



Town of Dumfries
Council Meeting

Meeting Date: July 10, 2012

Agenda Item# XII - A

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- CONSENT AGENDA
- PRESENTATION
- ACTION ITEM
- TOWN MANAGER & STAFF COMMENTS
- PUBLIC HEARING
 - Duly Advertised

PURPOSE OF ITEM:

- INFORMATION ONLY
- DISCUSSION ONLY
- DISCUSSION AND/OR DECISION
 - Introduction Resolution
 - Ordinance Grant/MOU
 - By Motion Bylaws
 - Certificate

PRESENTER: G.M. Foreman

PRESENTER TITLE: Mayor

AGENDA ITEM: Town Council Annual Agenda FY2013

BACKGROUND / SUMMARY:

The Council was elected by the citizens. Councilmembers were elected on platforms and agendas. It is the Council that needs to be cognizant of what the citizens that elected us want.

Councilmember's priorities need to be communicated to each other and the Town Manager. A clearly articulated and well-understood vision; clearly understood goals; and prioritization of the tasks should be something that is available for citizens to view.

These agreed upon priorities become Council's Annual Agenda. We collectively and individually can speak with Elected Officials, Government Agencies, and the Citizens and all Councilmembers will be supporting common goals.

These priorities as well provide the Town Manager and Staff with direction.

Once accepted by Council, the Town Council Annual Agenda should be published and posted for all Citizens, Business Owners and Taxpayers to view. The Town Council Annual Agenda should be reviewed at the Mid-Year Budget Review to measure accomplishments against goals.

The Town Council Annual Agenda should be established annually during the preparation for the next fiscal year's annual operating budget.

ATTACHMENTS:

- Purcellville Town Council Priorities
- Sunnyvale Town Council Priorities

REQUESTED ACTION:

NO ACTION REQUESTED

First of 3 meetings on subject:

1st meeting discuss Town Council Annual Agenda concept.

2nd meeting each Councilmember should present their Annual Agenda items (if any).

3rd meeting prioritize and approve Town Council Annual Agenda.

FOR MORE INFORMATION, CONTACT:

Phone#:

Name:

E-mail:

FOR USE DURING MEETING

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| Y | N | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Brewer | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Praino | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Washington | <input type="checkbox"/> |

VOTE:

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- Foreman
Reynolds

PASSED

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NOT PASSED

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- Forrester
Toney

**TOWN COUNCIL FISCAL YEAR 2011/2012
PRIORITY PROJECTS**

Town Council Mission Statement:

“As stewards worthy of community trust, we work to discern, define and implement an agenda to nurture and preserve our quality of life. Through our policies and leadership, we foster an open, cooperative and model government that encourages full public participation and ensures the level of services our citizens expect and deserve.”

Council Priority Projects:

- Continue to foster a favorable business climate
- Complete the Southern Collector Road
- Hire a full time attorney
- Finalize the management of Fireman’s Field
- Complete the update to the Comprehensive Plan
- Develop PR program and strategy for Town communications
 - a) Issue RFI for communications assistance

VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
1 Initiate and complete a thorough review and assessment of the Town Master Plan with the intent of revising and/or developing a high level vision for Sunnyvale that reconfirms - a) What we as a community want and need and where we should plan for it b) What we as a community don't need for the future	1 Thoroughly review, assess and update the Town Comprehensive Plan	Evaluate current zoning (Town-wide) to determine needed or recommended changes to existing zoning. (also with Point 6) (1)	Thoroughly review, assess and update the Town Comprehensive Plan	2/1/2012
	2	Work with City of Dallas regarding lease option for park. No value added to Sunnyvale. (Also with Point 6) (3)	Work with City of Dallas regarding lease option for park. No value added to Sunnyvale. (Also with Point 6) (3)	9/30/2012
VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
2 Initiate and complete a comprehensive Public Safety assessment that assesses where we as a Town need to be in 2017 and where we want to go beyond the 5 year period	1 Undertake study of requirements to launch SVPD including investment and initial operating plan. Intention is to have the plan available in case of future need.	<u>Police Department Initiative</u> - Serious consideration for 3-5 year implementation plan for Police Department.	Undertake study of requirements to launch SVPD including investment and initial operating plan. Confirm need for implementation schedule or hold of the study after completion.	3/1/2012
	2 Study benefits/risks of ALS service. Confirm cost and implementation options. Do we need it? Are we safer as a community with it?	ALS Service need to determine if this is where we want to go and when. Begin appropriate staffing for this.	Study benefits/risks of ALS service. Confirm cost and implementation options. Do we need it? Are we safer as a community with it?	11/1/2011
	3 Improve response times to medical calls and fire/incident calls. (Target metric not identified.)		Improve response times to DSO, medical calls and fire/incident calls. (Target metric not identified.)	TBD
	4 Enhance current Town Emergency Management Plan to improve citizen communication and awareness.		Enhance current Town Emergency Management Plan to improve citizen communication and awareness.	Ongoing
	5 Reduce M&O expenses for FY11. (Target metric not identified.)		Reduce M&O expenses for FY11. (Target metric not identified.)	TBD
	6 Implement programs for community education and training for CPR. Confirm potential to integrate with TRMC-SV		Implement programs for community education and training for CPR. Confirm potential to integrate with TRMC-SV	10/1/2011
VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
3 Review and redefine Town long range need and strategies for Town Infrastructure including - a) Roads and streets b) Sewer systems c) Water systems d) Services and utilities e) Town facilities	1	<u>Collins Road Planning</u> - finalize a commitment for Collins Road north and south of US80. Need to adopt a plan for widening Collins on both sides of Hwy. This will involve Dallas County, TxDot, Town and, possibly, Mesquite. (1)	Collins Road Planning - finalize a commitment for Collins Road north and south of US80. Need to adopt a plan for widening Collins on both sides of Hwy. This will involve Dallas County, TxDot, Town and, possibly, Mesquite.	11/1/2011
	2		Use Engineer's complete analysis of current needs (B and non-B Roads) to assess true funding needs (overlays vs. complete reconstruction) for long and short term plans.	9/30/2011
	3 Launch SH190 Community Committee to receive input from external parties, landowners, businesses and citizens. Make recommendation to Council for final action by end of February 2012.	SH190 Planning - Continue efforts at last meeting	Launch SH190 Community Committee to receive input from external parties, landowners, businesses and citizens. Make recommendation to Council for final action by end of February 2012.	2/28/2012
	4	<u>Water Tower Debt Service</u> - \$220K of new debt service from GF, WF or combination thereof. Must plan for FY2012	Confirm plans for funding of debt service for new water tower.	9/30/2011
	5	Continue Water/Sewer CIP efforts - complete the two remaining projects from 2008 CIP program (Town East and Mansor Way) to be bid out in conjunction with water tower distribution lines. Continue with water tower design and construction along with 4-A sewer projects.	Complete 2008 CIP projects, construction of new water tower and 4-A sewer projects on budget.	3/1/12 - CIP 9/30/12 - Tower
	6	New Hope School - need to adopt a plan to refurbish or donate.	Adopt a plan to refurbish or donate the New Hope School building.	TBD
	7	<u>Improvements to Long Creek Substation</u> - this building houses the DSO team assigned to SV. It needs separate locker facilities, better interrogation room, drainage improvements, better parking. (2)	Assess utilization and need for Long Creek Substation repairs and upgrades. Develop prioritized list of repairs with budget and schedule.	9/30/2011
	8	<u>Working on Facility Needs</u> - now need to assess facility needs for fire, library and substation. (3)	Investigate alternate library and police substation locations for short term improvements.	2/1/12-Library 11/1/11-DSO 4/1/12-Fire
	9	<u>Fleet Replacement Planning</u> - begin to build fleet replacement fund. Budget each year to grow fund. (Also with Point 5) (3)	Develop and replacement fleet replacement plan including budget scheduling.	9/30/2011

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4 Establish clear objectives, accountabilities and continuous improvement goals for Town governance and staff including strategies for quality communication with the community.	1	Improved Economic Development Program/Staffing - Consider plan for full-time ED staff position. Possibly combine with a Town Planner position. Position would coordinate development efforts and work closely with 4A, 4B, staff on Council for ED.	Implement new Town position of Town Planner/Economic Development Coordinator.	10/1/2011
	2	Collect suggestions for improvements from citizens and stakeholders for Town website improvements. Implement those improvements.	Collect suggestions for improvements from citizens and stakeholders for Town website improvements. Implement those improvements.	10/15/11-Sugg. 1/1/12-Imp.
	3	Enter into joint effort with 4A and 4B on how to enhance Economic Development strategies and outcomes including the potential for a branding campaign.	Enter into joint effort with 4A and 4B on how to enhance Economic Development strategies and outcomes including the potential for a branding campaign.	12/1/2011
	4	Develop and implement a signage program for the Town.	Develop and implement a signage program for the Town.	11/15/2011
	5	Develop and introduce a lessons learned/360 review program to be offered to all new business and development applicants to improve Town service and responsiveness.	Develop and introduce a lessons learned/360 review program to be offered to all new business and development applicants to improve Town service and responsiveness.	3/1/12 - Implement
	6	Develop a schedule for and introduce Board training sessions for all Town boards including the Town Council and Mayor.	Develop a schedule for and introduce Board training sessions for all Town boards including the Town Council and Mayor.	9/30/11 Training in place
VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
5 Develop and introduce innovative fiscal strategies, plans and practices for the Town.	1	Fleet Replacement Planning- begin to build fleet replacement fund. Budget each year to grow fund. (Also with Point 3) (3)		9/30/2011
	2	Drainage Utility Fee - Should be implemented in the next two years. As Town grows, this fund will alleviate demand on General Fund. (1)	Assess the benefits and risks of introducing a Town Drainage Utility Fee. Determine if implementation is appropriate and when.	9/30/2011
	3	Increase current Ambulance Service collection rate by 20% (70% > 84%)	Increase current Ambulance Service collection rate by 20% (70% > 84%)	9/30/2012
	4	Develop grant writing strategies and processes for all aspects of Town operations. Develop schedule for regular review and application for grants.	Develop grant writing strategies and processes for all aspects of Town operations. Develop schedule for regular review and application for grants.	TBD
VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
6 Undertake and complete a thorough review and assessment of all Town Plans, Ordinances, Processes and Practices with the intent of identifying improvement and enhancement opportunities and to implement necessary changes.	1	Evaluate current zoning (Town-wide) to determine needed or recommended changes to existing zoning. (also with Point 1) (1)	Evaluate current zoning (Town-wide) to determine needed or recommended changes to existing zoning.	9/30/2012
	2	Work with City of Dallas regarding lease option for park. No value added to Sunnyvale. (Also with Point 1) (3)	Work with City of Dallas regarding lease option for park. No value added to Sunnyvale. (Also with Point 1) (3)	TBD
	3	Thoroughly review and assess effectiveness of and needs from the Town Sign Ordinance. Implement changes to streamline and simplify the Ordinance.	Thoroughly review and assess effectiveness of and needs from the Town Sign Ordinance. Implement changes to streamline and simplify the Ordinance.	6/1/2012
	4	Thoroughly review Use Tables for I and HC zoning categories for appropriateness. Implement necessary changes.	Thoroughly review Use Tables for I and HC zoning categories for appropriateness. Implement necessary changes.	12/1/2011
	5	Thoroughly review conflicts and needed changes in adjoining and neighboring uses to residential areas. Implement necessary changes.	Thoroughly review conflicts and needed changes in adjoining and neighboring uses to residential areas. Implement necessary changes.	12/1/2011
	6	Study and implement necessary changes to Zoning Ordinance that permit 'Payday Loan/Check Cashing' businesses.	Study and implement necessary changes to Zoning Ordinance that permit 'predatory' businesses.	2/1/2012
	7	Confirm that Town Design Standards and Zoning requirements are suitable for potential approval of beer/wine sales in Sunnyvale. Implement necessary changes.	Confirm that Town Design Standards and Zoning requirements are suitable for potential approval of beer/wine sales in Sunnyvale. Implement necessary changes.	10/1/2011
	8	Study changes to Town restrictions on Stucco structures. Implement necessary changes.	Study changes to Town restrictions on Stucco structures. Implement necessary changes.	3/1/2012
	9	Study potential changes to current rules and restrictions on front facing garages. Implement necessary changes.	Study potential changes to current rules and restrictions on front facing garages. Implement necessary changes.	3/1/2012
	10	Conduct joint sessions with BoA and P&Z to confirm common and recurring issues and conflicts they experience with Town ordinances and processes during their deliberation process.	Conduct joint sessions with BoA and P&Z to confirm common and recurring issues and conflicts they experience with Town ordinances and processes during their deliberation process.	10/30/2011
VISION POINT	COUNCIL FY11-12 PRIORITIES	TOWN MANAGER PRIORITIES	FINAL JOINT PRIORITY	TARGET DATE
7 Receive input from a Community Committee on the best options for out Town to take regarding Home Rule. Analyze and review all Committee inputs, make final decisions on how to proceed and take these decisions to Sunnyvale citizens.		Continue efforts initiated at last meeting. (1)	Implement Home Rule Community Committee. Take action on their final recommendations.	TBDF