



**MINUTES SPECIAL
COUNCIL MEETING**

Tuesday, July 24, 2018 – 6:00 pm
Police and Courts Building, 100 West Main Street
Royse City, Texas

- * Prior to the Special Council Meeting, at 5:00 pm a quorum of Council Members may or may not attend a social gathering. No action of the City Council will take place at this gathering. Council Chambers will be open to the public.
- * No action was taken

A. CALL TO ORDER 6:01 PM BY MAYOR NICHOL

Announce the presence of a quorum.

Members Present: Mayor, Janet Nichol
Council Member Place 1, Charles Houk
Mayor Pro Tem, Council Member Place 2, Clay Ellis
Council Member Place 3, Bruce Bradley
Council Member Place 4, Matt Wheatley
Council Member, Place 6, Tom Crowley

Member Absent: Council Member Place 5, James Branch

Staff Present: City Manager, Carl Alsabrook
City Attorney, Jason Day
City Secretary, Deborah Sorensen
Director of Finance, Shannon Raymond
Director of Development & Community Services, Rob Cooper
Fire Chief, Rickey Bell
Director of HR, Tauna Ratliff
Executive Director of Community Development Corp., Larry Lott

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Council Member Bradley gave invocation and led the Pledge of Allegiance.

C. WORKSHOP

1. Discussion of University of Texas at Dallas (UTD) Development Services Department Process Report, and any matters related thereto.

Dr. Doug Goodman, Professor and Program Head with UTD, introduced everyone who worked on the process report; Ted Benavides, James Harrington, John McCaskill, and Jeff Moshier. Ted Benavides presented the evaluation of Royse City's Development Services Department and Processes. They examined the components of the logic model regarding inputs, activities, outputs, and outcomes. They recommend adding a Planning Director/City Engineer, Planning and Development Services Administrative Assistant, GIS Technician, and an IT Manager/Webmaster. The last two positions can be outsourced. They recommend filling the current open positions, fully adopt myGov for project tracking, collect more development data, and offer training opportunities, i.e. Denver Peak Academy. Mr. Benavides also reviewed the benchmarking for salaries. The city

needs to improve salary basis throughout entire pay plan. He also reviewed action items for the Royse City Website. The City will be the Fall Capstone Project. They will do a crosswalk of current City, County, and State development ordinances for continuity and consistency. Outline development process from a staff prospective. Outline the process flow for the development process from the customer prospective. Template the web page interface for delivery to a web developer to all "2 click" access to customer needs. Identify requirements for "open access" project tracking on website, to include public comment area.

Mayor Pro Tem Ellis asked about the new cost analysis regarding IT Manager/Webmaster. Does My Computer Guy do any of this? Carl Alsbrook responded that My Computer Guy is strictly IT. Corey Brown handles our website.

Council Member Houk asked about priority of positions. Mr. Benavides stated that he recommends City Engineer and then Administrative Assistant. You can outsource the other two positions. Council Member Bradley stated regarding the website being between best and worse, was the developers adamant about having more information on the website. Mr. Benavides replied yes, they want to see more transparency.

Mayor Pro Tem Ellis asked regarding the benchmark for salaries, do you look at experience. Mr. Benavides stated that there is a lot that goes into it. Experience is considered. Mayor Nichol asked overall, what are our strengths? Mr. Benavides stated your employees are engaged. Mayor Nichol asked what some of the concerns builders had. Mr. McCaskill stated that if the city were able to respond quicker and have more information up front. They were complimentary of the process of getting approvals once it got to City Council. Their biggest complaints were the availability of the information and the timing of the information. They don't want to have to spend thousands of dollars only to find out the project wouldn't work. Mayor Nichol followed up with if there were any complaints about the fees. Mr. McCaskill stated that there were no complaints.

E. ADJOURN AT 6:33 PM

Council Member Crowley made a motion to adjourn the meeting. Council Member Houk seconded the motion. **Motion passed 6-0.**



Janet Nichol, Mayor

ATTEST:



Deborah Sorensen, TRMC, CMC, City Secretary

