

**UTILITY AND INFRASTRUCTURE BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
APRIL 6, 2017
KENNE DALE COMMUNITY CENTER, 316 W. THIRD STREET
6:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. Consider approval of the minutes from the February 2, 2017 regular meeting

IV. VISITORS/CITIZENS FORUM

V. REPORTS/ANNOUNCEMENTS

- A. Announcements from the Board

VI. REGULAR ITEMS

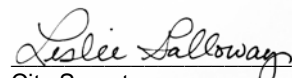
- A. Discuss and consider approving a recommendation to City Council regarding a capital projects rating system
- B. Discuss the future role of the Utility and Infrastructure Board (UIB)

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the April 6, 2017, Utility and Infrastructure Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.



City Secretary



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: April 6, 2017

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider approval of the minutes from the February 2, 2017 regular meeting

II. Originated by:

III. Summary:

Minutes are prepared by the Deputy City Secretary and ready for approval.

IV. Recommendation:

Approve

V. Alternative Actions:

VI. Attachments:

1.	Utility Infrastructure Board Meeting Minutes - February 2, 2017	2-2-17.pdf
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**UTILITY AND INFRASTRUCTURE BOARD
BOARD OF DIRECTORS - REGULAR MEETING
MINUTES
February 2, 2017**

I. CALL TO ORDER

Board Chairman Robb Lecuyer called the meeting to order at 6:06 p.m.

II. ROLL CALL

Present: Robb Lecuyer, Steven Higginbotham, Harry Browne, Stephen Mora, Chris Fuller, and Tom Newsom (out at 7:05 p.m.)

Absent: Tayyab Yunus

Staff Present: Larry Ledbetter, Larry Hoover, George Campbell, Ron Taylor, Krystal Crump, and Kathy Moore

III. REPORTS/ANNOUNCEMENTS

A. Utility and Infrastructure Board list of projects that need to be completed

Finance Director Krystal Crump provided a review of the project list. She noted that the categories of projects have separate funding sources.

IV. MINUTES APPROVAL

A. Consider approval of the minutes from the January 5, 2017 regular meeting

Motion To approve the January 5, 2017 regular meeting minutes of the Utility and Infrastructure Board. **Action** Approve, **Moved By** Harry Browne, **Seconded By** Chris Fuller.
Motion passed Unanimously

V. VISITORS/CITIZENS FORUM

Planning and Zoning Chairman Ernest Harvey was in attendance.

VI. REGULAR ITEMS

A. Discuss and consider a rating system for projects

Vice-Chair Steven Higginbotham discussed the options that the board should consider when creating a decision-making matrix; he suggested a thread assessment. There were lengthy discussions regarding how to support both sides when creating the matrix, the funding sources available, and the factors to use in the ranking system.

Staff provided handouts on Capital Decision Making and an example of a matrix that was used by the City of Mansfield.

After the exchange of many ideas and suggestions, the Board agreed that each member

would send in their qualitative factors, and that Harry Browne would make a draft for review. Additionally, it was agreed that in lieu of all the work ahead of them, they should add a meeting on March 2nd to their meeting schedule.

Motion To move forward on the development of a thread matrix. **Action** Approve, **Moved By** Harry Browne, **Seconded By** Chris Fuller.
Motion passed Unanimously

Motion To add an additional meeting to the schedule for March 2, 2017. **Action** Approve, **Moved By** Steven Higginbotham, **Seconded By** Stephen Mora.
Motion passed Unanimously

B. Discuss and determine a project priority list

This item was moved to the March 2, 2017 meeting.

VII. ADJOURNMENT

Motion To adjourn. **Action** Adjourn, **Moved By** Steven Higginbotham, **Seconded By** Stephen Mora.
Motion passed Unanimously

The meeting was adjourned at 8:07 p.m.

APPROVED:

ATTEST:

Robb Lecuyer, Board Chair

Kathy E. Moore, Deputy City Secretary



Staff Report to the Honorable Mayor and City Council

Date: April 6, 2017

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Announcements from the Board

II. Originated by:

III. Summary:

At this time Board members will provide an updates and/or announcement to the group.

IV. Fiscal Impact Summary:

V. Legal Impact:

VI. Recommendation:

VII. Alternative Actions:

VIII. Attachments:



Staff Report to the Honorable Mayor and City Council

Date: April 6, 2017

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and consider approving a recommendation to City Council regarding a capital projects rating system

II. Originated by:

III. Summary:

At the Utility and Infrastructure Board meeting on February 2, 2017 the Board discussed and refined a proposed capital projects rating system in the form of a rating matrix. Following detailed discussion the Board postponed any formal action until the next meeting in order that each Board member could give further consideration to the criteria and weighting of each element of the matrix. The purpose, as staff understands the discussion, is to provide a tool that the city staff and City Council can use in the future to evaluate and prioritize capital projects for budgeting and funding purposes.

The matrix is attached to this report and is provided as the basis for discussion at the April 6 UIB meeting. It is recommended that the matrix be approved as a recommended tool for evaluation purposes either as it is attached or with any changes determined appropriate by the Board.

IV. Fiscal Impact Summary:

V. Legal Impact:

VI. Recommendation:

Approve with changes

VII. Alternative Actions:

VIII. Attachments:

1.	UIB Decision Matrix Documents	UIB Decision Matrix Documents-1.pdf
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Decision Matrix Weighting

Project Description	Cost	Risk Matrix		Economic Impact	Regulatory Compliance	Overall Score
		Likelihood (1-5)	Impact (1-5)			
Project A	\$ 100,000.00	2	4	3	2	2.6
Project B	\$ 200,000.00	3	2	4	3	2.8
Project C	\$ 50,000.00	5	3	3	2	3.2
Test - Lowest Outcome	\$ 1.00	1	1	1	1	1.0
Test - Highest Outcome	\$ 1.00	5	5	5	5	5.0

Likelihood of Failure in < 2 Years		Cost Impact Including Replacement, Lost Revenue, Fines (% of Annual Budget)				
		≤ 10%	> 10%	> 30%	> 50%	> 100%
		1	2	3	4	5
< 25%	1	1	2	3	4	5
≥ 25%	2	2	4	6	8	10
≥ 50%	3	3	6	9	12	15
≥ 75%	4	4	8	12	16	20
> 90%	5	5	10	15	20	25

Economic Impact (Annual \$)				
< \$10K	> \$10K	> \$50K	> \$100K	> \$250K
1	2	3	4	5

Cost of Non-Compliance

< \$1K

> \$1K

> \$10K

> \$100K

> \$250K

1

2

3

4

5



Staff Report to the Honorable Mayor and City Council

Date: April 6, 2017

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss the future role of the Utility and Infrastructure Board (UIB)

II. Originated by:

III. Summary:

Pursuant to discussion between the UIB Chairman and the new Interim City Manager there appears to be some benefit for further discussion and clarification as to the long term purpose of the Board pursuant to the ordinance establishing the Board by the City Council.

This item has been placed on the agenda in order that the UIB can continue discussion, begun at the Board's first meeting on January 5, 2017, regarding the role and purpose of the Utility and Infrastructure Board. While the Board has had initial discussion regarding the role of the Board, the Chair and City Manager believe additional discussion regarding the long term benefit that can derive from creation of the Board will help promote productive work for future agenda considerations. Specifically, the following meeting schedule and periodic recommendations from the Board regarding the items listed have been identified by the City Manager as having potential and significant benefit to the Council:

- 1) Meet every other month or as needed
- 2) Purpose: Serve as an Advisory Board to the City Council regarding:
 - a) The budget proposed by the City Manager for Water, Wastewater, Storm Drainage and Streets
 - b) Water, Wastewater, Storm Drainage and Solid Waste Rates and Fees
 - c) Contracts and bids related to Water, Wastewater, and Storm Drainage Capital Projects
 - d) Advise on specific projects as requested by the City Council from time to time

Board discussion and comment is respectfully requested.

IV. Fiscal Impact Summary:

V. Legal Impact:

VI. Recommendation:

VII. Alternative Actions:

VIII. Attachments:

1.	Ordinance 614	O614.pdf
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ORDINANCE NO. 614

AN ORDINANCE CREATING A UTILITY AND INFRASTRUCTURE BOARD; PROVIDING FOR CREATION AND PURPOSE, MEMBERSHIP, ORGANIZATION, RULES AND REQUIREMENTS, AND POWERS AND DUTIES OF THE BOARD; PROVIDING THAT THIS ORDINANCE SHALL BE CUMCLATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kennedale is a home rule city acting under its charter adopted by the electorate pursuant to Article X1, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council desires to create a Utility and Infrastructure Board to provide policy recommendations for the City's water and wastewater, solid waste collection, storm water utility, and streets/transportation systems.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS, THAT:

SECTION 1. CREATION AND PURPOSE

There is hereby created and established a Utility and Infrastructure Board. Such board shall be officially designated as the Utility and Infrastructure Board of the City of Kennedale, Texas. The board shall provide recommendations and advice to the City Council on policies, projects, and other matters pertaining to the water and wastewater system, the storm water utility system, the street/transportation system, and the solid waste collection system.

SECTION 2. MEMBERSHIP

- (a) The board shall consist of seven (7) regular members, designated by Places 1 through 7, who shall be appointed by a majority vote of the City Council. The initial appointment of Places 1, 3, 5, and 7 shall be for a term expiring October 1, 2017. The initial appointment of Places 2, 4, and 6 shall be for a term expiring October 1, 2018. Thereafter the terms for each place shall be two (2) years.
- (b) Members must meet the following qualifications:
 - (1) Be a registered voter of the City;

- (2) Shall have resided in the corporate limits of the City for at least one (1) year; and
- (3) Shall continue residency in the City during the term of office.
- (c) The City Council shall appoint a replacement to fill any vacancy for the unexpired term of a member whose place has become vacant.
- (d) The City Council shall have the authority to remove any member at any time, with or without cause.

**SECTION 3.
ORGANIZATION, RULES, AND REQUIREMENTS**

- (a) By November of each year, the membership shall determine, by simple majority vote, a chair and vice chair. The terms of the chair and vice chair shall be one (1) year. It will be the duty of the chair to preside over meetings. If the chair is absent the vice chair shall assume the duties of the office.
- (b) Members of the board shall meet at least six (6) times per year, on a regular day and time selected by its members. The chair may call special meetings as necessary.
- (c) The board shall conduct meetings and govern its proceedings according to the City Council's adopted rules of order, abide by the Texas Open Meetings Law, and shall keep a record of its proceedings, including votes and attendance, and shall submit these records to the City Secretary's Office.
- (d) Members of the board shall not take any action unless a quorum is present. A quorum shall consist of four (4) members. Each member, including the chair, is entitled to one (1) vote, and action of the board shall require a majority of those members present.
- (e) The City Manager shall designate a city employee to serve as staff liaison to the board.
- (f) Members of the board shall receive one dollar (\$1.00) for each regular meeting attended as compensation for the performance of their duties, but no compensation shall be paid for special meetings. In addition, members may receive reimbursement of authorized expenses attendant to the performance of their duties.

**SECTION 4.
POWERS AND DUTIES**

- (a) This board is advisory only and shall not have any decision-making authority.

(b) The board shall have the following duties:

- (1) To make studies and project plans for the City's water and wastewater system; solid waste collection system; streets/transportation system; and storm water utility system, including erosion controls and improvements along Village Creek tributaries and improvements to the main branch of Village Creek;
- (2) To aid and assist the City in the procuring of financial and other aids and assistance for the City from the state and federal governments and their agencies for each and all the purposes herein enumerated;
- (3) To act with and assist all other municipal boards, governmental agencies, regional associations and the City Council in formulating proper plans for utility infrastructure development;
- (4) To plan and recommend capital improvement projects (CIP) related to the water and wastewater utility, storm water utility, streets and transportation, and solid waste utility;
- (5) To recommend general rules and regulations governing use of water and wastewater utilities, storm water utility, streets and transportation, and solid waste collection;
- (6) To accomplish these duties, the board may establish subcommittees as necessary. Any subcommittee shall be chaired by a Utility and Infrastructure Board member, and an unspecified number of community volunteers may be chosen by the commission as working subcommittee members.

SECTION 5. CUMULATIVE CLAUSE

This ordinance shall be cumulative of all other ordinances of the City of Kennedale, Texas, and shall not repeal any of the provisions of such ordinance except in those instances when provisions of such ordinances are in direct conflict with the provisions of this ordinance, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 6. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs or sections of this Ordinance shall be declared unconstitutional by the valid judgment or decree a 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 shall have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 7.
EFFECTIVE DATE**

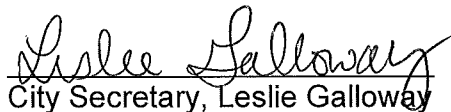
This Ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED ON THIS 17th DAY OF OCTOBER, 2016.

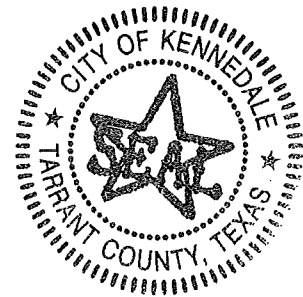


Mayor, Brian Johnson

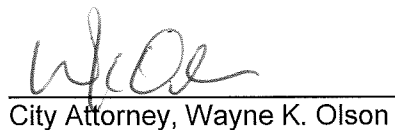
ATTEST:



City Secretary, Leslie Galloway



APPROVED AS TO FORM AND LEGALITY:



City Attorney, Wayne K. Olson