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**Mayor**

Nancy Berry

**Mayor Pro Tem**

Dave Ruesink

**City Manager**

David Neeley

**Council members**

Blanche Brick

Jess Fields

Karl Mooney

Katy-Marie Lyles

Julie Schultz

**Agenda**

**College Station City Council**

**Special Meeting (Orientation)**

**Wednesday, June 08, 2011 8:30 a.m.**

**City Hall Council Chambers, 1101 Texas Avenue  
College Station, Texas**

1. Welcome by City Manager, David Neeley.
2. Presentation and discussion on Open Meetings and Conflict of Interest by City Attorney, Carla Robinson.
3. Presentation and discussion on Understanding the Roles of the Council-Manager Form of Government, Policy Development, and City Council/Staff Relations by City Manager, David Neeley.
4. Presentation and discussion on Open Records and Public Information, Council Agenda Process, Parliamentary Procedure, and the Council Relations Policy and Code of Ethics by City Secretary, Sherry Mashburn.
5. Presentation and discussion on the Budget Policy and Process by Chief Financial Officer, Jeff Kersten.
6. Presentation and discussion on Communications and Handling Media Inquiries by Public Communications Director, Jay Socol.
7. Presentation, possible action, and discussion on an amendment to the ordinance that created the Sunset Advisory Commission, and appointing three Councilmembers to the Sunset Advisory Commission.
8. Executive Session will immediately follow the Special meeting in the Administrative Conference Room. Consultation with Attorney {Gov't Code Section 551.071}; possible action. The City Council may seek advice from its attorney regarding a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. Litigation is an ongoing process and questions may arise as to a litigation tactic or settlement offer, which needs to be discussed with the City Council. Upon occasion the City Council may need information from its attorney as to the status of a pending or contemplated litigation subject or settlement offer or attorney-client privileged information. After executive session discussion, any final action or vote taken will be in public. The following subject(s) may be discussed:

Litigation

City Council Special Meeting (Orientation)

Wednesday, June 8, 2011

- a. City of Bryan’s application with TCEQ for water & sewer permits in Westside/Highway 60 area, near Brushy Water Supply Corporation to decertify City of College Station and certify City of Bryan
- b. Clancey v. College Station, Glenn Brown, and Kathy Merrill
- c. Rachel Rahn v. Alma Martinez, The Arkitex Studio, Inc. et al, cause No. 09-000656-CV361
- d. Chavers et al v. Tyrone Morrow, Michael Ikner, City of Bryan, City of College Station, et al

Legal Advice

- a. Legal issues regarding possible revenue sharing and legislation in bio-corridor

9. Adjourn.

APPROVED:

\_\_\_\_\_

City Manager

Notice is hereby given that a Special Meeting (Orientation) of the City Council of the City of College Station, Texas will be held on the 8th day of June, 2011 at 8:300 am in the City Hall Council Chambers, 1101 Texas Avenue, College Station, Texas. The following subjects will be discussed, to wit: See Agenda

Posted this 3rd day of June, 2011 at 5:00 pm

\_\_\_\_\_

City Secretary

I, the undersigned, do hereby certify that the above Notice of Meeting of the Governing Body of the City of College Station, Texas, is a true and correct copy of said Notice and that I posted a true and correct copy of said notice on the bulletin board at City Hall, 1101 Texas Avenue, in College Station, Texas, and the City’s website, [www.cstx.gov](http://www.cstx.gov) . The Agenda and Notice are readily accessible to the general public at all times. Said Notice and Agenda were posted on June 3, 2011 at 5:00 pm and remained so posted continuously for at least 72 hours proceeding the scheduled time of said meeting.

This public notice was removed from the official board at the College Station City Hall on the following date and time: \_\_\_\_\_ by \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2011.

CITY OF COLLEGE STATION, TEXAS

By \_\_\_\_\_

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_ Notary Public – Brazos County, Texas My commission expires: \_\_\_\_\_

This building is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive service must be made 48 hours before the meeting. To make arrangements call (979) 764-3517 or (TDD) 1-800-735-2989. Agendas may be viewed on [www.cstx.gov](http://www.cstx.gov). Council meetings are broadcast live on Cable Access Channel 19.

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Welcome**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Welcome by City Manager, David Neeley.

**Attachments:**

- None

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Presentation by City Attorney**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation and discussion on Open Meetings and Conflict of Interest by City Attorney, Carla Robinson.

**Attachments:**

- None

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Presentation by City Manager**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation and discussion on Understanding the Roles of the Council-Manager Form of Government, Policy Development, and City Council/Staff Relations by City Manager, David Neeley.

**Attachments:**

- None

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Presentation by City Secretary**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation and discussion on Open Records and Public Information, Council Agenda Process, Parliamentary Procedure, and the Council Relations Policy and Code of Ethics by City Secretary, Sherry Mashburn.

**Attachments:**

- None

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Presentation by Chief Financial Officer**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation and discussion on the Budget Policy and Process by Chief Financial Officer, Jeff Kersten.

**Attachments:**

- None

**June 8, 2011**  
**City Council Special Meeting Agenda**  
**Presentation by Communications Director**

**To:** David Neeley, City Manager

**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation and discussion on Communications and Handling Media Inquiries by Public Communications Director, Jay Socol.

**Attachments:**

- None

**June 8, 2011**  
**Special Meeting Agenda Item No.**  
**Sunset Review Commission**

**To:** Mayor and Council  
**cc:** David Neeley, City Manager  
**From:** Sherry Mashburn, City Secretary

**Agenda Caption:** Presentation, possible action, and discussion on an amendment to the ordinance that created the Sunset Advisory Commission, and appointing three Councilmembers to the Sunset Advisory Commission.

**Recommendation:** Staff recommends approval of the amendment to the ordinance and that Council immediately appoint three (3) of its members to serve on the Committee.

**Summary:** At the February 24<sup>th</sup> Council Meeting, the City Council adopted an ordinance creating the Sunset Review Committee. The committee was to serve as an advisory body to the Council concerning whether a public need existed for the continuation of various City boards, commissions or committees.

The Council is currently preparing to solicit citizens for applications for all City boards, commissions and committees and intends to make the necessary appointments to those bodies in July. However, the Sunset Review Commission has not yet been seated and will not be able to complete its review and propose possible changes by that time. Therefore, Staff is recommending that Council amend the membership and charge of the Sunset Review Committee by appointing three (3) Council Members and charging the Committee to have its review completed by July. This will streamline the Committee selection process and ultimately allow the Council to make appointments only to Committees that are to continue.

**Financial Summary:** There is no fiscal impact

**Attachments:**  
Amended Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF COLLEGE STATION, TEXAS, AMENDING ORDINANCE NO. 2011-3319 THAT CREATED A SUNSET ADVISORY COMMISSION; AMENDING THE MEMBERSHIP; AMENDING THEIR DUTIES AND METHOD OF APPOINTMENT**

WHEREAS, the City Council of the City of College Station approved Ordinance No. 2011-3319 on February 24, 2011 establishing a Sunset Advisory Committee; and

WHEREAS, the City Council of the City of College Station desires to amend Ordinance No. 2011-3319 to allow the initial composition of the Sunset Advisory Commission to be made up of three (3) members of City Council appointed by the City Council for terms that will expire on July 28, 2011.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COLLEGE STATION, TEXAS:

**PART 1:** That Ordinance No. 2011-3319 be amended in its entirety as set out in Exhibit "A", attached hereto and made a part of this ordinance for all purposes.

**PART 2:** That this ordinance shall take effect immediately from and after its date of final passage.

PASSED, ADOPTED, AND APPROVED this 8th day of June, 2011.

APPROVED:

\_\_\_\_\_  
Nancy Berry, Mayor

ATTEST:

\_\_\_\_\_  
Sherry Mashburn, City Secretary

APPROVED:

  
\_\_\_\_\_  
CITY ATTORNEY

## EXHIBIT "A"

SECTION 1: There is hereby created a Sunset Advisory Commission.

SECTION 2: The Sunset Advisory Commission is established every five (5) years, and will be initially composed of three (3) members of the City Council who are appointed by the City Council for terms that will expire on July 28<sup>th</sup>, 2011. After the initial Committee has been dissolved, the membership of subsequent Committees will be immediately appointed and composed of seven (7) citizens of the City who are appointed by the City Council for terms not to exceed twelve (12) months. The commission members will elect a chairperson and vice-chairperson within thirty (30) days after their appointment. Each Sunset Advisory Commission will be automatically dissolved when it presents its report to the City Council and the report is formally received and accepted by the City Council.

SECTION 3: The commission will adopt the rules and regulations it deems best to govern its actions, subject to the laws of the state and of this City.

(a) The rules and regulations will be so that the following goals can be attained:

- (1) Interview each member of each City board or commission or committee.
- (2) Attend two meetings of each City board or commission or committee if scheduled.
- (3) Interview each City board, commission or committee staff liaison person.
- (4) The review of the first Sunset Commission of each City board or commission or committee shall be completed by July 21, 2011 and presented to the City Council on or before July 28, 2011.
- (5) The review of all subsequent Sunset Commissions of each City board or commission or committee shall be completed and presented to the City Council within twelve (12) months of their appointment.

(b) The criteria used for its review of each City board, commission or committee is:

- (1) The efficiency with which the board, commission or committee operates;
- (2) The extent to which the City board, commission or committee is needed or used;
- (3) The extent to which the jurisdiction of the City board, commission or committee overlaps or duplicates the jurisdiction of other City boards, commissions or committees and the extent to which the functions conducted or performed can be consolidated with the functions of other City boards, commissions or committees;
- (4) Whether the City board, commission or committee has recommended to the City Council changes calculated to be of benefit to the public, rather than to an occupation, a business or an institution;
- (5) The promptness and effectiveness with which the City board, commission or committee disposes of complaints, if any, concerning persons affected by the City board, commission or committee;
- (6) The extent to which the City board, commission or committee has encouraged participation by the public in making its decisions, as opposed to participation solely by an occupation, a business or an institution, and the extent to which the public

participation has resulted in decisions compatible with the objectives established by the City Council for the City board, commission or committee; and

- (7) The extent to which the City board, commission or committee complies with the Open Records Act, V.T.C.A., Government Code, § 552.001 et seq., and with the Open Meetings Act, V.T.C.A., Government Code, § 551.001 et seq.

(c) The commission will submit to the City Council a written report on each City board, commission, or committee except the Sunset Advisory Commission. The report will contain recommendations on the abolition, continuation or reorganization of each City board, commission or committee and on the need for the performance of the functions of the City board, commission or committee.

(d) All City board, commissions or committees are subject to this division except the following.

- (1) A City board, commission or committee appointed by the City council for a limited purpose, that will automatically dissolve upon completion of that purpose.
- (2) A City board, commission or committee established under the City Charter.
- (3) The Sunset Advisory Commission, and any other City board, commission or committee that is expressly excepted from application of this division by the City Council.

(e) The commission, upon agreement of a majority of the Sunset Advisory Commission, may request the assistance of any City employee. The City employee will assist the commission when requested and when assistance is determined by the chairperson of the commission and the mayor to be essential and necessary to the commission's performance of its functions as provided for in this division.

SECTION 4: The City Council is not prohibited from terminating or abolishing a City board, commission or committee before a recommendation or a written report on the City board, commission or committee has been received by the City Council from the commission. The City Council is also not prohibited from considering any other recommendations, reports, changes or modifications relative to a City board, commission or committee.