



## NOTICE OF WORKSHOP MEETING

NOTICE IS HEREBY GIVEN THAT THE ROCKWALL COUNTY COMMISSIONERS COURT WILL MEET IN A WORKSHOP MEETING ON NOVEMBER 14, 2016, AT 9:00 A.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 14, 2016

<b>SUBJECT:</b> Liberty Hall responsibilities			
<b><u>COMMISSIONERS COURT ACTION REQUESTED:</u></b>  Discussion of Liberty Hall responsibilities, and all related issues;			
<b><u>BACKGROUND INFORMATION:</u></b>  See attached – Auditor’s handout			
<b>SUBMITTED BY:</b>	Judge Sweet/Auditor	<b>PREPARED BY:</b>	Felicia Morris

## Liberty Hall

### Users:

Veterans Court – County Court at Law  
Rockwall Chamber of Commerce  
Regional LE Training – Game Warden  
Rockwall County Art Alliance – Judge Russo  
County Planning Day – Judge Sweet  
District Attorneys Office  
Rockwall GOP  
Ralph Hall statue unveiling reception – Commissioner Bailey  
Emergency Management  
Open Space Meeting  
Women in Need  
Law Enforcement Training - Sheriff's office  
Master Gardeners  
Law Enforcement Training – Jail & DA office  
Rockwall Police Department  
Odyssey Meet and Greet  
Brandon Rohlf Graduation Party – District Clerk  
Family Law Essentials Seminar – Judge Hall  
TDCAA Regional DWI Program – DA office  
Retirement Party for Damita – DA office  
Joint Task Force Training – DA office  
Community Education Luncheon – Red Bird Education  
Family Violence Training – DA office  
Shield Training – DPS  
Homicide Class – DPS  
Child Advocacy Center – DA office  
MDT Orientation – DA office  
Rockwall County Bar Association  
Pat Hannon Retirement Party – CCL  
Kay McDaniels Retirement Party – District Clerk  
Warrants Meeting – Judge Russo  
Soroptimist

American Legion – Commissioner Gilbert  
Public Meetings – TXDOT  
Sue Whites Retirement Party – DA office

Deposit money paid:

Rockwall Chamber of Commerce has a \$300 deposit fee that is kept on file  
Rockwall County Bar Association has a \$300 deposit fee that is kept on file  
Rockwall GOP paid \$300 security deposit which was returned to them  
Red Bird Education paid \$300 security deposit which was returned to them  
Women in Need paid \$300 security deposit which was returned to them  
Soroptimist has a \$300 deposit fee on file for upcoming event

Usage money paid:

Rockwall GOP paid \$350  
Rockwall County Bar Association paid \$200

## 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 3<sup>rd</sup> 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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## COMMISSIONERS COURT WORKSHOP REQUEST FORM

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**DATE:** November 14, 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



## COMMISSIONERS COURT WORKSHOP REQUEST FORM

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**DATE:** November 14, 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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## COMMISSIONERS COURT WORKSHOP REQUEST FORM

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**DATE:** November 14, 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



P.O. Box 703 • Terrell, TX 75160  
Phone: 972.563.5875 • Fax: 972.563.1491 • [www.STARtransit.org](http://www.STARtransit.org)

October 18, 2016

Commissioner David Magness  
101 E. Rusk St.  
Rockwall, TX 75087

Mr. Rick Crowley, City Manager  
385 S. Goliad  
Rockwall, TX 75087

Dear Commissioner Magness and Mr. Crowley,

You have each asked similar questions regarding the upcoming October 25<sup>th</sup> meetings in the City of Rockwall. I wanted to respond to these to both the City and the County to avoid any confusion on the topic.

**Q1: What is changing?**

**A1:** Exclusive of Boys and Girls Club and LogistiCare service, STAR Transit provided 40 hours of service each day in Rockwall County in FY16 with approximately 85% of that service originating in the City of Rockwall. In FY17, in order to maintain that same level of service, a local match of just over \$200,000 was required. Contributions from the Cities of Fate, Rockwall and Royse City, along with the County were budgeted for FY17. However, these amounts were not sufficient to maintain the current service levels in the City of Rockwall. Contributions from Fate, Royse City and from the County for the unincorporated area allow STAR Transit to maintain or improve current service levels in those jurisdictions. For the City of Rockwall, the budgeted contribution fell short of the level necessary to maintain current service levels. This was detailed in a series of correspondence from STAR Transit to the City of Rockwall over the summer of 2016. Thus, the change is a reduction in Demand-Response hours of service in the City of Rockwall only.

## **Q2: Is the Public Meeting required?**

**A2:** The Federal Transit Agency requires entities such as STAR Transit to maintain a Public Involvement Policy compliant with Federal rules. STAR Transit is following the requirements of the Public Involvement Policy adopted by the STAR Transit Board of Directors.

## **Q3: When do the service changes go into effect?**

**A3:** Our goal is to announce specific proposed changes on October 25<sup>th</sup>, gather public input, announce final changes on November 14<sup>th</sup> and put those changes into effect on Monday, December 5, 2016. Thus, the purpose of the meeting is to listen to citizens input on the proposed changes.

## **Q4: What are other cities doing?**

**A4:** Forney, Kaufman, Balch Springs, Seagoville, Terrell, Crandall, Fate, Royse City and many other municipalities choose to provide the local match funding necessary to access federal/state capital and operating funds for the services STAR Transit provides.

## **Q5: What level of service will STAR Transit provide in the City of Rockwall?**

**A5:** With funding from the City of Rockwall and a limited subsidy from Rockwall County, STAR Transit expects to be able to obtain the Capital and Operating resources necessary for 17 hours of Demand-Response service in the City of Rockwall each day. Please recall Federal/Regional funds contribute 60% of the operating cost and 100% of the capital costs of this service.

## **Q6: How will STAR Transit make final decisions about which services to cut in the City of Rockwall?**

**A6:** First, recall that STAR Transit has two (2) ways to reserve a ride.

1. Demand-Response – call in and request the ride you need.
2. Subscription – a ride reoccurring on the same day, same time, same origination and destination.

The subscription automatically repopulates every two (2) weeks. You do not have to call in again unless it's to cancel the ride and/or subscription.

Second, our approach to this decision will be dependent on input at our October 25<sup>th</sup> Public Meetings.

Third, with the transit dependent riders in mind, the following guiding principles will help us make those final decisions.

- Prevent as much change as possible;
- Determine what is best for current riders; and
- Provide an understandable plan to guide the City of Rockwall riders.

The City of Rockwall does not have any identified veterans receiving services from STAR Transit at this time, if a veteran is identified all effort will be given to provide the service requested. Staff has generally identified a transit dependent rider in the City of Rockwall as elderly and disabled.

Staff will determine priority destinations which include the most important for the transit dependent; medical, work and nutrition (in order to support the City's aging program).

Staff reviewed the subscriptions in our data base and analyzed those in the City of Rockwall. Any existing subscriptions not meeting the guidelines, will be contacted. This gives us a starting point for type of service we would provide in a reduced hours scenario.

We expect that the Demand-Response requests will be scheduled around the subscriptions and have the same priorities as the subscriptions. The amount of time for Demand-Response trips will be limited.

Knowing the importance of medical trips and the time used to travel to a Dallas doctor appointment, staff is considering Tuesdays as a day to allocate one bus to transport City of Rockwall clients to Dallas AM doctor appointments. STAR Transit's experience with Dallas only days has worked and is working in other parts of our service areas.

**Q7: When will the final October 25<sup>th</sup> presentation be available?**

**A7:** We expect to have the final available soon after October 21<sup>st</sup> and I will transmit it to you both at that time.

Sincerely,



Mike Sims

Deputy Executive Director

Cc: Mayor of Rockwall, Councilman and Asst. City Manager  
STAR Transit Board of Directors

## STAR Transit Information Requested

TE Teresa Elliott <telliott@startransit.org>  
Fri 10/14, 3:11 PM  
David Magness; Omega Ann Hawkins <omega@terrelldepot.com>

Reply all |

Copy of Rockwall Chart...  
15 KB

Download Save to OneDrive - Rockwall County

Commissioner Magness,

STAR Transit has two (2) ways to reserve a ride and they are as follows:

1. Demand Response – call in and request the ride you need.
2. Subscription – a ride reoccurring on the same day, same time, same origination and destination

The subscription automatically repopulates every two (2) weeks. You do not have to call in again unless it's to cancel the ride and/or subscription.

With the transit dependent riders in mind, the following guiding principles were determined:

- Prevent as much change as possible;
- Determine what is best for current riders; and
- Provide an understandable plan to guide the City of Rockwall riders.

The City of Rockwall does not have any identified veterans receiving services from STAR Transit at this time, if a veteran is identified all effort will be given to provide the service requested.

Staff has identified a transit dependent rider in the City of Rockwall as elderly and disabled. Staff also determined priority destinations which includes the most important for the transit dependent, medical, work and nutrition (in order to support the City's aging program).

Staff reviewed the subscriptions in our data base and analyzed those in the City of Rockwall. The subscriptions remaining that did not meet the guidelines will be contacted. This gave us a starting point for the type of service we would provide in a reduced hours scenario.

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We expect that the demand response requests will be scheduled around the subscriptions and have the same priorities as the subscriptions. The amount of time for demand response trips are limited.

Knowing the importance of medical trips and the time used to travel to a Dallas doctor appointment, staff determined Tuesdays would work as a day to allocate one bus to transport the City of Rockwall clients to Dallas AM doctor appointments. STAR Transit's experience with Dallas only days has worked and is working in other parts of our service areas.

Please note that public comments will be taken into determination after the comment period closes on Nov. 8<sup>th</sup>. Attached is list of Rockwall Service Options.

There will be a formal letter provided to you soon. If you have any questions please let me know.

Respectfully,

**Teresa Elliott | Executive Assistant | STAR Transit**  
500 Industrial Blvd., Terrell, TX 75160  
P: 469-474-2309 | F: 972-563-0048  
[www.STARtransit.org](http://www.STARtransit.org)

# **STAR TRANSIT**

#### PRIVACY NOTICE

This message, together with any attachments, is intended only for the use of the individual or entity to which it is addressed. It may contain information that is confidential and prohibited from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this message or any attachment is strictly prohibited. If you have received this message in error, please notify the original sender immediately by telephone or by return e-mail and delete this message, along with any attachments, from your computer.

## City of Rockwall Service Options

		Under 60	Elderly/Disabled
<b>Inside the City Limits</b>	W	\$2.00	\$1.00
	M	N/A	\$1.00
	N	N/A	\$1.00
<b>Outside City Limits but within the County</b>	W	\$5.00	\$3.00
	M	N/A	\$3.00
	N	N/A	\$3.00
<b>Outside the County</b>	W	N/A	N/A
	M**	N/A	\$15.00
	N	N/A	N/A

W = Work, M = Medical, N = Nutrition

Restrictions: No Education, Government, Shopping, Social, Other

**\*\*Medical Appointments: To Dallas County Only and must be booked Tuesday before Noon**

**FY17 – Potential service restrictions for city of Rockwall riders**

**Trip origin: Inside Rockwall City Limits  
Trip destination: Inside Rockwall City Limits**

	<b>Under 60</b>	<b>Elderly/Disabled</b>
Work	<b>Yes</b>	<b>Yes</b>
Medical	N/A	<b>Yes</b>
Senior Center	N/A	<b>Yes</b>
Education	N/A	N/A
Government	N/A	N/A
Shopping	N/A	N/A
Social	N/A	N/A
Other	N/A	N/A



# FY17 – Potential service restrictions for city of Rockwall riders

**Trip origin: Inside Rockwall City Limits**  
**Trip destination: Outside the city limits but within Rockwall County**

	<b>Under 60</b>	<b>Elderly/Disabled</b>
Work	<b>Yes</b>	<b>Yes</b>
Medical	N/A	<b>Yes</b>
Senior Center	N/A	N/A
Education	N/A	N/A
Government	N/A	N/A
Shopping	N/A	N/A
Social	N/A	N/A
Other	N/A	N/A



# FY17 – Potential service restrictions for city of Rockwall riders

**Trip origin: Inside Rockwall City Limits  
Trip destination: Dallas County**

	<b>Under 60</b>	<b>Elderly/Disabled</b>
Work	N/A	N/A
<b>Medical**</b>	N/A	<b>Yes</b>
Senior Center	N/A	N/A
Education	N/A	N/A
Government	N/A	N/A
Shopping	N/A	N/A
Social	N/A	N/A
Other	N/A	N/A



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**DATE:** November 14, 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:**

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; and (6) announcements involving an imminent threat to public health and safety.