

## MEMORANDUM

**TO:** Members of the City Commission  
**FROM:** Anita R. Favors, City Manager  
**DATE:** February 12, 2001  
**SUBJECT:** Joint Workshop Agenda Item for February 14, 2001

Attached for your information and review is an agenda item for the February 14 joint workshop with the County on Blueprint 2000 planning issues. You may recall that the County Commission on January 23 and the City Commission on January 24 were provided updates on the implementation of the joint project management structure for Blueprint 2000 projects to be funded by the sales tax extension, and input was solicited from each commission regarding the selection process for Citizen Advisory Committee members. Comments from both commissions have been incorporated into this joint workshop agenda item, and actions needed on February 14 by the joint commissions are outlined.

Please let me know if you have questions or need additional information.

Respectfully submitted,

---

Anita R. Favors  
City Manager

**Joint Commission Workshop  
Discussion of Blueprint 2000 Planning Issues  
February 14, 2001**

**Statement of Issue**

On January 23 and 24, 2001, respectively, the County and City Commissions were provided updates on several issues related to the Blueprint 2000 joint project management structure. Aside from the update, the intent of the separate meetings was to solicit input from each commission on the process for selection of Citizens Advisory Committee (CAC) membership that could then be used in the development of a joint agenda item for the commissions' discussion at a workshop in February. Presented herein for Commission discussion and consideration is a summary of the outcome of each commission meeting, discussion of the issues, update on outstanding issues, and actions required to move the project management implementation process forward.

**Meeting Summaries/Actions Taken**

- County Commission 1/23/01
  - Indicated preference for Alternative 2 in the CAC membership selection process.
  - Expressed support for consideration of two additional members to CAC, to insure representation from the civil rights community and TaxWatch.
  - Regarding the staff director's job description, staff informed the Board of concerns expressed regarding the staff director's role in public information. Staff agreed that this was a priority and was reflected in the Interlocal Agreement and would be incorporated into the duties and responsibilities of this position once established.
- City Commission 1/24/01
  - Accepted the report.
  - Indicated preference for Alternative 2 in the CAC membership selection process.
  - Recommended revisions to Staff Director job description to incorporate/highlight the importance of other knowledge, abilities and skills, in addition to engineering qualifications, including significant experience in dealing with the public.

**Discussion**

**Citizens Advisory Committee**

Foremost among those issues presented was the process for selection of members to the Citizens Advisory Committee, an important element of the project management structure. Both commissions expressed support for a variation of Alternative 2, whereby commissioners, sitting as the Blueprint 2000 Intergovernmental Agency, would vote on nominees for committee members. While this informal concurrence by each commission will require formal action to move forward with the process, two other issues have surfaced related to this process:

- 1) Addition of two committee members to include representation from the civil rights community and TaxWatch.
- 2) Concern has been expressed regarding the request for three nominees from CONA and Big Bend Environmental Forum for commission appointment versus requesting these organizations to make an appointment to the committee.

The County Commission, during discussion of this item at their January 23 meeting, committed to include the issue of two additional CAC members in the joint workshop agenda for consideration with the City Commission. Subsequent to the County Commission meeting, the matter was addressed by the City Commission but no action was taken.

The second issue referenced above has been brought forward by interested citizens who have indicated concern that CONA and the Big Bend Environmental Forum are being requested to provide three nominees for joint commission consideration, whereas other organizations, such as the Capital City Chamber of Commerce, are being asked to make an appointment to the CAC. Clarification is needed regarding the nominees from CONA and Big Bend Environmental Forum, and any new memberships that might be added in the future.

Pending the resolution of these two issues, nominees will be formally solicited from the EECC and other named organizations. Nominees will then be forwarded to all commissioners on April 1 and formal appointment of committee members will be scheduled for the next meeting of the Blueprint 2000 Intergovernmental Agency.

#### Adoption of Blueprint 2000 Intergovernmental Agency Bylaws

Draft bylaws were provided to each commission at the January 23 and 24 meetings. Formal adoption is requested at this time, with the understanding that amendments will be brought forward as the role of the Intergovernmental Agency is further defined.

#### Update on outstanding issues

Staff Director: The job description has been revised to incorporate comments received at the January 24 City Commission meeting, and it is staff's intent to commence with the advertising of this position on February 15. Due to the availability of vacant office space in the County Courthouse, it is recommended that the Staff Director be housed at this location in the interim.

Legal Assistance: The City and County Attorneys have discussed this matter, the outcome being that the City has offered to provide the legal assistance required in the interim with the understanding that the issue will likely require revisiting once the various processes (contracts, ROW acquisition, etc.) are underway.

Fund Accounting: The City will establish the necessary fund accounting system for the Blueprint 2000 projects and will provide payroll, leave tracking, and related administrative functions. The accounting system will be made accessible electronically

in "real time" to the County Office of Management and Budget. Transactions will require joint authorization from the County Administrator and the City Manager or their designee.

**Timeline for Blueprint 2000 Project Management Structure Implementation**

Following is a tentative timeline for initiating/completing/implementing various components of the project management structure over the next few months. As some tasks are dependent upon the completion of others, dates are subject to change but are presented simply to enhance the commission's understanding of the overall process.

February 15	Initiate recruitment for Staff Director position
March 1	Forward information to appropriate entities regarding nominations for CAC membership
March 15 interviews	Receive applications for Staff Director and schedule
April 1	Forward nominations for CAC to Mayor and Chair or joint commissions per adopted process
April 15	Make final hiring decisions on Staff Director and report to joint commissions; confirm CAC appointments
May 15	Start date for new Staff Director

**Actions required/Recommended Action**

Direction is requested from the joint commissions on the following issues in order for staff to move forward with implementation of the joint project management structure.

1. Approval of selection process for Citizens Advisory Committee
2. Decision on addition of tenth and eleventh committee members—representatives from the civil rights community and TaxWatch
3. Decision on whether three nominees are required to be provided by CONA and the Big Bend Environmental Forum (and any additional membership slots, if applicable) for consideration and selection by the joint commissions
4. Adoption of Blueprint 2000 Intergovernmental Agency bylaws
5. Approval of City Manager's and County Administrator's recommendations:
  - Housing of Staff Director
  - Legal assistance to be provided by City on an interim basis
  - City accounting process to be utilized

**Attachments**

- Attachment 1: Revised Staff Director job description
- Attachment 2: Blueprint 2000 Intergovernmental Agency bylaws
- Attachment 2: January 24 City Commission agenda item