

**City Council – Action Request Form**

**Date:** August 8, 2017  
**To:** The City Manager  
**From:** Gregory M. Turner, Assistant City Manager

**Council Action Requested:**

Consideration of a Resolution Creating a Citizens’ Capital Needs Committee.

**Summary of Information:**

In 2010, the City Council appointed a Citizens Committee to look at the City’s Capital Needs and make recommendations for the last bond referendum. As the City considers a possible 2018 request to the voters for General Obligation Bonds it again would be helpful to obtain some advanced ideas about potential bond funded capital projects from a Citizens’ Capital Needs Committee. As before the committee would be charged with gaining an understanding of the City’s bond issuing capacity, reviewing existing capital projects, and prioritizing all the viable projects.

To provide geographic diversity, each Council Member may recommend one or two of the ten members of the Committee, and the Chair shall be selected by the Mayor. All eleven members including the Chairman will be approved by the City Council per the normal approval process. The Committee will dissolve once its report to the City Council is submitted and accepted. This is expected to take place in December 2017.

If approved, the attached resolution would create the Committee, define its purpose and duties as well as layout the conditions for membership, for officers, for staff support and other rules of procedure.

**Committee Action:**

<b>Committee</b>	_____	<b>Action</b>	_____
<b>For</b>	_____	<b>Against</b>	_____

**Remarks:** \_\_\_\_\_

## **RESOLUTION ESTABLISHING A CITIZENS' CAPITAL NEEDS COMMITTEE**

**WHEREAS**, the City Council of the City of Winston-Salem desires to create a Citizens' Capital Needs Committee to advise the Council in its preparation of a prioritized list of capital needs and a balanced set of projects for a potential bond referendum.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Winston-Salem that there is hereby established a Citizens' Capital Needs Committee, hereinafter "Committee", as described below.

### **Section 1: PURPOSE.**

The purpose of the Committee shall be to:

- (1) Review and evaluate currently identified Capital Projects;
- (2) Prioritize the total list of viable projects within each category;
- (3) Review the City's debt capacity and financial capability to repay the bond debt; and
- (4) Present a recommendation to the Mayor and City Council by December 18, 2017

### **Section 2: DUTIES.**

The duties of the Committee shall be to:

- (1) Gain an understanding of the City's bond issuance capacity;
- (2) Research, analyze and prioritize project choices within the project categories of: Transportation, Public Safety, Public Assembly, Recreation, Housing, and Economic Development and do so using a quantifiable and rational prioritization system;

(3) Prepare a recommended list of projects by category that the Committee feels should be included in a bond referendum for the Fall of 2011 and make a final report to City Council.

**Section 3: MEMBERSHIP AND APPOINTMENT.**

The Committee shall be composed of up to ten (10) members plus a Chairperson for a total of up to eleven (11) members, who shall be residents of the City, approved by City Council, upon recommendation of the Mayor. Each Council Member should nominate at least one member to ensure that a broad geographic representation on the Committee is achieved.

**Section 4: TERM.**

Each appointee shall serve from appointment until the required report is completed to the satisfaction of City Council. Any vacancy occurring prior to project completion shall remain vacant; therefore, should attrition reduce the number of members to fewer than the original number, the number needed to meet a quorum would be reduced as well. The members of the Committee shall serve without compensation.

**Section 5: OFFICERS.**

The Chairperson shall be approved by the City Council, upon recommendation by the Mayor.

Chair. The Chairperson shall decide on all points of order and procedure, subject to this resolution, unless directed otherwise by a majority of the Committee in session at the time. The Chairperson shall establish any subcommittees and appoint members from the Committee's membership to any such sub-committees found necessary to review any matters before the Committee. Any and all such sub-committee meetings shall be subject to the open meetings law, in the same manner as Committee meetings.

Vice-Chair. The Chairperson shall serve as Chair when the Chairperson is not able to do so.

Other Officers. Should both the Chair and Vice-Chair be absent at any meeting, the Committee shall elect a temporary Chair to serve at the meeting.

Executive Secretary. The City Manager's Office shall designate an Executive Secretary for the Committee. The Executive Secretary, subject to the direction of the Chair, shall keep or cause to be kept all records, shall prepare all correspondence of the Committee for the signature of the Chair, shall arrange for all required public notices, shall notify Committee members of pending meetings and their agendas, and shall generally supervise the clerical work of the Committee. The Executive Secretary shall keep the minutes of every meeting of the Committee, and shall comply, in every respect, with Section 2-61 of the Winston-Salem Code of Ordinances and all applicable laws. Copies of all correspondence and other documents pertaining to the Committee shall be maintained in chronological order by the Executive Secretary, in a separate file.

**Section 6: REMOVAL.**

Members of the Committee shall serve at the pleasure of the City Council, and may be removed by the City Council. In order for the Committee to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. If any member is absent for two consecutive regular meetings, without excuse granted by the Committee, the Chair may notify such member in writing of such member's absences, and if such member fails to attend the next regular meeting, the Committee may, by majority vote of the remaining members, request that the position be vacated and a replacement be appointed by the City Council.

Committee members shall abide by the City's ethics policy. If it is determined that a Committee member has a prohibited interest or relationship, or has failed to abide

by the City's ethics policy, said member shall be removed from the Committee by the City Council.

**Section 7: STAFF SUPPORT.**

The Committee shall be provided staff support from the City Manager's Office, the City Budget and Evaluation Office, the City Engineering Division, and the City Financial Management Service Department. Assistant City Managers Ben Rowe and Greg Turner shall serve as the lead staff person to the Committee.

**Section 8: MEETINGS.**

The Committee shall hold regular meetings. Special and emergency meetings may be called by the Chair or by any two (2) members of the Committee, signing a call for such a meeting. A schedule of all the Committee's regular meetings shall be filed with the City Secretary, showing the time and place of the Committee's meetings, and any changes in its schedule of regular meetings shall be reported to the City Secretary at least seven (7) days before the first meeting held pursuant to the revised schedule. Unless changed by the Committee, regular meetings of the Committee shall occur weekly on Thursdays at 5:00 pm.

**Section 9: QUORUM.**

All meetings shall be duly convened only when a quorum is present. A quorum shall consist of a majority of the current members of the Committee excluding any vacant seats.

**Section 10: VOTING.**

An affirmative vote equal to a majority of all the members of the Committee present and not excused from voting shall be required for any official action of the Committee. The Chair shall be full voting members of the Committee.

**Section 11: RULES OF PROCEDURE.**

The Committee shall adopt such additional rules of procedure as may be necessary for the proper discharge of its duties, and shall file the rules of procedure with the City Secretary.