



NOTICE OF WORKSHOP MEETING

NOTICE IS HEREBY GIVEN THAT THE ROCKWALL COUNTY COMMISSIONERS COURT WILL MEET IN A WORKSHOP MEETING ON NOVEMBER 8, 2016, AT 1:00 P.M. AT THE ROCKWALL COUNTY HISTORIC COURTHOUSE, 101 EAST RUSK, CITY OF ROCKWALL, FOR THE PURPOSE OF CONSIDERING THE FOLLOWING:

WORKSHOP AGENDA:

1. Discussion of Liberty Hall responsibilities, and all related issues; (Auditor)
2. Discussion of Public Relations Services for Rockwall County, and all related issues; (Sweet)
3. Discussion/Update of Rockwall County Transportation projects, and all related issues; (Magness)
4. Discussion/Update on STAR Transit, and all related issues; (Magness)
5. Discussion/Update on Rockwall County Open Space plan, and all related issues; (Magness)
6. **COMMISSIONERS COURT REPORTS:**
Pursuant to Texas Government Code Section 551.0415, the County Judge and the County Commissioners may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming County events; (5) information community events; (6) announcements involving an imminent threat to public health and safety.
7. **ADJOURN**

NOTE: THE COMMISSIONERS COURT RESERVES THE RIGHT TO CONSIDER AND TAKE ACTION ON THE ABOVE AGENDA ITEMS IN ANY PARTICULAR ORDER. THE ROCKWALL COUNTY COMMISSIONERS COURT COMPLIES WITH A.D.A. REQUIREMENTS. IF YOU PLAN TO ATTEND THIS PUBLIC MEETING AND YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AT THE MEETING, PLEASE CALL IN ADVANCE OF THE MEETING AT (972) 204-6000.



COMMISSIONERS COURT WORKSHOP REQUEST FORM

ALL **REQUESTS WITH SUPPORTING DOCUMENTATION** TO BE PLACED ON THE COURT AGENDA MUST BE RECEIVED BY THE COURT CHIEF ASSISTANT **NO LATER THAN 12:00 NOON ON THE TUESDAY PRECEDING A TUESDAY MEETING.** REGULAR COMMISSIONERS COURT MEETINGS ARE HELD ON THE SECOND AND FOURTH TUESDAYS OF THE MONTH. **PLEASE PROVIDE NINE COPIES OF DOCUMENTATION FOR THE COURT.**

DATE: November 8, 2016

SUBJECT: Liberty Hall responsibilities

COMMISSIONERS COURT ACTION REQUESTED:

Discussion of Liberty Hall responsibilities, and all related issues;

BACKGROUND INFORMATION:

See attached – Auditor’s handout

SUBMITTED BY:

Judge Sweet/Auditor

PREPARED BY:

Felicia Morris

Liberty Hall Reservation Responsibilities – October 2016

In March of 2015 the Auditor's office was assigned the responsibility of scheduling events held in Liberty Hall along with coordinating jury coordinator, security, IT and maintenance departments. The main goal at the time for this assignment was to make sure that deposit fees and security of the inventory of Liberty Hall were accounted for correctly per the County's Facilities Use Agreement and to monitor the adherence of the County Facility Use Rules and Procedures Policy.

Since that date approximately 70 reservations have been made with such outside entities as the Chamber of Commerce, the Rockwall County Bar Association, Women in Need, the Soroptimists, the American Legion, Red Bird Education, the State Game Warden, Rockwall GOP, TXDOT, and the Child Advocacy Center. Some of these entities, depending on their relation to county government, have been required to pay fees or deposits while others have been waived.

The scheduling of these reservations has become a much larger task than just monitoring security deposits, usage fees, inventory and coordinating with other departments. The auditor's office receives weekly at a minimum three to five phone calls plus associated emails. These inquiries are more party planning in nature, with questions such as:

- Do we provide linens?
- Do we have multiple microphones?
- Can we provide cooler or buckets for ice?
- Can we use the kitchen and the supplies?
- Can we use the oven?
- Do we have round tables? How many tables do we have? How many does each table seat?
- What is the room occupancy?
- Do we have pictures of the room that we can send them?
- What are the dimensions of the room?
- Why can't we hang things on the walls?
- Can we move the podium?
- Where can we throw away our trash? Do we provide trash cans?
- Do we provide cleaning supplies and a vacuum for them to clean up?

- Can we come in and set up the night before an event? (some want to leave items that might cause issues for the County if they were to come up missing)
- Do we provide any supplies such as pens, pencils, paper?
- Why don't we set up the room before an event?
- Why don't we put the room back together after the event?
- As a County employee why do I have to pay for the room if I want to have an event such as baby shower, wedding shower after hours?

Also besides the calls and e-mails, potential users will show up unexpectedly for a tour/walk through and expect to meet with the auditor's staff and IT to discuss availability and A/V equipment.

IT wished to add that if there is damage to A/V system equipment due to negligence most of that equipment would cost in the thousands not the hundreds (security deposit amount) to replace. Also, the A/V system equipment does not have the capabilities that most expect and many users request modifications to the setup of the room. The IT staff scheduling for after hour events can disrupt their regular work week because an IT employee that worked an after-hour event will need to take off during that week to avoid incurring overtime expenses.

Should there be a usage fee for events that occur during the work day hours because County assets are being used for non-County events?

My recommendation would be:

- 1) To assign the task of scheduling all events, fielding questions about the room and its amenities, coordinating with IT, maintenance, auditor and security go to the Commissioners Court Coordinator under the direction of the County Judge and Court.
- 2) Unexpected visitors could be offered a tour by the Jury Coordinator or the Commissioners Court Coordinator.
- 3) The after event walk through can be conducted by the Jury Coordinator and the Auditor's office to determine if the security deposit can be returned and if the Jury Coordinator is satisfied that the room has been returned to its original jury room design.

- 4) **The Auditor's office will still be available to monitor the agreement, the policy and the security deposit and usage fees transactions.**

Liberty Hall reservations/usage - talking points from October 2015 meeting

IT involvement:

- County equipment laptop/projectors usage or require users to bring their own
- Personnel present at entire meeting/event
- Personnel available to review equipment prior and post room usage
- Utilize website for applications (set-up for Auditor)
- After hours reservations, guarantee available personnel

Maintenance involvement:

- Move chairs and tables
- Clean-up, vacuum, carpet cleaning, garbage pick-up
- Install locks on cabinets in kitchen
- After hours reservations, guarantee available personnel

Security involvement:

- Keys to open storage closets
- Access to other parts of the building through fire exit doors
- After hours reservations, guarantee available personnel

Auditor involvement:

- Applications, availability, calendar of events (check first with Jury supervisor)
- Financial/deposits, inventory
- Walk through prior and post room usage to inspect for any damage or misuse
- After hours reservations, guarantee available personnel

Jury supervisor involvement:

- Walk thru prior and post jury duty usage to inspect for any damage or misuse, including County equipment and carpet stains
- Design workable chair placement diagram
- Set up sign-in and sign-out system for County tables and/or chairs that need to be used outside of Liberty Hall

General:

- **Flags**
- **Locking/securing 3rd floor access**
- **Vending machines availability when room in use**
- **Charge for use during the day in addition to security deposit instead of no charges; Are we in the market range?**
- **Who is actually using our facility? Should it be only for civic, educational purposes?**
- **Should there be a chair or table rental/setup charge?**
- **Cancellation charge?**



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DATE: November 8, 2016

SUBJECT: Public Relations Services

COMMISSIONERS COURT ACTION REQUESTED:

Discussion of Public Relations Services for Rockwall County, and all related issues;

BACKGROUND INFORMATION:

SUBMITTED BY: Judge Sweet

PREPARED BY: Felicia Morris



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DATE: November 8, 2016

SUBJECT: Rockwall County Transportation projects

COMMISSIONERS COURT ACTION REQUESTED:

Discussion/Update of Rockwall County Transportation projects, and all related issues;

BACKGROUND INFORMATION:

SUBMITTED BY:

Commissioner Magness

PREPARED BY:

Felicia Morris



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DATE: November 8, 2016

SUBJECT: STAR Transit

COMMISSIONERS COURT ACTION REQUESTED:

Discussion/Update on STAR Transit, and all related issues;

BACKGROUND INFORMATION:

SUBMITTED BY:

Commissioner Magness

PREPARED BY:

Felicia Morris



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DATE: November 8, 2016

SUBJECT: Rockwall County Open Space Plan

COMMISSIONERS COURT ACTION REQUESTED:

Discussion/Update on Rockwall County Open Space plan, and all related issues;

BACKGROUND INFORMATION:

SUBMITTED BY:

Commissioner Magness

PREPARED BY:

Felicia Morris

COMMISSIONERS COURT REPORTS:

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