



COMMUNITY SERVICES

To: Mayor and Town Council

From: Robyn Battle, Executive Director of Community Services

Through: Ron K. Patterson, Interim Town Manager

Re: Town Council Meeting – September 13, 2022

Agenda Item:

Consider and act upon an ordinance amending Article 1.04, "Boards, Commissions and Committee," of Chapter 1, "General Provisions," of the Code of Ordinances establishing the Community Engagement Committee as a standing advisory committee to the Town Council.

Description of Agenda Item:

On December 8, 2021, the Town Council established the Community Engagement Committee (CEC) as an ad hoc committee for the purpose of enhancing the Town's interaction with the public. The CEC is comprised of eleven Prosper residents, with three Councilmembers serving as liaisons and two staff members providing staff support.

Monthly meetings have been held for over a year, and the Committee has made significant progress on several initiatives to improve the Town's community engagement efforts. They served as a focus group for the Downtown Master Plan, provided a recommendation on the Town logo project, reviewed and provided feedback on the Town's Communications and Community Engagement Plan, and they have a standing request from Council to provide feedback and recommendations on Town events.

The CEC's most recent initiative is the New Resident Mixer, a biannual event to welcome new families to Prosper. The CEC developed the concept for the event and contributed their ideas to help new families feel welcome and connected to the community. The first event will be held on September 15. Other initiatives include the Ambassador program where CEC members attend Town events and the "CEC Top 3", whereby the Committee chooses three Town-related topics on which to focus their communication efforts throughout the month.

The Council has requested to formalize the CEC as a standing advisory committee to the Town Council. The ordinance establishing the CEC as a standing committee outlines the membership, terms, powers and authority of the Committee. In order to align the CEC with the other Town Boards and Commissions, staff is recommending assigning place numbers for each of the eleven places, and establishing a term beginning date of October 1 of each year. Starting on October 1, 2022, even-numbered places will serve a term of two years, and odd-numbered places will serve

a term of one year. Starting in 2023, each place will continue with staggered terms of two years each.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has reviewed the ordinance as to form and legality.

Attached Documents:

1. Ordinance

Town Staff Recommendation:

Town staff recommends that the Town Council approve an ordinance amending Article 1.04, "Boards, Commissions and Committee," of Chapter 1, "General Provisions," of the Code of Ordinances establishing the Community Engagement Committee as a standing advisory committee to the Town Council.

Proposed Motion:

I move to approve an ordinance amending Article 1.04, "Boards, Commissions and Committee," of Chapter 1, "General Provisions," of the Code of Ordinances establishing the Community Engagement Committee as a standing advisory committee to the Town Council.