents, officers, officials, Mayor and City Council Members, City Board, Commission and Committee Members, of and from any and all losses, costs, expenses and damages (including without limitation attorney's fees and costs), and from any and all claims, actions, demands, damages or liability by or to the public, employees of Lessee, or others, on account of or

occasioned by, negligently or otherwise, by any activity pertaining to the lease of the Facility (including the sale, serving or consumption of alcohol), or by any act or omission, negligently or otherwise, of Lessee or of any patrons of Lessee when on, or when about to enter, or when just leaving the Facility, herein leased to Lessee on the following dates:_____.

9. If the event is expected to involve more than 250 patrons, the Lessee must provide the City of Murphy with Commercial General Liability insurance coverage written on an occurrence basis and with a combined single limit of not less than \$1,000,000 to cover the event. Such insurance shall include coverage for Broad Form Contractual Liability, Broad Form Property Damage and Personal Injury Liability, Premises/Operations, Explosion, Independent Contractor Liability, and Hostile Fire Liability. Lessee shall name the City as an additional insured on such liability insurance. In addition, Lessee shall have the liability insurance policy endorsed to provide that the insurance shall waive (i) any right of recovery which the insurer may have or acquire against the City of Murphy, its employees, agents, officers, officials, Mayor, City Council Members, City Board, Commission and Committee Members, for payment under such policies and (ii) any right of subrogation which the insurer may have or acquire for payments to any person who asserts a claim against the City of Murphy, its Mayor, City Council members, its officers, officials, employees or agents by any person or entity to or for whom the insurer pays monies or other benefits. The policy and/or certificate of insurance must be provided to the City prior to occupying the Facility.

By: _____
Lessee's Signature

_____ Date

(Print or type Lessee's name)

Approved by: _____
Facility Manager

_____ Date

Staff Proposed Modified Hours

1/1-10/1

	Hours	# of Staff	# shifts	Hrs used*	# Weeks	Product	2 Full Time Staff
Monday	9am-2pm	1	1	5.5	40	220	
Monday	2pm-8pm	1	1	6.5	40	260	8am-5pm
Monday	5pm-8pm	1	1	3.5	40	140	
Tuesday	9am-2pm	1	1	5.5	40	220	
Tuesday	2pm-8pm	1	1	6.5	40	260	8am-5pm
Tuesday	5pm-8pm	1	1	3.5	40	140	
Wednesday	9am-2pm	1	1	5.5	40	220	
Wednesday	2pm-8pm	1	1	6.5	40	260	8am-5pm
Wednesday	5pm-8pm	1	1	3.5	40	140	
Thursday	9am-2pm	1	1	5.5	40	220	
Thursday	2pm-8pm	1	1	6.5	40	260	8am-5pm
Thursday	5pm-8pm	1	1	3.5	40	140	
Friday	9am-6pm			CLOSED			8am-5pm
Friday	6pm - 10pm						
Saturday	10am-4pm	2	2	6.5	40	260	
Saturday***	4pm - 10pm	1	1	6.25	40	250	
Sunday				CLOSED			
<i>Current PT Staff</i>	<i>8am-2pm</i>	<i>1</i>	<i>3</i>	<i>19</i>	<i>13</i>	<i>247</i>	
Totals		15	15	74.75		3237	
<i>Actual Budgeted Hours 10/1/2011 - 9/30/2012</i>						<i>3500</i>	

*Hours used per week includes 15mins for arriving early and staying late per person per shift.

** Current part-time staff will be using 19 hours a week starting 10/1/2011 for 13 weeks so these hours need to be accounted for the allotted 3500 hours for the 2012 budget year.

*** After Hour Rental

Murphy Community Center
Proposed Rental Rates

	Room Size	Standing Capacity	Meeting Capacity	Banquet Capacity	Hourly Rate Member	Hourly Rate Non-member	After Hours Member	After Hours Non-member	Refundable Deposit	Non-Refundable Set-up Fee
Multipurpose w/ Kitchen (117)	518 ft	49	49	35	\$20.00	\$40.00	\$40.00	\$60.00	\$100.00	\$25.00
Multipurpose arts/crafts (118)	579 ft	49	49	39	\$20.00	\$40.00	\$40.00	\$60.00	\$100.00	\$25.00
Both multipurpose Rooms	1097 ft	219	156	74	\$40.00	\$60.00	\$60.00	\$80.00	\$100.00	\$25.00
Gymnasium	1,712 ft	342	244	114	\$50.00	\$70.00	\$75.00	\$100.00	\$100.00	\$25.00
Murphy Activity Center	3,040 ft	291	160	120	\$75.00	\$100.00	\$100.00	\$150.00	\$100.00	\$25.00

Scout Troops and Non-profit Group Rentals

Staff proposes a fee for Scouts and Non-profit groups to reserve space at the facility at \$10.00/day (Administrative /set up/tear down fee)

- Same as all rentals, reservations can be made up to 90 days in advance. All reservations must be made at least two weeks prior to the reservation date.
- Scout and non profit reservations will utilize the most appropriate sized room for the size of the group.
- Current deposit requirements remain.

Catering Policy

1. The caterer/food provider must possess a valid health permit through the City of Murphy and provide proof of the license 14 business days prior to the rental.
2. Out-of-area caterers/food providers are required to provide proof of the health permit license from the City where the food establishment is based.
3. The kitchen in the Murphy Community Center and Activity Center is not equipped to facilitate the staging and preparing of foods. Food is not allowed to be prepared or cooked on the premises.
4. The center does not furnish any utensil, plates, cups, serving dishes, tablecloths, trash bags, or other equipment. Caterer/food provider must bring their own kitchen and serving equipment.
5. All equipment, supplies and trash must be removed at the end of their reservation time period and the kitchen returned to its original condition. The Recreation Department will not store nor be held responsible for any property and equipment left after the conclusion of a reservation.

1. The Murphy Community Center and Murphy Activity Center accepts reservations in-person on a first come, first serve basis at the Murphy Community Center. Each applicant must provide payment in full by check or credit card with a signed contract.
2. Reservations may be made up to 90 days in advance; and at least two weeks prior to the requested date.
3. Time limit for reservation needs to include decorating and clean-up, so another group could be scheduled afterwards.
4. Reservations are available to residents and non-residents.
5. The Murphy Community Center staff will process a \$100 clean-up/damage deposit on all reservations. The Murphy Community Center staff will also process a \$25 room set-up/tear down fee for all room reservations in the Murphy Community Center or the Murphy Activity Center. The set-up/tear down fee is non-refundable.
6. Reservation parties are responsible for removing all equipment, supplies, and trash at the end of their reservation time frame. The Murphy Community Center or Murphy Activity Center will not store nor be held responsible for any property left after the conclusion of the reservation. Please report any maintenance issues or hazards to Facilities Division at 972.468.4024. Please leave the area clean. If the Murphy Community Center or Murphy Activity Center reserved area, tables, chairs and fixtures are found in a neat and orderly state and in the condition it was rented in, a full refund of the \$100 clean-up/damage deposit will be issued.
7. City sponsored meetings, events and recreational classes will take precedence. The Murphy Community Center or Murphy Activity Center has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
8. Room reservation rules and regulations are provided at the time of the reservation.
9. All guest and children must stay in the room stated above during their reservation. Guests are allowed to tour the facility but can not use the facility or any equipment during the reservation time. If any guests are interested in a tour of the facility they may do so after the reservation is complete.
10. Admission charges or the solicitation of funds in conjunction with a reservation requires the approval of the Park and Recreation Board. The sale of merchandise, food, or beverages requires the approval of the Parks and Recreation Board at least 60 days prior to the event.
11. **The activity must be under the direct supervision of the person making the reservation, or their designated representative as stated on the reservation contract.**
12. Organizations must provide a minimum of two adult chaperons for youth functions of 15 - 30 persons. One additional chaperon must be provided for each additional 10 persons. Chaperons must be present before the reservation begins and must remain throughout the entire function. The parent signing the contract for youth functions must be present throughout the entire reservation.
13. **Organizations reserving the center must comply with all applicable facility rules and regulations as well as all City, State, and Federal laws, ordinances, and policies.**
14. Organizations will be held accountable for the actions of their members during the reservation.
15. **Organizations reserving the center shall be responsible for all damages to the facility and/or equipment which occur as a result of the reservation.**
16. **Excessively loud entertainment, as determined by staff, shall not be permitted.**
17. The center does not furnish any utensil, plates, cups, serving dishes, tablecloths, trash bags, or other equipment. Rental group must bring their own kitchen and serving equipment.
18. **Groups must remove all equipment, supplies and trash at the end of their reservation time period. The Recreation Department will not store nor be held responsible for any property and equipment left after the conclusion of a reservation.**
19. Food and beverage may be consumed in designated areas only.
20. **Nails, thumb-tacks, etc. must not be used to attach decorations to the structure or to the furnishing. Decorations may be used on the tables only.**
21. The number of persons meeting in the reserved room shall not exceed the maximum number permitted in that room according to fire code regulations.
22. **Tobacco products and firearms are not permitted anywhere in the center. Alcoholic beverages are not permitted in the parking lot or on park property.**
23. The Murphy Community Center and The Murphy Activity Center are not liable for any interruptions caused by power failures, emergency situations, or heat/air conditioning failures during reservation time.
24. **The Murphy Community Center and The Murphy Activity Center reserves the right to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.**
25. Failure to comply with these policies will result in the denial of any subsequent use of the center.
26. **An alcohol permit fee of \$50.00 will be charged if lessee wants to serve alcohol (beer and wine only, no hard liquor or margarita machines) during time of room rental. In addition to the permit fee, lessee must secure the services of an off-duty Murphy Police Officer, for the duration of the event, at his/her own expense. Alcohol Use Liability Agreement must be**

completed and turned in with fees. Alcohol Permit must be purchased and presented within 14 business days of the reservation date. Drinks must be served in paper, plastic or aluminum containers. No glass permitted. If alcohol will be sold at the event, the cost of the alcohol permit will be \$100.00 and two off-duty Murphy Police officers may be required.

Pavilion Rentals: Renting a pavilion puts you at risk with unpredictable weather. If it should rain, snow, sleet, threat of Tornado, etc. you can reschedule your reservation, but not until after your current date reserved. If you do not want to reschedule, a full refund will be issued for these unpredictable situations. **Renting the pavilion does not permit you access to an inside facility if bad weather should occur on your rental date.**

Cancellation Policy: The Murphy Community Center and The Murphy Activity Center will issue refunds under the following guidelines.

No refunds will be issued if rental is cancelled with notification less than five (5) working days before the date stated on the Rental Agreement, rental fee will be kept and deposit will be returned.

Partial Refunds will be issued if rental is cancelled regardless of reason with notification of five (5) or more working days before the date stated on the Rental Agreement.

Amendments Policy: **Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the Murphy Community Center at least five (5) working days prior to the date stated on the Rental Agreement.**

STAFF PROPOSED MEMBERSHIP RATES FOR CONSIDERATION
(Includes rentals and use of the gym, game/teen area, and lounge)

- Staff recommends separating the rental fees based on a Community Center member and nonmembers price scale. Membership pricing is based on resident vs. non-resident.

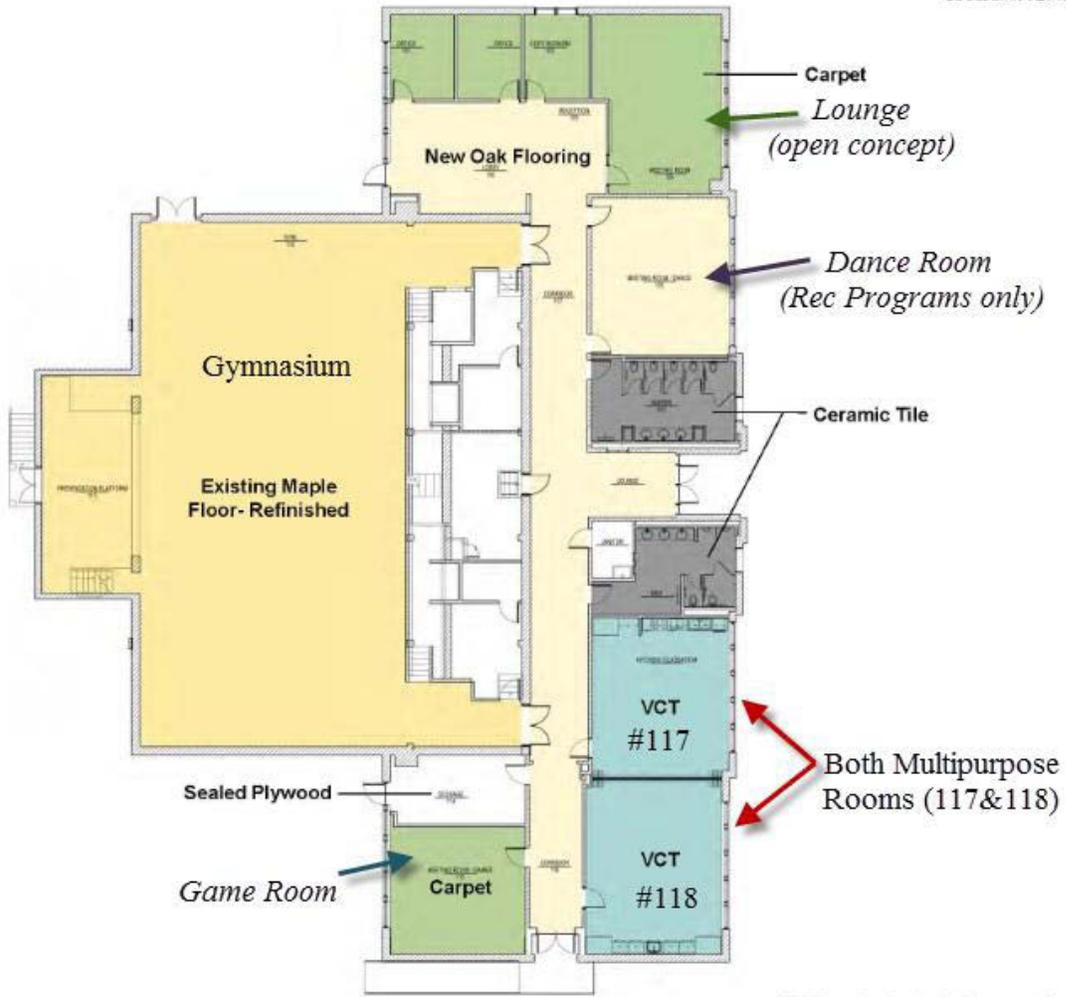
Youth Resident (up to age 15) \$10.00	Youth Non-Resident (up to age 15) \$20.00
Adult Resident (16 and older) \$25.00	Adult Non-Resident (16 and older) \$50.00
Senior Resident (50 and older) \$10.00	Senior Non-Resident (50 and older) \$20.00
Family Resident (4 or more in one household) \$70.00	Family Non-Resident N/A
Day Pass Resident \$5.00	Day Pass Non-Resident N/A

RECREATION PROGRAMMING FEES (CLASSES) PRICING FOR CONSIDERATION

- Currently program fees are one price for both Murphy residents and non-residents.
- Staff recommends the recreational program fees (classes) to be based on a member vs. non member pricing scale.

Murphy Community Center

WHR ARCHITECTS



Old Murphy School Community Center

OUTDOOR SPACE USAGE BREAKDOWN:
(January 1, 2011-January 31, 2012)
3,000 total outdoor space reservations

- **Baseball Fields – 1,053 reservations (No Charge).**
 - Mustang Park – 175
 - Timbers Nature Preserve Park – 625
 - Preserve at Maxwell Creek – 244
 - Murphy City Park – 36
- **Basketball Courts – 14 reservations (No Charge).**
 - Mustang Park – 12
 - Preserve at Maxwell Creek – 1
 - Aviary Park - 1
- **Soccer Fields – 1,737 reservations (No Charge).**
 - Mustang Park – 107
 - Timbers Nature Preserve Park – 474
 - Murphy City Park – 367
 - Waters Edge Park - 822
- **Pavilions – 88 Reservations (Paid – hourly rate only, no deposit).**
 - Mustang Park – 19
 - Timbers Nature Preserve Park – 41
 - Preserve at Maxwell Creek – 3
 - Aviary Park – 9
 - Travis Farms Park – 5
 - Brentwood Park – 5
 - North Hill Park - 13
- **Outdoor Recreation Classes – 108 Reservations (City retains 25% of program fees).**
 - Murphy City Park
 - Preserve at Maxwell Creek

*Totals may be different from the breakdowns, if we have had more reservations since they were originally run.

Issue

Consider and/or act on City of Murphy addendums to the Collin County 381 program.

Background

On October 10, 2011, the Commissioner's Court voted to enact a tax incentive program (50/3) to encourage the creation and relocation of new businesses to Collin County. Chapter 381, the 50/3 program, will be adopted pursuant to Chapter 381 of the Local Government Code and will provide a 50% "refund" for each of the first 3 years that an eligible business is in operation. To be eligible, a business must employ the equivalent of 5 full time employees, have a taxable value of (improvements and business personal property) of not less than \$100,000, and have timely paid their annual property taxes. The 50/3 program is effective for new businesses not located within the boundaries of a TIF or TIRZ and must open for business on or after January 1, 2012.

Based upon discussions with many city leaders, the Commissioners Court expects to adopt a final 50/3 program policy which includes addendums to meet the needs of each city. As an example, some cities asked that the 50/3 program not be granted to new retailers or specific types of businesses (game rooms, liquor stores, sexually oriented business, etc.) or limited only to businesses in underutilized areas of their community.

Other Considerations

The County has requested a proposed list of any specific 50/3 program limitations for the City of Murphy. Each city's response will be provided to the Commissioners Court for their review and adoption at their December 5th meeting.

Staff Recommendation

Council direction is requested.

Attachments

381 Program Details
Program Policy Addendum Request
Letter from Judge Self

**COLLIN COUNTY ECONOMIC DEVELOPMENT
CHAPTER 381 PROGRAM
The 50/3 Plan**

- I. **Program Authority** Chapter 381 of the Texas Local Government Code has been chosen to provide an efficient means of providing county incentives for local economic development. Chapter 381 authorizes a county to make a grant of public monies, for select activities, including the following:
 - A. To promote state or local economic development; and
 - B. To stimulate, encourage, and develop business and commercial activity in the county.

- II. **Program Purpose And Benefits** The Commissioners Court has determined that adopting a program pursuant to Chapter 381 is appropriate to provide economic development incentives for certain qualifying new and expanding businesses which create new jobs, and increases in real and business personal property in the county. Qualifying and approved businesses complying with the terms of the program will receive a grant equal to one half of the businesses' county taxes for up to three years.

- III. **Qualified Applicants** Qualified applicants for this program are limited to the following:
 - A. New and expanding businesses:
 1. A new business established and operating in, Collin County, or an established business in the county which has expanded (not relocated) and is operating in a new and additional location in the county;
 2. The new or expanding business must (a) be located in a non-residentially zoned area of the municipality, or an unincorporated area of the county and (b) not be located in a T.I.F. or T.E.R.Z. zone.

 - B. Minimum Performance Standards:
 1. A minimum increase in the business taxable property (either real estate or business personal property, or in the aggregate) in an amount not less than \$100,000; and
 2. A minimum creation of five new full-time equivalent ("FTE") jobs at the new business, maintained throughout the term of the program; and
 3. Full compliance with the terms above, and any others in the agreement for the incentive approved by the county.

 - C. The applicant may not be receiving any other form of tax incentive from Collin County for the same new business.

 - D. Approval of application is not automatic. The County reserves the right to modify the terms of the program, and/or reject any individual application. The County

will consider approval of qualified applicants for the program, and may create individual agreements, or programs, with specific applicants. Applications for businesses which are not beneficial economic development for the county will not be approved. Applicants whose applications are received for locations in municipalities which have established policies against development incentives for similar businesses will not be approved. Adoption by the county of this program therefore does not:

1. Limit the discretion of the court
2. Prohibit delegation by the court to county employees the discretion to screen applications for approval
3. Create a property right.

IV. **Terms of the Program.**

The Applicant must provide the required information to the county requested on the Program Application. If approved, the applicant would be enrolled in the program on the first day of the following calendar year, when taxable values are established for the applicant.

A. Conditions precedent to payment by the county—

1. The county program benefits terminate as to the business if the minimum standards for improvements and employment are not met within the first year, and or not maintained in the second or third years.
2. A sworn affidavit by the applicant that the program requirements have been met for the preceding tax year must be filed by the applicant each year, on or before _____.
3. A copy of the applicant's tax bill with proof of payment must be submitted with the affidavit in IV. A. 2. above.
4. The applicant has timely and fully paid all of its taxes, to the County.
5. All representations made by applicant in the application and the yearly affidavits are true and accurate.

B. Program Performance Standards

1. A minimum increase in the business taxable property (either real estate or business personal property, or in the aggregate) in an amount not less than \$100,000; and
2. A minimum creation of five new FTE jobs in the county, maintained throughout the term of the program.
3. Full compliance with the terms above, and any others in the agreement for the incentive approved by the county.
4. The applicant must file for the program by December 1st of the year the business is established expanded and operating;
5. If approved, the tax value of the business on January 1st of the following year, and the taxes paid on that tax value, determine the 381 grant to the business for such year.

- C. Recapture provision--In the event the approved applicant fails to meet the terms of the agreement, all amounts received from the county from the program must be repaid to the county within 30 days of notice from the county.

- D. Notwithstanding any other provision of the program, the county grant of funds:
 - 1. must serve a public purpose; and
 - 2. may not be a gratuitous payment to a private entity; and
 - 3. must comply with any applicable statutory requirements.

Therefore, the county will require and ensure that there is consideration for any incentive. A county may condition any grant payments upon the creation of employment, construction of improvements, continued operation in a county for a stated period, achieved minimum taxable values, or sales tax revenue, or other provision, in the county's discretion.

From: Teresa Mercer [<mailto:tmercerc@co.collin.tx.us>]
Sent: Tuesday, October 18, 2011 10:40 AM
To: Teresa Mercer
Subject: Collin County 50/3 Program for new businesses

The following and attachment is sent on behalf of Bill Bilyeu, Collin County Administrator.

Teresa Mercer
Collin County
Admin Services
972-548-4631

Mayors and Managers,

The Commissioners Court voted at their October 10th meeting to enact a tax incentive program (50/3) to encourage the creation and relocation of new businesses to Collin County. The 50/3 program will be adopted pursuant to Chapter 381 of the Local Government Code and will provide a 50% "refund" for each of the first 3 years that an eligible business is in operation. To be eligible, a business must employ the equivalent of 5 full time employees, have a taxable value of (improvements and business personal property) of not less than \$100,000, and have timely paid their annual property taxes. The 50/3 program is effective for new businesses not located within the boundaries of a TIF or TIRZ and must open for business on or after January 1, 2012. Additional information is included in the attachment to this email.

Based upon discussions with many city leaders, the Commissioners Court expects to adopt a final 50/3 program policy which includes addendums to meet the needs of each city. As an example, some cities asked that the 50/3 program not be granted to new retailers or specific types of businesses (game rooms, liquor stores, sexually oriented business, etc.) or limited only to businesses in underutilized areas of their community. In other words, Farmersville may ask that the 50/3 program not be granted within their city limits to game rooms while Plano may ask that no retailers be included.

My request is that you provide me with a proposed list of any specific 50/3 program limitations for your city no later than November 21st. The list can be in the form of a signed letter or council resolution scanned and emailed to me. Each cities' response will be provided to the Commissioners Court for their review and adoption at their December 5th meeting.

The Commissioners Court is discussing a tax abatement program. Any abatement program that is adopted will function independent of the 50/3 program and a new business will be eligible for one program or the other but not both programs. FYI, an expanding business could be eligible for the abatement program but will not be eligible for the 50/3 program.

The Commissioners Court is excited about partnering with the cities to provide the 50/3 program and looks forward to your feedback.

Please contact me with any questions or comments.

Bill Bilyeu
County Administrator
bbilyeu@collincountytx.gov
972-548-4631



COLLIN COUNTY

Office of the County Judge
Jack Hatchell Admin Building
2300 Bloomdale Rd., Suite 4192
McKinney, Texas 75071
Office 972-548-4631
Fax 972-548-4699
www.collincountytx.gov

September 9, 2011

The Honorable Bret Baldwin
Mayor City of Murphy
206 N. Murphy Rd.
Murphy, TX 75094

Dear Mayor ^{Bret}Baldwin:

The Commissioners Court unanimously approved a new county tax break for all new businesses that open their doors in Collin County – a 50% tax break for 3 years.

Our county unemployment currently stands at 7.9%, with more than 33,000 citizens without a job. This new tax break encourages new private sector jobs in our county and will see new business through the tough start-up years.

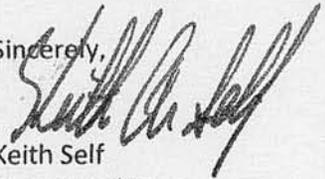
State law requires that we define certain thresholds for participation in this new program, and our attorney is contacting city staffs and EDCs to discuss these design features. State law also stipulates that the county only offer this program inside reinvestment zones that you designate within your incorporated area. There are numerous opportunities for new reinvestment zones that will qualify for this new job creation program.

This new program does not preclude the traditional, individual company tax abatements that your individual EDCs initiate.

A rising tide lifts all boats; job growth is not a zero sum game; every job contributes to keep our economy vibrant and provide jobs for our growing population. I invite you to partner with the county in this program beyond the designation of reinvestment zones – you may want to include a tax break of your own. Jim Shepherd is handling the legal work for this program. You may contact him at 972-234-3117.

This program will set Collin County apart as a business-friendly location for new business to locate, and I welcome your partnership in this initiative to attract jobs to Collin County.

Sincerely,


Keith Self
County Judge

c: Collin County Mayors
Jim Shepherd

Issue

Consider and/or act upon a City Council Member iPad Purchase and Use Agreement and an Employee iPad Purchase and Use Agreement.

Background

The City of Murphy has been discussing the concept of going paperless for over a year. One of the challenges we face if we go this direction is providing the agenda packet information to the City Council, Boards/Commissions and staff to review for the meeting. One idea we have discussed is the Apple iPad, and last year four were purchased as a test case for the conversion.

One of the purchased iPads was purchased for me. I am one of those people who have strong reservations about technology, but I am coming along kicking and screaming. I see the pros and cons of the iPad. I think sometimes we rely on technology too much and when it fails, we do not know how to function. None the less, the iPad has been a welcome addition to my life. It has most of the documents that I use on a regular basis and it has the ability to access a lot of other information. The greatest challenge is leaving the pen and paper behind that I have grown accustomed to over the last 40+ years. The more I work with the iPad, the more comfortable I get with it and the features that it offers. I believe it can be a great tool for City Council and for staff to use as we continue to serve our community. Murphy has high expectations for its elected and appointed representatives and the iPad gives us the tool to perform at that level.

I realize there are several different types of devices available other than iPads, but we need to be consistent with what we purchase or encourage to purchase so that it will be easier for the IT Department to manage. I have also included a draft iPad Purchase and Use Agreement for both council members and employees for your review and consideration.

Financial Considerations

Proposed agreement states the council member will be responsible for 50% of the iPad purchase and employees will be responsible for 60%.

Staff Recommendation

Motion to approve a City Council Member iPad Purchase and Use Agreement and Employee iPad Purchase and Use Agreement.

Attachments

City Council iPad Agreement
Employee iPad Agreement

City of Murphy

City Council iPad Purchase & Use Agreement

The City of Murphy, in an effort to reduce the cost of printing, will use the Apple iPad tablets equipped with annotation software in place of traditional printed copies of the City Council agenda packets. For that intended purpose, City Council Members may purchase an iPad at 50% of the city's cost. Prior to the purchase of an iPad, the Council Member agrees to the following:

1. He/she will pay half the cost for the purchase of the iPad (currently \$315). The City will invoice the Council Member.
2. After one year, the iPad becomes the property of the Council Member. If the Council Member is no longer serving the City of Murphy prior to the one year anniversary, the Council Member will be required to pay a prorated portion of the City's cost.
3. The City will purchase and install all software required to use the iPad for City business (iAnnotatePDF, Docs to Go, etc). The Council Member is free to purchase and install any additional applications at Council Member's own expense, as long as it does not interfere with the required City applications.
4. Information Technology will only provide iPad support as it relates to City needs and applications.
5. If the unit is damaged, lost, or stolen, the Council Member will be required to replace the iPad at his or her own personal expense.
6. The requirements of the Public Information Act and/or litigation discovery apply to content located on the iPad so long as the iPad is used by Council Member to transact City business. The City may be required to disclose the content thereon upon the receipt of such a request, and Council Member shall make his or her iPad available to the City for this purpose. Council Member agrees to refrain from downloading any inappropriate material onto his or her iPad so long as the iPad is used for City business.

Signature of Council Member

Date

City of Murphy

Employee iPad Purchase & Use Agreement

The City of Murphy, in an effort to reduce the cost of printing, will use the Apple iPad tablets equipped with annotation software in place of traditional printed copies of the City Council agenda packets. For that intended purpose, employees who are required to attend City Council meetings may purchase an iPad at 60% of the city's cost. Prior to the purchase of an iPad, the employee agrees to the following:

1. Acknowledge that the employee meets the purchase eligibility (i.e. required to attend City Council meetings on a regular basis).
2. He/she will pay 60% the cost for the purchase of the iPad (currently \$378). The City of Murphy will invoice the employee.
3. After one year, the iPad becomes the property of the employee. If the employee is no longer employed by the City of Murphy prior to the one year anniversary, the employee will be required to pay a prorated portion of the City's cost.
4. The City will purchase and install all software required to use the iPad for City business (iAnnotatePDF, Docs to Go, etc.). Employee is free to purchase and install any additional applications at employee's own expense.
5. Information Technology will only provide iPad support as it relates to City needs and applications.
6. If the unit is damaged, lost or stolen, the employee will be required to replace the iPad at his or her personal expense.
7. The requirements of the Public Information Act and/or litigation discovery apply to content located on the iPad so long as the iPad is used by Employee to transact City business. The City may be required to disclose the content thereon upon the receipt of such a request, and Employee shall make his or her iPad available to the City for this purpose. Employee agrees to refrain from downloading any inappropriate material onto his or her iPad so long as the iPad is used for City business.

Signature

Date

Issue

Boards and Commissions Work Session

Background

Attached is a copy of the Board Member Survey that was sent out in September. The City Council held a work session in October to discuss this survey, but I do not believe we had the opportunity to fully discuss. I think we need to review the comments provided by Board members, review the Board descriptions and prepare a new description that outlines the roles/responsibilities of the Board. This new description will also lay out the staff's role/responsibilities including the appointed liaison. When the City Council panel interviews (which I would recommend a postponement) prospective members, they can go over this new description and see if there are any concerns or clarifications needed. I know we have already started down the path to consider appointments, but I would like to take a step back and get it done correctly. Let's get a clear understanding of everyone's roles and responsibilities so that Murphy can continue to move forward together.

In order to accomplish this task, I would like to propose the following: 1) Continue to receive Boards/Commission applications (to date we have 12); 2) Postpone interviews until December 7, 8, 9 and 12; 3) Appoint the Interview Panel, or appoint two others, to work with Aimee and I to draft new Board descriptions to be considered by the City Council on December 6th; and 4) Appoint all members at a special meeting on December 13th or at the regular meeting on the 20th.

Attachments

Survey Questions
Survey Results
Survey Summary

Board Member Survey

2011 City of Murphy Board Member Survey

The Murphy City Council would like to receive feedback from current board members. Please take a moment to complete a short survey with ten questions.

Thank you for your service to the City of Murphy.

*1. What board do you serve on?

- Murphy Economic Development Corporation
- Murphy Community Development Corporation
- Animal Shelter Advisory Committee
- Board of Adjustment
- Budgetary Finance Committee
- Building and Fire Code Appeals Board
- Community Events Committee
- Park and Recreation Board
- Planning and Zoning Commission

*2. From your understanding, what is the purpose of your board?

*3. What is your role as a member of your board?

Board Member Survey

***4. As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.**

- The board receives adequate information to make informed decisions.
- The board generally receives enough information, but sometimes it is inadequate.
- The board receives inadequate information to make informed decisions.
- The board receives an overwhelming amount of information which makes it difficult to make informed decisions.

Additional comments regarding this question:

***5. As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.**

- The board receives adequate direction from staff.
- The board generally receives adequate direction, but sometimes more is needed.
- The board needs more direction from staff.
- The board receives too much direction from staff.

Additional comments regarding this question:

***6. As a board member, rate how well you understand the overall vision and direction set by the City Council.**

- I have a clear understanding of the vision and direction of the City Council.
- I generally understand the vision and direction, but sometimes it is unclear or confusing.
- I have some idea of the direction and vision, but it is generally not clear.
- I do not know the direction and vision of the City Council.

Additional comments regarding this question:

Board Member Survey

7. Give your comments and/or suggestions relating to communication from staff, City Council, and the City in general.

***8. How satisfying is your experience serving on a board?**

- It has been very rewarding and meaningful.
- At times it has been rewarding and meaningful, but not always.
- It has generally not been rewarding or meaningful.
- Sometimes it seems like a waste of my time.

Additional comments regarding this question:

***9. The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?**

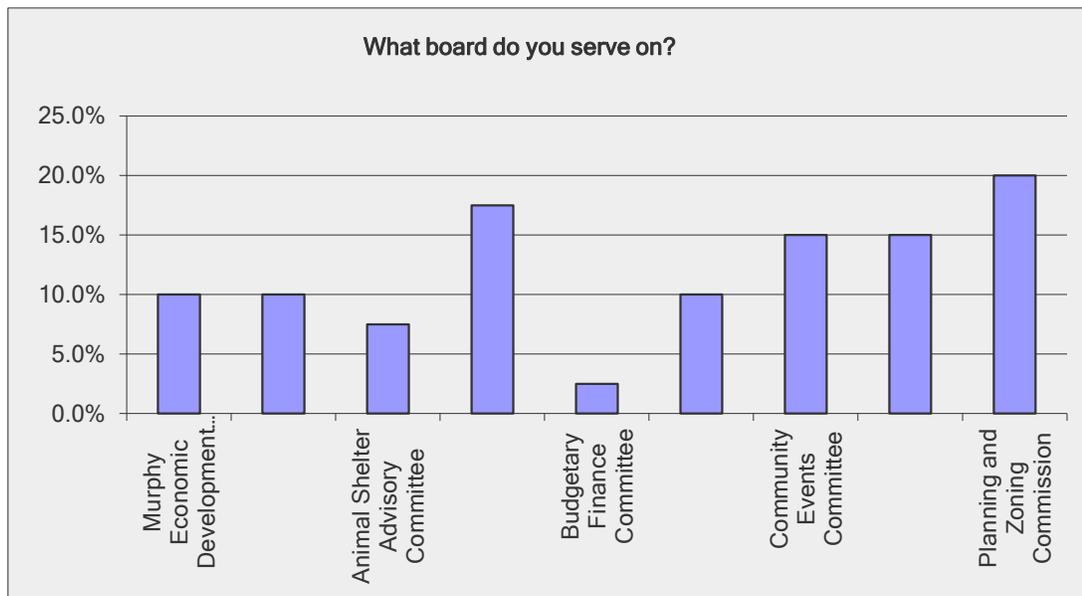
- Yes
- No

Additional comments regarding this question:

10. Do you have any additional comments or suggestions relating to serving on a City board?

Board Member Survey

What board do you serve on?		
Answer Options	Response Percent	Response Count
Murphy Economic Development Corporation	10.0%	4
Murphy Community Development Corporation	10.0%	4
Animal Shelter Advisory Committee	7.5%	3
Board of Adjustment	17.5%	7
Budgetary Finance Committee	2.5%	1
Building and Fire Code Appeals Board	10.0%	4
Community Events Committee	15.0%	6
Park and Recreation Board	15.0%	6
Planning and Zoning Commission	20.0%	8
answered question		40
skipped question		0



Board Member Survey

From your understanding, what is the purpose of your board?

Answer Options	Response Count
	40
<i>answered question</i>	40
<i>skipped question</i>	0

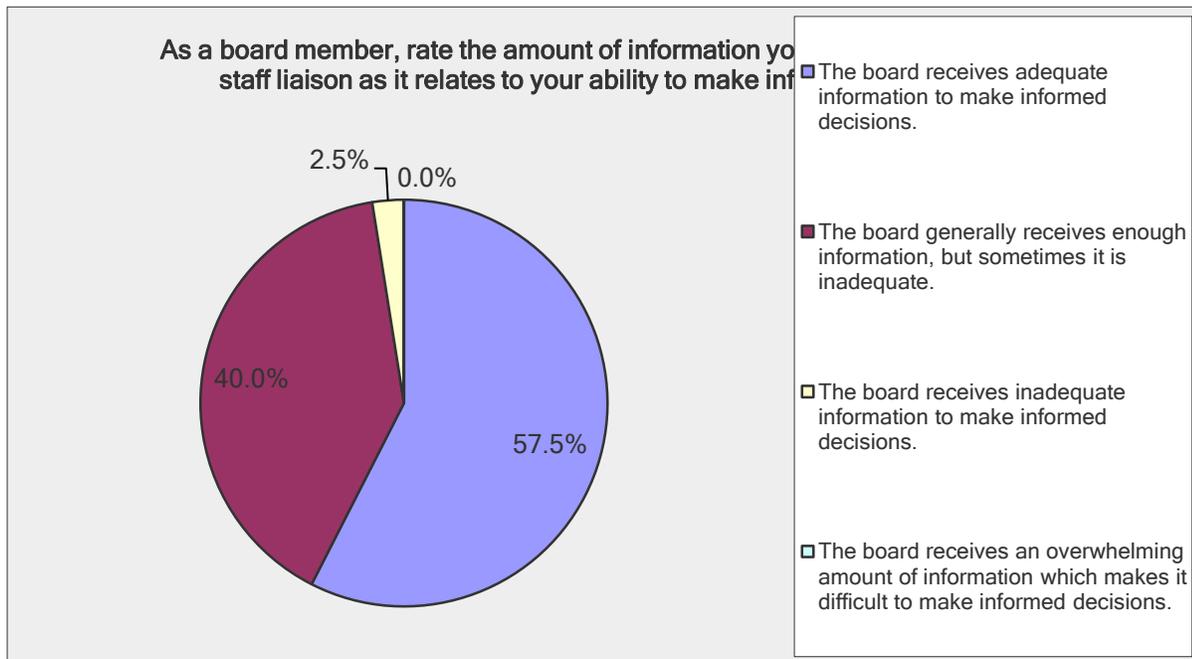
Board Member Survey

What is your role as a member of your board?	
Answer Options	Response Count
	40
<i>answered question</i>	40
<i>skipped question</i>	0

Board Member Survey

As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.

Answer Options	Response Percent	Response Count
The board receives adequate information to make	57.5%	23
The board generally receives enough information, but	40.0%	16
The board receives inadequate information to make	2.5%	1
The board receives an overwhelming amount of	0.0%	0
Additional comments regarding this question:		17
<i>answered question</i>		40
<i>skipped question</i>		0

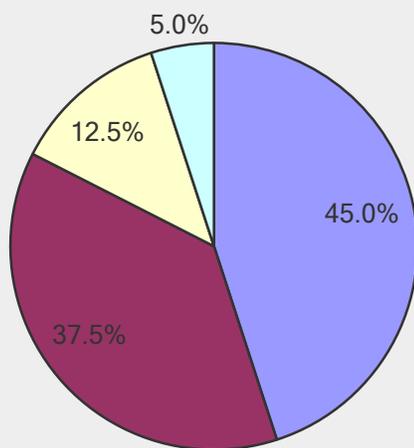


Board Member Survey

As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.

Answer Options	Response Percent	Response Count
The board receives adequate direction from staff.	45.0%	18
The board generally receives adequate direction, but	37.5%	15
The board needs more direction from staff.	12.5%	5
The board receives too much direction from staff.	5.0%	2
Additional comments regarding this question:		16
<i>answered question</i>		40
<i>skipped question</i>		0

As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.



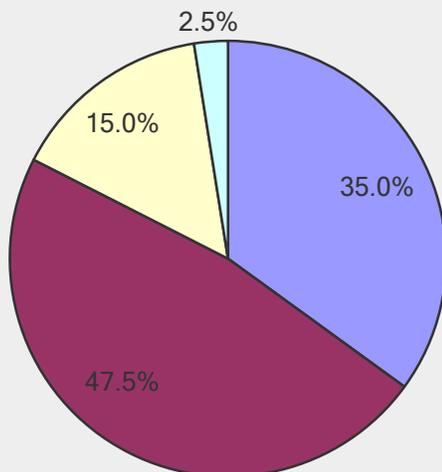
- The board receives adequate direction from staff.
- The board generally receives adequate direction, but sometimes more is needed.
- The board needs more direction from staff.
- The board receives too much direction from staff.

Board Member Survey

As a board member, rate how well you understand the overall vision and direction set by the City Council.

Answer Options	Response Percent	Response Count
I have a clear understanding of the vision and direction of	35.0%	14
I generally understand the vision and direction, but	47.5%	19
I have some idea of the direction and vision, but it is	15.0%	6
I do not know the direction and vision of the City Council.	2.5%	1
Additional comments regarding this question:		16
<i>answered question</i>		40
<i>skipped question</i>		0

As a board member, rate how well you understand the overall vision and direction set by the City Council.



- I have a clear understanding of the vision and direction of the City Council.
- I generally understand the vision and direction, but sometimes it is unclear or confusing.
- I have some idea of the direction and vision, but it is generally not clear.
- I do not know the direction and vision of the City Council.

Board Member Survey

Give your comments and/or suggestions relating to communication from staff, City Council, and the City in general.

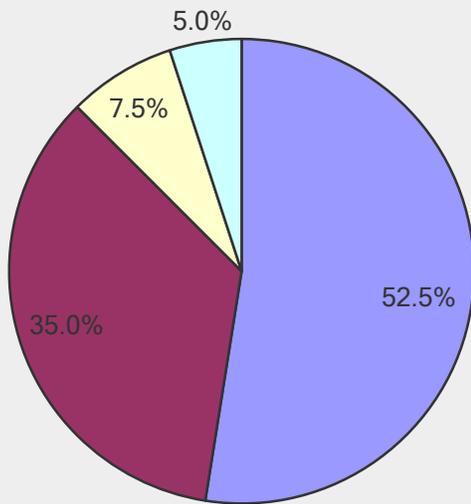
Answer Options	Response Count
	22
<i>answered question</i>	22
<i>skipped question</i>	18

Board Member Survey

How satisfying is your experience serving on a board?

Answer Options	Response Percent	Response Count
It has been very rewarding and meaningful.	52.5%	21
At times it has been rewarding and meaningful, but not	35.0%	14
It has generally not been rewarding or meaningful.	7.5%	3
Sometimes it seems like a waste of my time.	5.0%	2
Additional comments regarding this question:		17
	<i>answered question</i>	40
	<i>skipped question</i>	0

How satisfying is your experience serving on a board?



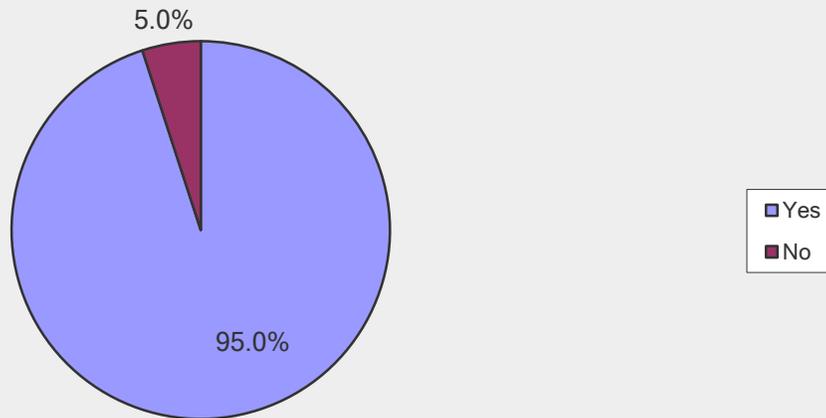
- It has been very rewarding and meaningful.
- At times it has been rewarding and meaningful, but not always.
- It has generally not been rewarding or meaningful.
- Sometimes it seems like a waste of my time.

Board Member Survey

The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in

Answer Options	Response Percent	Response Count
Yes	95.0%	38
No	5.0%	2
Additional comments regarding this question:		13
	<i>answered question</i>	40
	<i>skipped question</i>	0

The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?



Board Member Survey

Do you have any additional comments or suggestions relating to serving on a City board?

Answer Options	Response Count
	23
<i>answered question</i>	23
<i>skipped question</i>	17

2011 Board Member Survey

First Name	LastName	Board	From your understanding, what is the purpose of your board?	What is your role as a member of your board?
			Open-Ended Response	Open-Ended Response
Buddy	Russell	ASAC	Needs and wants of the animal shelter.	Meet with other members to discuss the needs of the animal shelter.
Lorraine	Chalkley	ASAC	To evaluate the current needs of the animal shelter and make recommendations to city council regarding the proposed new shelter through our city representative Kim Parker	Chairman
Stephanie	Pennington	ASAC	To make recommendations of animal/shelter related items for Council.	To provide input pertaining to items on agenda.
John	Daugherty	BFC	To review the budget and finances of the city, ask questions about any discrepancies and make suggestions and recommendations regarding the appropriateness of revenues and expenses.	City Council liaison
Donald	Decker	BFCAB	to look at and reach a decision on conflicts real and imagined between the fire codes and those appealing the enforcement of said codes.	evaluate the validity of the appeal.
Terry	Beck	BFCAB	To hear and decide appeals of orders, decisions or determinations make by the fire code official.	To act as mediator between the fire code official and contractor or permit holder. To vote along with the other member and make a determination
Malkit	Sroya	BOA	To make some needed adjustments in the code to accommodate a project. Sometimes a project is completed or does not have a written outline for it.	To listen to the arguments and make a recommendation to the board and then decide as a group what the result should be.
Frank	Steckler	BOA	Evaluate variation requests (from established city code).	Alternate--
Christine	Johnson*	BOA	BOA--to determine by a fixed set of criteria, when a resident appeals to the Board a variance from the adopted City Code, regarding their property. BFCAB--Completed recommendation to Council any changes to the 2008 IBC that the City of Murphy wanted in place in its Code. Hearings with a residential or commercial appelliant to overrule or support the decision of the building official in a construction decision.	In both cases, as the functions are similar, but not the same, to hear all information presented, compare it to the set rules by Code, IBC, etc. and make an independent ruling based on the information
Andrew	Chase	BOA	Maintain quality standards for neighborhoods, while at the same time not putting unrealistic standards on individual homeowners.	Advisory, voting, etc. - as i would expect any member of the board to be.
Mathew	Thekkil	BOA	To help the residence to understand and abide by the building and city code in property construction and improvements	Attend the hearing of the applications and participate in appropriate recommendations and final decisions based on the situations on hand.
David	Stephenson	BOA	variances in code when necessary (only attended 1 meeting since appointment as meetings are on needed basis)	alternate
Scott	Holden	BOA	Approve variance request to city ordinances	Listen to and approve or deny request
Debbie	Ison	CEC	Provide feedback as requested to staff liaison regarding event details as well as volunteer day of event.	Committee member.
Greg	Alway	CEC	To provide advice and suggestions for currently scheduled and potential events. The purpose of the committee has evolved to volunteer for Maize Days.	To utilize my previous experiences and abilities to help organize and facilitate Maize Days.
Angelia	Pinaga	CEC	To assist with City community events.	We work as a cohesive team on the board. I influence decisions and offer meaningful information to the Board discussions. I bring diversity and thus represent the community in this realm. I bring expertise of planning and typically assist with marketing, media, stage, entertainment. I bring vendors and solicit the events. I bring participants to the event as well. I invited "order" to the meetings by reaching out to Keri and Aimee about the method at which discussions were held. I bring a plethora of ideas and market trends to the discussions.
Natalie	Montgomery	CEC	To develop events and activities that will strengthen and foster a sense of community within the City of Murphy.	The assist in the planning and implementation of city wide events.
Maggie	Whitt	CEC	When I first signed on, I thought it was to give ideas and input to the city about city wide events, but in actuality it is a working board where we participate in planning and carrying out city events.	To give ideas and input to the whole committee, to support events by working at them, to perform whatever tasks need to be done, to assist city staff in planning/seeking out vendors/managing events.
Nancy	Dinh	CEC	Participate and plan the events that are sponsored by the city.	Participate and plan city events.

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.				Comments	As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.				Comments
			Adequate	Sometimes Inadequate	Inadequate	Overwhelming		Adequate	Sometimes Inadequate	More Direction from Staff	Too Much Direction from Staff	
Buddy	Russell	ASAC		X			As of now, the board members do not know what the City is really doing concerning the proposed new animal shelter.			X		We need to know the Cities plans for the new shelter.
Lorraine	Chalkley	ASAC	X				Packets provided by Kim are very helpful	X				It is very helpful to have a council member on this board.
Stephanie	Pennington	ASAC		X						X		
John	Daugherty	BFC		X					X			
Donald	Decker	BFCAB	X					X				
Terry	Beck	BFCAB		X						X		
Malkit	Sroya	BOA	X						X			
Frank	Steckler	BOA	X					X				
Christine	Johnson*	BOA	X				I base this on the staff liason--for both BOA and BFCAB--who is no longer with the City. Can't give you an accurate answer for whoever our current liason is, as neither Board has met since his departure.	X				s above.
Andrew	Chase	BOA		X				X				
Mathew	Thekkil	BOA	X					X				
David	Stephenson	BOA		X			never made a decision the meeting i went to we only swore memebers in been a quiet year		X			n/a havent done much
Scott	Holden	BOA	X				Information has always been adequate	X				
Debbie	Ison	CEC		X					X			We need more timely information.
Greg	Alway	CEC	X				We receive adequate information. However, the information occassionally changes due to staff decisions and the changes are not communicated to us in a timely manner.			X		
Angelia	Pinaga	CEC	X				Kristen seems to have a handle on allowing members to take charge of specific areas.		X			Information has not been timely
Natalie	Montgomery	CEC	X								X	
Maggie	Whitt	CEC		X			Especially at first, it seemed the city and the board were working at cross-purposes. It was unclear what decisions were ours to make and what decisions were the city's to make. Our input is not always taken into account (specifically in my case, corrections to PR pieces).		X			Again, especially at first, it seemed the city and the board were working at cross-purposes. There seemed to be too many fingers in the pie.
Nancy	Dinh	CEC	X					X				

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate how well you understand the overall vision and direction set by the City Council.				Comments	Give your comments and/or suggestions relating to communication from staff, City Council, and the City in general.
			Clear Understanding	Generally, but sometimes unclear	Some idea, but not generally clear	Do not know the direction		
Buddy	Russell	ASAC			X		None	Give us directions where the City is in the proposed animal shelter.
Lorraine	Chalkley	ASAC		X			Feasibility study and the way contracts are bid, i.e. the decision process on who ultimately does the work is not clear to me.	
Stephanie	Pennington	ASAC		X				
John	Daugherty	BFC	X					
Donald	Decker	BFCAB	X					
Terry	Beck	BFCAB			X			
Malkit	Sroya	BOA		X				I believe that this is a very important board. The applicants need some one to hear their side of the arguments and make a informed decision.
Frank	Steckler	BOA		X				
Christine	Johnson*	BOA		X				
Andrew	Chase	BOA	X					
Mathew	Thekkil	BOA		X				
David	Stephenson	BOA	X					on a scale of 1-10 i would say 8
Scott	Holden	BOA		X			Could help if council members came by our meetings	Staff communication is great could use more input from council
Debbie	Ison	CEC	X					
Greg	Alway	CEC		X				
Angelia	Pinaga	CEC		X			At this time, I understand the input needed from the Board.	N/A
Natalie	Montgomery	CEC		X				Information is often times received from city staff too late for the board to have any say or input.
Maggie	Whitt	CEC		X			As you know, our board/committee has undergone enormous growing pains and we are still sorting things out.	Be clear about what is expected up front. I was quite surprised by the time and labor involved in helping with all the events. I expected to contribute advice once a month, but found I was giving a lot more service than I had been led to believe.
Nancy	Dinh	CEC			X			

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	How satisfying is your experience serving on a board?				Additional comments regarding this question:	The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?		Comments	Do you have any additional comments or suggestions relating to serving on a City board?
			Rewarding & Meaningful	At times Rewarding	Generally not rewarding	Waste of Time		Yes	No		
Buddy	Russell	ASAC	X				None	Yes		None	Help us know what is going on concerning the new animal shelter.
Lorraine	Chalkley	ASAC	X				Very. I appreciate the opportunity to serve on this board.	Yes		None	No
Stephanie	Pennington	ASAC			X		I do not feel our board has actually accomplished anything. The Chair gets off track too easily and we end up spending a lot of items that do not pertain to the Agenda.	Yes			
John	Daugherty	BFC				X	City Council needs to determine if this Committee should continue after November 2011.	Yes			
Donald	Decker	BFCAB	X					Yes			
Terry	Beck	BFCAB		X			Being on the Fire code and appeals board, it is rare that we even meet. Some people have come and gone and I do not know them or who they are. I met the new board members at the one meeting that we had.	Yes			
Malkit	Sroya	BOA			X			Yes			
Frank	Steckler	BOA	X					Yes			
Christine	Johnson*	BOA		X				Yes	Since Council cannot overrule the Charter for the City, and through out the appointment process timetable entirely, I think there needs to be a clause added to that process somehow that council can pass No Term limit when there are not enough applicants, possibly even worded so that this can be done for certain Boards---there are always lots of applicants, from my understanding for Parks and P & Z, but not so many for the BOA and never for BFCAB. Not sure how this would be accomplished, but it would sometimes save really knowledgeable people that are good for the Board from having to leave. I personally think there should be No Term Limits on the Boards, Council always has the right to dismiss an applicant, should it be required.	No	
Andrew	Chase	BOA	X					Yes			none
Mathew	Thekkil	BOA	X					Yes		Of course I had served two terms in this board.	I always enjoy it and feel as part of the city government as a volunteer.
David	Stephenson	BOA				X	wish i had the chance to be more involved	Yes			
Scott	Holden	BOA	X					Yes			I enjoy volunteering on the board of adjustments as it keeps me informed
Debbie	Ison	CEC		X				Yes			
Greg	Alway	CEC		X				Yes			
Angelia	Pinaga	CEC	X				I enjoy serving! It gives me insight into the City and I'm allowed to help others. I also have the opportunity to meet great people and City staff.	Yes		I would love to continuing serving. Thank you	The appreciation award should be held by the City liaison. I've missed the event twice and did not receive my small gift. :(
Natalie	Montgomery	CEC		X				Yes			
Maggie	Whitt	CEC		X				Yes		I was appointed late and will consider my term served after the next Maize days festival.	Expectations need to be clearly communicated before citizens volunteer. I was quite surprised to find that my involvement was far more extensive than the description given to us. The same was true for the others who started at the same time I did.
Nancy	Dinh	CEC			X		The events already in place have a system to the planning process and I feel as if I am not serving any need, more like a volunteer. I love being a part of the events and the planning process, but really have not felt as if I contributed enough.	Yes			As a board member selected by City Council, I feel as if I am not making a valid contribution or impact on any decisions being made for the city events. Truthfully, we are glorified volunteers and not being utilized for our "expertise".

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	From your understanding, what is the purpose of your board?	What is your role as a member of your board?
			Open-Ended Response	Open-Ended Response
Michael	Kim	MCDC	Improve the overall Murphy community in a variety of ways including but not limited to social events, direct improvements, and other indirect methods. Also, to act as a supplemental financing group to other boards such as Parks.	To participate in all of the topics of the board, and provide input from direct opinion or feedback from citizens and to make careful and prudent decisions with the city's (and its citizens') tax money for projects in line with the goal above.
Cary	Walker*	MCDC	4B - to provide funding for community amenities (parks and community center) and activities and events. Parks - recommend how the city should invest and operate the parks and recreation programs	4B - president, Parks - Secretary
Katie	Westhara	MCDC	From my understanding the purpose of the MCDC is to make informed decisions regarding the half cent sales tax that MCDC is responsible for. We are primarily responsible for using that money to improve our community through supporting community events, parks and public spaces.	My role as a member of the MCDC is to read the packets before each meeting, research any topics that I need more information about and vote according to what I feel is best for the city of Murphy.
Brian	Epstein	MCDC	To provide funding for various projects aimed at improving the Community aspect of our City. This includes funding improvements to the Parks through the Parks Board. Currently the MCDC is providing for the improvements to the MCC and MAC for use by our Citizens and their various interest groups.	Secretary and Treasurer
Michael	Smith	MEDC	To facilitate and promote economic development of new and current businesses in the City of Murphy, including efforts to market the City to developers and potential businesses.	I see every member on the board as an equal and that it is incumbent upon each member to contribute ideas, goals and plans consistent with the purpose of the board and consistent with the direction and goals of the City and Council.
Kenneth	Tatsch	MEDC	To establish and pursue objectives for developing economic opportunities that will contribute to the quality of life in the City.	One of five
David	Cooper	MEDC	To promote Murphy as a solid business location to new, interested companies. To provide existing business owners/locations with support to continue local operations. To utilize designated funds in the proper manner to accomplish the goals outlined, and work with the budgets to provide the staff with knowledge and promotional tools and support.	Provide support, direction to the staff, Evaluate funding applications for proper usage of the funds available. Maintain a positive budget balance, attend business and chamber functions when possible. Assist with Murphy promotion during conventions, when possible. Meet with funding operators, discuss outsourcing assistance and align with vision and mission of the board and the council.
Betty	Spraggins	MEDC	Marketing, Selling Murphy, Pursing quality future businesses, Always thinking, representing and serving the City of Murphy, Research and discover information on possible businesses. Spending our monies wisely to enhance Murphy businesses to come, Giving more opportunities for better employment. Working with commercial land owners. Knowing and being knowledgable about your city. What existing businesses we already have and search for the needs for vacant properties	Leadership, Listening and making suggestions, Always thinking of newer ways to bring in businesses, To assist Ms Roberts to lead, Be a part of what makes Murphy a better place.to live, Being there whenever needed in any areas, Atternding board meetings. To not be afraid to speak out when you have a better way of accomplishing your goals, Making correct decisions based on information given, Think before you speak and have something of value when you speak. Never criticize if you don't have something better to share, Study the situation and thinking of what is best decisions for the city of Murphy and its residents now and in the future, It may not be what we personally like but being on a board putting Murphy first. Remembering what our top priority is. Train whenever needed to make and directing me to be a better person on the board and giving me the directions to make the best informed decisions,

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.				Comments	As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.				Comments
			Adequate	Sometimes Inadequate	Inadequate	Overwhelming		Adequate	Sometimes Inadequate	More Direction from Staff	Too Much Direction from Staff	
Michael	Kim	MCDC	X					X				I think the issues with timeliness is a function of meeting just once a month (although I would not propose meeting more frequently, maybe just having more frequent communication)
Cary	Walker*	MCDC		X			Long range planning is still a struggle. I understand we need to react to changes and opportunities that come up but the Council and 4B/Parks Board should be better aligned with long term plans.		X			
Katie	Westhora	MCDC		X					X			
Brian	Epstein	MCDC		X					X			The MCDC Board needs more interactive direction from the City Council. We are sometimes at an impasse as to what to decide to do since we often do not hear from the Council, or it isn't relayed to us what the Council is considering with regards to items on our Project List or Agendas.
Michael	Smith	MEDC		X					X			
Kenneth	Tatsch	MEDC		X			While we may receive enough specifics relative to a matter, I'm not sure we are fully briefed on the "atmosphere" within which we are asked to make decisions. Very narrow perspective.		X			
David	Cooper	MEDC	X								X	At time Mr. Fisher puts personal choices into business interactions.
Betty	Spraggins	MEDC	X				Based on the information our leaders have received at that time, we as a board are given that information by internet or at our regular meetings to help make our voting decisions in the directions that is best at that time. If we have questions, we ask.	X				If I have questions, they are always answered. If I don't understand then I shall ask. We speak openly and candidly.

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate how well you understand the overall vision and direction set by the City Council.				Comments	Open-Ended Response
			Clear Understanding	Generally, but sometimes unclear	Some idea, but not generally clear	Do not know the direction		
Michael	Kim	MCDC		X				I think a better online library of documents of current issues, and maybe a mandatory educational series for new board members.
Cary	Walker*	MCDC			X			Sometimes the best information I get from staff or council members is in casual conversations. If I want to get informed on some topic then I need to initiate the meeting. It would be helpful if we could do periodic informal lunches or meetings. I know that we are all cautious of adhering to Open Meetings Act guidelines but it seems that we let that get in the way of better communications regarding strategic directions and vision for the city.
Katie	Westhara	MCDC		X				Having served with the MCDC for three years I assume that the city is generally pleased with the decisions that we have made as a board. I also assume that if there is ever a decision that the city feels very strongly about, they will email us before our meeting or come to our meeting to give us more information about the subject and explain their stance.
Brian	Epstein	MCDC	X				I believe the MCDC has a good understanding of the vision and direction of the City Council, as stated above, sometimes we just need a little more interaction.	The MCDC has asked for more details as to what other boards and/or the City Council is working on so that we have a clearer picture as to what may be asked of the MCDC funds so that we can plan ahead for use of our funds. I had created a Project Tracker so that we knew exactly how much money had been allocated for the various projects we are funding, and we are currently using that spreadsheet to do just that. This spreadsheet is part of our monthly packet now since the MCDC Staff is updating it accordingly.
Michael	Smith	MEDC			X		I am not aware of any specific vision or direction set by Council for the EDC Board. I generally understand a common interest of Council and EDC to attract new businesses to improve sales tax revenue. Approximately three or four years, EDC and Council were not even on the "same page" as far as direction or vision. This has improved greatly over the past two years.	Council should consider having a member of Council serve on EDC if Council feels that would better serve EDC. I appreciate the balance of encouraging citizens to participate versus the appearance of "Council control," but this may be a way to better align the goals of Council and EDC.
Kenneth	Tatsch	MEDC	X				The real question is whether the Council is in touch with the citizens of the township, which is sometimes suspect.	I would like to see all agendas present a much more descriptive commentary of agenda items rather than a cryptic (discuss zoning change). It should be more like a corporate prospectus capsuling the known issues surrounding the matter, and the pros and cons, so a citizen can determine the scope of the issues surrounding the matter. While current practice may meet the technical requirements of law, they are worthless in terms of communications with the public. Also, at a minimum, Council meetings should be live streamed through the city's web site so everyone can see and hear what is going on.
David	Cooper	MEDC				X	Although EDC was not part of the WalMart program, they do not need the help. It would have been nice to know the council direction, so we could have provided 'moral support' in the community.	
Betty	Spraggins	MEDC	X				I don't always agree but thats the good part. I give my suggestions and they listen then I listen to theres. No one is ever right all the time. Our City Council is always willing to listen then make their own decisions.	Our EDC leader, Ms Roberts should look at one tree at a time and not the whole forest.She is very good. Her position is very difficult with so many rolls. She is a born leader, she has lots to learn but knows more than the majority of people,including CEO's and Presidents..She has lots to offer City of Murphy City Council they all know how they stand with me. Understanding, loving, and forgiveness I am so proud we have this City Council that have brains and they use them.

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	How satisfying is your experience serving on a board?				Additional comments regarding this question:	The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?		Comments	Do you have any additional comments or suggestions relating to serving on a City board?
			Rewarding & Meaningful	At times Rewarding	Generally not rewarding	Waste of Time		Yes	No		
Michael	Kim	MCDC		X			Overall I had good experience as a board member. I think the pace of decision making, and maybe the overall efficiency of the process was somewhat frustrating. Also Council's blindsiding tactics of asking for funds from 4B was also frustrating.		No	I would participate again, but I am set to move (work related) and have been commuting for the last several months.	Again, maybe a training series for new board members describing the flow of funds, the uses of those funds, etc...would be helpful. Coming in fresh I really knew nothing about municipal fiscal ops.
Cary	Walker*	MCDC	X					Yes			Thanks for letting me contribute to the development and direction of our community.
Katie	Westhora	MCDC		X				Yes			
Brian	Epstein	MCDC	X				I enjoy serving the community through my participation on this board. This is one of the volunteer jobs that I have, and I just couldn't see not doing it. I hope that City Council will allow me to continue to serve for many years to come.	Yes		I believe this to be a smart move so that the appointment process includes any newly elected City Council members, not to mention that it only makes sense to have board members serve on a Calendar Year rotation, rather than a Fiscal Year or other annual rotation.	I've heard rumor that City Council is considering cutting back some of the boards in the City. I don't understand the reason since all boards are manned by volunteers. The only expenses I can see are the salaries of the Staff Liaisons, but at this time I believe the good work of each and every board, and how it benefits the citizens of Murphy outweighs the extra costs required for Staff salaries. Please do not cut any of the boards from the list, it would be a loss of a good asset.
Michael	Smith	MEDC		X			For the most part, my experience has been rewarding and meaningful. Meeting other citizens who look to give back to the community has been personally rewarding. The board members I have served with are passionate about volunteering and are talented people with diverse business backgrounds. This "mix" has served the board well.	Yes			No.
Kenneth	Tatsch	MEDC		X				Yes			Not at this time.
David	Cooper	MEDC		X				Yes			
Betty	Spraggins	MEDC	X				I hope and pray that I have contributed to making Murphy better than yesterday and tomorrow to be best in wisdom, strength and guidance	Yes		It is an honor and rewarding to feel I have had the opportunity to serve and contribute.	I can and will serve again if you so desire.

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	From your understanding, what is the purpose of your board?	What is your role as a member of your board?
			Open-Ended Response	Open-Ended Response
Paula	Harper	P&R	To review and or pursue ideas, requests, feedback from both city council, other boards, citizens and contractors on the development, improvement and preservation of city parks/recreation facilities; submit recommendations to the Mayor/City Council for approval.	Listen and engage in discussion, reach reasonable and informed recommendations/decisions; embrace new ideas and change; offer perspective from a 50+ citizen viewpoint for balance; and assess the wants/needs against budget constraints.
Jasmin	Bayliss	P&R	Make recommendations to council on park and recreation development/maintenance and implementation of recreation programs.	d
Julia	Baldwin	P&R	To give a citizen's perspective to staff as they promote the park and recreation services in Murphy. To give feedback on staff initiated programs and policies. To make recommendations on things such as budget, park rules, fee schedules, rec program, etc.	My role is to give feedback to staff on all things related to parks and recreation in the city.
Eric	Lopez	P&R	To advise the City Council on matters affecting Murphy's parks as well as make collective decisions regarding the city parks.	To listen to the community and present their opinions, as well as my own personal opinions, when it comes to Murphy's parks and to contribute to the parks' growth and development in the future.
Sherry	Pace	P&R	to bring to city council our suggestions on how to proceed with needs & wants in the community in regards to our parks & recreation opportunities.	As a member, I am to listen & respect the opinions of all members. I have a responsibility to the community to make suggestions to the board when applicable & think that as a senior citizen I bring a slightly different perspective to our challenges that is good for the board.

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.				Comments	As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.				Comments
			Adequate	Sometimes Inadequate	Inadequate	Overwhelming		Adequate	Sometimes Inadequate	More Direction from Staff	Too Much Direction from Staff	
Paula	Harper	P&R	X				Joy and her staff are always 100% prepared at each meeting.		X			My answer is based on the presumption "city staff" refers to city council members (not Joy or her staff).
Jasmin	Bayliss	P&R		X					X			
Julia	Baldwin	P&R		X						X		Sometimes I feel as if the board is asked to create the policy or the program. Our role should be as a sounding board for staff initiated program designs and policy changes. It has improved but here is an example from the past...An agenda item was to create a policy on something (I can't remember the specifics). We were presented with the policy of Plano, Wylie, and Sachse to compare. Rather than staff pulling out what they thought was relevant for Murphy, they just opened it up for us to create this policy and decide which components of each to combine and use as our own policy. Our job (as I see it) is to advise and make recommendations to the things that staff deems necessary, not for us to come up with those things. Sometimes, we might have an idea for a new program or policy, but once we have presented that idea and make that recommendation as a Board, it is up to staff to create the program and bring it back to us for review.
Eric	Lopez	P&R	X				Kim does a great job each and every meeting at providing us the information we need to make informed decisions that affect our parks.		X			Specific direction would be helpful when it comes to making certain decisions, rather than general instructions as to priorities, goals, etc. It would be good to get directions, such as: Park X has Y amount of money to purchase Z items...with our decision being what items we feel would be contribute to that particular park. The development of the new parks, and the involvement of the architects and development firms, has been very helpful. The public forums and comments have also provided much needed insight into what the community wants in our parks.
Sherry	Pace	P&R	X				Kim does a good job of informing us on what the council is looking for. I feel that we are very fortunate to have her in our community. Her skills at grant writing have proved to be superior, as evidenced by all the grants that she has been able to pull into the city in her short tenure here & how "young" Murphy is as a growing dynamic city in the N. Texas/Collin county community.	X				

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate how well you understand the overall vision and direction set by the City Council.				Comments	Give your comments and/or suggestions relating to communication from staff, City Council, and the City in general.
			Clear Understanding	Generally, but sometimes unclear	Some idea, but not generally clear	Do not know the direction		
Paula	Harper	P&R		X				Suggest reinstating the combined meetings with all the boards (quarterly or semi annually) or invite 1 or 2 city council reps to attend our meeting on a quarterly basis to provide updates first hand.
Jasmin	Bayliss	P&R		X				
Julia	Baldwin	P&R		X			Sometimes it is frustrating when it seems like council just changes whatever we recommend. I realize that they have a great responsibility to thoroughly investigate each item that comes before them, but as a board member it can be frustrating when it seems as if they already have their minds made up as to what they want to see in a park or program and we usually end up having to change it to suit them. We spend a lot of time deliberating issues and making what we feel is the best possible decision. I realize this might just be the process of city government, but nonetheless, it can be frustrating.	The board would run much more smoothly if there was clear direction from council and staff as to the issues that come before us. As an advisory board, it can be difficult to draw the line between advising and setting policy. As an advisory board, we would like to feel like our contributions are valid and worth the time and effort we spend to attend meetings and be prepared for those meetings.
Eric	Lopez	P&R		X			See the response to #5 above; in my opinion, specific direction would be more fruitful, in my opinion.	Communication could be better between the meetings. However, the amount of communication between the members is limited because of the open forum and notice requirements. Otherwise, staff does an excellent job at providing us the board meeting summaries as well as the city council summaries and we always have our packets the weekend before the meeting.
Sherry	Pace	P&R	X				I think that kim brings to us what the council has asked for. I stilil feel it would be wise to have a liason from council that would be able to pop in occasionally & observe how we are doing & make any corrective suggestgions if they think they may apply.	

2011 Board Member Survey

First Name	LastName	Board	How satisfying is your experience serving on a board?				Additional comments regarding this question:	The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?		Comments	Do you have any additional comments or suggestions relating to serving on a City board?
			Rewarding & Meaningful	At times Rewarding	Generally not rewarding	Waste of Time		Yes	No		
Paula	Harper	P&R		X				Yes			
Jasmin	Bayliss	P&R		X				Yes			
Julia	Baldwin	P&R		X			It's been better in the last year because I think we actually feel as if we are making a contribution. For years it seems like nothing ever got done. I do appreciate that things are happening!	Yes			
Eric	Lopez	P&R	X					Yes	I look forward to continuing my service on the board for years to come.	I would like to also see if serving on the animal shelter advisory board would be possible.	
Sherry	Pace	P&R	X				I enjoy seeing how so many folks can pull together to get something significant accomplished	Yes	I would be honored to continue to serve if asked.	I would reiterate that we (Murphy) are a young community with a GREAT demographics. It behooves us to do all we can do to keep up with the times in giving our citizens excellent parks & varied recreation opportunities to appeal to all age ranges. I feel that our new community center will be the center piece that will have people in surrounding communities a buzz with what we were able to do. I see no reason that we can not be awarded Tree City USA designation & top park/rec operation in the country for our demographics....We have a SUPERIOR system started here in a relatively short amount of time. I think we are AWESOME & Super Stars in our small community of Murphy.....WE ROCK! We are Movers & shakers for Murphy.	

2011 Board Member Survey

First Name	LastName	Board	From your understanding, what is the purpose of your board?	What is your role as a member of your board?
			Open-Ended Response	Open-Ended Response
Steve	Levy	P&Z	To assure that applicants for building permits in the City are meeting both the long range and current development plans.	To review staff recommendations for development applicants as to the desired land use and discuss any changes to the land use. The board member will vote on any motion that is seconded as it relates the items in the meeting agenda.
John	McKay	P&Z	To review and recommend opinions on zoning cases to Council, review and amendment city standards related to development, zoning, signing, etc.	Chairman
Jon	King	P&Z	evaluate and recommend to the city council changes to the city master plan and requests to changes of zoning ordiances	Secretary
Jane	Jan	P&Z	Make recommendation to Council Memebers in regards the new development in City of Murphy.	The bridge between the community or applicant and the City.
Kenneth	Steubing*	P&Z	To study proposed projects brought before the City to insure they follow the intent and guidelines set down by City Rules and Regulations. Also, to insure higher authority rules and regulations followed when it is applicable to these projects.	To act upon the above purposes without personal prejudice.
Gus	Delaloye	P&Z	To review and consider proposed building ans plot plans and determain how they fit ito the Murphy plan and if they follow city codes.	To review, study, consider proposals for building and plot plans. To discuss my thoughts on these matters with fellow P&Z board members and to then vote to accept, deny, or ask for changes to the plan as presented.
Julie	Jones	P&Z	The commission reviews applications related to zoning and land use changes while basing our decisions on current city ordinances and land use maps.	I am a member of the commission and serve as the Vice-Chairman.
Ty	Holcomb*	P&Z	Make recommendations regarding planning issues to City Council	Participate in discussions, answer questions, and guide applicants through the process of p&z

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate the amount of information you receive from the city staff liaison as it relates to your ability to make informed decisions.				Comments	As a board member, rate the level of direction you receive from the city staff as it relates to your ability to make good and timely decisions.				Comments
			Adequate	Sometimes Inadequate	Inadequate	Overwhelming		Adequate	Sometimes Inadequate	More Direction from Staff	Too Much Direction from Staff	
Steve	Levy	P&Z			X			X				On rare occasions some additional information is needed.
John	McKay	P&Z	X				Jeff Bickerstaff gave P&Z a fantastic amount of info for consideration. I have not sat with the new staff liaison, so i reserve judgment.	X				
Jon	King	P&Z	X					X				
Jane	Jan	P&Z	X					X				
Kenneth	Steubing*	P&Z	X				I feel inadequate does not properly reflect the assistance I have received from the City Staff on Committee business or personal business when I deal with them as a citizen.	X				Same comment
Gus	Delaloye	P&Z		X					X			
Julie	Jones	P&Z	X				City staff does an excellent job of providing us helpful information in a timely manner. Staff is very responsive and knowledgeable when questions develop and they have been a great resource to guide us when needed.	X				
Ty	Holcomb*	P&Z	X					X				

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	As a board member, rate how well you understand the overall vision and direction set by the City Council.				Comments	Give your comments and/or suggestions relating to communication from staff, City Council, and the City in general.
			Clear Understanding	Generally, but sometimes unclear	Some idea, but not generally clear	Do not know the direction		
Steve	Levy	P&Z		X				We generally receive some information on City Council comments or suggestions in our pre-meeting. When P&Z face a difficult issue it would be helpful to have some Council presence.
John	McKay	P&Z			X		We often do not know the desires of council on zoning cases, so we make judgements based on our the facts of the situation. We try not to include personal opinino or desire.	n with Council. The idea of the Wal-Mart joint meeting was excellent. However, Council has the abil
Jon	King	P&Z	X					
Jane	Jan	P&Z	X					City staff is doing a great job.
Kenneth	Steubing*	P&Z	X					
Gus	Delaloye	P&Z		X			The council needs to fully understand that we are Murphy Teras and not Highland Park	NONE
Julie	Jones	P&Z	X				I attended a few work sessions w/council, kept up with events from the Murphy Messenger and staff always provided updates on council meetings. Staff was very good about giving the history on sites/projects too so that the commission had a well rounded perspective on applications.	I have thoroughly enjoyed my service on this commission and the people I have spent it with.
Ty	Holcomb*	P&Z	X					

*Serves on multiple boards

2011 Board Member Survey

First Name	LastName	Board	How satisfying is your experience serving on a board?				Additional comments regarding this question:	The Board and Commission appointment process is normally in June/July, however, City Council is moving the process to the fall. Even though your term may have expired in July, are you willing to continue serving until the next appointment process?		Comments	Do you have any additional comments or suggestions relating to serving on a City board?
			Rewarding & Meaningful	At times Rewarding	Generally not rewarding	Waste of Time		Yes	No		
											Open-Ended Response
Steve	Levy	P&Z	X				My third year on different boards. My schedule is making it more difficult to attend every meeting but I do enjoy serving the City.	Yes			I am not a fan of how Board Officers are chosen. The nomination process may allow for individuals to vote in Cliques versus the most experienced/qualified person filling the position. We have had a lot of turn over at P&Z in Officers position and some of those persons had not even served a year. I would suggest that if feasible an Officer of the board should have served a year to be nominated.
John	McKay	P&Z	X					Yes			I continue to enjoy the experience and helping to shape Murphy into a city that others are measured by and people enjoy living in.
Jon	King	P&Z	X					Yes			
Jane	Jan	P&Z	X					Yes			Not at this moment.
Kenneth	Steubing*	P&Z	X				It is a job to be handled by the citizenry of the community. I try to keep personal judgment separate. The Walmart issue was such and issue. I'm still not sure it is the best for Murphy, but I feel proper procedure was followed.	Yes		I volunteered for as long as I am need or can contribute.	
Gus	Delaloye	P&Z	X				I find it interesting to see how other board members think. Often I am surprised.	Yes			NO
Julie	Jones	P&Z	X						No	Unfortunately I am moving in 2 weeks and informed staff a few weeks ago. I work in downtown Fort Worth and did not want to continue commuting now that I have a little girl at home.	Once I am settled in my new home, I plan to pursue opportunities to participate on a board in Fort Worth. It was a great experience and I really enjoyed it.
Ty	Holcomb*	P&Z	X					Yes			Look for experts in each field for board appointments

*Serves on multiple boards

Issue

Consider and/or take any action necessary resulting from the Board and Commission Work Session.

Background

Take any action necessary resulting from the Board and Commission Work Session.

Staff Recommendation

Council direction is requested.

Attachments

See Work Session Item