



# City of Rowlett

## Meeting Agenda

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

*City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Tuesday, February 4, 2014

6:00 P.M.

Municipal Building – 4000 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION (6:00 P.M.)\* Times listed are approximate**
- 2A. The City Council shall convene into Executive Session pursuant to Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the request of financial or other partnerships pertaining to an Economic Development Program Agreement with the Rowlett Chamber Foundation on property located at 3840, 3913, 4017 and 4025 Main Street. (45 minutes).
3. **WORK SESSION ITEMS (6:45 P.M.)\***
- 3A. Discuss an ordinance amending the Master Fee Schedule relative to ambulance service charges in the City of Rowlett. (30 minutes)
4. **DISCUSS CONSENT AGENDA ITEMS**
- CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)\***
- INVOCATION**
- PLEDGE OF ALLEGIANCE**
- TEXAS PLEDGE OF ALLEGIANCE**  
*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
5. **PRESENTATIONS AND PROCLAMATIONS**

- 5A. Receive the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2013, which includes the independent auditors' report.
- 5B. Hear presentation of the Monthly Financial report for the period ending December 31, 2013.
- 5C. Presenting a Certificate of Accomplishment/Recognition to Suzan Fulton, Tom Fulton, and Eric Fulton for the completion of the Fulton Building and Main Street Events in Downtown Rowlett.
- 5D. Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

**6. CITIZENS' INPUT**

*At this time, three-minute comments will be taken from the audience on any topic. To address the Council, please submit a fully-completed request card to the City Secretary prior to the beginning of the Citizens' Input portion of the Council meeting. No action can be taken by the Council during Citizens' Input.*

**7. CONSENT AGENDA**

*The following may be acted upon in one motion. A City Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.*

- 7A. Consider action to approve minutes from the January 14, 2014, City Council Special Meeting and the January 21, 2014 City Council Meeting.
- 7B. Consider action to approve a resolution accepting and awarding the bid to Motorola in the amount of \$79,201.50 for the purchase of 19 P25 mobile radios through the interlocal cooperative purchasing agreement with Houston-Galveston Area Council (H-GAC).
- 7C. Consider a resolution accepting a tree mitigation plan and related tree removal permit application for more than three trees associated with Barrett Motors. The subject property is 4.43 acres of land located along the south side of Century Drive, 500± feet west of Rowlett Road.
- 7D. Consider approving an Order calling the General Election for Saturday, May 10, 2014 to elect Councilmembers for Place One, Place Three and Place Five and any possible resulting run-off election to be held on Saturday, June 21, 2014.

**8. ITEMS FOR INDIVIDUAL CONSIDERATION**

*If a Public Hearing is listed, the City Council will conduct such public hearing to receive comments concerning the specific items listed in the agenda. Any interested persons may appear and offer comments, either orally or in writing; however, questioning of those making presentations will be reserved exclusively to the presiding officer as may be necessary to ensure a complete record. While any person with pertinent comments will be granted an opportunity to present them during the course of the hearing, the presiding officer reserves the right to restrict testimony in terms of time and repetitive content. Organizations, associations, or groups are encouraged to present their commonly held views and identical or similar comments through a representative member when possible. Presentations must*

*remain pertinent to the issues being discussed. A person may not assign a portion of his or her time to another speaker.*

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS**

**9. ADJOURNMENT**

*Laura Hallmark*

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Laura Hallmark, City Secretary

I certify that the above notice of meeting was posted on the bulletin boards located inside and outside the doors of the Municipal Center, 4000 Main Street, Rowlett, Texas, as well as on the City's website ([www.rowlett.com](http://www.rowlett.com)) on the 30<sup>th</sup> day of January 2014, by 5:00 p.m.



**City of Rowlett**  
**Staff Report**

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
[www.rowlett.com](http://www.rowlett.com)

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**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 2A

**TITLE**

The City Council shall convene into Executive Session pursuant to Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the request of financial or other partnerships pertaining to an Economic Development Program Agreement with the Rowlett Chamber Foundation on property located at 3840, 3913, 4017 and 4025 Main Street. (45 minutes).



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**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 3A

**TITLE**

Discuss an ordinance amending the fee schedule relative to ambulance service charges in the City of Rowlett. (30 minutes)

**STAFF REPRESENTATIVE**

Neil Howard, Fire Chief  
Alan Guard, Director of Financial and Information Services

**SUMMARY**

Since 1988, the City of Rowlett's Fire Rescue has been responsible for providing Emergency Medical Services to the community. All of the personnel assigned to our "Med Units" are Firefighter-Paramedics. Not only are they fully trained, certified firefighters, but they also provide primary patient care on Emergency Medical Service (EMS) calls when the need arises. An ambulance fee schedule was implemented at that time to offset the costs incurred with this service. The City has a third-party billing agency that reviews these fees periodically in order to make adjustments for cost increases. The last review was done in 2008; therefore it is time for new revisions to be implemented.

Rowlett Fire Rescue is proposing an increase in ambulance transport fees that would bring Rowlett in line with neighboring cities; thus, allowing the City to recover some of the cost of ambulance services. The City is dealing with rising costs, low Medicare reimbursements and a rise in the number of uninsured residents.

**BACKGROUND / HISTORY**

Over 68 percent of Fire Rescue calls are medical in nature. To meet this demand, Rowlett operates three Medical Intensive Care Unit (MICU) ambulances and one additional unit, depending only on day-specific staffing levels. Each MICU is equipped like an emergency room and provides necessary care until the patient is turned over to the hospital.

Ambulance rates are affected by increases in drug costs, technology and research. Each year, the consumer price index (CPI) for medical care continues to rise, further affecting the cost to operate ambulances. Medicare reimbursement rates, however, continue to decrease. The rates cover only about half of most ambulance bills, the remainder of which is written off. This reduces payments the City receives. Rowlett's annual ambulance transport call volume has relatively remained the same, while the revenue received per transport has decreased.

**DISCUSSION**

As stated above, the last increase in ambulance fees was in 2008. With ambulance fees remaining unchanged for six years, it is time to make some adjustments. By implementing

changes in the ambulance fee schedule, the City of Rowlett could finally see fair EMS reimbursements.

The City of Rowlett has three ambulances, which are in service 24/7 every day of the year. Each ambulance is staffed by two (2) Firefighter-Paramedics per shift, and eighteen (18) Firefighter-Paramedics are required to maintain this 24/7/365 service. Additional costs include advanced life support equipment, medical supplies, pharmaceuticals, fuel, maintenance, etc. These services have risen and are expected to continue rising each year.

The current fees charged by the City for ambulance service are shown in Table 1.

(Table 1)

Resident Transport	\$500
Non-Resident Transport	\$600
Definitive Care (No Transport)	\$100
Patient Loaded Mileage (per mile)	\$10

The third-party billing agency, Emergicon, recommends that the City of Rowlett adopt a fee schedule that would reflect the services provided on Emergency Basic Life Support (BLS) and Advanced Life Support (ALS) calls. This system would work well within the City since patients would be billed for the level of services given. It would establish three transport fee categories: 1) Basic Life Support (BLS), 2) Advanced Life Support 1 (ALS1), and 3) Advanced Life Support 2 (ALS2); with resident and non-resident rates for each. These levels coincide with the current Medicare fee schedules.

Table 2 provides a list of single-use disposable items that may be charged to the patient, depending on the level of service provided. These items are covered by most insurance companies. Several other cities in the area already apply these charges along with the base EMS fee. We are recommending that we add these to our fee schedule as well.

(Table 2)

<b>Disposable Items</b>	<b>Resident</b>	<b>Non-resident</b>
Extrication Fee	\$500.00	\$500.00
ALS Treat/No Transport	\$100.00	\$100.00
EKG Monitoring	\$50.00	\$50.00
Airway Management	\$75.00	\$75.00
IV Therapy	\$50.00	\$50.00
CPAP (Continuous Positive Airway Pressure)	\$50.00	\$50.00
Carbon Monoxide Detection	\$55.00	\$55.00
Disposable SpO2 Sensor	\$50.00	\$50.00
Spinal Immobilization	\$15.00	\$15.00
Extra Attendant	\$50.00	\$50.00
Amiodarone (anti-arrhythmic agent)	\$30.00	\$30.00
Etomidate (anaesthetic)	\$10.00	\$10.00
Narcan (overdose counter agent)	\$11.50	\$11.50

Glucagon (increases glucose levels)	\$11.50	\$11.50
Zofran (decreases nausea)	\$80.00	\$ 80.00

## DEFINITIONS

**BLS** - Basic life support consists of essential non-invasive life-saving procedures including CPR, bleeding control, splinting broken bones, artificial ventilation, and basic airway management.

**ALS1** - Advanced life support, level 1 is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment or at least one ALS intervention.

**ALS2** - Advanced life support, level 2 is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including:

1. at least three separate administrations of one or more medications by IV or;
2. ground ambulance transport, medically necessary supplies and services, and the provision of at least one of the ALS2 procedures listed:
  - a. Manual defibrillation
  - b. Endotracheal intubation
  - c. Central venous line
  - d. Cardiac pacing
  - e. Chest decompression
  - f. Surgical airway
  - g. Intraosseous line.

**Mileage** –the number of miles for which the patient is transported in the ambulance vehicle.

**Resident** –a person whose principal place of residence is within the city limits of Rowlett

**Non-resident** - a person whose principal place of residence is outside the city limits of Rowlett

**Medicare** - a U.S. government program of voluntary medical insurance for persons aged 65 and over. Medicare is often the most significant payer for ambulance services, and any changes in how payment occurs can dramatically affect the Department's cash flow. Under the fee schedule, there are seven categories of ground ambulance services and two categories of air ambulance services. Medicare pays only for the category of services provided and only when medically necessary.

**Mandatory Assignment** – A format for reimbursing ambulance services that requires physicians to accept Medicare reimbursement as payment in full. Under mandatory assignment, billing for the outstanding balance is not allowed.

### **Comparison of Charges**

The chart below shows the average, lowest, highest, and median costs for ambulance transportation. It also compares costs between Rowlett and neighboring cities. **Rowlett ranks 21<sup>st</sup> out of 23 cities for highest ambulance transport costs.**

(Table 3)

<b><u>Functions</u></b>	<b>BLS Resident</b>	<b>BLS Non-Resident</b>	<b>ALS 1 Resident</b>	<b>ALS 1 Non-Resident</b>	<b>ALS 2 Resident</b>	<b>ALS 2 Non-Resident</b>
<b>Low</b>	450.00	520.00	450.00	600.00	450.00	600.00
<b>High</b>	1,544.00	1,544.00	1,544.00	1,544.00	1,544.00	1,544.00
<b>Average</b>	695.49	767.17	742.89	814.57	785.53	858.21
<b>Median</b>	650.00	725.00	650.00	725.00	750.00	825.00
<b><u>Neighbor Cities</u></b>						
<b>Rowlett</b>	500.00	600.00	500.00	600.00	500.00	600.00
<b>Garland</b>	550.00	650.00	600.00	700.00	725.00	825.00
<b>Mesquite</b>	650.00	725.00	650.00	725.00	650.00	725.00
<b>Murphy</b>	600.00	690.00	600.00	690.00	600.00	690.00
<b>Richardson</b>	575.00	650.00	575.00	650.00	575.00	650.00

## **MEDICARE EXPLANATION**

### ***Medicare Ambulance Fee Schedule 2013***

Every year, Medicare makes an adjustment to the ambulance fee schedule. Insurance companies raise premium rates and the cost of fuel, supplies and medicine never decreases.

Payment under the fee schedule for ambulance services includes a base rate payment, a separate mileage payment, costs to transport the beneficiary to the nearest appropriate facility, and items/services such as oxygen, drugs, extra attendants, and EKG testing.

It is typical throughout the United States that part of the costs for ambulance services are spread out over the entire community (tax-funded). It is similar to an insurance policy where a portion is charged to those who actually use emergency medical services.

Insurance companies, as well as Medicare/Medicaid, usually provide a contractual amount of payment with an agreed upon patient co-pay. Rowlett Fire Rescue considers that amount paid an acceptable level of payment. However, the amount received is often less than the amount charged.

Example: Rowlett fee for BLS-Emergency transport is \$500. Medicare will only reimburse \$354.18. As noted below, ALS 2 reimbursement is \$608.75. The City charges \$500, therefore losing \$108.75.

### ***Mandatory Assignment***

The Balance Budget Act of 1997 requires that all ambulance services have “mandatory assignments.” The ambulance fee schedule for the City of Rowlett must reflect costs of operating the ambulance service. The following is recommended:

1. Patients be billed for the level of care received, thus having a different rate for BLS, ALS1, and ALS2
2. Establish a compassionate billing program that accounts for the fact that there are individuals who cannot pay for EMS services due to financial hardship. The City would grant waivers to those persons who meet certain financial criteria.
3. Consider a waiver policy of ambulance fees for on-duty City employees who are sick or injured (but not covered by worker's compensation).

### FISCAL IMPACT

Rowlett Fire Rescue is currently recovering only 50 percent of the actual cost for services. It currently costs an average of \$825 for us to respond to a medical call. Usually only \$222.31 to \$436.32 is actually collected. By increasing our fee schedule, we are estimating a 15-20 percent increase in collections, which will get closer to covering the cost of services.

The estimated annual cost for providing EMS services is outlined in the table below:

(Table 4)

Description	Detailed Description	Cost
18 Firefighter/Paramedic	Salary & Benefits	\$ 1,620,000
Medical Control	Annual CE & Medical Director	\$ 51,837
Ambulance & Maintenance	Cost of unit fuel & maintenance	\$ 583,424
Equipment & Supplies	Cost of single use & re-usable equip.	\$ 188,860
<b>Annual Cost</b>		<b>\$ 2,444,121</b>
<b>Estimated Cost per Call</b>		<b>\$ 825</b>

The City's billing service, Emergicon, believes that the adoption of this proposed ordinance should increase City revenues by an estimated \$200,000 annually. The ordinance would also bring our estimated recovery cost for EMS to about 70 percent of the total cost of the services provided to the community.

The proposed changes are as follows:

(Table 5)

Item	Current Rate	Proposed New Rate
BLS-Resident	\$ 500	\$ 600
BLS-Nonresident	\$ 600	\$ 700
ALS1-Resident	\$ 500	\$ 650
ALS1-Nonresident	\$ 600	\$ 750
ALS2-Resident	\$ 500	\$ 650
ALS2-Nonresident	\$ 600	\$ 750
Cost/loaded mile	\$ 10	\$ 15
Extra Attendant(CPR)	\$ 0	\$ 35
Oxygen	\$ 0	\$ 60
ALS Treat/No Transport	\$ 0	\$ 150
BLS Treat/No Transport	\$ 0	\$ 100

ALS Routine Supplies	\$ 0	\$ 100
BLS Routine Supplies	\$ 0	\$ 50

Table 6 below shows an example of an average number of calls per month (131), with a patient being charged a base resident rate of Current \$500. Mileage is not included.

(Table 6)

**POTENTIAL REVENUE (Data taken from June 2011 – May 2012)**

	Average of 131 calls per Month	Current Cost	Current Revenue	Proposed Cost	Proposed Revenue	Adjustment
BLS = 25%	33	\$500	\$16,500	\$600	\$19,800	10%
ALS1 = 73%	96	\$500	\$48,000	\$650	\$62,400	20%
ALS2 = 2 %	2	\$500	\$1,000	\$650	\$1,300	30%
<b>Total per Month</b>	<b>131</b>		<b>\$65,500</b>		<b>\$83,500</b>	<b>17.6%</b>
<b>Revenue per call per month</b>		<b>\$361</b>		<b>\$425</b>		

**STAFF RECOMMENDATION**

This item is for discussion and presentation purposes. It will be presented to Council at a later date for consideration.

**ATTACHMENT**

Attachment 1 – Comparison of EMS/Ambulance Fees of 23 DFW cities.

## DFW EMS Rates Comparison

	BLS Rate Resident	BLS Rate Non Resident	ALS 1 Rate Resident	ALS 1 Rate Non Resident	ALS 2 Rate Resident	ALS 2 Rate Non Resident
Bedford Fire	\$ 787.00	\$ 787.00	\$ 855.00	\$ 855.00	\$ 900.00	\$ 900.00
Carrollton Fire 52	\$ 468.00	\$ 520.00	\$ 624.00	\$ 676.00	\$ 780.00	\$ 832.00
Cedar Hill	\$ 600.00	\$ 675.00	\$ 600.00	\$ 675.00	\$ 600.00	\$ 675.00
Coppell Fire	\$ 750.00	\$ 850.00	\$ 850.00	\$ 950.00	\$ 950.00	\$ 1,050.00
Dallas Fire	\$ 800.00	\$ 900.00	\$ 800.00	\$ 900.00	\$ 800.00	\$ 900.00
De Soto Fire	\$ 825.00	\$ 900.00	\$ 1,050.00	\$ 1,125.00	\$ 1,200.00	\$ 1,275.00
Duncanville Fire	\$ 825.00	\$ 900.00	\$ 1,050.00	\$ 1,125.00	\$ 1,200.00	\$ 1,275.00
Eules Fire	\$ 787.00	\$ 787.00	\$ 855.00	\$ 855.00	\$ 900.00	\$ 900.00
Fort Worth Fire	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00
Frisco Fire	\$ 550.00	\$ 700.00	\$ 550.00	\$ 700.00	\$ 550.00	\$ 700.00
Garland Fire	\$ 550.00	\$ 650.00	\$ 600.00	\$ 700.00	\$ 725.00	\$ 825.00
Grand Prairie Fire	\$ 650.00	\$ 750.00	\$ 650.00	\$ 750.00	\$ 650.00	\$ 750.00
Grapevine Fire	\$ 787.00	\$ 787.00	\$ 855.00	\$ 855.00	\$ 900.00	\$ 900.00
Hurst Fire	\$ 700.00	\$ 800.00	\$ 700.00	\$ 800.00	\$ 700.00	\$ 800.00
Irving Fire	\$ 450.00	\$ 600.00	\$ 450.00	\$ 600.00	\$ 450.00	\$ 600.00
Landcaster Fire	\$ 600.00	\$ 650.00	\$ 650.00	\$ 700.00	\$ 800.00	\$ 825.00
Mansfield Fire	\$ 300.00	\$ 450.00	\$ 375.00	\$ 525.00	\$ 375.00	\$ 575.00
McKinney Fire	\$ 550.00	\$ 625.00	\$ 650.00	\$ 725.00	\$ 750.00	\$ 825.00
Mesquite Fire	\$ 650.00	\$ 725.00	\$ 650.00	\$ 725.00	\$ 650.00	\$ 725.00
Murphy Fire	\$ 600.00	\$ 690.00	\$ 600.00	\$ 690.00	\$ 600.00	\$ 690.00
Plano Fire	\$ 600.00	\$ 700.00	\$ 600.00	\$ 700.00	\$ 600.00	\$ 700.00
Richardson Fire	\$ 575.00	\$ 650.00	\$ 575.00	\$ 650.00	\$ 575.00	\$ 650.00
Rowlett Fire	\$ 500.00	\$ 600.00	\$ 500.00	\$ 600.00	\$ 500.00	\$ 600.00
<b>Low</b>	\$ 450.00	\$ 520.00	\$ 450.00	\$ 600.00	\$ 450.00	\$ 600.00
<b>High</b>	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00	\$ 1,544.00
<b>Average</b>	\$ 671.65	\$ 749.57	\$ 723.17	\$ 801.09	\$ 769.52	\$ 848.52
<b>Median</b>	\$ 600.00	\$ 700.00	\$ 650.00	\$ 725.00	\$ 725.00	\$ 825.00

<b>Mileage Rate</b>
\$ 15.00
\$ 9.00
\$ 12.00
\$ 15.00
\$ 15.00
\$ 15.00
\$ 15.00
\$ 15.00
\$ 15.00
\$ 10.00
\$ 10.00
\$ 10.00
\$ 10.00
\$ 15.00
\$ 10.00
\$ 10.00
\$ 12.00
\$ 6.25
\$ 15.00
\$ 15.00
\$ 10.00
\$ 10.00
\$ 15.00
\$ 10.00
\$ 9.00
\$ 15.00
\$ 12.14
\$ 12.00



# City of Rowlett

## Staff Report

4000 Main Street  
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**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 5A

### **TITLE**

Receive the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2013, which includes the independent auditors' report.

### **STAFF REPRESENTATIVE**

Alan Guard, Director of Financial Services and Information Technology

### **SUMMARY**

The City's Charter requires an annual independent audit of the City's financial accounts. This agenda item provides for the presentation of the audit and its findings to the City Council. The presentation of the audit will be made by the independent audit firm of Weaver and Tidwell, LLP.

Finance is pleased to report that the City has again attained an ***unqualified audit opinion*** validating the fair and accurate presentation of our financial status for the fiscal year ended September 30, 2013. **This is the best opinion the City could have received.**

In addition, the auditors outlined and validated the qualitative aspects of the City's accounting practices, staff's attention to completeness, procedures and controls, and noted no material findings. In addition, the auditors noted no recommendations for improvement over internal controls. **Again, this is the best result the City could have received.**

### **BACKGROUND INFORMATION**

Section 6.01 of the Home Rule Charter, as amended May 11, 2013, requires an annual independent audit and examination of the City's books and accounts. The audit is required to be performed by a certified public accountant, who is required to present the audit to the City Council at a regular meeting and to read the auditors' recommendation into the record.

The City hired the firm of Weaver and Tidwell, LLP (Weaver) to perform the City's audit beginning for fiscal year end September 30, 2012. The Charter also states that the same firm shall complete no more than five consecutive annual audits. This is the second audit performed by this firm under the current contract.

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Rowlett for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2012. This is the ninth consecutive year that the government has received this prestigious award. In order to be awarded a Certificate of Achievement, the City had to publish an easily readable and efficiently organized CAFR that satisfied both generally accepted

accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. The City believes its current CAFR continues to meet the Certificate of Achievement Program's requirements and is submitting it to the GFOA to determine its eligibility for another certificate.

## DISCUSSION

Following the close of each fiscal year, the City's external independent auditors conduct an audit of the City's financial records and assist in the compilation of the CAFR. The paramount objective of this financial reporting is accountability. The goal of the audit is to provide users of this report reasonable assurance from an independent source that the information presented is reliable.

The CAFR is a highly structured document primarily consisting of required elements. The most significant sections, in order of their appearance, include the following:

<b>Section</b>	<b>Purpose</b>
<b>Introductory Section</b>	Overview by Management, including general information about the City, economic condition and outlook, major initiatives and other issues determined important by Management.
<b>Independent Auditors' Report</b>	The Auditors' "opinion" as to how well the City's financial statements meet generally accepted auditing principles.
<b>Management's Discussion and Analysis</b>	Highly structured report by Management that must include financial highlights, overview of the financial statements, condensed financial data, including net assets, results of operations, capital assets, debt and information on the upcoming year.
<b>Financial Statements – Combined and Major Funds</b>	Series of financial statements, both at the combined level (organization-wide) and individual fund statements.
<b>Notes to the Basic Financial Statements</b>	Highly Structured series of notes, including information on the City's financial policies, and individual sections addressing cash and investments, receivables, capital assets, retirement systems, long-term debt, interfund transfers, and subsequent events.
<b>Financial Statements – Nonmajor Funds</b>	Series of financial statements for minor funds, including net assets, changes in net assets, and budget results.
<b>Statistical Section</b>	Includes a variety of schedules, tables and statements containing information on financial trends, revenue capacity, debt capacity, operating information, and demographic and economic data.
<b>Federal and State Awards Section (Single Audit)</b>	Series of schedules and notes regarding specific grant funds received by the City, either directly from the federal government or indirectly from pass-thru agencies.

As part of the audit, Weaver offers an opinion on the financial statements and a Report to Management. The Report to Management lists the auditors' findings related to various financial operating procedures and any recommendations for improvements. The City Charter requires this Report to be read into the record.

In addition, the auditors prepare a report that is required by Generally Accepted Auditing Standards. This report outlines the auditors' responsibilities under generally accepted accounting principles (GAAP); significant accounting policies; management judgments; accounting estimates reviewed; and audit adjustments recommended but not included in the report. The auditors are also required to disclose any disagreement with management, difficulties in performing the audit, and any management advisory services they may have performed for the City.

The City is required to prepare its financial statements in accordance with the Governmental Accounting Standards Board (GASB). As a result, in the fiscal year ended September 30, 2013, the City's CAFR was prepared to comply with the requirements of GASB.

There are three types of audit opinions the City could have received, as follows:

- Unqualified Opinion: Essentially a clean opinion, which states that the financial statements are presented fairly and in accordance with GAAP.
- Qualified Opinion: Basically states that the financial statements are presented fairly and in accordance with GAAP "except" for one or more items that are not.
- Disclaimer: An opinion that states that, in the opinion of the auditors, the financial statements are not presented fairly or in accordance with GAAP.

Finance is pleased to report that the City has again attained an ***unqualified audit opinion*** validating the fair and accurate presentation of our financial status for the fiscal year ended September 30, 2013. **This is the best opinion the City could have received.**

In addition, the auditors outlined and validated the qualitative aspects of the City's accounting practices, staff's attention to completeness, procedures and controls, and noted no material findings. In addition, the auditors noted no recommendations for improvement over internal controls. **Again, this is the best result the City could have received.**

During five of the last six fiscal years, the CAFR included a section entitled "Federal Awards Section". This section represents a special audit, often referred to as a "Single Audit", required of governmental agencies who receive more than \$500,000 in any given year. The City did meet the \$500,000 threshold this year for federal awards, as well as State awards and, as a result, there is a single audit report entitled "Federal and State Awards Section". The auditors conducted this special audit in accordance with Governmental Auditing Standards issued by the Comptroller General of the United States. The audit resulted in no deficiencies in internal controls over financial reporting. **This is the best result the City could have received.**

Key notes from the September 30, 2013, CAFR:

- The assets of the City exceeded its liabilities at the close of September 30, 2013, by \$127 million (net position). Of this amount, \$14 million (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.
- The City of Rowlett's net position of governmental activities increased by \$7 million or 15 percent as a result of this year's operations. Program revenues increased \$0.1 million due to increased charges for services. General revenues increased \$0.1 million primarily as a result of higher sales tax revenue and slightly higher miscellaneous cell tower revenue. Overall operating expenses decreased \$3 million, with nearly every category experiencing declines, including interest on long term debt, with the most notable decreases in public works and general government.
- Net position of the City's business type activities increased by \$1 million or 2 percent, mainly attributable to water and wastewater revenues increasing by \$3 million due to a 23.6 percent rate increase implemented during the year. Of this 23.6 percent rate increase, 14.3 percent was a pass through to consumers as a result of increased water costs from North Texas Municipal Water District (NTMWD). Operating expenses increased \$1 million primarily as a result of \$0.6 million in increased water supply and \$0.3 million in depreciation as a result of multiple water and sewer project completions placed into service.
- As of September 30, 2013, the City's governmental funds reported combined ending fund balances of \$16 million, a decrease of \$0.4 million from the prior year, primarily due to spending down \$10 million in bond construction fund and cash funds for various repairs and capital improvements. Of this amount, \$6 million is unassigned and available for spending subject to the City's reserve policies.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$6 million or approximately 20 percent of total general fund expenditures.
- The City's total bonded debt for governmental activities decreased by \$6 million during the current fiscal year. Total bonded debt for enterprise funds decreased by \$4 million during the fiscal year ended September 30, 2013.
- All funds met their required fund balance reserve levels.

The CAFR may be reviewed at the City's Library, the City Secretary's Office or it may be found on the City's website at [www.rowlett.com](http://www.rowlett.com).

#### **FINANCIAL/BUDGET IMPLICATIONS**

N/A

#### **RECOMMENDED ACTION**

There is no action required as this is presented for informational purposes.



# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 5B

### **TITLE**

Hear presentation of the Monthly Financial report for the period ending December 31, 2013.

### **STAFF REPRESENTATIVE**

Alan Guard, Director of Financial and Information Services

### **SUMMARY**

Attached is the Comprehensive Monthly Financial Report for December, 2013, in accordance with the City Council's financial strategy to provide timely and accurate reporting. The fiscal year for the City of Rowlett is October 1 through September 30. Three months of FY 2014, or 25 percent of the fiscal year is complete.

### **BACKGROUND INFORMATION**

The City of Rowlett Department of Financial Services is dedicated to excellence in local government, comprehensive fiscal management, compliance and reporting. The Comprehensive Monthly Finance Report (CMFR) is a unique document that is prepared each month and is directed at providing our audience (internal and external users), with important information about the City's financial position and operations.

### **DISCUSSION**

Attached is the Comprehensive Monthly Financial report for December 2013. Three months of FY 2014, or 25 percent of the fiscal year is complete.

**Revenues:** Overall, the City has earned or received \$28.4 million for FY 2014. This amount is 34.9 percent of the approved operating budget of \$81.4 million and is 0.3 percent more than forecast through the month of December.

- General Fund revenues are \$0.4 million or 2.9 percent higher than expected.
- Utility Fund revenues are \$0.3 million or 5 percent lower than expected.

**Expenditures:** Expenses totaled \$16.1 million year-to-date for FY 2014. This amount is 19.5 percent of the approved operating budget of \$82.7 million and is 5.9 percent lower than forecast through the month of December.

- General Fund expenditures are \$0.7 million or 8 percent lower than expected.
- Utility Fund expenditures are \$67 thousand or 1.2 percent higher than expected.

**Surplus:** The net surplus from operations through December is \$12.3 million, which is \$1.1 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total decrease of \$1.3 million.

**FINANCIAL/BUDGET IMPLICATIONS**

N/A

**RECOMMENDED ACTION**

There is no action required as this is presented for informational purposes.

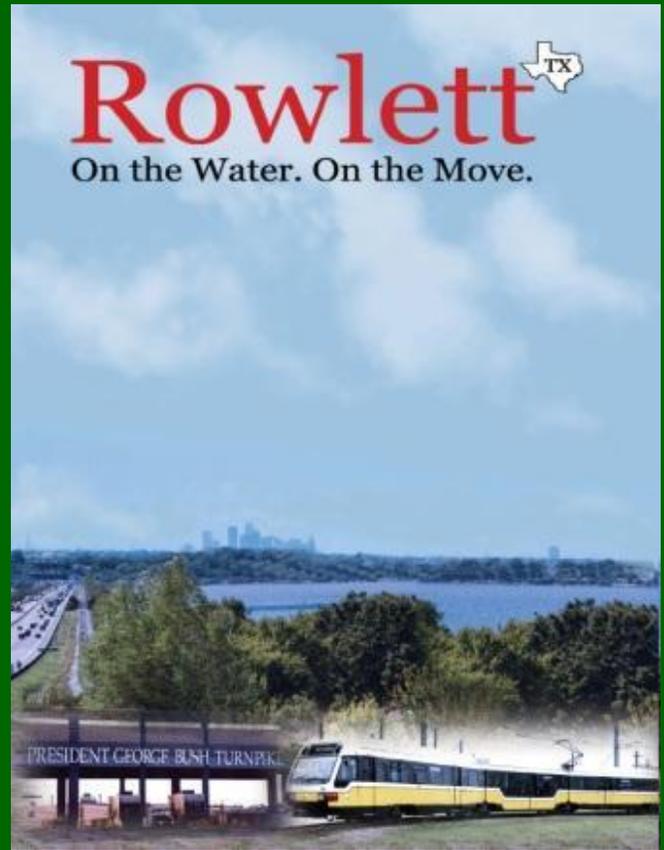
**ATTACHMENT**

Attachment 1 – Comprehensive Monthly Financial Report – December 31, 2013



# **Comprehensive Monthly Financial Report**

**December 2013**





# MONTHLY FINANCIAL REPORT

## PERFORMANCE AT A GLANCE

## DECEMBER 2013

	YEAR TO DATE	REFERENCE
ALL FUNDS SUMMARY	POSITIVE	Page 4
GENERAL FUND REV VS EXP	POSITIVE	Page 5
PROPERTY TAXES	POSITIVE	Page 5
SALES TAXES	POSITIVE	Page 6
FRANCHISE FEES	POSITIVE	Page 6
UTILITY FUND REV VS EXP	NEGATIVE	Page 7
SEWER REVENUES	NEGATIVE	Page 7
WATER REVENUES	NEGATIVE	Page 8
WATER USAGE	NEGATIVE	Page 8
REFUSE FUND REV VS EXP	WARNING	Page 9
DRAINAGE FUND REV VS EXP	POSITIVE	Page 9
DEBT SERVICE FUND REV VS EXP	POSITIVE	Page 10
EMPLOYEE BENEFITS REV VS EXP	POSITIVE	Page 10

### PERFORMANCE INDICATORS

**POSITIVE** = Positive variance or negative variance < 1% compared to seasonal trends.

**WARNING** = Negative variance of 1-5% compared to seasonal trends

**NEGATIVE** = Negative variance of >5% compared to seasonal trends.



## ECONOMIC INDICATORS

## DECEMBER 31, 2013 – NEWS FOR YOU

### ECONOMY

#### National GDP:

GDP - the output of goods and services produced by labor and property located in the US – increased at a rate of 4.1% in the 3rd quarter of 2013 after increasing 2.5% in the 2nd quarter of 2013 as reported by the Bureau of Economic Analysis. The increase reflected a notable increase in inventory investment. Imports also increased as did state and local government spending.

#### Texas Retail Sales:

Texas retail sales totaled \$400.5 billion for the month of November, an increase of \$15.8 billion (4.1%) over November 2012.

#### Texas Leading Index:

The Texas Leading Index is a single summary statistic that sheds light on the future of the state's economy. The index is a composite of eight leading indicators—those that tend to change direction before the overall economy. The index increased 1.2% between the months of October and November.

### UNEMPLOYMENT

#### National Unemployment:

The national unemployment rate decreased from 7.0% in November to 6.7% in December.

#### State-Wide:

The Texas unemployment rate for Nov., 2013 was 6.1%, 0.1% less than October, 2013.

#### Rowlett:

The City of Rowlett unemployment rate for November, 2013 was 5.5%, 0.2% less than October, 2013. Note – city unemployment rates are not seasonally adjusted.

Attached is the Comprehensive Monthly Financial report for December 2013. Three months of FY 2014, or 25.0% of the fiscal year is complete.

**Revenues:** Overall, the City has earned or received \$28.4 million for FY 2014. This amount is 34.9% of the approved operating budget of \$81.4 million and is 0.3% more than forecast through the month of December.

- General Fund revenues are \$0.4 million or 2.9% higher than expected.
- Utility Fund revenues are \$0.3 million or 5.0% lower than expected.

**Expenditures:** Expenses totaled \$16.1 million year-to-date for FY 2014. This amount is 19.5% of the approved operating budget of \$82.7 million and is 5.9% lower than forecast through the month of December.

- General Fund expenditures are \$0.7 million or 8.0% lower than expected.
- Utility Fund expenditures are \$67 thousand or 1.2% higher than expected.

**Surplus:** The net surplus from operations through December is \$12.3 million which is \$1.1 million better than expected at this point in the year. The adopted operating budget for the fiscal year anticipates a total decrease of \$1.3 million.

### NOTEWORTHY

**STAGE 3 WATER RESTRICTIONS EXTENDED THROUGH MARCH 31, 2014** The North Texas Municipal Water District (NTMWD) Board of Directors has unanimously voted to remain in Stage 3 water restrictions. Continuation of Stage 3 is necessary due to below average rainfall, declining water levels of NTMWD reservoirs and the ongoing prohibition of pumping water from Lake Texoma due to the zebra mussel infestation.

**WASTE MANAGEMENT IS ROWLETT'S ONLY STORM DEBRIS COLLECTION CONTRACTOR** To address recent concerns, Waste Management is the only vendor contracted by the City to collect debris from December's ice storm. The City and Waste Management will continue to work diligently to ensure all those impacted by the storm are properly serviced. Residents also have the option of utilizing their landfill passes to take brush or debris to the landfill at their convenience.



CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013

BUDGET SUMMARY OF ALL FUNDS FY2014

	2014 <u>Budget</u>	2014 <u>Forecast</u>	2014 <u>Year-to-Date</u>	<u>Variance</u>
Beginning Reserves	\$ 16,862,505	\$ 16,862,505	\$ 16,862,505	0.0%
<b>Revenues:</b>				
General	33,671,772	13,840,201	14,247,055	2.9%
Water & sewer	27,531,543	6,861,086	6,517,446	-5.0%
Debt service	8,246,662	4,776,726	4,896,863	2.5%
Drainage	1,346,939	336,576	331,961	-1.4%
Refuse	4,835,889	1,208,116	1,191,448	-1.4%
Employee health benefits	4,095,123	1,023,781	958,918	-6.3%
Impact fees	44,357	8,397	79,534	847.2%
Police seizure	100,550	25,138	14,807	-41.1%
Economic development	316,694	79,174	79,092	-0.1%
Innovations	-	-	403	0.0%
Hotel/motel tax	47,752	11,914	13,593	14.1%
P.E.G.	85,042	20,972	21,049	0.4%
Grants	41,838	5,230	12,135	132.0%
Community Development Block Grant	191,254	47,814	10,035	-79.0%
Inspection Fees Fund	169,333	42,333	-	-100.0%
Juvenile diversion	33,281	8,320	7,370	-11.4%
Court technology	26,936	6,734	5,988	-11.1%
Court security	20,035	5,009	4,325	-13.6%
Golf course	601,728	40	616	1436.2%
<b>Total Revenues</b>	<b>\$ 81,406,728</b>	<b>\$ 28,307,560</b>	<b>\$ 28,392,640</b>	<b>0.3%</b>
<b>Expenses:</b>				
General	35,001,079	8,499,573	7,819,944	-8.0%
Water & sewer	27,403,823	5,669,028	5,736,506	1.2%
Debt service	8,246,662	166,912	151,788	-9.1%
Drainage	1,303,580	221,746	198,287	-10.6%
Refuse	4,778,613	1,203,656	1,172,000	-2.6%
Employee health benefits	4,070,097	1,017,524	800,040	-21.4%
Impact fees	30,000	7,500	-	-100.0%
Police seizure	100,550	25,138	123,008	389.3%
Economic development	355,588	84,664	60,739	-28.3%
Innovations	224,605	56,151	-	-100.0%
Hotel/motel tax	42,749	10,687	-	-100.0%
P.E.G.	71,811	16,572	15,447	-6.8%
Grants	41,838	5,230	12,135	132.0%
Community Development Block Grant	191,254	47,814	10,035	-79.0%
Inspection Fees Fund	146,144	36,536	-	-100.0%
Juvenile diversion	33,210	8,303	6,499	-21.7%
Court technology	29,145	7,286	18,344	151.8%
Court security	24,102	6,026	7,848	30.2%
Golf course	601,728	45,639	-	-100.0%
<b>Total Expenses</b>	<b>\$ 82,696,578</b>	<b>\$ 17,135,984</b>	<b>\$ 16,132,619</b>	<b>-5.9%</b>
<b>Current Year Surplus/(Shortfall)</b>	<b>\$ (1,289,850)</b>	<b>\$ 11,171,576</b>	<b>\$ 12,260,021</b>	<b>-209.7%</b>
<b>Ending Reserves</b>	<b>\$ 15,572,655</b>	<b>\$ 28,034,081</b>	<b>\$ 29,122,526</b>	<b>3.9%</b>

Positive
Warning
Negative

Positive variance or negative variance <1% compared to forecast  
Negative variance between 1%-5% compared to forecast  
Negative variance >5% compared to forecast



**CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013**

**OVERALL FUND PERFORMANCE**

**GENERAL FUND REVENUES VS EXPENSES FY2014**

Month	2014 Revenue	2014 Expenses	Monthly Variance
Oct	1,600,503	2,235,034	\$ (634,531)
Nov	1,555,810	3,052,790	(1,496,980)
Dec	11,090,742	2,532,120	8,558,622
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 14,247,055</b>	<b>\$ 7,819,944</b>	<b>\$ 6,427,111</b>
<b>Cumulative Forecast</b>	<b>\$ 13,840,201</b>	<b>\$ 8,499,573</b>	<b>\$ 5,340,627</b>
<b>Actual to Forecast \$</b>	<b>\$ 406,855</b>	<b>\$ (679,629)</b>	<b>\$ 1,086,484</b>
<b>Actual to Forecast %</b>	<b>2.9%</b>	<b>-8.0%</b>	



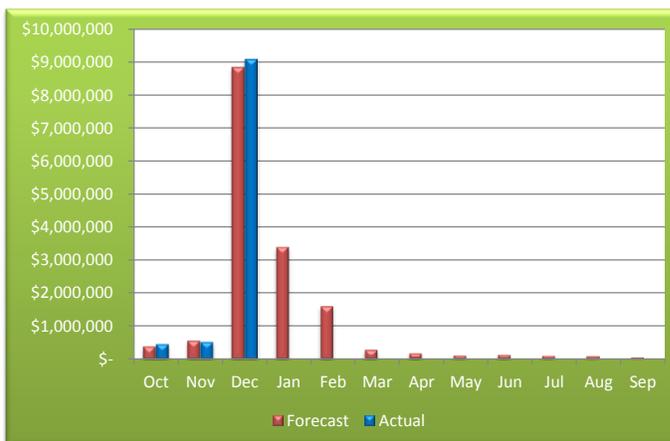
**Positive**

Cumulatively overall, the General Fund is better than forecasted for this time of the year, with revenues exceeding the forecast by 2.9% and expenses 8.0% lower than forecasted. These differences are primarily due to higher than expected property tax collections, vacancy savings and lower than expected supplies expenses.

**REVENUE ANALYSIS**

**PROPERTY TAXES FY2014**

Month	2014 Forecast	2014 Actual	Monthly Variance
Oct	\$ 388,488	\$ 460,233	\$ 71,745
Nov	561,872	531,720	(30,152)
Dec	8,847,877	9,078,518	230,641
Jan	3,403,794	-	-
Feb	1,608,725	-	-
Mar	290,844	-	-
Apr	184,755	-	-
May	117,901	-	-
Jun	140,464	-	-
Jul	102,440	-	-
Aug	89,645	-	-
Sep	50,372	-	-
<b>Total</b>	<b>\$ 15,787,177</b>	<b>\$ 10,070,470</b>	<b>\$ 272,233</b>
<b>Actual to Forecast</b>			<b>2.8%</b>



**Positive**

Property taxes represents nearly 50% of the total General Fund revenue budget and serves as the primary funding source for the general government. Property taxes are generally collected in December of each year. Cumulatively overall, property tax revenues are 2.8% higher than forecasted for this time of the year.

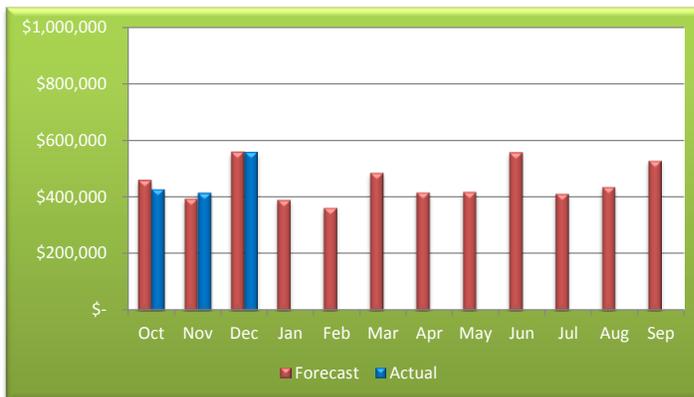


**CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013**

**REVENUE ANALYSIS**

**SALES TAXES FY2014**

<u>Month</u>	<u>2014 Forecast</u>	<u>2014 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 459,941	\$ 427,851	\$ (32,090)
Nov	394,348	414,283	19,935
Dec	558,732	558,732	-
Jan	389,630		
Feb	361,544		
Mar	485,196		
Apr	416,016		
May	417,960		
Jun	557,046		
Jul	410,975		
Aug	434,864		
Sep	526,923		
<b>Total</b>	<b>\$ 5,413,175</b>	<b>\$ 1,400,866</b>	<b>\$ (12,155)</b>
<i>Actual to Forecast</i>			<i>-0.9%</i>



Positive

Sales tax is an important indicator of financial health for the Rowlett community. Sales taxes are collected by the State Comptroller and are recorded two months later. The sales taxes reported here for November are 5.1% above projected. Cumulatively, sales taxes are 0.9% below projected. Sales taxes for December are an estimate.

**REVENUE ANALYSIS**

**FRANCHISE FEES FY2014**

<u>Month</u>	<u>2014 Forecast</u>	<u>2014 Actual</u>	<u>Monthly Variance</u>
Oct	\$ -	\$ -	\$ -
Nov	-	-	-
Dec	652,928	652,896	(32)
Jan	-		
Feb	333,775		
Mar	642,098		
Apr	-		
May	-		
Jun	528,568		
Jul	-		
Aug	-		
Sep	852,633		
<b>Total</b>	<b>\$ 3,010,000</b>	<b>\$ 652,896</b>	<b>\$ (32)</b>
<i>Actual to Forecast</i>			<i>0.0%</i>



Positive

Franchise fees represents nearly 10% of the total General Fund budget and include electric, gas, cable and telecommunications. Most fees are paid quarterly with natural gas being paid yearly in February. Franchise payments are currently as projected for the fiscal year.



**CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013**

**OVERALL FUND PERFORMANCE**

**UTILITY FUND REVENUES VS EXPENSES FY2014**

<u>Month</u>	<u>2014 Revenue</u>	<u>2014 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 2,506,570	\$ 1,769,999	\$ 736,571
Nov	2,111,806	2,053,463	58,343
Dec	1,899,070	1,913,043	(13,973)
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 6,517,446</b>	<b>\$ 5,736,506</b>	<b>\$ 780,941</b>
<b>Cumulative Forecast</b>	<b>\$ 6,861,086</b>	<b>\$ 5,669,028</b>	<b>\$ 1,192,058</b>
<b>Actual to Forecast \$</b>	<b>\$ (343,640)</b>	<b>\$ 67,477</b>	<b>\$ (411,118)</b>
<b>Actual to Forecast</b>	<b>-5.0%</b>	<b>1.2%</b>	



Negative

Utility fund revenues are 5.0% lower than forecast, and expenses are 1.2% higher than expected. These differences are primarily due to lower than expected water and sewer revenues and higher than expected purchase services.

**REVENUE ANALYSIS**

**SEWER REVENUES FY2014**

<u>Month</u>	<u>2014 Forecast</u>	<u>2014 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 919,553	\$ 950,609	\$ 31,056
Nov	907,875	832,809	(75,066)
Dec	942,658	791,813	(150,845)
Jan	738,313	-	-
Feb	750,346	-	-
Mar	837,264	-	-
Apr	847,397	-	-
May	886,960	-	-
Jun	884,119	-	-
Jul	1,006,135	-	-
Aug	1,014,318	-	-
Sep	1,058,609	-	-
<b>Total</b>	<b>\$ 10,793,547</b>	<b>\$ 2,575,231</b>	<b>\$ (194,855)</b>
<b>Actual to Forecast</b>			<b>-7.0%</b>



Negative

Sewer sales represent over 40% of the Utility Fund budget and cover the cost of sewer treatment paid to City of Garland. Cumulatively overall, sewer revenues are 7.0% lower than forecasted for this time of year.



**CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013**

**REVENUE ANALYSIS**

**WATER REVENUES FY2014**

<u>Month</u>	<u>2014 Forecast</u>	<u>2014 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 1,256,608	\$ 1,432,250	\$ 175,642
Nov	1,350,960	1,153,189	(197,771)
Dec	1,260,545	1,019,459	(241,086)
Jan	1,121,060		
Feb	983,482		
Mar	1,114,506		
Apr	1,167,772		
May	1,239,689		
Jun	1,278,088		
Jul	1,552,096		
Aug	1,663,331		
Sep	1,831,139		
<b>Total</b>	<b>\$ 15,819,276</b>	<b>\$ 3,604,898</b>	<b>\$ (263,215)</b>
<i>Actual to Forecast</i>			<i>-6.8%</i>



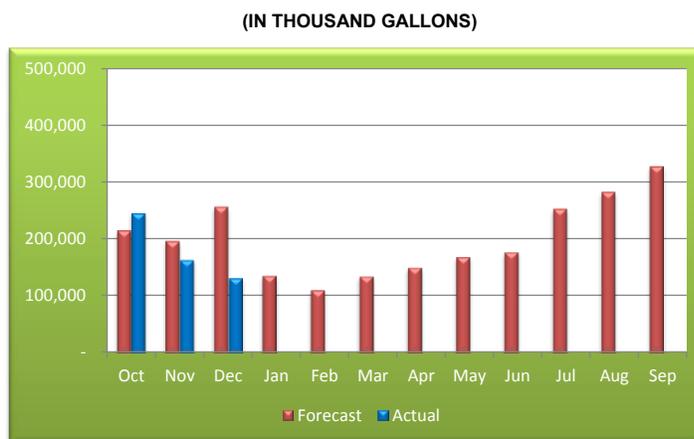
Negative

Water sales represent just over 50% of the total Utility Fund budget and cover the cost of water acquisition from the North Texas Municipal Water District. Water revenues are 6.8% less than forecasted for this time of year.

**REVENUE ANALYSIS**

**WATER USAGE FY2014**

<u>Month</u>	<u>2014 Forecast</u>	<u>2014 Actual</u>	<u>Monthly Variance</u>
Oct	214,791	244,924	30,133
Nov	196,050	163,192	(32,858)
Dec	256,386	131,044	(125,342)
Jan	135,250		
Feb	109,903		
Mar	134,556		
Apr	149,742		
May	168,338		
Jun	176,946		
Jul	252,733		
Aug	282,281		
Sep	326,843		
<b>Total</b>	<b>2,403,819</b>	<b>539,160</b>	<b>(128,068)</b>
<i>Actual to Forecast</i>			<i>-19.2%</i>



Negative

The City purchases its water from the North Texas Municipal Water District. Customer usage is 19.2% lower than forecasted for this time of the year. The contract with NTMWD requires the City to pay for a minimum of 3.2 billion gallons of water per year.



**CITY OF ROWLETT, TEXAS  
FINANCIAL STATUS DASHBOARD  
December 31, 2013**

**OVERALL FUND PERFORMANCE**

**REFUSE FUND REVENUES VS EXPENSES FY2014**

<u>Month</u>	<u>2014 Revenue</u>	<u>2014 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 393,619	\$ 395,068	\$ (1,449)
Nov	396,211	388,645	7,567
Dec	401,618	388,287	13,331
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 1,191,448</b>	<b>\$ 1,172,000</b>	<b>\$ 19,449</b>
<b>Cumulative Forecast</b>	<b>\$ 1,208,116</b>	<b>\$ 1,203,656</b>	<b>\$ 4,460</b>
<b>Actual to Forecast \$</b>	<b>\$ (16,668)</b>	<b>\$ (31,657)</b>	<b>\$ 14,988</b>
<b>Actual to Forecast</b>	<b>-1.4%</b>	<b>-2.6%</b>	



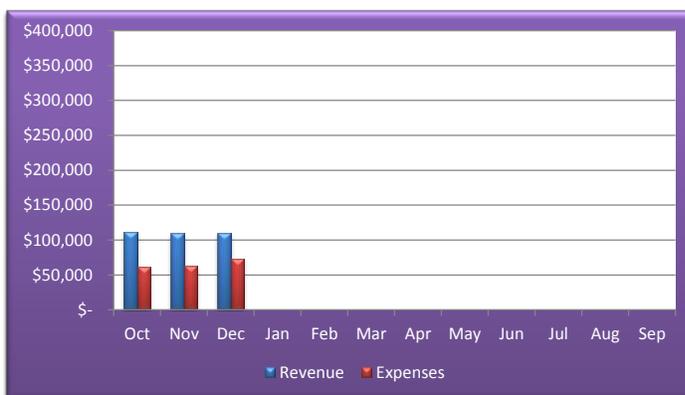
Warning

The Refuse Fund accounts for monies collected from customers on their utility bills and remitted to our solid waste provider. Revenues are currently 1.4% lower than forecasted, and expenses are 2.6% lower than forecasted.

**OVERALL FUND PERFORMANCE**

**DRAINAGE FUND REVENUES VS EXPENSES FY2014**

<u>Month</u>	<u>2014 Revenue</u>	<u>2014 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 111,003	\$ 61,084	\$ 49,919
Nov	110,081	63,512	46,569
Dec	110,877	73,691	37,186
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 331,961</b>	<b>\$ 198,287</b>	<b>\$ 133,674</b>
<b>Cumulative Forecast</b>	<b>\$ 336,576</b>	<b>\$ 221,746</b>	<b>\$ 114,831</b>
<b>Actual to Forecast \$</b>	<b>\$ (4,616)</b>	<b>\$ (23,459)</b>	<b>\$ 18,843</b>
<b>Actual to Forecast</b>	<b>-1.4%</b>	<b>-10.6%</b>	



Positive

The Drainage Fund accounts for monies collected from customers on their utility bills for the municipal drainage system. Cumulatively overall, the fund is better than forecasted for this time of the year, with revenues 1.4% lower than forecasted but expenses 10.6% lower than forecasted.



**CITY OF ROWLETT, TEXAS**  
**FINANCIAL STATUS DASHBOARD**  
**December 31, 2013**

## OVERALL FUND PERFORMANCE

### DEBT SERVICE FUND REVENUES VS EXPENSES FY2013

<u>Month</u>	<u>2014 Revenue</u>	<u>2014 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 242,680	\$ 13,921	\$ 228,759
Nov	276,231	130,274	145,957
Dec	4,377,953	7,593	4,370,360
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 4,896,863</b>	<b>\$ 151,788</b>	<b>\$ 4,745,075</b>
<b>Cumulative Forecast</b>	<b>\$ 4,776,726</b>	<b>\$ 166,912</b>	<b>\$ 4,609,814</b>
<b>Actual to Forecast \$</b>	<b>\$ 120,137</b>	<b>\$ (15,124)</b>	<b>\$ 135,262</b>
<b>Actual to Forecast</b>	<b>2.5%</b>	<b>-9.1%</b>	



Positive

General Debt Service Fund is used to pay principal and interest on tax-supported debt. Overall, the fund is better than forecasted, with revenues 2.5% higher than projected as a result of better than expected property tax collections, and expenses 9.1% lower than expected. The fund makes semi-annual debt payments in February and August.

## OVERALL FUND PERFORMANCE

### EMPLOYEE HEALTH BENEFITS FUND REVENUES VS EXPENSES FY2013

<u>Month</u>	<u>2014 Revenue</u>	<u>2014 Expenses</u>	<u>Monthly Variance</u>
Oct	\$ 377,939	\$ 348,484	\$ 29,455
Nov	313,479	182,787	130,692
Dec	267,500	268,769	(1,269)
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
<b>Total</b>	<b>\$ 958,918</b>	<b>\$ 800,040</b>	<b>\$ 158,878</b>
<b>Cumulative Forecast</b>	<b>\$ 1,023,781</b>	<b>\$ 1,017,524</b>	<b>\$ 6,257</b>
<b>Actual to Forecast \$</b>	<b>\$ (64,863)</b>	<b>\$ (217,484)</b>	<b>\$ 152,621</b>
<b>Actual to Forecast</b>	<b>-6.3%</b>	<b>-21.4%</b>	



Positive

Employee Health Benefits Fund accounts for all health related claims paid from the City's partial self-insured fund. Overall, revenues are 6.3% lower than forecasted due to vacant positions. Expenses are 21.4% lower than forecasted due to lower than expected claims.



# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

---

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 5C

**TITLE**

Presenting a Certificate of Accomplishment/Recognition to Suzan Fulton, Tom Fulton, and Eric Fulton for the completion of the Fulton Building and Main Street Events in Downtown Rowlett. This presentation is made at the request of Councilmember Pankratz.

**STAFF REPRESENTATIVE**

Laura Hallmark, City Secretary

**ATTACHMENT**

Attachment 1 – Certificates of Appreciation

# *EXCELLENCE AWARD*

AWARDED TO

*Suzan Fulton*

*for the completion of the Fulton Building and Main Street Events in Downtown Rowlett.*

*We, as the City Council of the City of Rowlett, recognize your immense commitment to your City, the community and the revitalization of Downtown.*

*Awarded this 4<sup>th</sup> day of February, 2014*

---

*Todd W. Gattel, Mayor*

# *EXCELLENCE AWARD*

AWARDED TO

*Tom Fulton*

*for the completion of the Fulton Building and Main Street Events in Downtown Rowlett.*

*We, as the City Council of the City of Rowlett, recognize your immense commitment to your City, the community and the revitalization of Downtown.*

*Awarded this 4<sup>th</sup> day of February, 2014*

---

*Todd W. Gattel, Mayor*

# *EXCELLENCE AWARD*

AWARDED TO

*Eric Fulton*

*for the completion of the Fulton Building and Main Street Events in Downtown Rowlett.*

*We, as the City Council of the City of Rowlett, recognize your immense commitment to your City, the community and the revitalization of Downtown.*

*Awarded this 4<sup>th</sup> day of February, 2014*

---

*Todd W. Gottel, Mayor*



**City of Rowlett**  
**Staff Report**

4000 Main Street  
P.O. Box 99  
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[www.rowlett.com](http://www.rowlett.com)

---

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 5D

**TITLE**

Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

**STAFF REPRESENTATIVE**

Brian Funderburk, City Manager



**City of Rowlett**  
**Staff Report**

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 7A

**TITLE**

Consider action to approve minutes from the January 14, 2014, City Council Special Meeting and the January 21, 2014 City Council Meeting.

**STAFF REPRESENTATIVE**

Laura Hallmark, City Secretary

**SUMMARY**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  - (1) state the subject of each deliberation; and
  - (2) indicate each vote, order, decisions or other action taken.

**BACKGROUND INFORMATION**

N/A

**DISCUSSION**

N/A

**FINANCIAL/BUDGET IMPLICATIONS**

N/A

**RECOMMENDED ACTION**

Move to approve, amend or correct the minutes from the January 14, 2014, City Council Special Meeting and the January 21, 2014 City Council Meeting.

**ATTACHMENTS**

01-14-14 City Council Special Meeting minutes

01-21-14 City Council Meeting minutes



# City of Rowlett

## Special Meeting Minutes

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

*City of Rowlett City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at 972-412-6115 or write 4000 Main Street, Rowlett, Texas, 75088, at least 48 hours in advance of the meeting.*

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Tuesday, January 14, 2014

5:30 P.M.

Annex Building – 4004 Main Street

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present: Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, and Councilmember Dana-Bashian**

**Absent: Councilmember Pankratz and Councilmember Bobbitt**

#### 1. CALL TO ORDER

Mayor Gottel called the meeting to order at 5:31 p.m.

#### 2. AGENDA ITEMS

##### 2A. Hear a presentation outlining the preliminary results of the 2013 City of Rowlett Employee Climate Assessment Survey. (60 minutes)

City Manager Brian Funderburk provided background information on the study and the assurances to employees of transparency – the results would be shared with the employees, and confidentiality - results would be anonymous.

Director of Human Resources and Risk Management, John Murray, provided a city-wide overview of the results of the survey, reporting that all City employees will have a face-to-face performance feedback meeting with their direct supervisors by February 28<sup>th</sup>.

Council discussion regarding this survey as a baseline, the time frame for reference of the answers, responses, future surveys, and results and actions of previous survey.

##### 2B. Discuss Information Technology Update and Software Acquisition. (60 minutes)

Alan Guard, Director of Financial and Information Services, provided background information on the process of updating the City's technological infrastructure and provided a status on the updates to the system thus far.

He went on to review issues with the current HTE system. Mr. Funderburk reminded Council that with the current HTE system, the level of customization has prevented updates over the years and in looking at a new ERP system, customizations will be kept at a minimum, if there are any. He further stated that staff has done the right research and has found the right vendor, which will make operations better for our customers and improve staff efficiencies.

There was a lengthy Council discussion regarding hosted solutions as opposed to on-site housing, option and outcome of not purchasing a new system, and provided staff direction for additional items to be addressed in the next presentation.

**2C.** Discussion and consideration of a resolution on methods, cost, and additional funding for ice storm debris removal. (60 minutes)

Mr. Funderburk stated he appreciated the patience of our citizens during this big ice event. He stated that 1,000 tons of debris had been picked up thus far, which he believes is the halfway point.

Mayor Gottel thanked the staff for their hard work in removing the debris.

Jim Proce, Assistant City Manager, provided a review of the progress thus far, provided options for debris removal and outlined the FEMA requirements for reimbursement.

Council discussion regarding the expectations of citizens that the debris will be removed, the possibility of an assessment or possible rate increase.

Steve Kellar with Waste Management stated that some cities have raised their waste fees to cover these additional costs.

**A motion was made by Councilmember Phillips, seconded by Deputy Mayor Pro Tem Gallops, to approve a resolution to engage the use of storm chasers through the existing City franchise with Waste Management, Inc., for storm debris removal for a cost not to exceed \$100,000. The motion carried with a unanimous vote of those members present. This item was adopted as RES-004-14.**

**3. ADJOURN**

There being no further business, the meeting was adjourned at 8:32 p.m.



# City of Rowlett

## Meeting Minutes

### City Council

4000 Main Street  
Rowlett, TX 75088  
www.rowlett.com

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Tuesday, January 21, 2014

6:30 P.M.

Municipal Building – 4000 Main Street

---

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

The City of Rowlett reserves the right to reconvene, recess or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**Present: Mayor Gottel, Mayor Pro Tem Kilgore, Deputy Mayor Pro Tem Gallops, Councilmember Phillips, Councilmember Bobbitt, Councilmember Dana-Bashian, and Councilmember Pankratz**

**1. CALL TO ORDER**

Mayor Gottel called the meeting to order at 6:30 p.m.

**2. EXECUTIVE SESSION (6:30 P.M.)\* Times listed are approximate**

- 2A.** The City Council shall convene into Executive Session pursuant to the Texas Government Code, §551.087 (Economic Development) and §551.071 (Consultation with Attorney) to receive legal advice from the City Attorney and to discuss and deliberate the offer of financial or other incentives to business prospects that the City may seek to have locate in or near Elgin B. Robertson Park. (30 minutes)

Council immediately convened in Executive Session at 6:30 p.m. Out at 7:04 p.m.

**3. WORK SESSION ITEMS (7:00 P.M.)\***

- 3A.** Discuss a Cooperation Agreement and Lease Addendum for the Rowlett Chamber of Commerce. (20 minutes)

Jim Grabenhorst, Director of Economic Development, provided background information on the relationship between the City and the Chamber of Commerce, including the existing lease agreement and discussions relating to the development of the downtown area. He discussed the addendums to the lease/cooperation agreement and partnerships/collaborations between the City and Chamber including sponsoring events and business retention efforts.

#### **4. DISCUSS CONSENT AGENDA ITEMS**

Break at 7:14 p.m.

#### **CONVENE INTO THE COUNCIL CHAMBERS (7:30 P.M.)\***

Reconvene at 7:30 p.m.

**INVOCATION** – Mayor Gottel

**PLEDGE OF ALLEGIANCE**

**TEXAS PLEDGE OF ALLEGIANCE** – Led by the City Council

#### **5. PRESENTATIONS AND PROCLAMATIONS**

- 5A.** Update from the City Council and Management: Financial Position, Major Projects, Operational Issues, Upcoming Dates of Interest and Items of Community Interest.

Mayor Gottel announced the following: City Council will host a Town Hall Meeting, Thursday, January 23<sup>rd</sup>; 6 - 8pm at RCC. Upcoming City Council meetings are Tuesday, February 4<sup>th</sup> & 18<sup>th</sup>; Regular Meeting - 5:30pm in City Hall Conference Room and Tuesday, February 11<sup>th</sup>; Work Session starts at 6:00pm in Annex Conference Room. Planning and Zoning Commission meeting will be Tuesday, January 28<sup>th</sup>, 6pm in City Hall Conference Room. A special Joint Council/Planning and Zoning Commission meeting to discuss the North Shore Master Plan will be Thursday, February 6<sup>th</sup>; 6:30pm in City Hall Conference Room. Wednesday, January 29<sup>th</sup> is the first day to apply for a place on the 2014 ballot for City Council. Visit the Elections Page of Rowlett.com for more information or call City Secretary at 972-412-6115. City Council approved initiatives to enhance the ongoing efforts to collect the December ice storm debris, including: Continue use of additional Waste Management trucks on Wednesdays & Saturdays, Utilization of City Staff seven days a week, Additional trucks from Waste Management's Stormchaser crews six days a week. It is expected that these accelerated efforts will address the remaining storm debris. Projected the current state of emergency will be lifted on February 3<sup>rd</sup>. Normal Waste Management garbage, brush and bulky waste collections will resume. We ask that the remaining debris be moved to the curb by the following days, based on resident's regular trash day: Monday – January 27<sup>th</sup>, Tuesday – January 28<sup>th</sup>, Wednesday – January 29<sup>th</sup>, Thursday – January 30<sup>th</sup>, Friday – January 31<sup>st</sup>. To Facilitate this Process, fill out the Storm Debris Removal Form at [www.rowlett.com/stormdebris](http://www.rowlett.com/stormdebris). DO NOT MIX TRASH – Place brush items alone and separate from any other type of trash or waste. DO NOT PILE DEBRIS near fire hydrants. DO NOT PARK VEHICLES next to or in front of debris piles. Email questions regarding clean-up efforts to: [stormdebris@rowlett.com](mailto:stormdebris@rowlett.com). Stage 3 Water Restrictions – residents are allowed to water once every two weeks. The Animal Shelter will be providing a low-cost vaccine clinic Saturday, February 1<sup>st</sup> and 15<sup>th</sup>, 12:30-2:30pm.

- 5B.** Mayor's State of the City Address.

Mayor Gottel introduced the video and upon its conclusion, thanked the members of City Council, City Staff, Drew Rist for his video composition, Brian Funderburk, the City Secretary's

Office, City businesses, the Chamber of Commerce, and the citizens of Rowlett. Council then made their way to the dais.

**6. CITIZENS' INPUT**

There were no speakers.

**7. CONSENT AGENDA**

*The following may be acted upon in one motion. A City Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.*

- 7A.** Consider action to approve minutes from the January 7, 2014, City Council Meeting.

**This item was approved on the Consent Agenda.**

- 7B.** Consider action to authorize final acceptance of the 2013 Annual Contract for Concrete Repair/Maintenance of Streets and release of retainage in the amount of \$134,743.94 plus accrued interest to Tri-Con Services, Incorporated and authorizing the Mayor to execute the necessary documents.

**This item was approved as RES-005-14 on the Consent Agenda.**

- 7C.** Consider action to approve a resolution authorizing the City Manager to enter into a Cooperation and Lease Addendum agreement with the Rowlett Chamber of Commerce effective January 1, 2014.

**This item was approved as RES-006-14 on the Consent Agenda.**

**Passed The Consent Agenda**

**A motion was made by Deputy Mayor Pro Tem Gallops, seconded by Councilmember Pankratz, including all the preceding items marked as having been approved on the Consent Agenda. The motion carried with a unanimous vote of those members present.**

**8. ITEMS FOR INDIVIDUAL CONSIDERATION**

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON CLOSED/EXECUTIVE SESSION MATTERS**

No action taken.

**9. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:59 p.m.



# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 7B

### **TITLE**

Consider action to approve a resolution accepting and awarding the bid to Motorola in the amount of \$79,201.50 for the purchase of 19 P25 mobile radios through the interlocal cooperative purchasing agreement with Houston-Galveston Area Council (H-GAC).

### **STAFF REPRESENTATIVE**

W.M. Brodnax, Chief of Police  
Allyson Wilson, Purchasing Agent

### **SUMMARY**

The purpose of this item is to award the bid to Motorola for the purchase of 19 P25 mobile radios, for a total cost of \$79,201.50. This purchase is directly related to a Texas Criminal Justice Division (CJD) Grant approved by the City of Rowlett on February 19, 2013, and approved by CJD on August 28, 2013.

### **BACKGROUND INFORMATION**

The Texas Statewide Communications Interoperability Plan mandates that all public safety agencies within the state become P25 compatible by 2015. P25 simply means that any agency can communicate with other agencies, in case of an emergency, with no need to purchase additional radios or equipment.

To assist with the cost to become P25 compatible, the Police Department applied for and was awarded a grant totaling \$76,957.60 to purchase twenty 20 P25 mobile radios. The grant was awarded on August 28, 2013, with a beginning date of October 1, 2013, and an end date of March 31, 2014.

### **DISCUSSION**

In October 2013, the Rowlett Police Department was notified by the City of Garland that their radio system, in which Rowlett is a user/partner, would come to the end of its life in December 2014, and they would begin the process of identifying a new P25 compliant radio system. The City of Garland contracted with RCC Consultants, Inc. to perform a radio system needs assessment to determine the radio equipment needed and to establish bid specs for new equipment needs. The needs assessment has been completed and official bid specs are being prepared to go out within the next couple of months.

Since the bid specs have not yet been released and the grant for mobile radios will expire on March 31, 2014, it is imperative that we purchase the P25 Mobile Radios prior to the release of

the official bid specs. We consulted with the City of Garland and Motorola to ensure that this radio purchase would be compatible with the new City of Garland radio system.

Additionally, per grant requirements, any communications equipment or technologies purchased must comply with the interoperability standards established within the agency's region and the documentation certifying the compliance must be received by our Council of Governments (COG) and provided to the grant office. On January 7, 2014, the City of Rowlett received confirmation from the North Central Texas Council of Governments (NCTCOG) that we have met and complied with regional and statewide obligations in and the equipment is Project 25 compliant.

When we applied for the grant, our intention was to purchase 20 P25 radios; however, due to an increase in the cost of mobile radios, the police department will only be able to purchase 19 P25 mobile radios.

H-GAC has taken sealed bids for the P25 mobile radios and has Contract #RA05-12 in place with Motorola. The City of Rowlett has entered into an interlocal cooperative purchase agreement on May 12, 1995, ILA Number 95-551, for the purchase of products and services. City staff recommends the City Council consider awarding said bid as per H-GAC Contract #RA05-12 for P25 mobile radios.

#### **FINANCIAL/BUDGET IMPLICATIONS**

The total cost for this project will be \$79,201.50. Grant funds totaling \$76,957.60 will be used with the remaining balance of \$2,243.90 being spent from the Police Department's Federal Seized Account.

<b>Budget Account Number and/or Project Code</b>	<b>Account or Project Title</b>	<b>Budget Amount</b>	<b>Proposed Amount</b>
250010-CJD	Byrne JAG Grant	*	\$76,957.60
103-2512-440-6008	Federal Seized Account	*	\$2,243.90
<b>Total</b>			<b>\$79,201.50</b>

\*Since the CJD Grant was not awarded until August 28, 2013, it is not included in the FY2014 Adopted Budget. Additionally, seizure funds are not budgeted and are only expended if funds are available. At the beginning of FY2014, the balance of the Federal Seized Account was \$1,164,718.81.

#### **RECOMMENDED ACTION**

Staff recommends Council approve a resolution accepting and awarding the bid to Motorola in the amount of \$79,201.50 for the purchase of 19 P25 mobile radios through the interlocal cooperative purchasing agreement with Houston-Galveston Area Council (H-GAC).

#### **RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, APPROVING THE PURCHASE OF NINETEEN P25 MOBILE RADIOS FROM MOTOROLA IN THE AMOUNT OF \$79,201.50 THROUGH THE INTERLOCAL COOPERATIVE PURCHASING AGREEMENT WITH HOUSTON-GALVESTON AREA COUNCIL (H-GAC) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NECESSARY DOCUMENTS FOR SAID PURCHASE AND THE ISSUANCE OF PURCHASE ORDERS PURSUANT TO APPROVAL; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, it is necessary to purchase mobile radios that are P25 compatible as mandated by the Texas Statewide Communications Interoperability Plan; and

**WHEREAS**, the City of Rowlett was awarded a grant for the purchase of P25 Mobile Radios from the Texas Criminal Justice Division (CJD); and

**WHEREAS**, the City of Rowlett has entered into an interlocal cooperative purchase agreement on May 12, 1995, ILA Number 95-551, for the purchase of products and services; and

**WHEREAS**, the Houston-Galveston Area Council (H-GAC) has established Contract #RA05-12 with Motorola for P25 mobile radios; and

**WHEREAS**, The City Council for the City of Rowlett, Texas desires to award such bids for P25 mobile radios to Motorola utilizing H-GAC Contract #RA05-12.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:**

**Section 1:** That the City of Rowlett City Council does hereby award the bid to Motorola for the purchase of nineteen (19) P25 mobile radios in the amount of \$79,201.50 through the interlocal cooperative purchasing agreement with Houston-Galveston Area Council (H-GAC) Contract #RA05-12.

**Section 2:** That the City of Rowlett City Council does hereby authorize the City Manager, or his designee, to execute the necessary documents for said purchase and issue appropriate purchase orders to conform to this resolution.

**Section 3:** This resolution shall become effective immediately upon its passage.

**ATTACHMENT**

Exhibit A – Motorola Sales Quotation





# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 7C

### TITLE

Consider a resolution accepting a tree mitigation plan and related tree removal permit application for more than three trees associated with Barrett Motors. The subject property is 4.43 acres of land located along the south side of Century Drive, 500± feet west of Rowlett Road.

### STAFF REPRESENTATIVE

Garrett Langford, AICP, Principal Planner

### SUMMARY

This is a request to remove more than three protected trees from 4.43-acre tract of land located along the south side of Century Drive, 500± feet west of Rowlett Road. (Attachment 1 – Location Map). The proposed tree mitigation and preservation plan (Exhibit B) submitted by the applicant is proposing to remove 11 protected trees totaling in 154.75 caliper inches while preserving 14 protected trees totaling in 157 caliper inches in tree mitigation credit.

### BACKGROUND INFORMATION

The applicant, Barrett Motors, is proposing a new development to house their financing operations and an auto service facility for their auto dealership located at 2300 Lakeview Parkway. The proposed development on Century Drive will include a 3,178 square-foot office space and an 8,030 square-foot auto service facility. The development will also include a parking storage area related to their auto dealership located offsite. The applicant submitted a Development Plan for Staff review in the fall of 2013. The Development Plan is currently in review and is nearly ready for approval by City Staff pending the approval of the tree mitigation plan.

**On January 14, 2014, the Planning and Zoning Commission voted 7-0 to recommend that City Council approve the tree preservation/removal permit.**

Section 77-508.H of the Rowlett Code of Ordinances states the purpose of tree preservation and lists the criteria for approval of a tree removal. The following section lists the criteria for a tree removal permit followed by Staff's recommendation.

### DISCUSSION

Per section 77-508. H of the Rowlett Development Code, "Tree preservation", the purpose of tree preservation is as follows:

1. Purpose. The purpose of this section is to encourage the preservation of long-established trees of sizes that, once removed, can be replaced only after many generations of tree growth; to preserve protected trees during construction; and to

control the removal of protected trees. It is the intent of this section to achieve the following:

- (a) Prohibit the indiscriminate clearing of trees from property;
- (b) To the greatest extent possible, preserve and maintain protected trees so as to enhance the quality of development;
- (c) Protect and increase the value of residential and commercial properties within the city by maintaining the city's current tree inventory;
- (d) Maintain and enhance a positive image for the attraction of new business enterprises to the city;
- (e) Protect healthy quality trees and promote the natural ecological environmental and aesthetic qualities of the city; and
- (f) Help provide needed shaded areas in order to provide relief from the heat by reducing the ambient temperature.”

This section also goes on to state that the approval criteria for the removal of trees should be as follows:

“The City Council shall deny a tree removal permit and associated tree survey and preservation plan if it is determined that:

1. Removal of the tree is not reasonably required in order to conduct anticipated activities;
2. A reasonable accommodation can be made to preserve the tree; or
3. The purpose and intent of this subchapter is not being met by the applicant.”

## **FINANCIAL/BUDGET IMPLICATIONS**

N/A

## **RECOMMENDED ACTION**

The proposed tree removal is needed in order to conduct anticipated activities on the site and no reasonable accommodation could be made. To deny the removal will require the developer to substantially reconfigure their proposed development. The applicant has identified 14 protected trees totaling in 157 caliper inches for tree replacement credits to offset the 154.75 inches to be removed. Staff requests that Council approve this request to remove the 11 protected trees.

## **RESOLUTION**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS, GRANTING APPROVAL OF A TREE SURVEY/PRESERVATION PLAN AND ACCOMPANYING TREE REMOVAL PERMIT FOR BARRETT MOTORS, BEING A TOTAL OF APPROXIMATELY 4.3± ACRES OF LAND LOCATED ALONG THE SOUTH SIDE OF CENTURY DRIVE, 500 ± FEET WEST OF ROWLETT ROAD, AS DESCRIBED IN EXHIBIT ‘A’; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission of the City of Rowlett and the governing body of the City of Rowlett, in compliance with the laws of the State of Texas and the ordinances of the City of Rowlett, have given the requisite notices by publication and otherwise,

and where the governing body have legislative discretion and has concluded that this resolution is in the best interest of the City of Rowlett;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROWLETT, TEXAS:**

**Section 1:** The City Council hereby finds that the proposed tree removal is needed in order to conduct anticipated activities on the site and no reasonable accommodation could be made.

**Section 2:** The property described in Exhibit A, attached hereto and incorporated herein, consisting of 4.43 +/- acres, is hereby granted approval of a Tree Survey/Preservation Plan (Exhibit B) and accompanying Tree Removal Permit.

**Section 3:** That should any sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this resolution as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal, or unconstitutional.

**Section 4:** That this resolution shall take effect immediately from and after its passage.

**ATTACHMENTS**

Exhibit A – Legal Description

Exhibit B – Landscape/Tree Mitigation Plan

Attachment 1 – Location Map

WHEREAS, Nathan Barrett Properties, LLC is the owner of a tract of land situated in the City of Rowlett, the County of Dallas, State of Texas, as evidenced by the deeds recorded in County Clerk Number 201200272269 and 201300243968 of the Official Public Records of Dallas County, Texas, and being a part of the Thomas Collins Survey, Abstract No. 332, and being all of Lots 11 through 13, Block 3, Toler Business Park No. 2, an Addition to the City of Rowlett, Dallas County, Texas, according to the plat thereof recorded in Volume 81167, at Page 2476, of the Map Records of Dallas County, Texas ("MRDCT"), and Certificate of Correction of Error filed December 31, 1981, in Volume 82001, at Page 0861, of the Deed Records of Dallas County, Texas being more particularly described as follows:

BEGINNING at a 1/2-inch iron rod for the northeasterly corner of said Lot 13 in the southerly right-of-way line Century Drive (50' R.O.W.), from which a 1/2-inch iron rod with yellow plastic cap stamped "3691" found bears S 14°46'10" W a distance of 0.19 feet, said corner having coordinates of: X=2,560,291.21 feet, Y=7,016,147.42 feet;

THENCE South 10 deg. 09 min. 22 sec. East with the easterly line of said Lot 13, a distance of 319.19 feet to point for corner from which a 1/2" leaning iron rod bears S 27°07'31" E a distance of 0.33 feet;

THENCE South 89 deg. 56 min. 51 sec. West with the south line of said Toler Business Park No. 2, passing a 1/2-inch iron rod found for the southwest corner of said Lot 13 at 101.62 feet, and continuing for a total distance of 203.15 feet to a 1/2-inch leaning iron rod found for the southwest corner of said Lot 12;

THENCE South 16 deg. 11 min. 58 sec. East with the easterly line of said Lot 11 a distance of 345.69 feet to a point for corner from which a 5/8-inch iron rod found bears S 00°57'17" E a distance of 0.49 feet;

THENCE South 89 deg. 34 min. 55 sec. West with the south line of said Lot 11 a distance of 124.82 feet to a 1/2-inch iron rod found on the bank of Long Branch Creek and being the southwest corner of said Lot 11;

THENCE North 33 deg. 09 min. 20sec. West with a westerly line of said Lot 11, at 257.16 feet pass two 1/2-inch iron rods found for the northeasterly corner of Lot 7, Block 3, of Toler Business Park No. 3, an addition to the City of Rowlett, Texas, according to the plat thereof recorded in Volume 82067, Page 1796, MRDCT, at 375.97 feet pass a 1/2-inch iron rod with red plastic cap stamped "RPLS 4888" for the northeasterly corner of Lot 8, Block 3, of said Toler Business Park No. 3, and continuing for a total distance of 494.80 feet to a 1/2-inch iron rod found for corner, said corner having coordinates of: X=2,569,845.41 feet, Y=7,015,914.45 feet;

THENCE North 10 deg. 10 min. 20 sec. West with a westerly line of said Lot 11 a distance of 150.72 feet to an 'X' cut in concrete headwall found for the northwest corner of same, said corner being in said southerly right-of-way of Century Drive (50' R.O.W.);

THENCE North 79 deg. 50 min. 38 sec. East with said southerly right-of-way and with the northerly line of said Lots 11, 12 & 13, a distance of 480.00 feet to the PLACE OF BEGINNING and containing 192,747 square feet or 4.425 acres of land, more or less.







# City of Rowlett

## Staff Report

4000 Main Street  
P.O. Box 99  
Rowlett, TX 75080-0099  
www.rowlett.com

**AGENDA DATE:** 02/04/14

**AGENDA ITEM:** 7D

### TITLE

Consider approving an Order calling the General Election for Saturday, May 10, 2014 to elect Councilmembers for Place One, Place Three and Place Five and any possible resulting run-off election to be held on Saturday, June 21, 2014.

### STAFF REPRESENTATIVE

Laura Hallmark, City Secretary

### SUMMARY

The City of Rowlett is a Home Rule city operating under the Council/Manager form of government. The governing body – the City Council, is comprised of seven members who are elected at large by the voters of Rowlett. The manner in which Councilmembers are elected is mandated by the City Charter and State Law (as outlined below).

In order to conduct each election, it is necessary to take the first step, which is to “call” or “order” the election – the process for which is also mandated by State Law.

### BACKGROUND INFORMATION

Per the Rowlett City Charter Article III, Section 3.02 (4), the seven members of the City Council serve staggered terms in the “four-three-none” pattern of elections whereby the Mayor, Councilmembers Place Two, Four, and Six are elected one year, Councilmembers Place One, Three, and Five are elected the next year and there is no election held the following year. As the 2013 General Election was held for the positions of Mayor, Councilmembers Place Two, Place Four and Place Six, the General Election for 2014 will provide for the positions of Councilmembers for Place One, Place Three and Place Five.

### DISCUSSION

The Texas Election Code requires City Council to order an election for the general election of its officers no later than the 71<sup>st</sup> day before the election [TEC Sec. 3.005(c)(2)]. State Law also outlines the uniform election dates [TEC Sec. 41.001(a)] as the second Saturday in May or the first Tuesday after the first Monday in November. Rowlett City Charter states that election of the City Council shall be held in May. This year, that date is Saturday, May 10, 2014.

The Council must call the election no later than the 62<sup>nd</sup> day before the election, which allows approval at this meeting.

Texas Election Code outlines the elements that must be included in the order:

1. Date of the election.

2. Office or measures to be voted on.
3. Location of the main early voting polling place,
4. Date that early voting by personal appearance will begin.
5. In a special election to fill a vacancy in office, the deadline for filing an application for a place on the ballot.
6. In an emergency election to fill a vacancy in office, a statement identifying the nature of the emergency.
7. In a bond election, the location of each polling place.

Because the City contracts with Dallas County Elections Department to administer the General Election, the following additional information must be in the election order:

1. Dates and hours of early voting.
2. Dates and hours for voting on Saturday and Sunday.
3. Early voting clerk's official mailing address.

Due to the possibility of multiple candidates in each position, a run-off election may result. The date selected for the run-off election if necessary, is Saturday, June 21, 2014.

State law also requires that the order be provided in Spanish as well. Both English and Spanish are included in the Order, which is attached.

#### **FINANCIAL/BUDGET IMPLICATIONS**

The election costs budgeted in the City Secretary's budget, elections account number 101-1504-430-7107 are \$42,500.

#### **RECOMMENDED ACTION**

To approve the Order of Election as presented.

#### **ATTACHMENT**

Attachment 1 – Order of Election

**NOTICE/ORDER OF ELECTION FOR MUNICIPALITIES  
 AVISO/ORDEN DE ELECCION PARA MUNICIPIOS**

A general election is hereby ordered to be held on May 10, 2014 to elect:  
*Por la presente se ordena que se llevará a cabo una elección general el 10 mayo 2014 para elegir:*

Councilmember Place 1/*Lugar uno, Concejal*  
 Councilmember Place 3/*Lugar tres, Concejal*  
 Councilmember Place 5/*Lugar cinco, Concejal*

Issued the 4<sup>th</sup> day of February, 2014.  
*Emitida 4 de febrero 2014.*

Early voting by personal appearance will be conducted at the following locations and times\*:  
*La votación adelantada en persona se llevará a cabo en las siguientes ubicaciones y horas:*

**DATES AND TIMES OF EARLY VOTING FOR THE JOINT  
 ELECTION TO BE HELD ON SATURDAY, MAY 10, 2014**  
*Fechas y horarios de votación adelantada para la elección  
 conjunta que se celebrará el sábado, 10 de mayo 2014*

**LOCATIONS TO BE PROVIDED BY DALLAS COUNTY ELECTIONS DEPARTMENT ON  
 FEBRUARY 3, 2014**

**DATES AND TIMES OF EARLY VOTING**  
**FECHAS Y HORARIOS DE VOTACIÓN ADELANTADA**

April 28 (MONDAY THROUGH FRIDAY) May 02 <i>28 de abril (lunes a viernes) 2 de mayo</i>	8 AM TO 5 PM <i>8 a 5 p</i>
May 3 (SATURDAY) <i>3 de mayo (sábado)</i>	8 AM TO 5 PM <i>8 a 5 p</i>
May 4 (SUNDAY) <i>4 de mayo (domingo)</i>	1 PM TO 6 PM <i>1 p 6 p</i>
May 5 (MONDAY AND TUESDAY) May 6 <i>5 de mayo (lunes y martes) 6 de mayo</i>	7 AM TO 7 PM <i>7 a 7 p</i>

\* *Subject to Change / sujeto a cambios*

**Location of Election Day Polling Place**

*Ubicación de las casillas electorales el Día de Elección*

**MAY 10 (SATURDAY)  
 10 DE MAYO (SÁBADO)  
 TIMES OF VOTING  
 HORARIOS DE LAS VOTACIONES  
 7 AM TO 7 PM  
 7AM A 7PM**

**TO BE CONFIRMED BY DALLAS COUNTY ELECTIONS**

<b>CULLINS LAKE POINTE SCHOOL</b>	<b>5701 SCENIC DRIVE</b>	<b>ROWLETT</b>	<b>75088</b>
<b>COYLE MIDDLE SCHOOL</b>	<b>4500 SKYLINE DRIVE</b>	<b>ROWLETT</b>	<b>75088</b>
<b>SCHRADE MIDDLE SCHOOL</b>	<b>6201 DANDRIDGE ROAD</b>	<b>ROWLETT</b>	<b>75089</b>
<b>HERFURTH ELEM SCHOOL</b>	<b>7500 MILLER ROAD</b>	<b>ROWLETT</b>	<b>75088</b>

Applications for ballot by mail shall be mailed to:

*Las solicitudes para boletas que se votaran en ausencia por correo deberán enviarse a:*

Toni Pippins-Poole, Dallas County Elections Administrator

(Name of Early Voting Clerk)

*(Nombre del Secretario(a) de la Votacion Adelantada)*

2377 N. Stemmons Freeway, Suite 820

(Address) *(Direccion)*

Dallas, Texas 75207

(City) *(Ciudad)* (Zip Code) *(Zona Postal)*

Applications for ballot by mail must be received no later than the close of business on April 25, 2014.

*(Las Solicitudes para boletas que se votaran en ausencia por correo deberan recibirse para el fin de las horas de negocio el 25 de abril de 2014)*

\_\_\_\_\_  
Signature of Mayor

*Firma del Alcalde*

\_\_\_\_\_  
Signature of Councilmember

*Firma de la miembro del consejo*

\_\_\_\_\_  
Signature of Councilmember

*Firma de la miembro del consejo*

\_\_\_\_\_  
Signature of Councilmember

*Firma de la miembro del consejo*

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Signature of Councilmember

*Firma de la miembro del consejo*

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Signature of Councilmember

*Firma de la miembro del consejo*

\_\_\_\_\_  
Signature of Councilmember

*Firma de la miembro del consejo*